

NOWTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held 18th May 2022
At 7.30 p.m. in Nowton Village Hall, Nowton

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

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

Whilst all items on the agenda were discussed, with agreement Item 9 was brought forward to follow Item 5.

1. **Election of Parish Council Chairman** – Councillors were unanimously in favour of Councillor Hopking being re-elected as Chairman and Cllr. Hopking accepted.
2. **Declaration of Acceptance of Office as Chairman** – Cllr. Hopking 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** – Cllr. Perry advised that, reluctantly, she had made the decision to stand down from the Parish Council. The Chairman thanked Cllr. Perry for her 15 years of unstinting duty to the community. Mrs Perry then moved to the public seating area for the remainder of the meeting. All other Councillors signed the 'Declarations of Acceptance of Office as Councillor' forms, which were duly countersigned by the Clerk/RFO.
 - 4.1 The Clerk would inform the Returning Officer of West Suffolk Council of the vacancy that now existed and all necessary action would be put in place. **Action: Clerk**
5. **Declarations of Interest** – none.
6. **Ratification of the Minutes from the Annual Parish Council** meeting held 19th May 2021, as approved at the meeting held 7th July 2021. Proposed by Cllr. Smith, seconded by the Chairman, all in agreement.
7. **Approval of the Draft Minutes** from the meeting held 6th April 2022. Approved as a true and accurate record. Proposed by Cllr. Smith, seconded by Cllr. May and duly signed by the Chairman.
8. **Matters arising from the Minutes 6th April** –
 - 8.1 (10) Cllr. Smith reported that there had been no feedback regarding replacing the worn sign in Cooper Lane.

8.2(10) Cllr. Flatt had identified Honeysuckle as being a suitable climbing plant to adorn the north facing wall of the newly refurbished bus shelter. A wooden trellis was considered the best frame for the plant. **Action: Cllr. Flatt**

8.3 (10) Cllr. Smith had investigated and informed Councillors of the rules regarding dogs off leads and its effect on wildlife in public parks. She explained the Public Spaces Protection Orders and the Law concerning banned breeds of dogs. The Chairman advised that the matter had been raised with Nowton Park Rangers and the advice given was that any incidents should be reported to personnel in the Café, during normal working hours. The Chairman proposed that contact be kept with the Park Rangers and that it might be useful to ask them for a report concerning dog issues within Nowton Park. **Action: Chairman**

9. Finance – Current Account £2,001.96; Savings Account £7,292.70; Total £9,294.66
The total amount included the Precept of £3,984 received on 29th April 2022.

Five cheques were approved and signed:

9.1	100397 (spoiled cheque)	
	100398 Mike May, materials/paint - refurbishment of Village sign	£311.38
	100399 Lishers Painting & Decorating – refurbishment of Bus Stop	£480.00
	100400 Anglia Sign Casting – plaque for dedicated Oak tree	£259.39
	100401 SALC – annual subscription	£142.24
	100402 Abigail Smith – plants and Platinum Jubilee materials	£78.37

9.2 To receive and note the Internal Auditor's Report, completed by Mrs Nicole Nicholls, for the year-ended 31st March 2022 - Proposed by Cllr. Smith, seconded by Cllr. May, unanimously agreed.

9.3 To approve the Annual Governance Statement – the Statement was completed at the meeting, having been previously circulated and taken as read. Proposed by the Chairman, seconded by Cllr. Smith, unanimously agreed and duly signed by the Chairman and Clerk/RFO.

9.4 To approve the Accounting Statements 2021/2022 – the Statement had been previously circulated and was taken as read. Proposed by Cllr. Smith, seconded by Cllr. Flatt; unanimously agreed and duly signed by the Chairman and Clerk/RFO.

10. Review of Internal Control Statement – A copy of the Internal Control Statement had been previously circulated to Councillors and was taken as read. Cllr. Smith kindly agreed to continue to produce the quarterly reports for the Council, until such time as a new Councillor had been appointed, when the subject would be reviewed.

11. Adoption of Code of Conduct – having already studied and resolved to adopt the new Model Councillor Code of Conduct 2020 during the meeting of 6th April (Item 7) the Council **adopted** the new code at this Annual Parish Council meeting, as recommended by SALC.

12. The Queen's Platinum Jubilee 2022 – the Chairman advised he would outline the exciting celebrations which were planned for the Village at the Annual Assembly of the

Parish meeting (following later in the evening) as Councillors were already well aware of the plans. He commented on the excellent turn-out the day before, to watch the Platinum Jubilee Torch Relay travel through the village, with parishioner Joyce Fynn seated in the e-rickshaw, having been nominated by the Parish Council for this honour. He thanked Cllrs. Smith and May for all their time spent in making the area around the village sign, and the newly refurbished and painted sign itself, look so attractive.

13. Emergency Plan – there were no amendments to be noted for the Emergency Plan and Mrs Perry kindly agreed to continue in her current roles within the Plan.

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

14.1 Planning applications considered under Scheme of Delegation – DC/22/0544/HH Rosie Cottage, Bury Road, Nowton. Front porch, following demolition of existing porch. Application supported.

15. Road Safety and Crime – the Chairman reported that there had been significant attention to road improvements, and Nowton Parish Council and parishioners had been kept very well informed by the Neighbourhood Watch team. The Chairman noted that whilst Nowton remained relatively crime free, everyone must remain vigilant and report anything they think might look suspicious.

16. Correspondence – All email correspondence received by the Clerk had been circulated to Councillors upon receipt. Two copies of the Clerks & Councils Direct magazine were given to the Chairman for circulation amongst Councillors to read at their leisure.

16.1 A letter of thanks to Mrs. Nicole Nicholls, who had kindly undertaken the annual Internal Auditor's Report for the Council, was signed by the Chairman and would be hand delivered by Cllr. Smith.

17. Next Meeting – Wednesday 6th July, 7.30 p.m.

Future 2022 meetings: 21 September; 19 October; 7 December - *All meeting dates are subject to change.*

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

Signed Date