



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

Attending: D Crimmin (Clerk) and one resident.

14/054 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.

14/055 Apologies for Absence

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

14/056 Declaration of Interests

None declared.

14/057 Requests for councillor dispensation

None were received.

14/058 Election of Vice Chairman

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

14/059 Minutes of meeting held on the 12th March 2014

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

14/060 HR and Standards Committees

Cllrs Gardner, Taylor and Williams were appointed to the HR Committee. Cllrs Presland, Parker, Schwenk and Vince were appointed to the Standards Committee.

14/061 Representatives to Outside Bodies

It was resolved that the following appointments be made:

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

14/062 Internal Auditor

It was resolved that Heelis & Lodge be appointed as Internal Auditor for 2014 / 2015 and the Clerk to send the letter of engagement.

14/063 Annual Subscriptions

It was resolved to renew the annual membership to SALC, community Action Suffolk and The Society for Local Council Clerks for 2014 / 2015.

14/064 Public Forum

The report is contained in Appendix A.

14/065 Correspondence (Appendix B)

Following a review of the Correspondence and the emails circulated the Clerk was asked to nominate Cllrs Presland and Parker as NPC's representatives to BDC's Parish meeting on the 3rd June starting at 6.30pm.



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14/066 Clerks Report (Appendix C)

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

14/067 Finance

- a. The councillors reviewed and resolved to accept the Internal Audit report from Heelis & Lodge for 2013 / 2014.
- b. The councillors resolved to approve the NPC Receipts and Payments Account (Appendix D) for the year ending 31st March 2014.
- c. The councillors resolved to approve Sections 1 and 2 of the Annual Return for the year ending 31st March 2014 and the Chairman signed both sections on behalf of NPC.
- d. All cheques signed and due for signing, as itemised in Appendix E, 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.

14/068 Planning

- a. The councillors reviewed **Planning Application B/14/00366 Plot 2, Whisper Wood** - Erection of a single storey side extension (to partially completed dwelling approved under B/11/00638/FUL) and resolved to support the application.
- b. The councillors reviewed **Planning Application B/14/00452 The Deans, Sudbury Road** - Application for Listed Building Consent - Replacement of windows to the rear of dwelling and resolved to support the application.
- c. No further planning applications had been received since the agenda was posted.
- d. The Chairman will contact the owner of Gouldings Farm to accept his invitation to visit the development and see if Wednesday 9th July at 6.30pm is convenient. 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/14/00021	Adjoining Parish Old Joe's Driving Range, Great Cornard - Change of use from 4 no. golf driving bays to specialist golf shop.	14/039a	No comment	Approved 19/03/2014
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.	14/039b	Conditional support	

14/069 Playground and Asset Maintenance Programme

The councillors reviewed the options and costs for a bench to commemorate the Queens Diamond Jubilee and resolved to purchase from John Robertson Ltd a Suffolk Teak bench at a cost of £348 which will include the inscription "Queen Elizabeth II Diamond Jubilee 2012". The councillors also resolved that S Scammell builds an 8 foot by 4 foot paved area in the playing field and installs the bench at a cost of £260.

14/070 Parish Survey

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



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Issue (Priority)	Current Status	Review meeting
Housing (1)	Hastoe selected as Housing Association partner by NPC.	tba
Youth Engagement (2)	Youth Council now in operation.	Complete
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 July meeting.	July

14/071 NPC Byelaws

Cllrs Presland and Roy Gardner signed and sealed the two copies of the byelaws on the 23rd April 2014. On the 1st May 2014 the byelaws were advertised in the Sudbury Free Press. The Department of Communities and Local Government will notify NPC of any representations received which NPC must consider and provide a response to the issues raised prior to any application for confirmation from the Secretary of State. Following the month of deposit, NPC will write to the Secretary of State to have the byelaws confirmed.

The councillors resolved to budget £450 for the provision of new notice boards around the Green should the SoS confirm the new Byelaws. The Clerk to review NPC's Enforcement processes of the new Byelaws with both insurers and legal advisors.

14/072 Newton Youth Council

The Youth Council held its first meeting on the 23rd April with Paul Presland and Phil Taylor being co-opted to make the meeting quorate. The two youth members are keen to try and get a fully eligible council and the next meeting will be held on Wednesday 25th June 2014 starting at 6pm in the Village Hall.

14/073 Local Housing Needs Scheme

NPC's preferred partner for the Local Housing Needs scheme, Hastoe, is reviewing potential sites in the village where the scheme could be developed. Update on the progress of the project and the process that will be following should land be identified for the scheme will be included in the Chairman's response in the Newsletter, following a question raised at the Annual Parish Assembly.

14/074 Road Safety

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

14/075 NPC's methods of communicating with residents

The councillors will review NPC's communications strategy at the July meeting.

14/076 Village Hall and Trust representative updates

The Village Hall Committee has decided that it is not appropriate at this stage to install solar panels at the village hall. With a good level of bookings over the past 12 months the committee has agreed not to increase hire charges. Issues with the new chairs has necessitated referring the matter to the Furniture Ombudsman. The Midsummer Munch will be on the 20th July and a Quiz evening on the 22nd November.

The Trust has resolved the ditch maintenance issue with the Golf Club; the Saracens Head Car Park resurfacing has now been completed; the garage roof will be maintained over the coming month; the Trust has written an article for the Newsletter regarding layby parking; the Trust has increased its contribution towards the Fireside Club following the cancellation of this year's Fete. NPC's Trust representatives to raise councillors H&S concerns regarding the ponds around the Green.

Signed _____

Date _____

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14/077 Questions to the Chair

- The Clerk was asked to refer the fly tipping in Plampin Close to BDC.
- Clerk to get updates from SCC Highways on the broken Rectory Road sign and the flooding issue in Rectory Road
- Clerk to raise concern of dog litter along A134 between Airey Close and the Green in the Newsletter
- Clerk to speak to landowner re hedge growth along A134
- Clerk to ask James Finch for accident statistics for the A134 junction with Valley Road and question whether the statistics confirm the councillors' views that the junction is not fit for purpose.

14/078 Date of Next Meeting

The next meeting will be held on Wednesday 9th July 2014 starting at 7.30pm.

The meeting closed at 9.40pm.

Appendix A Public Forum

"This report covers the period from 10/03/2014 to 13/05/2014. During this time there has been 4 crimes recorded within the parish, this compares to 2 crimes for the same period last year. 2 reports of Burglary Other Building - Between 01/10/13 and 23/03/14 a garage has been broken into on Church Road by an unknown offender and an air rifle stolen. Due to lack of evidence and witnesses this crime has now been finalised. - Between 2030 on 29/04/14 and 0720 on 30/04/14 an unknown offender has broken into a property on Sudbury Road but nothing was stolen. The investigations are ongoing.

2 reports of Criminal Damage - Between 12/03/14 and 17/03/14 an unknown offender has caused damage to a vehicle on Airey Close. Due to the lack of witnesses and evidence this crime has been finalised. - Between 19/03/14 and 20/03/14 an unknown offender has caused damage to a vehicle parked on Airey Close. This crime has also been finalised."

Appendix B Correspondence

Ref	Date Received	Raised by	Regarding	Agenda	FYI
CL14009	03/04/14	Babergh District Council	Planning Application B/14/00366 - Plot 2 , Wisper Wood	√	
CL14010	04/04/14	Babergh District Council	Street Naming and Numbering Service		√
CL14011	04/04/14	Came & Co	Spring Parish Matters		√
CL14012	25/04/14	Babergh District Council	Planning Application B/14/00452 - The Deans	√	
CL14013		SALC	2014 / 15 Training Programme		√
CL14014		Newsletters	The Local Councillor / Clerk & Councils Direct		√

Signed _____

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Appendix C Clerk's Report

Minute	Action	Complete ✓
13/037 d	Locality grant received for 2013 Christmas Lighting.	✓
13/143	Grass matting to be repaired in Spring by Cllr Gardner	
14/034	Draft & Approved Minutes published on website and in newsletters.	✓
14/038 a	Cheques distributed to suppliers.	✓
14/038 b	Donations sent to organisations.	✓
14/039	Response sent to BDC on Planning Applications.	✓
14/040	Raised order for playground works.	
14/047	Community Achievement Awards presented at APA.	✓
14/050	Contacted Orwell Housing Association re Alston Close.	✓
14/052	Letter re Contract of Employment change exchanged with Chairman.	✓
	Speed Watch outings (Drivers Reported)	
	4 Speed Surveys undertaken with 3 vehicles being reported.	

Signed _____

Date _____


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Appendix D Receipts & Payments 2013 / 2014

	NEWTON PARISH COUNCIL		
	Receipts & Payments Account for the year ending 31st March 2014		
Receipts			
Precept	£9,000.00		
Grants	£457.60		
Recycling	£801.63		
Bank Interest	£9.55		
Other	£3,283.54		
VAT Repayment	£435.57		
		£13,987.89	
Payments			
Clerks Salary	£2,935.54		
Admin	£1,331.09		
Grants	£665.00		
Annual Subscriptions	£241.83		
Street Lighting	£0.00		
Footpath Maintenance	£300.00		
Insurance	£407.88		
Inspection	£223.00		
Maintenance	£1,542.82		
Village Hall	£1,250.00		
Projects	£1,280.07		
Other	£442.00		
VAT Paid	£379.09		
		£10,998.32	
Excess of Receipts over Payments		£2,989.57	
Add Balance Brought Forward		£15,220.58	
Balance Carried Forward		£18,210.15	
Represented by			
Barclays Community	£100.00		
Barclays Premium	£7,015.29		
Barclays Tracker	£11,094.86		
Petty Cash	£0.00		
		£18,210.15	



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Appendix E RFO Report
Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
16/04/14	BDC - Precept & Tax Grant			5,051.26	0.00
25/04/14	HMRC VAT Repayment			379.09	0.00
29/04/14	SCC Locality Budget Grant			100.00	0.00
14/05/14	SALC - Annual Subs	990	LA 2011 ss 1 to 8	0.00	221.00
14/05/14	Hellis & Lodge - Audit Fee	991	LA 2011 ss 1 to 8	0.00	55.00
14/05/14	Flowers Groundcare - Playground Maint	992	LA 2011 ss 1 to 8	0.00	108.00
14/05/14	DF Crimmin - Salary Mar to June	993	LA 2011 ss 1 to 8	0.00	535.71
14/05/14	DF Crimmin - WFHA Mar to June	993	LA 2011 ss 1 to 8	0.00	39.00
14/05/14	HMRC - Clerk Tax	994	LA 2011 ss 1 to 8	0.00	133.80
14/05/14	DF Crimmin - Expenses Mar to April	995	LA 2011 ss 1 to 8	0.00	386.68

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/04/14	£200.00				
	30/04/14	£12,445.64	£11,166.45	£1,479.19	£0.00	£0.00
Tracker Account	31/03/14	£11,094.86	£11,094.86	£0.00	£0.00	£0.00
Petty Cash	30/04/14	£0.00	£0.00			£0.00
		£23,740.50	£22,261.31	£1,479.19	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£18,210.15				
Income			Expenditure			
Precept	£9,067.02	£4,533.51	Clerks Salary		£2,995.00	£669.51
Grants	£200.00	£100.00	Admin		£1,750.00	£198.98
Recycling	£400.00	£0.00	Grants		£700.00	£0.00
Other	£0.00	£517.75	Annual Subscriptions		£290.00	£221.00
Bank Interest	£10.00	£0.00	Street Lighting		£0.00	£0.00
VAT Repayment	£0.00	£379.09	Footpath Maintenance		£350.00	£0.00
			Insurance		£425.00	£0.00
			Inspection		£245.00	£55.00
			Maintenance		£1,820.00	£90.00
			Projects		£750.00	£185.44
			Other		£0.00	£0.00
			Village Hall		£0.00	£0.00
			VAT Paid		£0.00	£59.26
			Contingency		£500.00	£0.00
Total	£9,677.02	£5,530.35	Total	£0.00	£9,825.00	£1,479.19
			Assets Carried Forward			£22,261.31
Total		£23,740.50	Total			£23,740.50

VAT Unclaimed = £59.26

End of Appendices

Signed _____

Date _____

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