



MINUTES OF NEWTON PARISH COUNCIL MEETING
Held on Wednesday 11th January 2017 in Newton Village Hall at 7.30pm

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

Attending: James Finch (Suffolk County Councillor), Lee Parker (Babergh District Councillor), D Crimmin (Clerk) and 2 residents.

17/001 Apologies for Absence

Cllr Crawte (illness) sent her apologies.

17/002 Declaration of Interests and Requests for Dispensation

Cllr Taylor declared a pecuniary interest in Item 17/007a as he is the recipient of two payments. No request for dispensation had been received.

17/003 Minutes of meeting held on the 14th December 2016

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

17/004 Public Forum

James Finch gave councillors an update on gritting plans, the continuance of the Park & Ride scheme, the environmental study for the Sudbury relief road, the re-consultation for the proposed speed reductions on the A134 and on the Raising the Bar grant available from the Suffolk Foundation. He was asked to report the progress on the white line painting for Valley Road and the review of the A1071 / A134 junction.

Lee Parker arrived.

Lee Parker updated councillors on Babergh's move to Endeavour House now being planned for August / September 2017, governance changes and the Ward Boundary review.

17/005 Correspondence (Appendix A)

Following a review of the Correspondence and the emails circulated since the last meeting the Chairman read out letters of thanks received from Jean Green, Carol Langley and Gwen Smith in relation to Christmas parcels. The councillors resolved that the Clerk write to support the Police & Crime Commissioner in his attempt to get Suffolk Police a Government grant in line with counties of similar size.

17/006 Clerks Report (Appendix B)

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

17/007 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix C), 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. The councillors wished to record NPC's thanks to Shirley Taylor, Janet Taylor and Lisa Devlin for their organisation of the Christmas Parcels and Cllr Taylor for the organisation of the Christmas tree.
- b. Following a review of the agreed Expenditure budget and proposed reserves (Appendix D) the councillors resolved to set a Precept of £10,000 which will mean a 20p a month increase in the Band D Council Tax for 2017 / 2018. The councillors' decision was influenced by the cost of living inflation forecast and the additional costs that are to be incurred in the training and technology set-up for a new Clerk.

Signed _____

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17/008 Planning

- a. No planning application had been received since the agenda was posted.
- b. The councillors reviewed the lessons that NPC can learn from the recent determination of the Red House Farm Planning Application by Babergh's Planning Committee. The following areas will need to be considered by NPC in the coming months:
 - i. If an application has issues that NPC require to be incorporated into an application, then object to the application and outline the concerns
 - ii. Understand the impact of a Community Led Plan on the decision-making process by the Local Planning Authority.
- 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	
B/16/01451	2 Tudor Cottages, Sudbury Road - Application for Listed Building Consent - Removal of internal wall and replacement of existing window on rear single storey element.	16/182a	No Objections	Approved 15/12/2016
APP/D3505/W/16/3159313	B/16/00131/FUL Farm Shop, Wheldons Fruit Farm, Newton Leys, Newton, SUDBURY, CO10 0QE - Change of use of existing farm shop (Class A1) to dwelling house (Class C3) including parking, gardens and access.	16/182b	No further comments	
APP/D3505/W/16/3159797	B/16/00629/FUL Abbey House, Rectory Road, Newton, SUDBURY, CO10 0QZ - Erection of two detached dwellings with garaging.	16/182c	No further comments	

17/009 Local Housing Needs Scheme

The councillors requested the Clerk to invite Hastoe to attend the February meeting so that they can appraise the current progress of the scheme.

17/010 Playground and Asset Maintenance Programme

- a. The councillors agreed to review the costs for improving the hard standing of the entrance to the playing field, between the play equipment fencing, and asked the NGT representatives to seek approval for such work and for the Clerk to get some ball park costs.
- b. It was agreed that Tony Langley's offer to clean the war memorial, in line with Harry Buckledee's work over many years, be accepted. The Clerk will arrange for the necessary cleaning materials and equipment to be made available. Cllr Taylor will review the hedging around the memorial.

17/011 Suffolk Minerals & Waste Local Plan Issues & Options

The councillors resolved that the Clerk collates all the councillors' responses on the subject and submit to SCC before the end of the consultation.

17/012 Street Names

The councillors reviewed Babergh's request for new street names for the parish and agreed to provide names as and when the need arose.

17/013 Firework Event

The councillors agreed to continue to run the firework event in 2017 based on the template used in previous years. Training certificates will need to be updated in 2017.

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17/014 Christmas Tree and Lighting

The councillors will look to provide a more permanent solution for the location of the Christmas tree and the supply of electricity for this year's celebration.

17/015 Village Hall and Trust representative updates

Cllr Schwenk updated councillors on the plans of the Village Hall Committee to change the front door, the proposed use of village hall by a football team, the upgrading of the car park surface, a new electricity contract and fund raising. The Trust has not met since NPC's last meeting but Cllr Bower updated councillors that the Trust had given permission to BT's contractor to run a communications line across The Green.

17/016 Litter Picks in 2017

The councillors agreed to hold village litter picks on 25th March and the 14th October both starting at 8.30am.

17/017 Questions to the Chair

The councillors agreed to put the following items on the February agenda:

- Celebration for the 65th anniversary of the Queen's accession to the throne
- A Multi Use Games Area (MUGA) for the village.

The Clerk left the meeting.

17/018 Clerk vacancy

The councillors finalised the documentation, process and dates for the recruitment of a new Clerk.

17/019 Next Meeting

The next scheduled meeting is on Wednesday 8th February 2017 starting at 7.30pm.

The meeting closed at 9.40pm

Appendix A Correspondence

No correspondence received since last meeting.

Appendix B Clerk's Report

Minute	Action	Complete ✓
15/021	Valley Road markings raised with SCC Highways.	
15/069	Update from Mr H Wheldon circulated via email on 22nd March.	
16/090	Still awaiting revised date for Broadband update.	
16/168	Letter re pension outstanding.	
16/177	Draft Minutes published on website and in newsletters.	✓
16/181 a	Payments made to suppliers.	✓
16/182	Planning responses sent to Babergh.	✓
	Clerk Hours	
	Up until 25th December 2016 - 262 hours worked / 234 hours paid.	

Signed _____

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Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
16/12/16	Cash pay-in from Firework Night			807.27	0.00
11/01/17	P Taylor - Christmas Parcels	1091	LA 2011 ss 1 to 8	0.00	100.00
11/01/17	P Taylor - Christmas Tree	1091	LA 2011 ss 1 to 8	0.00	70.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/11/16	£100.00				
	30/11/16	£17,445.00	£17,118.64	£1,233.63	£807.27	£0.00
Tracker Account	30/09/16	£11,108.78	£11,108.78	£0.00	£0.00	£0.00
Petty Cash	04/01/17	£0.00	£0.00			£0.00
		£28,653.78	£28,227.42	£1,233.63	£807.27	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£24,073.19				
<u>Income</u>			<u>Expenditure</u>			
Precept	£9,380.00	£9,380.00	Clerks Salary		£3,742.85	£2,560.89
Grants	£207.00	£1,696.14	Admin		£1,900.00	£367.18
Recycling	£500.00	£280.79	Grants		£700.00	£975.00
Other	£0.00	£1,455.08	Annual Subscriptions		£280.00	£286.80
Bank Interest	£25.00	£6.80	Footpath Maintenance		£300.00	£0.00
VAT Repayment	£0.00	£305.73	Insurance		£320.00	£310.57
			Inspection		£245.00	£236.00
			Maintenance		£1,820.00	£1,537.00
			Projects		£1,400.00	£1,842.06
			Other		£0.00	£475.23
			Village Hall		£0.00	£0.00
			VAT Paid		£0.00	£379.58
			Contingency		£500.00	£0.00
			Youth Council		£0.00	£0.00
Total	£10,112.00	£13,124.54	Total	£0.00	£11,207.85	£8,970.31
			Assets Carried Forward			£28,227.42
Total		£37,197.73	Total			£37,197.73

Signed _____

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



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Appendix D Precept 2017 / 18

At the November meeting, you agreed a total expenditure budget of £11,706 for 2017 / 18 as follows:

	2015 / 16		2016 / 17			2017 / 18
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Grants	200.00	272.64	207.00	1,696.14	1,580.50	207.00
Recycling	400.00	800.92	500.00	280.79	500.00	500.00
Other	0.00	2,201.17	0.00	1,455.08	172.58	0.00
Bank Interest	10.00	13.19	25.00	6.80	15.00	25.00
VAT Repayment	0.00	397.71	0.00	305.73	305.73	0.00
Total Income	610.00	3,685.63	732.00	3,744.54	2,573.81	732.00
Precept		9,282.64			9,380.00	
Expenditure						
Clerks Salary	3,705.91	3,705.92	3,742.85	2,560.89	3,742.85	3,816.00
Admin	1,750.00	2,098.42	1,900.00	367.18	1,900.00	1,900.00
Grants	700.00	550.00	700.00	975.00	875.00	800.00
Annual Subscriptions	290.00	257.00	280.00	286.80	290.00	425.00
Footpath Maintenance	350.00	300.00	300.00	0.00	300.00	300.00
Insurance	425.00	296.31	320.00	310.57	310.57	320.00
Inspection	245.00	234.00	245.00	236.00	236.00	245.00
Maintenance	1,820.00	989.72	1,820.00	1,537.00	2,200.00	2,000.00
Projects	1,000.00	1,234.13	1,400.00	1,842.06	2,300.00	1,400.00
Other	0.00	159.00	0.00	475.23	0.00	0.00
Village Hall	0.00	0.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	305.73	0.00	379.58	480.00	0.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
Youth Council	400.00	35.00	0.00	0.00	0.00	0.00
Total Expenditure	11,185.91	10,165.23	11,207.85	8,970.31	13,134.42	11,706.00

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. It is proposed to increase the Asset Replacement reserve to cover this risk. NPC still need to maintain a Legal Fees provision regarding 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.

	2015 / 16		2016 / 17		2017 / 18	
	Start of	End of year	Start of	End of year	Start of	End of year
Asset Replacement	8,000.00	10,000.00	10,000.00	10,500.00	10,500.00	12,000.00
Village Hall	1,000.00	1,500.00	1,500.00	2,000.00	2,000.00	2,500.00
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	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Speed Watch	465.00	465.00	465.00	0.00	0.00	0.00
Clerk Gratuity Fund	969.00	1,107.00	1,107.00	1,258.36	1,258.36	0.00
Total Earmarked Reserves	12,684.00	15,572.00	15,572.00	16,258.36	16,258.36	17,000.00
General Reserves	8,586.15	8,501.19	8,501.19	6,634.22	6,634.22	?



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Precept for 2017 / 2018

Babergh has written to NPC regarding the Tax Base for 2017 / 2018 which will increase from **205.36** in 2016 / 2017 to **208.13** in 2017 / 2018.

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 £9,508 and keeping the Band D Council Tax at the 2016 / 17 level

Example 2 Increase the Precept to £9,750 + 2.6%

Example 3 Increase the Precept to £10,000 + 5.2%

	2015 / 16	2016 / 17	2017 / 18 Example 1	2017 / 18 Example 2	2017 / 18 Example 3
START OF YEAR					
Earmarked Reserves	12,684.00	15,572.00	16,258.36	16,258.36	16,258.36
General Reserves	8,586.15	8,501.19	6,634.22	6,634.22	6,634.22
Total Reserves	21,270.15	24,073.19	22,892.58	22,892.58	22,892.58
Income ex Precept	3,685.63	2,573.81	732.00	732.00	732.00
Precept	9,282.64	9,380.00	9,508.00	9,750.00	10,000.00
Total Income	12,968.27	11,953.81	10,240.00	10,482.00	10,732.00
Expenditure	10,165.23	£13,134.42	£11,706.00	£11,706.00	£11,706.00
END OF YEAR					
Earmarked Reserves	15,572.00	16,258.36	17,000.00	17,000.00	17,000.00
General Reserves	8,501.19	6,634.22	4,426.58	4,668.58	4,918.58
Total Reserves	24,073.19	22,892.58	21,426.58	21,668.58	21,918.58
Tax Base	203.21	205.36	208.13	208.13	208.13
Band D Council Tax	£45.68	£45.68	£45.68	£46.85	£48.05

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.

End of Appendices