



MINUTES OF NEWTON PARISH COUNCIL MEETING
Held on Wednesday 14th January 2015 in Newton Village Hall at 7.30pm

Present: Councillors Paul Presland (Chairman), Roy Gardner, Lee Parker, Rita Schwenk, Philip Taylor, Alan Vince and Deborah Williams.

Attending: James Finch (Suffolk County Councillor), James Cartlidge (Babergh District Councillor), D Crimmin (Clerk) and 1 resident.

15/001 Apologies for Absence

None.

15/002 Declaration of Interests

None were declared

15/003 Requests for councillor dispensation

None were received.

15/004 Standing Orders

The councillors resolved to adopt the NPC Standing Orders dated 14th January 2015.

15/005 Minutes of meeting held on the 9th December 2014

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

15/006 Public Forum

Reports raised are in Appendix A. Following James Finch's report he was asked to provide councillors with further information on the grant available to communities for education / nursery provisions and the consideration being given by SCC Highways to the Valley Road / A134 junction in light of the plans to build 1,250 homes at Chilton Woods.

15/007 Correspondence (Appendix B)

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

15/008 Clerks Report (Appendix C)

Following a review of the Clerk's Report the Clerk was asked to put Christmas Trees on the agenda for when the new council takes office.

15/009 Finance

- a. All cheques signed and due for signing, as itemised in Appendix D, 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.
- b. Following a review of the agreed Expenditure budget and proposed reserves (Appendix E) the councillors resolved to set a Precept of £9,282.64 which will mean a 0% increase in the Band D Council Tax for 2015 / 2016.
- c. The councillors resolved that Cllrs Parker and Taylor replace Cllrs Gardner and Vince as Barclays Bank signatories. The Clerk to action the changes.
- d. The councillors resolved to award the footpath cutting contract for 2015 to David Gotts, at the 2014 price of £300 for 6 cuts.
- e. The councillors resolved to award the play area grass cutting contract for 2015 to Gary Flowers at the 2014 price of £700.

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15/010 Planning

- a. A planning application had been received since the agenda was posted. The councillors reviewed **Planning Application B/14/01585 Brooke House, Sudbury Road** - Application for Listed Building Consent - Retention of modern timber-frame structure to ground floor of gable; replacement of cement render insulation board with lime render and lambs wool insulation and resolved that as the councillors had insufficient technical knowledge of the subject in hand they had no comment.
- b. The Clerk was asked to follow up on the withdrawn application for Newton Leys. The status of previous applications, reviewed by NPC were as follows:

| 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 | | |
| 20/05/14 | APP/D3505/A/14/221807/2 | Appeal against refusal of Planning Application B/13/01107 - Rogers Farm, Rogers Lane - Change of use of agricultural land to use as solar farm for generation of electricity from solar energy together with associated works comprising solar panels mounted on frames, security fencing, inverters, transformers and a switch gear cabinet as amended by revised plans received on 19 November 2013 including amended project layout plan, updated tree survey and root protection plan, additional information pack, construction access plans and hedgerow and tree impact report, cross section views from Church of St Mary the Virgin, amended plans of proposed structures. As further amended by agent's submission of amended Construction Management Plan (received 2 December 2013) and amended Habitat Enhancement and Screening Plan (No.104 Rev.1) received 18 December 2013. | 14/084a | Unable to support proposal. | |
| 30/09/14 | B/14/01136 | Newton Leys - Notification under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2014 - Change of use under Class MB(a) from agricultural building to 1 No. detached dwelling (part demolition of store building) & 2 No. semi detached dwellings. | 14/153a | Objected | Withdrawn |
| 17/10/14 | B/14/01229 | Jarvis Farm, Assington Road - Erection of conservatory and removal of window. | 14/153b | Support | Approved 03/12/2014 |
| | B/14/01020 | Hollyhocks, Church Road - Application for Listed Building Consent - Rebuild exterior chimney and add two ceramic pots; Internal alterations, comprising installation of new bathroom (following removal of existing) | 14/153c | Support | REFUSED 24/12/2014 |
| 20/11/14 | B/14/01166 | Woodean, Links View - Erection of 1 No detached two-storey dwelling. Construction of new vehicular access. | 14/173a | Objected | REFUSED 24/12/2014 |

15/011 Playground and Asset Maintenance Programme

Cllr Gardner will review the damaged bus shelter and give the Clerk an assessment of the repairs. The damaged finger post on the path to the Village Hall will be raised at the meeting with SCC Highways next week.

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15/012 Parish Survey

The councillors reviewed the following issues and agreed the following actions and review dates:

| Issue (Priority) | Current Status | Review meeting |
|---------------------|--|----------------|
| Housing (1) | Hastoe now in discussions with landowners. | Mar |
| A134 Safe Haven (5) | A134 road safety questionnaire completed. Meeting scheduled with SCC Highways for January. | Mar |

15/013 Local Housing Needs Scheme

NPC's preferred partner for the Local Housing Needs scheme, Hastoe, is still in discussions with landowners on the availability of land for the proposed scheme.

15/014 Fit Village

The results of the survey undertaken with Newton residents will be shared with NPC towards the end of January along with any proposals for new groups.

15/015 Effectiveness of Internal Controls and Internal Audit process

The councillors reviewed the current system of NPC's internal controls and internal audit and resolved that they were satisfied:

- That the scope of the audit is in accordance with The Governance and Accountability in Local Councils in England and Wales, A Practitioners Guide 2014
- With the report provided by the internal auditor at the conclusion of audit for review by NPC.
- With the Internal Control processes undertaken by the council.

15/016 Risk Management Register

Following a review of NPC's Risk Management Register the councillors considered that it was appropriate for NPC's operations.

15/017 Policies and Procedures

The councillors reviewed the following policies and procedures:

- Complaints Procedure
- Disciplinary Procedure
- Disciplinary Rules
- Grievance Procedure
- Protocol for Reporting of Meetings
- Training & Development Policy

and resolved to adopt them from the 14th January 2015.

15/018 Spring & Autumn Clean dates

The councillors agreed that the Spring Clean takes place on Saturday 28th March and the Autumn Clean on Saturday 24th October with both starting at 8.30am.

15/019 Permissive Footpath

The councillors reviewed SCC's process for recording a previously unrecorded public rights of way. The councillors requested the Clerk to investigate the process in detail and produce a report outlining the work involved, likely timeframe and costs in order that it can be reviewed by the new council after the May election.

15/020 Village Hall and Trust representative updates

The Village Hall Committee have completed the project to resurface the entrance to the car park and are now looking for grants to replace the front door. Quotes are being obtained to tidy up the internal paintwork of the hall. A quiz night is planned for March and it is hoped to hold a

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Midsummer Munch again this year. The Trust have a new Golf Club representative in Fred French and are talking to contractors in relation to resurfacing the Little Green track.

15/021 Questions to the Chair

Issues relating to the repainting of road markings in Valley Road and the hedge at the junction of it and the A134 will be raised at the meeting with SCC Highways next week.

15/022 Exclusion of Public

The councillors resolved to exclude the public from the remainder of the meeting due to the confidential nature of the Clerk's Contract of Employment.

15/023 Clerk's Contract of Employment.

The councillors noted the salary increase that the Clerk is entitled to, from the 1st January 2015, following the agreement of the National Joint Council terms and conditions by NALC and the SLCC.

15/024 Next Meeting

The next scheduled meeting is on Wednesday 11th March 2015 starting at 7.30pm.

The meeting closed at 9.30pm.

Appendix A Public Forum

James Finch updated councillors on truancy, new gritters, keeping warm in winter, mobile network coverage and entrepreneurs'. The Police Report showed one crime in Newton between 15th December and the 7th January in relation to a damaged vehicle in Airey Close.

Appendix B Correspondence

| Ref | Date Received | Raised by | Regarding | Agenda | FYI |
|---------|---------------|--------------------------|-----------------------------------|--------|-----|
| CL15001 | 11/11/14 | Babergh District Council | Newton Leys application withdrawn | | √ |
| CL15002 | 14/11/14 | Babergh District Council | Estimated Election costs | | √ |
| CL15003 | 03/12/14 | Babergh District Council | Jarvis Farm Permission | | √ |
| CL15004 | 24/12/14 | Babergh District Council | Woodean Refusal | | √ |
| CL15005 | | Newsletter | The Local Councillor. | | √ |

Appendix C Clerk's Report

| Minute | Action | Complete ✓ |
|----------|--|------------|
| 14/109 | SCC Highways are reviewing of hedge at Valley Road / A134 junction | |
| 14/148 | Draft & Approved Minutes published on website and in newsletters. | ✓ |
| 14/152 a | Cheques distributed to suppliers. | ✓ |
| 14/152 c | Financial Regulations published on website. | ✓ |
| 14/153 | Planning responses sent to BDC. | ✓ |
| 14/154 | Christmas Tree lights purchased. | ✓ |
| 14/171 | Draft & Approved Minutes published on website and in newsletters. | ✓ |
| 14/173 | Planning responses sent to BDC by Cllr Presland. | ✓ |
| 14/160 | Meeting arranged with SCC Highways and James Finch. | ✓ |
| 14/161 | Letters sent to residents regarding street name. | ✓ |
| 14/166 | 2015 Meeting dates published on website and notice boards as well as being distributed to email subscribers, district / county councillors and Police. | ✓ |
| 14/167 | Letter confirming Contract of Employment changes exchanged with Chairman | ✓ |

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Appendix D RFO Report

Receipts & Payments

| Date | Details | Ref | Power | Receipts | Payments |
|----------|--|--------|-------|----------|----------|
| 08/12/14 | Bank Interest 8 Sep to 7 Dec | BS 54 | | 1.38 | 0.00 |
| 20/11/14 | SCC P3 Scheme | | | 103.80 | 0.00 |
| 25/11/14 | Cash pay-in from Firework Night | | | 917.49 | 0.00 |
| 08/12/14 | Bank Interest 8 Sep to 7 Dec | BS 253 | | 1.53 | 0.00 |
| 08/01/15 | Speed Watch contributions from APC, BPC, CPC, GWPC & LWPC. | | | 250.00 | 0.00 |

Reconciliation

| Account | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|----------------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community Premium Accounts | 31/12/14 | £100.00 | | | | |
| | 31/12/14 | £12,100.42 | £12,450.42 | £0.00 | £250.00 | £0.00 |
| Tracker Account | 31/12/14 | £11,099.11 | £11,099.11 | £0.00 | £0.00 | £0.00 |
| Petty Cash | 07/01/15 | £0.00 | £0.00 | | | £0.00 |
| | | £23,299.53 | £23,549.53 | £0.00 | £250.00 | |

Statement of Accounts vs Budget

| | Budget | Actual | | Reserves | Budget | Actual |
|----------------------|------------------|-------------------|---------------------------|--------------|------------------|-------------------|
| Assets B/F | | £18,210.15 | | | | |
| <u>Income</u> | | | <u>Expenditure</u> | | | |
| Precept | £9,067.02 | £9,067.02 | Clerks Salary | | £2,995.00 | £2,008.53 |
| Grants | £200.00 | £507.60 | Admin | | £1,750.00 | £461.30 |
| Recycling | £400.00 | £334.91 | Grants | | £700.00 | £425.00 |
| Other | £0.00 | £2,063.90 | Annual Subscriptions | | £290.00 | £247.31 |
| Bank Interest | £10.00 | £8.51 | Street Lighting | | £0.00 | £0.00 |
| VAT Repayment | £0.00 | £379.09 | Footpath Maintenance | | £350.00 | £300.00 |
| | | | Insurance | | £425.00 | £399.11 |
| | | | Inspection | | £245.00 | £223.00 |
| | | | Maintenance | | £1,820.00 | £648.94 |
| | | | Projects | | £750.00 | £1,940.37 |
| | | | Other | | £0.00 | £0.00 |
| | | | Village Hall | | £0.00 | £0.00 |
| | | | VAT Paid | | £0.00 | £268.97 |
| | | | Contingency | | £100.00 | £0.00 |
| | | | Youth Council | | £400.00 | £99.12 |
| Total | £9,677.02 | £12,361.03 | Total | £0.00 | £9,825.00 | £7,021.65 |
| | | | Assets Carried Forward | | | £23,549.53 |
| Total | | £30,571.18 | Total | | | £30,571.18 |

VAT Unclaimed = £268.97

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Appendix E Precept Proposal

At the November meeting you agreed a total expenditure budget of £11,185.91 for 2015 / 16.

Reserves held by NPC

| | 2013 / 14 | | 2014 / 15 | | 2015 / 16 | |
|---------------------------------|-----------------|------------------|------------------|------------------|------------------|------------------|
| | Start of year | End of year | Start of year | End of year | Start of year | End of year |
| Asset Replacement | 6,000.00 | 7,000.00 | 7,000.00 | 8,000.00 | 8,000.00 | 9,000.00 |
| Village Hall | 1,000.00 | 500.00 | 500.00 | 1,000.00 | 1,000.00 | 1,500.00 |
| Legal Fees | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| Election Costs | 1,100.00 | 1,250.00 | 1,250.00 | 1,250.00 | 1,250.00 | 1,500.00 |
| QDJ Commemorative | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 |
| Speed Watch | 200.00 | 50.00 | 50.00 | 465.00 | 465.00 | 465.00 |
| Clerk Gratuity Fund | 746.00 | 856.00 | 856.00 | 969.00 | 969.00 | 1,085.00 |
| Total Earmarked Reserves | 9,046.00 | 11,156.00 | 11,156.00 | 12,684.00 | 12,684.00 | 14,550.00 |
| General Reserves | 6,174.58 | 7,054.15 | 7,054.15 | 5,584.45 | 5,584.45 | ? |

Precept for 2015 / 2016

Barry Hunter, Babergh's Corporate Manager for Financial Services, has written to NPC regarding the Tax Base for 2015 / 2016 which I circulated to you via email on the 2nd December 2014. NPC's Tax Base will increase from **198.49** in 2014 / 15 to **203.21** in 2015 / 16.

Using the projections for income, expenditure and earmarked reserves, NPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income.

The 3 examples I give below show:

Example 1 Keep the Precept the same as in 2014 / 15

Example 2 Increase the Precept by £700 which will offset the salary rise being given to the Clerk*

Example 3 Increase the Precept but keeping the Band D Council Tax the same as in 2014/15

The Council Tax that a Band D household in Newton pays is the Precept demanded by NPC divided by the Tax base for that year.

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| | 2013 / 14 | 2014 / 15 | 2015 / 16 Example 1 | 2015 / 16 Example 2 | 2015 / 16 Example 3 |
|---------------------------|------------------|------------------|------------------------|------------------------|------------------------|
| START OF YEAR | | | | | |
| Earmarked Reserves | 9,046.00 | 11,156.00 | 12,684.00 | 12,684.00 | 12,684.00 |
| General Reserves | 6,174.58 | 7,054.15 | 5,584.45 | 5,584.45 | 5,584.45 |
| Total Reserves | 15,220.58 | 18,210.15 | 18,268.45 | 18,268.45 | 18,268.45 |
| Income ex Precept | 4,987.89 | 2,014.44 | 610.00 | 610.00 | 610.00 |
| Precept | 9,000.00 | 9,067.02 | 9,067.02 | 9,767.02 | 9,282.64 |
| Total Income | 13,987.89 | 11,081.46 | 9,677.02 | 10,377.02 | 9,892.64 |
| Expenditure | 10,998.32 | £11,023.16 | £11,185.91 | £11,185.91 | £11,185.91 |
| END OF YEAR | | | | | |
| Earmarked Reserves | 11,156.00 | 12,684.00 | 14,550.00 | 14,550.00 | 14,550.00 |
| General Reserves | 7,054.15 | 5,584.45 | 2,209.56 | 2,909.56 | 2,425.18 |
| Total Reserves | 18,210.15 | 18,268.45 | 16,759.56 | 17,459.56 | 16,975.18 |
| Tax Base | 197.03 | 198.49 | 203.21 | 203.21 | 203.21 |
| Band D Council Tax | £45.68 | £45.68 | £44.62 | £48.06 | £45.68 |

*As NPC will not be aware of the Government's decision on Town & Parish Council Precept referendums when it meets nor the threshold that may be set then, unless you wish to have another meeting to finally resolve a Precept once the decision is made, the following could be added to your Precept decision and the Precept Upon Charging Authority form completed accordingly and returned to Babergh. "If the Government introduces a Precept Cap on NPC then the Band D Council Tax be set at 0.05% below the threshold of the referendum criteria." This would ensure that a referendum would not be necessary for the Precept set by NPC.

Finally, I would again recommend that the grant being given to NPC by BDC in relation to the Precept is not taken into account when resolving the Precept and is treated as an unbudgeted grant for 2015/16.

End of Appendices