



Series Page 1
MINUTES OF NEWTON PARISH COUNCIL ANNUAL MEETING
Held on Wednesday 13th May 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).

20/149 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.

20/150 Apologies for Absence

None required.

20/151 Election of Vice Chairman

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

20/152 Declaration of Interests and Requests for Dispensation

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

20/153 Minutes of meeting held on the 8th April 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.

20/154 General Power of Competence

The councillors resolved that as NPC met the criteria for the Clerk's qualification and the number of councillors who stood at the 2019 Parish Council Election, that NPC would adopt the General Power of Competence.

20/155 HR and Standards Committees

Cllrs Bower and Crawte were appointed to the HR Committee. Cllrs Smith and Schwenk were appointed to the Standards Committee.

20/156 Representatives to Outside Bodies

It was resolved that the following appointments be made:

- | | |
|---|--|
| a. Newton Green Trust | Cllrs Taylor and Crawte |
| b. Village Hall Management Committee | Cllr Schwenk |
| c. Alston & Plampin Charity | Mrs S Presland, Mrs M Williams and Mrs J. Taylor |
| d. Newton NP Steering Group | Cllrs Smith, Schwenk and Presland |
| e. Cllr Presland was appointed as the representative to the Suffolk Association of Local Councils (SALC). | |

20/157 Internal Auditor

The Clerk declared that he is a consultant for Heelis & Lodge. It was resolved that Heelis & Lodge be appointed as Internal Auditor for 2020 / 2021 and the Clerk to send the letter of engagement.

20/158 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 2020 / 2021.

Signed _____

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20/159 Public Forum

The councillors reviewed Lee Parker's previously circulated report and he updated councillors on Babergh holding remote meetings, brown bin collections being resumed and Business grants. He also told members that NPC's application for CIL 123 funding for the new recreation ground was due to be considered by Babergh's Cabinet at their June meeting. Lee Parker was thanked by councillors for all his support of the project.

The councillors reviewed James Finch previously circulated report and he congratulated NPC and Lee Parker for their collaborative work on the CIL 123 grant application. He updated councillors on the COVID-19 challenges, Primary School preference placements, parking enforcement, the Transport Task Force, fostering and adoption services, household waste services being re-opened and speed enforcement.

20/160 Correspondence

Following a review of the Correspondence and the emails circulated since the last meeting there were no further actions requested of the Clerk.

20/161 Clerks Report (Appendix A)

Following a review of the Clerk's Report the Clerk updated councillors that the works to repair the notice board at the Village Hall had been quoted at £185 by P Scammell. The councillors resolved that the works should be undertaken asap.

20/162 Finance

The Chairman introduced the finances section by requesting councillors to raise any questions with the RFO directly on the finance reports that he produces for the council in order to have a greater understanding on how the finances work.

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix B), were authorised by the councillors. The councillors also noted the income received since the last meeting.
- b. The councillors reviewed and approved the Bank Reconciliation and Statement of Accounts as at 31st March 2020 (Appendix C).
- c. The councillors reviewed and approved the CIL Return to Babergh (Appendix D) as at 31st March 2020.

20/163 Planning

- a. The councillors reviewed **Planning Application DC/20/01484 Brook Farm, Sudbury Road** - Erection of 2no. single storey dwellings with garages (Alternative scheme to that approved under DC/17/05831) and resolved to object to the application on the following grounds:
 - i. The proposed dwellings are outside the BUAB of the existing Babergh Local Plan and the emerging Babergh Joint Local Plan (JLP)
 - ii. The approved scheme under DC/17/05831 is within BUAB of the emerging JLP
 - iii. Newton's emerging Neighbourhood Plan (approaching Schedule 14) includes the following policy that NPC feels should have some consideration in the determination of this application. Policy NEWT 1 Development Strategy point 2 states "**Proposals for development located outside the settlement boundary will only be permitted where it can be satisfactorily demonstrated that it will provide benefit to the local community and that it cannot be satisfactorily located with the settlement boundary.**"

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- iv. NPC would argue that this application does not provide any benefit to the local community and, as demonstrated in the permission granted for DC/17/05831, can be accommodated in the BUAB of the emerging JLP.
- v. Should the LPA be minded to approve this application, NPC would ask that a construction management plan is produced that takes into account the proximity of the site to neighbouring properties in both access and permitted hours of working. Also, as the access to site is via a gravel track owned by Newton Green Trust, that any damage caused by construction traffic is made good by the developer.
- b. No further planning application had been received since the agenda was posted.
- c. The councillors reviewed the status of previous applications and appeals (Appendix E).

20/164 Neighbourhood Plan

Cllr Presland updated councillors that the final draft of the Newton NP is expected to be submitted to Babergh next week for their review. Following the review, the plan will enter the more formal stages of the NP process which are expected to take around 12 months especially with the pandemic having impacts on public engagement. The councillors wish to record their appreciation of all the hard work undertaken by the Steering Group members over the past 3 years.

20/165 Speed Indicator Device

Cllr Bower updated councillors that the order for the SID was still being held up in France due to the pandemic. The Clerk was asked to obtain the SCC guidance on the process to install SID's on the highway.

20/166 Recreation Ground

The council is awaiting the outcome of the CIL 123 grant application.

20/167 Newton Green Trust and Village Hall updates

Cllr Taylor updated councillors that the Trust have ordered the installation of a new bridge from the Village Hall car park to the playing field. The Trust has declined a request by a football club to use the pitch due to health and safety concerns with the rabbit holes. Cllr Taylor to discuss the grass cutting of the playing field when the Golf Club returns to full staffing levels. Cllr Schwenk updated councillors that while the Village Hall is not being used it is being inspected regularly.

20/168 Questions to the Chair

The Clerk was asked to use his delegated powers to ensure that the defibrillator at the Village Hall is in a working condition. He was also asked to see how an access device could be added to the cabinet. With a number of residents using the pavement more regularly, the Clerk was asked to contact the owners of two hedges along the A134, where pedestrians are having to step into the road to pass, to ask for the hedges to be cut back.

20/169 Next Meeting

The next scheduled meeting is on Wednesday 10th June 2020 starting at 7.30pm.

The meeting closed at 9.30pm

Signed _____

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Appendix A Clerk's Report

Minute	Action	Complete ✓
	I have reconciled the 2019 / 2020 Accounts and in doing so have resolved the duplicate payment of the SALC Annual Subscriptions with a £251.49 payment being refunded to NPC's bank account. I also stopped a payment to Sudbury Town Council of £132.08 which was not due. I have recovered from Babergh £279.28 of recycling credits that were not claimed by NPC. SCC are not able to pay for the second cut of the footpaths that NPC failed to invoice.	
	I have made the application for the VAT paid by NPC during 2019 / 2020 and as explained in the meeting pack I have submitted the report to Groundworks, showing how much NPC has spent of the Neighbourhood Plan grant.	
	Sid Scammel is preparing a quote for the repair of the Village Hall notice board.	
	With only one quotation being obtained for the grass cutting, following a discussion with the Chairman, Flowers Groundcare has been awarded the playing field grass cutting contract with the tender process being deferred until the autumn.	
	I have submitted the 2019 / 2020 Audit file to Heelis & Lodge for the Internal Audit.	
	The Annual Governance and Accountability Return 2019 /2020 for the External Auditors will be reviewed by councillors at the June meeting.	

Appendix B RFO Report

Date	Details	Cheque	Power	Receipts	Payments
04/05/20	CAS - Website Hosting	101233		0.00	60.00
04/05/20	S Presland- Donation towards vulnerable residents	101234	LGA 1972 s 137	0.00	100.00
04/05/20	Kernos Centre - Donation	101235	LGA 1972 s 137	0.00	100.00
13/05/20	P Presland - Expenses re printing	101236	LGA 1972 s 142	0.00	42.98
13/05/20	SALC - Annual Subscriptions	101237		0.00	260.87
13/05/20	Opus - Locum Clerk 3/2 to 7/2/20	101238		0.00	612.30
13/05/20	Opus - Locum Clerk 10/2 to 14/2/20	101238		0.00	261.35
13/05/20	Opus - Locum Clerk 18/2 to 21/2/20	101238		0.00	238.94
13/05/20	Opus - Locum Clerk 24/2 to 26/2/20	101238		0.00	238.94
13/05/20	Opus - Locum Clerk 2/3 to 11/3/20	101238		0.00	522.70
13/05/20	Opus - Locum Clerk 30/3 to 03/4/20	101238		0.00	477.89
13/05/20	Opus - Locum Clerk 6/4 to 8/4/20	101238		0.00	221.52
13/05/20	Opus - Locum Clerk 13/4 to 16/4/20	101238		0.00	306.14
13/05/20	Opus - Locum Clerk 20/4 to 23/4/20	101238		0.00	194.15
13/05/20	Groundworks - Grant repayment	101239		0.00	190.53

Signed _____

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Appendix C Bank Reconciliation and Statement of Accounts

NEWTON PARISH COUNCIL			
Bank Reconciliation for Financial year ending 31st March 2020			
Balances per Bank Statements as at 31st March			
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
Less Unpresented Cheques as at 31 March			
	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	£533.08	
	101231	£271.00	
	101232	£1,465.70	
			£6,637.97
		Total Cash	£52,345.88
CASH BOOK			
Opening Balance			£64,102.59
Add Receipts in the year			£18,398.36
			£82,500.95
Less Payments in the year			£30,155.07
		Total Cash	£52,345.88
D Crimmin	RFO, Newton Parish Council		1st May 2020

Signed _____

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NEWTON PARISH COUNCIL

Receipts & Payments Account for the year ending 31st March 2020

	2018 / 2019	2019 / 2020
Receipts		
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
	£31,874.74	£18,398.36
Payments		
Clerks Salary	£4,302.09	£5,245.49
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
	£12,039.84	£30,155.07
Excess of Payments over Receipts	£19,834.90	-£11,756.71
Add Balance Brought Forward	£44,267.69	£64,102.59
Balance Carried Forward	£64,102.59	£52,345.88
Represented by		
Barclays Community	£100.00	£100.00
Barclays Premium	£52,862.75	£41,085.46
Barclays Tracker	£11,139.84	£11,160.42
Petty Cash	£0.00	£0.00
	£64,102.59	£52,345.88
I have prepared these accounts from the books and records of the Newton Parish Council and certify that they are a true record of the Parish Council's transactions		

Signed _____


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Appendix D CIL Return

Newton Parish Council		
Community Infrastructure Levy		
Reporting Year 1st April 2019 to 31st March 2020		
A	Total CIL Income carried over from previous year	£18,745.50
B	Total CIL income received (receipts)	£5,702.62
C	Total CIL spent (expenditure)	£0.00
D	Total CIL repaid following payment notice	£0.00
E	Total CIL retained at year-end (A+B-C-D)	£24,448.12
CIL Expenditure		
	Item / Purpose	Amount Spent
	Total Spent	£0.00
	Signed 	Parish Clerk
	DF Crimmin	
	Signed	Chairman
	Paul Presland	
	31st March 2020	

Appendix E Panning 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).			

End of Appendices.



Signed _____

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