

MINUTES OF NEWTON PARISH COUNCIL MEETING
Held on Wednesday 9th May 2018 at Newton Village Hall at 7.30pm

Present

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

Attending

Adrian Beckham (Clerk), and 1 member of the public.

18/059 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.

18/060 Apologies for Absence

James Finch (Suffolk County Councillor) sent his apologies.

18/061 Election of Vice Chairman

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

18/062 Declaration of Interests and Requests for Dispensation

Cllr Poole declared a non-pecuniary interest in item 17/086 as his authority uses Heelis & Lodge as its Internal Auditor and did not take part in the vote.

18/063 Minutes of meeting held on the 11th April 2018

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

18/064 HR and Standards Committees

Cllrs Bower, Crawte and Taylor were appointed to the HR Committee. Cllrs Parker, Poole and Schwenk were appointed to the Standards Committee.

18/065 Representatives to Outside Bodies

It was resolved that the following appointments be made:

- a. Newton Green Trust (NGT) - Cllrs Taylor and Poole.
- b. Village Hall Management Committee - Cllr Schwenk.
- c. Alston & Plampin Charity - Mr A. Vince, Mrs M Williams and Mr J. Taylor.
- d. Cllr Presland was appointed as the representative to the Suffolk Association of Local Councils.

18/066 Internal Auditor

It was resolved that Heelis & Lodge be appointed as Internal Auditor for 2018 / 2019 and the Clerk to send the letter of engagement.

18/067 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 2017 / 2018.

18/068 Public Forum

Cllr James Finch (Suffolk County Council) provided a report to be read at the meeting. Items covered include:

- a. More than 94% of Suffolk children offered first choice of primary school.
- b. Proposal to change home to school travel policy; - *I will be reflecting the local feedback I have had from my parishes. The main requests are that youngsters do not have to change their existing schools where the choice of school was made and implemented before any change in policy.*
- c. Call for "On-Call" firefighters - People interested in becoming an on-call firefighter must be 18 or older, and live or work ideally within five minutes or possibly up to ten minutes of a fire station. More information on the role of on-call firefighters can be found at <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/working-and-volunteering-for-fire-and-rescue/how-to-become-an-on-call-firefighter/>

Cllr Presland requested the clerk to enquire how many children were offered their first choice of secondary school.

Signed _____

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Cllr Parker (Babergh District Council) reported that he had nothing further to add to his report at the Annual Village Assembly.

18/065 Clerks Report

- a. Hastoe were unable to provide an update on the proposed housing development. Clerk and Chairman to endeavor to get a report before the next meeting.
- b. Clerk to produce a note for the Parish Magazine regarding poor broadband signal in Newton.
- c. Clerk to investigate progress made by Suffolk Highways regarding drainage problems in Church Road.
- d. GDPR Update - MPs accepted the Government amendment to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer under the General Data Protection Regulation. All other requirements of the GDPR will apply and will come into force on 25th May.

18/066 Finance

- a. NPC reviewed and resolved to accept the internal auditors report from Heelis & Lodge for 2017/2018 and noted the recommendations made:
 1. NPC reviewed the contents of the Asset Register and agreed that the lap-top should be added.
 2. NPC reviewed the its Risk Assessment, Standing Orders and Financial Regulations.
- b. NPC noted discrepancies in the annual return and asked the clerk to represent the annual return for approval at the next meeting.
- c. All cheques signed and due for signing, as itemised in the RFO Report (Appendix A), were authorised by the councillors.
- d. NPC noted the increase of approximately 2% to the Clerk's hourly rate from 1st April 2018.

18/067 Planning

- a. Planning Application DC/18/01789 Application for Listed Building Consent - Internal alterations, enlarge window and insertion of new windows to rear elevation. Rogue House, Sudbury Road, Newton, Sudbury Suffolk CO10 0QS – NPC resolved to support the planning application.
- b. No further planning applications were received.
- c. Updates on existing applications are contained in Appendix B.

18/068 Playground Maintenance

NPC reviewed the Playground Maintenance Programme, and resolved to ask S. Scammell to carry-out the necessary fence and gate repairs

18/069 Calor Rural Community Fund

NPC noted the Calor Rural Community Fund Grant (closing date for applications 25th May 2018). However, no projects were ready to proceed.

18/070 Reports

- a. Newton Trust – Thank you to all those which attended the Saracen's Head Pond clean-up. Abbey House contacted the Trust and NPC regarding access over Trust land and are awaiting a report from Suffolk Highways.
- b. Newton Village Hall held a successful quiz night.
- c. NNPT – Application on behalf of the NNP core team, Newton PC have submitted a grant application to the grant funding agency.

18/071 Questions to the Chair

There were no questions.

18/072 Next Meeting

The next scheduled meeting is on Wednesday 13th June 2018 starting at 7.30pm.

18/073

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. NPC reviewed the

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Clerks performance and resolved to confirm the permanent appointment of Mr Adrian Beckham after he successfully completed his probationary period.

Meeting closed at 9.10pm

Appendix A

a. Cheques approved and signed: A. Beckham – SLCC £92.00 (101142); Community Action Suffolk £60.00 (101143) & Heelis & Lodge £80.00 (101144).

Responsible Financial Officer (RFO) Report

Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	31/03/18	£100.00				
	31/03/18	£33,770.09	£33,150.04	£720.05	£0.00	£0.00
Tracker Account	31/03/18	£11,117.65	£11,117.65	£0.00	£0.00	£0.00
Petty Cash	31/03/18	£0.00	£0.00			£0.00
		£44,987.74	£44,267.69	£720.05	£0.00	

Actual v Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/F		£25,364.51			
<u>Income</u>			<u>Expenditure</u>		
Precept	£10,000.00	£10,000.00	Clerks Salary	£1,258.36	£3,816.00
Grants	£207.00	£309.83	Admin		£1,900.00
Recycling	£500.00	£293.51	Grants		£800.00
CIL/Other	£0.00	£18,428.89	Annual		£425.00
Bank Interest	£25.00	£31.94	Subscriptions		
VAT Repayment	£0.00	£616.52	Footpath		£300.00
			Maintenance		£350.00
			Insurance		£320.00
			Inspection		£245.00
			Maintenance		£2,000.00
			Projects		£1,400.00
			Other		£0.00
			Village Hall		£0.00
			VAT Paid		£0.00
			Contingency		£500.00
			Youth Council		£0.00
Total	£10,732.00	£29,680.69	Total	£1,258.36	£11,706.00
			Assets Carried Forward		£44,267.69
Total		£55,045.20	Total		£55,045.20

Signed _____

Date _____

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

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Appendix B - Planning Status

Date Received	BDC Ref	Application	NPC Ref	NPC Response	BDC Response
24/04/18	DC/1 8/01 789	Application for Listed Building Consent - Internal alterations, enlarge window and insertion of new windows to rear elevation. Rogue House Sudbury Road Newton Sudbury Suffolk CO10 0QS		Supported	
28/02/18	DC/1 8/00 887	Outline Planning Application (Access and Layout to be considered) Erection of 1no. single-storey dwelling and ancillary outbuilding, utilising existing access. Valleyfields, Valley Road Newton.		Supported	Refused
14/02/18	DC/1 8/00 190	Planning Application. Erection of 9No. residential units Site Adjacent Red House Farm, Newton		Supported	
5/02/18	DC/1 8/00 101	Full Planning Application - Conversion of timber framed barn and adjoining brick granary to dwelling house. Valley Farm Valley Road Newton		Supported	
22/01/16	B/15/ 0171 8	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 1,000m ² 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.	16/04 4c	Objected	Granted 29/03/18

End of Appendices

Signed _____

Date _____

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