

NEWTON PARISH COUNCIL

Minutes of Annual Meeting held on 14th May 2025 at Newton Village Hall

Present: Councillors Paul Presland (Chairman), Russell Bower, Louise Evers, Rita Schwenk, Janys Sherwood and Philip Taylor.

Attending: Dave Crimmin (Clerk).

25/081 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.

25/082 Election of Vice Chairman

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

25/083 Apologies for Absence

Lee Parker (Babergh District Councillor) and James Finch (Suffolk County Councillor) sent their apologies.

25/084 Declaration of Interests and Requests for Dispensation

Cllrs Presland and Taylor declared non-pecuniary interests in item 25/096c as their wives are council appointed trustees of the Alston and Plampin Charity. No request for dispensation was received.

25/085 Minutes of Meeting held on 9th April 2025

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

25/086 Councillor Vacancy

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

25/087 HR & Standards Committees

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

25/088 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 Taylor was appointed as the representative to the Suffolk Association of Local Councils (SALC). | |

25/089 Internal Auditor

It was resolved that Heelis & Lodge be appointed as Internal Auditor for 2025 / 2026, and the Clerk will send the letter of engagement.

25/090 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 2025 / 2026.

25/091 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.

Signed _____

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- SID - all
- Recreation Ground - Cllr Evers
- MUGA including tennis net - Cllr Taylor
- Footpaths - Cllr Schwenk
- Road and grass-cutting issues - all
- Trust assets - Cllr Taylor
- War memorial – Cllr Sherwood.

25/092 Public Participation

The councillors reviewed Lee Parker's and James Finch's previously submitted reports. The councillors hope that there is a successor for James Finch's role in maintaining awareness of the Fostering and Adoption Services when he eventually retires from SCC. Lee Parker has confirmed that a road crossing is not within Babergh's criteria for a grant from District CIL.

25/093 Emails circulated

Following a review of the emails circulated, Cllr Presland updated councillors on his communication with Sloane Potter, Babergh's Communities Officer. The councillor noted the issues raised by a resident over the cleanliness of the bus shelters and a possible footpath. Cllr Bower will oversee the bus shelters as part of his Walk of the Parish role, but unfortunately the idea of re-establishing the footpath off Valley Road was not pursued after the farmer suffered a theft from his property when the proposed footpath entrance was used for access. The councillors noted that James Finch has contacted a potential resident of Valley Road over the 60mph speed limit.

25/094 Clerk's Report (Appendix A)

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

25/095 Planning

- a. The councillors reviewed Planning Application **DC/25/01858 2 Hills Farm Cottages, Sudbury Road** - Application for Listed Building Consent - Application for installation of solar panels, on both sides of the rear pitched roof of the rear wing two-storey extension, erected in 2008 and resolved to support the application.
- b. No further Planning Application had been received since the agenda was posted
- c. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix B).

25/096 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 and the actuals vs. budget for the receipts and payments. The councillors resolved to add Cllr Bower to the bank mandate for authorisations and internet banking access.
- b. The councillors reviewed the issue raised with the play equipment roundabout and resolved to replace the parts for £2,908.83 + VAT from the CIL budget.
- c. The councillors reviewed the donation request from the Alston and Pamplin Charity and resolved to donate £100.
- d. The councillors resolved to proceed with an application for a Corporate MultiPay Card from Lloyds Bank for purchases currently paid for by the Clerk, and claimed back in expenses.

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25/097 Pedestrian Crossing

The Clerk updated councillors that following discussions within SCC Highways, it has been decided that if the decision is to proceed with a crossing, it would be a signalised rather than a zebra crossing. However, due to the low actual numbers of people crossing the road, as analysed from the CCTV survey undertaken by SCC, they would like feedback from residents on the crossing point options. The councillors agreed to meet with the SCC design engineer at the meeting in June, where they will finalise the questions to be asked of residents in a survey likely to be conducted by NPC in July.

25/098 Neighbourhood Plan

Cllrs Evers and Presland updated councillors that they had met to plan the roles and initial number of members required in the NP working party. Councillors agreed that Cllrs Evers and Presland will lead the operations of the group with up to 4 other residents. It is hoped that Chris Bowden can lead the Strategic and support role for the group, as he had done for the initial Neighbourhood Plan, alongside Dave Crimmin. Cllrs Evers and Presland will now try to identify residents interested in joining the group and will target an open meeting with residents in September.

25/099 Allotments

The councillors reviewed the estimate received from Flowers Groundcare to install a gate and rails at each end of the allotment access area and resolved to proceed with the works with a budget of £750 including the padlocks and keys from CIL receipts. The councillors also resolved to engage Flowers Groundcare to cut the allotment access area at £50 per cut on up to 6 occasions in 2025, from the Allotment maintenance budget.

25/100 Date for the Parish Survey

The councillors hoped that as the plan outlined in 25/097, an initial survey will be conducted in July.

25/101 Year Plan

The councillors reviewed the Year Plan (Appendix D) and agreed that due to the problems in getting volunteers for the firework event, it will be taken off the year plan.

25/102 Walk of the Parish

There were no issues raised by councillors.

25/103 Village Hall and Trust updates

Cllr Taylor updated councillors that the next Trust meeting is planned for the 10th June 2025. Cllr Schwenk updated councillors that following a tender, the re-decoration of the Village Hall will start in June.

25/104 Questions to the Chair

No questions raised.

25/105 Next Meeting

The councillors noted that the notice for the next NPC meeting on **Wednesday, 18th June 2025**, starting at 7.30 pm in Newton Village Hall, will be published on the 2nd June 2025.

The meeting closed at 9.15 pm.

Signed _____

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NEWTON PARISH COUNCILMinutes of Annual Meeting held on 14th May 2025 at Newton Village Hall**Appendix A Clerk's Report**

Minute	Action	Complete ✓
25/062	Minutes sent to BRN and updated on website.	✓
25/065	Donation application sent to Brave Futures.	✓
25/068	Sent AGAR to External Auditor, PKF Littlejohn LLP.	✓
25/068 h	CIL Return updated on website and sent to Babergh.	✓
25/068 i	Payments made to suppliers.	✓
25/071	Responded to Babergh and Government consultations.	✓
25/073	Letters distributed by Cllr Presland to tenants and properties adjoining allotments.	✓
25/079	Wrote to Trust regard boundary issue.	✓
	Clerk's Actions & Delegated Power	
	None.	
	Clerk Hours	
	1st April to 4th May 2025 - Paid 60 / Worked 63.75 (Holiday Entitlement 67.20)	

Appendix B Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
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.	Permission 04/04/2025

Signed _____

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NEWTON PARISH COUNCILMinutes of Annual Meeting held on 14th May 2025 at Newton Village Hall**Appendix C RFO Report**

Please see below the receipts received since the last meeting and the payments for your authorisation.

Receipts Received since last meeting

Babergh
HMRC

£13,239.97 Precept
£ 2,579.49 VAT Refund

A	Bank Reconciliation at 30/04/2025		
	Cash in Hand 01/04/2025		37,365.79
	ADD Receipts 01/04/2025 - 30/04/2025		15,819.46
	SUBTRACT Payments 01/04/2025 - 30/04/2025		950.00
	Cash in Hand 30/04/2025 (per Cash Book)		52,235.25
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	0.00	
	Unity Trust Bank - Current Account 30/04/2025	25,339.25	
	Unity Trust Bank - Savings Account 30/04/2025	26,896.00	
			52,235.25
	Less unrepresented payments		
			52,235.25
	Plus unrepresented receipts		
	Adjusted Bank Balance		52,235.25
	A = B Checks out OK		

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)	3,934.00	226.00	3,708.00 (94%)	3,708.00
Annual Subscription			0.00 (N/A)	550.00		550.00 (100%)	550.00
Asset Management			0.00 (N/A)	4,510.00	395.00	4,115.00 (91%)	4,115.00
CIL			0.00 (N/A)			0.00 (N/A)	0.00
Clerk Salary			0.00 (N/A)	15,212.85		15,212.85 (100%)	15,212.85
Digital			0.00 (N/A)	860.00		860.00 (100%)	860.00
Donations			0.00 (N/A)	800.00	250.00	550.00 (68%)	550.00
Grants	212.64		-212.64 (-100%)			0.00 (N/A)	-212.64
Open Spaces			0.00 (N/A)	4,565.00		4,565.00 (100%)	4,565.00
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	26,479.94	13,239.97	-13,239.97 (-50%)			0.00 (N/A)	-13,239.97
Projects & Events			0.00 (N/A)	750.00		750.00 (100%)	750.00
Recycling	425.00		-425.00 (-100%)			0.00 (N/A)	-425.00
NET TOTAL	27,652.58	13,239.97	-14,412.61 (-52%)	31,181.85	871.00	30,310.85 (97%)	15,898.24
Total for ALL Cost Centres		13,239.97			871.00		
V.A.T.		2,579.49			79.00		
GROSS TOTAL		15,819.46			950.00		

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Payments for your authorisation

Appendix D Year Plan

End of appendices.

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