

NOWTON PARISH COUNCIL

Minutes of the Parish Council Meeting held 8th July 2020
At 7.30 p.m. via Zoom/Conference Call

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

Prior to the meeting commencing, 10 Minute Public Forum – the Clerk had received no requests from parishioners for access details to the meeting.

Attendees: County Cllr. Karen Soons and Borough Cllr. Terry Clements.

Report from Cllr. Soons – Cllr. Soons highlighted certain points from her July report which had been previously circulated, including Sizewell C, Suffolk recycling and better broadband for Suffolk, which she said had reached its 100,000th customer as the third and last phase was agreed. Cllr. Soons reported that 11 properties had recently been flooded in the area and she had helped with the bailing out of water and in getting the incident report to Highways. She asked that any incidence of blocked drains be reported to her; Cllr. May mentioned that there was a problem with flooding on the Rougham Road, opposite the entrance to Dobbies, and also highlighted the problem with gravel being washed down roads in High Green, creating a potential danger to cyclists. Cllr. Soons advised that it was particularly useful to receive photographs of the issue when sending reports to her. Cllr. Soons left the meeting at the conclusion of her report and the Chairman, on behalf of the Council, thanked her for her continued hard work and continued support.

Report from Cllr. Clements – Cllr. Clements highlighted the flooding of the Sicklesmere shop and Post Office, advising that the proprietors had been given much moral and technical support from the West Suffolk Council. Cllr. Clements suggested that the flooding issue was long standing and was concerned that the County's flood plans were out of date. Cllr. Clements reported that car parking had now been taken over from the Police by the Council. Cllr. Clements advised that there were still funds available in his locality budget. Cllr. Clement's final point concerned the planning application at Low Green Barn; there had been objections from two neighbours and he advised that he intended to check that all conditions had been compiled with. Cllr. Clements then left the meeting and the Chairman, on behalf of the Council, thanked him for his hard work and continued support.

- 1. Apologies for Absence** – Cllr. Forrow.
- 2. Declarations of Interest** – none.
- 3. Approval of the draft Minutes from the Parish Council meeting held on 20th May 2020** – approved as a true and accurate record. Proposed by Councillor May, seconded by Councillor Flatt. The minutes would be signed by the Chairman when the Parish Council next met.
- 4. Matters arising from the Minutes of 20th May meeting** – no matters arising.
- 5. Finance** – Account balances: Community £673.77; Business Premium £6,698.93.
Total: £7,372.70.

Three cheques were approved:
100359 Clerk's quarterly salary Apr/May/June £260.00
100360 HMRC Tax re Clerk's salary 65.00
100361 ICO annual subscription 40.00

Copies of the Annual Governance and Accountability Return 2019/20 had been previously circulated to Councillors for examination:

5.1 To receive and note the Internal Auditor's Report, for the year-ended 31st March 2020 - proposed by Cllr. Green, seconded by Cllr. May; unanimously agreed.

5.2 To approve the Annual Governance Statement 2019/2020 – proposed by Cllr. Green, seconded by Cllr. May; unanimously agreed. The Clerk to sign and present the documentation to the Chairman for signature. **Action: Clerk/Chairman**

5.3 To approve the Accounting Statements 2019/2020 – proposed by Cllr. Green, seconded by Cllr. May; unanimously agreed. The Clerk to sign and present the documentation to the Chairman for signature. **Action: Clerk/Chairman**

6. Planning - One planning application had been received between meetings: DC/20/0802/FUL – Change of use from office to registered nursery at Low Green Barn, Low Green, Nowton. Having been given due consideration by Councillors, the Parish Council had no objections to this application.

7. Matters requiring future action -

7.1 Evaluation of website – Action Plan and Accessibility Statement required by 23rd September. Government legislation requires that everyone who visits our website is able to access the full range of services available, regardless of their skill or technology. The Clerk suggested that the cost of employing someone to scope the technical information concerning the website's accessibility might be relevant under the 'disproportionate burden exemption' and she would, therefore, undertake a basic check and produce a statement, bearing in mind that the Council's website was hosted by One Suffolk. The Clerk to present the Statement at the next meeting on 16th September. **Action: Clerk**

7.2 Risk Assessment for future Parish Council meetings – the Chairman reported that latest information from SALC regarding Village Halls allowed gatherings of up to 30 people and confirmed that the Village Hall Committee would also be undertaking its own Risk Assessment. The Clerk to prepare the Council's Risk Assessment and it was hoped that the next meeting on the 16th September might be able to be held in the Village Hall, Government guidance at the time permitting. **Action: Clerk**

7.3 The new draft Model Member Code of Conduct document had been previously circulated – the Code was presently under consultation and Councillors felt confident in following the recommendations of SALC when the time came to adopt the Code. **Action: Clerk**

7.4 Standing Orders – the Clerk had been advised that day by SALC of recommendations being made to Standing Orders. Councillors felt confident in following the advice received from SALC. **Action: Clerk**

8. Road Safety, Crime/Public Nuisance – Cllr. May reported picking up spent nitrous oxide capsules that had been littering Park Lane. Cllr. May also reported gravel washed down roads due to the recent heavy rains and asked if the Highways Department might sweep the roads periodically, as the debris was a potential danger, particularly to cyclists. The Chairman would check with the Council as to the possibility of road sweeping.
Action: Chairman

9. Correspondence – The Clerk reported that in addition to the various email correspondence the Clerks & Councils Direct magazine had been received and she would deliver this to the Chairman for onwards circulation to Councillors. **Action: Clerk**

10. Next Meeting Date – Wednesday 16th September 2020, 7.30 p.m. via Zoom or in the Village Hall to be confirmed nearer the meeting date.

Future 2020 Meeting dates –
21 October; 2 December. All dates subject to change.

There being no further business to discuss, the meeting closed at 8.10 p.m.

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Signed

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Date