

DRAFT NEWTON PARISH COUNCIL

Minutes of Annual Meeting held on 13th May 2026 at Newton Village Hall

Present: Councillors Paul Presland (Chairman), Russell Bowers, Louise Evers, Rebecca Major, Rita Schwenk, Janys Sherwood and Phil Taylor.

Attending: Philip Faircloth-Mutton (Suffolk County Councillor), Lee Parker (Babergh District Councillor) and Dave Crimmin (Clerk).

26/081 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.

26/082 Election of Vice Chairman

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

26/083 Apologies for Absence

None required.

26/084 Declaration of Interests and Requests for Dispensation

No interests were declared and no request for dispensation was received.

26/085 Minutes of Meeting held on 8th April 2026

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

26/086 HR & Standards Committees

Cllrs Evers, Presland and Taylor were appointed to the HR Committee, and Cllrs Bower, Major, Schwenk and Sherwood were appointed to the Standards Committee.

26/087 Representatives to Outside Bodies

It was resolved that the following appointments be made:

- | | |
|--|--|
| a. Newton Green Trust | Cllrs Evers and Taylor |
| b. Village Hall Management Committee | Cllr Schwenk |
| c. Alston & Plampin Charity | Mrs S Presland, Mrs Liza Devlin and Mrs J Taylor |
| d. Cllr Major was appointed as the representative to the Suffolk Association of Local Councils (SALC). | |

26/088 Internal Auditor

It was resolved that Heelis & Lodge be appointed as Internal Auditor for 2026 / 2027, and the Clerk will send the letter of engagement.

26/089 Annual Subscriptions

It was resolved to renew the annual membership to the Suffolk Association of Local Councils, Community Action Suffolk, The Society for Local Council Clerks and the ICO for 2026 / 2027.

26/090 Councillors roles for Walk of the Parish

The responsibilities for keeping an eye on the village assets and services were allocated as follows:

- Grit, dog and litter bins, benches and bus shelters in the parish (except Recreation Ground) – Cllr Bower
- Allotments – Cllrs Presland
- Defibrillators – the Clerk.
- SID - all
- Recreation Ground - Cllr Evers
- MUGA including tennis net - Cllr Taylor
- Footpaths - Cllr Schwenk

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- Road and grass-cutting issues - all
- Trust assets - Cllr Taylor
- War memorial – Cllr Sherwood.

26/091 Public Participation

Philip Faircloth-Mutton introduced himself as the newly elected SCC councillor for the Stour Division. He gave councillors a background to his tenure at SCC and outlined how he would interact with NPC. The Clerk was asked to send Philip an overview of the Walking Infrastructure project to enable him to familiarise himself with the remaining tasks to be undertaken. Lee Parker was congratulated on being elected Chairman of Babergh District Council. He outlined his tasks as chairman and the status of BDC as it exits its period of purdah for the SCC elections.

26/092 Emails circulated

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

26/093 Clerk's Report (Appendix A)

Following a review of the Clerk's report and an update from the Clerk that the maintenance of the fitness equipment was due to take place on the 2nd June 2026, there were no further actions requested of the Clerk.

26/094 Planning

- a. The councillors reviewed **Planning Application DC/26/01603 Perrywood Garden Centre, Newton Road** - Change of use of existing store building to retail sales at existing garden centre site, with replacement of roller shutter door with glazed auto door and resolved to support the application despite reservations on the impact that the increase in traffic for a new business will have on the capacity of the Perrywood junction with the A134.
- b. The council has received no further planning application since the agenda was posted, requiring a response before the next meeting.
- c. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix B).

26/095 Saracens Head

There has not been any further update on the sale of the Saracens Head, but the Clerk was asked to contact the agent in June to see if there was any progress with the sale.

26/096 Finance

- a. The councillors authorised all payments made and due for authorisation, as itemised in the RFO Report (Appendix C). They also noted the income received since the last meeting, the bank reconciliation, reserves and the actual vs. budget for receipts and payments. The Clerk was asked to remove the £200 commitment for the PCC, as the art exhibition is not going to take place in the next 12 months.
- b. The councillors resolved to add Cllr Major to the Unity Trust mandate.
- c. The councillors agreed the response to the Pensions Regulator, which is due in June 2026.

26/097 Walking Infrastructure Project

Due to SCC observing purdah for the elections, the Clerk has been unable to meet with officers to discuss the action plan for the scheme and the legal issues relating to the land for the new footpath. It is now planned to have a meeting with Suffolk Highways, Philip Faircloth-Mutton and the Clerk shortly.

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26/098 Neighbourhood Plan

The councillors agreed with the draft housing questionnaire, prepared by the NP working party, which is to be circulated to residents in June 2026. The Clerk will liaise with Cllr Evers, who is a member of the NP working party, to finalise and print 300 copies of the questionnaire.

26/099 Parish Survey

The councillors agreed that the annual parish survey should be added to the housing questionnaire which will reduce the administration and distribution efforts for all concerned.

26/100 Year Plan

The councillors reviewed the year plan and were happy with its contents.

26/101 Walk of the Parish

Cllr Presland updated councillors on the issue of dog litter in and around the allotments. Councillors agreed to meet at the allotments to review the issues involved. He also said that the tree plaques would be repaid by the next meeting and the byelaws notice boards would be started in July.

26/102 Village Hall and Trust updates

Cllr Taylor informed councillors that works on the trees were underway on the Green and in the playing field / Jubilee gardens. Cllr Schwenk updated councillors on the quiz night and the Village Hall AGM.

26/103 Annual Parish Assembly

The councillors discussed the issue raised at the APA regarding the bus shelters cleanliness. They agreed that if councillors see any issues in this regard, they will update the Clerk

26/104 Questions to the Chair

The poor condition of the "Tommie" used for the Remembrance service was discussed. The councillors were extremely grateful that a replacement has been donated for this years' service. Cllr Schwenk raised the issue of a bus stop near Blacksmith Close, which the Clerk will investigate.

26/105 Next meetings

NPC's next Meeting is scheduled for Wednesday 10th June 2026 in the Village Hall, starting at 7.30pm.

The meeting closed at 8.50 pm.

Signed _____

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Minute	Action	Complete ✓
26/031 b	SLA signed by Sudbury Town Council.	✓
26/054	Awaiting date for Forever Fitness Equipment maintenance.	
26/055	New litter bin installed. New signage has not be ordered to date.	
26/066	Minutes sent to BRN and updated on website.	✓
26/067	Advised Babergh of new councillor. Cllr Major updated on website.	✓
26/071 a	Sent NPC's views on planning application to the LPA.	✓
26/073 h	Suppliers paid.	✓
26/073	AGAR sent to PKF Littlejohn for External Audit review, as well as updated on website.	✓
26/073 g	CIL Return updated on website and sent to Babergh.	✓
26/076	New dog bin installed.	✓
	Clerk's Actions & Delegated Power	
	SID has been returned to manufacture for warranty repair.	
	Clerk Hours	
	1st April to 3rd May 2026- Paid 60 / Worked 73.75 / Holiday taken 0 hours.	

Appendix B Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
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 26/029b	Object Object Object	REFUSED 17/04/2026
DC/25/05260	Valley Farm, Valley Road - Erection of agricultural building (retention of).	26/049a	Object	Permission 21/04/2026
DC/26/00898	Land Rear Of Brook Farm, Sudbury Road - Change of use of land (Part) and erection of 1 No Self build dwelling and ancillary outbuilding, utilising existing (shared) access.	26/071a	Object	REFUSED 30/04/2026

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	1p Mobil – Monthly charge	£ 10.00
Purchase Card	Amazon – Phone & NP expenses	£213.07
Purchase Card	Glasdon – Litter Bin	£418.25
Purchase Card	Monthly fee March	£ 3.00
Unity Trust	Service Charge April	£ 7.00

Signed _____

Date

Newton Parish Council adopted the General Power of Competence on the 17th May 2023

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

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration			0.00 (N/A)	4,287.00	440.89	3,846.11 (89%)	3,846.11
Annual Subscription			0.00 (N/A)	585.00		585.00 (100%)	585.00
Asset Management			0.00 (N/A)	4,360.00	1,101.58	3,258.42 (74%)	3,258.42
CIL		20,188.60	20,188.60 (20188€)			0.00 (N/A)	20,188.60
Clerk Salary			0.00 (N/A)	15,722.68		15,722.68 (100%)	15,722.68
Digital			0.00 (N/A)	1,019.00	15.51	1,003.49 (98%)	1,003.49
Donations			0.00 (N/A)	800.00	250.00	550.00 (68%)	550.00
Grants	213.00		-213.00 (-100%)			0.00 (N/A)	-213.00
Open Spaces			0.00 (N/A)	4,800.00		4,800.00 (100%)	4,800.00
Other Income	535.00		-535.00 (-100%)			0.00 (N/A)	-535.00
Other Payments			0.00 (N/A)			0.00 (N/A)	0.00
Precept	30,381.54	15,190.77	-15,190.77 (-50%)			0.00 (N/A)	-15,190.77
Projects & Events			0.00 (N/A)			0.00 (N/A)	0.00
Recycling	330.00	986.00	656.00 (198%)			0.00 (N/A)	656.00
NET TOTAL	31,459.54	36,365.37	4,905.83 (15%)	31,573.68	1,807.98	29,765.70 (94%)	34,671.53
Total for ALL Cost Centres		36,365.37			1,807.98		
V.A.T.		1,523.52			260.60		
GROSS TOTAL		37,888.89			2,068.58		

Newton Parish Council
Reserves Balance
 2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Election Costs	1,500.00				1,500.00
Legal Fees	1,000.00				1,000.00
Newsletter	2,160.00				2,160.00
CIL	28,274.26			20,188.60	48,462.86
Asset Replacement	2,000.00	3,000.00			5,000.00
Total Earmarked	34,934.26	3,000.00		20,188.60	58,122.86
TOTAL RESERVE	34,934.26	3,000.00		20,188.60	58,122.86
GENERAL FUND					34,362.20
TOTAL FUNDS					92,485.06

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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
11/02/26	26/032	Suffolk Highways	£20,000.00	£0.00	£20,000.00	CIL
			£29,808.81	£1,921.76	£31,730.57	

Payments for your authorisation

	Net	VAT	Gross	Budget
SALC	£302.35	£ 0.00	£302.35	Annual Subscriptions
Elan City	£663.78	£132.76	£796.54	SID maintenance

End of Appendices

Signed _____

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