

## NOWTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held 24<sup>th</sup> May 2023  
At 7.00 p.m. in Nowton Village Hall, Nowton

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

Prior to the commencement of the meeting: 10 minutes Public Forum –  
One parishioner, Mr Ross O’Hara, was present.

- 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** – the ‘Acceptance of Office as Chairman’ form was signed by Cllr. Hopking and countersigned by the Clerk/RFO.
- 3. Apologies for Absence** – none, all Councillors were present. County Cllr. Karen Soons sent her apologies.
- 4. Declarations of Acceptance of Office as Councillor** – the ‘Declaration of Acceptance of Office as Councillor’ forms were signed by Councillors and countersigned by the Clerk/RFO.
- 5. Co-option of Councillor/s** – Following the elections on 4 May, there were two vacant seats on the Council and, whilst the Council was quorate with three Councillors, it was considered at the meeting on the 12 April that for the smooth working of the Council to fill the vacant seats by co-option. The vacancies were duly advertised and one application had been received, from Mr Ross O’Hara, and considered by Councillors.

After discussion Councillors resolved to co-opt Mr O’Hara to the Council; proposed by the Chairman, seconded by Cllr. Smith. Unanimously agreed. The Chairman welcomed Cllr. O’Hara to the Parish Council.

Cllr. O’Hara signed the Declaration of Acceptance of Office as Councillor, which was duly countersigned by the Clerk/RFO.

The Chairman outlined the training that was available through SALC for new Councillors and the Clerk confirmed she would email the New Councillors Pack to Cllr. O’Hara the following day. **Action: Clerk**

- 6. Declarations of Interest** – none. The Clerk distributed Registration of Members’ Interests forms to all Councillors, asking that the forms be completed and returned to her for onward transmission to WSC. **Action: All/Clerk**
- 7. Ratification of the Minutes from the Annual Parish Council** meeting held 18 May 2022, as approved at the meeting held 6 July 2022. Proposed by the Chairman, seconded by Cllr. May, all in agreement.

**8. Approval of the Draft Minutes** from the meeting held 12 April 2023. Approved as a true and accurate record. Proposed by Cllr. May, seconded by the Chairman and duly signed.

**9. Matters arising from the Minutes 12 April** – no matters arising.

**10. Public Forum** – no members of the public were present.

**11. Finance**, including balance of accounts: Current £4,430.14; Business £4,304.83  
Total: £8,734.97. The Clerk confirmed the precept of £3,769 had been received.

11.1 To receive and approve cheques to be signed at the meeting; one cheque was approved and signed:

100426 SALC, Annual Subscription      £111.99

11.2 To receive and note the Internal Auditor's Report, completed by Mrs Nicole Nicholls, for the year-ended 31 March 2023 - Proposed by Cllr. Smith, seconded by the Chairman. Unanimously agreed.

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

11.4 To approve the Accounting Statements 2022/2023 – the Statement had been previously circulated and was taken as read. Proposed by Cllr. Smith, seconded by Cllr. May; unanimously agreed and duly signed by the Chairman and Clerk/RFO.

11.5 To receive and approve the Certificate of Exemption – the certificate had been previously circulated and was taken as read. Proposed by Cllr. May, seconded by Cllr. Smith; unanimously agreed and duly signed by the Chairman and Clerk/RFO.

**12. Review of Internal Control Statement** – A copy of the Internal Control Statement had been previously circulated to Councillors and was taken as read. Cllr. O'Hara kindly agreed to produce the quarterly reports for the Council, in relation to the examination of the accounts and bank reconciliation.

Cllr. Smith, with prior approval, left the meeting. The meeting, being quorate, continued.

**13. Adoption of Code of Conduct** – previously circulated to Councillors and taken as read. Having already studied and adopted the Model Councillor Code of Conduct 2020 at the meeting held 18 May 2022 (Item 11) the Council resolved to review and confirm its adoption of the Code at this Annual Parish Council meeting.

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

**15. Road Safety, Crime/Public Nuisance** – the Chairman, referring back to the Annual Assembly of the Parish the previous week, commented that the two main concerns within the village were speeding vehicles and pot holes, including poorly repaired pot holes; he reiterated the importance of continual reporting using the on-line Highways Reporting Tool.

The Chairman reported that a representative of the Cricket Club had requested the contact details for the Community Engagement Officer, Pc Lee Andrews-Pearce, which the Chairman had provided; this concerned the reporting of five criminal acts in 2022 which had been attributed as occurring within the Cricket Club grounds.

Public Nuisance – Four complaints had been received by the Chairman concerning late night noise, from one site within the village. Further enquiries would be carried out in order to try and resolve this matter amicably. **Action: Cllr. O’Hara/Chairman**

**16. Correspondence** – All email correspondence received by the Clerk had been circulated to Councillors upon receipt. Cllr. May advised he was changing his email address and would provide this to the Clerk shortly. **Action: Cllr. May**

**17. Next Meeting – Wednesday 5<sup>th</sup> July, 7.00 p.m.**

Future 2023 meetings: 13 September; 25 October; 6 December - *All meeting dates are subject to change.*

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

Signed ..... Date .....