

**Wednesday 4<sup>th</sup> October 2017 at Old Newton Village Hall commencing at 7.30pm**

**Present:** Cllrs J Miller (Chair), M Clements (Vice-Chair), M Shave, K Baker, T Arnold  
K Price (Clerk), R Lawson, J Harbidge, K Goudy and 1 member of the public.

1. **Chairman's welcome to the meeting and to receive any apologies for absence.** Apologies received from District Cllr Jill Wilshaw as she is away on holiday. Cllr Mary Reeve. Cllr Andrew Stringer may be late as he is attending the Mendlesham meeting first and will join us when he can.
2. **Dispensations:**
  - a) To consider any requests for dispensations – None received
  - b) To note existing dispensations. The standing dispensation for Cllr Clements in respect of the proposed development land between Silver Street and Finningham Road and Cllr Reeve in respect of the proposed development of the Greenacres Site.
3. **To receive any declarations of personal / prejudicial interest** - None received.  
Cllr Goudy is struggling to sit for any period of time following his recent accident. The Chairman stated that it was good to see him as he was missed last month. Chairman agreed to bring forward items 16 and 17 on the agenda should Cllr Goudy need to leave early. Cllr Goudy accepted and thanked the Chairman.
4. **To approve the minutes of the September meeting held on 6<sup>th</sup> September 2017.**  
Cllr Shave asked whether on the Clerks report under Police report, if the number of violence sexual offences were possibly linked or connected. Clerk explained that the terms of reference used by the police is quite generic. They are analysing and looking at the data all the time and assure us that they would be targeting the area if this was something we should be concerned about.

It was Proposed and seconded to approve the minutes and they were signed accordingly by the Chairman.

## **5. Clerks Report**

- Crier submission was submitted for October edition.
- RTI submission was submitted for the month of September.
- Nest Pension submission was completed.
- All cheques for payment have been issued.
- All information, minutes and agenda have been uploaded onto the village website. The Clerk has updated the Know Our Cllrs page with what has been received.
- Planning responses were issued to MSDC by the deadline for comments.
- The clerk is still waiting for confirmation of what Cllr Harbidge would like to have included on the telephone list.
- The Clerk has requested the rent payment from Mr Roger Carter for the land owned by the FG&T. Awaiting cheque.
- Cllr Andrew Stringer has received our request and copy of our invoice for the SID upgrade contribution.
- Register of Interest forms have been initiated for Cllr Harbidge.
- The memorial wreath for Remembrance Sunday has been ordered through Cllr Goudy. Michael Kinsey is no longer representative for Old Newton.
- Litter pick hours for the last two quarters ending June and September have been requested so that the clerk can apply for the cleansing grant from MSDC.
- When checking the online planning portal there is another planning application for consultation which has not been notified or emailed to the clerk. A complaint has been lodged but there is a need to pull another planning meeting to discuss this before the deadline of 16th October. The application is DC/17/04698 for 118-120 Silver Street to erect a detached annex following demolition of existing outbuildings. Date to be set at tonight's meeting if possible.
- There is still no news yet on the request for a post office service made by the owners of the village shop.
- The Clerk has responded to ONGAA request for a one-off bonfire and has provided the committee with contact details for the Scarff family to keep them informed when they decide to have the bonfire. ONGAA have responded with thanks to the parish council.
- The Clerk attended the SALC training day on 15<sup>th</sup> September and the main thing to come out from this is that the ICO membership we have just paid will be non-existent from May 2018. The parish council will have to declare a data protection officer and there is some dispute as to whether the clerk could take on this extra role due to some conflicts of interest. SALC are consulting with legal professionals as to how the new data protection laws can be complied with at parish council level. There is training being offered but until we have a clearer picture the clerk feels that the parish

council should do nothing until the training is worthwhile. If this is something the parish council are going to need to pay to outsource the clerk feels the money on training is not cost effective. SALC will advise again. The clerk has fed back concerns and reservations accordingly. Other things to come out of the training were in connection to finance controls and possible banking policy moving forwards, employment advice regarding staff training, appraisal and pay-scales and some ideas around cemetery policy and procedures so all in all it was a worthwhile session and value for money.

- The clerk will also look to book next year's meetings in advance and book with the village hall. Suggested dates are:

Wednesday 3 <sup>rd</sup> January 2018	Wednesday 7 <sup>th</sup> February 2018	Wednesday 7 <sup>th</sup> March 2018
Wednesday 4 <sup>th</sup> April 2018	Wednesday 25 <sup>th</sup> April 2018 – Annual Parish Meeting	
<b>Wednesday 2<sup>nd</sup> May 2018 – AGM</b>	Wednesday 6 <sup>th</sup> June 2018	Wednesday 4 <sup>th</sup> July 2018
<i>No planned meeting in August</i>	Wednesday 5 <sup>th</sup> September 2018	Wednesday 3 <sup>rd</sup> October 2018
Wednesday 7 <sup>th</sup> November 2018	Wednesday 5 <sup>th</sup> December 2018	

### Police Report

MONTH	DETAIL OF INCIDENTS / CRIMES
July 2017	1 x Violence and sexual offence on or near Trafford Close 1 x Burglary on or near Cross Green 2 x Criminal Damage / arson on or near Church Road
August 2017	Not available at time of print

## 6. Financial matters & Financial report

### Bank Account Balances:

- Barclays September Statement Balance **£29,262.49** (29/09/17)
- Scottish Widows 60 Day account balance = **£3,377.60** (01.07.17)
- Scottish Widows Deposit account = **£253.36** (01.07.17)

### Accounts for payment – September 2017:

- KAREN PRICE - Salary September includes holiday pay, expenses and less tax & NI and pension = **£826.83**
- HMRC – PAYE NI & Tax – Employee £12.05, Employer £13.86 = **£25.91**
- NEST Pension Contribution **DDR** – employee £6.24, employer £7.80 = **£11.59**
- Adam Alexander – Cemetery Maintenance September 12hrs: **£180.00**
- CGM – Grass Cutting 2<sup>nd</sup> and 16<sup>th</sup> August - **£341.93**
- SALC – Clerks Networking Training Day - **£19.20**
- BDO – Audit fees - **£240.00**
- Westcotec – Sid Upgrade - **£540.00**
- Zurich Insurance Premium - **£700.07**
- Glasdon – Dog Bin - **£103.82**
- Onwoods / Oneg Litter pick 2<sup>nd</sup> Qtr ending June 2017 - **£62.80**

### Monies Received – September 2017:

- Coop - Cemetery Fees – Peter Hagger (payslip 100094) **£200.00**
- Andrew Bingham - Cemetery Fees – Mr Eastlea (payslip 100095) **£200.00**
- Andrew Bingham – Cemetery fees – Ashes for Mrs Eastlea to be buried with Mr Eastlea (payslip 100095) **£40.00**
- MSDC – Precept 2<sup>nd</sup> instalment direct credit - **£11,404.99**

Proposed and seconded to pay the accounts. All Cllr's present agreed and the cheques were signed accordingly.

A finance review needs to be arranged with the finance committee to look at proposed 2018 budget. Projects to be allocated funding are the Cemetery as a matter of urgency now. The review will also confirm internal auditor arrangements for 2018, review audit process from this year and new arrangements for 2018. Insurance renewal and asset register update, risk assessment and internal controls review. Meeting agreed for 19<sup>th</sup> October 7.30pm at Yew Tree Farm.

**Insurance** - We presently do not cover our 12 dog bins on the insurance under the assets register but this is because the excess on our insurance policy is £100.00 and the cost of the bins is circa £86.00 plus VAT. There is an increase in the premium if we were to cover the dog bins by £15.52 and we will also need to insure the new noticeboards. We currently only insure the Cemetery one so we would need to add Gipping and the three new ones. This will also increase the premium. The renewal policy is submitted for approval at tonight's meeting and any extra cover can be added and paid next time.

**7. Cemetery Review / Cemetery Policy – Cemetery**

- We missed the window to address the footpath at the rear of the cemetery.
- The proposed policy is not quite ready but the constructive comments received from Cllr Arnold will be taken into account and a revised policy will be re-issued to all Cllrs once the committee have approved.
- Adam Alexander has been given the go ahead to commence the clearance of the old part of the cemetery and to maintain this on a qtlly basis and his hours to be included within the cemetery maintenance invoice to the parish council. Letter from Peter Seager has been received confirming the PCC grateful thanks and permission to undertake this work for them.
- Adam has also been asked to look at clearing the top part of the cemetery under the trees as this is the next section of the cemetery to be used for burial plots as we are almost full by the gates. Finance committee to look at allocating funds for the commencement of works on the new part of the cemetery in 2018 in preparation for use in the future. There is also space to the east but this was originally designated for urns. Agreed that the cemetery committee should meet to discuss further.
- There has also been reported a fallen down tree on the memorial wall. Adam was instructed to clear this prior to the funerals arranged for last week.
- Clerk has received a request for a lilac coloured memorial for the cemetery. This has been refused stating that only natural colours in granite or marble can be used.
- Adam has been instructed to ensure the cemetery and memorial areas are tidy in preparation for Remembrance Sunday.
- Observation that the gates don't open fully, the grass needs to be shovelled back slightly, Clerk to ask Adam to sort next time he is at the cemetery.

**8. School Parking / Infrastructure / Road Signage.** Whilst the road has been closed there are a lot of cars for the school. Mr Hill has objected to people parking on his land and walking and also using a cut through the hedge which isn't helpful. The school secretary is not well at the moment so Cllr Baker has been unable to progress the transport policy. The roadworks are a farce and a complete waste of money. Appalling that on Monday they set it up and then took all down again. Complete waste of money. Some of the signs are blocking views at the junctions. This has been raised. Any progress on Mr Wrinch's offer and Cllr Goudy wanted to be included in discussions moving forward. Cllr Baker confirmed this was a work in progress.

**9. Review of Committees / working groups to include Cllr Harbidge**

**Representatives to outside bodies.**

- |                          |               |
|--------------------------|---------------|
| • Village Hall Committee | Cllr Baker    |
| • SALC                   | Cllr Clements |
| • Suffolk Acre           | Cllr Lawson   |
| • Community Council      | Cllr Miller   |
| • School Representative  | Cllr Baker    |

**Representatives to committees and working groups.**

- |                                      |  |
|--------------------------------------|--|
| • Planning                           | <b>Cllrs Miller</b> , Goudy, Clements, Harbidge        |
| • Footpaths & Environment            | <b>Cllrs Arnold</b> , Lawson, Miller, Goudy            |
| • Cemetery                           | <b>Cllrs Miller</b> , Goudy, Reeve                     |
| • Finance                            | <b>Cllrs Miller</b> , Goudy, Lawson, Clerk - RFO       |
| • Employment                         | <b>Cllrs Baker</b> , Goudy, Miller, Arnold             |
| • Allotments                         | <b>Cllrs Clements</b> , Reeve, Goudy, Lawson           |
| • Broadband                          | <b>Cllrs Arnold</b> , Miller                           |
| • Highways, Infrastructure, Potholes | <b>Cllrs Goudy</b> , Clements, Baker, Harbidge, Miller |

Cllrs in **bold** are the designated spokesperson to report at the monthly meetings.

**Training for the four new Cllrs to be investigated by SALC.**

## 10. Correspondence Received & Circulars:

- SALC AGM invitation – 7<sup>th</sup> November. Cllr Clements is unable to attend this year. Any other Cllr interested in attending or send apologies. Apologies.
- MSDC – 9<sup>th</sup> November 2017 Parish Liaison Meeting at Westhorpe Village Hall – Questions answered, clerk to reply. Clerk and possibly Chairman to attend the 1pm session.
- CAB – invitation to attend AGM on 18<sup>th</sup> October – Apologies to be issued.
- Email from Mr & Mrs Hope regarding possible planning and not being informed as residents. Cllr Stringer is aware, agreed that the clerk should not respond at this point.
- Cemetery letter from PCC regarding Churchyard maintenance and clearing agreement
- ICO Certificate of registration

Various circulars received for information purposes. File circulated during the meeting.

## 11. Babergh & Mid Suffolk Joint Local Plan Consultation. Cllrs Shave, Lawson and Arnold attended from the parish council. MSDC are looking to have the main building and development projects in the main villages. Core villages or within 5 miles of a market town. School, shop, bus service and post office. The sessions appeared to be a reproduction of what was done several years ago. The meeting was in two separate parts giving an overview and all Cllrs felt this was not helpful in what we need to do for the consultation.

Four packages of land have been put forward and three landowners have agreed to possible building on that form the SHELAA Sites, we do not have to agree with the packages of land put forward and the joint local plan consultation allows us to re-set the clock and build a new plan and we need to look at where we want the building of new homes to be done within our parish. We need to have an input into this. Cllr Miller wanted to suggest the chicken site as this is adjacent to the main heart of the village. MSDC need to build an extra 452 homes per year. We need to have a plan in place. Cllr Shave suggest we have this as an agenda item for the November meeting. The Chairman suggested that we have a planning sub-committee and any other interested parties on how we envisage the plan for development for our parish and the infrastructure to support such new development to present to the November meeting. Meeting suggested Friday 20<sup>th</sup> October 7pm in the village hall. Clerk to put this as a public meeting. All agreed.

## 12. To receive District Councillor's Report – Miss Jill Wilshaw – No report submitted. Cllr Wilshaw is away on annual leave.

## 13. To receive County Councillor's Report – Mr Andrew Stringer. Cllr Stringer has submitted his report but only wanted to discuss the cabinet decision on school transport policy changes called in by LDGI Group. A decision made by Cabinet on 12 September, to go to public consultation on proposed changes to SCC's school transport policy, was 'called-in' to scrutiny by opposition councillors from the Liberal Democrat, Green and Independent Group. Proposed by Cllr Penny Otton and seconded by Cllr Andrew Stringer, the call-in cited several problems with the report that informed Cabinet's decision, and argued that to go to public consultation without a comprehensive impact assessment would be premature. The councillors questioned the expected savings and stressed the need to fully research how changes might impact on educational attainment, increased car use, and school viability. The call-in was examined by the Scrutiny Committee on 28 September. As a result, it was determined that the decision should go back to Cabinet for a rethink.

Cllr Miller raised what a complete waste of tax-payer's money has been spent on the Chapel Road roadworks. It is accepted that the job needs to be done, but this is taking a long time and having a man in a van at each end of the road an hour before any workers turn up is not acceptable. The workers are not even putting in a full day they are only there until 2pm. Cllr Stringer asked if the Chairman would be willing to put this in an email to him, which Cllr Miller agreed to do.

## 14. Broadband Update – Cllr Arnold. Not a lot of change from the last meeting. Fibre optic is still not coming through as promised. It will happen but we don't know when. Gipping is also still not connected. Last report was March 2018. Nothing new to add to this information. Cllr Arnold was thanked for his continued work on this.

## 15. Planning Applications Received

- **DC/17/04613** – Application for listed building consent – Removal of fireplace and associated fire surround in the sitting room and the installation of a multifuel stove with simple plain fire surround at Old Newton Hall, Sandford Road, Old Newton, Stowmarket, IP14 4PL. Response required by 9<sup>th</sup> October 2017. This is a grade 2 listed building. Opinions are that the end of the house would have been an extension to the original property anyway. A wood-burner would be much safer. The Parish Council have not received

any comments from members of the public regarding this application. From what the Cllrs can see from the application the proposed works are more in-keeping with the original features of the property than what is currently in existence. Cllrs couldn't see any issues only benefits to the property and all Cllrs voted in favour of approval with one abstention. The application was approved by majority vote.

- **DC/17/04698** – Application for erection of detached annex following demolition of existing outbuilding has become visible on the planning portal. This has not been notified to the clerk and is therefore not able to be included. Another planning meeting will need to be arranged. Clerk has lodged a complaint with MSDC Planning and with Cllr Wilshaw. Suggested date for planning meeting would be next Wednesday 11<sup>th</sup> October if Cllrs and village hall are available. Planning meeting 6pm on 11<sup>th</sup> October.

**16. Planning Decisions from MSDC**

- **DC/17/04116 - APPLICATION FOR PRIOR APPROVAL – TELECOMMUNICATIONS. Proposal:** Prior Approval Application under Part 16 of the Town and Country Planning (General Permitted Development) (England) Order 2015. The proposed installation consists of 1No. 25m Lattice tower, 3No. antennas, 2No. 0.6m DIA Dish, 3No equipment, cabinets and ancillary development thereto; within a 2.2m high closed board wooden fenced compound. **Location:** Land Off Haugh Lane , Haugh Lane, Old Newton, IP14 4NP. **Prior approval from MSDC has been granted.**
- **Appeal Decision** – Land at Finningham Road. The appeal is allowed and planning permission has been granted by MSDC.

**17. Village Notice Boards** – The new noticeboards have started to be installed today – 4<sup>th</sup> October. The smaller one by the shop is too big and needs to be re-worked. They sent a standard size single board and not the bespoke made to measure one that we ordered. They will re-work the noticeboard and install as soon as possible. The one by the school should be in. The posts were buried 6ft down in concrete which took time to get them out. They will be back to do the other on the shoulder of mutton cross-roads as soon as possible.

**18. New Dog Bin – Church Road.** The new dog bin was delivered on the 3<sup>rd</sup> October. The clerk to pass to Chairman for installation opposite the church and inform MSDC for inclusion on waste collection once installation has taken place.

**19. B1113 Speed Restrictions / Mini Sid Update.** Cllr Clements has had the SID sent away and upgraded. The invoice is submitted for payment tonight and a copy and request has been sent to Cllr Andrew Stringer for his contribution from locality grant funding as promised. Agreed that Cllr Clements to download the information and forward to the clerk so we can provide statistics. 40's signage to be installed once Cllr Stringer has agreed a cost for the new signage. Thanks to Cllr Clements for sorting this and following the project through. Cllr Stringer has confirmed that the funding application has gone through and the parish council should be in receipt of payment within the next few weeks.

**20. Councillors matters to be brought to the attention of the council.**

- Village Hall Committee – Philip Groom is the Chairman again and is moving forward with improvements. The committee are proposing to have a public consultation to engage the public. Fireworks is going ahead and understanding that the neighbours (chicken farm) are happy to proceed. Tickets to be sold at the shop, pre-school and sports and social club.
- It was reported that there is a significant amount of overgrowth coming over the various road signs within the village.
- Mini roundabout at Stowmarket is now obscured completely. White painting has almost all been eroded. Clerk to report.
- Complaint regarding the mess being caused on Ward Green by trucks etc turning into the property adjacent to Ward Green Farm. They have destroyed the edge of the green. Clerk to write to the landowner at Yew Tree Farm, Ward Green informing them of reports of the damage and asking them to make good once their building works are finished.
- The employment sub-committee need to have a review and consider pay scale for the clerk and an appraisal.
- Investigate internet banking for the parish council moving forward.
- Thanks to Andrew for the work done on the Downs footpath. The church have looked at the path and are very happy.

**21. Public Forum - Nothing**

**22. Additional Matters for inclusion on the agenda for the November meeting.**

- Cemetery Policy
- Broadband
- Finance Review
- Planning Review – Joint local plan consultation.

**23. Date of the next Parish Council meeting** – The November Meeting will take place on Wednesday 1<sup>st</sup> November 2017. Cllr Clements sends his apologies as he will be absent for the November meeting and Remembrance Sunday.

Meeting closed at 21.26hrs