

NEWTON PARISH COUNCIL

Minutes of Meeting held on 9th March 2022 at Newton Village Hall

Present: Councillors Paul Presland (Chairman), Rita Schwenk, Shona Shipp, Laura Smith and Phillip Taylor.

Attending: James Finch (Suffolk County Councillor), Lee Parker (Babergh District Councillor), Dave Crimmin (Clerk) and 2 residents.

22/039 Apologies for Absence

Cllrs Everett (illness) and Bower (commitment) sent their apologies.

22/040 Declaration of Interests and Requests for Dispensation

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

22/041 Minutes of Meeting held on 9th February 2022

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.

22/042 Public Participation

A resident raised the issue of holes in the track to Rotten Row and the damage caused to her tyre. Cllr Taylor explained that the issue of the tyre is being handled and both issues will be discussed at the Trust Meeting in April. Brett Baldwin handed out plans for a further 9 bungalows to be developed at the back of Blacksmith Close which was currently being submitted to Babergh. The Chairman asked whether any affordable housing was being proposed in the scheme and the answer was no. The Chairman concluded that the application, when submitted, would be judged by councillors against the recently adopted Newton Neighbourhood Plan (NNP), which had received the overwhelming support of Newton residents at the referendum.

Lee Parker updated councillors on Babergh's budget, a devolution deal for Suffolk, a digital initiative for businesses and empty home loans. The councillors reviewed James Finch's previously submitted report and he updated councillors on the Bramford to Twinstead consultation.

22/043 Emails circulated

Following a review of the emails circulated by the Clerk the councillors noted the 1.75% increase that the Clerk is entitled to from the 1st April 2021, which they agreed would be paid at the end of June.

22/044 Clerk's Report

Following a review of the Clerk's report (Appendix A), the councillors agreed that the Clerk updates the Welcome to Newton booklet and that the newton-pc.gov.uk email addresses for councillors be rolled out in April.

22/045 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. The councillors resolved to award David Gotts the footpath cutting contract for 2022 which remained at £300 + VAT.
- c. The councillors resolved to award Flowers Groundcare the grass and hedge maintenance for the play equipment and MUGA areas for 2022 at a cost of £980 + VAT.
- d. The council is still awaiting a quotation to provide an electricity supply for the Christmas Tree.

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- e. The councillors resolved the Earmarked Reserves being carried forward to 2022 / 2023 of:

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

- f. The councillors resolved to provide a donation of £100 towards the Sudbury and District Citizens Advice.
- g. The councillors resolved that £20,000 be transferred to the Unity Trust Current Account and that the Clerk will email all councillors when authorisations are required on the Unity Trust account.

22/046 Planning

- a. The councillors reviewed **Planning Application DC/22/01062 Newton Leys, Joes Road -** Erection of a single-storey link extension between pool house and main house and resolved to support the application.
- b. No further planning application had been received since the agenda was posted requiring a response before the next meeting.
- c. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix D).

22/047 Neighbourhood Plan

The councillors noted the 88% YES vote to the NNP referendum on a 34% turnout and that Babergh has now adopted the NNP as part of its planning policies framework.

22/048 Recreation Ground

The councillors noted that Flowers Groundcare is looking to landscape the Recreation Ground circa 21st March if the conditions allow. The council is still awaiting a quotation to provide storage for the tennis net.

22/049 Bramford to Twinstead consultation

The councillors resolved to support the key principles of James Finch's speech given to the SCC Cabinet on the subject of the Bramford to Twinstead consultation. The Clerk will send NPC's response by the 21st March 2022 deadline.

22/050 Assets

There were no issues raised.

22/051 Defibrillators

The councillors reviewed the quotation provided by Community Heartbeat Trust (CHT) and reviewed it against the cost of the defibrillator from other suppliers. The councillors resolved to order the three defibrillators, cabinets and posts from CHT as well as a CPR training course for £7,195 + VAT. Permission will now be sought from landowners for permission to site the defibrillators on verges.

22/052 Forthcoming Events

The councillors agreed to defer the official opening of the recreation ground facilities until Saturday 16th April 2022 at 2.30 pm. With the Fireside Club's Midsummer Brunch event now being moved to July, the councillors resolved to hold a picnic in the recreation ground on Sunday 5th June 2022 as

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part of the celebrations for the Queen's Platinum Jubilee. It was agreed that a subcommittee with Lee Parker as Chair and Cllr Smith as Vice-Chair, will now plan the event with a budget of £750. Cllr Schwenk to book the Village Hall for the day.

22/053 Litter Pick

The councillors reviewed the Risk Assessment for the litter pick taking place on Saturday 2nd April 2022 at 8.30 pm and resolved that Cllr Presland will co-ordinate the event on behalf of NPC.

22/054 Newton Footpaths

The councillors reviewed Cllr Smith's proposals to create/extend some of the Newton Footpaths and agreed that they supported the proposals. Cllr Smith will now liaise with SCC, Assington Parish Council and landowners to see if a project can proceed.

22/055 Lord Lieutenants Torch Relay

Cllr Smith will place an article in the Box River News to seek nominations to be the torchbearer for Newton in the Lord Lieutenants Torch Relay in May.

22/056 NPC Year Plan

The councillors reviewed the updated plan and agreed that it should cover projects up until February 2023 which will be just before the NPC election.

22/057 Village Hall and Trust updates

The Village Hall will next meet in April when it is hoped to appoint some new members. The Trust will next meet in April.

22/058 Councillor Training

Cllrs Smith and Shipp will liaise with the Clerk to book councillor training sessions with SALC.

22/059 Questions to the Chair

The councillors asked the Clerk to find out more about dog-poop bag dispensers that are currently installed in Sudbury.

22/060 Next Meeting

The next scheduled meeting will be held on Wednesday 13th April 2022 at 7.30 pm.

The meeting closed at 9.48 pm.

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Minute	Action	Complete ✓
21/189	James Finch requested to look at calming measures for Rotten Row.	
22/009	Signage now awaiting installation by Community Wardens.	
22/015	Cllr Presland is obtaining quotation from electrician.	
22/021	Minutes sent to BRN and updated on website.	✓
22/024	Wrote to Roy Gardner.	✓
22/025 a	Payments made to suppliers, individuals and organisations.	✓
22/025 b	Current account opened with Unity Trust Bank.	✓
22/026	Planning application(s) response sent to Babergh.	✓
22/027	Cllr Bower to obtain quote for tennis net cabinet.	
22/028	Parish Online subscription purchased.	✓
22/028	newton-pc.gov.uk domain application now approved by the Joint Information Systems Committee (JISC).	✓
22/031	Cllr Taylor liaising with Tree Warden re replacement tree.	
22/035	Community Wardens requested to put out road signage for Litter Pick on 4th April 2022.	
	Received a request for the Welcome Booklet. Unable to provide as NPC decided to use website instead. Do councillors want me to create an updated version?	
	Requested repair of footpath sign by MD Mills.	
	Clerk's Delegated Power	
	Used my delegated power to contract Peter Schwenk to clear Green Lane footpath of fallen trees and hedging which were blocking the path. Community Wardens were working on a number of fallen trees in Sudbury at the time.	
	Clerk Hours	
	Up until 27th February 2022 - 705 hours paid / 664.25 hours worked plus 75 hours holiday.	

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Appendix B RFO Report
Barclays Receipts & Payments

Date	Details	Cheque	Power	Receipts	Payments
09/02/22	Transfer to Unity Trust bank - Current Account	101308	Localism Act 2011 ss 1 to 8	0.00	500.00
09/02/22	Auto Innovations - Rec Ground signage	101309	Localism Act 2011 ss 1 to 8	0.00	153.60
10/02/22	BDC Locality Grant towards tennis net storage			500.00	0.00
28/02/22	Babergh Recycling			321.43	0.00
09/03/22	Littlethorpe - Bus Shelter	101310	Localism Act 2011 ss 1 to 8	0.00	13,020.00
09/03/22	Transfer to Unity Trust bank - Current Account			0.00	20,000.00

Unity Receipts & Payments

Date	Details	Cheque	Power	Receipts	Payments
21/02/22	Opening Deposit			500.00	0.00
04/03/22	DF Crimmin - Expenses Sept 21 to Feb 22		Localism Act 2011 ss 1 to 8	0.00	25.00
04/03/22	DF Crimmin - Expenses Sept 21 to Feb 22		Localism Act 2011 ss 1 to 8	0.00	25.00
04/03/22	DF Crimmin - Expenses Sept 21 to Feb 22		Localism Act 2011 ss 1 to 8	0.00	25.00
04/03/22	DF Crimmin - Expenses Sept 21 to Feb 22		Localism Act 2011 ss 1 to 8	0.00	25.00
09/03/22	DF Crimmin - Expenses Sept 21 to Feb 22		Localism Act 2011 ss 1 to 8	0.00	434.43
09/03/22	P Schwenk - Maintenance		Localism Act 2011 ss 1 to 8	0.00	50.00
09/03/22	Newton Green Village Hall - Hire fees		Localism Act 2011 ss 1 to 8	0.00	250.00
09/03/22	Transfer from Barclays Community Account			20,000.00	0.00
28/03/22	DF Crimmin - Salary Jan to Mar		Localism Act 2011 ss 1 to 8	0.00	2,024.90
28/03/22	DF Crimmin - WFHA Jan to Mar		Localism Act 2011 ss 1 to 8	0.00	78.00
28/03/22	HMRC - Clerk Tax		Localism Act 2011 ss 1 to 8	0.00	506.20
28/03/22	HMRC - Er's NI		Localism Act 2011 ss 1 to 8	0.00	44.31
28/03/22	Groundwork - Return of unspent grant		Localism Act 2011 ss 1 to 8	0.00	260.00

Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/01/22	£100.00				
Premium Accounts	31/01/22	£66,179.93	£31,556.06	£35,545.30	£821.43	£0.00
Tracker Account	31/01/22	£1,165.14	£1,165.14	£0.00	£0.00	£0.00
Unity Current Account	28/02/22	£0.00	£16,752.16	£3,747.84	£20,500.00	£0.00
		£67,445.07	£49,473.36	£39,293.14	£21,321.43	

Actual vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£40,814.72				
Income			Expenditure			
Precept	£10,518.00	£10,518.00	Clerks Salary		£10,304.00	£10,301.64
Grants	£1,677.20	£76,122.29	Admin		£1,650.00	£1,241.29
Recycling	£400.00	£1,023.87	Donations		£800.00	£550.00
CIL	£0.00	£20,322.33	Annual Subscriptions		£425.00	£382.30
Bank Interest	£25.00	£5.19	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£14,204.26	Insurance		£1,135.00	£1,218.51
Other	£0.00	£2,880.00	Inspection		£415.00	£635.00
			Maintenance		£2,000.00	£410.66
			Projects		£1,500.00	£57,355.26
			CIL	£30,431.35	£0.00	£22,725.67
			Village Hall		£300.00	£0.00
			VAT Paid		£0.00	£16,381.59
			VAT Return		£0.00	£3,910.38
			NNP		£200.00	£1,005.00
Total	£12,620.20	£125,075.94	Total	£30,431.35	£19,029.00	£116,417.30
			Assets Carried Forward			£49,473.36
Total		£165,890.66	Total			£165,890.66

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FUNDS	
General Reserves (50% of Budgetted Expenditure)	£10,347.50
Current year balance	£5,217.85
Restricted Funds	
CIL	£28,028.01
Tennis net storage grant	£500.00
Newsletter	£2,880.00
Total Restricted	£31,408.01
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	£49,473.36
Unrecovered VAT	
	£2,529.97

Project Committed Spending							
Meeting Date	Minute	Supplier	Cost Net	VAT	Total	Project	Budget
12/01/22	22/009	Flowers Groundcare	£1,750.00	£350.00	£2,100.00	Rec Ground	Projects & Grant
09/02/22	22/032		£7,500.00	£1,500.00	£9,000.00	Defibrillators	CIL
			£9,250.00	£1,850.00	£11,100.00		

Appendix C Planning

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/21/01451	Rotten Row Farm Rotten Row - Continued use of buildings for agricultural, industrial and commercial purposes.	21/071a	Objected	
DC/21/06411	Abbey House Rectory Road - Application under Section 73 of The Town and Country Planning Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of Planning Permission DC/19/02227 dated: 25/06/2019 - Erection of two detached dwellings with garaging. To allow separate cartlodges serving Plots 1 and 2 (relocation on site), omission of Juliette balcony and addition of balcony to Plot 2 Bedroom 1.	21/212a	Support	Permission 04/02/2022
DC/22/00385	Jordans, Sudbury Road - Erection of single storey rear extension (following removal of conservatory).	22/026a	Support	Permission 21/02/2022
EN/22/00037	Brook Farm, Sudbury Road - alleged non-compliance with planning permission section 6 regarding access track reinstatement following the development of 2 properties	22/026c		Unable to confirm that there has been a breach of conditions.

End of Appendices

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