

NEWTON PARISH COUNCIL

Minutes of Meeting held on 15th June 2022 at Newton Village Hall

Present: Councillors Paul Presland (Chairman), Russell Bower, Rita Schwenk and Laura Smith.

Attending: James Finch (Suffolk County Councillor) and Dave Crimmin (Clerk).

22/107 Apologies for Absence

Cllrs Taylor (unwell) and Everett (work commitments) sent their apologies as did Lee Parker (Babergh District Councillor).

22/108 Declaration of Interests and Requests for Dispensation

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

22/109 Code of Conduct

The councillors reviewed the "Other Registrable Interests" form required by Babergh for members to complete under the New Code of Conduct. Councillors will return the completed form to the Clerk for submission to Babergh.

22/110 Minutes of Meeting held on 25th May 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.

22/111 Public Participation

The councillors reviewed James Finch's previously submitted report and he updated them on the East Anglia Green 2 project of National Grid, Platinum celebrations, the AGM of SCC and the walking festival. Councillors requested James to obtain a response from SCC Highways on the speed limit of vehicles entering Newton from Joe's Road / Rotten Row.

22/112 Emails circulated

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

22/113 Clerk's Report

Following a review of the Clerk's report (Appendix A) the councillors agreed to contract the Community Wardens to jet spray the MUGA in Spring 2023 at a cost of £185 +VAT. The Clerk was asked to contact Roy Gardner regarding the repair of the bylaws sign in the layby. The Community Wardens have been contacted regarding the splintered pane in the bus shelter opposite the Saracens.

22/114 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix B) as well as the payment of £8,724 to CHT for the defibrillators 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, the bank reconciliation against the bank statement, the committed spending and the statement of reserves.
- b. The councillors reviewed the proposed costs for the legal services to transfer the allotment land to NPC. The councillors resolved to proceed with the transfer and agreed a budget of £3,500+VAT.
- c. The council is still awaiting a quotation to provide an electricity supply for the Christmas Tree.

Signed _____

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Minutes of Meeting held on 15th June 2022 at Newton Village Hall

22/115 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 C).

22/116 Recreation Ground

The councillors were updated that the tennis net storage cabinet has now been fitted in the MUGA. The litter bin has been ordered and will be installed by the Community Wardens once delivered. The Chairman updated councillors on the official opening of the play equipment at the Queen's Platinum Jubilee celebrations. The net on a basketball hoop requires attention.

22/117 Defibrillators

The three defibrillators are now installed and awaiting confirmation that they are now part of the ambulance service system. The training session for the cardiac arrest response seminar is being planned for September. The seminar will be publicised in the Box River News. The issue raised by a resident over the location of the defibrillator on Little Green has been forwarded to Newton Green Trust for its consideration.

22/118 Newton Footpaths

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

22/119 Welcome to Newton

The councillors reviewed the final draft of the booklet and were pleased with the content. The Clerk will produce 250 copies of the booklet ahead of the July meeting.

22/120 NPC Policies and Procedures

The councillors reviewed NPC's policies and procedures and after agreeing to amendments for two of the documents, resolved the re-adoption of 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.

22/121 Year Plan

The councillors reviewed the Year Plan and agreed to add the Parish Infrastructure Investment Plan (PIIP) for review in September and October.

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The Chairman updated councillors that the total costs of the event held to celebrate the Queen's Platinum Jubilee were £216 with proceeds raised of £127. There were more than a hundred and ten people present and the councillors were very grateful for the entertainment provided by village resident Richard Bradford on the day. The Clerk to write to Mr Bradford thanking him for his contribution.

22/123 Village Hall and Trust updates

No meetings have been held since NPC's last meeting.

22/124 Questions to the Chair

No questions were raised.

22/106 Next Meeting

The next Meeting of NPC will be held on Wednesday 13th July 2022 starting at 7.30 pm in the Village Hall.

The meeting closed at 9.11 pm.

Appendix A Clerk's Report

Minute	Action	Complete ✓
21/189	James Finch requested to look at calming measures for Rotten Row.	
22/015	Cllr Presland is obtaining quotation from electrician.	
22/031	Cllr Taylor liaising with Tree Warden re replacement tree.	
22/044	Welcome to Newton updated with councillors feedback. New pictures to be resourced for final review at June meeting.	
22/044	An issue with Clerk's use of newton-pc.gov.uk email addresses is now resolved and councillors' email addresses to be rolled out in May.	✓
22/065	The cost for the Community Wardens to jet-spray the MUGA is £185 + VAT.	✓
22/081	SALC advised of Chairman, Representative and adoption of Code of Conduct.	✓
22/081	Babergh advised of adoption of Code of Conduct.	✓
22/086	Minutes sent to BRN and updated on website.	✓
22/087	ToR for HR and Standards committees being developed.	✓
22/088	Updated NGT, NVHMC and Charity of NPC's representatives.	✓
22/089	Wrote to Heelis & Lodge on their appointment as Internal Auditor.	✓
22/092	Updated person on actions re Rotten Row Farm.	✓
22/094 e	Payments made to suppliers, individuals and organisations.	✓
22/094	Dog poop bag dispensers now received. Awaiting permission from NGT before installing.	
22/094	Papers sent to External Auditor.	✓
22/095	Planning application(s) response sent to Babergh.	✓
22/096	Response sent to Babergh re Community Governance Review	✓
22/097	MUGA litter bin ordered.	✓
22/099	Leaflets produced.	✓
22/105	Clerk's appraisal signed and exchanged.	✓
	Councillor Vacancy now being advertised.	✓
	Clerk's Actions & Delegated Power	
	Broken footpath sign by MD Mills reported.	

Signed _____

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

Series Page 161
NEWTON PARISH COUNCIL

Minutes of Meeting held on 15th June 2022 at Newton Village Hall

Appendix B RFO Report

Barclays Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
07/04/22	HMRC VAT Refund		Localism Act 2011 ss 1 to 8	2,529.97	0.00
25/05/22	Transfer to Unity	101314		0.00	25,000.00

Unity Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
25/05/22	Transfer from Barclays			25,000.00	0.00
15/06/22	BDC - Dog & Litter bin emptying		Localism Act 2011 ss 1 to 8	0.00	558.80
15/06/22	DF Crimmin - Expenses 1st March to 31st May 2022		Localism Act 2011 ss 1 to 8	0.00	1,152.94
15/06/22	DF Crimmin - Salary April to June		Localism Act 2011 ss 1 to 8	0.00	2,204.35
15/06/22	DF Crimmin - WFHA April to June		Localism Act 2011 ss 1 to 8	0.00	78.00
15/06/22	HMRC - Clerk Tax		Localism Act 2011 ss 1 to 8	0.00	551.00
15/06/22	HMRC - Employers NI		Localism Act 2011 ss 1 to 8	0.00	72.29

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	29/04/22	£100.00				
Premium Accounts	29/04/22	£54,999.31	£32,797.34	£25,000.00	£2,798.03	£100.00
Tracker Account	29/04/22	£1,165.17	£1,165.17	£0.00	£0.00	£0.00
Unity Current Account	03/06/22	£38,429.25	£33,811.87	£4,617.38	£0.00	£0.00
		£94,693.73	£67,774.38	£29,617.38	£2,798.03	

Actual v's Budget

Budget			Reserves		
	Budget	Actual		Budget	Actual
Assets B/F		£49,357.31			
Income			Expenditure		
Precept	£13,625.97	£6,812.99	Clerks Salary	£10,730.00	£2,827.64
Grants	£177.20	£2,798.03	Admin	£1,500.00	£551.84
Recycling	£700.00	£0.00	Donations	£800.00	£0.00
CIL	£0.00	£14,198.37	Annual Subscriptions	£475.00	£270.51
Bank Interest	£25.00	£0.00	Footpath Maintenance	£300.00	£0.00
VAT Repayment	£0.00	£2,529.97	Insurance	£1,250.00	£0.00
Other	£0.00	£0.00	Inspection	£640.00	£235.00
			Maintenance	£0.00	£82.00
			Projects	£1,750.00	£500.00
			CIL	£28,028.01	£4,200.00
			Village Hall	£300.00	£0.00
			VAT Paid	£0.00	£640.38
			Repay VAT overpayment	£0.00	£0.00
			NNP	£0.00	£0.00
Total	£14,528.17	£26,339.36	Total	£29,778.01	£20,695.00
					£7,922.29
			Assets Carried Forward		£67,774.38
Total		£75,696.67	Total		£75,696.67

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Series Page 162
NEWTON PARISH COUNCIL
 Minutes of Meeting held on 15th June 2022 at Newton Village Hall

Project Committed Spending						
Meeting Date	Minute	Supplier	Cost Net	VAT	Total	Budget
09/03/22	22/051	CHT	£7,270.00	£1,454.00	£8,724.00	Defibrillators
13/04/22	22/070	Jed Fisher	£790.00	£158.00	£948.00	Rec Ground
			£7,270.00	£1,454.00	£8,724.00	CIL Restricted Funds + CIL

FUNDS	
General Reserves (50% of Budgetted Expenditure)	£10,347.50
Current year balance	£10,885.42
Restricted Funds	
CIL	£40,661.46
Tennis net storage grant	£500.00
Newsletter	£2,880.00
Total Restricted	£44,041.46
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	£67,774.38
Unrecovered VAT	
	£640.38

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	
DC/22/01350	Perrywood Garden Centre, Newton Road - Application under Section 73 of The Town and Country Planning Act for DC/20/03810 for the variation of condition 10 (Disposal of surface water).	22/068a	Support	
DC/22/01258	Burchetts Rectory Road - Application for Listed Building Consent - Replacement external door at Utility Room and Replacement external French door at Family room; Replacement windows (2) at Family room.	22/068b	Support	
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	

End of Appendices

Signed _____

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