



MINUTES OF NEWTON PARISH COUNCIL ANNUAL MEETING
Held on Wednesday 11th May 2016 in Newton Village Hall at 7.30pm

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

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

16/065 Election of Chairman

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

16/066 Apologies for Absence

Cllr Taylor (sick) sent his apologies.

16/067 Election of Vice Chairman

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

16/068 Declaration of Interests and Requests for Dispensation

Cllr Schwenk declared a pecuniary interest in item 16/078a as she is a neighbour of the property and left the room while the item was discussed. No request for dispensation had been received.

16/069 Minutes of meeting held on the 13th April 2016

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

16/070 HR and Standards Committees

Cllrs Bower, Crawte and Taylor were appointed to the HR Committee. Cllrs Parker, Poole and Schwenk were appointed to the Standards Committee.

16/071 Representatives to Outside Bodies

It was resolved that the following appointments be made:

- | | |
|---|---|
| a. Newton Green Trust | Cllrs Bower and Poole |
| b. Village Hall Management Committee | Cllr Schwenk |
| c. Alston & Plampin Charity | Mr A. Vince, Mr H. Buckledee and Mr J. Taylor |
| d. Cllr Presland was appointed as the representative to the Suffolk Association of Local Councils (SALC). | |

16/072 Internal Auditor

It was resolved that Heelis & Lodge be appointed as Internal Auditor for 2016 / 2017 and the Clerk to send the letter of engagement.

16/073 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 2016 / 2017.

16/074 Public Forum

James Finch updated councillors on his previously circulated report on Education as well as discussing SCC's speed limit review of the A134 from Sudbury to Nayland, the hedge and line marking issues in Valley Road and SCC's Better Broadband rollout. Lee Parker outlined his previously circulated report on the outcomes of BDC's AGM and the new role he will undertake in Babergh's communication and engagement strategy.

Signed _____

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16/075 Correspondence (Appendix A)

Following a review of the Correspondence and the emails circulated by the Clerk the councillors were happy for the request from the Fete Committee for a donation to support the entertainment at the Party in the Park to be put on the June agenda.

16/076 Clerks Report (Appendix B)

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

16/077 Finance

- a. The councillors reviewed and resolved to accept the internal audit report from Heelis & Lodge for 2015 / 2016 which included the recommendation for NPC to review its Standing Orders and Financial Regulations.
- b. The councillors resolved to approve Section 1 of the Annual Return for the year ended 31st March 2016 and the Chairman signed the section accordingly.
- c. The councillors resolved to approve Section 2 of the Annual Return for the year ended 31st March 2016 and the Chairman signed the section accordingly.
- d. The councillors resolved to approve the explanation of significant variances within Section 2 of the Annual Return.
- e. 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.

16/078 Planning

- a. The councillors reviewed **Planning Application B/16/00486 2 Assington Road** - Erection of first floor rear extension and resolved to object to the application due to the proposed extension overshadowing the neighbour's property and the loss of light to the neighbour's conservatory towards the end of day. The councillors feel that a lower ridge height supplemented with dormer windows would achieve the desired requirement for a first floor extension whilst minimising the loss of amenity to the neighbour.
- b. No further planning application had been received since the agenda was posted.
- c. The status of previous applications and appeals were reviewed.

Signed _____

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Date Received	BDC Ref	Application	NPC Ref	NPC Response	BDC Response
14/09/12		Enforcement enquiry on the expected completion date of building works at Motts Farm.	12/118d		
14/07/15	B/15/00178	Enforcement enquiry with regard to change of use on land west of Sudbury Garden Centre.			Ongoing.
20/05/14	APP/D3505/A/14/2218072	Appeal against refusal of Planning Application B/13/01107 - Rogers Farm, Rogers Lane - Change of use of agricultural land to use as solar farm for generation of electricity from solar energy together with associated works comprising solar panels mounted on frames, security fencing, inverters, transformers and a switch gear cabinet as amended by revised plans received on 19 November 2013 including amended project layout plan, updated tree survey and root protection plan, additional information pack, construction access plans and hedgerow and tree impact report, cross section views from Church of St Mary the Virgin, amended plans of proposed structures. As further amended by agent's submission of amended Construction Management Plan (received 2 December 2013) and amended Habitat Enhancement and Screening Plan (No.104 Rev.1) received 18 December 2013.	16/009	Did not support appeal	
22/01/16	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 Class C3); 16.4ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network); village centre (comprising up to 1,000m ² Gross Floor Area (GFA) of retail floor space (A1, A2, A3, A4 and A5), village hall (D2), workspace (B1a), residential dwellings (C3), primary school (D1), pre-school (D1) and car parking); creation of new vehicular access points and associated works; sustainable transport links; community woodland; open space (including children's play areas); sustainable drainage (SuDS); sports pavilion (D2) and playing fields; allotments; and associated ancillary works.	16/044c	Objected	
16/02/16	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.	
31/03/16	B/16/00310	The Gavel, Assington Road - Erection of a garage/workshop.	16/060a	Support	Approved 22/04/2016

16/079 Playground and Asset Maintenance

A number of issues were raised following the working party review of the play equipment area which will be added to the list of tasks for the contractor. The councillors also discussed hard standing and additional play equipment options. The councillors resolved that the Clerk apply for a Section 106 grant in order to pay for a new line marker, which is required for the playing field. The councillors also resolved to purchase bark to top up the play equipment area.

16/080 BDC meeting

Cllrs Parker and Presland will represent NPC at the meeting in Cockfield starting at 6.30pm on the 7th June 2016.

16/081 Village Hall and Trust representative updates

No meetings have been held by the Village Hall or Trust since the last NPC meeting.

16/082 Questions to the Chair

The councillors requested the Clerk to ask SCC's Better Broadband team to come along to the village hall and give residents an update on the Better Broadband rollout for the village.

16/083 Next Meeting

The next scheduled meeting is on Wednesday 15th June 2016 starting at 7.30pm.

The meeting closed at 9.28pm

Signed _____

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



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Appendix A Correspondence

No correspondence received since last meeting.

Appendix B Clerk's Report

Minute	Action	Complete ✓
14/109	SCC Highways are reviewing hedge at Valley Road / A134 junction	
15/021	Valley Road markings and hedge at junction with A134 raised with SCC Highways.	
15/069	Update from Mr H Wheldon circulated via email on 22nd March.	
15/126	Awaiting quotation from S Scammell.	
16/055	Draft & Approved Minutes published on website and in newsletters.	✓
16/057	Wrote to Government supporting SALC's view on planning changes.	✓
16/059 c	Donation sent and acknowledged.	✓
16/059 a	Cheques distributed to suppliers.	✓
16/060	Planning responses sent to Babergh.	✓
16/061	Contacted Babergh re bottle bank at Saracens Head.	✓
	Clerk Hours	
	As at 27th March 2016 - 332.5 hours worked / 312 + 30 hours paid.	

Signed _____

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Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
20/04/16	BDC Precept & Grant			4,862.58	0.00
13/03/16	Fireside Club - Donation	1062	LA 2011 ss 1 to 8	0.00	175.00
11/05/16	Heelis & Lodge - Audit Fee	1063	LA 2011 ss 1 to 8	0.00	66.00
30/06/16	DF Crimmin - Salary Apr to June	1064	LA 2011 ss 1 to 8	0.00	676.21
30/06/16	DF Crimmin - WFHA Apr to June	1064	LA 2011 ss 1 to 8	0.00	39.00
30/06/16	HMRC - Clerk Tax	1065	LA 2011 ss 1 to 8	0.00	169.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	29/04/16	£100.00				
Premium Accounts	29/04/16	£17,602.75	£16,704.54	£950.21	£0.00	£48.00
Tracker Account	31/03/16	£11,106.02	£11,106.02	£0.00	£0.00	£0.00
Petty Cash	31/03/16	£0.00	£0.00			£0.00
		£28,808.77	£27,810.56	£950.21	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£24,073.19				
Income			Expenditure			
Precept	£9,380.00	£4,690.00	Clerks Salary		£3,742.85	£845.21
Grants	£207.00	£0.00	Admin		£1,900.00	£39.00
Recycling	£500.00	£0.00	Grants		£700.00	£175.00
Other	£0.00	£172.58	Annual Subscriptions		£280.00	£0.00
Bank Interest	£25.00	£0.00	Footpath Maintenance		£300.00	£0.00
VAT Repayment	£0.00	£0.00	Insurance		£320.00	£0.00
			Inspection		£245.00	£66.00
			Maintenance		£1,820.00	£0.00
			Projects		£1,400.00	£0.00
			Other		£0.00	£0.00
			Village Hall		£0.00	£0.00
			VAT Paid		£0.00	£0.00
			Contingency		£500.00	£0.00
			Youth Council		£0.00	£0.00
Total	£10,112.00	£4,862.58	Total	£0.00	£11,207.85	£1,125.21
			Assets Carried Forward			£27,810.56
Total		£28,935.77	Total			£28,935.77

End of Appendices

Signed _____ Date _____
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