

DRAFT NEWTON PARISH COUNCIL

Minutes of Meeting held on 20th March 2024 at Newton Village Hall

Present: Councillors Laura Smith (Chairman), Ian Cole, Louise Evers, Janys Sherwood and Rita Schwenk.

Attending: Lee Parker (Babergh District Councillor) and Dave Crimmin (Clerk).

24/035 Apologies for Absence

Cllrs Everett (holiday) and Taylor (holiday) sent their apologies as did James Finch (Suffolk County Councillor).

24/036 Declaration of Interests and Requests for Dispensation

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

24/037 Minutes of Meeting held on 14th February 2024

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

24/038 Public Participation

The councillors reviewed James Finch's previously submitted report, which recorded that there had been no movement in arranging a meeting with Highways to discuss the crossing option(s) in Newton. Lee Parker updated councillors on the Suffolk Devolution proposals, Babergh's Budget and challenges, and the anti-parking charges petition received by Babergh.

24/039 Emails circulated

Following a review of the emails circulated by the Clerk, there were no actions requested of the Clerk.

24/040 Clerk's Report (Appendix A)

Following a review of the Clerk's report, there were no further actions requested of the Clerk.

24/041 Planning

- a. The councillors reviewed **Planning Application DC/24/00740 23 Church Road** - Erection of single storey rear extension and insertion of 3 No. roof lights to existing rear roof slope and resolved to support the application.
- b. The councillors reviewed **Planning DC/24/00871 Jarvis Farm, Assington Road** - Application for Consent to Display Advertisements. 2 sided freestanding sign 75 x 75cm on 10 x 10cm timber posts, sign constructed of 2no aluminium composite Diabond sheets displaying the words 'BiBi Aesthetics & SPMU' and resolved that they had no comment.
- c. The councillors reviewed **Planning Application DC/24/01087 Otium, Joes Road** - Construction of 3 Bay Cartlodge (retention of) and resolved that they had no comment.
- d. No further planning application was received since the agenda was posted requiring a response before the next meeting.
- e. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix B).

24/042 Finance

- a. The councillors authorised all payments made and due for authorisation, as itemised in the RFO Report (Appendix C) and noted the income received since the last meeting, the reconciliation of accounts, the Statement of Accounts vs Budget and the spending commitment.
- b. The councillors resolved that the Earmarked Reserves being carried forward to 2024 / 2025 will be as follows:

Signed _____

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Earmarked Reserves	
Asset Replacement	£2,000.00
Village Hall	£0.00
Legal Fees	£1,000.00
Election Costs	£1,500.00
Total Earmarked Reserves	£4,500.00

- c. The councillors resolved to award the footpath grass-cutting contract to David Gotts at a total cost of £360 for six cuts.
- d. The councillors resolved to award the grass and hedging cutting contract to Flowers Groundcare at a total cost of £1,200
- e. The councillors reviewed the donation requests received and resolved to award the following:
 - Kernos - £200
 - Sudbury and Suffolk Citizens Advice - £200

24/043 Newton Footpaths

There was no further update on the creation of any new footpaths.

24/044 Allotments

The councillors reviewed the latest report from BWB which indicated that the allotment land transfer would be completed next week. Following a review of the responses received from existing allotment tenants, the councillors agreed to meet at the allotments at 6pm on the 4th April 2024 to review the site.

24/045 War Memorial

The councillors reviewed the view of local stonemason Neil Luxton of Luxstone that the memorial required cleaning and the inscriptions required re-enamelling. Further investigation of the white base would be required once some of the paint is removed. The councillors agreed with this course of action once Babergh's Heritage Department had approved the schedule of works. The councillors agreed an initial budget of £1,050 + VAT from CIL Receipts.

24/046 NPC GDPR Data Map

The councillors reviewed NPC's GDPR Data Map as of March 2024 and resolved its adoption.

24/047 Walk of the Parish

Cllr Cole noted the poor condition of the road surface in Links View.

24/048 Village Hall and Trust updates

In the absence of a Trust report the councillors reviewed the minutes of the Trust meeting held on 11th March 2024. The councillors asked the Clerk to write to the Trust to establish when works on the wildflower area in the Recreation Ground were due to commence.

Cllr Schwenk stated the damp course works in the Village Hall had been completed, although further issues had been exposed during the course of the works. She also updated councillors that Chairman Alan Vince, is planning to step down in the near future.

24/049 Questions to the Chair

The Clerk was asked to write to the BRN recording the death of lifelong resident Terry Coe.

Signed _____

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The next Meeting of NPC will be held on **Wednesday, 10th April 2024**, starting at 7.30 pm in Newton Village Hall.

The meeting closed at 9.08 pm.

Appendix A Clerk's Report

Minute	Action	Complete ✓
22/117	Awaiting NGT confirmation of location of defibrillator at Little Green.	
23/206	Babergh to repair the second Rectory Road nameplate.	
23/209	Stonemason report on War Memorial to be reviewed on 20/03/2024.	
23/222	Clerk liaising with Community Wardens re RoSPA report on play equipment.	
24/009	Contractor to review cutting of FP 2.	
24/010	Report on allotments tenants to be reviewed on 20/03/2024.	
24/021	Minutes sent to BRN and updated on website.	✓
24/023	Free portrait of the King ordered.	✓
24/025	Planning responses sent to Babergh.	✓
24/026 a	Payments made to suppliers, individuals and organisations.	✓
24/026 b	Transfer of £20,000 made from Savings to Current bank account.	✓
24/028	Signed allotment land transfer forms returned to BWB.	✓
24/029	Results of Parish Survey published on website.	✓
24/031	Litter bins installed by bus shelters on the Green.	✓
	Clerk's Actions & Delegated Power	
	None.	
	Clerk Hours	
	Up until the 10th February 2024 - 588 hours paid / 551.75 hours worked.	

Appendix B Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/23/05898	Hurrells Farm, Boxford Lane - Application under Section 19 of The Town and Country Planning Act 1990 for Listed Building Consent DC/20/04875 - Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access. To Vary Condition 2 (Approved Plans and Documents) as per drawing 2565 - P01 and Heritage Statement.	24/007a	Support	Permission 04/03/2024
DC/23/05897	Hurrells Farm, Boxford Lane - Application under S73 for the Removal or Variation of a Condition following grant of DC/20/04874 dated 10/06/2021 Town and Country Planning Act 1990 (as amended) Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access - To vary Condition 2 (Approved Plans and Documents) as per drawing 2565-P01 and Heritage Statement.	24/007b	Support	Permission 04/03/2024
DC/24/00246	Valley Farm House, Valley Road - Proposed boundary treatments following receipt of Breach of Planning Conditions letter EN/22/00206 (re-submission of DC/23/03649).	24/025a	Support	
DC/24/00389	Otium, Joes Road (part In The Parish Of Great Cornard) - Erection of triple garage with solar panels to roofslope.	24/025b	Object	Withdrawn
DC/24/00386	Willow Farm, Further Street, Assington – Change of use of agricultural land and excavation of a field to create a Private Lake.	24/025c	No comment	

Signed _____

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DRAFT NEWTON PARISH COUNCILMinutes of Meeting held on 20th March 2024 at Newton Village Hall**Appendix C RFO Report****Unity Receipts & Payments 2023 / 2024**

Date	Details	Cheque	Power	Receipts		Payments	
15/02/24	Transfer from Savings			20,000.00	Y	0.00	
20/03/24	Newton Green Village Hall - Hall Hire 2023 to 2024		Localism Act 2011 ss 1 to 8	0.00		420.00	
20/03/24	Glasdon - 2 litter bins		Localism Act 2011 ss 1 to 8	0.00		545.21	
20/03/24	DF Crimmin - Expenses 1 Sep 2023 to 29 February 2024		Localism Act 2011 ss 1 to 8	0.00		862.50	
20/03/24	Sudbury TC - Additional hours and mileage costs 2023 to 2024		Localism Act 2011 ss 1 to 8	0.00		288.71	
28/03/24	DF Crimmin - Salary Jan to Mar		Localism Act 2011 ss 1 to 8	0.00		2,422.36	
28/03/24	DF Crimmin - WFHA Jan to Mar		Localism Act 2011 ss 1 to 8	0.00		78.00	
28/03/24	HMRC - Clerk Tax		Localism Act 2011 ss 1 to 8	0.00		605.60	
28/03/24	HMRC - Ers NI		Localism Act 2011 ss 1 to 8	0.00		103.91	
15/02/24	Transfer to Current			0.00		20,000.00	Y

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Unity Current Account	11/03/24	£6,494.08	£1,167.79	£5,326.29	£0.00	£0.00
Unity Trust Savings Account	11/03/24	£25,941.94	£25,941.94			£0.00
		£32,436.02	£27,109.73	£5,326.29	£0.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£45,116.29				
Income			Expenditure			
Precept	£18,242.81	£18,242.81	Clerks Salary		£12,011.23	£12,527.46
Grants	£177.20	£212.64	Clerk's Pension		£1,260.48	£0.00
Recycling	£500.00	£479.35	Admin		£2,000.00	£1,787.97
CIL	£0.00	£4,836.56	Donations		£800.00	£300.00
Bank Interest	£50.00	£822.27	Annual Subscriptions		£485.00	£452.01
VAT Repayment	£0.00	£3,599.17	Footpath Maintenance		£400.00	£360.00
Other	£0.00	£1,800.00	Insurance		£1,500.00	£1,658.56
			Inspection		£563.00	£430.00
			Maintenance		£500.00	£55.75
			Projects		£500.00	£0.00
			CIL	£27,523.93	£5,842.00	£23,007.30
			Village Hall Hire		£390.00	£420.00
			VAT Paid		£0.00	£5,250.31
			Other		£0.00	£1,750.00
Total	£18,970.01	£29,992.80	Total	£27,523.93	£26,251.71	£47,999.36
			Assets Carried Forward			£27,109.73
Total		£75,109.09	Total			£75,109.09

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Project Committed Spending							
Meeting Date	Minute	Supplier	Cost Net	VAT	Total	Project	Budget
15/06/22	22/113	Sudbury TC	£185.00	£37.00	£222.00	Rec Ground jet wash	CIL
13/09/23	23/170d	Scribe	£595.00	£119.00	£714.00	Accounting Software	Projects / Admin
			£780.00	£156.00	£936.00		

FUNDS	
General Reserves (50% of Budgetted Expenditure)	£10,204.86
Current year balance	£2,171.68
Restricted Funds	
CIL	£9,353.19
Newsletter	£2,880.00
Total Restricted	£12,233.19
Earmarked Reserves	
Asset Replacement	£0.00
Village Hall	£0.00
Legal Fees	£1,000.00
Election Costs	£1,500.00
Total Earmarked Reserves	£2,500.00
TOTAL FUNDS	£27,109.73
Unrecovered VAT	£5,250.31

End of Appendices

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