



**MINUTES OF NEWTON PARISH COUNCIL MEETING**

Held on **Wednesday 13<sup>th</sup> December 2017** at Newton Village Hall at 7.30pm

**Present:** Councillors Paul Presland (Chair), Sue Crawte (Vice Chairman), Russell Bower, Colin Poole and Philip Taylor and Rita Schwenk

**Attending:** Jane Hatton (Clerk) and 3 members of public.

**17/185 Apologies for Absence**

Apologies received from Cllr Lee Parker and County Councillor James Finch assistant had sent his apologies as he is still on sick leave. The Councillors agreed that the Clerk should send their best wishes for a speedy recovery and ask for an update on the situation and if there was a date for his return.

**17/186 Declaration of Interests and Requests for Dispensation**

No declaration of interest or request for dispensation had been received.

**17/187 Minutes of meeting held on the 8<sup>th</sup> November 2017**

The minutes of the meeting which Cllr Crawte had previously circulated were approved as a true record.

**17/188 Public Forum**

Mr Kelling owner of Gaskins Field, Rectory Road attended the meeting to update Councillors that the Enforcement Officer had done the site visit and it had been agreed that the caravan and bund would be removed by the end of April 2018. The officer was also satisfied that no business was being run from the site.

**17/189 Affordable Housing**

Hastoe Housing Association had advised that they had conducted the first survey but that there were still more surveys to be done but would look to set up a consultation in the New Year. It was agreed that the clerk should ask for feedback on the situation by the 20<sup>th</sup> January, why it had taken so long and when details could go public.

**17/190 Correspondence**

- a. Email from Suffolk Mineral and Waste Local Plan advising that they could not extend the consultation from 5pm on Monday 10<sup>th</sup> December. It was agreed that the clerk should respond and make a complaint as the council would like to make a comment.
- b. Donation request had been received since the agenda was issued by Newstalk and it was agreed this could go on the January agenda.
- c. Letter had been received from a resident since the agenda was issued concerning the planning application at Brook Farm, it was agreed that this would be discussed under planning. The clerk is to respond to the letter to confirm that it was discussed and suggest that they also write to BDC with their concerns.

**17/191 Clerks Report (Appendix A)**

Decisions following the review of the Clerk's Report:

- a. Minute 15/069: No update had been received regarding the change of use of Agricultural Barns at Rotten Row.
- b. Minute 17/168a: The Clerk had received no response to the letter or telephone message left to Garden Arb regarding details of what they are contracted to do
- c. Minute 17/168c: The clerk had received an email from Suffolk Better Broadband, who had asked Openreach for an updated analysis of the broadband deployment and would get back to you with the latest information. It was agreed that the clerk should follow this up.
- d. Minute 17/169: See minute 17/189

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- e. Minute 17/173: The Clerk had booked the village hall for the consultation on the 20<sup>th</sup> January 2018, see minute 17/194b
- f. Minute 17/174: It was agreed to defer obtaining quotes for the refurbishment of the bus shelter in Airey Close and new bench for the playing field until the March meeting.
- g. Minute 17/178: The Clerk had booked the village hall for the Parish Council meetings in 2018.

**17/192 Finance**

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix B) were authorised by the Councillors. The Councillors noted the income received, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.
- b. Following the review of the agreed Expenditure Budget and proposed reserves (Appendix C) the Councillors resolved to set a Precept of £10,372.81.
- c. The councillors reviewed the application for a grant towards NPC's costs in complying with the Transparency Code and resolved that the Clerk submit the application to SALC for consideration.
- d. Cllr Presland had paid in the money raised from the firework event into the bank and confirmed it was in excess of £1000 and it was agreed to review the event in the January meeting and to discuss changes to improve the event for 2018.
- e. Councillors resolved to donate £50 to the Kernos Centre proposed by Cllr Bower, second Cllr Crawte. Councillors resolved to donate £100 to the Christmas parcels for residents in Newton proposed by Cllr Bower, second Cllr Schwenk

**17/193 Planning**

- a. One planning application had been received since the agenda was issued and the Councillors reviewed **Planning Application DC/17/05831 Brook Farm, Sudbury Road, Newton** – Application for outline planning permission for erection of 2 single storey dwellings utilising existing vehicular access and Newton Parish Council **OBJECT** to the granting of outline planning permission for this site. The reason is as follows:

Outline planning permission would not necessarily restrict the applicant to the design or size of property illustrated within the application or the location within the site. The applicant properly identifies the sensitivity of this site, which is directly adjacent to a group of listed buildings, backs onto open countryside and is reached via a private unmade road which has historically suffered from damage by heavy traffic.

Policy CS11 requires development to be well designed and appropriate in size/scale and character to its setting and village, having regard to landscape, environmental and heritage characteristics; be well-related to the pattern of development and meet proven need.

Policy CS15 requires developments to respect the local context and character of the area and make a positive contribution to the local character.

The Applicant's design and access statement sets out very clearly the applicant's espoused intentions to abide by these policies and includes a great deal of encouraging information which indicates that considerably more work on this project has been done than is included within the application itself.

However, the application reserves all these matters and is simply an application for outline permission for "2 single-storey dwellings"

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The Parish Council believes that, in order to ensure that any development is in accordance with the relevant policies and the spirit of the design and access statement and indicative sketches, this matter is properly resolved only through consideration of a full detailed planning application from the outset and asks that this outline application be withdrawn in favour of a detailed application. Given the level of detail already provided by the applicant on reserved matters, we do not believe this is an onerous requirement.

If the applicant wishes to have this outline planning application determined and the planning authority is minded to approve it, the Parish Council respectfully requests clear conditions be set on such an approval that, in respect of any subsequent detailed application, it must be exactly in accord with the indicative sketches, site plan and Design & Access Statement published 21<sup>st</sup> November within this application.

Furthermore, should permission be granted, planning conditions should be included in respect to:

- a) traffic movement including deliveries do not take place before 9am or after 5pm to avoid disturbance of neighbours
- b) vibration-causing works during the construction phase. Given the age of nearby properties, vibration has in the past been identified as potentially damaging to these properties and should be avoided or mitigated to safe levels.
- c) damage to the access track or neighbouring property be made good at the completion of the construction phase.

These conditions are requested due to the close proximity of neighbouring dwellings to the proposed access. This is to mitigate issues of concern raised by neighbouring property owners with the Parish Council.

b. Status of previous applications and appeals were reviewed.

Date Received	BDC Ref	Application	NPC Ref	NPC Response	BDC Response
14/09/12		Enforcement enquiry on the expected completion date of building works at Motts Farm.	12/118d		
22/01/16	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 Class C3); 16.4ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network); village centre (comprising up to 1,000m2 Gross Floor Area (GFA) of retail floor space (A1, A2, A3, A4 and A5), village hall (D2), workspace (B1a), residential dwellings (C3), primary school (D1), pre-school (D1) and car parking); creation of new vehicular access points and associated works; sustainable transport links; community woodland; open space (including children's play areas); sustainable drainage (SuDS); sports pavilion (D2) and playing fields; allotments; and associated ancillary works.	16/044c	Objected	Revisions to application 15/05/2017 and sent again 12/10/17
		A134 Speed Restrictions	17/057	Objected	

Signed \_\_\_\_\_

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***Newton Parish Council adopted the General Power of Competence on the 13<sup>th</sup> May 2015.***

11/05/17	B/17/01124	Valley Farm, Valley Road - Notification Under Part 11 of Schedule 2 of The Town and Country Planning (General Permitted Development) Order 2015 - Demolition of 2 No. modern farm buildings within the curtilage of listed building (Valley Farmhouse).	17/107a	Noted	
12/05/17	B/17/01072	Caravan, Wheldons Fruit Farm, Joes Road - Application for Certificate of Lawfulness of an Existing Use ? Static caravan used as a residential dwelling.	17/107d	Supported	
15/05/17	B/15/01718	Chilton Woods Mixed Use Development, Land North of, Woodhall Business Park, Sudbury - Re-advertisement - Outline application (with all matters reserved except for access) - Erection of up to 1,150 dwellings (Use Class C3); 15ha of employment development.....	17/107e	Objected	
18/08/17	APP/D3505/W/17/3176540	Red House Farm, Sudbury Road - appeal for a replacement bedroom dwelling, 4 three bedroom semi detached bungalows and 4 three bedroom semi detached houses and 1 four bedroom dwelling	16/127a	Supported	Granted
16/10/17	DC/17/04969	Erection of a sing storey rear extension to Kintore, Rectory Road, Newton CO10 0QZ	17/172a	supported	Granted

### 17/194 Community Led Plan/Neighbourhood Plan

- a. The leaflet "Your Village Needs You" had been distributed and the village hall had been booked for the village consultation on the 20<sup>th</sup> January 2018 at 10am. It was agreed that an expert should be invited to attend. Cllr Presland will contact Mr Crimmins and Cllr Parker will be asked to invite someone from BDC.
- b. Cllrs Schwenk and Crawte had met with playground supplier who will be providing quotes for the playground equipment and it was agreed that the residents should be asked what they would like at the meeting on the 20<sup>th</sup> January. The clerk was asked to find out when the deadline is for claiming the S106 monies.
- c. Cllr Bower had not had a response regarding the location for the power supply for the permanent Christmas tree and will follow this up

### 17/195 Playground and NPC Assets

The Councillors wished to record thanks to Cllr Taylor and Graham Parry for repairing the fence around the playground and for agreeing to repair it again, as it had been damaged.

### 17/196 Christmas Tree Light Event

The Councillors agreed that the Christmas Tree lighting went well and wished to record thanks to Cllr Taylor for organising the Christmas Tree and Cllr Taylor confirmed the cost of £100.

### 17/197 Newton Hall Trust and Village Hall Updates

- a. Cllr Taylor advised that Cllr Poole wished to be replaced as a trustee and treasurer; this matter will be an agenda item at the January meeting and two Cllrs expressed their interest in representing the council on the Trust but not to become treasurer.
- b. Cllr Schwenk advised that the bookings for the village hall currently covered the costs and the few maintenance jobs required were in hand to be done.

### 17/198 Questions to the Chair

No questions to the chair

### 17/199 Next Meeting

The next scheduled meeting is on Wednesday 10<sup>th</sup> January 2018 starting at 7.30pm.

### 17/200 Standing Orders

The councillors resolved that in accordance to NPC's Standing Order 3d the public and press be excluded from the meeting due to the confidential nature of the Clerk's Contract of Employment.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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**MINUTES OF NEWTON PARISH COUNCIL MEETING**Held on **Wednesday 13<sup>th</sup> December 2017** at Newton Village Hall at 7.30pm**17/201 Recruitment of a New Clerk**

Councillors unanimously agreed to confirm the appointment of Adrian Beckham as the new Clerk of NPC from 2<sup>nd</sup> January 2018. Councillors expressed their gratitude to Jane Hatton for her hard work over the past months and wished her good luck for the future.

**The meeting closed at 9.00pm**

**Appendice A Clerks Report**

Minute	Action	Complete
		✓
	Planning response sent to Babergh.	✓
	Updated website	✓
	Draft Minutes published on website	✓
15/069	Update from Mr H Wheldon circulated via email on 22nd March 2016 - Awaiting response from John Davies BDC planning	<input type="checkbox"/>
17/150 b	CLlr Parker to follow up enforcement regarding the mobile home and that no activities apart from those applied for were on Gaskins Field, Rectory Road	<input type="checkbox"/>
17/150 d	CLlr Parker to access a map identifying the boundary of the parish	<input type="checkbox"/>
17/168 a	Clerk has written to Garden Arb asking for details of what they are contracted to do	✓
17/168 c	Clerk emailed SCC regarding the broadband and asked for an update	✓
17/168 d	CLlr Parker asked to investigate commercial business in Church Road	<input type="checkbox"/>
17/169	Clerk emailed Hastoe regarding a date for the public consultation	✓
17/173	Clerk booked the village hall on 20th January 2018 at 10am to 1pm for the Neighbourhood Plan public consultation	✓
17/174	Need to agree who will be obtaining quotes for the refurbishment of the bus shelter in Airey Close and new bench for the playing field	<input type="checkbox"/>

**Appendice B RFO Report**

11/10/17	RBL Poppy Appeal - Donation	1122	LA 2011 ss 1 to 8	0.00		50.00
11/10/17	BDC - Tens licence fireworks	1123	LA 2011 ss 1 to 8	0.00		21.00
28/10/17	CIL payment	4		17,373.89	y	
08/11/17	PCC of Newton - Churchyard maint	1124	LA 2011 ss 1 to 8	0.00		400.00
08/11/17	Flowers Groundcare - Grass Cutting	1125	LA 2011 ss 1 to 8	0.00		72.00
08/11/17	Gardens Arb Business - Footpath cutting 2016	1126	LA 2011 ss 1 to 8	0.00		360.00
08/11/17	SALC - Data Protection Briefing	1127	LA 2011 ss 1 to 8	0.00		26.40
31/12/17	J Hatton - Expenses	1128	LA 2011 ss 1 to 8	0.00		62.76
31/12/17	J Hatton - Salary Oct to Dec	1128	LA 2011 ss 1 to 8	0.00		586.18
31/12/17	J Hatton - WFHA Oct to Dec	1128	LA 2011 ss 1 to 8	0.00		39.00
31/12/17	HMRC - JH Clerk Tax	1129	LA 2011 ss 1 to 8	0.00		146.40

Signed \_\_\_\_\_

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**MINUTES OF NEWTON PARISH COUNCIL MEETING**Held on **Wednesday 13<sup>th</sup> December 2017** at Newton Village Hall at 7.30pm

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31/10/17	£100.00				
	31/10/17	£36,399.94	£34,736.20	£1,763.74	£0.00	£0.00
Tracker Account	31/10/17	£11,110.16	£11,110.16	£0.00	£0.00	£0.00
Petty Cash	11/12/17	£0.00	£0.00			£0.00
		£47,610.10	£45,846.36	£1,763.74	£0.00	

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£25,364.51				
<b>Income</b>			<b>Expenditure</b>			
Precept	£10,000.00	£10,000.00	Clerks Salary	£1,258.36	£3,816.00	£4,129.33
Grants	£207.00	£0.00	Admin		£1,900.00	£542.15
Recycling	£500.00	£293.51	Grants		£800.00	£450.00
CIL	£0.00	£17,373.89	Annual Subscriptions		£425.00	£243.84
Bank Interest	£25.00	£0.00	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£616.52	Insurance		£320.00	£316.35
			Inspection		£245.00	£236.00
			Maintenance		£2,000.00	£420.00
			Projects		£1,400.00	£780.17
			Other		£0.00	£41.67
			Village Hall		£0.00	£0.00
			VAT Paid		£0.00	£342.56
			Contingency		£500.00	£0.00
			Youth Council		£0.00	£0.00
<b>Total</b>	<b>£10,732.00</b>	<b>£28,283.92</b>	<b>Total</b>	<b>£1,258.36</b>	<b>£11,706.00</b>	<b>£7,802.07</b>
Total		£53,648.43	Assets Carried Forward			£45,846.36
			Total			£53,648.43

**Appendix C Precept 2018/19**

At the November meeting, it was agreed a total expenditure budget of £11,849.51 for 2018/2019:

	2015/16		2016/17		2017/18			2018/19
	Budget	Actual	Budget	Actual	Budget	Actual YTD	Est to YE	Budget
<b>Income</b>								
Grants In	200.00	272.64	207.00	1,696.14	207.00	-	207.00	207.60
Recycling	400.00	800.92	500.00	720.60	500.00	293.51	500.00	500.00
Fireworks	-	-						750.00

Signed \_\_\_\_\_

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Other	-	2,201.17		1,655.08				
CIL	-	-	-	-	-	17,373.89	17,373.89	-
Bank Interest	10.00	13.19	25.00	10.51	25.00	-	15.00	-
VAT Repayment	-	397.71	-	305.73	-	616.52	616.52	-
<b>Total income</b>	<b>610.00</b>	<b>3,685.63</b>	<b>732.00</b>	<b>4,388.06</b>	<b>732.00</b>	<b>18,283.92</b>	<b>18,712.41</b>	<b>1,457.60</b>
Precept		9,282.64		9,380.00			10,000.00	
<b>Expenditure</b>								
Clerk's Salary	3,705.91	3,705.92	3,742.85	3,761.29	3,816.00	3,396.75	4,500.00	3,964.83
Pension								148.68
Admin	1,750.00	2,098.42	1,900.00	870.56	1,900.00	440.39	1,900.00	1,206.00
Grants Out	700.00	550.00	700.00	975.00	800.00	450.00	800.00	750.00
Annual Subscriptions	290.00	257.00	280.00	286.80	425.00	243.84	425.00	425.00
Footpath Maintenance	350.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00
Insurances	425.00	296.31	320.00	310.57	320.00	316.35	316.35	320.00
Inspection	245.00	234.00	245.00	236.00	245.00	236.00	236.00	350.00
Maintenance	1,820.00	989.72	1,820.00	2,124.77	2,000.00	420.00	2,000.00	1,960.00
Projects	1,000.00	1,234.13	1,400.00	1,982.79	1,400.00	780.17	1,400.00	500.00
Fireworks								750.00
Christmas								100.00
Training			-	-	-	-	-	500.00
Other	400.00	194.00	-	1,012.44	-	41.67	41.67	75.00
Village Hall	-	-	-	-	-	-	500.00	-
VAT Paid	-	305.73	-	616.52	-	342.56	480.00	-
Contingency	500.00	-	500.00	-	500.00	-	500.00	500.00
<b>Total Expenditure</b>	<b>11,185.91</b>	<b>10,165.23</b>	<b>11,207.85</b>	<b>12,476.74</b>	<b>11,706.00</b>	<b>6,967.73</b>	<b>13,399.02</b>	<b>11,849.51</b>

Signed \_\_\_\_\_

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**MINUTES OF NEWTON PARISH COUNCIL MEETING**Held on **Wednesday 13<sup>th</sup> December 2017** at Newton Village Hall at 7.30pm**Reserves**

	<b>As at March 31st 2015</b>	<b>As at March 31st 2016</b>	<b>As at March 31st 2017</b>	<b>Estimate at March 31st 2018</b>	<b>Estimate at March 31st 2019</b>
Infrastructure (CIL)			-	17,373.89	17,373.89
Asset Replacement	8,000.00	10,000.00	10,500.00	10,500.00	10,500.00
Village Hall	1,000.00	1,500.00	2,000.00	2,500.00	3,000.00
Legal Fees	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
Speedwatch	465.00	465.00	-	-	25.00
Clerk Gratuity	969.00	1,107.00	1,258.36	-	-
<b>Total earmarked</b>	<b>12,684.00</b>	<b>15,572.00</b>	<b>16,258.36</b>	<b>32,873.89</b>	<b>33,398.89</b>
General Reserves	8,586.15	8,501.19	9,106.64	8,132.64	8,128.73
<b>Total</b>	<b>21,270.15</b>	<b>24,073.19</b>	<b>25,365.00</b>	<b>41,006.53</b>	<b>41,527.62</b>

**Reserves held by NPC**

Infrastructure (CIL)	<i>Balance maintained for estimating, but may be spent in 2018/19 financial year</i>
Asset Replacement	<i>Balance maintained for estimating, but may be spent in 2018/19 financial year</i>
Village Hall	<i>Budget for 2017/18 included a £500 uplift, but no upcoming requests for financial help so no contribution proposed for 2018/19</i>
Legal Expenses	<i>Fund maintained since 2014 without any expenditure anticipated - Council may wish to review this fund</i>
Election Costs	<i>2015 election cost £818, so this fund is very healthy 20 months out from election time, no uplift proposed</i>
Speedwatch	<i>We were maintaining a fund for replacement of the Speedar device- 1/5th share of £2000, should we begin building a reserve?</i>
Clerk Gratuity	<i>No longer required as pension is to be offered.</i>

Signed \_\_\_\_\_

Date \_\_\_\_\_

**MINUTES OF NEWTON PARISH COUNCIL MEETING**Held on **Wednesday 13<sup>th</sup> December 2017** at Newton Village Hall at 7.30pm**Precept for 2018/2019**

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Estimate 2018/19	Estimate 2018/19	Estimate 2018/19
<b>Tax base Band D Equivalent</b>	198.49	203.21	205.36	208.13	211.69	211.69	211.69
<b>Precept</b>	<b>9,067.02</b>	<b>9,282.63</b>	<b>9,380.84</b>	<b>10,000.65</b>	<b>10,377.17</b>	<b>10,171.70</b>	<b>10,372.81</b>
<b>Net budget Change in General Reserves</b>	6,007.02	6,479.60	8,088.68	10,974.00	10,391.91	10,391.91	10,391.91
	1,985.38	2,803.03	1,292.16	- 973.35	- 14.74	- 220.21	- 19.10
					2.02% uplift	0% uplift	1.98% uplift
					"Maintain General reserve"	"No council tax increase"	

**End of Appendices.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

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