



**Series Page 8**  
**MINUTES OF NEWTON PARISH COUNCIL MEETING**  
**Held on Wednesday 10<sup>th</sup> June 2020 via Videoconference at 7.30pm**

**Present:** Councillors Paul Presland (Chairman), Russell Bower, Sue Crawte, Rita Schwenk Laura Smith and Philip Taylor.

**Attending:** James Finch (Suffolk County Councillor), Lee Parker (Babergh District Council) and Dave Crimmin (Clerk).

**20/170 Apologies for Absence**

None required.

**20/171 Declaration of Interests and Requests for Dispensation**

No interests were declared and no requests for dispensation had been received.

**20/172 Minutes of meeting held on the 13<sup>th</sup> May 2020**

The minutes of the meeting were approved by the councillors who resolved that the minutes should be digitally signed by the Chairman as a correct record.

**20/173 Public Forum**

Lee Parker updated councillors on Babergh holding remote meetings, a new grant that is open to businesses until 19<sup>th</sup> June, emergency funding, COVID-19, the developer for the proposed hotel in Belle Vue park withdrawing the scheme and the grant award to NPC of £87,891.90 for the recreation ground regeneration. The Chairman thanked everybody for their help and support in achieving this recreation ground milestone.

The councillors reviewed James Finch previously circulated report and he updated councillors on the Suffolk Heritage Explorer website, Highways maintenance work undertaken during the pandemic, the VE Day archive, smart lighting initiative, fostering and adoption services starting again and speed cameras. He confirmed to councillors that he is supporting a Newton resident in a school transport appeal. The councillors congratulated James on SCC on achieving an outstanding Ofsted rating for its Fostering and Adoption service.

**20/174 Emails circulated**

Following a review of the emails circulated since the last meeting, the councillors agreed to a watching brief following a fire in a spray shed on Wheldon's land.

**20/175 Clerks Report (Appendix A)**

Following a review of the Clerk's Report the Clerk updated councillors that the cost of a padlock for the Village Hall defibrillator would be £55. The councillors resolved that the order should be placed.

**20/176 Finance**

- a. The councillors reviewed and resolved to accept the Internal Audit report produced by Heelis & Lodge for the year ending 31<sup>st</sup> March 2020 and the following actions on the report's recommendations:
  - i. To include GDPR references in the council's Risk Assessment
  - ii. To publish a Privacy Policy on the council's website
  - iii. To identify earmarked reserves (completed in item 20/176e).
- b. The councillors reviewed and approved the revised Bank Reconciliation and Statement of Accounts as at 31<sup>st</sup> March 2020 (Appendix B).
- c. The councillors resolved that Section 1 of the Annual Governance and Accountability Return for 2019 / 2020 was approved and the Chairman signed the section on behalf of NPC.

Signed \_\_\_\_\_

Date 8<sup>th</sup> July 2020

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- d. The councillors resolved that Section 2 of the Annual Governance and Accountability Return for 2019 / 2020 was approved and the Chairman signed the section on behalf of NPC.
- e. The councillors resolved to approve the explanation of the quantified significant variances, including the breakdown of general and earmarked reserves, in relation to Section 2 of Annual Governance and Accountability Return for 2019 / 2020.
- f. 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 and reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements. The councillors resolved that flowers should be sent to the Locum Clerk, up to the value of £30.

**20/177 Planning**

- a. A planning application had been received since the agenda was posted. The councillors reviewed adjoining parish **Planning Application DC/20/02208 Old Joe's Driving Range, Joes Road, Great Cornard** - Erection of dwelling for site manager and resolved to support the application.
- b. The councillors reviewed the status of previous applications and appeals (Appendix D).

**20/178 Neighbourhood Plan**

Cllr Presland updated councillors that the final draft of the Newton NP was submitted in May and comments on the draft are expected imminently. He also updated councillors that the Clerk had submitted a grant application for further funds to complete the remaining stages of the project and a response was expected in the next couple of weeks. He reminded councillors that as the more formal stages of the NP were about to be undertaken, the emphasis will become more NPC led as the designated body producing the NP.

**20/179 Speed Indicator Device**

Cllr Bower updated councillors that the order for the SID is expected to be delivered next week. He has formally written to SCC Highways with the locations for the SID to be mounted, which includes permission from a resident for the device to be mounted outside their house. The councillors reviewed the agreement that NPC and SCC Highways need to sign for the scheme to operate and resolved that the Clerk sign this on NPC's behalf. James Finch will ensure that SCC Highways respond to NPC's requests.

**20/180 Recreation Ground**

Cllr Presland updated councillors that offers of grants had been received from BDC towards the costs of the recreation ground regeneration as follows:

- CIL 123 grant                      £87,891.90
- Section 106 grant                £ 7,103.10
- Community Projects grant    £25,000.00

The councillors resolved that the Clerk sign the acceptances for all three grant offers. Along with NPC's budget of £20,000, all the funding is now in place to proceed with the scheme. The councillors agreed that a working party be established to start planning the scheme, with the Clerk keeping councillors not part of the working party, updated with progress between meetings.

**20/181 Council Assets**

The councillors agreed that Cllrs Presland and Bower inspect the assets in the register and report back their findings at the July meeting. The councillors agreed to also review the CIL budget at the July meeting.

Signed \_\_\_\_\_

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**20/182 Newton Green Trust and Village Hall updates**

Cllr Taylor updated councillors that the Trust's installation of a new bridge from the Village Hall car park to the playing field was now in progress. Cllr Schwenk updated councillors that while the Village Hall is not being used it is being inspected regularly. Cllr Bower offered to help the Village Hall Committee to identify any specific H&S issues that the inactivity may have caused.

**20/183 Questions to the Chair**

The Clerk was asked to obtain a quotation from Sudbury Town's Community Wardens to cut back vegetation around the 30mph signs as vehicles enter Newton from Colchester.

**20/184 Next Meeting**

The next scheduled meeting is on Wednesday 8<sup>th</sup> July 2020 starting at 7.30pm.

**The meeting closed at 9.13pm**

**Appendix A Clerk's Report**

Minute	Action	Complete ✓
	Further recycling credit relating to 2018 of £224.78 received from Babergh.	✓
20/149	Informed SALC of Chairman.	✓
20/154	Informed SALC of NPC's adoption of the General Power of Competence.	✓
20/156 e	Informed SALC of NPC representative.	✓
20/156 b	Informed Village Hall Committee of NPC representative.	✓
20/157	Informed Heelis & Lodge of appointment as Internal Auditor for 2020 / 2021.	✓
20/161	Updated Sid Scammel that he has the notice board repair contract.	
20/162 a	Payments made to suppliers, individuals and organisations.	✓
20/162 c	CIL Return sent to Babergh.	✓
20/163	Planning response sent to Babergh.	✓
20/164	Highway Authorities guidance on SID installation sent to Cllr Bower.	✓
20/168	Both defibrillators are now fully operational. Awaiting padlock for the Village Hall defibrillator.	
20/168	Wrote to both residents regarding overgrown hedges.	✓

Signed \_\_\_\_\_

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**Appendix B Bank Reconciliation and Statement of Accounts**

<b>NEWTON PARISH COUNCIL</b>			
<b>Bank Reconciliation for Financial year ending 31st March 2020</b>			
<b>Balances per Bank Statements as at 31st March</b>			
Barclays Community		£100.00	
Barclays Premium Account		£47,723.43	
Barclays Tracker Account		£11,160.42	
			£58,983.85
Add any Unbanked Cheques / Cash as at 31 March			£0.00
<b>Less Unpresented Cheques as at 31 March</b>			
	101215	£2,068.35	
	101216	£360.00	
	101218	£14.45	
	101220	£182.40	
	101225	£60.00	
	101226	£315.00	
	101227	£1,355.00	
	101228	£12.99	
	101230	£433.08	
	101231	£271.00	
	101232	£1,465.70	
			£6,537.97
		<b>Total Cash</b>	<b>£52,445.88</b>
<b>CASH BOOK</b>			
Opening Balance			£64,102.59
Add Receipts in the year			£18,398.36
			£82,500.95
Less Payments in the year			£30,055.07
		<b>Total Cash</b>	<b>£52,445.88</b>


Signed \_\_\_\_\_

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		<b>NEWTON PARISH COUNCIL</b>	
		<b>Receipts &amp; Payments Account for the year ending 31st March 2020</b>	
		2018 / 2019	2019 / 2020
<b>Receipts</b>			
Precept	£10,372.81		£10,258.00
Grants	£4,897.60		£103.80
Recycling	£370.20		£412.82
Bank Interest	£106.15		£121.37
CIL/Other	£15,573.70		£6,766.62
VAT Repayment	£554.28		£735.75
		<b>£31,874.74</b>	<b>£18,398.36</b>
<b>Payments</b>			
Clerks Salary	£4,302.09		£5,145.49
Admin	£1,074.72		£1,419.29
Grants	£400.00		£200.00
Annual Subscriptions	£979.93		£626.98
Footpath Maintenance	£0.00		£300.00
Insurance	£379.00		£375.05
Inspection	£270.00		£272.00
Maintenance	£1,624.32		£928.18
Village Hall	£340.00		£0.00
Projects	£1,910.41		£2,679.40
Repay VAT overpayment	£0.00		£13,223.11
Contingency	£0.00		£0.00
NNP	£0.00		£3,466.43
VAT Paid	£759.37		£1,419.14
		<b>£12,039.84</b>	<b>£30,055.07</b>
<b>Excess of Payments over Receipts</b>		<b>£19,834.90</b>	<b>-£11,656.71</b>
Add Balance Brought Forward		£44,267.69	£64,102.59
<b>Balance Carried Forward</b>		<b>£64,102.59</b>	<b>£52,445.88</b>
<b>Represented by</b>			
Barclays Community	£100.00		£100.00
Barclays Premium	£52,862.75		£41,185.46
Barclays Tracker	£11,139.84		£11,160.42
Petty Cash	£0.00		£0.00
		<b>£64,102.59</b>	<b>£52,445.88</b>



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**Appendix C RFO Report**  
**Receipts & Payments**

Date	Details	Cheque	Power	Receipts	Payments
15/04/20	BDC Precept & CIL			11,503.94	0.00
20/05/20	BDC Recycling			279.28	0.00
02/06/20	BDC Recycling			224.78	0.00
10/06/20	CHT - Defib Rescue kit	101240	Localism Act 2011 ss 1 to 8	0.00	15.60
10/06/20	Heelis & Lodge - Internal Audit	101241	Localism Act 2011 ss 1 to 8	0.00	180.00
10/06/20	Opus - Locum Clerk 27/4 to 30/4/20	101242	Localism Act 2011 ss 1 to 8	0.00	373.36
30/06/20	DF Crimmin - Salary May to June	101243	Localism Act 2011 ss 1 to 8	0.00	1,314.60
30/06/20	DF Crimmin - WFHA May and June	101243	Localism Act 2011 ss 1 to 8	0.00	54.00
30/06/20	HMRC - Clerk Tax	101244	Localism Act 2011 ss 1 to 8	0.00	328.60

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/04/20	£100.00				
Premium Accounts	30/04/20	£58,852.37	£47,198.99	£6,094.47	£504.06	£6,162.97
Tracker Account	30/04/20	£11,160.42	£11,160.42	£0.00	£0.00	£0.00
		£70,112.79	£58,359.41	£6,094.47	£504.06	

**Budget v's Actual**

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£52,445.88				
<b>Income</b>			<b>Expenditure</b>			
Precept	£10,258.00	£5,129.00	Clerks Salary		£11,556.40	£4,515.94
Grants	£0.00	£0.00	Admin		£1,900.00	£139.82
Recycling	£400.00	£504.06	Grants		£800.00	£200.00
CIL / Other	£5,000.00	£6,374.94	Annual Subscriptions		£602.00	£260.87
Bank Interest	£25.00	£0.00	Footpath Maintenance		£300.00	£0.00
VAT Repayment	£0.00	£0.00	Insurance		£320.00	£0.00
			Inspection		£380.00	£180.00
			Maintenance		£2,000.00	£13.00
			Projects		£1,400.00	£0.00
			CIL / Other	£24,448.12	£4,000.00	£0.00
			Village Hall		£165.00	£0.00
			VAT Paid		£0.00	£594.31
			Contingency		£500.00	£0.00
			NNP	£1,000.00	£0.00	£190.53
<b>Total</b>	<b>£15,683.00</b>	<b>£12,008.00</b>	<b>Total</b>	<b>£25,448.12</b>	<b>£23,923.40</b>	<b>£6,094.47</b>
			Assets Carried Forward			£58,359.41
<b>Total</b>		<b>£64,453.88</b>	<b>Total</b>			<b>£64,453.88</b>

**Appendix D Planning Status**

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/18/00190	Site Adjacent Red House Farm - Erection of 9 No. Dwellings.		Support	
DC/20/00655	1 Tudor Cottages, Sudbury Road - Listed Building Consent - Replacement of fenestration on ground and first floor. Removal/replacement of side ground floor kitchen window to facilitate works to change to stable door.			
DC/20/01484	Brook Farm, Sudbury Road - Erection of 2no. single storey dwellings with garages (Alternative scheme to that approved under DC/17/05831).	20/163a	Object	

**End of Appendices.**

Signed \_\_\_\_\_

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