

## NOWTON PARISH COUNCIL

Minutes of the Parish Council Meeting held 7<sup>th</sup> July 2021

**Present:** Councillor - Mrs Carol Perry (Chairman)  
Councillor - Mr David Flatt  
Councillor - Mr Henry Hopking  
Councillor - Ms Abigail Smith  
Parish Clerk - Mrs Pauline Stoddart

Prior to the meeting commencing, 10 Minute Public Forum – no members of the public were present.

**In attendance:** County Councillor Karen Soons.

**Report from Cllr. Soons** - Cllr. Soons advised that her regular written report would be sent out within the next few days. As a volunteer involved in the Covid-19 vaccination programme, Cllr. Soons highlighted the work being undertaken to ensure everyone wishing to receive a vaccination was given the opportunity to do so; if Councillors knew anyone who wished to be vaccinated, and were happy to give Cllr. Soons their phone number, she would be able to contact them at the end of a vaccination session, if there were vaccines left over, rather than the vaccines going to waste.

Cllr. Hopking thanked Cllr. Soons for her help in getting the drains jetted, but advised that the main problem seemed to be that some of the worst drains affected did not appear on the map which the workmen were using to identify the location of the drains. It was fortuitous that he happened to be passing when the work was being carried out, to enable these 'missing' drains to also be cleaned. Cllr. Hopking reported that all drains appeared to be working at present, with no flooding following a recent downpour.

Cllr. Soons had been asked to use some of her Locality Budget for a new sculpture in Nowton Park, possibly a kangaroo, to be positioned towards the more private and remote Village Hall end of the Park. Councillors pointed out that if more visitors were being encouraged to that area of the Park, litter bins would be needed as at present there were none; they understood this was due to inadequate vehicle access to empty the bins. Cllr. Hopking pointed out that parties were sometimes held in that area, resulting in a lot of rubbish being left. Cllr. Soons was concerned that if the wooden sculpture was in a remote spot, it might also be at risk of being set on fire. Ultimately, Councillors supported the idea of Cllr. Soons using some of her locality budget for a new sculpture in Nowton Park, but requested that litter bins also be provided. The Clerk to email Cllrs. Soons and Clements to request the provision of litter bins.

**Action: Clerk**

Cllr. Hopking asked Cllr. Soons whether any funding might be available for environmental projects within the village, wild flower and bulb planting, for instance. Cllr. Soons advised there was various funding available and requested Cllr. Hopking email details of the projects to her. **Action: Cllr. Hopking**

With thanks given for all her work and support, Cllr. Soons left the meeting.

- 1. Apologies for Absence** – No apologies. Cllr. May was absent.
- 2. Declarations of Interest** – none.
- 3. Approval of the draft Minutes from the Annual Parish Council meeting held 19 May 2021** – Approved as a true and accurate record. Proposed by Cllr. Hopking, seconded by Cllr. Flatt; duly signed by the Chairman.

**4. Matters arising from the Minutes of the Annual Parish Council –**

4.1 (14.2) Cllr. Hopking had completed the WSC Open Space Assessment on behalf of the Council. The Clerk would scan the document and email it to KKP who had been commissioned to carry out the assessment. **Action: Clerk**

4.2 A letter of thanks to be sent to the Internal Auditor, on behalf of the Council.  
**Action: Clerk**

**5. Approval of the draft Minutes from the Annual Assembly of the Parish held on the 19 May 2021 –** Approved as a true and accurate record. Proposed by Cllr. Smith, seconded by Cllr. Flatt; duly signed by the Chairman.

**6. Matters arising from the Minutes of the Annual Assembly of the Parish – none.**

**7. Finance –** Community Account £804.66; Business Premium Account £6,992.26  
Total: £7,796.92

Five cheques were approved and signed:

100377	SALC, subscription	£142.22	(LA2011 SS 1-8)
100378	Clerk, repayment ICO online payment	£40.00	(LA2011 SS 1-8)
100379	Clerk, Apr-June, salary	£289.60	(LA2011 SS 1-8)
100380	HMRC, Apr-June, re above	£35.40	(LGA 1972 s11)
100381	SARS, donation	£100.00	(LGA1972 s137)

The Chairman advised that she had purchased new water supplies, to be stored in the Village Hall, re the Emergency Plan.

7.1 Signing of the Internal Control Statement for year ending March 2022. As adopted at previous meeting; duly signed by the Chairman and Clerk.

7.2 Q1 Internal Control Report – Cllr. Smith submitted her first quarter report for filing and confirmed that she had not identified any issues.

7.3 Q1 Budget Review – the review had been previously circulated to Councillors; Cllr. Hopking pointed out that the budget allocated for postage would be inadequate due to the forthcoming Emergency Plan circulation. The Clerk advised that the postage allowance had often not been used in previous years, enabling more than sufficient funds within the overall postage allowance.

7.4 The Clerk reported that she had completed the re-registration with the Pension Regulator, and written to WS Council and Cllr. Clements thanking them for the grant from the Locality Budget, re the purchase of the notice board.

**8. Emergency Plan –** Councillors went through the current Emergency Plan and made amendments and additions as required, including adding 'Young Children' to the Vulnerable Residents list, plus Facebook address to the leaflet. Additions to personnel were agreed as follows: Cllr. Smith kindly agreed to become one of the three Emergency Planning Officers; Cllrs. Smith and Hopking kindly agreed to become two of the three Emergency Centre Team members; Cllr. Smith kindly agreed to join the Co-ordination Team.

8.1 Arrangements for the distribution of the Request for Information envelopes - Councillors offered to deliver the envelopes to all households; the Chairman would co-ordinate the specific individual areas with Councillors.

8.2 It was agreed that the Clerk would produce all the Emergency Information packs in-house, which would be less expensive than commercial photocopying, despite the added costs incurred for printer ink and paper, etc. Delivery to the

Chairman by 17 July. Parishioners would be asked to return the questionnaires to the Chairman by the 31 July; s.a.e. would be provided. **Action: Clerk**

9. **Information Guide Booklet** – Councillors went through the current Information Guide, making additions and amendments as required. Cllr. Hopking kindly agreed to join Cllr. May and become a Neighbourhood Watch Co-ordinator.

10. **Nowton Village Website/Facebook Group** - Cllr. Hopking explained that the village website and Facebook group was something he was establishing that was completely separate and independent from the Parish Council. He hoped to involve parishioners in community led projects, such as an environment wildlife group, in order to find ways of connecting people together, and that he was happy to report progress to the Council.

Cllr. Hopking had produced a draft Nowton Newsletter, copies of which he distributed to those present; he welcomed any feedback. It was hoped that the inaugural newsletter could be delivered to all homes at the same time as the Emergency Plan distribution.

11. **Planning** – no applications had been received between meetings.

12. **Road Safety, Crime/Public Nuisance** – Cllr. Hopking reported that whilst the verges had been recently cut, the pavement verge from the Village Hall to Nowton Park gates had not and this area was now very overgrown, making it difficult to walk on the footpath; he asked whether this was possibly an area the Parish Council could adopt for the purposes of verge cutting. In the first instance, the Chairman offered to contact WS Council. **Action: Chairman**

13. **Correspondence** – relevant email correspondence had been circulated by the Clerk to Councillors as and when received.

13.1 Footpath Warden and Fingerpost Plaques – Ben Heather, Green Access Officer from the SCC Public Rights of Way Team, had made contact regarding a two year project called Discovering Suffolk. Part of the project involved installing new plaques onto roadside ROW fingerposts and a level of assistance was requested from Parish Councils. The Clerk to respond that the Council was interested and would welcome further details. **Action: Clerk**

Cllr. Hopking advised that one of the projects he hoped to instigate within the village was a regular Walking Group; the Chairman suggested it might be beneficial if he also made contact with Ben Heather.

13.2 Cllr. Hopking raised the topic of The Queen’s Platinum Jubilee in 2022, when beacons, temporary or permanent, would be lit all over England on the night of 2<sup>nd</sup> June. The Chairman considered that any plans for Jubilee celebrations would be better organised in conjunction with others, i.e. the Cricket Club, Nowton Park, etc. It was agreed that Councillors would talk to parishioners, to get ideas of what people might like to do; it was also suggested that the Nowton Newsletter might include such questions.

14. **Next Meeting – Wednesday 22<sup>nd</sup> September** at 7.30pm in the Village Hall.  
Further meetings for 2021: October 20; December 1.

There being no further business to discuss, the meeting closed at 8.45 p.m.

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Signed

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Date