

**NEWTON PARISH COUNCIL**

**Minutes of Meeting held on 9<sup>th</sup> April 2025 at Newton Village Hall**

**Present:** Councillors Paul Presland (Chairman), Louise Evers, Janys Sherwood and Philip Taylor.

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

**25/060 Apologies for Absence**

Cllr Schwenk (holiday) sent her apologies.

**25/061 Declaration of Interests and Requests for Dispensation**

Cllrs Presland and Taylor declared non-pecuniary interests in item 68i are their wives were council appointed trustees of the Alston and Plamplin Charity. No request for dispensation was received.

**25/062 Minutes of Meeting held on 19<sup>th</sup> March 2025**

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

**25/063 Councillor Vacancy**

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

**25/064 Public Participation**

The councillors reviewed Lee Parker's and James Finch's previously submitted reports. Lee Parker updated councillors on Devolution and the Local Government Review and Babergh's first attempt to allocate its share of housing required over the next 20 years, to its towns and parishes. In Newton's case this would mean an additional 86 dwellings over that period. James Finch updated councillors that SCC are proposing one unitary council for Suffolk and gave updates on Newton's pedestrian crossing project and the Norwich to Tilbury National Grid project.

**25/065 Emails circulated**

Following a review of the emails circulated, the councillors agreed that a donation application be sent to the Brave Futures project.

**25/066 Clerk's Report (Appendix A)**

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

**25/067 Planning**

- a. No Planning Application had been received since the agenda was posted.
- b. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix B).

**25/068 Finance**

- a. The councillors reviewed the Bank Reconciliation and the Receipts and Payments Account (Appendix C) for the year ending 31<sup>st</sup> March 2025 and resolved to accept them as an accurate record.
- b. The councillors reviewed and resolved to accept the Internal Audit report produced by Heelis & Lodge for the year ending 31<sup>st</sup> March 2025 which had no recommended actions.
- c. The councillors reviewed and approved the Statement of Internal Controls.
- d. The councillors resolved that Section 1 of the Annual Governance and Accountability Return for 2024 / 2025 (Appendix D) was approved and the Chairman signed the section on behalf of NPC.

Signed \_\_\_\_\_

Date

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

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- e. The councillors resolved that Section 2 of the Annual Governance and Accountability Return for 2024 / 2025 (Appendix E) was approved and the Chairman signed the section on behalf of NPC.
- f. The councillors resolved to approve the explanation of the quantified significant variances in relation to Section 2 of Annual Governance and Accountability Return for 2024 / 2025. The councillors also noted that the period for public inspection of NPC's records will be from 3<sup>rd</sup> June to 14<sup>th</sup> July 2025.
- g. The councillors reviewed the Earmarked Reserves as at 31<sup>st</sup> March 2025 (Appendix F) and agreed that the items should be carried forward.
- h. The councillors reviewed the CIL Return for Babergh (Appendix G) and resolved that it be signed by the Chairman and Clerk.
- i. The councillors authorised all payments made and due for authorisation, as itemised in the RFO Report (Appendix H). They also noted the income received since the last meeting.
- j. The councillors resolved to defer the donation request from the Alston and Plamplin Charity to the May meeting, following the publication of its latest accounts.

**25/069 Pedestrian Crossing**

The Clerk updated councillors that the traffic survey had been analysed and that the results have meant that both a zebra and pedestrian crossings would be considered by SCC Highways. However, the number of pedestrians crossing the road did not warrant a controlled crossing. This has meant that the suppressed demand for a controlled crossing would now be taken into consideration.

**25/070 Neighbourhood Plan**

The councillors reviewed the indicative numbers of dwellings that Babergh are proposing for Newton (86) over the next 20 years and agreed that Cllrs Presland and Evers would now plan for the review of the Newton Neighbourhood Plan.

**25/071 Consultations**

The councillors reviewed Babergh's consultation on their proposed changes to the Statement of Community Engagement. The major change being proposed is that neighbours will only be notified directly when planning applications of 10 or more homes are being proposed. They will continue to post site notices for all planning applications. The justification for the proposals is to save £63,042 based on the 2023 / 2024 costs.

The councillors were disappointed with this proposal, in particular the notification to neighbours for new homes as this would have meant that all the approved planning applications in Newton over recent years, that have increased the village by 37 dwellings, would not have been notified to neighbours. In a rural village setting an arbitrary number of "more than 10 homes" is inappropriate. Newton Parish council would urge Babergh to continue with the notification of neighbours for all applications involving new dwellings as this is seen as a vital communication link with the community, that a site notice does not fulfil.

The councillors reviewed the government's consultation on **Mayoral Combined County Authorities** and found the consultation was too distant with meaningless questions and options.

**25/072 Litter Pick and Coffee Morning**

The councillors were pleased with the litter pick turnout with a couple of new faces attending the event. The attendance for the coffee morning was disappointing and perhaps a new format e.g breakfast meeting after the litter pick, will be considered for next year.

**25/073 Walk of the Parish**

Councillors were extremely disappointed that the tennis net, purchased last August, has been damaged to such an extent that it is not fit for purpose. Reluctantly, the councillors confirmed their

Signed \_\_\_\_\_

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previous resolution and are no longer prepared to finance any further replacements. The existing net will be taken down by Cllr Presland. Cllr Presland raised the issue of dog litter in and around the allotments. He will discuss with allotment holders the issue of access to the allotments from the side nearest to the houses with the Clerk writing formally to all households adjoining the allotment land and other allotment tenants, outlining the plans.

**25/074 Village Hall and Trust updates**

Cllr Taylor updated councillors that the Trust had reviewed an issue with the Trust's land boundary which has now been referred to the parish council and that their next scheduled meeting is in June. Cllr Presland updated councillors on the meeting with the Village Hall on their proposals to create a new car park.

**25/075 Annual Parish Assembly**

The councillors reviewed the draft agenda and resolved to provide refreshments at the end of the meeting from the allocated budget.

**25/076 Questions to the Chair**

No issues were raised.

**25/077 Exclusion of Public**

No members of the public were present.

**25/078 Clerk's Appraisal**

The councillors reviewed the Clerk's appraisal for the period February 2023 to December 2024, undertaken by Cllrs Presland and Schwenk, and resolved that the Chairman sign the document on behalf of the council.

**25/079 Village Common boundary**

The councillors reviewed the Trust Conveyance of 1976 and the land registered by the Trust in 2006 and resolved that there was no further legal action that they needed to undertake.

**25/080 Next Meeting**

The next NPC meeting will be held on **Wednesday, 14<sup>th</sup> May 2025**, starting at 7.30 pm in Newton Village Hall.

**The meeting closed at 9.35 pm.**

Signed \_\_\_\_\_

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**Appendix A Clerk's Report**

Minute	Action	Complete ✓
25/045	Minutes sent to BRN and updated on website.	✓
25/048	Wrote to Newton PCC regarding donation.	✓
25/050	Sent responses regarding planning application to the LPA.	✓
25/051 a	Payments made to suppliers.	✓
	<b>Clerk's Actions &amp; Delegated Power</b>	
	None.	
	<b>Clerk Hours</b>	
	1st April 2024 to 30th March 2025 - Paid 624 / Worked 607 (Holiday Entitlement 67.20) Therefore 50.20 hours unpaid overtime worked by Clerk.	

**Appendix B Planning Status**

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
EN/17/00411/COU	The Nut Farm, Land west of Perrywoods Garden Centre, Newton Road - An Enforcement Notice was issued 13 January 2020 against the unauthorised change of use of land from agriculture to a mixed use for agriculture and residential occupancy; the change of use of the land for the siting of 1 no. static caravan for residential occupancy; the change of use of the land for siting of touring caravans; the change of use of the land for the siting of a horsebox; the change of use of the land for the domestic items not related to the agricultural use of the land; the change of use of the land for the siting of a portable toilet and operational development involving the erection of sheds, outbuildings and livestock enclosures.			Owners have pleaded guilty to charges. Sentencing is due in April 2025.
AP/24/00095	Planning Appeal Land West Of, Blacksmith Close - Reference APP/W3520/W/24/3351995 against refusal of application for the Erection of 9No. Dwellings (1No Affordable)	24/173a	No further comment	
DC/25/00782	Barns East Of Newton Leys, Joes Road - Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development)(England) Order 2015 as amended Schedule 2, Part 3, Class Q - Conversion of 4no.existing agricultural barns on the site to create 10no. 1 and 2-bedroom dwellings (following removal of modern nissen hut) and resolved that they were concerned with the increase in the number of vehicle movements at the site onto a rural C category road.	25/050a	Concerns over increase in traffic.	
DC/25/01030	Hook End Sudbury Road - Notification of Works to Trees Subject to Tree Preservation Order (BT143) T1 Lime Tree To reduce the crown by approximately 4m in height, 2m below the previous pruning points, to trim the sides slightly as required to leave a balanced but smaller and lower more compact crown to the tree and resolved that they had no objections.	25/050a	No objections.	

Signed \_\_\_\_\_

Date \_\_\_\_\_

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**NEWTON PARISH COUNCIL**Minutes of Meeting held on 9<sup>th</sup> April 2025 at Newton Village Hall**Appendix C****Bank Reconciliation and Receipts & Payments**

<b>A</b>	<b>Bank Reconciliation at 31/03/2025</b>		
	Cash in Hand 01/04/2024		27,207.05
	<b>ADD</b> Receipts 01/04/2024 - 31/03/2025		45,327.10
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/03/2025		72,534.15
	<b>Cash in Hand 31/03/2025</b> (per Cash Book)		35,168.36
<b>B</b>			<b>37,365.79</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Unity Trust Bank - Current Account 31/03/2025	10,469.79	
	Unity Trust Bank - Savings Account 31/03/2025	26,896.00	
<b>B</b>			<b>37,365.79</b>
	Less unrepresented payments		
			37,365.79
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>37,365.79</b>
	<b>A = B Checks out OK</b>		

Signed \_\_\_\_\_

Date

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**NEWTON PARISH COUNCIL**Minutes of Meeting held on 9<sup>th</sup> April 2025 at Newton Village Hall**Newton Parish Council  
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	27,207.05	
Cash in Hand		
Precept Demand	21,451.00	
CIL Receipts	10,729.70	
Footpath Cutting Grant	212.64	
SCC Locality		
BDC Locality		
Other Grants		
Glass	326.06	
Paper	53.30	
Textiles	155.70	
Bank Interest	708.39	
Allotment Rent	250.00	
Other Income	6,190.00	
Net Salary		9,994.08
Clerk Tax		2,498.40
Clerk NI		
Clerk Pension		
Employers NI		468.16
Employers Pension		
Clerk WFHA		312.00
Bank Service Charge		71.40
Office Expenses		362.94
Mileage Costs		
Election Costs		
Audit Fees		430.00
Insurance		1,710.66
Refreshments		90.60
Village Hall Hire		420.00
Training Costs		
SALC		292.15
Community Action Suffolk		
SLCC		183.00
ICO		35.00
Asset Purchases		
Asset Maintenance		329.07
Litter, Dog & Grit Bin Maintenance		
Footpath Grass Maintenance		360.00
War Memorial Hedging Maintenance		150.00
Village Sign Hedging Maintenance		150.00
Christmas Parcels		100.00

Signed \_\_\_\_\_

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**Newton Parish Council**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
RBL Poppy Day	100.00	
Software Licences	1,240.53	
Website Hosting	50.00	
Email Hosting		
Domain Registration		
Laptop Maintenance		
Revenue Costs		
Community Warden Hours	566.49	
Community Warden Mileage Costs	67.60	
Community Warden Installation Costs		
Play Equipment Inspection	150.00	
Play Equipment Maintenance	1,416.98	
MUGA Maintenance	936.48	
Forever Fitness Maintenance	778.00	
Litter & Dog Bin Emptying	1,035.00	
Recreation Ground Grass & Hedge Maint	600.00	
Dog Poop Bag Consumables		
Defibrillator Consumables		
SID Maintenance		
Allotments Maintenance	15.00	
Other Donations	485.33	
Legal Costs		
VAT Refund		
War Memorial Maintenance		
War Memorial	6,190.00	
Donation to Village Hall	1,000.00	
VAT	5,250.31	2,579.49
	<b>45,327.10</b>	<b>35,168.36</b>
<b>Closing Balances:</b>		
Balances in Bank Account		37,365.79
Cash in Hand		
<b>TOTAL</b>	<b>72,534.15</b>	<b>72,534.15</b>

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed \_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**Appendix D Section 1**

**Section 1 – Annual Governance Statement 2024/25**

We acknowledge as the members of:

**NEWTON PARISH COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

[www.newton-pc.gov.uk](http://www.newton-pc.gov.uk) OR PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Signed \_\_\_\_\_

Date \_\_\_\_\_

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**Appendix E Section 2**

**Section 2 – Accounting Statements 2024/25 for**

NEWTON PARISH COUNCIL			
Notes and guidance	Year ending		Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	45,116	27,207	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	18,243	21,451	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	12,265	23,876	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	12,527	12,960	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	35,890	22,208	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	27,207	37,366	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	27,207	37,366	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	195,138	195,487	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date 01/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Signed \_\_\_\_\_

Date \_\_\_\_\_

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

**NEWTON PARISH COUNCIL**Minutes of Meeting held on 9<sup>th</sup> April 2025 at Newton Village Hall**Appendix F Earmarked Reserves**

**Newton Parish Council**  
**Reserves Balance**  
2024 - 2025

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Election Costs	1,500.00				1,500.00
Legal Fees	1,000.00				1,000.00
Newsletter	2,880.00	-360.00			2,520.00
CIL	9,353.19		6,565.55	10,729.70	13,517.34
Asset Replacement	2,000.00				2,000.00
<b>Total Earmarked</b>	<b>16,733.19</b>	<b>-360.00</b>	<b>6,565.55</b>	<b>10,729.70</b>	<b>20,537.34</b>
<b>TOTAL RESERVE</b>	<b>16,733.19</b>	<b>-360.00</b>	<b>6,565.55</b>	<b>10,729.70</b>	<b>20,537.34</b>
<b>GENERAL FUND</b>					16,828.45
<b>TOTAL FUNDS</b>					37,365.79

Signed \_\_\_\_\_

Date

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

**NEWTON PARISH COUNCIL**Minutes of Meeting held on 9<sup>th</sup> April 2025 at Newton Village Hall**Appendix G CIL Return**

Newton Parish Council		
Community Infrastructure Levy		
Reporting Year 1st April 2024 to 31st March 2025		
A	Total CIL Income carried over from previous year	£9,353.19
B	Total CIL income received (receipts)	£10,729.70
C	Total CIL spent (expenditure)	£6,565.55
D	Total CIL repaid following payment notice	£0.00
E	<b>Total CIL retained at year-end (A+B-C-D)</b>	<b>£13,517.34</b>
CIL Expenditure		
	Item / Purpose	Amount Spent
	Allotment Land Legal Fees	£15.00
	MUGA & Play Equipment maintenance	£3,881.46
	Community Wardens	£634.09
	Dog & Litter Bins Operational costs	£1,035.00
	Village Hall windows	£1,000.00
	<b>Total Spent</b>	<b>£6,565.55</b>
		
	Signed	Parish Clerk
	DF Crimmin	
	Signed	Chairman
	Paul Presland	
	1st April 2025	

**Appendix H RFO Report****Payments made since the last meeting (2024 / 2025)**

	Net	VAT	Gross	Budget
Wicksteed	£1,356.98	£271.40	£1,628.38	Play Equip Maintenance
Unity Trust	£6.00	£0.00	£6.00	Service Charges

**Receipts Received since last meeting (2024 / 2025)**

Unity Trust	£168.27	Interest on Savings
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**Payments for your authorisation (2025 / 2026)**

	Net	VAT	Gross	Budget
Village Hall	£250.00	£0.00	£250.00	Donation towards Wifi
Broxap	£395.00	£79.00	£474.00	FFE Maintenance
Heelis & Lodge	£220.00	£0.00	£220.00	Internal Audit Fee

**End of appendices.**

Signed \_\_\_\_\_

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