



MINUTES OF NEWTON PARISH COUNCIL MEETING

Held on Wednesday 12th March 2014 in Newton Village Hall at 7.30pm



Present: Councillors Paul Presland (Chairman), Lee Parker, Rita Schwenk, Philip Taylor, Alan Vince and Deborah Williams.

Attending: James Cartlidge (Babergh District Councillor), PC Darren Marshall, PCSO Siobhan Hemmett and D Crimmin (Clerk).

14/031 Apologies for Absence

Cllr Gardner sent his apologies (holiday) as did James Finch (Suffolk County Councillor).

14/032 Declaration of Interests

Cllrs Schwenk and Vince declared non-pecuniary interests in item 14/038a as they are members of the Newton Village Hall Committee. Cllr Taylor declared a pecuniary interest in item 14/039d and Cllr Schwenk declared a pecuniary interest in item 14/039b with both councillors leaving the meeting while their items were discussed.

14/033 Requests for councillor dispensation

None were received.

14/034 Minutes of meeting held on the 24th January 2014

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

14/035 Public Forum

The reports are contained in Appendix A.

14/036 Correspondence (Appendix B)

Following a review of the Correspondence and the emails circulated there were no further actions required of the Clerk.

14/037 Clerks Report (Appendix C)

Following a review of the Clerk's Report the Chairman updated councillors on the invitation from the owner of Gouldings Farm for councillors to visit the site to see how the re-development of the barn is progressing.

14/038 Finance

- a. All cheques signed and due for signing, as itemised in Appendix D, 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. The councillors resolved to award Sudbury Newstalk a donation of £50.
- c. The councillors resolved that a budget will be allocated for the Newton Youth Council once a quorum of eligible members is attained by the Youth Council.
- d. The councillors resolved that the following Earmarked Reserves be carried forward to 2014 / 2015:

Asset Replacement	7,000
Village Hall	500
Legal Fees	1,000
Election Costs	1,250
Speed Watch	50
Clerk Gratuity Fund	856
QDJ Commemorative	500
Total	11,156

Signed _____

Date _____



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14/039 Planning

- a. The councillors reviewed **Planning Application B/14/00021**- Adjoining Parish Old Joe's Driving Range, Great Cornard - Change of use from 4 no. golf driving bays to specialist golf shop and resolved that they had no comment.
- b. The councillors reviewed **Planning Application B/14/00039** - The Auction Centre, Assington Road - Application under section 73 of the Town and Country Planning Act (1990) to vary condition 03 attached to P. P. B/13/00876/FUL - Use of overflow parking for 15No Fridays and 15No Saturdays per year and resolved to conditionally support the application if:
 - i. The car parking facility used all of the paddock area thus ensuring that all vehicles can be accommodated on site without the need to use nearby roads in the village.
 - ii. The entry / exit of vehicles to / from the site onto the A134 ensured that no hold-ups were created on the A134.
- c. No further planning applications had been received since the agenda was posted.
- 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/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.	13/141a	Supported application.	Refused by Planning Committee 19/02/2014
B/13/01445	Newton Green Golf Course - Erection of shed for starter's shelter at 1st tee on the golf club.	14/010a	Supported application.	Approved 31/01/2014

14/040 Playground and Asset Maintenance Programme

The Clerk updated councillors that a recent survey by a contractor and himself revealed that all bar one of the wooden ground supports of the play equipment were sound and showing no sign of rot. The councillors resolved to accept the quotation from S Scammell of £130 for the replacement of a wooden ground support on the swing bridge.

14/041 Parish Survey

The councillors reviewed the following issues and agreed the following actions and review dates:

Issue (Priority)	Current Status	Review meeting
Housing (1)	Hastoe selected as Housing Association partner by NPC.	tba
Youth Engagement (2)	Youth Council constitution agreed and 2 applications received from candidates.	May
A134 Safe Haven (5)	Views of residents on the priorities of A134 road safety issues to be developed by working group and be presented to May meeting.	May

14/042 NPC Byelaws

- a. The councillors reviewed the request by the Newton Green Trust for NPC to manage The Green by the enforcement of the Village Green Byelaws. The councillors resolved to manage The Green on NGT's behalf by the enforcement of the Village Green Byelaws.
- b. The Clerk had received confirmation from the Department of Communities and Local Government on the 11th March 2014 that in relation to NPC's draft Byelaws "We are content with what is being proposed. We will look at giving provisional this week." On this basis

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the councillors resolved to adopt the the Village Green Byelaws but would await final confirmation of provisional approval being received from the DCLG before two councillors sign and seal the document.

- c. Following the sealing of the Byelaws the Clerk will place a Notice in the Suffolk Free Press notifying the public of NPC's intention to apply for confirmation of the byelaw, hold the byelaw on deposit for a minimum of at least a month and invite representations to the Secretary of State during the consultation period.

14/043 Newton Youth Council

Two applications had been received to become members of the NYC. This will mean that two other members will need to be co-opted at the first council meeting on the 23rd April in order for the council to be quorate.

The councillors reviewed the NALC Legal Topic Note LTN 86 on the requirements of the Disclosure and Barring Service in relation to the Clerk servicing the NYC. The councillors resolved that as the NYC activity of the Clerk did not meet the period condition of the Regulated Activity relating to children then there was no requirement for the Clerk to be registered under the DRB scheme. The council confirmed that its policy for the Clerk to meet members of the NYC would always be conditional on a member of NPC or another adult being present at all times.

14/044 Local Housing Needs Scheme

No further update since the appointment of Hastoe as NPC's preferred partner.

14/045 Road Safety

The councillors agreed to consult with residents over their priorities for the various road safety initiatives suggested for Newton via a questionnaire. A working party will now draft a questionnaire for formal adoption at the May meeting.

14/046 Village Hall and Trust representative updates

No update received from either organisation.

14/047 Community Achievement Awards

The councillors agreed on the recipients of the Community Achievement and Lifetime Achievement Award for 2014 which will be presented at the Annual Parish Assembly on the 23rd April 2014.

14/048 QDJ Commemoration

The Clerk to provide quotations for the installation of a bench in the playing field to commemorate the QDJ.

14/049 NPC's methods of communicating with residents

Councillors to consider NPC's existing methods of communicating with Newton residents to see if any improvements can be made.

14/050 Questions to the Chair

The Annual Parish Assembly on the 23rd April will have a traditional format of presentations by Village Organisations to the residents followed by cheese and wine. New items for 2014 will include Fireworks, Byelaws, Road Safety and Speed Watch. The Clerk was asked to contact the Orwell Housing Association re Alston Close.

14/051 Exclusion of Public

No members of public present.

Signed _____

Date _____



Series Page 264
MINUTES OF NEWTON PARISH COUNCIL MEETING
Held on Wednesday 12th March 2014 in Newton Village Hall at 7.30pm



14/052 Clerk's Contract of Employment

The councillors resolved to increase the Clerk's Working from Home Allowance by £1 to £3 per week from the 1st April 2014.

14/053 Date of Next Meeting

The next meeting will be held on Wednesday 14th May 2014 starting at 7.30pm.

The meeting closed at 10.07pm.

Appendix A Public Forum

James Finch sent a written report updating councillors on Proposed Budget Savings and Council Tax Freeze, Highways and his next Boxford Surgery. James Cartlidge updated councillors on the recent Planning Meeting which reviewed the Solar Farm application.

PC Marshall gave the Police report. "This report covers the period from 11/01/2014 to 12/03/2014. During this time there has been 3 crimes recorded within the parish, this compares to 6 crimes for the same period last year. All 3 were vehicle related crimes in Church Road and Airey Close."

Appendix B Correspondence

3	Date Received	Raised by	Regarding	Agenda	FYI	Clerk Notes
CL14001	23/01/14	Babergh District Council	Old Joes's Driving Range Planning Application	√		
CL14002	31/01/14	Babergh District Council	Planning Permission Newton Green Golf Club		√	
CL14003	12/02/14	Babergh District Council	Mander's Planning Application	√		
CL14004		NALC	Legal Topic Note on Disclosure & Barring		√	Replacement for CRB Checks. Include in relation to Newton Youth Council and the need for Clerk to be checked under this legislation. I have highlighted 2 sections of particular interest.
CL14005		Newsletters	The Local Councillor / Clerk & Councils Direct		√	
CL14006		Community Action Suffolk	Training Guide		√	
CL14007		Babergh District Council	Strategic Policy Context		√	
CL14008		Babergh District Council	Community Led Planning		√	Please take a copy for your records.

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Date _____

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Series Page 265
MINUTES OF NEWTON PARISH COUNCIL MEETING
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Appendix C Clerk's Report

Minute	Action	Complete ✓
13/037 d	Application for Christmas Lighting made to James Finch.	
13/143	Grass matting to be repaired in Spring by Cllr Gardner	
13/143	Inspection of foundations of wooden supports planned with contractor for spring. See Agenda Item 10 - 12/03/2014	✓
13/153	Mobile homes normally allowed on site while rebuilding takes place.	✓
14/004	Draft & Approved Minutes published on website and in newsletters.	✓
14/005	NYC election process completed.	✓
14/009 a	Cheques distributed to suppliers.	✓
14/009 b	D Gotts informed of contract renewal.	✓
14/009 c	G Flowers informed of contract renewal.	✓
14/009 d	Donation sent to NGGC.	✓
14/009 e	Precept demand sent to BDC.	✓
14/010	Response sent to BDC on Planning Applications.	✓
14/020	Contacted contractor re depot clearance.	✓
14/025	Draft & Approved Minutes published on website and in newsletters.	✓
14/027	Wrote to Orwell and Hastoe informing them of council's decision.	✓
14/028	Response to Statement of Community Involvement sent to Babergh.	✓
14/029	Spring & Autumn Clean dates published.	✓
	Speed Watch outings (Drivers Reported)	
	No further Speed Watch undertaken.	
	Other Issues	
	Clerk hours worked to 2nd March 358.50 / Paid 240	

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**Appendix D RFO Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
02/12/13	Interest 2 Sep to 1 Dec	BS 50		1.38	0.00
02/12/13	Interest 2 Sep to 1 Dec	BS 236		1.10	0.00
15/01/14	NGGC - Donation	981	LA 2011 ss 1 to 8	0.00	100.00
04/02/14	Village Hall contribution of Grass Cutting			442.00	0.00
04/02/14	APC, CPC & GWPC Speedwatch contribution			150.00	0.00
04/02/14	LWPC Speedwatch contribution			50.00	0.00
05/03/14	BDC recycling		LA 2011 ss 1 to 8	426.32	0.00
12/03/14	John H Taylor - Christmas parcels	982	LA 2011 ss 1 to 8	0.00	100.00
12/03/14	Newton Village Hall - Hire	983	LA 2011 ss 1 to 8	0.00	320.00
12/03/14	BDC - Dog & Litter bin emptying	984	LA 2011 ss 1 to 8	0.00	652.79
12/03/14	Road Runner TCA - Camera calibration	985	LA 2011 ss 1 to 8	0.00	121.20
12/03/14	DF Crimmin - Salary Jan to Mar	986	LA 2011 ss 1 to 8	0.00	741.61
12/03/14	DF Crimmin - WFHA Jan to Mar	986	LA 2011 ss 1 to 8	0.00	26.00
12/03/14	HMRC - Clerk Tax	987	LA 2011 ss 1 to 8	0.00	185.40
12/03/14	DF Crimmin - Expenses Sept to February	988	LA 2011 ss 1 to 8	0.00	516.31

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	28/02/14	£100.00				
	28/02/14	£9,301.16	£7,164.17	£2,663.31	£426.32	£0.00
Tracker Account	31/12/13	£11,093.48	£11,093.48	£0.00	£0.00	£0.00
Petty Cash	28/02/14	£0.00	£0.00			£0.00
		£20,494.64	£18,257.65	£2,663.31	£426.32	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£16,997.12				
Income			Expenditure			
Precept	£9,000.00	£9,000.00	Clerks Salary		£2,994.00	£2,935.54
Grants	£200.00	£457.60	Admin		£1,700.00	£1,331.09
Recycling	£400.00	£801.63	Grants		£700.00	£615.00
Other	£0.00	£1,507.00	Annual Subscriptions		£280.00	£241.83
Bank Interest	£10.00	£7.05	Street Lighting		£0.00	£0.00
VAT Repayment	£0.00	£435.57	Footpath Maintenance		£350.00	£300.00
			Insurance		£500.00	£407.88
			Inspection		£245.00	£223.00
			Maintenance		£1,760.00	£1,542.82
			Projects		£1,000.00	£1,280.07
			Other		£0.00	£442.00
			Village Hall	£1,000.00	£0.00	£1,250.00
			VAT Paid		£0.00	£379.09
			Contingency		£500.00	£0.00
Total	£9,610.00	£12,208.85	Total	£1,000.00	£10,029.00	£10,948.32
			Assets Carried Forward			£18,257.65
Total		£29,205.97	Total			£29,205.97

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