

NEWTON PARISH COUNCIL

Minutes of Meeting held on 12th October 2022 at Newton Village Hall

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

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

22/145 Apologies for Absence

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

22/146 Declaration of Interests and Requests for Dispensation

Cllr Presland declared a non-pecuniary interest in item 22/152f as his wife is the Chairman of the Alston Charity and took no part in the discussion of the donation. No request for dispensation had been received.

22/147 Minutes of Meeting held on 10th August 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.

22/148 Councillor Vacancy

No application had been received for the councillor vacancy at NPC.

22/149 Public Participation

The councillors reviewed James Finch's previously submitted report and noted the process for primary school places. Lee Parker updated councillors on the CIL Framework review, the recent CIL distribution to parishes, Babergh's Parking Strategy, the open day at Endeavour House for prospective district councillors, Avian Flu and the Tree Canopy Strategy.

22/150 Emails circulated

There were no further actions requested of the Clerk in relation to the emails circulated.

22/151 Clerk's Report

Following a review of the Clerk's report (Appendix A) Cllr Taylor updated councillors that STS were to remove the old tree stump (22/031) and that a review was being undertaken of the Trust land (22/117).

22/152 Finance

- a. The councillors resolved to approve and accept the external audit report produced by PKF Littlejohn for the year ending 31st March 2021. The councillors noted the issue raised by PDF regarding the payment of the Locum Clerk through an agency in May 2020.
- b. The councillors resolved to remain in the External Audit procurement regime managed by the Smaller Authorities Audit Appointments.
- c. The councillors reviewed the Asset Register and resolved that it correctly reflected assets held by NPC.
- d. The councillors reviewed and accepted the insurance renewal from Came & Company as it covered all the council's assets and the risks associated with the council's operation.
- e. 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 and reviewed the Statement of Accounts against the budget.
- f. The councillors reviewed the donation request submitted by the Fireside Club and resolved to donate £100. The councillors also agreed that NPC should purchase a projector and screen

Signed _____

Date

NEWTON PARISH COUNCIL

Minutes of Meeting held on 12th October 2022 at Newton Village Hall

that could be used by all parish organisations. The councillors reviewed the donation request submitted by the Alston Charity and resolved to donate £100 towards the Christmas parcels.

22/153 Planning

- a. The councillors reviewed **Planning Application DC/22/04495 Little Barn, Sudbury Road** - Construction of vehicular access 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 scheduled meeting. The councillors reviewed **Planning Application DC/22/05029 Valley Farm House, Valley Road** and resolved that they had no objections to the proposals to vary Condition 2 of the original permission.
- c. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix C).

22/154 Defibrillator Training Session

The training session for the cardiac arrest response seminar was held on Wednesday 28th September 2022 with 30 people attending. The councillors asked the Clerk to provide costs for CPR training at the Village Hall for the next meeting. The councillors would also like to see costings for the upgrade of the Village Hall defibrillator to a cabinet in line with the others in the village and a defib that will work on both adults and children.

22/155 Newton Footpaths

Discussions are still taking place with local landowners regarding the possibility of permissive footpaths.

22/156 Allotments

With all the questions raised by the solicitor now being answered by NPC, the council are now awaiting further feedback.

22/157 Assets requiring replacement

The councillors agreed that the bus shelter on the Green would need replacing within the next 2 years and that the NPC laptop would require a replacement in the next 6 months.

22/158 Fireworks 2022

The councillors agreed that due to the lack of volunteers to run the event, the Fireworks would not be held this year.

22/159 Christmas Lights

The councillors agreed to the Christmas Lights switch-on on Sunday 4th December 2022 at 6pm. Mrs Parker will organise the dressing of the tree.

22/160 Parish Infrastructure Investment Plan (PIIP)

The councillors reviewed the council's CIL Policy which explained how the PIIP interfaces with Babergh plans for communities. It was agreed to proceed with producing a PIIP within the following milestones:

- Clerk to prepare draft PIIP for November meeting
- Councillors to review draft and set-up meetings with residents to update community projects and priorities
- Councillors to agree draft PIIP at the March 2023 meeting
- Present PIIP to the Newton Annual Assembly in April 2023
- Final NPC approval and submission to Babergh following June 2023 meeting.

Signed _____

Date

Newton Parish Council adopted the General Power of Competence on the 13th May 2020

NEWTON PARISH COUNCIL

Minutes of Meeting held on 12th October 2022 at Newton Village Hall

22/161 NPC Year Plan

Following a review of the year plan, there were no further updates requested of the Clerk.

22/162 Village Hall and Trust updates

The next Trust meeting is being held next week. The Trust is following up on the damage to the culvert on the land opposite Corner Cottage with Suffolk Highways following a road traffic accident. They may require the support of the Parish Council in trying to ensure that the repairs are carried out as quickly as possible. There has not been a Village Hall meeting recently.

22/163 Questions to the Chair

The Clerk was asked to report the full bottle bank in the Village Hall Car Park.

22/164 NPC Standing Order 3b

The councillors resolved to exclude the public and press from the meeting due to the confidentiality of the Clerk's contract of employment.

22/165 Evaluation of the Clerk & RFO Role

The councillors reviewed the report prepared by Cllrs Presland and Everett following their evaluation of the Clerk & RFO role at NPC. The councillors resolved to implement the recommendations from the report from the 1st April 2023, which were to:

- Place the role on the Profile 2 Substantive – Scale Range LC2 (24-28)
- Make the role eligible to join the Local Government Pension Scheme (The current Clerk does not wish to join the LGPS)
- Reduce NPC's Clerk & RFO hours from 15 hours to 12 hours per week.

22/166 Next Meeting

The next Meeting of NPC will be held on Wednesday 9th November 2022 starting at 7.30 pm in the Village Hall.

The meeting closed at 9.15 pm.

Signed _____

Date

NEWTON PARISH COUNCILMinutes of Meeting held on 12th October 2022 at Newton Village Hall**Appendix B Clerk's Report**

Minute	Action	Complete ✓
21/189	James Finch requested to provide SCC Highways report on speed limit from Joe's Road to Rotten Row.	
22/015	Cllr Presland has obtained a quotation from electrician.	✓
22/031	Cllr Taylor liaising with Tree Warden re replacement tree.	
22/087	ToR for HR and Standards committees being developed for review at November meeting.	
22/094	Dog poop bag dispensers now installed.	✓
22/109	Councillors "Other Registerable Interests" have now been sent to Babergh.	✓
22/113	Bus shelter opposite Saracens has been repaired by SCC.	✓
22/114 b	BWB have now been given instructions to proceed with the allotment land transfer.	
22/117	The 3 new defibrillators are registered with the Ambulance Service.	✓
22/117	Awaiting NGT confirmation of location of defibrillator at Little Green.	
22/129	Minutes sent to BRN and updated on website.	✓
22/133	Notices for co-option of councillor issued.	✓
22/134	Payments made to suppliers, individuals and organisations.	✓
22/135	Planning responses sent to Babergh.	✓
22/140	Standing Orders and Financial Regulations updated on website.	✓
22/147	Minutes sent to BRN and updated on website.	✓
22/149	Planning response sent to Babergh.	✓
22/150	Order placed with Premier Sports Surfaces for 12th September 2022 and works completed.	✓
22/151	Response sent to resident.	✓
	Clerk's Actions & Delegated Power	
	On the 15th September 2022, following consultation with councillors, I placed an order with Ambrose Electrical for the installation of the electrical from the Saracens Head to the Christmas Tree with Timer at a cost of £470 plus VAT. The reason for this action was that to delay placing the order could have led to the works not being completed in time. The works have now been completed.	
	Clerk Hours	
	Up until the 2nd October 2022 - 390 hours paid / 344.25 hours worked plus 45 hours holiday.	

Signed _____

Date

Newton Parish Council adopted the General Power of Competence on the 13th May 2020

Series Page 179
NEWTON PARISH COUNCIL

Minutes of Meeting held on 12th October 2022 at Newton Village Hall

Appendix B RFO Report

Barclays Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
06/06/22	Bank Interest			3.97	0.00
29/07/22	ICO - Data Protection	D/Dr	Localism Act 2011 ss 1 to 8	0.00	35.00
10/08/22	BWB - Deposit for allotment legal services	101315	Localism Act 2011 ss 1 to 8	0.00	3,291.04
05/09/22	Unpresented Cheque 101304 issued 08/12/2021			0.00	100.00
08/09/22	BDC Precept			6,812.98	0.00
12/09/22	BDC Recycling Feb to July 2022			251.23	0.00

Unity Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
05/09/22	P Taylor - Payment re unpresented cheque 101304		Localism Act 2011 ss 1 to 8	0.00	100.00
14/09/22	Gallagher - Insurance renewal		Localism Act 2011 ss 1 to 8	0.00	1,497.60
14/09/22	DF Crimmin - Expenses 1st June to 31st August 2022		Localism Act 2011 ss 1 to 8	0.00	674.97
30/09/22	DF Crimmin - Salary July to Sept		Localism Act 2011 ss 1 to 8	0.00	2,060.75
30/09/22	DF Crimmin - WFHA July to Sept		Localism Act 2011 ss 1 to 8	0.00	78.00
30/09/22	HMRC - Clerk Tax		Localism Act 2011 ss 1 to 8	0.00	515.20
30/09/22	HMRC - Employers NI		Localism Act 2011 ss 1 to 8	0.00	45.29
14/09/22	PKF Littlejohn LLP - External Audit Fee		Localism Act 2011 ss 1 to 8	0.00	480.00
30/09/22	Bank Charges		Localism Act 2011 ss 1 to 8	0.00	18.00
12/10/22	Premier Sports Surfaces - MUGA Maintenance		Localism Act 2011 ss 1 to 8	0.00	624.00
12/10/22	Ambrose Electrical - Xmas lights supply		Localism Act 2011 ss 1 to 8	0.00	564.00
12/10/22	CAS - Onesuffolk Hosting		Localism Act 2011 ss 1 to 8	0.00	60.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/08/22	£100.00				
Premium Accounts	31/08/22	£29,475.27	£36,639.48	£0.00	£7,064.21	£0.00
Tracker Account	31/08/22	£1,165.26	£1,165.26	£0.00	£0.00	£0.00
Unity Current Account	30/09/22	£17,794.22	£16,546.22	£1,248.00	£0.00	£0.00
		£48,534.75	£54,350.96	£1,248.00	£7,064.21	

Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£49,357.31				
Income			Expenditure			
Precept	£13,625.97	£13,625.97	Clerks Salary		£10,730.00	£5,448.88
Grants	£177.20	£2,798.03	Admin		£1,500.00	£1,133.87
Recycling	£700.00	£251.23	Donations		£800.00	£0.00
CIL	£0.00	£14,198.37	Annual Subscriptions		£475.00	£270.51
Bank Interest	£25.00	£4.06	Footpath Maintenance		£300.00	£0.00
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	£116.95
			Projects	£2,250.00	£500.00	£2,615.94
			CIL	£28,028.01	£4,200.00	£14,046.71
			Village Hall		£300.00	£0.00
			VAT Paid		£0.00	£2,685.52
			Repay VAT overpayment		£0.00	£0.00
			NNP		£0.00	£0.00
Total	£14,528.17	£33,444.63	Total	£30,278.01	£20,695.00	£28,450.98
			Assets Carried Forward			£54,350.96
Total		£82,801.94	Total			£82,801.94

Signed _____

Date _____

Newton Parish Council adopted the General Power of Competence on the 13th May 2020

Series Page 180
NEWTON PARISH COUNCIL
 Minutes of Meeting held on 12th October 2022 at Newton Village Hall

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

FUNDS	
General Reserves (50% of Budgetted Expenditure)	£10,347.50
Current year balance	£10,443.79
Restricted Funds	
CIL	£28,179.67
Newsletter	£2,880.00
Total Restricted	£31,059.67
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	£54,350.96
Unrecovered VAT	£2,685.52

Appendix C Planning Status

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	REFUSED 27/07/2022
DC/22/02188	Perrywood Garden Centre, Newton Road - Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/20/03810 dated 11/06/2021. (Erection of a new garden centre building (Use Class E) 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 Class E). 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.) Town and Country Planning Act 1990.- To vary Condition 2 (Approved Plans and Documents) for minor design changes to the scheme.	22/095a	Support	Permission 27/07/2022
DC/22/03122	Farm Shop, Wheldons Fruit Farm, Joes Road - Change of Use of land to residential amenity land and erection of detached 4 bay cartlodge; Insertion of additional windows to all elevations, widening existing window opening to North Elevation and rooflights (following approval of DC/22/01428).	22/135a	No objection	Permission 23/08/2022
DC/22/03383	Little Barn Sudbury Road - Construction of dropped kerb.	22/135b	Support	Withdrawn 11/08/2022
DC/22/03566	Land Rear Of Juglans And Corner Cottage Sudbury Road - Erection of 6No. single storey dwellings, ancillary outbuildings and alterations to existing vehicular access.	22/149a	Objected	Withdrawn 15/09/2022

End of Appendices

Signed _____

Date _____

Newton Parish Council adopted the General Power of Competence on the 13th May 2020