



MINUTES OF NEWTON PARISH COUNCIL MEETING
Held on Wednesday 9th November 2016 in Newton Village Hall at 7.30pm

Present: Councillors Paul Presland (Chairman), Russell Bower, Sue Crawte, Lee Parker, Rita Schwenk and Phil Taylor.

Attending: Lee Parker (Babergh District Councillor), James Finch (Suffolk County Councillor) and D Crimmin (Clerk).

16/156 Apologies for Absence

Cllr Poole (work commitment) sent his apologies.

16/157 Declaration of Interests and Requests for Dispensation

Cllr Parker declared a local non-pecuniary interest in item 16/163 as he is a member of Babergh District Council's Planning Committee. He also asked for the minutes to record that in respect of item 16/163b he is known to the applicant via a business arrangement and elected to remain for the debate on the item but did not to take part in the subsequent vote. No request for dispensation had been received.

16/158 Minutes of meeting held on the 12th October 2016

The minutes of the meeting were approved by the councillors and signed by the Chairman as a correct record.

16/159 Public Forum

James Finch updated councillors on his previously circulated report and gave further information on Suffolk's Early Years Foundation Stage Profile Results for 2016, the new Greater Anglia rail franchise and Be Safe and Seen in Suffolk. He updated councillors on the re-consultation for the proposed speed reductions on the A134 and will review with officers the suggestion of a painted roundabout at the A1071 and A134 junction. He also updated councillors on the Raising the Bar grant available from the Suffolk Foundation that may be of interest to the council. Lee Parker updated councillors on the newly appointed CEO for Babergh.

16/160 Correspondence (Appendix A)

Following a review of the Correspondence and the emails circulated since the last meeting there were no further actions requested of the Clerk.

16/161 Clerks Report (Appendix B)

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

16/162 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix C), were authorised by the councillors. The councillors also noted the income received since the last meeting, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.
- b. The councillors reviewed the Budget Proposal (Appendix D) and resolved to set an Expenditure Budget of £11,706 for 2017 / 2018.
- c. The councillors reviewed the application for a grant towards NPC's costs in complying with the Transparency Code and resolved that the Clerk submit the application to SALC for consideration.

16/163 Planning

- a. The councillors reviewed **Planning Application B/16/01330 Newton Hall, Church Road** - Application for Listed Building Consent - Remedial works to rebuild secondary staircase in breakfast room and resolved to support the application.

Signed _____

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- b. The councillors reviewed information received from Babergh on the amendments to **Planning Application B/16/01038 Red House Farm, Sudbury Road** - Erection of 10 no dwellings (following demolition of existing dwelling and outbuildings). The Planning Officer had informed the Clerk that as the applicant is not proposing to modify the application in terms of the issues raised by NPC, and is only addressing the issues raised by SCC Highways, there would not be a re-consultation of the application with NPC. Babergh has confirmed that BDC Councillor Lee Parker has called the application in for determination by the Planning Committee as the planning officer's minded decision and NPC's decision to support the application differ. It was indicated that the meeting will probably take place on the 30th November 2016 and NPC will be able to address the Planning Committee on the matter. The councillors reviewed the decision that it made at the 14th September 2016 meeting which was as follows:

*The councillors reviewed **Planning Application B/16/01038 Red House Farm, Sudbury Road** - Erection of 10 no dwellings (following demolition of existing dwelling and outbuildings) and resolved to support the application subject to the following being incorporated into the proposed development:*

- i. *Footway along the A134 in front of the development*
- ii. *A footpath be constructed from the development to the village green, allowing residents to access the village centre, avoiding the need to twice cross the A134*
- iii. *Permanent speed activated signage being installed on the A134*
- iv. *A crossing for pedestrians to walk safely across the A134 to and from the development.*

As NPC's concerns directly relate to the safety of pedestrians crossing the A134 to access the proposed site, the councillors were concerned that these issues were not being addressed by the applicant. The councillors resolved that for NPC to continue to support the application, the following items must be included in the proposed development:

- Footway along the A134 in front of the development
- Permanent speed activated signage being installed on the A134
- A crossing for pedestrians to walk safely across the A134 to and from the development.

The councillors further resolved that NPC will make a representation to the Planning Committee on the above concerns.

- c. No further planning application had been received since the agenda was posted.
d. The status of previous applications and appeals were reviewed.



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BDC Ref	Application	NPC Ref	NPC Response	BDC Response
	Enforcement enquiry on the expected completion date of building works at Motts Farm.	12/118d		
B/15/01718	Chilton Woods Mixed Use Development, Land North of, Woodhall Business Park, Sudbury - Outline application (with all matters reserved except for access) - Erection of up to 1,100 dwellings (Use	16/044c	Objected	
B/16/00172	Marks Meadow, Rectory Road - Application for Certificate of Lawfulness of an Existing Use - Erection of storage building.	16/044b	Responded on recent use.	The CLEUD was partly approved and partly refused. The approval element acknowledges the operational development pertaining to the building works being substantially complete for a period of time exceeding 4 years. The refusal element states that 'the use' is not lawful, as the use has not been established for a continuous period exceeding 10 years.
B/16/00567	Land west of Sudbury Garden Centre - Amendments to Application for the erection of detached agricultural building and surfacing.	16/109a	Objected	Approved 21/10/2016
B/16/01038	Red House Farm, Sudbury Road - Erection of 10 no dwellings (following demolition of existing dwelling and outbuildings).	16/127a	Supported	
B/16/01125	Adjoining Parish Grassmere Cottage, Joes Road - Application for Listed Building Consent for the erection of single-storey side extension and associated alterations.	16/127d	Supported	Approved 01/11/2016
B/16/01124	Adjoining Parish Grassmere Cottage, Joes Road - Erection of single-storey side extension and associated alterations.	16/127e	Supported	Approved 01/11/2016
B/16/01170	Land opposite Saracens Head, Sudbury Road - Erection of 5 no. 3 bedroom dwellings, 2 no. 2 bedroom bungalows and 1 no. 4 bedroom dwelling with associated garages and vehicular access.	16/141a	Supported	Approved 14/10/2016

16/164 Defibrillator

The councillors reviewed the quotation obtained by NGGC from their electrical contractor to provide a PIR and install the defibrillator cabinet and resolved to allocate the contract to them at a cost of £260 plus VAT.

16/165 Playground and NPC Assets

The councillors reviewed the RoSPA report and resolved to investigate the issues raised with a contractor in order to develop a strategy for the play equipment, both in the short and medium term, at the February meeting. In the interim, the Clerk was asked to arrange for the removal of the hut from the play equipment area and repairs to the picket fencing.

16/166 Fireworks

The Chairman was very grateful to both councillors and volunteers for all the hard work undertaken to create a very successful Fireworks event again this year. Mr and Mrs Mockridge were also thanked for supplying wood for the bonfire. The Clerk will produce the finances of the event at the December meeting and the council will review the event in January.

16/167 Christmas Tree

Cllr Taylor will arrange for a Christmas tree to be delivered for Sunday 4th December.

16/168 Pensions Regulator

NPC's Staging Date as far as the Pensions Regulator is concerned is the 1st May 2017. In reviewing the criteria established by the PR against the Clerk's details, NPC is an employer who doesn't have to provide a pension but still has duties to undertake. The councillors agreed that these duties will be undertaken and compliance reported to the Pension Regulator within 5 months

Signed _____

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of the Staging Date - 30th September 2017. The councillors resolved that should an employee wish to join a pension scheme on their own accord, the NEST scheme will be used by NPC.

16/169 Village Hall and Trust representative updates

There has not been a Village Hall meeting in the last month but the Quiz Night jointly held with the PCC, was a huge success. The Trust are to holding ongoing meetings with NGGC to formulate a new arrangement for the Green.

16/170 Meeting Dates

The councillors resolved to meet on the following dates in 2017:

2017	Newton
Jan	11th - Meeting
Feb	8th Meeting
Mar	8th - Meeting
Apr	12th - Meeting / 26th - APA
May	10th - Annual Meeting
Jun	14th - Meeting
Jul	12th - Meeting
Aug	
Sep	13th - Meeting
Oct	11th - Meeting
Nov	8th - Meeting
Dec	13th Meeting

16/171 Questions to the Chair

It was agreed to discuss the War Memorial at the January meeting.

16/172 Standing Orders

The councillors resolved that in accordance to NPC's Standing Order 3d the public and press be excluded from the meeting due to the confidential nature of the Clerk's Contract of Employment.

16/173 Clerk's Contract of Employment

The Chairman told councillors that he had received notice from the Clerk of his resignation from the council, with his last working day with NPC being the 30th June 2017. The councillors resolved to accept the resignation as well as placing on record their appreciation for all the support he has given the council since joining in May 2005. At the December meeting the Clerk will prepare documentation that will be required for the recruitment of a successor.

16/174 Next Meeting

The next scheduled meeting is on Wednesday 14th December 2016 starting at 7.30pm.

The meeting closed at 9.30pm

Signed _____

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Appendix A Correspondence

No correspondence received since last meeting.

Appendix B Clerk's Report

Minute	Action	Complete ✓
15/021	Valley Road markings raised with SCC Highways.	
15/069	Update from Mr H Wheldon circulated via email on 22nd March.	
16/090	Still awaiting revised date for Broadband update.	
16/111	Confirmed to Village Hall Committee that defibrillator was now to be installed at NGGC.	✓
16/136	Draft Minutes published on website and in newsletters.	✓
16/140 a	Payments made to suppliers.	✓
16/141	Planning responses sent to Babergh.	✓
16/142	Response on speed restrictions sent to SCC.	✓
16/145	Response on plans to decommission phone box sent to BDC.	✓
16/146	All issues relating to Firework event completed.	✓
16/147	Response to SALC survey sent.	✓
16/148	Response to Precept Referendums consultation sent.	✓
16/149	Registered with CAS for OneSuffolk	✓
	Clerk Hours	
	Up until 23rd October 2016 - 196.25 hours worked / 180 hours paid.	
	Speed Watch outings (Drivers Reported)	
	One survey undertaken with no vehicle caught speeding.	

Signed _____

Date _____

Newton Parish Council adopted the General Power of Competence on the 13th May 2015.



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Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
05/09/16	Bank Interest 6 June to 4 Sept	BS 66		1.38	0.00
05/09/16	Bank Interest 6 June to 4 Sept	BS 287		2.06	0.00
11/10/16	BDC Recycling			280.79	0.00
19/10/16	SCC P3 Grant			207.60	0.00
09/11/16	Playsafety Limited - Playground Inspection	1084	LA 2011 ss 1 to 8	0.00	84.00
09/11/16	CAS - OneSuffolk Hosting	1085	LA 2011 ss 1 to 8	0.00	60.00
09/11/16	CHT - Defibrillator Cabinet	1086	LA 2011 ss 1 to 8	0.00	984.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/09/16	£100.00				
	30/09/16	£19,513.02	£17,379.36	£2,722.05	£488.39	£0.00
Tracker Account	30/09/16	£11,108.78	£11,108.78	£0.00	£0.00	£0.00
Petty Cash	05/10/16	£0.00	£0.00			£0.00
		£30,721.80	£28,488.14	£2,722.05	£488.39	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£24,073.19				
Income			Expenditure			
Precept	£9,380.00	£9,380.00	Clerks Salary		£3,742.85	£1,707.26
Grants	£207.00	£1,580.50	Admin		£1,900.00	£328.18
Recycling	£500.00	£280.79	Grants		£700.00	£875.00
Other	£0.00	£172.58	Annual Subscriptions		£280.00	£286.80
Bank Interest	£25.00	£6.80	Footpath Maintenance		£300.00	£0.00
VAT Repayment	£0.00	£305.73	Insurance		£320.00	£310.57
			Inspection		£245.00	£236.00
			Maintenance		£1,820.00	£1,422.00
			Projects		£1,400.00	£1,772.06
			Other		£0.00	£0.00
			Village Hall		£0.00	£0.00
			VAT Paid		£0.00	£373.58
			Contingency		£500.00	£0.00
			Youth Council		£0.00	£0.00
Total	£10,112.00	£11,726.40	Total	£0.00	£11,207.85	£7,311.45
			Assets Carried Forward			£28,488.14
Total		£35,799.59	Total			£35,799.59

Signed _____

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Appendix D Budget Proposal

Income

Income sources for 2017 / 2018 have been based on those for 2016 to 2017. I have assumed that SCC will again agree to grant NPC £207 so that you can cut the footpaths twice a year.

Expenditure

The following should be noted

- A budget of £1,400 is available for any project, including Fireworks, that the councillors wish to undertake during 2017 / 18
- NPC is asked to consider **a total expenditure budget of £11,706 for 2017 / 18.**

Please find below tables which show a comparison between 2015 / 16 budget and actual, 2016 / 17 budget, actual to date and that *anticipated at year end* and the anticipated budget for 2017 / 18.

	2015 / 16		2016 / 17			2017 / 18
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Grants	200.00	272.64	207.00	1,580.50	1,580.50	207.00
Recycling	400.00	800.92	500.00	280.79	500.00	500.00
Other	0.00	2,201.17	0.00	172.58	172.58	0.00
Bank Interest	10.00	13.19	25.00	6.80	15.00	25.00
VAT Repayment	0.00	397.71	0.00	305.73	305.73	0.00
Total Income	610.00	3,685.63	732.00	2,346.40	2,573.81	732.00
Precept		9,282.64			9,380.00	
Expenditure						
Clerks Salary	3,705.91	3,705.92	3,742.85	1,707.26	3,742.85	3,816.00
Admin	1,750.00	2,098.42	1,900.00	328.18	1,900.00	1,900.00
Grants	700.00	550.00	700.00	875.00	875.00	800.00
Annual Subscriptions	290.00	257.00	280.00	286.80	290.00	425.00
Footpath Maintenance	350.00	300.00	300.00	0.00	300.00	300.00
Insurance	425.00	296.31	320.00	310.57	310.57	320.00
Inspection	245.00	234.00	245.00	236.00	236.00	245.00
Maintenance	1,820.00	989.72	1,820.00	1,422.00	2,200.00	2,000.00
Projects	1,000.00	1,234.13	1,400.00	1,772.06	2,300.00	1,400.00
Other	0.00	159.00	0.00	0.00	0.00	0.00
Village Hall	0.00	0.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	305.73	0.00	373.58	480.00	0.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
Youth Council	400.00	35.00	0.00	0.00	0.00	0.00
Total Expenditure	11,185.91	10,165.23	11,207.85	7,311.45	13,134.42	11,706.00

End of Appendices

Signed _____

Date _____