

**Wednesday 2<sup>nd</sup> May 2018 at Old Newton Village Hall commencing at 7.30pm**

**Present:** Cllrs J Miller (Chair), M Shave, M Reeve, K Goudy, K Baker, R Lawson, T Arnold, J Harbidge, M Clements (Vice Chair), K Hall-Price (Clerk), District Cllr J Wilshaw, District Cllr R Eburne, County Councillor A Stringer and 5 members of the public.

1. **To elect a Chairman of the Council and to receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.** Proposed that Cllr Miller stays for another year in place as Chairman, seconded and all Cllrs in favour, Cllr Miller signed the declaration of acceptance of office.
2. **To elect a Vice-Chairman of the Council and to receive the Vice-Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.** Proposed and seconded for Cllr Clements to stay as Vice Chairman, all Cllrs in favour. Cllr Clements signed the declaration of acceptance of office.
3. **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.
4. **To receive any declarations of personal / prejudicial interest.** Cllr Baker declared an interest in the planning application at Old Newton Hall – Family connections. Cllr Shave mentioned possible interest in CIL documents and bid submissions.
5. **To appoint representatives to outside bodies.**
  - Village Hall Committee Cllr Baker
  - SALC Cllr Clements
  - Suffolk Acre Cllr Lawson
  - Community Council Cllr Miller
  - School Representative Cllr Baker

**Proposed and seconded to adopt the current Cllrs moving forward for another year. All in favour.**

6. **To appoint committees, sub-committees and/or working groups.**
  - Planning **Cllrs Miller**, Goudy, Clements, Harbidge
  - Footpaths & Environment **Cllrs Goudy**, Lawson, Miller, Arnold
  - Cemetery **Cllrs Miller**, Goudy, Reeve
  - Finance **Cllrs Miller**, Goudy, Lawson & Clerk / RFO
  - Employment **Cllrs Baker**, Goudy, Miller, Arnold
  - Allotments **Cllrs Clements**, Reeve, Goudy, Lawson
  - Broadband **Cllrs Arnold**, Cllr Miller
  - Highways, Infrastructure, Potholes **Cllrs Goudy**, Clements, Miller, Baker, Harbidge
  - Tree Warden Mr Lawrence Stearn – ONCE member

Proposed and seconded to accept all members of the committees en bloc and continue to stay as effective spokespersons for and on behalf of the parish council.

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

7. **To approve the minutes of the April held on 4<sup>th</sup> April 2018.** It was proposed and seconded to approve the minutes and they were signed accordingly by the Chairman.
8. **Clerks report following previous meeting.**
  - Crier submission was submitted for May 2018 edition.
  - RTI submission was submitted for the month.
  - Nest Pension submission was completed.
  - All cheques for payment have been issued.
  - All information, minutes and agenda have been uploaded onto the village website.

- Planning responses were issued to MSDC by the deadline for comments.
- The Clerk has renewed the Annual licence for Moneysoft – The payroll package - £78.00 is included within the expenses for the Clerk and presented for payment this evening.
- The Clerk has renewed the licence for Microsoft Office. The package was renewed automatically at a cost of £59.99 included within the expenses for the Clerk and presented for payment this evening.
- The Annual Parish Meeting took place on Wednesday 25<sup>th</sup> April, with a good representation from most of the village organisations and all reports, with the exception of the reports provided by Philip Groom have been received and will be kept on file.
- Training - The joint planning training with Bacton will take place over two evenings. The first has been arranged for Thursday 24<sup>th</sup> May at the village hall in Old Newton. 7pm – 9.30pm. The second date is still to be arranged and will be hosted at Bacton.
- Realise Futures will be installing the safety struts to the double noticeboards when they install the benches.
- A new Tree Warden has been appointed – Mr Lawrence Stearn will take over from Roger and is working closely with Onwoods and will report back any issues to the parish council as required. If possible, the Clerk would like some contact details for Mr Stearn.
- Glyn French – SCC Footpaths has been approached regarding some SCC signage for Dog Mess and whether we can obtain / purchase from SCC. Glyn is away from the office until the end of this week. The Clerk will chase this up.
- Defib – Cllr Miller will check the battery life on our Defib and this will be checked each month moving forward.

### Police Report / Crime Map Statistics (rolling 12 months)

- The latest newsletter has been printed for Cllrs information and can be found on the Stowmarket SNT website.
- The next police liaison meeting is scheduled for 9<sup>th</sup> May at 10am at Stowmarket Police Station. Clerk is unable to attend this meeting this time. Any Cllrs wishing to attend to inform the Clerk.
- The next Suffolk Police and Crime Commissioner public meeting is scheduled for Wednesday 11<sup>th</sup> July 2018 at the Cedars Hotel, Stowmarket. Any Cllrs wishing to attend to inform the Clerk.
- The Clerk has been asked to sign up to another police connect message service specifically targeting parish clerks. This has been done this evening.

MONTH	DETAIL OF INCIDENTS / CRIMES
February 2018	1 x violence and sexual offence on or near Greenacres 1 x Burglary on or near Netherall Close
March 2018	2 x Burglary on or near Brown Street
April 2018	April Data not available at time of print. As always the crime statistics are approximately 6 weeks out of date.

**9. Data Protection Officer** - It was agreed at the last meeting to use the SALC recommended DPO Centre at a lower level of cover, however new government legislation has been tabled to exempt all parish councils and parish meetings from appointing a DPO and this has meant the DPO Centre have emailed the Clerk putting our impact assessment on hold, they will be in contact in due course.

**10. Financial matters & Financial report** - Trevor Brown – Internal Auditor has been booked and will be attending the Clerk's home address for the purpose of completing our internal audit on Monday 21<sup>st</sup> May. The Clerk is working towards getting the accounts and spreadsheets in order for the internal audit.

### **Bank Account Balances:**

- Barclays April Statement Balance **£31,098.24** (27.04.18)
- Scottish Widows 60 Day account balance = **£3,377.86** (01.04.18)
- Scottish Widows Deposit account = **£253.39** (01.04.18)
- Public Works Loan – Annual Statement – Balance outstanding - **£31,434.72**

### **Accounts for payment – April 2018:**

- KAREN PRICE - Salary April includes holiday pay, expenses and less tax & NI and pension = **£1,009.95**
- HMRC – PAYE NI & Tax – Employee £19.08, Employer £21.94 = **£41.02**
- NEST Pension Contribution **DDR** – employee 3% £20.67, employer 2% **£17.22 = £37.89**
- SALC – Annual subscription **£423.75**
- MSDC – Dog waste & Litter bins **£390.00**

- Realise Futures – Name Boards over the two noticeboards **£111.60**
- Adam Alexander – Cemetery Maintenance April **£240.00** + March **£45.00** = **£285.00**
- CGM – Grass Cutting Village Hall areas on 11<sup>th</sup> April - **£22.20**

Cemetery is looking better for the sporadic cuts 3 / 4 times a year. Adam is doing a good job. Adam has stated that he would be looking to do the first cut next week.

#### **Monies Received – April 2018:**

- Precept **£12,076.51**
- ONGA – Allotment Rent **£420.00** (Payslip 100102)
- Coop Cemetery Fees – Trevor Cobbold **£50.00** (Payslip 100102)
- VAT re-claim **£1,658.67** – 13.04.18
- MSDC CIL Payment **£2,464.65** – 16.04.18.

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

#### **11. Bus Route 456 & 459**

- Resident Letter regarding Bus Service – Mr Brame acted as the spokesperson for members of the public that were in attendance. Thanks to Cllr Stringer for his efforts in trying to resolve any issues that members of the public have had. Moving forward contact Cllr Stringer for any issues.
- **Changes to Bus Services (Taken from Cllr Stringers report)** - Suffolk County Council entered into discussions with Galloway seeking to understand if it was possible to amend the 456 contract to meet other needs left unmet by the previous withdrawal by Galloway of the 387 service within Stowmarket. This again was a service that operated without subsidy from the local authority. During those conversations Galloway made it clear that they were unable to make any amendments that met the needs of residents and would prefer to terminate the contract, they also indicated that service 459 was likely to be withdrawn due to poor performance. Galloway subsequently submitted documentation on 16th March 2018 cancelling both services to the Traffic Commissioner, SCC were informed of this action on 20th March 2018. As far as the 459 service is concerned this is entirely within the rights of the company. As such officers have negotiated an amendment to an existing contract (the one that was put in place to replace the Galloway withdrawal of 387) to extend the route. The replacement service that has been secured serves Bacton (village store) at 07.17hrs, Bacton (Cotton Methodist Church) at 07.20hrs and Old Newton (Shoulder of Mutton) at 07.28 arriving in Stowmarket at 07.35. This matches the previous service to within around 3 minutes. Cotton did not previously have a journey at this time. Later in the morning and specifically designed to accommodate holders of concessionary passes a service will operate through villages starting in Gislingham at 09.30hrs and reaching Bacton (village store) at 09.42hrs, Bacton (Cotton Methodist Church), Cotton (Mill Street opp. Trowel and Hammer) at 09.48, this is effectively identical to the previous provision. Officers are currently formatting the timetables to a standard that can be distributed and this will be available next week at <https://www.suffolkonboard.com/buses/bus-timetable-updates/may-2018/>

#### **12. Correspondence Received & Circulars:**

- MSDC - Community Infrastructure (CIL – Information and MSDC invitation for submission of bids)
- MSDC – Planning Development Control Meeting Invitation – 9<sup>th</sup> May 9.30am
- MSDC – Latest Development following public engagement re: single district council
- MSDC – Stowmarket Vision for Prosperity
- MSDC – Flexible Visitor Information Service
- MSDC – Notifications of Committee Items – Subscription service available
- SALC / DPO – Learning Together.
- SALC / DPO – Update on Data Protection Bill
- DPO Centre – Email re: Tabled amendment to Data Protection Bill

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

#### **13. To receive District Councillor's Report – Miss Jill Wilshaw (Bacton Ward) & Rachel Eburne (Haughley & Wetherden)**

- Needham Market Site – There are a number of different options that have been consulted on including housing provision, the older part of the site that is listed to become flats, with additional new housing and small business opportunities in terms of shops and food outlets.
- CIL payments and the 123 application process from MSDC, Informed that this will be 6 monthly so any project that misses out will get the opportunity to re-apply in 6 months time.
- Housing strategy meeting – Opinions moving forward with new housing.

- S106 – standard contributions in one area.
- MSDC are not happy with Babergh. The general public perception is accepted as not great. Babergh are in so much turmoil. Actual reason for not merging with Babergh is that MSDC cannot work with them and disagrees with many of their actions.
- Rachel Eburne - District Councillor for Haughley & Wetherden. Correspondence from parishioners has been made to Cllr Eburne in relation to the Old Bells Farm planning application, Silver Street and Ward Green.
- The boundary review – Current proposals is for Wetherden, Haughley, Stowupland, Old Newton and Gipping to be one ward. Final proposals to be out in August.
- Cllr Eburne would like to see additional cross reference and correspondence with Haughley Planning Committee and suggests the Clerk makes contact with Haughley’s Parish Clerk to help facilitate working together.

#### **14. To receive County Councillor’s Report – Mr Andrew Stringer**

**Pothole repairs** - It was recently reported that Suffolk County Council had repaired 6500 potholes since the start of the year. However, there are still a number of issues with the way Highways carry out their repairs, and this headline figure does not paint an accurate picture of the situation in Suffolk. The Highways team are currently struggling to keep up with the need for repairs across the county, and so are resorting to temporary repairs which are quicker to complete than permanent repairs. They have recently introduced a more expensive temporary material that is supposed to last slightly longer. However, these pothole repairs will undoubtedly need to be repeated in the coming months as the temporary material deteriorates. Whether this represents value for money for Suffolk residents is an important question.

Suffolk Highways have also stated that they are “blitzing” whole areas of the road at once, rather than making multiple trips to the same area. However, it is important to note that they will only repair potholes that meet their intervention criteria. Cllr Stringer attached a copy of the “Defect Response Matrix” at the end of this report, which outlines the minimum size a pothole needs to be for it be repaired by Suffolk Highways. Further information on the pothole repairs policy can be found within the Suffolk Highway Maintenance Operational Plan, available at:

<https://www.suffolk.gov.uk/assets/Roads-and-transport/how-we-manage-highway-maintenance/Suffolk-Highway-Maintenance-Operational-Plan.pdf>

Cllrs felt that any progress is naïve and false economy. It was welcomed that Falconer Avenue – some works are coming forth.

**15. Broadband Update – Cllr Arnold.** Progress – Brown Street premises problems are now completely connected. Sandford Road – Open Reach have been out – Service should be up and running within the next fortnight. Both of these issues have been highlighted with our MP. The database not being updated is the same thing over and over and our MP will be taking this up again on our behalf and possibly the residents of the Brown Street problem will be reporting BT to the Ombudsman. The village hall connection has now been deferred again. Cllr Stringer would like to be included in any correspondence for when he puts forward his review.

#### **16. Planning Applications Received**

- **DC/18/01354** - Householder Planning Application - Erection of single storey side and rear extensions and erection of first floor side extension over ground floor utility room at Robine, Station Road, Old Newton, Stowmarket, Suffolk IP14 4HQ. Cllrs felt that this application would not adversely affect any neighbouring properties. Clerk has not received any comments from
  - members of the public. It was proposed and seconded to approve the application and all Cllrs were in favour. Application approved.
- **DC/18/01393** - Erection of agricultural storage building at Old Newton Hall Farm, Sandford Road, Old Newton, Suffolk. Cllr Baker left the meeting. The proposed storage building can’t be seen and is away from Old Newton Hall. There is little impact on neighbouring properties. The parish council have not received any comments by members of the public. It was proposed and seconded to accept the application All Cllrs were in favour Application approved.
- **DC/18/00800** - Listed Building Consent. To remove existing sand cement render and the metal lath substrate and replace with traditional lath and 3 coat haired lime putty/sand render at Bush Farm, Stowmarket Road, Old Newton, Stowmarket Suffolk IP14 4EB. Looking at the plans Cllrs felt the proposed work is repairing a lot of damage and restoring. It was accepted that Natural Heritage would ensure the listed property rules were adhered to. It was confirmed that the windows have been approved previously. No comments have been received by members of the public. The application was proposed and seconded will all Cllrs in favour of this application. Application approved.

- **DC/18/01524** - Outline Planning Application (Access and Landscaping to be considered) Erection of up to 5 dwellings at Land North of Bush's Farm, Stowmarket Road, Old Newton, Stowmarket Suffolk IP14 4EB The land is on the Old Newton side of Bush's Farm. Cllrs felt that the access looking at the plans that the hedge is quite close to the road and the visibility splay is presently quite poor. The speed limit on this stretch is 40mph. The visibility would need to be increased and if possible, the hedging should either be removed or set back further to allow for better viability onto this very busy stretch of road.

There are no footpaths presently to access the village by from this site and this could possibly be dangerous. The landowners were in attendance at the meeting and did state that the plans would include a footpath through the houses so that people would not have to walk on the road. The original access was developed with HGV in mind and if the hedge was moved back there would be benefit to all parties. The application is well screened from a neighbouring listed building and the Clerk confirmed that there has not been any comments received in respect of this application.

It was proposed to accept and approve this application subject to access being where the current access is with the hedgerow being taken back to provide better visibility splay for both directions of travel. Seconded and All Cllrs were in favour. Application approved.

#### 17. **Planning Decisions from MSDC**

**DC/18/00622** – Erection of extensions to the east and west of the hall and a new entrance porch with internal layout changes at Old Newton Village Hall, Church Road. **MSDC planning permission has been granted**

18. **School Parking / Infrastructure / Road Signage** - Cllr Clements has spent his convalescence time serving the parish council well. Cllr Clements has been in contact with SCC. Our complaints regarding the road markings by the school has been recognised and apologies have been received for lack of progress. Cllr Clements has and would like to meet Highways Engineers to make arrangements to oversee what has previously been agreed. School parking – The school are very aware of the issues and actively promoting the Walking Bus week for w/c: 21<sup>st</sup> May where parents will meet at the village hall and walk down in convoy. The dog fouling is bad and is now being concealed with grass... Possibility for the Children to make some posters promoting the walking bus week and asking people to please pick up their dog mess.

19. **Highways / Speed Monitoring** - Three monthly reports, remove from the agenda unless Cllr Clements confirms as an agenda item. Speed watch monitor moved to School Hill. Possible to get another pole and move our existing SID Unit.

20. **Benches – Working Party Update – Cllr Clements.** Benches are due to be delivered on the 8<sup>th</sup> May. Mr Hines has been asked to complete the concrete pads in time for delivery.

#### 21. **Councillors Matters to be brought to the attention of the Council**

- Mutton Meadow was built to enable an ambulance to access. Sign put up saying cars should not park beyond this point and the sign is now blank. The sign is now bleached – Report to SCC.
- Listening to Mr Groom report at the APM– that dogs allowed off the lead – Surprised, Cllr Goudy to feed back to the village hall.
- Have the village hall got money in place for funding of the proposed and accepted plans. The Parish Council have no commitments, there are other funding streams available that the Village Hall Committee are looking into.
- Station Road – Footpath across the ditch where the safety rails are on the bend. The railings are bent over and looking worse for wear.
- The bus signs at Haughley have been reported.
- The weight limit sign newly installed down Station Road is only visible once vehicles have turned. The legal order will update the 'sat nav's' and SCC are aware and looking at ways to make the visible signage better.

#### 22. **Public Forum**

- Sandford Road –grass verge has been pushed into the ditch. When walked dogs on the playing field, witnessed a lady leaving the gates open to the play areas. Cllr Goudy to report back to the village hall committee.

**23. Additional Matters for inclusion on the agenda for the June 2018 meeting.**

- Benches working party update
- Speed SID unit report
- DPO Update
- Financial / Audit
- CIL
- Defib
- School / highways / infrastructure

**24. Date of the next Parish Council meeting** – The June meeting is scheduled to take place on Wednesday 6<sup>th</sup> June 2018 at 7.30pm

Meeting closed at 21.43hrs