Series Page 271 NEWTON PARISH COUNCIL

Minutes of Meeting held on 13th December 2023 at Newton Village Hall

Present: Councillors David Everett (Chairman), Ian Cole, Louise Evers, Janys Sherwood, Rita

Schwenk, Laura Smith and Philip Taylor.

Attending: Lee Parker (Babergh District Councillor), James Finch (Suffolk County Councillor). 3

members of public and Dave Crimmin (Clerk).

23/211 Apologies for Absence

No apologies are required.

23/212 Declaration of Interests and Requests for Dispensation

Cllr Schwenk (Item 23/219f) and Cllr Taylor (Item 23/219d) declared pecuniary interests. No request for dispensation had been received.

23/213 Minutes of Meeting held on 8th November 2023

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

23/214 Public Participation

Two residents raised their concerns regarding Planning Application DC/23/04914. The Councillors reviewed James Finch's previously submitted report and he updated them on the increased budget for road maintenance, the Adult Care Services rating of good by the CQC, the temple find at Rendlesham, SCC's objection to the National Grid infrastructure upgrade and the minerals extraction in Valley Road.

He agreed to the council's request to look at the options for a road crossing on the A134 in the village and requested a copy of the Parish Infrastructure Investment Plan for reference. A further ANPR pilot will operate in Newton during April 2024. He will consider a donation towards the new bus shelter costs.

The councillors reviewed Lee Parker's previously submitted report and he updated councillors on Babergh's adoption of the Joint Local Plan Part 1, the district council's objection to proposed pylons and the request for land owners to help increase the tree coverage on their land. He confirmed that he would be making a donation towards the bus shelter.

23/215 Emails circulated

Following a review of the emails circulated by the Clerk, the councillors agreed that the Sudbury Mayor could wear her chain of office when attending a function at Newton Golf Club in February.

23/216 Clerk's Report (Appendix A)

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

23/217 Planning

The Chairman read out the email received from Stuart Davis of Optimum Architecture in relation to Planning Application DC/23/05249.

a. The councillors reviewed Planning DC/23/05249 Land Adjacent 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) (resubmission of DC/23/01760), and unanimously resolved to object to the planning application. The background and grounds for their objection were as follows:

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Consultation with Newton Parish Council (NPC)

The applicant or agent did not attend the meeting on the 13th December 2023 when this application was reviewed. Stuart Davis of Optimum Architecture sent an email to the council on behalf of his client on 4th December 2023, which summarised why he thought the council should communicate with Babergh on the benefits of the proposed scheme.

Newton Neighbourhood Development Plan (NNDP)

- 23rd June 2021 Ann Skippers MRTPI produced the Independent Examiner's Report for the NNDP. Her report concluded, "I am satisfied that the NNDP, subject to the modifications I have recommended, meets the basic conditions and the other statutory requirements outlined earlier in this report. I. therefore, consider that the NNDP should proceed to a referendum based on the Newton Neighbourhood Plan area as approved by Babergh District Council on 23 March 2018."
- 24th February 2022 -131 (87.92%)of the votes cast answered "Yes" to the question "Do you want Babergh District Council to use the Neighbourhood Plan for Newton to help it decide planning applications in the neighbourhood area?"
- 2nd March 2022 Babergh District Council agreed to adopt (make) the NNDP.

Issues that NPC has with the Planning Application

The application is for outline permission for the development of 9 dwellings (including 4 no. affordable) and the councillors do not consider this to be in accord with:

NNDP POLICY NEWT 1: DEVELOPMENT STRATEGY

- 1. New development proposals in Newton should be commensurate with its designation as a hinterland village. Development will be prioritised on underused parcels of land within the defined settlement boundary (as shown on the Policies Map) and must reflect the character of the surrounding area.
- 2. Proposals for development located outside the settlement boundary will only be permitted where they are in accordance with national, District or neighbourhood level policies.

as the proposed development is outside the defined BUAB for Newton and is located within the countryside as far as the NNDP is concerned. After reviewing the application, the councillors did not consider that the applicant has justified how this proposal is in accordance with the current National, District or Neighbourhood level policies. The councillors consider that this application does not comply with the Joint Local Plan Part 1.

ii. The councillors do not consider that the proposed development of market housing is required for the housing need in Newton as the NNDP Section 6.8 states that:

The housing requirement for Newton, as set out in Policy SP04 of the Emerging Joint Local Plan is a minimum of 23 homes over the period to 2037. Given the 30 units either completed or in the planning pipeline (as shown and described in Map 2), Newton has achieved its minimum requirement already.

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Whilst the councillors accept that the minimum number of 23 homes is indicative, they would also point out that since the NNDP was adopted by Babergh in March 2022, the number of units either completed or in the planning pipeline is now 37, as follows:

1.	Redhouse Farm	Phase 1	9 dwellings completed
		Phase 2	8 dwellings completed
2.	Alston Close		4 affordable dwellings completed
3.	Marks Meadow		3 dwellings being constructed
4.	Airey Close		2 dwellings constructed
5.	Brook Farm		2 dwellings constructed
6.	Jordans		1 dwelling constructed
7.	Juglans (DC/22/0520	06)	6 dwellings to be constructed
8.	Links View (DC/23/0	0577)	1 dwelling to be constructed
9.	Fairways (DC/23/010	081)	1 dwelling to be constructed.

- iii. The councillors consider that whilst **NNDP Policy NEWT 2** allows for development outside the settlement boundary for rural exception sites as follows::
 - 1. Proposals for the development of small-scale affordable housing schemes on rural exception sites outside the settlement boundary, where housing would not normally be permitted by other policies, will be supported where there is a proven local need and provided that the housing:
 - a. remains affordable in perpetuity;
 - b. is for people that are in housing need because they are unable to buy or rent properties in Newton village at open-market prices;
 - c. is offered, in the first instance, to people with a demonstrated local connection, as defined by the Babergh Choice Based Lettings Scheme. Where there is no local connection, a property should then be offered to those with a demonstrated need for affordable housing in neighbouring villages.
 - 2. These restrictions should be delivered through a legal agreement attached to the planning consent for the housing. Applications for such development will be considered in relation to the appearance and character of the surrounding area, the potential impact on residential amenity and highway safety.
 - 3. To be acceptable, proposals should demonstrate that a local need exists which cannot be met by applying normal planning policy for the provision of affordable homes in association with market housing. Any application for affordable housing in respect of this policy should be accompanied by a detailed needs assessment and the accommodation proposed should contribute to meeting this proven need.
 - 4. In exceptional circumstances, a small number of market homes will be permitted where demonstrated that these are financially essential to facilitate the delivery of affordable units.

The councillors consider that the proposal does not demonstrate that a "proven local need" exists for affordable housing in Newton. The evidence from the completion of an affordable housing project undertaken by NPC at the start of 2022, where only one

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of the 4 dwellings was occupied by a Newton resident, suggests that there is little or no local need at the current time. **NEWT 2** requires the applicant to demonstrate that a local need exists.

iv. The councillors do not consider that the proposal for an estate of housing conforms with **NNDP Policy NEWT 3.1**:

POLICY NEWT 3: CHARACTER AND DESIGN OF DEVELOPMENT

٧.

1. Proposals for new development must reflect the character and appearance of the surrounding area and demonstrate high quality design. Where applicable, reference should be made to the identified features of the relevant character area as identified on the Policies Map.

as it does not reflect the appearance of the existing housing on that side of the road which is a linear pattern of small groups of dwellings (four or less). The councillors consider that the proposal, by reason of its location and layout would extend built form into open countryside thereby eroding rural character, resulting in environmental harm. The councillors do not consider that the proposed scheme complies with the:

NNDP POLICY NEWT 8: ENSURING PEDESTRIAN SAFETY AND ENCOURAGING WALKING

- 1. Development proposals are encouraged to incorporate features and layouts in their design which encourage people to walk rather than use less sustainable modes of travel such as the private car for local journeys. This includes providing access and improvements to footways, public rights of way, circular walks and other routes into the countryside and to local services and facilities.
- 2. Proposals for new development must provide safe access for vehicles, cyclists and pedestrians with adequate visibility. In particular, development proposals that generate an increased need for parking must ensure that all vehicle parking is provided in accordance with adopted SCC Parking Standards in order to minimise obstruction of the local road network.

as the proposal includes farm machinery sharing access to the A134 and the road on the site with the residents. They do not consider this to be safe. The councillors do not consider the proposal of a footpath to the adjoining recreation ground, which is owned by the Newton Green Trust (NGT), is viable. The council has two councillors as representatives on the NGT and the applicant has made no arrangement with the NGT to access the recreation ground via the proposed footpath. It is highly unlikely that permission to access the recreation ground would be given by the NGT. Therefore, the councillors do not consider that there is a safe option proposed for pedestrians to cross the A134 to access the remainder of the village.

- b. The councillors reviewed **Planning Application DC/23/05409 Land Adj 1 Links View -**Application for reserved matters following Outline Planning Permission DC/23/00577 Appearance, Landscaping, Layout and Scale for the erection of 1no detached single-storey dwelling with parking, new vehicular access and extension of the public footpath to the south of the proposed access and resolved to support the application.
- c. There were no further planning applications received since the agenda was posted requiring a response before the next scheduled meeting.

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d. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix B).

23/218 Parish Infrastructure Investment Plan (PIIP)

The councillors reviewed the PIIP in order to measure the council's progress against the plan. With James Finch now committed to reviewing options for a crossing across the A134 and the ongoing speed calming measures of the SID and ANPR camera, the highest priority projects are moving forward. New footpaths in the village are still being sought, the recreation ground project is now complete and the Newton Green Trust is looking at a project to improve bio-diversity on its land. The Village Hall is looking at the project to install Wi-Fi in the hall. The councillors then reviewed to costs and timeframe to replace the bus shelter on the Green. The councillors resolved to commit £14,022+VAT from its CIL budget for the project to replace the bus shelter on the Green. The contract is with the council's preferred supplier of Littlethorpe, who replaced the shelter by Links View a couple of years ago.

23/219 Finance

- a. The councillors authorised all payments made and due for authorisation, as itemised in the RFO Report (Appendix C) and 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 cost of the MUGA Booking system, which is no longer free and will cost the council £240 a year to use from 2024. With 25 bookings made through the system in 2023, the councillors could not justify the continued use of the software. Existing users will be updated on changes to the booking process for 2024.
- c. The councillors reviewed the Budget Proposal (Appendix D) and resolved to set an Expenditure Budget of £29,959.79 for 2024 / 2025.
- d. The councillors resolved to donate £100 towards the Christmas Parcels.
- e. The councillors resolved to donate £100 towards the Alston & Plampin Charity.
- f. The councillors reviewed the request from the Village Hall who are looking to upgrade the Village Hall car park at an estimated cost of £100,000 + VAT for a commitment from the council's CIL budget. The Clerk updated councillors that with its existing 2023 / 2024 commitments, the cost of the new bus shelter and the commitments in the 2024 / 2025 budget the council does not have any CIL budget remaining. The council does not have any earmarked reserves that it can commit to the proposed project. The councillors agreed that its survey of residents in January 2024, that is to look at the priorities of projects for which future CIL receipts could be committed, will include the car park project in order to measure the support for the proposal.

23/220 Newton Footpaths

There was no further update on the creation of any new footpaths. The councillors asked the Clerk to look at the logistics of including Footpath 2 in the cutting schedule for 2024.

23/221 Allotments

The councillors reviewed the correspondence from BWB and resolved that the Clerk respond to the questions raised as follows:

- The council requires further clarification on the revised plan as the basis of the Transfer
- Google Earth supports the council's view that the allotments have been in this area since 2011.

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The Clerk will raise the question of rates payable on allotments with BWB.

The councillors reviewed the draft Allotment Garden Tenancy Agreement and subject to section 8 reading "The tenancy shall be terminated on the death of the Tenant or if the Tenant is more than one on the death of the surviving Tenant" resolved its adoption.

23/222 RoSPA Report

The councillors reviewed the RoSPA report on the equipment in the Recreation Ground and resolved that the Community Wardens will address all issues raised except the issues re the finger guard (page 14) and the small hole in the MUGA (page 16) which the Clerk will address.

23/223 Walk of the Parish

No issues were raised.

23/224 Website Accessibility

Th councillors noted the recent review of the Newton website accessibility and the updated notice now on the website.

23/225 Year Plan

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

23/226 Village Hall and Trust updates

The Trust reported that they are still working with their solicitor on the Green's boundaries and easements, restructuring the Trust and opening new banking facilities. The Village Hall committee are looking at works to dampproof the hall.

23/227 Questions to the Chair

The was a question on the positioning of dog bins. The Clerk was asked to seek the bottle bank emptying schedule over the Christmas / New Year period.

23/228 Next Meeting

The next Meeting of NPC will be held **Wednesday 10th January 2024** starting at 7.30 pm in Newton Village Hall.

The meeting closed at 9.35 pm.

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Appendix A Clerk's Report

Minute	Action	Complete ✓
22/117	Awaiting NGT confirmation of location of defibrillator at Little Green.	
23/197	Minutes sent to BRN and updated on website.	✓
23/201 a	Payments made to suppliers, individuals and organisations.	✓
23/202	Planning response sent to Babergh.	✓
23/206	Babergh to repair the second Rectory Road nameplate. They consider the School Lane nameplate to be acceptable.	
23/206	Sign reattached to MUGA.	✓
23/208	NPC meeting dates in 2024 confirmed by Village Hall.	✓
23/209	Spoke to local stone mason who will inspect War Memorial and provide report. As the War Memorial is a Grade II listed structure, planning permission will be required for any works.	
23/209	WhatsApp group created for councillors.	√
	Clerk's Actions & Delegated Power	
	I have queried why CIL will not be applicable on the new dwelling at Fairways. Babergh has indicated that as the area of the buildings to be demolished is greater than the area of the new dwelling, CIL is not applicable. I have asked Lee Parker to	
	confirm this at our next meeting.	
	Clerk Hours	
	Up until the 2nd December 2023 - 420 hours paid / 388.75 hours worked.	

Appendix B Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
	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.	DISMISSED
	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.	23/171b	Support	
11(://2/3/()/4/41/4	St Michaels, The Green - Erection of outbuilding with garaging and first floor	23/202a	Support	

Appendix C RFO Report Unity Receipts & Payments 2023 / 2024

Date Details	Power	Receipts	Payments
20/11/23 G Allen Invoice 2023/01		50.00 Y	0.00
13/12/23 DF Crimmin - Salary Oct to Dec	Localism Act 2011 ss 1 to 8	0.00	2,674.48
13/12/23 DF Crimmin - WFHA Oct to Dec	Localism Act 2011 ss 1 to 8	0.00	78.00
13/12/23 HMRC - Clerk Tax	Localism Act 2011 ss 1 to 8	0.00	668.60
13/12/23 HMRC - Ers NI	Localism Act 2011 ss 1 to 8	0.00	147.39

Reconciliation

		Statement	Actual	Unpresented	Credits not	
Account	Statement Date	Balance	Balance	Cheques	shown	Difference
Unity Current Account	30/11/23	£5,982.42	£2,413.95	£3,568.47	£0.00	£0.00
Unity Trust Savings Account	30/11/23	£45,625.69	£45,625.69			£0.00
		£51,608.11	£48,039.64	£3,568.47	£0.00	

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Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£45,116.29				
Income			Expenditure			
Precept	£18,242.81	£18,242.81	Clerks Salary		£12,011.23	£9,395.59
Grants	£177.20	£212.64	Clerk's Pension		£1,260.48	£0.00
Recycling	£500.00	£479.35	Admin		£2,000.00	£1,147.77
CIL	£0.00	£4,836.56	Donations		£800.00	£100.00
Bank Interest	£50.00	£506.02	Annual Subscriptions		£485.00	£452.01
VAT Repayment	£0.00	£3,599.17	Footpath Maintenance		£400.00	£360.00
Other	£0.00	£50.00	Insurance		£1,500.00	£1,658.56
			Inspection		£563.00	£430.00
			Maintenance		£500.00	£55.75
			Projects		£500.00	£0.00
			CIL	£27,523.93	£5,842.00	£9,493.97
			Village Hall Hire		£390.00	£0.00
			VAT Paid		£0.00	£1,909.55
			NNP		£0.00	£0.00
Tota	I_£18,970.01	£27,926.55	Total	£27,523.93	£26,251.71	£25,003.20
			Assets Carried Forward			£48,039.64
Total		£73,042.84	Total			£73,042.84

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
13/09/23	23/170d	Scribe	£595.00	£119.00	£714.00	Accounting Software	Projects / Admin
			£1,538.00	£307.00	£1,845.00		

FUNDS		
General Reserves (50% of Budgeted	£13,125.86	
Expenditure)		
Current year balance	£6,667.27	
Restricted Funds		
CIL	£22,866.52	
Newsletter	£2,880.00	
Total Restricted	£25,746.52	
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	£48,039.64	

Signed	Date

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Appendix D Budget Proposal 2024 / 2025 Income

It is assumed that SCC will again agree to the grant so that you can cut the footpaths twice a year. Bank interest rates are assumed to drop during 2024 /25.

Expenditure

The following assumptions should be noted

- The Clerks Salary is based on the current scale with a 4% cost of living increase in 2024 / 25
- As the current Clerk does not wish to take up the offer of a pension, a provision of 6 months' pension costs on the minimum SCP of the salary scale has been made for 2024 / 25
- A budget of £750 is available for any revenue project, including Fireworks and Christmas, that the councillors wish to undertake during 2024 / 25
- Appendix A shows the full rationale for the 2024 / 25 budget.
- NPC is asked to consider a total expenditure budget of £29,864.79 for 2024 / 25.

Please find the tables below, which show a comparison between the 2022 / 23 budget and the actual 2023 / 24 budget, the actual to date and that anticipated at year-end, and the anticipated budget for 2024 / 25. Appendix D1 shows the breakdown of the 2024 / 25 budget.

	2022 / 23		2023 / 24			2024 / 25
	Budget	Actual	Budget	Actual to	To year end	Budget
<u>Income</u>						
Grants	177.20	2,975.23	177.20	212.64	212.64	212.64
Recycling	700.00	251.23	500.00	479.35	479.35	500.00
CIL	0.00	17,579.58	0.00	4,836.56	4,836.56	0.00
Bank Interest	25.00	150.37	50.00	506.02	900.00	500.00
Other	0.00	2,529.97	0.00	50.00	50.00	75.00
VAT Repayment	0.00	37.00	0.00	3,599.17	3,599.17	0.00
Total Income	902.20	23,523.38	727.20	9,683.74	10,077.72	1,287.64
Precept		13,625.97			18,242.81	
Expenditure						
Clerks Salary	10,730.00	11,571.48	12,011.23	9,395.59	12,511.84	12,996.31
Clerk's Pension	0.00	0.00	1,260.48	0.00	0.00	1,338.48
Admin	1,500.00	1,718.33	2,000.00	1,147.77	2,000.00	2,460.00
Donations	800.00	400.00	800.00	100.00	800.00	800.00
Annual Subscriptions	475.00	441.51	485.00	452.01	452.01	550.00
Footpath Maintenance	300.00	300.00	400.00	360.00	360.00	450.00
Insurance	1,250.00	1,497.60	1,500.00	1,658.56	1,658.56	1,700.00
Inspection	640.00	635.00	563.00	430.00	430.00	430.00
Maintenance	0.00	0.00	500.00	55.75	500.00	1,000.00
Projects	500.00	2,718.62	500.00	0.00	500.00	750.00
Village Hall Hire	300.00	425.00	390.00	0.00	450.00	450.00
VAT Paid	0.00	3,599.17	0.00	1,909.55	4,000.00	0.00
Total for General Reserves						22,924.79
CIL	4,200.00	18,083.66	5,842.00	9,493.97	26,170.97	7,035.00
Total Expenditure	20,695.00	41,390.37	26,251.71	25,003.20	49,833.38	29,959.79

Signed		Date	
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Appendix D1

	2024 / 25	
	Budget	Budget Notes 2024 / 2025
Income		
Grants	212.64	Grass Cutting grant - £212.64
Recycling	500.00	3 3
CIL	0.00	
Bank Interest	500.00	
Other	75.00	Allotments 5 @ £15
VAT Repayment	0.00	
Total Income	1,287.64	
Precept	,	
<u>Expenditure</u>		
Clerks Salary	12,996.31	624 hours at £19.41 per hour (£12,111.84 per annum) + 4% + £400 Employers NI
Clerk's Pension	1,338.48	SCP 24 624 hours @ £17.16 x 25% x 50% = £1,260.48
Admin	2,460.00	Stationery £300 / Training £500 / Clerk WFH allowance £312 / Refreshments £100 / OneSuffolk £50 / Parish Online £60 / Best Host Email £80 + Domain £150 / Microsoft £100 / McAfee £90 / Scribe Software £595 / Laptop Care Pack Due Dec 2025 / Bank Service Charge £72
Donations	800.00	Christmas Parcels £100 / Poppy appeal £100
Annual Subscriptions	550.00	SALC £300 / SLCC £190 / CAS £25 / ICO £35
Footpath Maintenance	450.00	Additional Footpath cutting £90
Insurance	1,700.00	' "
Inspection	430.00	Internal Audit £220 / External Audit £210
Maintenance	1,000.00	Asset maintenance / War Memorial
Projects	750.00	Not Capital Projects (eg Fireworks £750). Any Capital Projects = CIL
Village Hall Hire	450.00	Hall Hire 15 @ £30
VAT Paid	0.00	
Total for General Reserves	22,924.79	
CIL	7,035.00	Dog Bins £1,035 / Play Equipment Maint £2,000 / Play Equipment Inspection £138 / Recreation Ground Grass Cutting £980 / Community Wardens 50 hours @ £24.63 = £1,231.50 + £150 Fuel / Defib & Poop Bag Consumables £1,000 / Allotments £500
Total Expenditure	29,959.79	

End of Appendices

Signed ₋	Date
	Nowton Parish Council adopted the General Power of Competence on the 17th May 2022