

**NEWTON PARISH COUNCIL**

Minutes of meeting held on 10<sup>th</sup> March 2021 via Videoconference

**Present:** Councillors Paul Presland (Chairman), Russell Bower, David Everett, Rita Schwenk, Laura Smith, Phil Taylor and Sue Vince.

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

**21/039 Apologies for Absence**

No apologies required.

**21/040 Declaration of Interests and Requests for Dispensation**

Cllr Presland declared a Pecuniary interest in item 20/045d as he is a Churchwarden of the Church and left the meeting while the item was discussed. Cllr Schwenk declared a non-pecuniary interest in item 20/045d as her husband maintains the churchyard. No requests for dispensation had been received.

**21/041 Minutes of Meeting held on 10<sup>th</sup> February 2021**

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.

**21/042 Public Forum**

The councillors reviewed James Finch's previously circulated report and he updated councillors on COVID-19, a Rapid Testing Centre in Gt Cornard, SCC's Budget and the fact that Reserves were being used in 2021 / 2022, Highways budget and the SID poles being installed this month. He also declared that he planned to stand for re-election in May.

Lee Parker updated councillors on COVID Business Grants, Brown Bin collections, car parking charges, Belle Vue and the update from a local landowner that he was applying for change of use for his agricultural barn near the golf course.

**21/043 Emails circulated**

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

**21/044 Clerk's Report**

Following a review of the Clerk's report (Appendix A), the councillors agreed for 21/032 that Blacksmith's Close or Lane would be another option for the street name on phase two of the Red House Farm developments.

**21/045 Finance**

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix B) plus an expense claim from R Gardiner, 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 that the Earmarked Reserves for the 1<sup>st</sup> April 2021 should be:

Signed \_\_\_\_\_

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	End of year
Asset Replacement	13,000.00
Village Hall	2,000.00
Legal Fees	1,000.00
Election Costs	1,500.00
Bus Shelter Grants	500.00
NNP	0.00
CIL	22,618.50
<b>Total Earmarked Reserves</b>	<b>40,618.50</b>

- c. The councillors resolved to award David Gotts the footpath cutting contract for 2021 at £300 for 6 cuts.
- d. The councillors resolved to donate £250 towards the costs of the churchyard grass cutting costs.
- e. Cllr Presland and Cllr Bower are now writing again to request that the correspondent for the council bank accounts be changed to the Clerk.

**21/046 Planning**

- a. The councillors reviewed **Planning Application DC/21/00941 Valley Farm, Valley Road** - Application for Listed Building Consent - Works to facilitate change of use and conversion of a 3 bay curtilage listed timber frame barn, with midstreys and lean to, from agricultural to 1no. residential (C3) dwelling and resolved to support the application.
- b. A further planning application had been received since the agenda was posted requiring a response before the next meeting. The councillors reviewed **Planning Application DC/21/00940 Valley Farm, Valley Road** - Change of use of a 3 bay curtilage listed timber frame barn, with midstreys and lean to, from agricultural to 1no. residential (C3) dwelling and associated building operations to facilitate conversion and resolved to support the application. **Planning Appeal APP/D3505/W/21/3267312 for Old Joes Driving Range, Great Cornard** was also received. As the councillors had no comments on the original application they declined to comment further.
- c. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix C).

**21/047 Neighbourhood Plan**

Cllr Presland updated the councillors that NNP Regulation 16 Submission has now been accepted by BDC for the consultation and Independent Examination.

**21/048 Recreation Ground**

Cllr Presland updated councillors that the T&C's for the MUGA's use and the booking system are now updated on the website. It was agreed that:

- The mound by the MUGA will be left in place
- Tennis 2000 will rotate around the MUGA
- NPC will re-seed the rotated area
- T&C's signage will be placed by both MUGA entrances
- If Government legislation allows the MUGA will be re-opened on the 29<sup>th</sup> March 2021, which will be publicised on the Newton Facebook page and Newsletter
- A Step by Step guide on how to use the MUGA Booking System will be put on the website and in the Newsletter

Signed \_\_\_\_\_

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- Cllr Presland to review tennis storage requirements.

Cllr Presland updated councillors that due to the adverse trading conditions experienced through COVID and Brexit, All Play Solutions are unable to fulfil the Play Equipment Contract. They plan to complete the Forever Fit Equipment work and provide NPC with a refund of their deposit by the end of March. The councillors asked the Clerk to obtain a quote for a RoSPA inspection for the FFE installation.

The councillors agreed that Cllr Presland revert to the tenders received for the Play Equipment and review the options with those suppliers to provide the contract for the play equipment areas. He will report back to council on the options open to NPC.

**21/049            Speed Sign**

Posts for the new Speed Indicator are planned to be installed by SCC Highways by the 30<sup>th</sup> March 2021.

**21/050            Assets**

- The Tree Warden will replace the commemorative tree.
- Work on refurbishing the Village Sign is being undertaken by a volunteer who is also refurbishing the Church sign on the A134. The council are grateful to the Taylor family for donating oak for the Village Sign
- Cllr Taylor, as Chairman of the Trust, has written to the Clerk confirming that the Trust are happy for the path and new position for the bus shelter on the Green.
- Cllr Schwenk to confirm with the Clerk the final position for a new dog bin in Rectory Road, which will be forwarded to Babergh for their agreement.

**21/051            Village Hall and Trust updates**

Cllr Taylor gave the Trust update that a new bridge to the recreation ground had now been installed and that new trees, donated by the Woodlands Trust, had now been planted on the Green. The Village Hall Management Committee has declined to install a car charging point in the VH Car Park. The car charging point to be deferred to later in the year.

**21/052            Electricity Supply to Recreation Ground**

The Clerk was asked to arrange a meeting between the electrical contractor and Cllrs Presland and Taylor to review the trenching requirements for the electricity supply.

**21/053            Policies**

The councillors reviewed the following policies and procedures:

- Equality Policy
- Freedom of Information Request
- Grievance Procedure
- Training & Development Policy
- Document Retention Policy.

and resolved their re-adoption.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**NEWTON PARISH COUNCIL**Minutes of meeting held on 10<sup>th</sup> March 2021 via Videoconference**21/054 Questions to the Chair**

The councillors agreed to hold the Annual Parish Assembly on Wednesday 28<sup>th</sup> April 2021 at 7.30pm over Zoom.

**21/055 Next Meeting**

The next scheduled NPC meeting will be held on Wednesday 14<sup>th</sup> April 2021, starting at 7.30pm.

**The meeting closed at 9.21 pm.**

**Appendix A Clerk's Report**

Minute	Action	Complete ✓
20/265	Response sent to resident, but unfortunately his reply did not take kindly to the information supplied. Councillors to review policy.	
20/290	Signage requirements for All Play Solutions is outstanding from NPC.	
20/292	Bus Shelter proposal has been agreed by the Trust.	✓
21/022	Minutes sent to Newsletter and updated on website.	✓
21/026 a	Payments made to suppliers, individuals and organisations.	✓
21/027	Planning response(s) sent to Babergh.	✓
21/029	MUGA T&C's updated on website.	✓
21/032	Proposed Street Name proposed to developer.	✓
21/035	Wrote to contractors regarding award of electricity supply contract award.	✓
21/036	Subject Action Request Policy updated on website.	✓
	<b>Clerk's Delegated Power</b>	
	Nothing to report since last meeting.	
	<b>Clerk Hours</b>	
	Up until 21st February 2021 - 657.75 hours worked / 645 hours paid.	

Signed \_\_\_\_\_

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**NEWTON PARISH COUNCIL**Minutes of meeting held on 10<sup>th</sup> March 2021 via Videoconference**Appendix B RFO Report  
Receipts & Payments**

Date	Details	Cheque	Power	Receipts	Payments
10/03/21	Navigus Planning - NP consultancy	101269	Localism Act 2011 ss 1 to 8	0.00	1,422.00
29/03/21	DF Crimmin - Salary Jan to Mar	101270	Localism Act 2011 ss 1 to 8	0.00	2,024.90
29/03/21	DF Crimmin - WFHA Jan to Mar	101270	Localism Act 2011 ss 1 to 8	0.00	78.00
29/03/21	HMRC - Clerk Tax	101271	Localism Act 2011 ss 1 to 8	0.00	506.20
29/03/21	HMRC - Employers NI	101271	Localism Act 2011 ss 1 to 8	0.00	46.10

**Bank Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	29/01/21	£100.00				
Premium Accounts	29/01/21	£42,991.37	£38,914.17	£4,177.20	£0.00	£0.00
Tracker Account	29/01/21	£1,165.02	£1,165.02	£0.00	£0.00	£0.00
		£44,256.39	£40,079.19	£4,177.20	£0.00	

**Actual v's Budget**

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£52,445.88				
<b><u>Income</u></b>			<b><u>Expenditure</u></b>			
Precept	£10,258.00	£10,258.00	Clerks Salary		£11,556.40	£12,297.85
Grants	£0.00	£46,137.34	Admin		£1,900.00	£759.67
Recycling	£400.00	£760.62	Donations		£800.00	£400.00
CIL / Other	£5,000.00	£18,421.87	Annual Subscriptions		£602.00	£260.87
Bank Interest	£25.00	£28.14	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£16,424.25	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	£15,349.75
			Contingency		£500.00	£0.00
			NNP	£5,505.00	£0.00	£1,783.56
<b>Total</b>	<b>£15,683.00</b>	<b>£92,030.22</b>	<b>Total</b>	<b>£29,953.12</b>	<b>£23,923.40</b>	<b>£104,396.91</b>
			Assets Carried Forward			£40,079.19
<b>Total</b>		<b>£144,476.10</b>	<b>Total</b>			<b>£144,476.10</b>

Signed \_\_\_\_\_

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**Appendix C Planning Status**

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
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/20/05183	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.)	20/287b	No Comments	
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.	20/287d	Support	
DC/20/04874	Hurrells Farm, Boxford Lane - Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access.	20/287d	Support	
DC/21/00033	Valleyfields, Valley Road - Erection of cartlodge and pergola. Re-siting stable/store building. Construction of pond (following approval under DC/19/02236). Erection of extension (following approval under DC/19/02233). Improvement of existing field access (tarmac).	21/008d	Support	Approved 26/02/2021
DC/21/00483	Site Of Former Red House Farm, Sudbury Road - Erection of 1 No bungalow (amended scheme to replace plots 8 and 9 of approved DC/20/03337).	21/027a	Support	
DC/20/05183	Adjoining Parish Chilton Woods Mixed Development, Land North Of Woodhall Business Park, Sudbury. Following receipt of further information, NPC has an opportunity to comment further if it wishes.	21/027b	No Comment	

**End of Appendices**

Signed \_\_\_\_\_

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