



**MINUTES OF NEWTON PARISH COUNCIL MEETING**  
**Held on Wednesday 13<sup>th</sup> January 2016 in Newton Village Hall at 7.30pm**

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

**Attending:** Lee Parker (Babergh District Councillor), James Finch (Suffolk County Councillor), D Crimmin (Clerk) and 4 residents.

**16/001 Apologies for Absence**

No apologies received.

**16/002 Declaration of Interests and Requests for Dispensation**

Cllr Taylor declared pecuniary interests in items 16/007a and 16/009a and left the meeting while these items were discussed. No request for dispensation had been received.

**16/003 Minutes of meeting held on the 25<sup>th</sup> November 2015**

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

**16/004 Public Forum**

Mr & Mrs A Wheldon updated councillors that due to the losses being incurred by the Farm Shop, it will be closing this Friday and they will be seeking a change of use for the building. James Finch's submitted report was reviewed by councillors. He updated councillors that NPC will be invited to attend the Chilton Woods Place Shaping Group meeting in order to review the traffic data modelling for Chilton Woods and its impact upon the A134 and the A134 junction with Valley Road. James was asked to facilitate a further Broadband meeting for residents. Lee Parker's submitted report was reviewed by councillors. He has spoken to Nick Ward who will be very happy to meet councillors and review with them plans to formulise the requirements identified by residents in the development plans for the village. The Clerk will arrange a meeting in early February.

**16/005 Correspondence (Appendix A)**

Following a review of the Correspondence and the emails circulated the Clerk there was no further action requested of the Clerk.

**16/006 Clerks Report (Appendix B)**

Following a review of the Clerk's Report the Clerk was asked to modify 15/069 to show that the individual is Mr H Wheldon.

**16/007 Finance**

- a. All cheques signed and due for signing, as itemised in Appendix C, 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 and the bank reconciliation against the bank statements.
- b. Following a review of the agreed Expenditure budget and proposed reserves (Appendix D) the councillors resolved to set a Precept of £9,380 which will mean a 0% increase in the Band D Council Tax for 2016 / 2017.

**16/008 Sector Led Body for audit procurement**

The councillors considered the options of joining the Sector Led Body for the audit procurement against the alternative of setting up the governance within NPC. The councillors felt that the option of joining the Sector Led Body was better in terms of transparency and resolved to join.

Signed \_\_\_\_\_

Date \_\_\_\_\_



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**16/009 Planning**

- a. The councillors reviewed **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 and resolved that they were unable to support the appeal.
- b. No further planning application had been received since the agenda was posted.
- c. The councillors noted BDC's proposed process to determine the outline planning application for Chilton Woods which is currently being validated by BDC.
- d. The status of previous applications, reviewed by NPC were as follows:

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/15/00987	Rogers Farm, Rogers Lane - Replacement of existing decaying timber sole plate to front elevation.	15/109b	Support	Approved 12/11/2015
B/15/00178	Enforcement enquiry with regard to change of use on land west of Sudbury Garden Centre.			Ongoing.
B/15/01337	Whisper Wood, Sudbury Road - Proposed First Floor extension.	15/148a	Supported	Approved 13/11/2015
B/15/01080	Fairways, The Green - Proposed Change of Use of building from Use Class D1 to residential accommodation ancillary to Fairways.	15/148b	Supported	Approved 23/11/2015
APP/D3505/3132478	Appeal against refusal of Planning Application B/15/00506 Woodean, Links View - Erection of 1 No. detached two-storey dwelling and formation of new vehicular access.	15/165a	Did not support appeal	

**16/010 Local Housing Needs Scheme**

Hastoe have updated NPC that they are finalising the legal paperwork for the purchase of land and hoped to be in a position to review plans in the coming months.

**16/011 Playground and Asset Maintenance Programme**

- a. The Clerk was asked to see if Section 106 money would be available to use for the purchase of a line marker.
- b. The councillors agreed to form the working party and arrange to meet in April to undertake the maintenance works in the play equipment area.

**16/012 Effectiveness of Internal Controls and Internal Audit process**

The councillors reviewed the current system of NPC's internal controls and internal audit and resolved that they were satisfied with the processes undertaken by the council.

**16/013 Risk Management Register**

Following a review of NPC's Risk Management Register the councillors considered that it was appropriate for NPC's operations.

**16/014 Standing Orders and Financial Regulations**

The councillors reviewed NPC's Standing Orders and Financial Regulations and do not consider that there are any requirements for change.

**16/016 Village Hall and Trust representative updates**

The Trust has reviewed the village green ponds with the Suffolk Wildlife Trust and the report will be published on the Newton website. The Village Hall Committee do not want to run a pilot for the Village Cinema as they do not feel that it will be sustainable. The councillors agreed to the VHC request to move the bench by the bus shelter opposite the Saracens Head to the Diamond Jubilee Garden.

Signed \_\_\_\_\_

Date \_\_\_\_\_



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**16/017 Meeting dates for 2016**

The councillors resolved that as an experiment, NPC would meet on a monthly basis, August excepted, throughout 2016 on the following dates:

- 13<sup>th</sup> January
- 10<sup>th</sup> February
- 9<sup>th</sup> March
- 13<sup>th</sup> April
- 11<sup>th</sup> May                               -           Annual Meeting of the Parish Council
- 15<sup>th</sup> June
- 13<sup>th</sup> July
- 14<sup>th</sup> September
- 12<sup>th</sup> October
- 9<sup>th</sup> November
- 14<sup>th</sup> December.

The Annual Parish Assembly will be held on Wednesday 20<sup>th</sup> April 2016.

**16/017 Questions to the Chair**

The Trust are to be asked if a permanent position could be allocated so that a Christmas tree could be grown on the Green. The Clerk was asked to write to Highways to see if there is any recourse for the damage caused to Rectory Road verges by sugar beet lorries and to report the flooding along Rotten Row.

**16/018 Next Meeting**

The next scheduled meeting is on Wednesday 10<sup>th</sup> February 2016 starting at 7.30pm.

**The meeting closed at 9.32pm.**

**Appendix A Correspondence**

No correspondence received since last meeting.



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**Appendix B Clerk's Report**

Minute	Action	Complete ✓
14/109	SCC Highways are reviewing of 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 Wheldon regarding regulating change of use at barn.	
15/126	Arranging to meet S Scammel for quotation.	
15/132	Community Right to Bid application now formally withdrawn by NPC.	✓
15/143	Draft & Approved Minutes published on website and in newsletters.	✓
15/144	J Finch has arranged for NPC to have representatives at the next Chilton Woods Place Shaping Group meeting.	
15/147 a	Cheques distributed to suppliers.	✓
15/147 b	Invitation declined.	✓
15/147 d	Transparency Grant now received.	✓
15/148	Planning responses sent to BDC.	✓
15/149	Presentation placed on website and two developers updated.	✓
15/149	Meeting re Neighbourhood Plan being organised by Lee Parker.	
15/155	Christmas lights purchased.	✓
15/163	Draft & Approved Minutes published on website and in newsletters.	✓
15/165	Response sent to Planning Inspectorate.	✓
15/166	ACV application placed with BDC.	✓
	<b>Clerk Hours</b>	
	As at 3rd January 2016 - 252.75 hours worked / 240 hours paid.	

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Newton Parish Council adopted the General Power of Competence on the 13<sup>th</sup> May 2015.**



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**Appendix C RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
01/12/15	SCC P3 Scheme			103.80	0.00
07/12/15	Interest 7 Sept to 6 Dec	BS 273		2.01	0.00
11/12/15	Cash pay-in from Firework Night			962.35	0.00
13/01/16	PM Taylor - Christmas Parcels	1054	LA 2011 ss 1 to 8	0.00	100.00
21/12/16	SALC Transparency Grant			65.04	0.00

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31/12/15	£100.00				
	31/12/15	£16,352.25	£15,468.04	£984.21	£0.00	£0.00
Tracker Account	30/09/15	£11,103.26	£11,103.26	£0.00	£0.00	£0.00
Petty Cash	07/01/16	£0.00	£0.00			£0.00
		£27,555.51	£26,571.30	£984.21	£0.00	

**Statement of Accounts vs Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets B/F		£21,270.15			
<b>Income</b>			<b>Expenditure</b>		
Precept	£9,282.64	£9,282.64	Clerks Salary	£3,705.91	£2,535.63
Grants	£200.00	£272.64	Admin	£818.00	£1,423.83
Recycling	£400.00	£380.98	Grants	£700.00	£550.00
Other	£0.00	£2,201.17	Annual Subscriptions	£290.00	£257.00
Bank Interest	£10.00	£8.48	Street Lighting	£0.00	£0.00
VAT Repayment	£0.00	£397.71	Footpath Maintenance	£350.00	£300.00
			Insurance	£425.00	£296.31
			Inspection	£245.00	£234.00
			Maintenance	£1,820.00	£401.95
			Projects	£1,000.00	£892.65
			Other	£0.00	£159.00
			Village Hall	£0.00	£0.00
			VAT Paid	£0.00	£157.10
			Contingency	£500.00	£0.00
			Youth Council	£400.00	£35.00
<b>Total</b>	<b>£9,892.64</b>	<b>£12,543.62</b>	<b>Total</b>	<b>£818.00</b>	<b>£11,185.91</b>
			Assets Carried Forward		£26,571.30
<b>Total</b>		<b>£33,813.77</b>	<b>Total</b>		<b>£33,813.77</b>

Signed \_\_\_\_\_

Date \_\_\_\_\_

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**Appendix D Budget Proposal**

At the November meeting you agreed a total expenditure budget of £11,207.85 for 2016 / 17 as follows:

	2014 / 15		2015 / 16			2016 / 17
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>						
Grants	200.00	507.60	200.00	272.64	<b>272.64</b>	207.00
Recycling	400.00	674.15	400.00	380.98	<b>700.00</b>	500.00
Other	0.00	2,063.90	0.00	2,201.17	<b>2,201.17</b>	0.00
Bank Interest	10.00	11.20	10.00	8.48	<b>15.00</b>	25.00
VAT Repayment	0.00	379.09	0.00	397.71	<b>397.71</b>	0.00
<b>Total Income</b>	<b>610.00</b>	<b>3,635.94</b>	<b>610.00</b>	<b>3,260.98</b>	<b>3,586.52</b>	<b>732.00</b>
<b>Precept</b>		<b>9,067.02</b>			<b>9,282.64</b>	
<b>Expenditure</b>						
Clerks Salary	2,995.00	3,056.31	3,705.91	2,535.63	<b>3,705.91</b>	3,742.85
Admin	1,750.00	1,163.12	1,750.00	1,423.83	<b>2,500.00</b>	1,900.00
Grants	700.00	575.00	700.00	550.00	<b>700.00</b>	700.00
Annual Subscriptions	290.00	247.31	290.00	257.00	<b>257.00</b>	280.00
Footpath Maintenance	350.00	300.00	350.00	300.00	<b>300.00</b>	300.00
Insurance	425.00	399.11	425.00	296.31	<b>296.31</b>	320.00
Inspection	245.00	223.00	245.00	234.00	<b>234.00</b>	245.00
Maintenance	1,820.00	1,236.71	1,820.00	401.95	<b>1,820.00</b>	1,820.00
Projects	750.00	1,945.57	1,000.00	892.65	<b>1,000.00</b>	1,400.00
Other	0.00	0.00	0.00	159.00	<b>159.00</b>	0.00
Village Hall	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
VAT Paid	0.00	397.71	0.00	157.10	<b>350.00</b>	0.00
Contingency	100.00	0.00	500.00	0.00	<b>500.00</b>	500.00
Youth Council	400.00	99.12	400.00	35.00		0.00
<b>Total Expenditure</b>	<b>9,825.00</b>	<b>9,642.96</b>	<b>11,185.91</b>	<b>7,242.47</b>	<b>11,822.22</b>	<b>11,207.85</b>

**Reserves held by NPC**

With ageing bus shelters and play equipment it will not be long before a reasonable amount of money will be required for replacements. With this in mind it is proposed to increase the Asset Replacement reserve in line with the last 2 years but this may be the last time that the increase is this low. We still need to maintain a Legal Fees provision with regard to the enforcement of the Byelaws. With the reserve for the Election costs being £1,500 I do not see any reason, other than a by-election, for this to be topped up between now and 2017.

	2014 / 15		2015 / 16		2016 / 17	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	7,000.00	8,000.00	8,000.00	9,000.00	9,000.00	10,000.00
Village Hall	500.00	1,000.00	1,000.00	1,500.00	1,500.00	2,000.00
Legal Fees	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Election Costs	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,500.00
QDJ Commemorative	500.00	0.00	0.00	0.00	0.00	0.00
Speed Watch	50.00	465.00	465.00	465.00	465.00	292.61
Clerk Gratuity Fund	856.00	969.00	969.00	1,107.00	1,107.00	1,247.00
<b>Total Earmarked Reserves</b>	<b>11,156.00</b>	<b>12,684.00</b>	<b>12,684.00</b>	<b>14,322.00</b>	<b>14,322.00</b>	<b>16,039.61</b>
General Reserves	7,054.15	8,586.15	8,586.15	7,995.09	7,995.09	?

Signed \_\_\_\_\_ Date \_\_\_\_\_  
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**Precept for 2015 / 2016**

Barry Hunter, Babergh's Corporate Manager for Financial Services, has written to NPC regarding the Tax Base for 2016 / 2017 which will increase from **203.21** in 2015 / 16 to **205.36** in 2016 / 2017.

Using the projections for income, expenditure and earmarked reserves, NPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income. The 3 examples I give below show:

Example 1     Increase the Precept to £9,380 thus keeping the Band D Council Tax at the 2015 / 16 level

Example 2     Increase the Precept to £9,880

Example 3     Increase the Precept to £10,380

	2014 / 15	2015 / 16	2016 / 17 Example 1	2016 / 17 Example 2	2016 / 17 Example 3
<b>START OF YEAR</b>					
Earmarked Reserves	11,156.00	12,684.00	14,322.00	14,322.00	14,322.00
General Reserves	7,054.15	8,586.15	7,995.09	7,995.09	7,995.09
<b>Total Reserves</b>	<b>18,210.15</b>	<b>21,270.15</b>	<b>22,317.09</b>	<b>22,317.09</b>	<b>22,317.09</b>
Income ex Precept	3,635.94	3,586.52	732.00	732.00	732.00
Precept	9,067.02	9,282.64	9,380.00	9,880.00	10,380.00
<b>Total Income</b>	<b>12,702.96</b>	<b>12,869.16</b>	<b>10,112.00</b>	<b>10,612.00</b>	<b>11,112.00</b>
Expenditure	9,642.96	£11,822.22	£11,207.85	£11,207.85	£11,207.85
<b>END OF YEAR</b>					
Earmarked Reserves	12,684.00	14,322.00	16,039.61	16,039.61	16,039.61
General Reserves	8,586.15	7,995.09	5,181.63	5,681.63	6,181.63
<b>Total Reserves</b>	<b>21,270.15</b>	<b>22,317.09</b>	<b>21,221.24</b>	<b>21,721.24</b>	<b>22,221.24</b>
<b>Tax Base</b>	198.49	<b>203.21</b>	205.36	205.36	205.36
<b>Band D Council Tax</b>	£45.68	<b>£45.68</b>	£45.68	£48.11	£50.55

The Council Tax that a Band D household in Newton pays is the Precept demanded by NPC divided by the Tax base for that year.

Finally, I would again recommend that the grant being given to NPC by BDC in relation to the Precept is not taken into account when resolving the Precept and is treated as an unbudgeted grant for 2016/17.





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**Appendix E Risk Register**

	Risk	P	S	Control Action	Frequency	CP	CS	Responsible	Actions agreed 13/01/2016
1	Inadequate forward planning and	1	5	Actual v Budget reviews Budget Review	PC Meeting Annually	1	3	Councillors	
2	Poor Reporting to Council, Record	2	3	Accurate Minutes Timely and accurate financial reporting Regular project reports Internal Audit Review External Audit Review	PC Meeting PC Meeting PC Meeting Annually Annually	1	3	Councillors	
3	Council operates Ultra Vires or does not comply with current legislation	2	5	Within Clerks Job Description Regular training for Councillors and Clerk	PC Meetings	1	5	Clerk & Councillors	
4	Council lacks relevant skills	2	3	Regular training for Councillors and Clerk Create Committee & second skills required	6 monthly As required	1	3	Councillors	
5	Failure to respond to electors` right of access	1	2	Within Clerks Job Description	Annually	1	1	Councillors	
6	Lack of maintenance of council owned	3	5	Maintenance programme External Risk Assessments of Playground and War Memorial Walk of Parish to review condition of assets	PC Meeting Tri-Annually 6 monthly	2	4	Councillors	
7	Damage to third party property or	3	5	Public Liability Insurance Playground inspections External Play Equipment Inspection Walk of Parish to review	Annually Fortnightly Annually 6 monthly	2	4	Councillors	
8	Damage or loss to Council owned property	3	3	Asset Insurance cover Assets insured against Asset Register	Annually Annually	3	2	Councillors	
9	Failure to reclaim VAT paid by Council	1	2	RFO Report shows unclaimed VAT VAT can be claimed back up to 3 years	PC Meeting	1	1	Councillors	
10	Clerk Fidelity	2	5	Insurance Cover Review Bank Statements against reconciliation	Annually PC Meeting	1	3	Councillors	
11	Unexpected Loss of Clerk or Clerk's	1	5	Up to date Job Description Copy of filing system index and data backup offsite	Annually Daily	1	4	Councillors	Computer data automatically backed up to Clerk's BT Cloud.

P = Probability S = Severity CP = Probability after Control Action CS = Severity after Control Action - Rating 1 = Low to 5 = High

**End of Appendices**

Signed \_\_\_\_\_

Date \_\_\_\_\_

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