

NEWTON PARISH COUNCIL

Minutes of meeting held on 9th December 2020 via Videoconference

Present: Councillors Paul Presland (Chairman), Russell Bower, David Everett (from Item 20/283), Rita Schwenk, Laura Smith, Philp Taylor and Sue Vince.

Attending: Lee Parker (Babergh District Council), James Finch (Suffolk County Councillor) and Dave Crimmin (Clerk).

20/279 Apologies for Absence

No apologies required.

20/280 Declaration of Interests and Requests for Dispensation

No interests were declared and no requests for dispensation had been received.

20/281 Minutes of Meeting held on 11th November 2020

The minutes of the meeting were approved by the councillors who resolved that the minutes should be digitally signed by the Chairman as a correct record.

20/282 Councillor Vacancy

The councillors reviewed the application from David Everett to be co-opted as a councillor on NPC. The councillors unanimously resolved that David be co-opted to fill the vacancy and he signed the Declaration of Acceptance accordingly. The Chairman welcomed Cllr Everett to the council.

20/283 Public Forum

Lee Parker updated councillors on Babergh's support grant for businesses paying rates, the forthcoming Joint Local Plan consultation, the CIL Charging Rates consultation, the Sudbury Vision and the news that the Customer Access Point was moving out of Sudbury Town Hall at the end of March 2021. The Chairman thanked Lee for his £500 Locality grant towards the new bus shelter. Councillors reviewed James Finch's previously submitted report and he updated councillors on COVID-19, education and his endeavours to get the two posts erected in the parish for the new SID.

20/284 Emails circulated

Following a review of the emails circulated by the Clerk since the last meeting there were no actions requested of the Clerk.

20/285 Clerk's Report

Following a review of the Clerk's report (Appendix A), the councillors agreed that in relation to Item 20/265, Cllrs Presland and Everett would discuss the resident's issues with him face to face.

20/286 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix B), were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.
- b. After reviewing the proposed budget for NPC in 2021 / 22 (Appendix C) the councillors resolved an expenditure budget of £19,029.
- c. After several contacts with the mandate team and the local branch, Cllr Presland is still awaiting confirmation that Cllr Bower and himself have been added to the authorised account signatories for NPC's bank accounts at Barclays. Once confirmed, he and Cllr Bower will request that the correspondent for the bank accounts be changed to the Clerk.

Signed _____

Date _____

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NEWTON PARISH COUNCILMinutes of meeting held on 9th December 2020 via Videoconference**20/287 Planning**

- a. The councillors reviewed **Planning Application DC/20/05263 Jordans, Sudbury Road** - Application for approval of Reserved Matters following Outline Approval DC/19/05588 - Appearance, Landscaping, Layout and Scale for Sub-division of garden land and erection of a 1No dwelling, garage and associated works and resolved to support the application.
- b. The councillors reviewed **Adjoining Parish Planning Application DC/20/05183 Chilton Woods Mixed Development Land, North Of Woodhall Business Park, Sudbury** - Reserved matters application for Phase 1 (Infrastructure) (matters relating to layout, scale, appearance and landscaping) for the installation of site wide infrastructure, including spine road, sustainable drainage scheme and associated services, infrastructure, landscaping and ecological enhancements details pursuant to Outline Planning Permission ref. B/15/01718, dated 29th March 2018 (Outline application (with all matters reserved except for access) - Erection of up to 1,150 dwellings (Use Class C3); 15ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network energy centre); village centre (comprising up to 1,000m2 Gross Floor Area (GFA) of retail floor space (A1, A2, A3, A4 and A5), village hall (D2), workspace (B1a), residential dwellings (C3), primary school (D1), pre-school (D1) and car parking); creation of new vehicular access points and associated works; sustainable transport links; community woodland; open space (including children's play areas); sustainable drainage (SuDS); sports pavilion (D2) and playing fields; allotments; and associated ancillary works.). The councillors resolved that they had no comments on the planning application itself but were concerned that a construction management plan had not accompanied the application as the initial impact of the Chilton Woods site upon Newton would be considerable if the A134 through Newton was being used as a route for the construction traffic.
- c. The councillors reviewed **Adjoining Parish Planning Application DC/20/05203 Old Joe's Driving Range, Joes Road, Great Cornard** - Application for Outline Planning Permission (all matters reserved). Town and Country Planning Act 1990 - Siting 2no. holiday lodges and erection of golf simulator building and resolved that they had no comments.
- d. Two further planning application had been received since the agenda was posted requiring a response before the next meeting. The councillors reviewed **Planning Application DC/20/04875 Hurrells Farm, Boxford Lane** - Application for Listed Building Consent - Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access and resolved to support the application. The councillors reviewed **Planning Application DC/20/04874 Hurrells Farm, Boxford Lane** - Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access and resolved to support the application despite having reservations on the impact that the increase in traffic generated by the dwelling will have on the junction of Boxford Lane and the A1071.
- e. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix D).

20/288 Neighbourhood Plan

Cllr Presland updated the councillors that the final modifications to the draft Newton NP were being made and a Consultation Statement was being produced to be submitted with the NP. It is expected that the work will be completed in the first couple of weeks in January 2021 and would then be ready for the documents to be submitted to Babergh for the Regulation 16 Submission consultation stage. The councillors resolved that once the work is completed, that the Clerk submit the NP to Babergh.

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20/289 Babergh Joint Local Plan consultation

Cllr Presland updated councillors that Newton was still classified as a hinterland village and is still required to produce at least 23 dwellings in the latest version of the JLP. After discussing the criteria for the JLP consultation, the councillors resolved that they had no comments at this time

20/290 Recreation Ground

Cllr Presland updated councillors that the installation of the first phase of MUGA installation was completed on the 13th November 2020. The initial painting of lines is outstanding, but the signage for the MUGA use was now installed. The final painting of the MUGA tarmac surface will be undertaken in April 2021.

The councillors reviewed if the MUGA could be opened as a games area at the current time. The Clerk updated councillors that there were a number of processes that needed to be completed before the MUGA could be opened to the public :

- The councils insurance for the MUGA required that a Risk Assessment and Inspection checklist be in place before it is used and that it is inspected by a competent person at least on a four-weekly basis
- As a local authority with a MUGA, the Risk Assessment needed to include the COVID-19 conditions as defined by the Government and appropriate signage put in place around the equipment
- The appropriate COVID-19 Tier level conditions of use would also have to be considered in the assessment.

The councillors resolved that Cllrs Bower and Presland undertake a review of the processes in order to open the MUGA for public use. Once the necessary documents have been produced these will be sent to the Clerk so that he can update the insurance file and circulate to the remaining councillors. At this point, Cllrs Bower and Presland can apply the outcomes of their review and open the MUGA.

It was agreed that the tennis net would be stored in the MUGA and that councillors would review the options for a booking system for the MUGA ahead of the January meeting. Cllr Presland will liaise with a local contractor regarding a permanent storage solution for the tennis net.

The councillors reviewed the Post Installation Report from the Play Inspection Company for the Forever Fit Equipment installed by All Play Solutions. Whilst the inspection did not identify any issues with the installation of the 11 items of equipment, as the safety surfaces and the resin bonded rubber mulch had not been installed at the time of the inspection, there was no report on these items. The councillors resolved that until a Post Installation Report for the safety surfaces and the resin bonded rubber mulch has been received with a clean bill of health, that NPC could not accept the installation was complete as per the terms of the contract, and remained the property of the supplier. The councillors agreed to put "do not use" signs on the equipment with an explanation of the reasons why. The Clerk to update All Play Solutions on the current status.

The councillors reviewed the sample signage proposed by All Play Solutions for the Forever Fit Equipment and requested the Clerk to ask for further samples for use on the other equipment areas so that all three could be agreed at the January meeting.

20/291 Speed Sign

SCC Highways has now updated Cllr Bower that they will be proceeding with the installation of the two posts for the SID, but had not mentioned any timeframe. James Finch will follow up NPC's request for a timeframe.

Signed _____

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20/292 Assets

- a. The councillors resolved a budget of £100 for the replacement of a commemorative oak tree for John Taylor and the Clerk to ask the Tree Warden to undertake the work.
- b. The condition of the Village Sign is still being assessed by a volunteer.
- c. The councillors reviewed the proposed plan for a new bus shelter at Links View. Cllr Taylor will take forward NPC's request for the Trust to confirm their agreement to the proposal in writing so that it can be forwarded to SCC Highways. NPC now await a quotation from SCC Highways for the proposed works.

20/293 Car Charging Point

The Clerk has made an application to Suffolk 2020 for a car charging point to be installed in the village. The councillors now await feedback from the Village Hall Management Committee (VHMC) on whether they wish it to be installed at the Village Hall car park.

20/294 Village Hall and Trust updates

Cllr Schwenk updated councillors that the Village Hall is still closed. Cllr Presland updated councillors that two of the three quotations for running an electrical supply from the Village Hall to the Recreation Ground had been received, with the third being undertaken later this week. Once the quotations are received Cllr Presland will discuss the option with the VHMC and the Trust. The Trust has been approached by Cornard Dynamos to use the football pitch.

20/295 Meeting Dates in 2021

The councillors agreed with the following meeting dates for 2021:

- 13th January 2021
- 10th February 2021
- 10th March 2021
- 14th April 2021
- 12th May 2021
- 2nd June 2021
- 14th July 2021
- 11th August 2021 (Provisional)
- 8th September 2021
- 13th October 2021
- 10th November 2021
- 8th December 2021.

20/296 Questions to the Chair

Cllr Schwenk updated councillors on the removal of a tree branch from the Green Lane footpath. Cllr Presland updated councillors on the lights for the metal Christmas tree.

20/297 Next Meeting

The next scheduled NPC meeting will be held on Wednesday 13th January 2021 starting at 7.30pm.

The meeting closed at 9.45 pm.

Signed _____

Date _____

NEWTON PARISH COUNCILMinutes of meeting held on 9th December 2020 via Videoconference**Appendix A Clerk's Report**

| Minute | Action | Complete ✓ |
|----------|---|------------|
| 20/240 | Awaiting T&C's for RoSPA's post installation inspection from All Play Solutions. | |
| 20/263 | Minutes sent to Newsletter and updated on website. | ✓ |
| 20/265 | Response sent to resident, but unfortunately his reply did not take kindly to the information supplied. Councillors to review policy. | |
| 20/267 a | Payments made to suppliers, individuals and organisations. | ✓ |
| 20/268 | Planning response sent to Babergh. | ✓ |
| 20/270 | MUGA sign content sent to Tennis 2000. | ✓ |
| 20/270 | Four locks purchased for the MUGA which is now locked. | ✓ |
| 20/270 | Due to work on NNP, the Risk Assessment, Inspection checklist and storage for tennis equipment is outstanding. | |
| 20/272 | Sent response to SCC Boundary Review consultation. | ✓ |
| 20/273 | Bus Shelter quotation is in progress. | |
| 20/274 | Application made for car charging point. | ✓ |
| 20/275 | Wrote to Mr Fisher. | ✓ |
| 20/276 | Quotations from electricians in progress. | |
| | | |
| | Clerk's Delegated Power | |
| | Nothing to report since last meeting. | |
| | Clerk Hours | |
| | Up until 29th November 2020 - 491.5 hours worked / 465 hours paid. | |
| | | |

Signed _____

Date _____

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NEWTON PARISH COUNCILMinutes of meeting held on 9th December 2020 via Videoconference**Appendix B RFO Report****Receipts & Payments**

| Date | Details | Cheque | Power | Receipts | Payments |
|----------|--|--------|-----------------------------|----------|-----------|
| 30/11/20 | Tennis 2000 - MUGA 1st Instalment | 101257 | Localism Act 2011 ss 1 to 8 | 0.00 | 40,949.04 |
| 11/11/20 | Cancelled | 101258 | | 0.00 | 0.00 |
| 11/11/20 | Came & Co - Insurance of MUGA & Equipment | 101259 | Localism Act 2011 ss 1 to 8 | 0.00 | 754.91 |
| 27/11/20 | All Play Solution Ltd - Play Equipment Deposit | 101260 | Localism Act 2011 ss 1 to 8 | 0.00 | 25,379.34 |
| 09/12/20 | Garden Arb Business - Footpath cutting 2020 | 101261 | Localism Act 2011 ss 1 to 8 | 0.00 | 360.00 |
| 09/12/20 | BDC - Dog & Litter bin emptying | 101262 | Localism Act 2011 ss 1 to 8 | 0.00 | 187.87 |
| 31/12/20 | DF Crimmin - Salary Oct to Dec | 101263 | Localism Act 2011 ss 1 to 8 | 0.00 | 2,113.40 |
| 31/12/20 | DF Crimmin - WFHA Oct to Dec | 101263 | Localism Act 2011 ss 1 to 8 | 0.00 | 78.00 |
| 31/12/20 | HMRC - Clerk Tax | 101265 | Localism Act 2011 ss 1 to 8 | 0.00 | 528.20 |
| 31/12/20 | HMRC - Employers NI | 101265 | Localism Act 2011 ss 1 to 8 | 0.00 | 61.35 |

Bank Reconciliation

| Account | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community | 30/10/20 | £100.00 | | | | |
| Premium Accounts | 30/10/20 | £57,215.00 | -£13,437.11 | £70,752.11 | £0.00 | £0.00 |
| Tracker Account | 30/10/20 | £1,164.96 | £1,164.96 | £0.00 | £0.00 | £0.00 |
| | | £58,479.96 | -£12,272.15 | £70,752.11 | £0.00 | |

Actual v's Budget

| | Budget | Actual | | Reserves | Budget | Actual |
|---------------|-------------------|-------------------|------------------------|-------------------|-------------------|--------------------|
| Assets B/F | | £52,445.88 | | | | |
| Income | | | Expenditure | | | |
| Precept | £10,258.00 | £10,258.00 | Clerks Salary | | £11,556.40 | £9,720.65 |
| Grants | £0.00 | £4,505.00 | Admin | | £1,900.00 | £587.54 |
| Recycling | £400.00 | £760.62 | Donations | | £800.00 | £300.00 |
| CIL / Other | £5,000.00 | £18,421.87 | Annual Subscriptions | | £602.00 | £260.87 |
| Bank Interest | £25.00 | £26.59 | Footpath Maintenance | | £300.00 | £300.00 |
| VAT Repayment | £0.00 | £1,419.14 | Insurance | | £320.00 | £1,086.31 |
| | | | Inspection | | £380.00 | £380.00 |
| | | | Maintenance | | £2,000.00 | £453.85 |
| | | | Projects | | £1,400.00 | £71,325.05 |
| | | | CIL / Other | £24,448.12 | £4,000.00 | £0.00 |
| | | | Village Hall | | £165.00 | £0.00 |
| | | | VAT Paid | | £0.00 | £15,096.42 |
| | | | Contingency | | £500.00 | £0.00 |
| | | | NNP | £5,505.00 | £0.00 | £598.56 |
| Total | £15,683.00 | £35,391.22 | Total | £29,953.12 | £23,923.40 | £100,109.25 |
| | | | Assets Carried Forward | | | -£12,272.15 |
| Total | | £87,837.10 | Total | | | £87,837.10 |

Signed _____

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Income sources for 2021 / 22 have been based on those for 2020 / 21. I have assumed that SCC will again agree to the grant so that you can cut the footpaths twice a year.

Expenditure

The following assumptions should be noted

- The Clerk will not receive a cost of living increase in 2021 / 22
- The Bus Shelter replacement project will be funded from the Locality Grants received and the Asset Replacement or CIL Earmarked Reserve
- The project for an electricity supply to the recreation ground will be funded from the CIL Earmarked Reserve
- A budget of £1,500 is available for any project, including Fireworks, that the councillors wish to undertake during 2021 / 22
- Appendix A shows the full rational for the 2021 / 22 budget.
- NPC is asked to consider **a total expenditure budget of £19,029 for 2021 / 22.**

Please find below tables which show a comparison between 2019 / 20 budget and actual, 2020 / 21 budget, actual to date and that ***anticipated at year end*** and the anticipated budget for 2021 / 22.

| | 2019 / 20 | | 2020 / 21 | | | 2021 / 22 |
|--------------------------|------------------|------------------|------------------|------------------|-------------------|------------------|
| | Budget | Actual | Budget | Actual to Date | To year end | Budget |
| Income | | | | | | |
| Grants | 0.00 | 103.80 | 0.00 | 4,505.00 | 144,500.00 | 1,677.20 |
| Recycling | 370.00 | 412.82 | 400.00 | 760.62 | 1,000.00 | 400.00 |
| CIL / Other | 0.00 | 6,766.62 | 5,000.00 | 18,421.87 | 18,421.87 | 0.00 |
| Bank Interest | 60.00 | 121.37 | 25.00 | 26.59 | 25.00 | 25.00 |
| VAT Repayment | 0.00 | 735.75 | 0.00 | 1,419.14 | 30,000.00 | 0.00 |
| Total Income | 430.00 | 8,140.36 | 5,425.00 | 25,133.22 | 193,946.87 | 2,102.20 |
| Precept | | 10,258.00 | | | 10,258.00 | |
| Expenditure | | | | | | |
| Clerks Salary | 4,162.00 | 5,145.49 | 11,556.40 | 7,017.70 | 12,268.70 | 10,304.00 |
| Admin | 1,806.00 | 1,419.29 | 1,900.00 | 509.54 | 1,900.00 | 1,650.00 |
| Donations | 800.00 | 200.00 | 800.00 | 300.00 | 800.00 | 800.00 |
| Annual Subscriptions | 425.00 | 626.98 | 602.00 | 260.87 | 602.00 | 425.00 |
| Footpath Maintenance | 360.00 | 300.00 | 300.00 | 0.00 | 300.00 | 300.00 |
| Insurance | 400.00 | 375.05 | 320.00 | 1,086.31 | 1,086.31 | 1,135.00 |
| Inspection | 350.00 | 272.00 | 380.00 | 380.00 | 380.00 | 415.00 |
| Maintenance | 1,200.00 | 928.18 | 2,000.00 | 297.29 | 2,000.00 | 2,000.00 |
| Projects | 1,400.00 | 2,679.40 | 1,400.00 | 71,325.05 | 122,400.00 | 1,500.00 |
| CIL / Other | 0.00 | 13,223.11 | 4,000.00 | 0.00 | 20,000.00 | 0.00 |
| Village Hall | 0.00 | 0.00 | 165.00 | 0.00 | 0.00 | 300.00 |
| VAT Paid | 0.00 | 1,419.14 | 0.00 | 15,005.11 | 29,100.00 | 0.00 |
| Contingency | 500.00 | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 |
| NNP | 0.00 | 3,466.43 | 0.00 | 598.56 | 4,505.00 | 200.00 |
| Total Expenditure | 11,403.00 | 30,055.07 | 23,923.40 | 96,780.43 | 195,342.01 | 19,029.00 |

Signed _____

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Appendix A

| | 2021 / 22 | |
|---------------------------|------------------|--|
| | Budget | Budget Notes 2021 / 2022 |
| <u>Income</u> | | |
| Grants | 1,677.20 | Grass Cutting grant - £177.20 / Locality |
| Recycling | 400.00 | |
| CIL / Other | 0.00 | |
| Bank Interest | 25.00 | |
| VAT Repayment | 0.00 | |
| Total Income | 2,102.20 | |
| Precept | | |
| <u>Expenditure</u> | | |
| Clerks Salary | 10,304.00 | 780 hours at £12.98 per hour + £180 NI |
| Admin | 1,650.00 | Stationery £500 / Training £500 / Clerk WFH allowance £312 / Refreshments £200 / Speed |
| Donations | 800.00 | Christmas Parcels £100 / Poppy appeal £100 |
| Annual Subscriptions | 425.00 | SALC £280 / SLCC £112 / CAS £25 |
| Footpath Maintenance | 300.00 | |
| Insurance | 1,135.00 | |
| Inspection | 415.00 | Internal Audit £215 / External Audit £200 |
| Maintenance | 2,000.00 | Dog Bins £320 |
| Projects | 1,500.00 | |
| CIL / Other | 0.00 | |
| Village Hall | 300.00 | Hall Hire |
| VAT Paid | 0.00 | |
| Contingency | 0.00 | |
| NNP | 200.00 | NNP Admin £200 |
| Total Expenditure | 19,029.00 | |

Signed _____

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NEWTON PARISH COUNCILMinutes of meeting held on 9th December 2020 via Videoconference**Appendix D Planning Status**

| BDC Ref | Application | NPC Ref | NPC Response | BDC Response |
|-------------|--|---------|--------------|-----------------------|
| DC/20/03337 | Site Of Former Red House Farm, Sudbury Road - Application under Section 73 of the Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) on planning permission DC/18/00190 (to facilitate changes to house types, interior accommodation and other minor changes). | 20/232a | Support | Permission 19/11/2020 |
| DC/20/03810 | Perrywood Garden Centre, Newton Road - Erection of a new garden centre building (Use Class A1) including restaurant, enclosed and open canopies and outdoor sales area. Erection of a glasshouse and store. Partial demolition of and erection of an extension to the existing garden centre building (to be used for Use Classes A1 and B1). Erection of a replacement potting shed. External alterations of the existing barn. Erection of electricity sub-stations and an electricity distribution building. Provision of landscaping, car parking areas, wildlife area and outdoor events space. | 20/250a | Support | |
| DC/20/03914 | Marks Meadow, Rectory Road - Application for approval of reserved matters following outline approval DC/20/00859 (Outline Planning Application (Access to be considered all other matters reserved) - Erection of 3no. dwellings with garages and creation of new access) - Phased development details for Landscaping, Design and Scale for Plot 1 only. | 20/250b | Support | Permission 06/11/2020 |
| DC/20/03968 | Valley Farm, Valley Road - Application for Listed Building Consent - Alteration to existing vehicular access and demolition of front wall, installation of hard surfaced driveways, patio areas and boundary treatments as detailed in the Design and Access Statement and accompanying plans. | 20/250c | Support | Permission 05/11/2020 |
| DC/20/04179 | Hills Barn, Sudbury Road - Erection of a single-storey detached cartlodge. | 20/250d | Support | Permission 06/11/2020 |
| DC/20/04199 | Buckledee Cottage, Assington Road - Erection of single storey rear conservatory extension. | 20/250e | Support | Permission 12/11/2020 |
| DC/20/04701 | Valley Farm, Valley Road - Application under Section 73 of The Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/18/00101 (Conversion of timber framed barn and adjoining brick granary to dwelling house.) | 20/268a | Noted | |
| DC/20/04696 | Valley Farm Valley Road - Application under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of Listed Building Consent DC/18/00102 (Conversion of timber framed barn and adjoining brick granary to dwelling house) | 20/268b | Noted | |

End of Appendices

Signed _____

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