

**Wednesday 8<sup>th</sup> May 2019 at Old Newton Village Hall commencing at 7.30pm**

**Present:** Cllrs J Miller (Chair), M Reeve, K Goudy, K Baker, J Harbidge, K Hall-Price (Clerk), and 1 member of the public.

**Apologies:** District Cllr K Welham and County Councillor A Stringer arrived at 20.37hrs. Apologies received from District Cllr R Eburne. Cllr Clements was absent from the meeting.

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.** Cllr Reeve proposed that Cllr Miller stays as the Chair for another year, Cllr Baker seconded and added that she felt this would enable the parish council to see the parish council through to full strength after co-option, to provide stability and to progress the various technology projects started through to completion. Cllr Miller accepted stating that he would be prepared to do another year and would be happy to train Cllrs in the use of the technology.
  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.** Cllr Clements was not in attendance at the meeting and Cllrs felt it unfair to decide this role without full compliment of Cllrs especially as the parish council is 3 Cllrs light following the election. Cllr Miller stated he will be absent for the June meeting and Cllr Goudy offered to stand in as interim Vice Chair to take next months meeting. All Cllrs agreed and the position of Vice-Chair to be decided at the June meeting following co-option.
  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.** None received. Cllr Baker stated that she did not feel it necessary to declare an interest in the planning application for Mayhews Farm as although this is neighbouring land she does not have any pecuniary interest or conflict.
  5. **To appoint representatives to outside bodies.**

• Village Hall Committee	Cllr Baker
• SALC	Cllr Clements
• Suffolk Acre	TBA
• Community Council	Cllr Miller
• School Representative	Cllr Baker
- Proposed and seconded to adopt the existing Cllrs for the coming year, leaving the vacant positions to be decided once the Parish Council has a full council. All in favour.
6. **To appoint committees, sub-committees and/or working groups.**

• Planning	<b>Cllrs Miller</b> , Goudy, Clements, Harbidge
• Footpaths & Environment	<b>Cllrs Goudy</b> , Miller, (Vacant, Vacant)
• Cemetery	<b>Cllrs Miller</b> , Goudy, Reeve
• Finance	<b>Cllrs Miller</b> , Goudy, (Vacant) & Clerk / RFO
• Employment	<b>Cllrs Baker</b> , Goudy, Miller, (Vacant)
• Allotments	<b>Cllrs Clements</b> , Reeve, Goudy, (Vacant)
• Broadband	<b>Cllrs (Vacant)</b> , Cllr Miller
• Highways, Infrastructure, Potholes	<b>Cllrs Goudy</b> , Clements, Miller, Baker, Harbidge
• Tree Warden	Mr Lawrence Stearn – ONCE member

Proposed and seconded to accept all existing members of the committees effective spokespersons for and on behalf of the parish council leaving the vacant positions to be decided once the Parish Council has full council. All in favour. It was requested if the Chair could ascertain if Mr Arnold would like to remain on the committee for Broadband. Cllrs in **bold** are the designated spokesperson to report at the monthly meetings.

7. **To approve the minutes of the April held on 3<sup>rd</sup> April 2019.** 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 the May 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. Clerk to check the accuracy of the Cllrs representing outside bodies and committees as this seems to be out of date.
- Microsoft Licence has been renewed – cost £59.99 (claimed back under Clerks expenses)
- Moneysoft Payroll Manager licence has been renewed – cost £81.60 (claimed back under Clerks expenses)
- Dog bin for Falconer Avenue was supposed to have been ordered by the Clerk following receipt of the grant funding provided by District Cllr Wilshaw, the funds were available January which coincided with the Clerks house move and it got missed. Parishioner has been in contact and the Clerk has owned up to the mistake and apologised and the dog bin has now been ordered. Invoice for payment at tonight’s meeting.
- Clerk has completed the police referral form received via Cllr Jill Wilshaw for police presence at the School during pick up and drop off times. Awaiting response.

**Police Report / Crime Map Statistics – February and March 2019**

Crime Map Figures for April are not yet available.

- 1 x Violence / Sexual offence on or near Cross Green (March)
- 1 x Violence / Sexual offence on or near Dagworth Lane (February)

**Police Connect messages have included:**

- **RURAL CRIME** - Emerging Crime pattern. In the Broadland and North Norfolk area's, tractors, Horse trailers and Quod Bikes and agricultural machinery have been targeted by thieves. We believe these are not opportunistic crimes but rather pre-planned with a known buyer or end destination already agreed. Please be vigilant, take number plates of vehicles seen and report any suspicious activity.
- **Livestock thefts** - Over the last couple of months there has been an increase in livestock thefts in the county with sheep and fattening lambs being stolen. The thefts have occurred in plain sight. As yet no animals have been recovered but we continue to try to identify the offenders and work with Trading Standards, Defra, sheep farmers and the National Sheep Association in relation to these offences. Theft of poultry remains an issue. We believe the offenders are local to the locations of the crime, and we continue to investigate.
- **Crime prevention** - Please remember to take all possible precautions to ensure your property does not become an easy target for criminals. Lock windows and doors, remove keys from vehicles and ensure your property is marked so in the event it is stolen and recovered, it can be returned. Consider placing tracking devices into valuable movable property and taking photographs of items of value. For more advice please contact me and I will arrange for one of our crime prevention officers to provide further advice.
- **Burglary** in Elmswell - The home was entered on Friday 12 April between 5.15pm and 10pm. Glass in the rear door was smashed to gain entry. Bedrooms upstairs were searched, and jewellery and Apple Tablets were stolen.

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

MONTH	DETAIL OF INCIDENTS / CRIMES
November 2018	2 x Violence / Sexual offence on or near Falconer Avenue
December 2018	1 x Violence / Sexual offence on or near Cross Green 1 x Crime Other on or near Hundred Lane 1 x Anti Social Behaviour on or near Sports and Social Club
January 2019	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

February 2019	1 x Violence / Sexual offence on or near Cross Green
March 2019	1 x Violence / Sexual offence on or near Dagworth Lane

## 9. Financial matters & Financial report –

The clerk is working towards the audit. Internal auditor Trevor Brown 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.

### Bank Account Balances:

- Barclays April Statement Balance **£31,086.33** (29.04.19)
- Scottish Widows 60 Day account balance = **£3,378.12** (01.01.19)
- Scottish Widows Deposit account = **£253.42** (01.01.19)
- Public Works Loan – Annual Statement – Balance outstanding at 06.04.19 - **£26,892.38**

### Accounts for payment – April 2019:

- KAREN PRICE - Salary April includes holiday pay, expenses and less tax & NI and pension = **£1008.495**
- HMRC – PAYE NI & Tax – Employee NIC £4.70, Employer NIC £5.40 = **£10.10**
- NEST Pension Contribution **DDR** – employee 5% £30.33, employer 3% £22.75 = **£53.08**
- On-woods / ONEG – Cleansing Grant / Litter picking – Replacement Cheque originally paid in October and not banked by Onwoods - **£188.40**
- Adam Alexander cemetery maintenance April 19 - **£150.00**
- CGM Grass Cutting Village Hall Playing Field - **£341.93**
- Mor-Tech Computing Service – Setup and configure new Parish Council emails – 1 off payment - **£180.00**
- Mor-Tech Computing Service –Domain charge - **£18.00**.
- Mor-Tech Computing Service –Monthly hosting charge - **£18.00** can be set up as DDR or recurring monthly payment or the Parish Council could pay one additional payment of £198.00 for the year. Cllrs proposed and seconded to pay this annually. Clerk asked to obtain new invoice for the remaining £198.00 to be presented for payment at the June meeting.
- Glasdon UK Ltd – Dog bin for Falconer Avenue - **£103.82**. If a pole is required Clerk to order obtain and arrange installation.

### Monies Received – March 2019:

- Coop – Cemetery fees – Shirley Blomfield £25.00 (payslip – 100114)
- MSDC Precept - £12,438.51

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

## 10. Correspondence Received & Circulars:

- Mark Russell – Principal Planning Officer – Response to complaint email following last month's planning application DC/19/00139 Ivy Cottage fiasco with being granted an extension to discuss the application to discover that Planning had issued their decision before our meeting – The clerk did make a formal complaint and received a very fast and apologetic response with a promise that this is not usual and that they do take into account and consider Parish Council comments. Full email read to the meeting.
- MSDC – Notice of new CIL Bid round (3) opened 1<sup>st</sup> May 2019
- Response letters – Pupils at Old Newton Primary School.
- President of Haughley WI – request to advertise in parish magazine

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

## 11. To receive District Councillor's Report – Mrs Rachel Eburne

Please accept my apologies for tonight's meeting. Keith should be able to answer any questions regarding the District Council. Andrew (who works with Rachel as Deputy and Group Leaders of our Group at district level) should be able to update you on the political situation at Mid Suffolk. Rachel has asked to say to the meeting that she would like to thank the residents of Old Newton and Gipping for their support over recent weeks and that, with Keith Welham, she looks forward to working with them and the Parish Council over the next year.

## 12. Planning Applications Received

- **DC/19/01896** Planning Application - Erection of single storey rear extensions, relocation of bathroom window and removal of porch. Internal layout alterations as detailed in the design and access statement at Mayhews Farm, Brown Street, Old Newton. Response required by 8<sup>th</sup> May 2019 & **DC/19/01897** Application for Listed Building Consent – Erection of single storey rear extensions, relocation of bathroom window and removal of porch. Internal layout alterations as detailed in the design and access statement at Mayhews Farm, Brown Street, Old Newton. Response required by 8<sup>th</sup> May 2019. **Cllrs comments:** Cllrs could not see any issues with the proposed planning application. It was felt that the changes are restoring it to what was originally in existence pre 1936 and will enhance the property to support modern day living standards. The alterations are sympathetic to the surroundings externally. It was proposed and seconded to support this application that was approved unanimously. Application approved at Parish Council level.

## 13. Planning Decisions from MSDC

- **DC/17/05761** – Application under Section 73 of the Town and Country Planning Act for DC/17/05761 – without compliance with condition 3 to allow phased development. **MSDC planning permission has been granted.**
- **Appeal Decision – DC/18/01524** – Land north of Bush’s Farm, Stowmarket Road, Old Newton. **The appeal has been dismissed.**

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

**Funding approved for new SEND schools** - On Tuesday 23 April the Cabinet approved a capital investment of £24.1m to develop new special education placements in Suffolk. This follows the recommendations of a cross-party Policy Development Panel earlier in the year to invest a total of £45.6m in order to develop 800 new SEND placements by 2025. Future phases of the investment will be agreed during the normal budget setting process in February of each subsequent financial year. The £24.1m agreed by Cabinet will be used to fund the first two years of the investment programme (2019/20 and 2020/21), to ensure that new specialist units can open as soon as possible. It is expected that 308 new places will be created by schemes due to complete in September 2020, and a further 216 places will be created by schemes due to complete in September 2021.

The capital investment of £24.1m will be financed through borrowing, at a cost of £1.2m per annum.

**Children’s Centres Policy Development Panel** - As you may be aware from media reports, Cllr Stringers group (made up of Liberal Democrat, Green and Independent Councillors) made the decision to withdraw our representative from a Policy Development Panel that was looking into the future of family services in Suffolk. Unfortunately, given the confidential nature of the PDP meetings, Cllr Stringer is unable to disclose exactly what the panel had been discussing. However, as has already been reported in the media, it became clear to us that the sole focus of the panel was on reducing the number of children’s centres in the county. As a group, we value the work of children’s centres and will not be complicit in any attempts to reduce their numbers.

**SEND Oversight Board** - In Cllr Stringers previous report, we were informed that a SEND Oversight Board would be established in response to Ofsted’s ruling that Suffolk County Council’s SEND services are “inadequate”. The board is made up of councillors, officers, clinical commissioning group staff and voluntary organisations such as Suffolk Parent Carer Network. The board met for the first time on Friday 26 April. However, despite numerous requests to be involved, the administration have only invited one opposition representative from the Labour group. The Liberal Democrat, Green and Independent Group therefore doesn’t have the opportunity to input into these meetings. It is understood that the Oversight Board will only be meeting four times a year, with the next meeting scheduled for September. Given the urgent need for improvements in the SEND service, Cllr Stringer is concerned at how effective this board will be.

15. **Street and road signs needing attention – Libby Brookes Report.** Chair gave each Cllr present at the last meeting a map and request for a list of signs to be reported. Nothing new to report so Clerk to register them onto the online reporting tool. It was also mentioned that ONEG have agreed to have working parties cleaning the signs that are in need of cleaning.

16. **Election – May 2019 & Co-Option.** Election – May 2019 & Co-Option. Clerk has contacted Donna Bridges at MSDC to ascertain when we can expect the notices – there appears to be quite a few co-option parishes this time. Electoral Services has responded and the Parish Council can co-opt within 35 days after the 2<sup>nd</sup> May. If we fail to do this within the 35 days we will need to advertise the vacancies and a notice from MSDC will be required. We can advertise in the Crier immediately. All councillors will need to be re-registered in ROI but at the moment the system is being cleared down, once this has been completed Democratic Services will contact the Clerk with new log in details.

**17. GDPR Policies – Update & Parish Council Emails**

Clerks email is now up and running – parish.clerk@oldnewtonpc.co.uk and Cllrs emails are being rolled out this evening. There are some teething issues that Mor-Tech are assisting the clerk with, the level of customer service is excellent. Contact information will be given to all Cllrs in case they need assistance setting their own emails up.

- Adopt Subject Access Request Policy & Procedure – proposed and seconded -all Cllrs approved, Chair signed.
- Adopt Freedom of Information Policy - Proposed and seconded -all Cllrs approved, Chair signed.
- Adopt Data Protection Policy - Proposed and seconded -all Cllrs approved, Chair signed.

**18. Councillors Matters to be brought to the attention of the Council**

- Cllr Baker informed the meeting the very sad news that the Head-Teacher at the Primary School has resigned and will be leaving at the end of the academic year. Chairman asked Cllr Baker to pass on that we are very sorry that she is leaving, wishing her all the best for the future and to reaffirm that she will be very much missed.
- Cllr Reeve and Cllr Goudy both stated that the speed at which vehicles are still coming through the village even with the new 40mph zone is excessive and dangerous. Suggested that if we could use the SID unit to ascertain some data that we could then pass onto the police that this would be extremely helpful and show the Parish Council just how excessive the speed is and whether we need enforcement from the police. Cllr Clements to be approached to see if this can be arranged. Cllr Baker felt that the SID unit really does have an impact and asked if funds could be allocated to purchase a second unit. It was mentioned that it would be good to have regular monthly reports / updates of the data collected.
- Cllr Goudy stated that it has been reported that a tree is pushing the fence over by the bus shelter. Apparently the tree and the land is parish council owned. Chair agreed to have a look at the fence and the tree.
- Cllr Miller – Chairman stated that the priorities for the coming year were to co-opt 3 new Cllrs immediately. Employment committee to ensure the clerk receives an appraisal and salary review and to chase the responses from our village organisations regarding the Piip. Moving forward with technology upgrades ensuring the Parish Council is able to access and use modern forms of technology and provide training where appropriate.

**19. Public Forum – Nothing from the public gallery**

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

- Elizabeth Ling – Community Housing Enabling Officer
- SID – data update for Church Rd / Data collection on the B1113 40mph zone – Cllr Clements
- AGAR – Internal Audit Report / Sign off of the 2018-2019 accounts

**21. Date of the next Parish Council meeting – The June meeting is scheduled to take place on Wednesday 5<sup>th</sup> June 2019 at 7.30pm**

Meeting closed at 21.21hrs