

**NEWTON PARISH COUNCIL**

Minutes of Meeting held on 13<sup>th</sup> September 2023 at Newton Village Hall

**Present:** Councillors Laura Smith (Chairman), Louise Evers, Rita Schwenk and Janys Sherwood (from 23/165).

**Attending:** Lee Parker (Babergh District Councillor), Dave Crimmin (Clerk) and 2 residents.

**23/163 Apologies for Absence**

Cllrs Cole (holiday), Everett (work) and Taylor (funeral) sent their apologies as did James Finch (Suffolk County Councillor).

**23/164 Declaration of Interests and Requests for Dispensation**

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

**23/165 Minutes of Meeting held on 9<sup>th</sup> August 2023**

The meeting minutes were approved by the councillors, who resolved that the minutes should be signed by the Chairman as a correct record.

**23/166 Councillor Vacancy**

The councillors reviewed the application from Janys Sherwood to fill the councillor vacancy at NPC. The councillors resolved unanimously to co-opt Janys as a councillor of NPC and she signed the Declaration of Acceptance of Office accordingly.

**23/167 Public Participation**

A Rotten Row resident raised his concerns about the speed of traffic along his road which he felt would lead to a collision in the near future. The councillors and Lee Parker discussed the progress of the appeal for Rotten Row Farm with the resident, and the possible actions following a decision by the Planning Inspectorate.

The councillors reviewed Lee Parker's previously submitted report and he updated councillors on Babergh's CIFCO results, grants for SME's, CIL and the health of Babergh Leader David Busby. The councillors asked Lee to pass on their best wishes to Cllr Busby.

**23/168 Emails circulated**

Following a review of the emails circulated by the Clerk, the councillors asked the Clerk to add the "20's Plenty" campaign on the October agenda.

**23/169 Clerk's Report (Appendix A)**

Following a review of the Clerk's report, there were no further actions requested of the Clerk.

**23/170 Finance**

- a. The councillors authorised all payments made and due for authorisation, as itemised in the RFO Report (Appendix B). 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 reviewed the Asset Register and resolved that it correctly reflected assets held by NPC.
- c. The councillors reviewed and accepted the insurance renewal from Came & Company as it covered all the council's assets and the risks associated with its operation. They further resolved to accept a 3-year Long Term Agreement with the insurer Hiscox.
- d. The councillors considered the proposal to purchase the Scribe accounting software and use it from the 1<sup>st</sup> April 2024. The councillors resolved to purchase the software with a one-off setup cost of £247 and an annual subscription of £348.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Newton Parish Council adopted the General Power of Competence on the 17<sup>th</sup> May 2023**

**NEWTON PARISH COUNCIL**

Minutes of Meeting held on 13<sup>th</sup> September 2023 at Newton Village Hall

**23/171 Planning**

- a. The councillors reviewed **Planning Application DC/23/03649 Valley Farm House, Valley Road** - Boundary treatments (retrospective) following receipt of Breach of Planning Conditions letter EN/22/00206 and resolved that they had no comment.
- b. The councillors reviewed **Planning Application DC/23/03194 Wheldon's Fruit Farm, Farm Shop, Joes Road** - Erection of equestrian building and construction of menage area. Change use of land for the keeping of horses and resolved that they supported the application.
- c. The councillors reviewed **Planning Application DC/23/04056 Stow Cottage, Sudbury Road** - Application under S73a for Removal or Variation of a Condition following grant of Planning Permission B/05/01274 dated 22/09/2005 - Erection of shed and boundary wall. Town and Country Planning Act 1990 - To vary Condition 2 to retain white painted exterior instead of approved matt black and resolved that they supported the application.
- d. There were no further planning applications received since the agenda was posted requiring a response before the next scheduled meeting.
- e. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix C).

**23/172 Newton Footpaths**

There was no further update on the creation of any new footpaths. The councillors appreciated the efforts of residents in cutting FP2.

**23/173 Allotments**

The solicitor has informed the council that there are two parcels of land rather than one that must be transferred to NPC. He expects to send his report to the council early next week.

**23/174 Fireworks in 2023**

Lee Parker reported that due to a lack of volunteers, there would be no fireworks in 2023.

**23/175 Walk of the Parish**

No issues were raised by councillors in relation to their reviews of the parish. The councillors reviewed the correspondence received from Tony Langley who has maintained the plants around the memorial since Harry Buckledee retired from the voluntary role. The councillors agreed that Gary Flowers be asked to undertake a maintenance programme on the plants around the memorial and village sign. The memorial plants are to have a tidy-up ahead of the Remembrance Service and then both sets of plants are to have a hard cut ahead of winter. The Tommy statue will be put in store between Remembrance services. The Clerk is to write to Tony Langley and the owners of the Deans, thanking them for the works undertaken on the memorial and village sign on behalf of the village.

**23/176 Year Plan**

The councillors reviewed the year plan and were happy with the progress to date.

**23/177 Village Hall and Trust updates**

No Trust report was presented. The Village Hall committee are embarking on a maintenance programme in the main hall and are looking into a project to resurface the Village Hall car park. An item to be added in the October meeting if the committee wish to discuss their plans with the councillors.

**23/178 Questions to the Chair**

The Clerk was asked to contact the Trust to ensure that they are reviewing the damage to the goalpost in the playing field.

Signed \_\_\_\_\_

Date

**Newton Parish Council adopted the General Power of Competence on the 17<sup>th</sup> May 2023**

**NEWTON PARISH COUNCIL****Minutes of Meeting held on 13<sup>th</sup> September 2023 at Newton Village Hall****23/179 Next Meeting**

The next Meeting of NPC will be held **Wednesday 18<sup>th</sup> October 2023** starting at 7.30 pm in Newton Village Hall.

**The meeting closed at 9.16 pm.**

**Appendix A Clerk's Report**

<b>Minute</b>	<b>Action</b>	<b>Complete ✓</b>
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	Correspondence from SCC circulated on 31/08/2023.	
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.	
23/121	Community Wardens installed final bench between MUGA and zip wire and moved a bench into the under-7's fenced area.	✓
23/122 b	Litter bin installed in Plampin Close by Community Wardens.	✓
23/128	The bimonthly Around the Green email was issued in late July.	✓
23/133	Community Wardens have cleared bus shelters.	✓
23/137	Minutes sent to BRN and updated on website.	✓
23/141 a	Payments made to suppliers, individuals and organisations.	✓
23/141 b	New bench installed in Plampin Close by Community Wardens. Village Hall requested that the old bench be put in Jubilee Garden.	✓
23/146	Updated Standing Orders and Financial Regulations on website.	✓
23/147	Updated Policies and Procedures updated on website.	✓
23/152	Liaising with Alan Vince on biopsy of past Newton residents.	✓
23/156	Minutes sent to BRN and updated on website.	✓
23/158 a	Payments made to suppliers, individuals and organisations.	✓
23/158 b	External Audit papers updated on website and notice boards.	✓
23/159	Planning responses sent to Babergh.	✓
23/161	Babergh to replace the broken Rectory Road sign by end November 2023.	
23/161	Community Wardens tasked with clearing 30mph signs in Rectory Road and Church Road.	
	<b>Clerk's Actions &amp; Delegated Power</b>	
	30mph entry signs cleared of vegetation and cleaned by Community Wardens. The accessibility of the Newton website was reviewed, and the Accessibility Statement on the website was updated accordingly.	
	<b>Clerk Hours</b>	
	Up until the 3rd September 2023 - 264 hours paid / 238.5 hours worked.	

Signed \_\_\_\_\_

Date

**Newton Parish Council adopted the General Power of Competence on the 17<sup>th</sup> May 2023**

**NEWTON PARISH COUNCIL**Minutes of Meeting held on 13<sup>th</sup> September 2023 at Newton Village Hall**Appendix B RFO Report****Unity Receipts & Payments 2023 / 2024**

Date	Details	Power	Receipts	Payments
13/09/23	DF Crimmin - Expenses 1 Mar to 31 Aug 2023	Localism Act 2011 ss 1 to 8	0.00	673.62
13/09/23	Glasdon - bench	Localism Act 2011 ss 1 to 8	0.00	978.67
13/09/23	BDC - Election expenses	Localism Act 2011 ss 1 to 8	0.00	138.91
29/09/23	DF Crimmin - Salary July to September	Localism Act 2011 ss 1 to 8	0.00	2,296.40
29/09/23	DF Crimmin - WFHA July to September	Localism Act 2011 ss 1 to 8	0.00	78.00
29/09/23	HMRC - Clerk Tax	Localism Act 2011 ss 1 to 8	0.00	574.00
29/09/23	HMRC - Ers NI	Localism Act 2011 ss 1 to 8	0.00	82.16
29/09/23	Gallagher - Insurance	Localism Act 2011 ss 1 to 8	0.00	1,658.56

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Unity Current Account	31/08/23	£3,822.06	-£2,658.26	£6,480.32	£0.00	£0.00
Unity Trust Savings Account	31/08/23	£45,317.90	£45,317.90			£0.00
		£49,139.96	£42,659.64	£6,480.32	£0.00	

**Budget v's Actual**

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£45,116.29				
<b>Income</b>			<b>Expenditure</b>			
Precept	£18,242.81	£9,121.41	Clerks Salary		£12,011.23	£5,905.12
Grants	£177.20	£0.00	Clerk's Pension		£1,260.48	£0.00
Recycling	£500.00	£263.36	Admin		£2,000.00	£1,001.77
CIL	£0.00	£4,836.56	Donations		£800.00	£0.00
Bank Interest	£50.00	£198.23	Annual Subscriptions		£485.00	£452.01
VAT Repayment	£0.00	£3,599.17	Footpath Maintenance		£400.00	£0.00
Other	£0.00	£0.00	Insurance		£1,500.00	£1,658.56
			Inspection		£563.00	£430.00
			Maintenance		£500.00	£0.00
			Projects		£500.00	£0.00
			CIL	£27,523.93	£5,842.00	£9,155.97
			Village Hall Hire		£390.00	£0.00
			VAT Paid		£0.00	£1,871.95
			NNP		£0.00	£0.00
<b>Total</b>	<b>£18,970.01</b>	<b>£18,018.73</b>	<b>Total</b>	<b>£27,523.93</b>	<b>£26,251.71</b>	<b>£20,475.38</b>
			Assets Carried Forward			£42,659.64
<b>Total</b>		<b>£63,135.02</b>	<b>Total</b>			<b>£63,135.02</b>

Project Committed Spending						
Meeting Date	Minute	Supplier	Cost Net	VAT	Total	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	

Signed \_\_\_\_\_

Date

Newton Parish Council adopted the General Power of Competence on the 17<sup>th</sup> May 2023

**NEWTON PARISH COUNCIL**Minutes of Meeting held on 13<sup>th</sup> September 2023 at Newton Village Hall

<b>FUNDS</b>	
<b>General Reserves (50% of Budgetted Expenditure)</b>	<b>£13,125.86</b>
<b>Current year balance</b>	<b>£949.26</b>
<b>Restricted Funds</b>	
CIL	£23,204.52
Newsletter	£2,880.00
<b>Total Restricted</b>	<b>£26,084.52</b>
<b>Earmarked Reserves</b>	
Asset Replacement	£0.00
Village Hall	£0.00
Legal Fees	£1,000.00
Election Costs	£1,500.00
<b>Total Earmarked Reserves</b>	<b>£2,500.00</b>
<b>TOTAL FUNDS</b>	<b>£42,659.64</b>
<b>Unrecovered VAT</b>	<b>£1,871.95</b>

**Appendix C Planning Status**

<b>BDC Ref</b>	<b>Application</b>	<b>NPC Ref</b>	<b>NPC Response</b>	<b>BDC Response</b>
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	Permission 17/08/2023
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/23/03525	Little Barn, Sudbury Road - Creation of a vehicular access (re-submission of DC/22/04495).	23/159a	Support	

**End of Appendices**

Signed \_\_\_\_\_

Date

**Newton Parish Council adopted the General Power of Competence on the 17<sup>th</sup> May 2023**