

NOWTON PARISH COUNCIL

Minutes of the Parish Council Meeting held 2nd March 2016
at 7.30 p.m. in Nowton Village Hall, Nowton

Present: Councillor - Mrs Carol Perry (Chairman)
Councillor - Mrs Renee Forrow
Councillor - Mr Jonathan Green
Councillor - Mr Mike May
Parish Clerk - Mrs Pauline Stoddart

Prior to the meeting: 10 Minute Opportunity of Public Forum – no members of the public were present. Borough & County Councillor Terry Clements presented his reports and then left the meeting.

The Chairman welcomed Councillor Terry Clements.

1. **Apologies for absence** – Councillor Flatt.

2. **Declarations of Interest** – none.

The meeting was adjourned for Councillor Clements to present his reports on the Borough and County Councils. Issues discussed included education, Council Tax, brown bins and lack of parking in Bury St Edmunds.

3. **Approval of the Minutes of the Parish Council meeting held 13th January 2016** – a draft copy of the Minutes had been previously circulated and was taken as read. Proposed by Councillor May, seconded by Councillor Green as a true and accurate record, duly signed by the Chairman.

4. **Matters arising from the Minutes of 13th January -**

4.1 (4.1) A response had been received from the Assistant Highways Manager, apologising for overlooking the Clerk's letter of the 11th December. Councillors were disappointed to learn that Fox and Pin Lane and Cooper Lane were on a three year rolling programme, but would not be completed in the 2016/17 financial year due to resource constraints. The Clerk was instructed to respond, conveying the Council's frustration that correspondence had been overlooked and to reiterate the dangerous deterioration of the road surfaces in both lanes.

5. **Finance – including balances of Accounts and approval of any invoices for payment -**
Current Account: £1,355.62 Deposit Account: £3,824.92 = £5,180.54.

The following cheques were approved for payment and duly signed: :

100274 Clerk's quarterly salary (Jan-Mar) £240.00
100275 HMRC, Income Tax re above 60.00

5.1 Fourth Quarter Budget Review – a list of all expenditure to date had been previously circulated. With the exception of an unexpected £21.34 payable for an uncontested election, Councillors agreed that spending was within budget.

5.2 Annual verification of Register of Assets – the list of assets was examined and agreed. The Clerk would look into the £38 of Consolidated Stock held, which was due to have been compulsory purchased. Councillor Green queried depreciation of assets and it was agreed this would be looked at during the next annual verification of the Register of Assets; the Clerk advised that the assets were not insured.

5.3 Financial Regulations – the NALC Model for consideration had been previously circulated. It was agreed that the Clerk would go through the document and set values (other than the Statutory Procurement thresholds) for adopting the Financial Regulations at the next meeting. The Clerk had noted two issues presently not covered by the Council with regards to the regulations; an annual report was required in writing, or in person, to the Council by the Internal Auditor, and at least quarterly a Councillor, who must not be a cheque signatory, shall be appointed to verify bank reconciliations for all accounts produced by the RFO. It was agreed that it would not be an onerous task for the Internal Auditor to produce a written report following his annual examination of the year-end accounts, and Councillor Green offered to undertake the quarterly bank reconciliations.

5.4 Local Audit Regulations 2015, External Audit for Smaller Authorities – a paper from Smaller Authorities' Audit Appointments Limited 2016 (SAAA) had been previously circulated. The Clerk recommended that the Council opt out of the SAAA scheme, as Nowton Parish Council needs only complete and publish an annual return to conform with the Transparency Code for Smaller Authorities. This was agreed and the Clerk would notify SAAA accordingly, before the given cut-off date of 31st March 2016.

6. Planning – Planning Applications to hand at the time of the meeting:

6.1 DC/15/1794/FUL – Re-consultation in respect of a planning proposal: Planning Application, 62-bedroom nursing home with parking as amended by plans partially reducing the height of the building and amending the external appearance. Location: Nowton Court Residential Home, Bury Road, Nowton.

After a full discussion, the Clerk was instructed to respond to SEBC as follows: Whilst Councillors appreciated some of the changes which had been made to the plans, the main concern still remains that the nursing home site is not considered by Councillors to be appropriate, as the proposed site is within an area designated as of special landscape interest; Councillors acknowledge that there is a need for nursing beds, but in the right place. Councillors also felt that the dangerous entry/exit to the site had not been adequately addressed and, to conclude, consider there have not been significant changes to alter their opinion from the previous decision to OBJECT to this application.

6.2 DC/15/2483/OUT – Re-consultation in respect of planning proposal: Outline Planning Application (Means of Access) to be considered on to Rougham Hill and Sicklesmere Road to include up to 1250 dwellings (use Class C3); local centre comprising retail floor space (A1, A2, A3, A4 and A5) a community hall (D2), land for a primary School (D1), and car parking: a relief road, vehicular access and associated works including bridge over the river Lark: sustainable transport links: open space (including children's play areas): sustainable drainage (SuDS): sports playing fields: allotments and associated ancillary works. Location: Land South Rougham Hill, Rougham Hill Bury St Edmunds, Suffolk. Applicant: Hopkins Homes Ltd and Pigeon (Bury East) Ltd.

This re-consultation was necessary due to the Environmental documents not being correctly displayed on the SEBC website; it was agreed there was no necessity to make further comment as the Parish Council's views and objections had already been made.

6.3 DC/16/0216/HH – Proposal: Householder Planning Application – two storey and single storey extensions on rear elevation. Location: 8 Cooper Lane. Councillors had NO OBJECTIONS.

6.4 DC/16/0198/LB – Application for Listed building Consent – works to roof to include the replacement of decayed wall plate, rafters and modern softwood purlin. Location: 3 Low Green. Councillors had NO OBJECTIONS.

7. **Publications of Final Recommendations for the Community Governance Review 2015/2016** – representations on the final recommendations due by 27th April. The Chairman explained that the recommendations were as expected with regards to the new boundaries; Nowton would be losing three houses from within its Parish. No action required.
8. **The Queen’s 90th Birthday Celebrations** – the ‘Clean for The Queen’ anti-litter campaign was discussed; it was agreed to continue litter picking on an ad-hoc basis, rather than organise a special litter picking session. Councillor Forrow suggested a Tea Party to celebrate The Queen’s birthday and it was agreed that this idea would be considered at the next Village Hall Committee meeting.
9. **Road Safety/Crime/Public Nuisances** – Councillor May reported an improvement in Cooper Lane now that the ditches had been dug out. A Police Report had been tabled, it was noted that two crimes, which were believed to have been linked, had occurred in Nowton during February. Councillor Forrow reported that she had alerted Police to possible drug related crimes near the Village Hall; she had been advised to obtain the number plate of the vehicle.
10. **Correspondence – to include any correspondence to hand at the time of the Meeting** – the Clerk had put the little correspondence that had arrived between meetings in the mail envelope, for Councillors to read at their leisure. The Chairman read out a message from SEBC concerning the on-going search for suitable Gypsy sites.
11. **Dates of Next Meeting – Wednesday 13th April, 7.30 p.m.**
Further dates in 2016: 25 May (APM), 6 July, 21 September, 26 October, 7 December.

There being no further business to discuss, the meeting was closed at 8.25 p.m.

Chairman:

Date: