

NOWTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held 22nd May 2019
At 7.30 p.m. in Nowton Village Hall, Nowton

Present: Councillor - Mrs Carol Perry (Chairman)
Councillor - Mrs Renee Forrow
Councillor - Mr David Flatt
Councillor - Mr Jon Green
Councillor - Mr Mike May
Parish Clerk - Mrs Pauline Stoddart

Prior to the commencement of the meeting: 10 minutes Public Forum – no parishioners present.

- 1. Election of Parish Council Chairman** – Councillor Perry was proposed by Cllr. Forrow and seconded by Cllr. May. The Council was unanimously in favour of Councillor Perry being re-elected as Chairman and Cllr. Perry kindly accepted.
- 2. Declaration of Acceptance of Office as Chairman** – Councillor Perry signed the 'Acceptance of Office as Chairman' form, which was duly countersigned by the Clerk/RFO.
- 3. Apologies for Absence** – none.
- 4. Declarations of Acceptance of Office as Councillor** – All Councillors signed the 'Declarations of Acceptance of Office as Councillor' forms, which were duly countersigned by the Clerk/RFO.
- 5. Declarations of Interest** – none.
- 6. Minutes of the Meeting of 3rd April 2019** – the minutes were agreed as a true and accurate record; proposed by Councillor Green, seconded by Councillor Forrow.
- 7. Matters arising from the Minutes 3rd April** – there were no matters arising from the Minutes.
 - 7.1 The Chairman advised that Cllr. Karen Soons had stood for St Olaves in the recent West Suffolk Council elections but had not been elected.
 - 7.2 The Chairman reported that Mrs Nicole Nicholls had kindly agreed to undertake the role of Internal Auditor, following the sad death of Douglas Heaton.
 - 7.3 The Clerk, following a point highlighted by Mrs Nicholls during the course of auditing the 2018-2019 accounts, asked Councillor Green for an appropriate figure for the annual reduction in value of the Parish Council owned laptop; Cllr. Green considered a 20% reduction over a period of five years would be appropriate.

- 8. Finance** – copies of the relevant year-end accounts, including detailed I&E had been previously circulated.

Account balances as at 22 May 2019: Deposit £5,988.12; Current £623.77 = Total £6,611.89. The balance included the 2019/2020 Precept of £2,372 received at the end of April 2019.

- 8.1 One cheque was approved and signed:

100338 SALC, annual sub. £134.07

- 8.2 The Certificate of Exemption was approved and duly signed by the Clerk and Chairman.

- 8.3 To receive and note the Internal Auditor's Report, completed by Mrs Nicole Nicholls, for the year-ended 31st March 2019; proposed by Councillor Forrow, seconded by Councillor May; unanimously agreed.

- 8.4 To approve the Annual Governance Statement – proposed by Councillor May, seconded by Councillor Forrow; unanimously agreed and duly signed by the Clerk and Chairman.

- 8.5 To approve the Accounting Statements 2018/2019 – proposed by Councillor May, seconded by Councillor Forrow; unanimously agreed and duly signed by the Clerk and Chairman.

- 9. Planning** – there were no planning applications to hand.

- 9.1 The Chairman reported that she had attended a training session given by West Suffolk Council concerning Consultee Access with regards to Planning Applications. A copy of the User Guide was given to the Clerk for reference.

10. Road Safety and Crime –

- 10.1 Councillor May was concerned, from a safety aspect, of the lack of white lines at junctions.

- 10.2 Councillor Platt commented on overgrown hedges; the Chairman would contact the Ranger of Nowton Park.

- 10.3 Councillor May offered to undertake strimming beside some of the footpaths.

9. Next Meeting – Wednesday 10th July 7.30 p.m.

Future 2019 meetings: 18 September; 23 October; 4 December - *All meeting dates are subject to change.*

There being no further business, the meeting closed at 8 p.m.

Signed Date