

NEWTON PARISH COUNCIL

Minutes of Annual Meeting held on 17th May 2023 at Newton Village Hall

Present: Councillors David Everett (Chairman), Ian Cole, Louise Evers, Rita Schwenk, Laura Smith (arrived late) and Philip Taylor.

Attending: Dave Crimmin (Clerk) and two residents.

23/076 Election of Chairman

Cllr Everett was unanimously elected as Chairman of Newton Parish Council (NPC) and signed the Declaration of Acceptance of Office before taking the chair.

23/077 Election of Vice Chairman

It was unanimously resolved that Cllr Smith be elected the Vice Chairman of NPC.

23/078 Apologies for Absence

Lee Parker (Babergh District Councillor) and James Finch (Suffolk County Councillor) sent their apologies.

23/079 Declaration of Acceptance of Office

The Clerk confirmed that all six elected councillors had completed their Declaration of Acceptance of Office.

23/080 General Power of Competence

The councillors resolved that as NPC met the criteria for the Clerk's qualification and the number of councillors who stood at the 2023 Parish Council Election, then NPC would re-adopt the General Power of Competence

23/081 Declaration of Interests and Requests for Dispensation

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

23/082 Minutes of Meeting held on 12th April 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.

23/083 HR & Standards Committees

Cllrs Cole, Evers and Taylor were appointed to the HR Committee. Cllrs Everett, Schwenk and Smith were appointed to the Standards Committee.

23/084 Representatives to Outside Bodies

It was resolved that the following appointments be made:

- | | |
|--|---|
| a. Newton Green Trust | Cllrs Everett and Taylor |
| b. Village Hall Management Committee | Cllr Schwenk |
| c. Alston & Plampin Charity | Mrs S Presland, Mrs M Williams and Mrs J Taylor |
| d. Cllr Everett was appointed as the representative to the Suffolk Association of Local Councils (SALC). | |

23/085 Internal Auditor

It was resolved that Heelis & Lodge be appointed as Internal Auditor for 2023 / 2024 and the Clerk to send the letter of engagement.

23/086 Annual Subscriptions

It was resolved to renew the annual membership to the Suffolk Association of Local Councils, Community Action Suffolk and The Society for Local Council Clerks for 2023 / 2024.

Cllr Smith arrived.

Signed _____

Date

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

NEWTON PARISH COUNCIL

Minutes of Annual Meeting held on 17th May 2023 at Newton Village Hall

23/087 Public Participation

The councillors reviewed James Finch's previously submitted report.

23/088 Emails circulated

The Clerk was asked to forward the issues raised by a Newton resident, on works being undertaken alongside a stretch of footpath that is within the Parish of Great Cornard, to the Clerk at Great Cornard.

23/089 Clerk's Report (Appendix A)

The Clerk was asked to write to the residents of a property in Rotten Row in order to understand why a pipe is coming from their land and discharging onto the road surface. The SID has now been repaired and is being couriered back to the Community Wardens. The councillors are happy to meet Mark Russel on Zoom next week. The Clerk was asked to write to SCC Highways to see if SID's can be permanently erected on the two poles in Newton.

23/090 Finance

- a. 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, the reconciliation of accounts, the Statement of Accounts vs Budget, the spending commitment and the position of NPC's Funds.
- b. The councillors resolved to include Cllr Evers on the bank mandate and to remove Paul Presland and Russel Bower. The councillors resolved that £20,000 be transferred from the Unity Current account to the Unity Saving account.
- c. The councillors resolved to purchase three picnic tables (one with wheelchair access), three benches and one backless seat, all made from recyclable materials, from NPC's preferred supplier Glasdon at a total cost of £5,822.60 + VAT for the recreation ground. The Community Wardens will install the equipment and the concrete base for the backless seat, and funding will come from the CIL receipts.
- d. The councillors resolved to purchase a cabinet for NPC's exclusive use at the Village Hall with a budget of £550 + VAT from CIL receipts.

23/091 Planning

- a. The councillors reviewed **Planning 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) and they resolved to object to the planning application. The background and grounds for their objection were as follows:

Consultation with Newton Parish Council (NPC)

The applicant and representative attended two meetings of NPC on the 13th October 2021 and 13th July 2022. On both occasions, the proposal for 9 dwellings on a mixed scheme of affordable/social and market housing was outlined. On both occasions, the applicant was referred to Newton's Neighbourhood Development Plan (NNDP) by the Chairman as it contained Newton's residents' views on how they wanted to see Newton develop. The applicant did not attend the meeting on the 17th May 2023 when this application was reviewed.

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***

Signed _____

Date

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

NEWTON PARISH COUNCIL

Minutes of Annual Meeting held on 17th May 2023 at Newton Village Hall

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 have with the Planning Application

- i. 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 Policy SP03 in the Emerging 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.

Whilst the councillors accept that the minimum number of 23 homes in SP04 in the Emerging Joint Local Plan Part 1 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 36, as follows:

1	Redhouse Farm	Phase 1	9 dwellings completed
		Phase 2	8 dwellings completed

Signed _____

Date

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

NEWTON PARISH COUNCILMinutes of Annual Meeting held on 17th May 2023 at Newton Village Hall

2	Alston Close	4 affordable dwellings completed
3	Marks Meadow	3 dwellings to be constructed
4	Airey Close	2 dwellings constructed
5	Brook Farm	2 dwellings constructed
6	Jordans	1 dwelling constructed
7	Juglans (DC/22/05206)	6 dwellings to be constructed
8	Links View (DC/23/00577)	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 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.

Signed _____

Date _____

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

NEWTON PARISH COUNCIL

Minutes of Annual Meeting held on 17th May 2023 at Newton Village Hall

- 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

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.

- v. 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 nor is there any safe option proposed for pedestrians to cross the A134.

- b. The councillors reviewed **Planning Application DC/23/01859 14 Church Road** - Erection of two-storey side and single-storey rear extensions and front porch and resolved to support the application.
- c. No further planning application had been received since the agenda was posted requiring a response before the next scheduled meeting.
- d. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix C).

23/092 Newton Footpaths

Cllr Taylor has reviewed the proposed footpath and will be discussing the proposal with the landowners.

Signed _____

Date

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

NEWTON PARISH COUNCIL

Minutes of Annual Meeting held on 17th May 2023 at Newton Village Hall

23/093 Allotments

The councillors reviewed the update from the solicitor and were very pleased that the transaction was nearing completion. The councillors resolved that Cllrs Everett and Schwenk should sign the agreement on NPC's behalf once received.

23/094 Parish Infrastructure Investment Plan (PIIP)

The councillors agreed that the PIIP will be finalised at the June meeting following which it will be published and a copy sent to Babergh.

23/095 Councillor Training

The Clerk will arrange training for Cllrs Everett, Smith, Cole and Evers with SALC.

23/096 NPC communication options

The Clerk was asked to review the option of sending a monthly email to residents, who subscribe to the service, and report back to the June meeting.

23/097 Village Hall and Trust updates

The Trust has not met since the April meeting. The Village Hall Committee are looking to update the toilets.

23/098 Questions to the Chair

The councillors duly completed their Register of Interests and returned them to the Clerk.

23/099 Next Meeting

The next Meeting of NPC will be held on Wednesday 14th June 2023 starting at 7.30 pm in the Village Hall.

The meeting closed at 9.10 pm.

Signed _____

Date

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

NEWTON PARISH COUNCILMinutes of Annual Meeting held on 17th May 2023 at Newton Village Hall**Appendix A Clerk's Report**

Minute	Action	Complete ✓
22/031	Tree Warden has been asked to plant an Oak tree.	✓
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	Community Wardens have removed road sign opposite Valley Road.	✓
23/038	James Finch and Lee Parker chased re culvert damage.	
23/045	Wrote second letter to homeowner in Sudbury Road re hedge overgrowing pavement. No response to date. Will now request Community Wardens to cut back hedge.	
23/061	Minutes sent to BRN and updated on website.	✓
23/065	Payments made to suppliers, individuals and organisations. Annual Audit information placed on website and sent to External Auditors. CIL Return on website and sent to Babergh.	✓
23/066	Planning responses sent to Babergh.	✓
23/067	Response sent regarding Joint Local Plan.	✓
23/071	No application received to fill the councillor vacancy.	✓
23/074	Paint on play equipment to be reviewed with Community Wardens.	
23/074	CLlr Schwenk reviewed overflow in Rotten Row. Her email circulated.	
23/074	Poo bag dispensers refilled.	✓
	Next meeting with Mark Russell - Monday 22nd May at 4pm via Zoom.	
	Clerk's Actions & Delegated Power	
	SID is now with ElanCity for repair.	
	Clerk Hours	
	Up until the 7th May 2023 - 60 hours paid / 56.50 hours worked.	

Signed _____

Date

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

NEWTON PARISH COUNCILMinutes of Annual Meeting held on 17th May 2023 at Newton Village Hall**Appendix B RFO Report****Unity Receipts & Payments 2023 / 2024**

Date	Details	Power	Receipts		Payments	
04/04/23	BDC Recycling Credits		263.36	Y	0.00	
05/04/23	BDC Precept		9,121.41	Y	0.00	
12/04/23	BDC CIL		4,836.56	Y	0.00	
12/04/23	Heelis & Lodge - Internal Audit fee	Localism Act 2011 ss 1 to 8	0.00		220.00	Y
03/05/23	HMRC VAT Repayment		3,599.17	Y	0.00	
17/05/23	BDC - Litter & Dog bin emptying	Localism Act 2011 ss 1 to 8	0.00		788.58	
17/05/23	Flowers Groundcare - Grass cutting in April	Localism Act 2011 ss 1 to 8	0.00		50.00	
17/05/23	SALC - Annual Subscription	Localism Act 2011 ss 1 to 8	0.00		275.01	

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Unity Current Account	08/05/23	£37,597.12	£36,483.53	£1,113.59	£0.00	£0.00
Unity Trust Savings Account	30/04/23	£25,119.67	£25,119.67			£0.00
		£62,716.79	£61,603.20	£1,113.59	£0.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£45,116.29				
Income			Expenditure			
Precept	£18,242.81	£9,121.41	Clerks Salary		£12,011.23	£0.00
Grants	£177.20	£0.00	Clerk's Pension		£1,260.48	£0.00
Recycling	£500.00	£263.36	Admin		£2,000.00	£0.00
CIL	£0.00	£4,836.56	Donations		£800.00	£0.00
Bank Interest	£50.00	£0.00	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	£707.15
			Village Hall Hire		£390.00	£0.00
			VAT Paid		£0.00	£131.43
			NNP		£0.00	£0.00
Total	£18,970.01	£17,820.50	Total	£27,523.93	£26,251.71	£1,333.59
			Assets Carried Forward			£61,603.20
Total		£62,936.79	Total			£62,936.79

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
12/04/23	23/065h		£5,000.00	£1,000.00	£6,000.00	Picnic tables & benches	CIL
			£5,943.00	£1,188.00	£7,131.00		

Signed _____

Date

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

NEWTON PARISH COUNCILMinutes of Annual Meeting held on 17th May 2023 at Newton Village Hall

FUNDS	
General Reserves (50% of Budgetted Expenditure)	£13,125.86
Current year balance	£11,444.01
Restricted Funds	
CIL	£31,653.34
Newsletter	£2,880.00
Total Restricted	£34,533.34
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	£61,603.20
Unrecovered VAT	£131.43

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	
DC/23/00577	1 Links View - Application for Outline Planning Permission (Access points to be considered, Appearance, Landscaping, Layout and Scale reserved) Town and Country Planning Act 1990 (as amended) - Erection of 1No detached dwelling with parking, together with new vehicular access and extension of the public footway to the South of the proposed access (re-submission of withdrawn application DC/22/05997)	23/047a	Support	Permission 06/04/2023
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/23/01144	Land West Of Blacksmith Close, Sudbury Road - Erection of 9No dwellings.	23/066b	Object	

End of Appendices

Signed _____

Date

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