



**DRAFT MINUTES OF NEWTON PARISH COUNCIL ANNUAL MEETING
Held on Wednesday 10th May 2017 in Newton Village Hall at 7.30pm**

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

Attending: Lee Parker (Babergh District Council), D Crimmin (Clerk), Jane Hatton and 5 members of public.

The Chairman welcomed Jane Hatton to the meeting who will be replacing Dave Crimmin as Clerk when he leaves on the 30th June 2017.

17/079 Election of Chairman

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

17/080 Apologies for Absence

James Finch (Suffolk County Councillor) sent his apologies.

17/081 Election of Vice Chairman

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

17/082 Declaration of Interests and Requests for Dispensation

Cllr Poole declared a non-pecuniary interest in item 17/086 as his authority uses Heelis & Lodge as its Internal Auditor and did not take part in the vote. Cllr Parker declared a non-pecuniary interest in item 17/098 as Jane Hatton's husband is a partner in his business. No request for dispensation had been received.

17/083 Minutes of meeting held on the 12th April 2017

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

17/084 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.

17/085 Representatives to Outside Bodies

It was resolved that the following appointments be made:

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

17/086 Internal Auditor

It was resolved that Heelis & Lodge be appointed as Internal Auditor for 2017 / 2018 and the Clerk to send the letter of engagement.

17/087 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 2017 / 2018.

17/088 Public Forum

Lee Parker reported that they had been no significant activity at Babergh since his last report in April. In answer to a resident's question on the issue of sleepers being placed on The Green, the meeting was informed that the NGT would be discussing the matter at its meeting later this month.

Signed _____

Date _____



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17/089 Correspondence (Appendix A)

Following a review of the Correspondence and the emails circulated since the last meeting the Clerk was asked to respond to the resident letter given to Cllr Crawte on the issue of car usage in Joe's Road.

17/090 Clerks Report (Appendix B)

Following a review of the Clerk's Report the Clerk was asked to update James Finch with telephone numbers of resident's still experiencing issues with Broadband service (16/090). Cllr Taylor will be reviewing the removal of the concrete trip hazard at the entrance to the playing field from the Village Hall car park in the coming week (17/046). The councillors are concerned at the lack of support by residents for the Speed Watch scheme in the village and in addition to trying to raise awareness with residents, they will also support the volunteers when surveys are undertaken.

17/091 Finance

- a. The councillors reviewed and resolved to accept the internal audit report from Heelis & Lodge for 2016 / 2017 which did not have any recommendations.
- b. The councillors resolved to approve Section 1 of the Annual Return for the year ended 31st March 2017 and the Chairman signed the section accordingly.
- c. The councillors resolved to accept the revised Statement of Accounts as at 31st March 2017 (Appendix C). The revision relates to the Clerk's mileage costs of £18.45 being moved from Admin to Clerk Salary in accordance to The Practitioners' Guide dated March 2017 section 2.15 - Line 4: Staff Costs.
- d. The councillors resolved to approve Section 2 of the Annual Return for the year ended 31st March 2017 and the Chairman signed the section accordingly.
- e. The councillors resolved to approve the explanation of quantified significant variances within Section 2 of the Annual Return.
- f. All cheques signed and due for signing, as itemised in the RFO Report (Appendix D), 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.
- g. The councillors noted the increase of 1% to the Clerk's hourly rate from 1st April 2017.

17/092 Planning

- a. The councillors reviewed **Planning Application B/17/00157 Valley Farm, Valley Road** - Application for Listed Building Consent - Timber frame repairs, replacement insulation and re-rendering and resolved to support the application.
- b. No further planning application had been received since the agenda was posted.
- c. The status of previous applications and appeals were reviewed:

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/15/01718	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	16/044c	Objected	
	A134 Speed Restrictions	17/057	Objected	

17/093 Pensions Regulator

The councillors noted that NPC has a staging date of the 1st May 2017 as far automatic enrolment for workplace pensions. Under the regulations, due to the Dave Crimmin's circumstances, NPC does not have to provide a workplace pension and the councillors resolved that the Chairman writes to the Clerk accordingly, in line with the recommended practice. The review of Jane Hatton's employment criteria will be completed ahead of the June meeting and the necessary action will be taken with regard to a workplace pension.

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Series Page 410
DRAFT MINUTES OF NEWTON PARISH COUNCIL ANNUAL MEETING
Held on Wednesday 10th May 2017 in Newton Village Hall at 7.30pm

17/094 Playground and Asset Maintenance Programme

The councillors reviewed the current projects:

- Cllr Taylor has engaged Advantage Environmental to quote for the repairs to the playground fencing and gates
- Cllr Schwenk is liaising with 2 play equipment suppliers to review the existing provisions and to offer suggestions of enhancements
- Cllr Parker updated councillors that he has arranged for John Whyman to attend the June meeting to present the template that Hintlesham has developed in providing a Multi Use Games Area (MUGA) for its residents and the Clerk was asked to add this to the agenda.
- Cllr Poole updated councillors that the NGT has agreed to the provision of an electrical supply being run across Trust land and the provision of a permanent manhole cover where the Christmas tree is to be located.

17/095 Village Hall and Trust representatives reports

The NGT are currently finalising the easements for residents adjoining The Green and the new agreement with the Golf Club. The Village Hall held its AGM in April and found that its standing orders and finance policy were satisfactory for its needs. Bookings are good and cover the costs of expenses. The side door is now to be replaced, a pile of road pilings will be spread over the car park and the electrical system has been completely overhauled. The recent quiz night has raised £212 and another is planned for the Autumn. A new sign for the hall has been installed at a cost of £600.

17/096 BDC Meeting

Cllrs Taylor and Crawte will represent NPC at the BDC meeting on the 29th June at Stoke by Nayland starting at 6.30pm

17/097 Questions to the Chair

No issues were raised.

In accordance to NPC's Standing Order 3d the councillors resolved to exclude the public and press from the meeting due to the confidential nature of the appointment of a new Clerk and the Contract of Employment terms and conditions.

17/098 Clerk's Contract of Employment

The councillors reviewed the Contract of Employment agreed by Cllr Presland and Jane Hatton and resolved that the following needed to be specified in the CoE:

- the salary payment frequency (Section 9.4)
- the terms of the Nest pension being provided by NPC (Section 20.1).

The councillors would also like the notice period (Section 21.2) to allow for the recruitment and a smooth handover to a new Clerk.

17/099 Next Meeting

The next scheduled meeting is on Wednesday 14th June 2017 starting at 7.30pm.

The meeting closed at 9.04pm

Appendix A Correspondence

No correspondence received since last meeting.

Signed _____

Date _____



Series Page 411
DRAFT MINUTES OF NEWTON PARISH COUNCIL ANNUAL MEETING
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Appendix B Clerk's Report

Minute	Action	Complete ✓
15/021	Valley Road markings is scheduled with SCC Highways contractors.	
15/069	Update from Mr H Wheldon circulated via email on 22nd March 2016.	
17/046 a	Still awaiting specification and quotation for footpath to playing field.	
17/051	Still awaiting Trust confirmation of The Green's boundary.	
17/067	Provide telephone numbers of homes with slow broadband to SCC.	
17/064	Draft Minutes published on website and in newsletters.	✓
Speed Watch outings (Drivers Reported)		
No surveys to date.		

Appendix C Statement of Accounts

NEWTON PARISH COUNCIL			
Receipts & Payments Account for the year ending 31st March 2017			
Receipts			
Precept		£9,380.00	
Grants		£1,696.14	
Recycling		£720.60	
Bank Interest		£10.51	
Other		£1,655.08	
VAT Repayment		£305.73	
			£13,768.06
Payments			
Clerks Salary		£3,761.29	
Admin		£870.56	
Grants		£975.00	
Annual Subscriptions		£286.80	
Footpath Maintenance		£300.00	
Insurance		£310.57	
Inspection		£236.00	
Maintenance		£2,124.77	
Village Hall		£0.00	
Projects		£1,982.79	
Other		£1,012.44	
Youth Council		£0.00	
VAT Paid		£616.52	
			£12,476.74
Excess of Receipts over Payments			£1,291.32
Add Balance Brought Forward			£24,073.19
Balance Carried Forward			£25,364.51
Represented by			
Barclays Community		£100.00	
Barclays Premium		£14,154.35	
Barclays Tracker		£11,110.16	
Petty Cash		£0.00	
			£25,364.51

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



Series Page 412
DRAFT MINUTES OF NEWTON PARISH COUNCIL ANNUAL MEETING
Held on Wednesday 10th May 2017 in Newton Village Hall at 7.30pm

Appendix D RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
10/04/17	BDC Precept			5,000.00	0.00
10/05/17	Heelis & Lodge - Audit fee	1102	LA 2011 ss 1 to 8	0.00	66.00
10/05/17	SALC - Annual Subscription	1103	LA 2011 ss 1 to 8	0.00	243.84

Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	28/04/17	£100.00				
	28/04/17	£19,198.80	£18,944.51	£309.84	£0.00	£44.45
Tracker Account	30/12/16	£11,110.16	£11,110.16	£0.00	£0.00	£0.00
Petty Cash	04/05/17	£0.00	£0.00			£0.00
		£30,408.96	£30,054.67	£309.84	£0.00	

Actual v Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/F		£25,364.51			
<u>Income</u>			<u>Expenditure</u>		
Precept	£10,000.00	£5,000.00	Clerks Salary	£3,816.00	£0.00
Grants	£207.00	£0.00	Admin	£1,900.00	£0.00
Recycling	£500.00	£0.00	Grants	£800.00	£0.00
Other	£0.00	£0.00	Annual Subscriptions	£425.00	£243.84
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	£2,000.00	£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	£10,732.00	£5,000.00	Total	£0.00	£11,706.00
			Assets Carried Forward		£30,054.67
Total		£30,364.51	Total		£30,364.51

End of Appendices.

Signed _____

Date _____

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