

NOWTON PARISH COUNCIL

Minutes of the Parish Council Meeting held 20th May 2020
At 7.30 p.m. via Conference Call/Zoom

Present: Councillor - Mrs Carol Perry (Chairman)
Councillor - Mr David Flatt
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.

Attendee: Councillor Karen Soons highlighted certain points within her monthly report including the various help-line contact numbers which could be shared with anyone who needed them and, in addition, Cllr. Soons advised she was always willing to take calls. Highways staff had not been furloughed and Cllr. Soons asked for any requests for work that needed to be undertaken to be brought to her attention. Cllr. May asked when the verges might be cut and Cllr. Soons would obtain the cutting schedule, on receipt of a request email from the Clerk. **Action: Clerk.**

The Chairman thanked Cllr. Soons for her continued hard work, particularly during these unprecedented times.

1. **Apologies for Absence** – Cllr. Forrow, Cllr. Clements.
Due to technical problems Cllr. Green, although present, was unable to join the meeting.
2. **Declarations of Interest** – none.
3. **Approval of the draft Minutes from the Parish Council meeting held on 4th March 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 4th March meeting** –
 - 4.1 In response to the Chairman’s query, the Clerk and Cllr. May advised that they did not believe the new Community Engagement Officer had yet been appointed.
5. **COVID-19 Report from the Chairman in relation to the current Emergency Plan.** The Chairman’s report had been previously circulated and was taken as read. The Chairman thanked Councillors for all the help given in the establishment of the Emergency Plan, the contacting of parishioners and implementation of the Plan. The Chairman was delighted that so many people were continuing to help each other and confirmed that there had been no direct requests for help; all parishioners who needed help were receiving it.
6. **Clerk’s Report including overview of the Government’s new regulations.** The report had been previously circulated and taken as read; points which required decisions by the Parish Council had been highlighted.
 - 6.1 Options to be considered re Annual Meetings – Councillors **agreed** that no Annual Meetings (Annual Meeting of the Parish Council and Annual Assembly of the Parish) would be held in 2020 in light of the Coronavirus Pandemic.

6.2 Chairman's term of office extension until the next Annual Meeting of the Parish Council. Cllr. Perry **agreed** to continue in the role of Chairman at least until the next Annual Meeting of the Parish Council was held.

6.3 Future meeting dates – Councillors **agreed** to keep to the already scheduled 2020 meeting dates (to be displayed on the website), with the caveat that all meeting dates were subject to change.

7. Finance -

7.1 Balance of Accounts, which included the Precept receipt of £2,693 from 27th April. Business Premium Account £6,697.57; Community Account £869.88 Total: £7,567.45 The Clerk informed that the interest rate for the Business Account would be reduced from 0.10% to 0.01% from the 24 July 2020.

7.2 Three cheques were approved for payment, to be signed by the Chairman and Cllr. Forrow outside the meeting. **Action: Chairman, Cllr. Forrow.**

100356 SALC subscription	£138.51
100357 Nowton Village Hall (recycling)	£175.27
100358 Nowton Village Hall (recycling)	£267.40

7.3 Balance Sheet for the year ended 31.3.2020 – the Balance Sheet had been previously circulated for information purposes with regards to the Certificate of Exemption. There were no questions regarding the Balance Sheet.

7.4 Certificate of Exemption – Councillors **agreed** that Nowton Parish Council met the exemption criteria for 2019/20 and wished to be an exempt authority, not subject to the External Auditor's limited assurance review for that year. Proposed and seconded by Cllrs. May and Flatt respectively. The Chairman to sign AGAR 2019/20 Part 2 outside the meeting and the Clerk to scan and email the document to the External Auditors. **Action: Chairman and Clerk.**

8. **Planning** – No planning application notifications had been received.

9. Road Safety, Crime/Public Nuisance –

9.1 The Chairman reported fly-tipping at the Village Hall, which had been removed by West Suffolk Council within the week.

9.2 A party in Nowton Park had been broken up by Police.

9.3 Upon the Chairman's request the grass had been cut in Cooper Lane.

9.4 The Clerk relayed the message from the SNWA BSE Area B Network Coordinator regarding the circulation of the monthly crime statistics to Nowton parishioners, in the absence of the monthly Newsletter. The Chairman requested that the details be sent to her and Cllr. May who would ensure that the information was distributed to all homes. **Action: Clerk.**

10. **Correspondence** – The Clerk reported that numerous emails had been received, in the main concerning the Coronavirus pandemic.

11. Next Meeting Date – Wednesday 8th July 2020, 7.30 p.m.

Future 2020 Meeting dates –

16 September; 21 October; 2 December. All dates subject to change.

There being no further business to discuss, the meeting was closed at 7.50 p.m.

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Signed

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Date