

**MINUTES OF NEWTON PARISH COUNCIL MEETING**  
**Held on Wednesday 13th February 2019 at Newton Village Hall at 7.30pm**

**All Present**

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

**Attending**

James Finch (Suffolk County Council), Adrian Beckham (Clerk), no members of the public were present.

**19/19 Apologies for Absence**

No apologies received.

**19/20 Declaration of Interests and Requests for Dispensation**

Cllr. Taylor declared an interest in Item 12 and would not take part in the discussion.

**19/21 Minutes of meeting held on the 9th January 2018**

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

**19/22 Public Forum**

**Cllr. Lee Parker** (Babergh District Council) provided a report. Items covered included:

- a. A full budget meeting is now planned for February 2019. So BDC will provide a full set of accounts by the end of February, and there will be more information at the next NPC meeting.
- b. Contrary to media reports, there are no plans to introduce parking charges in Sudbury
- c. BDC are very concerned about the loss of jobs at Philips Advent, Glemsford, and everything is being done to aid the workforce.
- d. 21 new council houses in Hadleigh have been approved.
- e. BDC are one of a small number of councils which distribute the Community Infrastructure Levy (CIL) to parish councils.

**Cllr. James Finch** (Suffolk County Council) provided a report. Items covered included:

- a. SCC Cabinet have agreed recommendations to move forward with creating more specialist education places in Suffolk.
- b. Citizens Advice (CAB) now have funding for 2019/20 due to collaboration with Suffolk NHS Commissioning Groups.
- c. Suffolk Highways have announced that their new Thermal Patching Technology has allowed them to repair over 1700 potholes.
- d. 900 children are in care in Suffolk! An article on the subject will go into the February edition of the Box River News, and a poster will be sent to the clerk for display on the notice boards. Also; "drop in sessions" have now been arranged in:
  - The Church Hall, Bear Street, Nayland on Monday 25<sup>th</sup> 19.30 – 21.30
  - St Mary's House, Swan Street, Boxford on Monday 11<sup>th</sup> March 19.30 - 21.30
  - The Committee Room, Leavenheath Village Hall, Wrights Way 25<sup>th</sup> March 1930 – 21.30
- e. There are on-going problems with Broadband in Newton. Please let the Clerk know your name and landline phone number; if you can receive superfast broadband, but have not been connected
- f. Cllr. Finch agreed with the Council's concern over speeding traffic in Newton and would look into the possibility for funding of new road signs in the new financial year.

**19/23 Hastoe Update**

50 people attended the meeting, and the Hastoe representatives were also able to visit properties in Alston Close and the surrounding roads. If you were unable to attend, but would like further details, please contact Hastoe Housing on 01799 532130, or e-mail [eastdev@hastoe.com](mailto:eastdev@hastoe.com)

**19/24 Clerks Report (Appendix )**

- a. Community Allotment Scheme. The agreement was signed by both the Chairman and the Clerk and would now be forwarded with payment for the rent of 2 allotments for 2 years at a cost of £60, to the landowner.

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- b. Cllr Parker would investigate un-authorised work being carried-out in barns near Wheldon's Fruit Farm.
- c. Suffolk Highways have released a poster giving advice regarding "Riparian Duties". If you have a river, stream or ditch running next to, or through your land or property you are a "riparian owner" and must keep the watercourse clear. If you have any queries or know of a drainage problem, please contact the Clerk, or Suffolk County Council [floods@suffolk.gov.uk](mailto:floods@suffolk.gov.uk)
- d. The next round of bidding for CIL is opening 1<sup>st</sup> May and closing 31<sup>st</sup> May 2019 . NPC intend to bid for additional CIL funding in the May window. N.B.: Any community organisation can bid for this money (it is not limited to the Parish Council). Please contact the Clerk for more information.
- e. Cllrs. Crawte and Bower will attend Parish Liaison Meeting, AFC Sudbury 5<sup>th</sup> March 18.00 – 20.00.
- f. The Clerk will attend the Parish and Neighbourhood Workshop, Stowmarket 26<sup>th</sup> February 10.00 – 13.00

**19/25 Routine Correspondence (Appendix)**

After the councillors reviewed the correspondence and the emails circulated by the Clerk. It was agreed that the Clerk:

- a. Would forward further broadband problems to James Finch for investigation.
- b. Would produce a poster for the litter-pick.
- c. Would liaise with Cllr. Schwenk regarding the adoption of footpath.

**19/26 Planning**

- a. NPC felt in unnecessary to make a comment as the application falls under Permitted Development - DC/19/00179 Prior Approval Application under Part 3, Class Q (a) and (b) of the Town and Country Planning (General Permitted Development) (England) Order 2015 - Change of use of part of agricultural building to form 2no. dwellings New Barn, Valley Road, Newton.
- b. NPC felt in unnecessary to make a comment as the application falls under Listed Building Consent - DC/19/00071 Listed Building Consent - Erection of extension between dwelling and cart-lodge. Valley Farm, Valley Road, Newton.
- c. NPC felt in unnecessary to make a comment - DC/19/00070 Full Application - Erection of extension between dwelling and cart-lodge. Valley Farm Valley Road Newton.
- d. Updates on existing applications are contained in the Appendix.

**19/27 Finance**

- a. The councillors 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.
- b. All cheques signed and due for signing, as itemised in the RFO Report (See Appendix), were authorised by the councillors.

**19/28 Risk Assessment**

The councillors reviewed CPC's Risk Management Register (Appendix) as at January 2019 and were satisfied with the issues covered including an entry for GDPR.

**19/29 Litter-Pick**

The Litter-pick will take place on Saturday 2<sup>nd</sup> March beginning at 8.00am at the Village Hall. Refreshments and bacon rolls will be available! Followed by a Coffee Morning in aid of the Newton Newsletter, beginning at 10.00am. Litter Pick posters to be circulated.

**19/30 Newton Charities**

The Councillors reviewed the request for a donation to the Christmas Parcels Appeal, and it was resolved that Mrs Taylor would be re-imbursed for her expenses for 2018 and a regular agenda item will be added from October 2019.

**19/31 Reports**

- a. Newton Trust – The Coffee Morning was well attended and the collection was donated to Newton Community Allotment Scheme.

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- b. Newton Village Hall – The next Quiz-Night is a sell-out!
- c. NNPT – Have agreed a contract for Navigus to act as their consultants.

**19/18 Questions to the Chair**

Cllr. Bower requested that NPC consider a donation to the Christmas Parcels appeal. This will be considered at the next meeting.

**Next Meeting**

The next scheduled meeting is on Wednesday 13<sup>th</sup> March 2019 starting at 7.30pm.

**Meeting closed at 9.28pm**

**APPENDIX**

**Agenda Item 2      Dispensations**

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

**Agenda Item 6      Correspondence Circulated**

No correspondence other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

**Hastoe Public meeting 16/1/19 - Notes from Councillor Presland.**

Just over 50 people attended the Public meeting and most were very impressed with the design ideas presented by Hastoe. 4 members of their staff were on hand to answer questions and to explain the eligibility criteria. 2 Hastoe staff visited each bungalow in Alston Close to ensure they all residents had a chance to comment on the proposals. Hastoe were very impressed with the turn out at the Public meeting and believe demand might exceed availability. If that is the case, we will need to decide whether to investigate further possible sites.

RE the current site, Hastoe intend to make a planning application in the next few weeks and they hope to start building in the late summer 2019 .

**Agenda Item 6      Clerk's Report**

Minute	Action	Complete
	Agreement to rent 2 allotments received from Michael Oliver	
	Clerk to contact Hastoe for a progress report	
18/145	Car repairs are being carried out in barns owned by Hugh Wheldon – Babergh Planning Enforcement to investigate	
	Cars are being parked in lay-by by the Green and near the bus-stop	
	Confirmation of Precept from Babergh for 2019/20 of £10,258.00. This will be paid to the Parish in two instalments, 50% in April 2019 and 50%	

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	in September 2019. This precept gives the Parish a Council Tax Band D amount of £49.00. This is an increase/decrease of 0.00% on 2018/19. These are the amounts that will be shown on the Council Tax Bill.	
	Suffolk Highways contacted regarding debris in ditches around Newton	
	First advance notice of new CIL Bid round (no 3 ) opening 1st May and closing 31st May 2019 - Community Infrastructure Levy	
	Parish and Neighbourhood Workshop 26 February 2019, The Mix Stowmarket, 127 Ipswich St, Stowmarket 10:00 – 13:00 Parish Liaison Meetings - Babergh District Council – Tuesday 5th March in AFC Sudbury's King Marsh Suite, morning session of 10:00-12:00 (teas and coffees from 09:30), evening session of 18:00-20:00 (teas and coffees from 17:30)	
	Communication received concerning speeding traffic through Newton	
	Enquiry sent to SCC regarding adoption of footpath	
	Poster received detailing landowner's responsibility for ditch maintenance. A copy will go on the notice boards and in the next newsletter.	
	Commercial activity at Wheldons reported to Babergh	
	Bills received from NNPT and will be paid as previously agreed	
	Newton Village Hall Committee to be contacted regarding the installation of defibrillator on the outside of the Village Hall	

**Agenda Item 8c Planning Status**

<b>Application Reference</b>	<b>Address</b>	<b>Planning Details</b>	<b>NPC Minute</b>	<b>Parish Council Comments</b>	<b>Babergh DC Comments</b>
DC/19/00179	New Barn, Valley Road Newton	Prior Approval Application under Part 3, Class Q (a) and (b) of the Town and Country Planning (General Permitted Development) (England) Order 2015 - Change of use of part of agricultural building to form 2no. dwellings.			Awaiting decision
DC/19/00146	Red House Farm Sudbury Road Newton	Discharge of Conditions Application for B/17/01105 - Condition 3 (Agreement of Materials) Condition 7 (Programme of Archaeological Work) and Condition 8(Site Investigation)			Awaiting decision
DC/19/00071	Valley Farm Valley Road Newton	Listed Building Consent - Erection of extension between dwelling and cart-lodge			Awaiting decision
DC/19/00070	Valley Farm Valley Road Newton	Full Application - Erection of extension between dwelling and cart-lodge.			Awaiting decision
DC/18/03962	Fairways, The Green, Newton	Application for Outline Planning Permission – Erection of 5no. dwellings	18/141a	Objected	Refused
DC/18/05083	Farm Shop, Wheldons Fruit Farm, Joes Road, Newton.	Change of use from A1 Shops to A3 and A4 Restaurants and drinking establishment and the stationing of 6no. shepherd huts and	18/141b	Supported	APPLICATION WITHDRAWN

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		beehives. Erection of new shower hut and storage hut			
DC/18/03924	Marks Meadow Rectory Road Newton	Outline Planning Application- Erection of 3No dwellings with garages and creation of new accesses	18/119a	Not supported	Awaiting decision
DC/18/02157	Valley Farm Valley Road Newton	Listed Building Consent. Renovation of timber framed barn	18/081a	Supported	Awaiting decision
DC/18/00190	Site Adjacent Red House Farm Newton	Planning Application. Erection of 9 No. Dwellings.		Supported	Awaiting decision

**Agenda Item 9a Responsible Financial Officer (RFO) Report – T.B.A.**

**Receipts & Payments**

09/01/19	Top Marques - Stationery	1164		LA 2011 ss 1 to 8	0.00	38.65
09/01/19	Top Marques - Stationery	1164		LA 2011 ss 1 to 8	0.00	26.25
09/01/19	Top Marques - Stationery	1164		LA 2011 ss 1 to 8	0.00	11.92
09/01/19	Top Marques - Stationery	1164		LA 2011 ss 1 to 8	0.00	6.00
09/01/19	Clerk's Salary	1164		LA 2011 ss 1 to 8	0.00	1,071.32
09/01/19	Printerland (printer)	1165		LA 2011 ss 1 to 8	0.00	251.45
09/01/19	Printerland (ink cartridges)	1165		LA 2011 ss 1 to 8	0.00	50.21
09/01/19	UCI - (ink cartridges)	1165		LA 2011 ss 1 to 8	0.00	61.88
09/01/19	One Suffolk Hosting			LA 2011 ss 1 to 8	0.00	60.00
13/02/19	G. Parry - QD	1167	18/039	LA 2011 ss 1 to 8	0.00	2.78
13/02/19	G. Parry - B&Q	1167	18/039	LA 2011 ss 1 to 8	0.00	3.00
13/02/19	G. Parry - Tesco	1167	18/039	LA 2011 ss 1 to 8	0.00	35.00
13/02/19	G. Parry - Tesco	1167	18/039	LA 2011 ss 1 to 8	0.00	10.60
13/02/19	G. Parry - Sudbury Office Supplies	1167	18/039	LA 2011 ss 1 to 8	0.00	12.59
13/02/19	G. Parry - Sainsburys	1167	18/039	LA 2011 ss 1 to 8	0.00	41.90

**Bank Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/01/19	£100.00				
Premium Accounts	31/01/19	£43,096.69	£43,030.82	£165.87	£0.00	£0.00
Tracker Account	31/01/19	£11,134.29	£11,134.29	£0.00	£0.00	£0.00
Petty Cash	31/01/19	£0.00	£0.00			£0.00
		£54,330.98	£54,165.11	£165.87	£0.00	

**Actual v Budget**

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	<b>Budget</b>	<b>Actual</b>		<b>Reserves</b>	<b>Budget</b>	<b>Actual</b>
Assets B/F		£44,267.69				
<b><u>Income</u></b>			<b><u>Expenditure</u></b>			
Precept	£10,000.00	£10,372.81	Clerks Salary	£4,080.00	£3,281.77	
Grants	£207.00	£4,690.00	Admin	£1,900.00	£885.59	
Recycling	£500.00	£370.20	Grants	£800.00	£300.00	
CIL/Other	£0.00	£2,327.74	Annual Subscriptions	£425.00	£392.16	
Bank Interest	£25.00	£78.33	Footpath Maintenance	£300.00	£0.00	
VAT Repayment	£554.28	£554.28	Insurance	£320.00	£379.00	
			Inspection	£245.00	£270.00	
			Maintenance	£2,000.00	£1,399.99	
			Projects	£1,400.00	£1,152.67	
			Other	£0.00	£0.00	
			Village Hall	£0.00	£0.00	
			VAT Paid	£0.00	£434.76	
			Contingency	£500.00	£0.00	
			Youth Council	£0.00	£0.00	
<b>Total</b>	<b>£11,286.28</b>	<b>£18,393.36</b>	<b>Total</b>	<b>£0.00</b>	<b>£11,970.00</b>	<b>£8,495.94</b>
			Assets Carried Forward			£54,165.11
<b>Total</b>		<b>£62,661.05</b>	<b>Total</b>			<b>£62,661.05</b>

**Agenda Item 9c – Payments**

- NNPT - £102.26
- Garden Arb (Grass Cutting for 2018) - £240.00

**Agenda Item 11 Risk Management Register**

Please see below the proposed Risk Management Register for January 2019.

NEWTON PARISH COUNCIL - Risk Management Register as at January 2019					
	<b>Risk Identified</b>	<b>Impact</b>	<b>Risk</b>	<b>Insurance</b>	<b>Control Action</b>
1	Inadequate forward planning and budgetary controls	High	Low	No	Actual v Budget review at meetings. Annual Budget Review
2	Poor Reporting to Council, Record Keeping and Book Keeping	Medium	Low	No	Accurate Minutes. Timely and accurate financial reporting. Internal Auditor review. External Auditor review
3	Council operates Ultra Vires or does not comply with current legislation	High	Low	No	Within Clerks Job Description. Regular training for Councillors and Clerk
4	Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk. Create Committee & second skills required
5	Failure to respond to electors` right of access	Medium	Low	No	Within Clerks Job Description
6	Lack of maintenance of council owned assets	High	Medium	Yes	Maintenance programme. External Risk Assessments of Playground and War Memorial. Walk of Parish to review condition of

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					assets
7	Damage to third party property or individual due to services or amenity provided	Medium	Medium	Yes	Public Liability Insurance. Playground inspections. Walk of Parish to review.
8	Damage or loss to Council owned property by third party or Act of God	Low	Low	Yes	Asset Insurance cover. Review Assets Register against insurance.
9	Failure to reclaim VAT paid by Council	Low	Low	No	VAT can be claimed back up to 3 years
10	Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	Insurance Cover. Review Bank Statements against reconciliation
11	Unexpected Loss of Clerk or Clerk's Office is destroyed	High	Low	Yes	Up to date Job Description. Copy of filing system index and data backup offsite
12	Data Loss – Losing data vital to the operation of the Council	High	Low	No	Back-up to separate hard disk on a weekly basis. Lap-top protected by password and PIN