



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

Attending: Lee Parker (Babergh District Councillor), D Crimmin (Clerk) and 3 residents.

15/056 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.

15/057 Apologies for Absence

James Finch (Suffolk County Councillor) sent his apologies.

15/058 Declarations of Acceptance of Office

The Clerk confirmed that Declarations of Acceptance of Office had been received from all councillors.

15/059 Election of Vice Chairman

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

15/060 Declaration of Interests and Requests for Dispensation

Cllr Parker declared a pecuniary interest in Item 15/072a as the applicant is a customer of his business. Cllr Poole declared a pecuniary interest in Item 15/066d as he works for SALC and non-pecuniary interests in items 15/065 as he uses Heelis & Lodge in the same capacity and 15/066d as he is a member of the SLCC. The councillors left the meeting while their pecuniary interests were discussed. No request for dispensation had been received.

15/061 General Power of Competence

The councillors resolved that as NPC still met the criteria for the Clerk's qualification and the number of councillors who stood at the 2015 Parish Council Election, that NPC would adopt the General Power of Competence.

15/062 Minutes of meeting held on the 15th April 2015

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

15/063 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.

15/064 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). | |

15/065 Internal Auditor

It was resolved that Heelis & Lodge be appointed as Internal Auditor for 2015 / 2016 and the Clerk to send the letter of engagement.

Signed _____

Date _____



15/066 Annual Subscriptions

It was resolved to renew the annual membership to SALC, Community Action Suffolk and The Society for Local Council Clerks for 2015 / 2016.

15/067 Public Forum

Lee Parker updated councillors on his new role as the Babergh District Councillor for Newton, who he would serve for the next 4 years. The councillors congratulated Lee on his appointment. Mr and Mrs Wheldon updated councillors on their work to re-establish a long used "right of way" at Newton Leys. To date a dozen residents have been contacted who are willing to confirm the use of the route for the past 20 years or more. The councillors agreed that the Clerk contacts SCC Rights of Ways in order to prepare a plan and costings for NPC to take the case forward on the residents' behalf.

15/068 Proposed Developments

With Vaughan and Blyth unable to be represented at the meeting this item was deferred to a later date. Mr Brett Baldwin of Red House Farm updated councillors on his vision of creating six 3 bedroomed semi-detached dwellings in place of Red House Farm. The councillors were grateful to Mr Baldwin for sharing his proposal with them and hoped to give him an update of the NPC's views of the proposal at the July meeting.

15/069 Correspondence (Appendix A)

Following a review of the Correspondence and the emails circulated the councillors agreed that:

- NPC would be represented at the BDC Liaison meeting on the 11th June
- The Clerk would be the nominated contact for the Pensions Regulator
- The Clerk would contact the Wheldon family regarding the change of use to the barn near Newton Leys.

15/070 Clerks Report (Appendix B)

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

15/071 Finance

- a. The councillors reviewed and resolved to accept the Internal Audit report from Heelis & Lodge for 2014 / 2015.
- b. The councillors resolved to approve the NPC Receipts and Payments Account (Appendix C) for the year ending 31st March 2015.
- c. The councillors resolved to approve Sections 1 and 2 of the Annual Return for the year ending 31st March 2015 and the Chairman signed both sections on behalf of NPC.
- d. 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.

15/072 Planning

- a. A planning application had been received since the agenda was posted. The councillors reviewed **Planning Application B/15/00506 Woodean, Links View** - erection of 1 No. detached two-storey dwelling and formation of new vehicular access and resolved to object on the following grounds:
 - i. Whilst the councillors acknowledge the 90 degree movement of the property to the one first proposed this does not change their views that the size and scale of the proposed dwelling makes this an overdevelopment of site
 - ii. The design is out of keeping with the chalet style of the rest of Links View
 - iii. The high roof line still makes overlooking of adjacent properties an issue
 - iv. Issues with cars accessing the site will still exist.

Signed _____

Date _____

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- b. The councillors requested the Clerk to enquire from BDC the current status of the withdrawn planning application at Newton Leys. 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/14/01614	Organic Box, Rectory Road - Change of use of land for grazing. Erection of part constructed barn with profiled steel walls and roof, retention of shelter & 3 no. polytunnels.	15/033a	Objected	Approved 17/04/2015
B/15/00042	Quatre Vents, Church Road - Erection of two-storey rear extension & replacement porch.	15/033b	Supported	Approved 25/03/2015
B/15/00229	Butlers Farm, Church Road - Change of use from agricultural building to Class B1 workshop.	15/053a	Supported	Approved 21/04/2015

15/073 Playground and Asset Maintenance Programme

Cllr Poole will maintain the playground fence and gates in the coming weeks.

15/074 Local Housing Needs Scheme

Hastoe has reported that a positive meeting has taken place with a landowner on the availability of land for the proposed scheme.

15/075 Byelaws

The Clerk updated councillors that the DVLA has agreed that NPC is entitled to see the details of car ownership even when the cars are "In Trade". With this information now being supplied by the DVLA the council will be writing to the garages regarding the cases that NPC will now be taking to prosecution.

15/076 Village Hall and Trust representative updates

The Village Hall Committee are looking for a local handyman for works at the village hall. The midsummer munch will be held on the 19th July 2015. The Trust are still reviewing the resurfacing of the Little Green track.

15/077 SALC Briefing

The councillors resolved that Cllrs Bower and Crawte attend the SALC Briefing on the 15th June 2015.

15/078 Questions to the Chair

The councillors agreed that they should meet on the 24th June to discuss the short and long term requirements for new housing in the village in order that they are in a position to review and contribute to the proposals of developers.

15/079 Next Meeting

The next scheduled meeting is on Wednesday 8th July 2015 starting at 7.30pm.

The meeting closed at 9.28pm.

Signed _____

Date _____



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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 of hedge at Valley Road / A134 junction	
15/011	Damaged Village Hall finger post raised with SCC Highways.	
15/021	Valley Road markings and hedge at junction with A134 raised with SCC Highways.	
15/028	Draft & Approved Minutes published on website and in newsletters.	✓
15/032 a	Cheques distributed to suppliers.	✓
15/032 b	Donation sent to Kernos.	✓
15/033	Planning responses sent to BDC.	✓
15/035	Transparency Code now implemented via NPC webpages.	✓
15/040	Policies and Procedures now on website.	✓
15/045	Hedge issue raised with SCC Highways.	✓
15/051	Draft & Approved Minutes published on website and in newsletters.	✓
15/053	Planning response sent to BDC.	✓
	Clerk Hours	
	As at 3rd May 2015 - 44.25 hours worked / 30 hours paid.	
	Speed Watch outings (Drivers Reported)	
	Five surveys undertaken since March with 7 vehicles being reported.	

Signed _____

Date _____


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Appendix C Receipts & Payments

	NEWTON PARISH COUNCIL		
	Receipts & Payments Account for the year ending 31st March 2015		
<u>Receipts</u>			
Precept		£9,067.02	
Grants		£507.60	
Recycling		£674.15	
Bank Interest		£11.20	
Other		£2,063.90	
VAT Repayment		£379.09	
			£12,702.96
<u>Payments</u>			
Clerks Salary		£3,056.31	
Admin		£1,163.12	
Grants		£575.00	
Annual Subscriptions		£247.31	
Street Lighting		£0.00	
Footpath Maintenance		£300.00	
Insurance		£399.11	
Inspection		£223.00	
Maintenance		£1,236.71	
Village Hall		£0.00	
Projects		£1,945.57	
Other		£0.00	
Youth Council		£99.12	
VAT Paid		£397.71	
			£9,642.96
Excess of Receipts over Payments			£3,060.00
Add Balance Brought Forward			£18,210.15
Balance Carried Forward			£21,270.15
Represented by			
Barclays Community		£100.00	
Barclays Premium		£10,069.76	
Barclays Tracker		£11,100.39	
Petty Cash		£0.00	
			£21,270.15

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Bank Reconciliation for Financial year ending 31st March 2015					
Balances per Bank Statements as at 31st March 2015					
Barclays Community			£100.00		
Barclays Premium Account			£10,429.56		
Barclays Tracker Account			<u>£11,100.39</u>		
				£21,629.95	
Add any Unbanked Cheques / Cash as at 31 March				£0.00	
Less Unpresented Cheques as 31 March					
		101020	£100.00		
		101023	£209.80		
		101025	<u>£50.00</u>		
				£359.80	
			Total Cash	<u>£21,270.15</u>	
CASH BOOK					
Opening Balance				£18,210.15	
Add Receipts in the year				<u>£12,702.96</u>	
				£30,913.11	
Less Payments in the year				£9,642.96	
			Total Cash	<u>£21,270.15</u>	

Signed _____

Date _____

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Appendix D RFO Report
Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
07/04/15	BDC Precept & Grant			4,986.49	0.00
13/05/15	Road Runner TCA - Speedwatch batteries	1026	LA 2011 ss 1 to 8	0.00	86.40
13/05/15	Road Runner TCA - Speedwatch charger	1026	LA 2011 ss 1 to 8	0.00	104.40
13/05/15	PA Scammell - work on shed	1027	LA 2011 ss 1 to 8	0.00	35.00
13/05/15	Flowers Groundcare - 2 cuts of play equipment	1028	LA 2011 ss 1 to 8	0.00	72.00
13/05/15	Heelis & Lodge - Audit Fee	1029	LA 2011 ss 1 to 8	0.00	66.00
13/05/15	SALC - Councillor Guide	1030	LA 2011 ss 1 to 8	0.00	13.30
13/05/15	SALC - Annual Subscription	1030	LA 2011 ss 1 to 8	0.00	227.00
13/05/15	CAS - Annual Subscription	1031	LA 2011 ss 1 to 8	0.00	30.00
30/06/15	DF Crimmin - Salary Apr to June	1032	LA 2011 ss 1 to 8	0.00	676.21
30/06/15	DF Crimmin - WFHA Apr to June	1032	LA 2011 ss 1 to 8	0.00	39.00
30/06/15	HMRC - Clerk Tax	1033	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 Premium Accounts	30/04/15	£100.00				
	30/04/15	£15,106.25	£13,637.94	£1,518.31	£0.00	£50.00
Tracker Account	31/03/15	£11,100.39	£11,100.39	£0.00	£0.00	£0.00
Petty Cash	30/04/15	£0.00	£0.00			£0.00
		£26,306.64	£24,738.33	£1,518.31	£0.00	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/F		£21,270.15			
Income			Expenditure		
Precept	£9,282.64	£4,641.32	Clerks Salary	£3,705.91	£845.21
Grants	£200.00	£0.00	Admin	£1,750.00	£52.30
Recycling	£400.00	£0.00	Grants	£700.00	£0.00
Other	£0.00	£345.17	Annual Subscriptions	£290.00	£257.00
Bank Interest	£10.00	£0.00	Street Lighting	£0.00	£0.00
VAT Repayment	£0.00	£0.00	Footpath Maintenance	£350.00	£0.00
			Insurance	£425.00	£0.00
			Inspection	£245.00	£66.00
			Maintenance	£1,820.00	£60.00
			Projects	£1,000.00	£0.00
			Other	£0.00	£159.00
			Village Hall	£0.00	£0.00
			VAT Paid	£0.00	£43.80
			Contingency	£500.00	£0.00
			Youth Council	£400.00	£35.00
Total	£9,892.64	£4,986.49	Total	£0.00	£11,185.91
			Assets Carried Forward		£24,738.33
Total		£26,256.64	Total		£26,256.64

End of Appendices

Signed _____ Date _____
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