

**Wednesday 3<sup>rd</sup> April 2019 at Old Newton Village Hall commencing at 7.30pm**

**Present:** Cllrs J Miller (Chair), M Clements (Vice Chair), M Shave, K Goudy, J Harbidge, K Hall-Price (Clerk), and District Cllr Wilshaw and County Cllr A Stringer, 1 member of the public.

1. **Chairman's welcome and to receive any apologies for absence** – Cllrs K Baker, T Arnold, M Reeve, R Lawson and District Cllr Rachel Eburne have all sent their apologies for this evening.
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.
4. **To approve the minutes of the March meeting held on 6<sup>th</sup> March 2019.** It was proposed and seconded to approve the minutes and they were signed accordingly by the Chairman.
5. **Clerks report following previous meeting.**
  - Crier submission was submitted for the April edition.
  - RTI and Nest Pension submissions were completed
  - All cheques for payment have been issued.
  - All planning application responses were submitted to BMSDC by the agreed deadline dates.
  - All information, approved minutes and agendas have been uploaded onto the village website. The Clerk has also set up Lorna Goff who has offered to update the village hall website.
  - Elizabeth Ling Community Housing Enabling Officer has sent apologies as she is no longer able to attend our April meeting. Clerk has invited her to attend the June meeting which she has confirmed.
  - The Clerk would like to receive an appraisal and salary review – The New NALC pay scales are available and to be implemented from April 2019. However, the Clerk has never received a review or a pay increase in the last 11 years other than the minimum for the same pay scale. Employment Committee to action.
  - Street and Road signs reporting to SCC Highways – Clerk has not been in touch with Highways yet and this will be priority before the May meeting. Awaiting confirmation from Andrew as to who the best person would be to raise this with.
  - Village Hall Play Equipment - Cllr Lawson felt that much of the equipment was not fit for purpose and asked if this could be checked and what policy the village hall has in place to monitor the playground equipment. Cllr Baker spoke to the Village Hall Committee and the committee confirmed that the play equipment is checked monthly. After this month's check (last Tuesday) the committee have made some adjustments to the equipment to make it safe. If a list of what the concerns are could be given to a committee member they will work through them.

**Police Report / Crime Map Statistics – January 2019**

Crime Map Figures for February are not yet available.

- 1 x Criminal damage & arson on or near Knights Close
- 2 x Violence / Sexual offence on or near Greenacres
- 1 x Public Order on or near Sandford Road
- 1 x Violence / Sexual offence on or near Sandford Road

**Police Connect messages have included:**

- Police are appealing for information following a burglary at a home in Stowupland.
- Police are warning members of the public to be vigilant after an attempted fraud in east Suffolk last week, a woman received a call from a man purporting to be from the Government Regulations Claims Department in relation to owed PPI. For advice on keeping yourself safe against scams, please visit: <https://www.suffolk.police.uk/advice/crime-prevention-z>. For more information on this type of crime do visit: <http://www.actionfraud.police.uk/news/alert-fraudsters-claiming-to-be-from-hmrc-jun17>. Alternatively, report incidents of fraud to Action Fraud using their online

reporting tool <http://www.actionfraud.police.uk> or by calling 0300 1232040. You can also sign up to the Trading Standards weekly email alert on rogues and scams targeting Suffolk at [www.suffolk.gov.uk/JoinTheFight](http://www.suffolk.gov.uk/JoinTheFight)

- Police are appealing for witnesses following an incident of criminal damage in Stowmarket in the early hours of Sunday morning, 24th March. Between 2am & 4am someone threw a traffic cone through the rear windscreen of a car parked in Station Road West, Stowmarket.
- Police are advising residents to be cautious of emails from TV Licensing stating there is a problem with your direct debit or similar. You are advised not to follow any links supplied in the email or give any of your banking information.
- Police in Suffolk are urging people who fly drones, either commercially or as hobbyists, to be mindful of the locations they operate in at this time of year due to nesting birds. The county has some very sensitive sites in Suffolk where rare bird breeds, both native and non-native, are either already nesting or will shortly be arriving to do so. Some of these sites are protected from entry, so some users of drone may want to try and get a view from above, using the technology that is available. People who fly drones are reminded that it is an offence to intentionally or recklessly disturb any wild bird listed on Schedule 1 whilst it is nest building or is in, on or near a nest with eggs or young; or to disturb the dependant young of such a bird. Police would also remind people that the legislation is also relevant to dog owners around ground nesting birds.
- Police are issuing a reminder to motorcyclists across Suffolk that they have the opportunity to improve their riding skills and to have better awareness and ability while on the road at 'Safe Rider' motorcycle workshops, which begin next month.
- Operation Sceptre, the national week of action against knife crime, took place between 11th and 18th March and was proactively supported by Suffolk Constabulary. The operation highlights the risks that carrying a bladed weapon can bring, as well as targeting offenders who use and carry knives.

## 6. Financial matters & Financial report

The clerk has received email confirmation of our audit with PKF Littlejohn. Also a date has been booked for Trevor Brown our internal Auditor who will visit the Clerks home address on Monday 20<sup>th</sup> May 2019. This will ensure we are in a position to sign off the AGAR at the June Parish Council meeting. Clerk is presently working towards pulling the audit reports and accounts for the year end together in preparation for the internal audit.

### Bank Account Balances:

- Barclays March Statement Balance **£22,601.94** (29.03.19)
- Scottish Widows 60 Day account balance = **£3,378.03** (31.12.18)
- Scottish Widows Deposit account = **£253.41** (30.12.18)
- Public Works Loan – Annual Statement – Balance outstanding at 31.03.18 (new balance report not received yet) - **£31,434.72**

### Accounts for payment – March 2019:

- KAREN PRICE - Salary March includes holiday pay, expenses and less tax & NI and pension = **£888.83**
- HMRC – PAYE NI & Tax – Employee NIC £6.22, Employer NIC £7.15 = **£13.37**
- NEST Pension Contribution **DDR** – employee 5% £30.84, employer 3% £23.3 = **£53.97**
- On-woods / ONEG – Cleansing Grant / Litter picking **£92.24**
- Adam Alexander cemetery maintenance - **£165.00**
- Scarff Farms – Allotment land rent - **£420.00**
- SCC – Streetlights and energy costs 2018-2019 - **£1,408.05**
- Westcotec – Additional bracket (SID) - **£69.00**
- SALC subscription - **£429.06**

### Monies Received – March 2019:

- Coop - Cemetery fees – Peggy Walker - **£25.00** (payslip 100111)
- Dignity – Cemetery fees – Sydney James Rulton **£75.00** (payslip 100111)
- Coop – Cemetery fees – S Blomfield **£40.00** (payslip 100111)
- Coop – Cemetery fees – Betty Armstrong **£25.00** (payslip 100111)
- Baby Ashes (scattered) – Cash **£10.00** (payslip 100112)
- MSDC – Cleansing Grant / Litter picking **£92.24**
- ONGAA – Allotment land rent - **£420.00** (payslip – 100113)
- Hanchets – Memorial headstone for Sydney Rulton **£50.00** (payslip – 100113)
- Coop – Cemetery fees – Shirley Blomfield **£25.00** (payslip – 100114)

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

## 7. Correspondence Received & Circulars:

- Cllr Arnold letter apologies for non-attendance at the meeting following a hip replacement operation. Various comments to be raised at each point on the agenda with permission from the Chairman. Permission granted.
- MSDC – CIL Bid round 3 opens 1<sup>st</sup> May 2019.
- MSDC – Joint Area Parking Plan
- Healthwatch UK Email – Include in the Crier.
- MSDC – Briefing Note regarding MSDC housing land supply position review 2019
- 2 x letters from pupils at the Primary School requesting help with the school play equipment. (£2,464.65 received in CIL money April 2018 could be used towards this if Cllrs wished to so.) May Agenda item – write to school children and district councillors for possibly applying for some locality budget after the election.
- Pensions Regulator – Information and employer re-enrolment. Clerk to action.
- SCC have finally approved the order to reduce the speed limit to 40mph on the B1113 approaches at both ends of the village. Stowmarket Road – from a point 565 meters north west of the junction of the B1113 Newton Road with Stonebridge Lane in a northerly direction to a point 535 meters south of Greenacres for a distance of 1620 meters. Finningham Road – from a point 1117 meters north of the junction with Falconer Avenue in a northerly direction to a point 97 meters south of Silver Street for a distance of 1180 meters. Thanks to Cllr Stringer for pushing this on our behalf and we got there in the end. It has been asked if we could also deploy the village SID unit on this stretch of road however, the equipment is not permitted to be used in a 40mph restriction zone.
- Parishioner Letter – Mr Ratcliffe regarding proposed planning development – Greenacres. To be discussed at time the planning application comes forward.

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

## 8. To receive District Councillor's Report – Miss Jill Wilshaw (Bacton Ward)

The End Violence at Work Charter, which campaigns for an end to violence at work in the community sector was adopted by both councils at the last Full Council meetings. The charter sets out 10 principles, acting as a set of standards that employers must follow. These include having a written violence and aggression at work policy, taking measures to reduce staff working in isolated buildings and regularly monitoring data on violent incidents. The councils will now work with UNISON to evidence how they already meet the ten points and capture any additional steps they intend to take to further improve the safety of employees.

Mid Suffolk has approved up to £600,000 for the development of a brand-new visitor centre at Needham Lake. The proposals are to build a high quality environmentally friendly visitor information centre including a café and new public convenience facilities. Needham Lake already attracts in excess of 300,000 visitors a year, with Visit England having ranked it as the second most visited free attraction in the East of England. The lake provides a great place for the community to get active and spend time in the natural environment. It is envisaged that works will start in the Autumn with the visitor centre opening in time for the 2020 Summer season.

A new partnership in Mid Suffolk is helping young people take their next step into employment, or on to further education and training. The Together Programme is run by The Mix in Stowmarket, with funding from Mid Suffolk, Suffolk County Council and local employer PPG, and is thought to be one of the first of its kind in Suffolk. Local firms are being invited to work with specialist youth workers to shape the programme to improve the skills and aspirations of young people aged 15 to 24, and ensure they get the future job candidates they need.

A partnership between Mid Suffolk District Council and the John Peel Centre will breathe new life into the vacant former NatWest building in Stowmarket – bringing art, leisure and entertainment into the heart of the town centre. The Nat West bank in Market Place closed in September 2017, Mid Suffolk District Council then took on the building last year, with the aim of using it as a community space that the whole town could enjoy. The keys have been handed to the neighbouring John Peel Centre for Creative Arts for an initial five months. The arts centre will use the opportunity to open the building to the public and seek local views on how it can best be used in future.

Cllr Wilshaw thanked the Parish Council and residents of Old Newton for their kind support they have given over the past 4 years. Cllr Wilshaw stated that she had thoroughly enjoyed helping the residents and representing them in the District Council and she would miss representing Old Newton.

The Chairman thanked Cllr Wilshaw for all her support and contribution as our District Cllr. Cllr Shave asked to reiterate to MSDC that we would like to be included in the name of the relevant ward.

## 9. To receive County Councillor's Report – Mr Andrew Stringer

**Councils express concern over energy projects** - Suffolk County Council and Suffolk Coastal District Council have jointly expressed concern with two proposed energy projects in Suffolk: EDF Energy's Sizewell C, and

Scottish Power Renewables' two offshore windfarm projects. At the Cabinet meeting on 12 March, it was agreed that the councils would submit joint consultation responses on each of the projects. With regards to Sizewell C, the councils say they are still not able to fully support the proposals because EDF Energy's plans have not evolved as much as they had hoped between consultation stages 2 and 3. The impact of the proposals on the environment and local communities would be major, and it is not yet clear exactly how EDF will mitigate these impacts. The councils say that the proposals need to be better developed and evidenced, and have requested further details from EDF. With regards to the two off-shore windfarms, whilst the Council remains committed to the principle of offshore wind, it is concerned that the current proposals are too damaging to Suffolk. Concerns include negative impacts on the coastal landscape and AONB, the impact of onshore substations at Friston, HGV routes and traffic flows, and background noise levels. The councils wish to work with SPR to mitigate these impacts where possible, and where mitigation is not possible to seek compensation.

**Suffolk County Council declares "climate emergency"** - On 21 March, councillors from my group successfully proposed a motion calling on Suffolk County Council to recognise the imminent dangers of climate change and declare a climate emergency. The motion received near-unanimous support, with 60 councillors voting in favour, and only one vote against and one abstention. As a result of this motion the Council will form a cross-party panel by September 2019, which will be tasked with developing policy ideas to help the authority cut carbon emissions on a spend to save basis. The council has also agreed the ambition to be carbon neutral by 2030, and has committed to working with partners in Suffolk to help them achieve the same goal.

**40mph Limit** – Legal order in place.

**Excessive Lorries through Mendlesham (circa 300 per day)**– Have Old Newton noticed any changes as SCC are struggling to see where they are going and why...

Pot Holes on Falconer Avenue is in desperate need of re-surfacing however they are not at intervention level as they are not deep enough but are still a concern.

Cllr Shave – Stowmarket having a new emergency centre – Where is this likely to be? Both County Cllr and District Cllrs are unaware of this information.

## 10. Planning Applications Received

- **DC/19/00139** Full Planning Application – Erection of 1no dwelling and new vehicular access at Ivy Cottage, Brown Street, Old Newton. Response required by 28<sup>th</sup> March 2019 - Extension approved by MSDC. Planning permission has actually been granted to this application as MSDC website despite the fact that the Clerk has received an extension to submit parish council comments.

Tony's comments read to the parish council. MSDC have approved the reduced package of land and new access.

- **DC/19/01205** – Householder Planning Application – Erection of front canopy and single storey rear extension at Willowfield, station Road, Old Newton. Response required by 2<sup>nd</sup> April 2019 – Extension approved by MSDC. **Comments received** – Cllrs felt that from the road the front porch will be visible and overall enhance the building and the property. Clerk confirmed that no residents' comments have been received. Cllrs did not have any objections. The application was Proposed and seconded to approve at parish council level – All Cllrs were unanimously in favour to approve the application.
- **DC/19/01474** - Full Planning Application - Erection of 1no. dwelling on Land to The North of Oak House, Church Road, Old Newton, Suffolk. Response required by 18<sup>th</sup> April 2019. **Comments received** - Two detached houses were refused by Parish Council in 2017 and it was then refused on appeal. This is now for 1 property on a single storey and some concerns have been addressed however Cllrs felt that nothing has changed with regard to the access and the pond is still there. It was suggested that approval could be given if conditions were stipulated that the pond is protected and maintained during and after construction however the access was a concern previously and this hasn't changed on the new application. Vehicles exiting the track is dangerous. Cllrs were still very concerned regarding the splay onto the highway. Proposal to refuse on the safety issues onto the highway, policy T10 refers, seconded. Voted– in favour by majority vote 3-1. Application refused at parish council level.
- **DC/19/01507** – Application for listed building consent - Enlarge window opening and replace with window and door at Hill House 62 Church Road Old Newton. Response required by 19<sup>th</sup> April 2019. Planning permission was previously granted to extend the kitchen and they now want additional light by putting a glazed door and new

window. *Cllrs comments* – It is a grade II listed cottage – English heritage will do their usual in terms of their parameters and can't see an issue. From the photos it looks like softwood frames being replaced with softwood. The outbuilding has been completely re-build – Planners / English heritage won't take into consideration that it can't be seen from the road – obviously it needs to be in keeping with the period of the property. The glazed door does not appear to be in-keeping with the age of the property. Proposed to accept, seconded with the amendment of the glazed door not in keeping but have no issues. All in favour – Approved at Parish Council Level.

#### **11. Planning Decisions from MSDC – None received**

Ivy Cottage – Planning Permission Approved at District Council level despite an extension approved to be discussed at the April meeting. Clerk to write to MSDC to extend our disappointment.

#### **12. Grit Heaps / Bins – Update.**

We have received finally the licencing for two of our bins – The others have been rejected again. Email has been sent to Highways and to Cllr Stringer expressing our disappointment in their apparent jobs' worthy stance. Portfolio holder has changed – Send a reminder in approx. 3 weeks and appeal the sites refused.

- Church Rd / Whitehall Road – *Licence Approved 12.03.19*
- Hundred Lane – Refused as not 1 in 15 gradient
- Netherall Close – refused due to close proximity of School Rd application (approved)
- Top School Road - Refused as not 1 in 15 gradient
- Bottom School Road – *Licence Approved 12.03.19*
- Ward Green - Refused as not 1 in 15 gradient

**13. CIL / PIIP – Annual Parish Meeting.** At the Annual Parish Meeting – Cllr Miller will prepare a presentation to update organisations that attend. Crier and noticeboards, website and all village organisations have been invited to attend and provide reports to the Annual Parish meeting. Stefan Henriksen Stowmarket Police has agreed to attend our meeting and provide an annual report. Clerk will provide small light refreshment buffet for after the meeting. Football club has achieved promotion and their present changing rooms are not adequate facilities. They do qualify for a grant from the FA but this won't cover the whole amount and this should be considered if possible as part of the Piip.

**14. Church Road SID Unit – Update.** Chq presented for payment tonight for the additional bracket on Church Road from Westcotec £69.00. Apologies from Cllr Clements as the data has been deleted. New data collected to be reported at the June meeting.

**15. Street and Road signs needing attention.** Cllrs to identify and compile a list of signs that need to be ordered to be replaced. Audit to be compiled that need repair and those that need replacing. Chairman has provided a map for Cllrs to identify any additional signs needing our attention. Cllr Shave mentioned the 30mph sign in the hedge on Station Road and Sign in Mutton Meadow – No vehicles beyond this point is now blank / bleached.

**16. BT Phone-Box Adoption and use as Community Library / Book Exchange.** Cllr Miller has visited the family who started using the phone box as a community library / book exchange and the family have confirmed they would like to continue to manage this facility with parish council support. The Parish Council are very thankful for the organising and running of such an inspired community led facility. The Parish Council are keen to work with and enhance the phone-box project. The Clerk has included the phone box on the asset register for the Parish Council.

**17. Election – May 2019 / Cllrs Nomination Forms.** Election Nomination Forms were hand delivered by the Clerk on 14<sup>th</sup> March to MSDC at Stowmarket Rugby Club. Deadline for nomination forms is 3<sup>rd</sup> April so the Clerk has not received confirmation yet or notice of election papers. Clerk has asked if possible if a Cllr could print and display the noticeboard copies as Clerk is away for the next two weeks on annual leave. The clerk confirms that access to the emails and web page will not be affected.

Cllr Harbidge asked to be excused from the meeting in order to attend a personal family matter. Chairman approved and Cllr Harbidge left the meeting.

**18. GDPR Policies – Update.** The Clerk attended a networking course and we are behind in adopting policies to cover us for GDPR. The first change clerk has made is to include a disclaimer at the bottom of emails coming from the Clerk. The second one we need to look at as a priority is the use and set up of generic emails for the parish Council. The contact the Clerk has made can do this for a set up cost of £150.00 plus annual hosting of the domain name and emails of £15 per year – Circa costs of £180.00. This will provide up to 15 emails addresses. The Clerk

has an audit in June to work towards getting some of the policies up and running and on the website etc but the emails is becoming a priority in the first instance as the audit states we should be using generic emails addresses now. Chair proposed and seconded to move forward with this immediately.

Clerk will be starting on policy documents to cover Subject Access Request, Piip Policy, Document & Electronic Data retention Policy, Freedom of Information Policy and the Volunteering Policy.

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

- SID Data now for the June Meeting.
- Cllr Shave hopes that when the new council meet – That Cllrs show some courteous behaviour. Not to lose sight of Mr Walden’s name to be added onto the war commission memorial. The Chair explained that the erosion is quite bad on the memorial wall. Waiting for a quote to complete the repair and add Mr Walden’s name to the wall - it hasn’t been forgotten.
- The Chairman attended MSDC parish liaison meeting at Henley in the morning – The evening session was cancelled and it is reported that Cllrs were not informed. Again, it was felt to be not very well organised.
- Cemetery committee meeting is required. Plot of land adjacent to the footpath is filling up and plans need to be commenced to start the new area of consecrated ground.
- Chairman has also not forgotten to get the Chairman bar to be added to the Parish Council chain of office.
- Cllr Shave has done 52 years as a Parish Councillor – The Chair wanted to recognise the hard work contribution and professionalism shown towards the village and the parish council over his past 52 years of service to the village. Cllr Shave has always behaved and conducted himself in an exemplary manner within all meetings and has given his time and efforts to many ventures within the village and the parish over the years. The Chair would like to formally recognise Cllr Shaves commendable achievement and this will be raised again at full parish council meeting after the election – Congratulations and thanks offered by all members of the parish council, County Cllr Stringer and District Cllr Wilshaw and the member of the public in attendance.

#### **20. Public Forum.**

- Church Road – Request for consideration of an amphibian or ducks sign. Sid unit would be useful on Church Road if possible.

#### **21. Additional Matters for inclusion on the agenda for the May meeting.**

- Elizabeth Ling Community Housing Enabling Officer has agreed to attend our June meeting.
- GDPR Policies for Adoption.

#### **22. Date of the next Parish Council meeting – The May meeting is scheduled to take place on **Wednesday 8<sup>th</sup> May 2019** at 7.30pm following the election. This will be the AGM of the Parish Council.**

Meeting closed at 21.34hrs