

**Wednesday 6<sup>th</sup> September 2023 – Public Meeting commenced at 7.30pm at Old Newton Village Hall**

**Present:** Cllrs J Miller, N Hardman, K Goudy, K Baker, M Helliwell, K Hall-Price (Clerk & RFO), A Tween, S Graells, M Clements, District Cllr R Eburne, County Cllr A Stringer arrived at 20.23hrs and 1 member of the public.

1. **Welcome and to Receive and accept any apologies for absence.** None received.
2. **To receive any declarations of personal/prejudicial interest & to note dispensations.**
  - a) To consider any requests for dispensations – No new requests received. No existing requests to be recorded.
3. **To approve the minutes of the meetings held on 5<sup>th</sup> July 2023 and the extra planning meeting held on 9<sup>th</sup> August 2023. Agreed as true and accurate records.** July minutes Proposed by Cllr Hardman and seconded by Cllr Helliwell - Extra Planning minutes proposed by Cllr Clements and seconded by Cllr Tween. All in favour. The minutes will be signed by the Chairman accordingly.
4. **Co-Option for Cllr Position** – Laura Griffiths has offered to stand as Cllr for Old Newton to complete the vacancy for the parish council. The Chairman invited Laura to address the Council. Proposed by Cllr Clements and seconded by Cllr Goudy to co-opt Laura at tonight's meeting – All Cllrs unanimously voted to co-opt Laura and she was invited to join the meeting. All other Cllrs and the Clerk introduced themselves to Laura. Clerk will provide the acceptance of office form for Cllr Griffiths to sign and set up official parish council email correspondence address.
5. **Working Groups / Committees and terms of reference.**  
**2023 – 2024 Representatives to outside bodies.**
  - Village Hall Committee Cllr Baker
  - SALC Cllr Clements
  - Community Council Cllr Miller / Cllr Baker
  - School Representative Cllr Goudy

**Terms of reference (TOR) - TOR** to be written and filed for each committee – Cllr Hardman offered to complete these and issue to the Clerk. Proposed by Cllr Baker to introduce the suggested Terms of reference to save any ambiguities and in line with the internal audit recommendations. Seconded by Cllr Clements – All in favour. Cllr Hardman to provide TOR's for the Clerk and Clerk to issue / upload onto the parish council website.

**2023 – 2024 Committees, sub-committees and/or working groups.**

- Planning Cllrs Miller
  - Helliwell, Hardman, Clements, Graells,
  - Footpaths & Environment Cllrs Helliwell, Baker, Hardman, Tween, Graells
  - Highways, Infrastructure, Potholes Cllrs Goudy, Baker, Clements, Griffiths
  - Cemetery Cllrs Miller, Goudy, Hardman, Helliwell
  - Finance Cllrs Miller, Goudy, Clements & Clerk/RFO
  - Finance Internal Control Cllr Hardman (Not on finance committee)
  - Allotments Cllrs Clements, Goudy,
  - Employment Cllrs Baker, Miller, Helliwell, Griffiths
  - SID / ANPR Cllrs Helliwell, Tween
  - Tree Warden Cllr Graells - (Working with ONCE Team)
6. **Clerks report following previous meeting (to be received as read – Cllr questions)**
    - The village website has been updated to include all minutes and information approved.
    - New Cllrs have been set up with parish council emails and forwarded all relevant information. Co-Option notice has been put up again onto the spotted in Old Newton Facebook page and has been included in the August edition of the crier and is on the village website.
    - ROI forms – checking that our new Cllrs have completed and returned their forms and also Cllr Bakers form apparently has not been returned.... Asking if it can be submitted again.

**Police Report** – (Crime map stats are always going to be circa 6 weeks out of date).

- Apr 2023 – No crimes reported.
- May 2023 – No crimes reported
- June 2023 – 1 x anti social behaviour on or around Greenacres, 1 x violence / sexual assault on or around Cross Green
- July 2023 – statistics not yet available

**7. Financial matters & Financial report.**

- The internal audit report and sign off was submitted to PKF LittleJohn by the deadline of 3<sup>rd</sup> July 2023. It is in the queue for review and nothing has been received or requested from PKF as yet.
- Review Standing Orders - The Model Standing Orders are submitted for review and approval that include the procurement threshold updated to £30,000.00 and tailored to Old Newton Parish Council. Cllr Hardmans suggested amendments circulated to all Cllrs.
- Review Financial Regulations - The Model Financial Regulations are submitted for review and approval that include the procurement threshold updated to £30,000.00 and tailored to Old Newton Parish Council. Cllr Hardmans suggested amendments circulated to all Cllrs. Proposed and seconded by Cllr Tween and seconded by Cllr Clements.
- Review Internal Control Statement / Sign off Internal Control report year ended March 23 - The Internal control statement has been issued for review and approval that includes online banking payments statement from within the model financial regulations.
- Barclays requirement for updated account information. Form completed by the Clerk and Chair and Cllr Goudy to counter sign the form for submission by 20<sup>th</sup> September 2023.
- July and August bank statements have been forwarded to Cllrs on the finance committee and our internal control Cllr. This was suggested from the internal audit and is good practice for accountability and compliance. Working on the finance spreadsheets to be able to provide Cllrs with a budget comparison more than twice a year that has been current practice.

**FINANCE – JULY (In Arrears)**

**Bank Account Balances:**

- Barclays Statement Balance = **£26,319.00** (28.07.2023)
- Scottish Widows 60 Day account balance = **£3,391.18** (30.06.23)
- Scottish Widows Deposit account = **£254.45** (30.06.23)
- Public Works Loan – Balance outstanding = **£7,666.93** (06.04.2023)

**Accounts for payment in arrears – July 2023:**

EXPENDITURE	CHQ/B ACS/S O/ DDR		NET	VAT	TOTAL
Karen Price	Bacs	Salary July £1,001.92 –holiday pay £120.93, less tax £14.80, less NI £8.98, pension £44.92 plus expenses £40.50	£1,094.65		£1,094.65
HMRC PAYE	Bacs	Employee NI £8.98 Employer NI £50.35	£59.33		£59.33
HMRC PAYE	Bacs	Employee Tax £14.80	£14.80		£14.80
Nest Pension	DDR	Employee £44.92, Employer £33.69	£78.61		£78.61
Ian Hammond	Bacs	Cemetery maintenance – July 23	£315.00		£315.00
Nicola Hardman	Bacs	Cemetery and pond signage purchased	£23.35		£23.35
Onwoods / ONEG	Bacs	Cleansing Grant – Qtr 1- Ends June 2023	£203.19		£203.19
<b>RECEIPTS</b>	Payslip				
MSDC	DC	Cleansing Grant – Qtr 1 - ends June 2023	£203.19		£203.19

- Approval received at the June meeting to pay July payments and sign off retrospectively at the September meeting.
- Cllr Goudy approved the payments through online banking on 1<sup>st</sup> August 2023.

## FINANCE – AUGUST (In Arrears)

### Bank Account Balances:

- Barclays Statement Balance = **£22,266.45** (30.08.2023)
- Scottish Widows 60 Day account balance = **£3,391.18** (30.06.23)
- Scottish Widows Deposit account = **£254.45** (30.06.23)
- Public Works Loan – Balance outstanding = **£7,666.93** (06.04.2023)

### Accounts for payment in arrears – August 2023:

EXPENDITURE	CHQ/B ACS/S O/ DDR		NET	VAT	TOTAL
Karen Price	Bacs	Salary July £1,066.56 – holiday pay £128.73, less tax £29.40, less NI £17.67, pension £47.82 plus expenses £80.95	£1,181.35		£1,181.35
HMRC PAYE	Bacs	Employee Tax £29.40, Employee NI £17.67 Employer NI £60.35	£107.42		£107.42
Nest Pension	DDR	Employee £47.82, Employer £35.86	£83.68		£83.68
Ian Hammond	Bacs	Cemetery maintenance – August 23	£240.00		£240.00
CGM	Bacs	Grass cutting 12.07.23, 26.07.23	£175.62	£35.12	£210.74
BMSDC	Bacs	Recharge for elections 4 <sup>th</sup> May 23 – uncontested	£156.16		£156.16
<b>RECEIPTS</b>	Payslip				
COOP – William Stearn Andre Bingham – Beryl Morley	100151	Cemetery fees – William Stearn £75.00 £125.00, Beryl Morley £150.00	£350.00		£350.00

Both the July and August accounts for payment need official approval. Proposed by Cllr Clements and seconded by Cllr Baker – All Cllrs agreed. Clerk to put the August payments through this evening and Cllr Miller to approve on 7<sup>th</sup> September.

### 8. Correspondence Received / Circulars

- SCC - Temporary Closure Footpath 47 and diversionary route
- SCC – Highways report from Mr Tony Arnold
- BMSDC – District Cil bid – round 12 opens from 1<sup>st</sup> October – 31<sup>st</sup> October 2023.
- BMSDC – Grant funding for voluntary groups
- Vertas Taxi Bus – Item 14 on the agenda
- A14 Mid way public information presentation – 25<sup>th</sup> September 19.00hrs following the completion of the eastbound carriageway.
- Mr Jason Lilley – Mutton Meadow complaint - Information

### 9. District Councillor’s Report (to be received as read – Cllr questions).



Mid Suffolk District Council has launched a campaign to clean-up neighbourhoods, build community pride and tackle the doorstep issues that voters said mattered to them. The new ‘Pride in Your Place’ campaign gives every town and village the opportunity to apply for funding for projects to improve the appearance and cleanliness of their community.

Once awarded, the money can be used for initiatives like litter picking, sign cleaning, graffiti removal, the maintenance/enhancement of open public spaces and more. These projects will complement routine grounds and maintenance work already carried out by the council and partner authorities, but Mid Suffolk’s new administration also wants to help communities to tackle local frustrations and issues that voters said were important to them during the recent local elections.

Under the funding scheme, parishes with a population over 1,500 are eligible to apply for up to £400 in funding. For those with a population below 1,500, up to £250 can be applied for. Applications can also be made by voluntary, community and social enterprises with support from their parish council and must be made by 31 October. Awards and payments will be made within 21 days of receipt of an eligible application.

**Business support available** - Mid Suffolk has been allocated £821,658 from the Rural England Prosperity Fund over the next two years. Small businesses and community organisations across the districts will have access to three grants under the fund: the Rural Business Growth Fund, the Rural Culture & Creativity Fund and the Rural Communities Fund.

Grants are available between £5,000 - £10,000 per application and will fund a maximum of 50% of total project costs up to the maximum value of £10,000. Eligible projects include net-zero developments, agriculture and farm diversification, visitor economy business expansion as well as SME investment and diversification or investment in community facilities in our rural areas. To apply, visit [www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)  
Separately, a programme of support for business start-ups has been launched. See [www.heartofsuffolk.co.uk](http://www.heartofsuffolk.co.uk) for more information.

**Local Buses** - Mid Suffolk is facilitating a meeting to potentially provide a weekly bus service to Stowmarket (on Thursdays). This is one step towards improving bus services however we hope more can be done. **Dans Coaches is in operation for at least the next 12 months.**

**Local Planning** - The Finningham Road development (called Moat Farm – application 21/03874) has been approved and planning permission granted. Note that this permission includes the need to communicate to residents regarding the works for the scheme and to ensure the footpath is extended along Finningham Road which includes relocation of the utilities telegraph pole.

**The Silver Street application – confirm our initial concerns – No need to attend.**

**Locality awards** - A reminder that we have locality awards from £250 available for local groups and organisations. For an application form or further details, please contact either of us. **Cllr Eburne reminded that the parish council needs to apply for the Pride grant funding. There are also no new applications for locality awards and Cllrs reminded that there are funds still available.**

**10. County Councillor's Report – (to be received as read – Cllr questions)**

Cllr Stringer arrived late and agreed to forward his report after the meeting. He had apparently sent it but Clerk and Chair confirmed that the report had not been received in time for the meeting and therefore had not been forwarded to all Cllrs.

**11. Planning - BMSDC Pilot for Community-led planning for places – Elizabeth Ling.** Just to advise the Parish Council that District Cllr Janet Pearson followed up for any more definite news on the planning status of a People and Place plan and unfortunately there is nothing further at the moment. The response I had from Jo Wood went on to say:- "...there is an indication that we will have more detail later this year. In the meantime, our interactions with communities are demonstrating that this simpler approach is helpful and supports us to engage in meaningful and productive ways for a wide range of local matters. This approach also reflects the ambition and overall package of changes the final Act seeks to introduce."

**12. BMSDC 1 – Pride in your place – Funding for extra litter picking and graffiti etc.** Mid Suffolk District Council has launched a campaign to clean-up neighbourhoods, build community pride and tackle the doorstep issues that voters said mattered to them. The new 'Pride in Your Place' campaign gives every town and village the opportunity to apply for funding for projects to improve the appearance and cleanliness of their community.

Once awarded, the money can be used for initiatives like litter picking, sign cleaning, graffiti removal, the maintenance/enhancement of open public spaces and more. These projects will complement routine grounds and maintenance work already carried out by the council and partner authorities, but Mid Suffolk's new administration also wants to help communities to tackle local frustrations and issues that voters said were important to them during the recent local elections.

Under the funding scheme, parishes with a population over 1,500 are eligible to apply for up to £400 in funding. For those with a population below 1, up to £250 can be applied for. Applications can also be made by voluntary, community and social enterprises with support from their parish council and must be made by 31 October. Awards and payments will be made within 21 days of receipt of an eligible application. Extra attention required – village sign to be repaired. Dog bins – Urged to apply for the maximum – Sign, dog bins and additional litter picking.

When are the signs being collected that identify road works but apparently they are working round -The signs are so overgrown..

### 13. **Planning**

- **DC/23/03754|Householder Application and DC/23/03755|Application for Listed Building Consent - - Erection of boundary wall (following demolition of existing).** Bush Farm Stowmarket Road Old Newton Stowmarket Suffolk IP14 4EB. **Deadline for comments 7<sup>th</sup> September 2023.** Clay lump wall – the fence is hiding the wall. Cllrs did not feel that they have any objections. It will be in keeping with the property and as a listed property would be under scrutiny. Will look aesthetically pleasing. Proposed by Cllr Hardman that this will be an improvement and in keeping. Seconded by Cllr Clements – All Cllrs in favour. Comments to be submitted for both applications.

### **Keep Moat – Church Road / Greenacres Site –**

- Work has commenced on site – the footpath is now closed but the diversionary route still entails using part of the B1113. This is to be revised and the route is to be made accessible by Keepmoat – awaiting confirmation that this is now useable. SCC have issued the revised notice so this should now be operational. Clerk has updated the FB page. The gates have finally been moved further into the site to allow better entrance to the site for access.
- Complaints have been received regarding the noise and machinery being used before 8am and on bank holidays. This has been reported to Keepmoat and BMSDC Planning and our District Cllrs. There are lots of complaints on the FB page too.
- The mud on the road when the weather deteriorates will be an issue. Also, lorries on the road, blocking access and exit to residents. Parents are walking to the school and Cllrs feel strongly that this is dangerous, and the lorries should be allowed on site so as they are not causing a hazard on the road.

### **Planning Decisions / Appeals**

- **DC/23/01513** - Proposal & Location of Development: Full Planning Application - Change of use and conversion of redundant store/office to 1no. dwelling including construction of dormer windows 22 Stowmarket Road, Old Newton, Stowmarket, Suffolk IP14 4EE. **Planning Permission has been granted by MSDC.**
  - **DC/23/02844** – Discharge of conditions Application DC/19/02878 – Conditions 22 (Fire Hydrants) and 23 (Broadband infrastructure) for Land off Church Road.
  - **MSDC Planning Meeting** – 13<sup>th</sup> September 2023 at 9.30am. Planning application DC/23/02385 – 10 Silver Street, Old Newton will be discussed. Confirmed that this application is on the agenda predominantly because it is a council owned property. Cllrs did not feel it necessary to attend the meeting but asked the clerk to confirm our initial concerns regarding the access and management plan for this application.
14. **Vertas - Pilot/trial for some rural transport provision** - There is a scheduled meeting on Tuesday 26<sup>th</sup> September at 10am – 11.30am at the Haughley Pavillion for any interested Cllrs to attend to discuss the possibility of providing taxi-bus service into Stowmarket from Bacton, Haughley and Old Newton. This is something that has been piloted with villages near to Bury St Edmunds and has been successful. This is also timely given the email received regarding the lack of public transport for the village recently received. Clerk and Cllr Eburne will be attending this meeting, but any interested Cllrs are invited to attend.
15. **Footpaths Committee Update – Posters / Footpath Signage / Fingerposts** – Cllr Hardman asked if possible to defer to the October meeting. A plan is in place but nothing to report at this meeting. Cllrs Hardman and Helliwell to action.
16. **Village Sign / Village maintenance update.** Cllr Miller has seen Jon Hines – He has now collected the Oak post and it will be installed on Friday 8<sup>th</sup> September. The Baker family have donated the Oak post from Gipping Great Wood. Clerk asked to write and thank the Baker family.
17. **Cemetery**  
The cemetery graves and burial records have been updated. New hard books will need to be purchased but the Clerk is suggesting that we add extra sheets to the current books until the new Cemetery is useable and start new books for the new part of the cemetery. The ashes plots are now the only ones that need logging onto the new spreadsheet and graves records to bring the records fully up to date.

### **Cemetery Meeting 28<sup>th</sup> July 2023 – Cllrs Hardman, Goudy & Miller**

- Two graves require in-fill (1) Harry & Katherine Tyte, (2) Evelyn Brundish – clerk to task the Groundsman please.
- Two graves are in danger of topping over (1) H Coleman, (2) Charles & Dorothy Emma Cook – clerk to contact families if details available, otherwise please task Groundsman to drive a metal stake directly behind each grave to stabilise them.
- The ground immediately around the 1<sup>st</sup> memorial wall was considerably overgrown with weeds and grasses – please can the clerk task the groundsman to strim this area.
- Please can the clerk reinvigorate obtaining quotes for;
  - the paths within the new cemetery, as previously laid out,
  - rendering or repairing the brick gate posts on the main cemetery entrance,
  - removal and replacement of the asbestos guttering on the shed,
  - repainting of the bench and shed woodwork.
- Sub-committee to keep a watching brief on the gate from the footpath, as eventually this will require digging out and re-setting.
- The Groundsman's gate was found to be in good repair – no additional works needed.
- Cllr Goudy was actioned to find the key to the ON Burial Authority case attached to the shed, so that supplementary copies of the cemetery rules could be placed in it. ***Clerk has this key and has passed to Cllr Goudy.***

Agreed to look at the shed – Asbestos removal. – Advice and estimates. Cllr Miller to pass on to the clerk the dimensions of the new cemetery pathways for quotes to be requested / obtained. Clerk to meet with the cemetery contractor to review the other points raised. ***Clerk to action.***

18. **SID – Battery / Speed Report** - £63.00 + VAT plus £7.50 + VAT delivery from Westcotec. There are some available on Amazon but cannot confirm they are the correct fittings, and they are similar priced to the Westcotec ones that should be an exact match for our unit. Proposed by Cllr Miller and seconded by Cllr Hardman. ***Clerk to action.***
19. **Dog Bins – Request for additional dog bin at the Chapel** - Glasdon can provide a new dog bin at £115.68 with fixing brackets plus £15.00 delivery +VAT = £153.82. £46.53 per annum per additional bin to include on the empty route with MSDC. Proposed by Cllr Hardman and seconded by Cllr Goudy to purchase and include on the route. To be positioned outside the Chapel Hall. ***Clerk / Chair to action.***

**Winter Grit Bins** – All our grit bins have been reviewed and checked by Cllrs Tween and Miller and are all ready to accept grit for the winter period once delivered. Cllr Miller has agreed to strim around the grit bins. Clerk has confirmed to SCC.

20. **Councillors matters to be brought to the attention of the Council.**
- Give way sign is rotted out at the bottom – School Road and Sandford cross roads.. Post on brown Street post to be replaced.
  - SALC training – 6 modules available through SALC for our 3 new Cllrs..
  - Grass cutting at the Village Hall hopefully has now been resolved.
  - Kings Coronation Coins to be distributed to Cllrs - £3.66 each – Cllrs to pay for the coins in cash.
  - Sunday 24<sup>th</sup> September – Village Hall Grand re-opening – 2pm – 4pm Every organisation will attend. Cllr Hardman as Vice Chair will attend to represent the Parish Council. Cllr Tween will also be in attendance.
21. **Public Forum** – No public present in the public gallery.
22. **Additional Matters for inclusion on the agenda for the October 2023 meeting.**
- Vertas - Pilot/trial for rural transport provision
  - Cemetery action points – Update
  - Footpaths Committee Update
23. **Date of the next meeting** – Wednesday 4<sup>th</sup> October 2023.

**Meeting closed at 21.31 hrs**