

NEWTON PARISH COUNCIL

Minutes of Meeting held on 12th July 2023 at Newton Village Hall

Present: Councillors David Everett (Chairman), Ian Cole, Louise Evers, Rita Schwenk, Laura Smith and Phil Taylor

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

23/135 Apologies for Absence

James Finch (Suffolk County Councillor) sent his apologies.

23/136 Declaration of Interests and Requests for Dispensation

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

23/137 Minutes of Meeting held on 14th June 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.

23/138 Public Participation

The councillors reviewed James Finch's previously submitted report. The councillors reviewed Lee Parker's previously submitted report and he updated councillors on the full Babergh Council meeting on the 18th July 2023.

23/139 Emails circulated

Following a review of the emails circulated by the Clerk, there were no issues requiring further discussion.

23/140 Clerk's Report (Appendix A)

Following a review of the Clerk's report, there were no further actions requested of the Clerk. The councillors agreed to the change in frequency for the Recreation Grounds checks to weekly for the months of July and August.

23/141 Finance

- a. All payments made and due for authorisation, as itemised in the RFO Report (Appendix B) as well as a payment to Sudbury Town Council for £999.14 and to ElanCity for £81.67 were authorised by the councillors. The councillors also 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 to purchase a new bench for Plampin Close with a budget of £850 + VAT from CIL receipts.

23/142 Planning

- a. There were no planning applications received since the agenda was posted requiring a response before the next scheduled meeting.
- b. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix C).

23/143 Newton Footpaths

There was no further update on the creation of any new footpaths. The councillors reviewed a communication from the new owner of Newton Hall in which he shared his disappointment at residents using his fields as unofficial footpaths along the back of Church Road. The councillors hope that all residents respect that the fields are private land and that trespassing on these, without the owner's permission, is not acceptable.

Signed _____

Date _____

Newton Parish Council adopted the General Power of Competence on the 17th May 2023

NEWTON PARISH COUNCIL

Minutes of Meeting held on 12th July 2023 at Newton Village Hall

23/144 Allotments

There has been no further update from the council's solicitors on the transaction. Cllr Schwenk will contact them to establish the current status of the project.

23/145 Traffic Calming

It has been confirmed by SCC Highways for Newton to take part in the ANPR pilot scheme in the Autumn.

23/146 NPC Standing Orders and Financial Regulations

The councillors reviewed both documents and noted the legislative change on the 21st December 2022 (SI 2022/1390) which impacts Section 18 of the Standing Orders and Section 11 of the Financial Regulations. The councillors resolved to readopt both documents.

23/147 NPC Policies and Procedures

The councillors highlighted a number of items to be modified, and subject to the changes being incorporated, resolved to adopt the following:

- Complaints Procedure
- Disciplinary Procedure
- Disciplinary Rules
- Grievance Procedure
- Protocol for Reporting of Meetings
- Training & Development Policy
- Charitable Giving Policy
- Statement of Community Engagement Policy
- Health & Safety Policy
- Equality Policy
- Freedom of Information Request
- Community Infrastructure Levy (CIL) Policy
- Document Retention Policy
- Reserves Policy
- Subject Access Request Policy.

23/148 NPC GDPR Data Map

The councillors reviewed NPC's GDPR Data Map as of July 2023 and resolved its adoption.

23/149 Fireworks in 2023

The councillors resolved to proceed with the Fireworks in November 2023 subject to Lee Parker being able to raise sufficient volunteers to run the event in accordance with the prescribed Risk Assessment. The councillors agreed a budget of £850 for the cost of fireworks.

23/150 Walk of the Parish

Cllr Cole reported on his engagement with an allotment holder. Cllr Schwenk updated the councillors on the issues she has raised with SCC Right of Ways. Cllr Evers outlined some of the issues in the Recreation Ground.

Signed _____

Date

Newton Parish Council adopted the General Power of Competence on the 17th May 2023

NEWTON PARISH COUNCIL

Minutes of Meeting held on 12th July 2023 at Newton Village Hall

23/151 Village Hall and Trust updates

Cllr Taylor reported that following the latest Trust meeting they are:

- reviewing the latest incursions of the Trust land with their solicitor
- looking at changes with the Trust Deed with the Charity Commission
- looking at complaints regarding the condition of the Little Green track
- discussing options for a no-mow area in the Recreation Ground with Babergh's Bio-Diversity Officer and subject to volunteers being found to manage the area, hope to implement a project next spring
- Trust meeting minutes are now updated on the Newton website.

The Village Hall Committee are looking at maintenance projects for the hall, are to use a mobile number for bookings and now have a new Post Code which should enable Broadband to be installed in the hall.

23/152 Questions to the Chair

The councillors discussed a recent post on the Newton Facebook page in relation to "having something to remember Harry Buckledee by". The Clerk outlined that following Harry standing down from the council in 2007, a reception open to all Newton residents was held on the 19th September 2007 where he and John Taylor were presented with Long Service Awards by the Suffolk Association of Local Councils followed by refreshments for all and flowers to their wives. Later that Autumn, trees for both, along with plaques were planted on the Green. At the Annual Parish Assembly on the 23rd April 2014, Harry was presented with a Lifetime Newton Community Award for all the work he had undertaken on behalf of the village.

It was suggested that in the forthcoming email communication that the Clerk is to produce for residents, villagers from the past who have made lasting impacts on the village should be profiled from time to time.

23/153 Next Meeting

The next Meeting of NPC will be held **Wednesday 13th September 2023**. If a planning issue is required to be reviewed ahead of this date, then a provisional date of **Wednesday 9th August 2023** is set for the meeting. NPC meetings start at 7.30 pm in Newton Village Hall.

The meeting closed at 9.06 pm.

Signed _____

Date

Newton Parish Council adopted the General Power of Competence on the 17th May 2023

NEWTON PARISH COUNCILMinutes of Meeting held on 12th July 2023 at Newton Village Hall**Appendix A Clerk's Report**

Minute	Action	Complete ✓
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.	
23/038	James Finch and Lee Parker chased re culvert damage.	
23/045	Invoice sent to resident re clearance of hedge overhanging the pavement.	
23/074	Wrote second letter to the householder in Rotten Row regarding pipe.	
23/118	Minutes sent to BRN and updated on website.	✓
23/120	Wrote to resident and Newton Green Trust regarding cutting of Recreation Ground.	✓
23/121	Community Wardens to install final bench between MUGA and zip wire and move a bench into the under-7's fenced area.	
23/122 a	Payments made to suppliers, individuals and organisations.	✓
23/122 b	Litter bin purchased for Plampin Close - Community Wardens to install.	
23/123	Planning responses sent to Babergh.	✓
23/126	Copy of PIIP sent to Babergh and updated on website.	✓
23/128	Launch of Around the Green email planned for late July.	
23/131	Training for Cllrs Cole and Evers booked with SALC.	✓
23/133	Community Wardens to clear bus shelters.	
	Clerk's Actions & Delegated Power	
	Changed frequency of Community Wardens checks of play equipment to weekly for July and August. Purchased 2 mounting bars for the SID posts, due to breakages, for a total of £68.06 + VAT.	
	Clerk Hours	
	Up until the 2nd July 2023 - 156 hours paid / 152.75 hours worked.	

Appendix B RFO Report**Unity Receipts & Payments 2023 / 2024**

Date	Details	Power	Receipts		Payments	
30/06/23	Bank Interest		198.23	Y	0.00	
15/06/23	Flowers Groundcare - Grass cutting in May	Localism Act 2011 ss 1 to 8	0.00		100.00	Y
30/06/23	Service Charges	Localism Act 2011 ss 1 to 8	0.00		18.00	Y
12/07/23	SALC - Chairman training	Localism Act 2011 ss 1 to 8	0.00		144.00	
12/07/23	Glasdon - Litter bin	Localism Act 2011 ss 1 to 8	0.00		287.61	

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Unity Current Account	30/06/23	£5,898.68	£5,467.07	£431.61	£0.00	£0.00
Unity Trust Savings Account	30/06/23	£45,317.90	£45,317.90			£0.00
		£51,216.58	£50,784.97	£431.61	£0.00	

Signed _____

Date

Newton Parish Council adopted the General Power of Competence on the 17th May 2023

NEWTON PARISH COUNCILMinutes of Meeting held on 12th July 2023 at Newton Village Hall**Budget v's Actual**

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£45,116.29				
<u>Income</u>			<u>Expenditure</u>			
Precept	£18,242.81	£9,121.41	Clerks Salary	£12,011.23	£2,952.56	
Grants	£177.20	£0.00	Clerk's Pension	£1,260.48	£0.00	
Recycling	£500.00	£263.36	Admin	£2,000.00	£216.00	
CIL	£0.00	£4,836.56	Donations	£800.00	£0.00	
Bank Interest	£50.00	£198.23	Annual Subscriptions	£485.00	£275.01	
VAT Repayment	£0.00	£3,599.17	Footpath Maintenance	£400.00	£0.00	
Other	£0.00	£0.00	Insurance	£1,500.00	£0.00	
			Inspection	£563.00	£220.00	
			Maintenance	£500.00	£0.00	
			Projects	£500.00	£0.00	
			CIL	£27,523.93	£5,842.00	£7,243.73
			Village Hall Hire	£390.00	£0.00	
			VAT Paid	£0.00	£1,442.75	
			NNP	£0.00	£0.00	
Total	£18,970.01	£18,018.73	Total	£27,523.93	£26,251.71	£12,350.05
			Assets Carried Forward			£50,784.97
Total		£63,135.02	Total			£63,135.02

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	Transfer of Allotments	CIL
15/06/22	22/113	Sudbury TC	£185.00	£37.00	£222.00	Rec Ground jet wash	CIL
			£943.00	£188.00	£1,131.00		

FUNDS	
General Reserves (50% of Budgetted Expenditure)	£13,125.86
Current year balance	£7,162.35
Restricted Funds	
CIL	£25,116.76
Newsletter	£2,880.00
Total Restricted	£27,996.76
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	£50,784.97
Unrecovered VAT	£1,442.75

Signed _____

Date

Newton Parish Council adopted the General Power of Competence on the 17th May 2023

Series Page 253
NEWTON PARISH COUNCIL

Minutes of Meeting held on 12th July 2023 at Newton Village Hall

Appendix C Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
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	
APPEAL	APP/D3505/W/22/3310476 - Rotten Row Farm, Rotten Row - Refusal of application for the "Continued use of buildings for agricultural, industrial and commercial purposes."	23/047c	All objections still stand.	
DC/23/01081	Fairways, The Green - Erection of 1No dwelling (following demolition of existing annexe and outbuildings).]	23/066a	Object	
DC/23/01760	Land Adjacent To Assington Road - Application for Outline Planning Permission (Access points to be considered, Appearance, Layout, Landscaping and Scale reserved) Town and Country Planning Act 1990 (as amended) - Erection of 9 no. dwellings (including 4 no. affordable).	23/091a	Object	REFUSED 06/06/2023
DC/23/01859	14 Church Road - Erection of two-storey side and single-storey rear extensions and front porch.	23/091b	Support	Permission 12/06/2023
DC/23/02254	17 Church Road - Erection of porch extension.	23/123a	Support	Permission 15/06/2023

End of Appendices

Signed _____

Date

Newton Parish Council adopted the General Power of Competence on the 17th May 2023