

NEWTON PARISH COUNCIL

Minutes of Meeting held on 10th November 2021 at Newton Village Hall

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

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

21/185 Apologies for Absence

Cllr Bower (holiday) sent his apologies as did James Finch (Suffolk County Councillor).

21/186 Election of Vice Chairman

Councillors resolved that Cllr Everett be appointed as NPC's Vice Chairman.

21/187 Declaration of Interests and Requests for Dispensation

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

21/188 Minutes of Meeting held on 13th October 2021

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.

21/189 Public Forum

The councillors reviewed James Finch's previously submitted report. Lee Parker updated councillors on Babergh's 5-year supply consultation, the delay in the examination of the Joint Local Plan, the positive impact of CIL on Babergh's Town and Parish Councils, the IPAD lending scheme, Belle Vue and Trees for Life.

Two residents raised their concerns over the behaviour of customers and staff leaving the businesses operating in Rotten Row Barn, Rotten Row. The issues raised included anti-social and intimidatory behaviour of drivers upon other road users of Rotten Row and Joes Road, whether they be on foot, horse or in vehicles, speeding along Rotten Row and disregard of the highway code by not stopping at the Rotten Row junction with Joes Road before turning. The councillors resolved to ask James Finch to look at any calming measures that could be introduced in Rotten Row to alleviate some of the issues and to write to the owner of the barn to highlight the issues that businesses operating from the barn are having upon Newton residents.

21/190 Emails circulated

Following a review of the emails circulated by the Clerk, the councillors agreed to include the Citizens Advice request for a donation on the March 2022 agenda. Correspondence from a resident has resulted in NPC requesting SCC to review the flooding issue in Church Road. Lee Parker will also make enquires in Babergh on the issue.

21/191 Clerk's Report

Following a review of the Clerk's report (Appendix A) there were no further actions requested of the Clerk.

21/192 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix B) as well as a payment to Flowers Groundcare of £300 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 reviewed the Budget Proposal (Appendix C) and resolved to set an Expenditure Budget of £20,695 for 2022 / 2023.

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- c. The councillors reviewed the two options for the scheme to replace the bus shelter by Links View. The councillors felt that the additional costs for putting a path from the shelter to the road were not value for money at this time and resolved to have the existing shelter removed and replaced by Littlethorpe with the same shelter as the one opposite the Saracens Head at a cost of £10,850 + VAT. The councillors noted that if there is an issue with the bus shelter base once the old one is removed then additional work may be required for the scheme. The Clerk was asked to get the hedge behind the bus shelter maintained before the installation takes place.
- d. Cllr Presland and the Clerk will visit Barclays on the issue of the correspondent address for NPC accounts.

21/193 Planning

- a. No planning application had been received since the agenda was posted requiring a response before the next meeting.
- b. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix D).

21/194 Recreation Ground

Cllr Presland updated councillors on the snagging meeting with Wicksteed in October. A number of issues are now be reviewed by Wicksteed including the grass matting and turfing requirements and once the items are resolved to NPC's satisfaction the payment for the works will be made. The councillors agreed to review the arrangements for storage of the tennis net at the December meeting.

The councillors resolved to request the Community Wardens to check the MUGA and play equipment on a two-weekly basis (at the same time as they move the SID) in accordance with the checklist produced by NPC, which will then be completed and sent to the Clerk. This will allow councillors to oversee the MUGA and play equipment whenever they are in the recreation ground.

21/195 Neighbourhood Plan

NPC are still awaiting confirmation of the referendum date from Babergh.

21/196 Assets

- The Tree Warden will replace the commemorative tree
- The Church Road sign is being progressed by the volunteer.

21/197 Christmas Tree and Lights

The Trust has deferred a decision on NPC's plan to plant a seven-to-eight-foot Christmas Tree that can be grown on the Green. For 2021 the metal tree will be used, and a resident will co-ordinate its decoration within the overall budget of £300. The Saracens Head will provide the power for the lights. The lighting up ceremony will take place on Sunday 5th December 2021 at 6pm.

21/198 Defibrillators

The councillors reviewed the proposals for the first phase of installing additional defibrillators in the village (Appendix E) which will reduce the distance that most residents will need to travel to access a defibrillator. They agreed that the first phase will instal 3 new defibrillators in the village during 2022 and the second phase for a similar number of defibrillators will be installed in 2023. Work on the site locations and costings for the first phase will now take place.

21/199 SCC's consultation on Lorry Routes

The councillors agreed that NPC should highlight the dangers of places in the village where the pavements narrow along the A134 and passing lorries cause problems for pedestrians; the speeding

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of lorries through the village and the poor junction arrangements for lorries joining the A134 from the A1071.

21/200 Village Hall and Trust updates

The Village Hall has not met since the last meeting. The NGT has met and has agreed to put additional signage across the Green in order to discourage drivers from using the track owned by the Trust as a cut through. They are happy for the metal Christmas tree to be used for 2021 and will review the request from NPC for a permanent Christmas Tree to be grown on the Green at their January meeting. They are co-ordinating work parties for the 20th November 2021 to help clear the hedge by the MUGA and the overgrowth of grass on the Green's pavements.

21/201 Meeting dates for 2022

The councillors agreed the following meeting dates for 2022:

- 12th January
- 9th February
- 9th March
- 13th April
- 27th April - Annual Parish Assembly
- 25th May - Annual Meeting of Parish Council
- 15th June
- 13th July
- 10th August (Provisional)
- 14th September
- 19th October
- 9th November
- 14th December.

21/202 Questions to the Chair

The councillors raised questions on the SID Data and the Hastoe development in Alston Close.

21/203 Next Meeting

The next scheduled meeting will be held on Wednesday 8th December 2021 at 7.30pm.

The meeting closed at 9.50pm.

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.	✓
21/080	"Cars for Sale" warning sign has been produced.	✓
21/133	NNP Referendum newsletter to be produced.	
21/153	Play equipment checklist to be updated with Wicksteed suggested checks.	
21/168	Minutes sent to BRN and updated on website.	✓
21/171	Updated resident on actions to be taken.	✓
21/173 a	Payments made to suppliers, individuals and organisations.	✓
21/173 b	Donation sent to RBL Poppy Appeal.	✓
21/174	Planning responses sent to Babergh.	✓
21/181	Wrote to landowner re permissive footpath.	✓
	Clerk's Delegated Power	
	None used since last meeting.	

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Appendix B RFO Report

Receipts & Payments

Date	Details	Cheque	Power	Receipts	Payments
06/09/21	Bank Interest			1.55	0.00
13/10/21	RBL Poppy Appeal - Donation	101298	Localism Act 2011 ss 1 to 8	0.00	100.00
02/11/21	Babergh Recreation Ground Grant			61,182.27	0.00
10/11/21	Sudbury TC - Community Wardens	101299	Localism Act 2011 ss 1 to 8	0.00	1,236.00
10/11/21	Gardens Arb Business - Footpath cutting	101300	Localism Act 2011 ss 1 to 8	0.00	360.00

Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/09/21	£100.00				
	30/09/21	£60,983.57	£54,331.63	£82,239.08	£75,487.14	£0.00
Tracker Account	30/09/21	£1,165.11	£1,165.11	£0.00	£0.00	£0.00
		£62,248.68	£55,496.74	£82,239.08	£75,487.14	

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	£5,150.82
Grants	£1,677.20	£74,445.09	Admin		£1,650.00	£424.26
Recycling	£400.00	£702.44	Donations		£800.00	£450.00
CIL	£0.00	£20,322.33	Annual Subscriptions		£425.00	£382.30
Bank Interest	£25.00	£2.92	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£352.64	Insurance		£1,135.00	£1,218.51
Other	£0.00	£2,880.00	Inspection		£415.00	£635.00
			Maintenance		£2,000.00	£702.67
			Projects		£1,500.00	£54,340.84
			CIL / Other	£30,431.35	£0.00	£15,540.38
			Village Hall		£300.00	£0.00
			VAT Paid		£0.00	£13,801.62
			Community Wardens		£0.00	£1,030.00
			NNP		£200.00	£565.00
Total	£12,620.20	£109,223.42	Total	£30,431.35	£19,029.00	£94,541.40
			Assets Carried Forward			£55,496.74
Total		£150,038.14	Total			£150,038.14

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NEWTON PARISH COUNCILMinutes of Meeting held on 10th November 2021 at Newton Village Hall**Appendix C Budget Proposal****Income**

Income sources for 2022 / 23 have been based on those for 2021 / 22. 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 Bus Shelter replacement project will be funded from the Locality Grants received and committed as well as the CIL Reserve
- A budget of £500 is available for any revenue project, including Fireworks, that the councillors wish to undertake during 2022 / 23
- There will be a 15 hour rollover of Community Warden time into 2022 / 2023
- Appendix C1 shows the full rationale for the 2022 / 23 budget.
- NPC is asked to consider **a total expenditure budget of £20,695 for 2022 / 23.**

Please find below tables which show a comparison between 2020 / 21 budget and actual, 2021 / 22 budget, actual to date and that ***anticipated at year end*** and the anticipated budget for 2022 / 23.

	2020 / 21		2021 / 22			2022 / 23
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Grants	0.00	46,314.54	1,677.20	74,445.09	74,623.50	1,177.20
Recycling	400.00	760.62	400.00	702.44	702.44	700.00
CIL	5,000.00	18,421.87	0.00	20,322.33	20,322.33	0.00
Bank Interest	25.00	29.20	25.00	2.92	6.00	25.00
VAT Repayment	0.00	20,334.63	0.00	352.64	13,900.00	0.00
Total Income	5,425.00	85,860.86	2,102.20	95,825.42	109,554.27	1,902.20
Precept		10,258.00			10,518.00	
Expenditure						
Clerks Salary	11,556.40	12,297.85	10,304.00	5,150.82	10,450.00	10,730.00
Admin	1,900.00	827.51	1,650.00	424.26	1,650.00	1,500.00
Donations	800.00	650.00	800.00	350.00	800.00	800.00
Annual Subscriptions	602.00	260.87	425.00	382.30	382.30	475.00
Footpath Maintenance	300.00	300.00	300.00	300.00	300.00	300.00
Insurance	320.00	1,086.31	1,135.00	1,218.51	1,218.51	1,250.00
Inspection	380.00	380.00	415.00	635.00	635.00	640.00
Maintenance	2,000.00	529.07	2,000.00	702.67	2,000.00	3,250.00
Projects	1,400.00	59,177.98	1,500.00	54,340.84	55,225.00	500.00
CIL / Other	4,000.00	12,187.15	0.00	15,540.38	15,540.00	0.00
Village Hall	165.00	0.00	300.00	0.00	300.00	300.00
VAT Paid	0.00	15,357.75	0.00	13,801.62	15,000.00	0.00
Community Wardens	500.00	0.00	0.00	1,030.00	1,030.00	950.00
NNP	0.00	4,695.53	200.00	565.00	1,005.00	0.00
Total Expenditure	23,923.40	107,750.02	19,029.00	94,441.40	105,535.81	20,695.00

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Appendix C1

	2022 / 23		
	Budget		Budget Notes 2022 / 2023
Income			
Grants	1,177.20		Grass Cutting grant - £177.20 / Locality Grants £1,000
Recycling	700.00		
CIL	0.00		
Bank Interest	25.00		
VAT Repayment	0.00		
Total Income	1,902.20		
Precept			
Expenditure			
Clerks Salary	10,730.00		780 hours at £12.98 per hour + 4% + £200 NI
Admin	1,500.00		Stationery £300 / Training £500 / Clerk WFH allowance £312 / Refreshments £200 / Speed Watch Net £100 / ICO £35
Donations	800.00		Christmas Parcels £100 / Poppy appeal £100
Annual Subscriptions	475.00		SALC £300 / SLCC £150 / CAS £25
Footpath Maintenance	300.00		
Insurance	1,250.00		
Inspection	640.00		Internal Audit £240 / External Audit £400
Maintenance	3,250.00		Dog Bins £500 / Play Equipment Maint £2,000 / Recreation Ground Grass Cutting £750
Projects	500.00		Not Capital Projects. Any Capital Projects = CIL
CIL / Other	0.00		
Village Hall	300.00		Hall Hire 12 @ £25
VAT Paid	0.00		
Community Wardens	950.00		35 hours @ £21.20 + Travel £200
NNP	0.00		
Total Expenditure	20,695.00		

Appendix D Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
	Planning Appeal APP/D3505/W/21/3267312 for Old Joes Driving Range, Great Cornard	21/046b	No Comment	
DC/21/01451	Rotten Row Farm Rotten Row - Continued use of buildings for agricultural, industrial and commercial purposes.	21/071a	Objected	
DC/21/02694	Fairways, The Green - Erection of 1No dwelling (following demolition of existing dwelling and outbuildings).	21/114a	Support	
DC/21/04056	Chilton Woods Mixed Development To North Of Woodhall Business Park, Sudbury - Discharge of Conditions Application for B/15/01718- Condition 30 (Construction Environmental Management Plan)	21/152a	No Comment	
DC/21/04056	Chilton Woods Mixed Development To North Of Woodhall Business Park, Sudbury - Discharge of Conditions Application for B/15/01718- Condition 30 (Construction Environmental Management Plan)	21/174a	No Comment	
DC/21/05088	Jarvis Farm, Assington Road - Erection of stables, construction of manege and use of land for the keeping of Horses.	21/174b	Support	

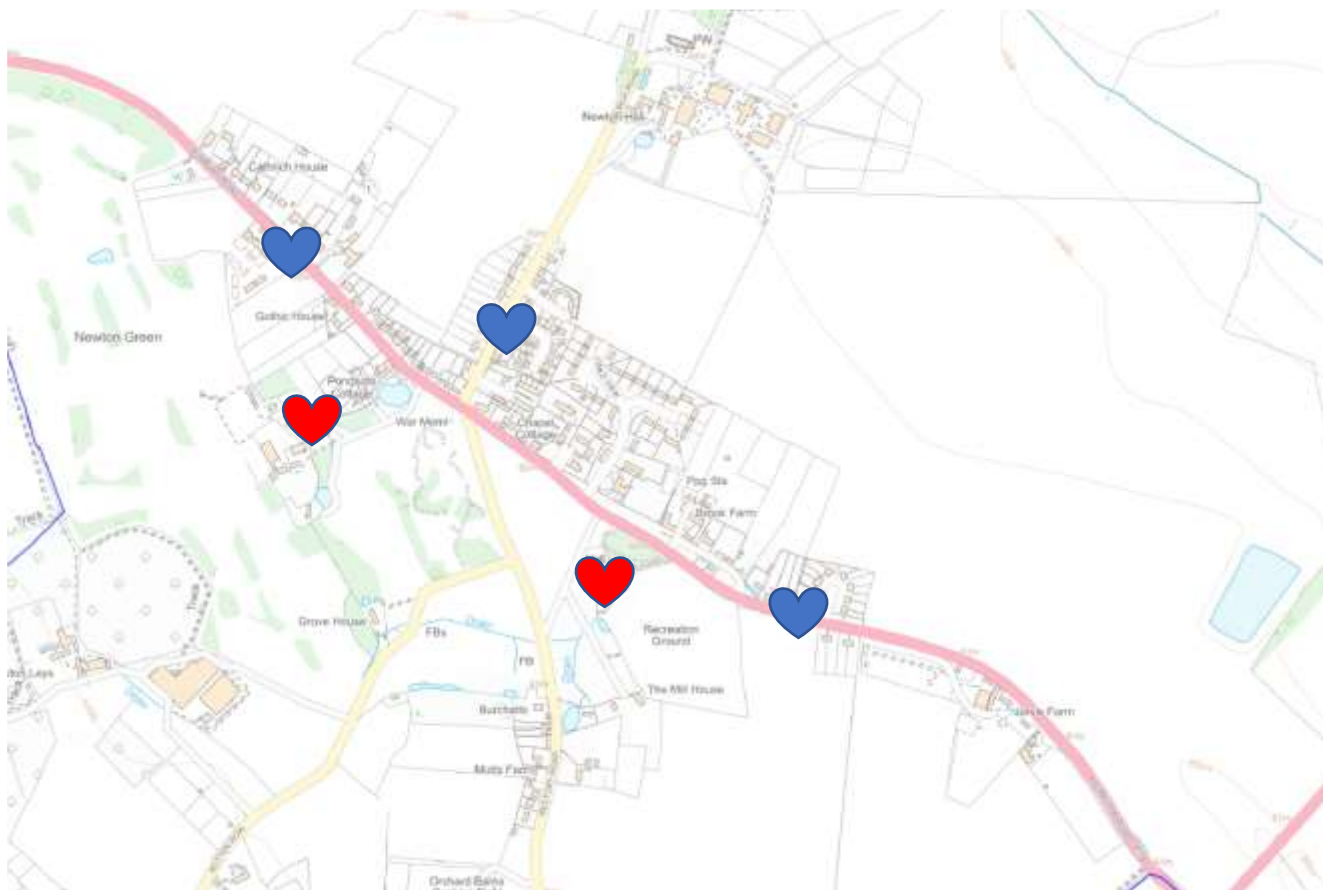
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NEWTON PARISH COUNCILMinutes of Meeting held on 10th November 2021 at Newton Village Hall**Appendix E Defibrillators Phase 1**

The map below shows the two existing defibrillators locations in red and the proposed locations in blue. The target you are seeking to achieve is a 5-minute return trip for any resident to get a defibrillator. For residents in Rotten Row, Rectory Road, Valley Road and the A1071 it is assumed that a vehicle will be required to achieve the objective.

**End of Appendices**

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