

NOWTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held 19th May 2021
At 7.30 p.m. in Nowton Village Hall, Nowton

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

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

The Chairman advised that due to the Coronavirus pandemic, the Council had not held an Annual Parish Council meeting in 2020.

1. **Election of Parish Council Chairman** – Councillor Perry was proposed by Cllr. Hopking 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, all Councillors were present.
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 7th April 2021** – the minutes were agreed as a true and accurate record; proposed by Councillor Hopking, seconded by Councillor May. The Minutes were duly signed by the Chairman.
7. **Matters arising from the Minutes 7th April** –
 - 7.1 Cllr. May had updated Cllr. Soons regarding the replacement post box; action was slow, but moving forward.
 - 7.2 The Clerk confirmed that the Council could lawfully purchase plants/bulbs to enhance areas of the village; Cllr. Hopking advised that an autumn bulb planting programme in September/October would be implemented.
8. **Draft Minutes of the Planning Meeting held 28th April 2021** – the minutes were agreed as a true and accurate record; proposed by Cllr. Hopking, seconded by Cllr. Smith. The Minutes were duly signed by the Chairman.

9. Matters arising from the Minutes 28th April – none.

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

Account balances as at 19 May 2021- Current Account: £1,000.25; Savings Account: £6,992.13; Total: £7,992.38. The balance included the 2021/2022 Precept of £2,439 received at the end of April 2021 and Locality Grant of £109.

- 10.1 One cheque was approved and signed, being reimbursement to the Clerk for the purchase of one Notice Board for the bus stop, plus printer ink: (£166.80, £28.79)
- 100376 P. Stoddart £195.59 [LGA 1972, s142 & s111]
- 10.2 To receive and approve the Certificate of Exemption – Proposed by Cllr. Hopking, seconded by Cllr. Flatt, unanimously agreed and duly signed by the Chairman and Clerk.
- 10.3 To receive and note the Internal Auditor’s Report, completed by Mrs Nicole Nicholls, for the year-ended 31st March 2021 - Proposed by Cllr. May, seconded by the Chairman, unanimously agreed.
- 10.4 To approve the Annual Governance Statement – proposed by Cllr. May, seconded by Councillor Flatt; unanimously agreed and duly signed by the Chairman and Clerk.
- 10.5 To approve the Accounting Statements 2020/2021 – proposed by Councillor Hopking, seconded by Councillor Smith; unanimously agreed and duly signed by the Chairman and Clerk.

11. Model Internal Control Statement – After discussion the Council agreed to **adopt** the model Internal Control Statement as recommended by SALC. As part of its internal control, Nowton Parish Council has appointed a non-signatory Councillor, Cllr. Smith, to conduct a review of the system of internal control on a quarterly basis with a written report of any findings to be submitted to the Council and minuted as received. The Chairman thanked Cllr. Smith for agreeing to undertake this role, and also for the support offered by Cllr. Hopking. The Clerk would ensure all necessary documents were presented to Cllr. Smith in order that a report could be submitted at the July meeting. **Action: Clerk/Cllr. Smith**

12. Planning – there were no planning applications to hand.

13. Road Safety and Crime – Cllr. May had reported a suspicious van parked opposite the Church. Pot holes in Cooper Lane had been reported. Some grass verges were overgrown, particularly on the corner beside the Village Hall, from the Hawstead direction. Cllr. Hopking offered to cut back the vegetation beside the Park entrance gate, but was happy to leave other verges uncut, for the time being. The Chairman advised that she would check when the verges were due to be cut. **Action: Chairman**

14. Correspondence – All email correspondence received by the Clerk had been circulated to Councillors upon receipt.

14.1 The Chairman advised that a letter of thanks had been received from the Churchwarden of St Peter's Church, thanking the Council for its contribution towards the upkeep of the churchyard. Cllr. Hopking requested that a letter of thanks be sent to the Churchwarden, to thank him for all his work in keeping the churchyard looking so well kept. **Action: Clerk**

14.2 The Clerk had received an Open Spaces questionnaire and it was agreed that the Chairman would complete this on behalf of the Council. **Action: Chairman**

15. Next Meeting – Wednesday 7th July, 7.30 p.m.

Future 2021 meetings: 22 September; 20 October; 1 December - *All meeting dates are subject to change.*

There being no further business, the meeting closed at 8.13 p.m.

Signed Date