

**NEWTON PARISH COUNCIL****Minutes of Meeting held on 8<sup>th</sup> March 2023 at Newton Village Hall**

**Present:** Councillors David Everett (Chairman), Ian Cole, Paul Presland (arrived late) and Rita Schwenk.

**Attending:** Lee Parker (Babergh District Councillor), Dave Crimmin (Clerk) and one resident.

**23/040 Apologies for Absence**

Cllrs Bower, Smith (illness) and Taylor (appointment) sent their apologies as did James Finch (Suffolk County Councillor).

**23/041 Declaration of Interests and Requests for Dispensation**

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

**23/042 Minutes of Meeting held on 8<sup>th</sup> February 2023**

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

**23/043 Public Participation**

The councillors reviewed Lee Parker's previously submitted report and he updated councillors on Babergh's Budget for 2023 / 2024, the unoccupied properties fund and the Photo ID requirement at the May 2023 Elections. He also mentioned that the issue of a structure in the garden of a property on Church Road is now being reviewed by Babergh's Enforcement. The "quarry works" in Valley Road is now being investigated by SCC's Minerals Enforcement. The damaged culvert by the A134 is being reviewed by the Trust.

**23/044 Emails circulated**

There were no further actions required on the emails circulated by the Clerk.

**23/045 Clerk's Report (Appendix A)**

The Clerk was asked to write for a second time to the householder along the A134 whose hedge is creating issues for people walking along the pavement. He will quote that under Section 154 of the Highways Act 1980 unless the work is undertaken within 21 days, the work may be undertaken by the council and the costs recovered from the property owner.

**Cllr Presland arrived.**

**23/046 Finance**

- a. All payments made and due for authorisation, as itemised in the RFO Report (Appendix B) were authorised by the councillors. The councillors also noted the income received since the last meeting, the reconciliation of accounts and the Statement of Accounts vs Budget.
- b. The councillors agreed that the Earmarked Reserves to be carried forward to 2023 / 2024 were:

<b>Earmarked Reserves</b>	
Village Hall	0.00
Legal Fees	1,000.00
Election Costs	1,500.00
<b>Total Earmarked Reserves</b>	<b>2,500.00</b>

- c. The councillors reviewed the donations made in 2022 / 2023.

Signed \_\_\_\_\_

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**23/047 Planning**

- a. The councillors reviewed **Planning Application DC/23/00577 1 Links View** - Application for Outline Planning Permission (Access points to be considered, Appearance, Landscaping, Layout and Scale reserved) Town and Country Planning Act 1990 (as amended) - Erection of 1 No detached dwelling with parking, together with new vehicular access and extension of the public footway to the South of the proposed access (re-submission of withdrawn application DC/22/05997). The councillors resolved to support the application in principle as it met the Newton Neighbourhood Development Plan's (NNDP) Policy NEWT 1 as it was proposed for an "underused parcel of land within the defined settlement boundary". The councillors would expect any detailed planning application for the location to be in accordance with the other NNDP Policies.
- b. No further planning application had been received since the agenda was posted requiring a response before the next scheduled meeting.
- c. The councillors reviewed Planning **Appeal APP/D3505/W/22/3310476 Rotten Row Farm, Rotten Row** - Continued use of buildings for agricultural, industrial and commercial purposes. The councillors resolved to write to the Planning Inspectorate informing them that the Newton Neighbourhood Development Plan has now been adopted by Babergh and that all the issues previously raised against the planning application still stood.
- d. The councillors reviewed Babergh's response to NPC's questions regarding the **permission granted to Planning Application DC/22/05206 for 6 dwellings on the land to the rear of Juglans**. The councillors requested that the Clerk draft a reply to Babergh outlining the feelings of both the councillors and residents alike on the flaws identified by Babergh in the planning process for the application but welcoming the proposed meetings between the Planning Area Manager and NPC to review planning matters in the parish.
- e. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix C).

**23/048 Newton Footpaths**

No further developments on any new footpaths.

**23/049 Allotments**

There has been no further update on the transaction's progress from the solicitors since the December meeting. Cllr Schwenk, who previously worked at BWB, will contact the solicitor directly for an update.

**23/050 Litter Pick & Coffee Morning**

The councillors reviewed the plans for the events this coming Saturday and were happy for both to proceed.

**23/051 Village Hall and Trust updates**

The Village Hall committee raised a question on the availability of NPC's CIL receipts towards a project to tarmac the Village Hall car park. The councillors felt that such a project should be included in the Parish Infrastructure Investment Plan (PIIP) process although at this stage NPC has not allocated any of its CIL to the PIIP projects. The Trust has removed a dead tree from the Green.

**23/052 Newton Survey**

The councillors were pleased with the 79 responses received to the Newton Survey which represented a 33% response. The analysis will be published on the Newton website and at this Saturday's Coffee Morning. Moving forward the council will review the responses and create a

Signed \_\_\_\_\_

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number of PIIP projects to be considered by the new council moving forward. It was felt that an annual survey might be considered as input to the annual PIIP review.

**23/053 NPC Election 2023**

The Clerk updated councillors on the key dates for this year's election:

- Nominations papers can be accepted by Babergh from 16<sup>th</sup> March to 4pm on the 4<sup>th</sup> April 2023. They must be delivered in person.
- If a person submits a nomination and then wishes to withdraw, the closing date for this is 4pm on the 4<sup>th</sup> April 2023.
- If more than 7 nominations are submitted the poll will take place on the 4<sup>th</sup> May 2023.
- Results of the poll should be known on the 5<sup>th</sup> May 2023.
- The current councillors step down on the 9<sup>th</sup> May 2023 when the elected councillors take office for 4 years.

**23/054 NPC Year Plan**

The councillors reviewed NPC's Year Plan (Appendix D) and agreed that all the projects had now been completed. The Clerk to prepare a new plan for the 2023 / 2024 year.

**23/055 Questions to the Chair**

The councillors discussed an event to mark the Kings' Coronation. Cllr Schwenk to arrange a meeting with village organisations to see what can be organised.

**23/056 NPC Standing Order 3d**

The councillors resolved to exclude the public from the meeting due to the discussion of the Clerk's appraisal.

**23/057 Clerk's Contract of Employment**

The councillors resolved to agree the Clerk's appraisal for the period 1<sup>st</sup> March 2022 to 28<sup>th</sup> February 2023. Cllr Presland and the Clerk signed the appraisal.

**23/058 Next Meeting**

The next Meeting of NPC will be held on Wednesday 12<sup>th</sup> April 2023 starting at 7.30 pm in the Village Hall.

**The meeting closed at 9.04 pm.**

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**Appendix A Clerk's Report**

Minute	Action	Complete ✓
22/031	Cllr Taylor liaising with Tree Warden re replacement tree.	
22/114 b	BWB have now been given instructions to proceed with the allotment land transfer.	
22/117	Awaiting NGT confirmation of location of defibrillator at Little Green.	
22/179	Defibrillator installed at Village Hall on 14th February 2023	✓
22/196	RoSPA issues on play equipment, that were referred to Wicksteed, have been resolved by manufacturer.	✓
23/008 c	Projector and screen have now been purchased.	✓
23/023	Minutes sent to BRN and updated on website.	✓
23/027 a	Payments made to suppliers, individuals and organisations.	✓
23/027	David Gotts and Flowers Groundcare informed of contract awards.	✓
23/028	Lee Parker asked for status update on issues.	✓
23/031	NPC Publication Scheme updated on website.	✓
23/038	Community Wardens investigating road sign opposite Valley Road.	
23/038	James Finch and Lee Parker chased re culvert damage.	
23/038	Cllrs Presland and Everett have undertaken Clerk's appraisal.	✓
	<b>Clerk's Actions &amp; Delegated Power</b>	
	Wrote to homeowner in Sudbury Road re hedge overgrowing pavement. No response to date.	
	<b>Clerk Hours</b>	
	Up until the 26th February 2023 - 705 hours paid / 673 hours worked plus 45 hours holiday.	

**Appendix B RFO Report**

**Unity Receipts & Payments 2022 / 2023**

Date	Details	Cheque	Power	Receipts	Payments
08/03/23	CHT - Defibrillator for Village Hall		Localism Act 2011 ss 1 to 8	0.00	2,784.00
08/03/23	Wicksteed - Tension bar for zip wire		Localism Act 2011 ss 1 to 8	0.00	103.80
08/03/23	Newton Green Village Hall - Hire 2022 / 2023		Localism Act 2011 ss 1 to 8	0.00	425.00
08/03/23	DF Crimmin - Expenses 1 Dec 2022 to 28 Feb 2023		Localism Act 2011 ss 1 to 8	0.00	925.52
31/03/23	DF Crimmin - Salary Jan to Mar		Localism Act 2011 ss 1 to 8	0.00	2,216.75
31/03/23	DF Crimmin - WFHA Jan to Mar		Localism Act 2011 ss 1 to 8	0.00	78.00
31/03/23	HMRC - Clerk Tax		Localism Act 2011 ss 1 to 8	0.00	554.20
31/03/23	HMRC - Employers NI		Localism Act 2011 ss 1 to 8	0.00	68.44

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	24/11/22	£0.00				
Premium Accounts	24/11/22	£0.00	£0.00	£0.00	£0.00	£0.00
Tracker Account	24/11/22	£0.00	£0.00	£0.00	£0.00	£0.00
Unity Current Account	27/02/23	£27,170.33	£20,014.62	£7,155.71	£0.00	£0.00
Unity Trust Savings Account	27/02/23	£25,002.33	£25,002.33			£0.00
		£52,172.66	£45,016.95	£7,155.71	£0.00	

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	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£49,357.31				
<b>Income</b>			<b>Expenditure</b>			
Precept	£13,625.97	£13,625.97	Clerks Salary	£10,730.00	£11,571.48	
Grants	£177.20	£2,975.23	Admin	£1,500.00	£1,700.33	
Recycling	£700.00	£251.23	Donations	£800.00	£400.00	
CIL	£0.00	£17,579.58	Annual Subscriptions	£475.00	£441.51	
Bank Interest	£25.00	£33.03	Footpath Maintenance	£300.00	£300.00	
VAT Repayment	£0.00	£2,529.97	Insurance	£1,250.00	£1,497.60	
Other	£0.00	£37.00	Inspection	£640.00	£635.00	
			Maintenance	£0.00	£0.00	
			Projects	£2,250.00	£500.00	£2,718.62
			CIL	£28,028.01	£4,200.00	£18,083.66
			Village Hall Hire	£300.00	£425.00	
			VAT Paid	£0.00	£3,599.17	
			Repay VAT overpayment	£0.00	£0.00	
			NNP	£0.00	£0.00	
<b>Total</b>	<b>£14,528.17</b>	<b>£37,032.01</b>	<b>Total</b>	<b>£30,278.01</b>	<b>£20,695.00</b>	<b>£41,372.37</b>
			Assets Carried Forward			£45,016.95
<b>Total</b>		<b>£86,389.32</b>	<b>Total</b>			<b>£86,389.32</b>

Project Committed Spending							
Meeting Date	Minute	Supplier	Cost Net	VAT	Total	Project	Budget
15/06/22	22/114b	BWB	£758.00	£151.00	£909.00	Allotments	CIL
15/06/22	22/113	Sudbury TC	£185.00	£37.00	£222.00	Rec Ground	CIL
			£943.00	£188.00	£1,131.00		

FUNDS	
General Reserves (50% of Budgetted Expenditure)	£10,347.50
Current year balance	£1,765.52
Restricted Funds	
CIL	£27,523.93
Newsletter	£2,880.00
<b>Total Restricted</b>	<b>£30,403.93</b>
Earmarked Reserves	
Asset Replacement	£0.00
Village Hall	£0.00
Legal Fees	£1,000.00
Election Costs	£1,500.00
<b>Total Earmarked Reserves</b>	<b>£2,500.00</b>
<b>TOTAL FUNDS</b>	<b>£45,016.95</b>
Unrecovered VAT	£3,599.17

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BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/22/06132	Tinkers Croft, Sudbury Road - Erection of Two Storey Front/Side Extension, Single Storey Rear Extension & Detached Cartlodge (following demolition of existing garage and conservatory).	23/009a	Support	Permission 07/02/2023
DC/22/06324	Chilton Woods Mixed Development To North Of Woodhall Business Park - Discharge of Conditions Application for B/15/01718- Condition 30 (Construction Environmental Management Plan).	23/009b	No comment	
DC/22/06400	7 Links View - Erection of part one and half storey, part single storey lean-to rear extension (following demolition of existing rear extension). Erection of first floor side extension and front open sided porch. Insertion of 2no rear dormers and front rooflight.	23/009c	Support	Permission 22/02/2023

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**Appendix D Year Plan**

NPC Tasks	Complete	Budget (ex VAT)	Jan '22	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan '23
Newton NP - Referendum	YES			▲	▲										
<b>Projects</b>															
Recreation Ground	YES	£2,000		▲	▲	▲	▲								
Bus Shelter installation	YES	£10,850		▲	▲										
Defibrillators	YES	£7,500						▲							
Christmas Lights Electrical Supply	YES	£500		▲	▲						▲	▲			
Asset Replacement	YES	£1,500									▲	▲	▲	▲	
Fireworks	N/A	£1,000							▲		▲	▲	▲	▲	
Queens Platinum Jubilee	YES	£750		▲	▲	▲	▲	▲			▲	▲	▲	▲	
Internet Banking	YES	£0	▲	▲	▲	▲	▲	▲	▲		▲	▲	▲	▲	▲
NPC Digital Platform				▲	▲	▲	▲	▲	▲		▲	▲	▲	▲	▲
Digital Mapping	YES	£54		▲	▲										
newton-pc.gov.uk email	YES	£246		▲	▲			▲							
Data Sharing														▲	▲
Accounting Digitalisation														▲	▲
Back-up, Security & Handover														▲	▲
Website Accessibility														▲	▲
Social Media														▲	▲
Broadcast of meetings														▲	▲
<b>Statutory</b>															
Website accessibility					▲	▲		▲	▲		▲	▲			
GDPR	YES								▲	▲				▲	▲
Budget 2023 / 2024														▲	▲
Precept 2023 / 2024														▲	▲
<b>Policy &amp; Procedures</b>															
Review Standing Orders & Financial Regulations	YES		▲	▲					▲	▲					
Risk Assessment	YES		▲	▲											
Internal Controls	YES		▲	▲											
Asset Register	YES										▲	▲			
Policies Review	YES							▲	▲						
			▲			▲			▲						

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