

NOWTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held 20th May 2015
at 7.30 p.m. in Nowton Village Hall, Nowton

Present: Councillor - Mrs Carol Perry (Chairman)
Councillor - Mr David Flatt
Councillor - Dr Jonathan Masters
Councillor - Mr Mike May
Parish Clerk - Mrs Pauline Stoddart

Prior to the meeting the customary 10 Minute Public Forum was held – no members of the public were present.

1. **Election of Parish Council Chairman** – Councillors unanimously voted Councillor Perry to stand again as Chairman, who kindly agreed and thanked Councillors for their continued support.
2. **Declaration of Acceptance of Office as Chairman** – signed by Councillor Perry and countersigned by the Clerk.
3. **Apologies for absence** – Councillor Forrow.
4. **Declarations of Acceptance of Office as Councillor** – Councillors Flatt, Masters and May signed the Acceptance of Office forms that were duly countersigned by the Clerk.
5. **Declarations of Interest** – the Chairman and Councillor Masters, re the Village Hall.
6. **Minutes of the Meeting of 15th April 2015** – these were agreed as a true and accurate record, proposed by Councillor May and seconded by Councillor Flatt, duly signed by the Chairman.
7. **Matters arising from the Minutes of the 15th April** -
 - 7.1 (5.3) The pot holes in Cooper Lane had been repaired, but Councillor May reported that the tree roots in the road were getting more prominent and were a danger. The Chairman would again report this to the Highways Department.
 - 7.2 Councillor Flatt reported that the trees had been cut back over the Fox and Pin sign.
 - 7.3 The Chairman advised that she had met with Councillor Clements and Guy Smith of the Highways Department, for the purpose of examining the various sites within Nowton that needed work undertaken by the appropriate authorities. She had been advised that Fox and Pin Lane required complete resurfacing, and that the white lines requested at the end of the private road near the village sign would not be painted. The Chairman had also reported road flooding.
8. **Approval of the Summary of the Minutes from the meeting of the 15th April** – these were approved and the Chairman took a copy to display on the Parish Council Notice Board.

9. **Finance** – Current Account £1,627.02 Deposit Account: £5,823.00 Total: £7,450.02
The Clerk reported that total included the 2015/2016 Precept.

Two cheques were approved and signed for payment:

100257	Nowton Village Hall (recycling payment)	£359.97
100258	S.A.L.C. subscription	£123.00

- 9.1 The Clerk advised Councillors that she was presently working on the new legal duties to automatically enrol certain members of staff into a pension scheme. She had completed the Pensions Regulator Automatic Enrolment Declaration and confirmed that she did not wish Nowton Parish Council to provide a pension scheme for her to join. The staging date for Nowton Parish Council was the 1st June and the Clerk confirmed that the appropriate letter had been produced for her, explaining her right to 'join' a pension scheme if she so wished.
- 9.2 In order to comply with the new Transparency Code for Smaller Authorities, the Clerk advised that Nowton Parish Council required a website, in order that the Agenda, Minutes of Meetings and year-end accounts could be displayed. The Chairman had kindly agreed to host the website and had received information and training from S.A.L.C./OneSuffolk; the Council was therefore in a position to fulfil its legal duty with regards to the new Code.
- 9.3 Approval of the year-end to 31st March 2015 Accounts - Copies of the year-end Balance Sheet, showing cash book entries, Community and Business Reserve Account balances plus cumulative funds had previously been circulated to Councillors. The Bank Balance as at 31.3.15 was £6,709.83 to be carried forward to the next financial year.
- 9.4 Statement of Accounts – examined and approved; proposed by Councillor May, seconded by Councillor Flatt. The form was then signed and dated by the Chairman and Clerk/RFO.
- 9.5 Annual Governance Statement – copies of the questions had been previously circulated to Councillors. The Clerk read out the questions and duly completed the form in accordance with the responses from the Council; proposed by Councillor May, seconded by Councillor Flatt. The form was then signed and dated by the Chairman and Clerk/RFO.

The Chairman took the accounts and associated documentation for final scrutiny, prior to delivery to the Internal Auditor.

10. **Planning** – No planning applications had been received between meetings. The Chairman and three Councillors had visited the open consultation display in the village re the proposed new housing development.
11. **Road Safety and Crime** – Councillor May reported that he had attended a recent Neighbourhood Watch meeting, there was nothing to report concerning Nowton.
12. **Correspondence** – The Clerk read out the list of correspondence received since the last meeting, which had been placed in the mailbag in order to be passed to each Councillor for them to read at their leisure.

A response to the Council's offer of equipment had been received from the gentleman who had offered to litter-pick in Nowton; he already had equipment and it was agreed the Chairman would get in touch with him again when there was an organised litter-pick.

13. Dates of next meetings -

- Wednesday 8th July
- Wednesday 9th September
- Wednesday 28th October
- Wednesday 9th December

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

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Signed

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Date