

**DRAFT NEWTON PARISH COUNCIL**

Minutes of Meeting held on 11<sup>th</sup> February 2026 at Newton Village Hall

**Present:** Councillors Paul Presland (Chairman), Russell Bower, Louise Evers, Rita Schwenk and Phil Taylor.

**Attending:** James Finch (Suffolk County Councillor), Lee Parker (Babergh District Councillor), Dave Crimmin (Clerk) and 2 members of public.

**26/022 Apologies for Absence**

Cllr Sherwood (unwell) sent her apologies.

**26/023 Declaration of Interests and Requests for Dispensation**

Cllr Schwenk declared a pecuniary interest in item 26/029b as her property neighbours the proposed development and left the meeting while the item was discussed. Cllr Schwenk also declared a non-pecuniary interest in item 26/029a as she is the council's representative on the Village Hall Management Committee. Cllrs Taylor and Evers declared non-pecuniary interests in item 26/032 as they are council appointed members of the Trust and they did not discuss the amount of grant that NPC would request from the Trust towards the Walking Infrastructure Project. Cllr Presland declared a non-pecuniary interest in item 26/029c as he is friends with the purchasers of the property. No requests for dispensation were received.

**26/024 Minutes of Meeting held on 14<sup>th</sup> January 2026**

The councillors approved the meeting minutes and resolved that the chairman should sign them as a correct record.

**26/025 Councillor Vacancy**

The Clerk reported that no application had been received for the councillor vacancy.

**26/026 Public Participation**

The councillors reviewed Lee Parker's previously submitted report, and he updated councillors that he is still awaiting an update from Enforcement on Nut Farm. The councillors reviewed James Finch's previously submitted report, and he updated councillors on SCC's 2026 / 2027 budget and precept, the Annual Public Health report, SEND progress and the Unity Schools Partnership. He also confirmed that he has a meeting with the SCC councillor responsible for Highways to discuss a grant from Active Travel towards the Walking Infrastructure Project.

**26/027 Emails circulated**

Following a review of the emails circulated there was no further actions requested of the Clerk.

**26/028 Clerk's Report (Appendix A)**

Following a review of the Clerk's report there were no further actions requested of the Clerk.

**26/029 Planning**

- a. The councillors reviewed **Planning Application DC/25/05504 Village Hall, The Green** - Resurfacing of car park and resolved to support the application.
- b. The councillors reviewed the additional information on the 2<sup>nd</sup> February 2026 for **Planning Application DC/26/04864 Land West Of Manders Auctions, Assington Road** - Change of use of land. Erection of 9No. single-storey dwellings (including 4No. Affordable). Improvements to access and public highway (including pedestrian crossing, new footpath provision etc. Biodiversity enhancements.

The councillors resolved to stand by their response sent to the LPA on the 12<sup>th</sup> December 2025 which included:

Signed \_\_\_\_\_

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*The councillors do not consider that the proposed dwellings comply with*

**NNDP POLICY NEWT 3: CHARACTER AND DEESIGN OF DEVELOPMENT**

2. ***The design and layout of development must recognise key features of the landscape, built character and heritage and seek to reflect these through:***
  - a. ***the use of good quality materials that complement the existing palette of materials used within the area; and***
  - b. ***the scale and mass of buildings being in keeping with those that surround them.***

*as they do not respect the heritage setting of Sparrows Cottage and the scale and the mass of the proposal not being in keeping with the existing dwellings surrounding the site.*

and unanimously objected to the application as it does not comply with the Newton Neighbourhood Plan.

- c. The councillors reviewed the amended proposal for **Planning Application DC/25/04963 Land Rear of Juglans, Sudbury Road** - Application under Section 73a of The Town and Country Planning Act 1990 -Variation of Condition 1 (Approved Plans and Documents) of Planning Permission DC/25/02375 dated: 25.07.2025 - For design changes to Plot 1 only as per submitted plans and documents. The councillors resolved to support the application.
- d. The council has received no further planning application since the agenda was posted, requiring a response before the next meeting.
- e. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix B).

**26/030 Saracens Head**

The councillors reviewed the agent's sales brochure in relation to selling the Saracens and requested the Clerk to obtain the financial information pack in relation to the business. The councillors agreed to hold a public briefing session in relation to the sale on Wednesday 4<sup>th</sup> March 2026 starting at 8pm.

**26/031 Finance**

- a. The councillors authorised all payments made, as itemised in the RFO Report (Appendix C). They also noted the income received since the last meeting, the bank reconciliation and the actuals vs. budget for the receipts and payments.
- b. The councillors reviewed the Sudbury Town PC 2026 / 2027 SLA for the use of the Community Wardens and resolved that the Clerk sign the agreement on NPC's behalf and that when he is satisfied with invoices received in relation to the services provided, he will raise the payment for authorisation by councillors.

**26/032 Walking Infrastructure Project**

The councillors reviewed the progress of applications for grants towards the cost of the Walking Infrastructure improvements. To date, applications have been made to the National Lottery (£20,000) and Sport England (£15,000) for grants towards the project. SCC has agreed to pay for the costs (£25,956) of relocating the bus stop and shelter on the Green. Babergh's CIL Team have agreed that the project is eligible for a grant up to £100,000, subject to a successful application. A Suffolk based charity will consider if the scheme falls within their criteria in early March.

The councillors resolved to allocate £20,000 of its CIL Receipts towards the project, and that an application for £80,000 be made to the NGT for their consideration.

Signed \_\_\_\_\_

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**26/033 Neighbourhood Plan**

Cllr Presland updated councillors that the first meeting with the working party had been held on the 27<sup>th</sup> January 2026 and that draft minutes have been circulated to councillors. Further members of the working party are still being sought. The next two events will be:

- Meeting with consultants LUC on the 25<sup>th</sup> February 2026
- Presentation to residents at the NPC coffee morning on the 28<sup>th</sup> March 2026.

**26/034 Policies and Procedures**

The councillors reviewed the proposed Data Protection Policy for councillors and staff demonstrating governance rather than public communication, and they resolved its adoption. The councillors reviewed the following policies, procedures and terms of reference:

**Data Protection & GDPR**

Privacy Policy  
Data Protection Policy  
Freedom of Information Publication Scheme  
Freedom of Information Request  
Document Retention Policy  
Subject Access Request

**Financial**

Charitable Giving Policy  
Community Infrastructure Levy (CIL) Policy  
Reserves Policy

**Governance**

Statement of Internal Controls  
Risk Management  
Protocol for Reporting of Meetings  
Statement of Community Engagement Policy

**HR & Standards**

Complaints Procedure  
Disciplinary Procedure  
Disciplinary Rules  
Grievance Procedure  
Training & Development Policy  
Health & Safety Policy  
Equality Policy

**Information Technology**

Accessibility Statement  
IT and Email

**Terms of reference for committees and working parties**

HR Committee  
Standards Committee  
Neighbourhood Plan Working Party.

and resolved their re-adoption.

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Date

**Newton Parish Council adopted the General Power of Competence on the 17<sup>th</sup> May 2023**

**DRAFT NEWTON PARISH COUNCIL**

Minutes of Meeting held on 11<sup>th</sup> February 2026 at Newton Village Hall

**26/035 GoStart**

The councillors reviewed the request to help inform residents of GoStart's services and agreed to update the website, electronic newsletter and Facebook page with the details.

**26/036 Walk of the Parish**

There were no issues raised by councillors.

**26/037 Village Hall and Trust updates**

Cllr Taylor informed councillors that the next Trust meeting is on Tuesday 24<sup>th</sup> February 2026 at 7.30pm. There were questions raised regarding the furnishings around ponds and hedgehogs. Cllr Schwenk updated councillors that there was a Village Hall coffee morning on Saturday 21<sup>st</sup> February 2026.

**26/038 Questions to the Chair**

There were no questions raised.

**26/039 Standing Orders**

The councillors resolved to the exclusion of the public in accordance with NPC Standing Order 3d, due to the confidential nature of the Clerk's Contract of Employment.

**26/040 Clerk's Appraisal**

The councillors reviewed the Clerk's appraisal, undertaken by Cllrs Presland and Schwenk, and resolved that the Chairman sign it on behalf of the council.

**26/041 Next meetings**

NPC's next scheduled meeting of NPC will be on Wednesday 11<sup>th</sup> March 2026 in the Village Hall, starting at 7.30pm.

**The meeting closed at 8.55pm.**

Signed \_\_\_\_\_

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**DRAFT NEWTON PARISH COUNCIL**Minutes of Meeting held on 11<sup>th</sup> February 2026 at Newton Village Hall**Appendix A Clerk's Report**

Minute	Action	Complete ✓
25/209	Submitted ACV application for Saracens Head on the 12th January 2026.	✓
26/003	Minutes sent to BRN and updated on website.	✓
26/006	Sent NPC's views on planning application to the LPA.	✓
26/007	Registered interest re Saracens with Christie & Co and extended moratorium with Babergh on ACV.	✓
26/008	Responded to Babergh re extra blue bin in Village Hall car park.	✓
26/010 b	Sent Precept request to Babergh.	✓
26/012	Copies of NNP and Tor for working party provided to group.	✓
26/015	See agenda item 26/034.	✓
26/016	Publication Scheme updated on website.	✓
26/017	Year plan updated on website.	✓
26/020	20 copies of Welcome to Newton produced for councillors.	✓
	<b>Clerk's Actions &amp; Delegated Power</b>	
	None.	
	<b>Clerk Hours</b>	
	1st April 2025 to 1st February 2026 - Paid 528 / Worked 536.5 / Holiday taken 36	

**Appendix B Planning Status**

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/25/04148	Hollyhocks, Church Road - Demolition of existing rear extension & replacing with a new single storey rear extension, replacement roof to bay window, internal house alterations, extension and new roof to existing garage and a new detached outbuilding]	25/173b	Support	Permission 21/01/26
DC/25/04149	Hollyhocks, Church Road - Application for Listed Building Consent - Demolition of existing rear extension & replacing with a new single storey rear extension, replacement roof to bay window, internal house alterations, extension and new roof to existing garage and a new detached outbuilding.	25/173c	Support	Permission 21/01/26
DC/25/04401	Squirrels Oak, Sudbury Road - Erection of a new single storey annexe (following demolition of existing garage).	25/188a 25/203c	Support Support	Permission 08/01/26
DC/25/04864	Land West Of Manders Auctions, Assington Road - Change of use of land. Erection of 9No. single-storey dwellings (including 4No. Affordable ). Improvements to access and public highway (including pedestrian crossing, new footpath provision etc. Biodiversity enhancements.	25/203a 26/006a	Object Object	
Appeal Reference: 6001473	1A Links View - Appeal of refusal for the erection of a garage/workshop.	25/203b	Noted	
DC/25/04963	Land Rear Of Juglans, Sudbury Road - Application under Section 73 of The Town and Country Planning Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of Planning Permission DC/22/05206 dated: 15.12.2022 - Erection of 6No single storey dwellings, ancillary outbuildings and alterations to existing vehicular access	25/203c	Support	

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**DRAFT NEWTON PARISH COUNCIL**Minutes of Meeting held on 11<sup>th</sup> February 2026 at Newton Village Hall**Appendix C RFO Report****Payments made since last meeting**

Purchase Card	Krystal – Website hosting	£ 8.40
Purchase Card	Microsoft – Office 365	£ 10.21
Purchase Card	Monthly fee December	£ 3.00
Unity Trust	Service Charge January	£ 6.00
Unity Trust	Openstrike – Website hosting	£ 72.00
Unity Trust	Sudbury TC – Community Wardens (July to Dec)	£496.08

**Receipts received since last meeting**

NONE

	<b>Bank Reconciliation at 31/01/2026</b>		
	Cash in Hand 01/04/2025		37,365.79
	<b>ADD</b> Receipts 01/04/2025 - 31/01/2026		48,196.83
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/01/2026		23,225.56
<b>A</b>	<b>Cash in Hand 31/01/2026</b> (per Cash Book)		<b>62,337.06</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2026	0.00	
	Unity Trust Bank - Current Account 31/01/2026	2,836.42	
	Unity Trust Bank - Savings Account 31/01/2026	59,500.64	
	Lloyds Corporate Purchasing Card 31/01/2026	0.00	
			<b>62,337.06</b>
	Less unrepresented payments		
			62,337.06
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>62,337.06</b>
	<b>A = B Checks out OK</b>		

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Committed Spending						
Meeting Date	Minute	Supplier	Cost Net	VAT	Total	Budget
10/07/24	24/114	Newton PCC	£200.00	£0.00	£200.00	Donations
12/11/25	25/191	LUC	£9,608.81	£1,921.76	£11,530.57	CIL
			£200.00	£0.00	£200.00	

**Newton Parish Council**  
**Summary of Receipts and Payments**  
 Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Administration			0.00 (N/A)	3,934.00	2,962.18	971.82 (24%)	971.82
Annual Subscription			0.00 (N/A)	550.00	531.59	18.41 (3%)	18.41
Asset Management			0.00 (N/A)	4,510.00	1,047.00	3,463.00 (76%)	3,463.00
CIL		17,915.75	17,915.75 (179157)		3,158.83	-3,158.83 (-3158)	14,756.92
Clerk Salary			0.00 (N/A)	15,212.85	10,556.71	4,656.14 (30%)	4,656.14
Digital			0.00 (N/A)	860.00	470.55	389.45 (45%)	389.45
Donations			0.00 (N/A)	800.00	918.00	-118.00 (-14%)	-118.00
Grants	212.64	213.00	0.36 (0%)			0.00 (N/A)	0.36
Open Spaces			0.00 (N/A)	4,565.00	2,403.00	2,162.00 (47%)	2,162.00
Other Income	535.00	739.64	204.64 (38%)			0.00 (N/A)	204.64
Other Payments			0.00 (N/A)			0.00 (N/A)	0.00
Precept	26,479.94	26,479.94	0.00 (N/A)			0.00 (N/A)	0.00
Projects & Events			0.00 (N/A)	750.00		750.00 (100%)	750.00
Recycling	425.00	269.01	-155.99 (-36%)			0.00 (N/A)	-155.99
<b>NET TOTAL</b>	<b>27,652.58</b>	<b>45,617.34</b>	<b>17,964.76 (64%)</b>	<b>31,181.85</b>	<b>22,047.86</b>	<b>9,133.99 (29%)</b>	<b>27,098.75</b>

Total for ALL Cost Centres	45,617.34	22,047.86
V.A.T.	2,579.49	1,177.70
<b>GROSS TOTAL</b>	<b>48,196.83</b>	<b>23,225.56</b>

**Payments for your authorisation**

	Net	VAT	Gross	Budget
Scribe Accounts	£444.00	£88.80	£532.80	Software Licences

**End of Appendices**

Signed \_\_\_\_\_

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