

NOWTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held 25th May 2016
at 7.30 p.m. in Nowton Village Hall, Nowton

Present: Councillor - Mrs Carol Perry (Chairman)
Councillor - Mr David Flatt
Councillor - Mrs Renee Forrow
Councillor - Mr Jonathan Green
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** – Councillor Forrow proposed and Councillor May seconded that Councillor Perry be elected to stand again as Chairman; Councillors unanimously voted in favour and Councillor Perry kindly agreed, thanking 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** – none, all Councillors present.
4. **Declarations of Acceptance of Office as Councillor** – Councillors Flatt, Green, Forrow and May signed the Acceptance of Office forms that were duly countersigned by the Clerk.
5. **Declarations of Interest** – none.
6. **Minutes of the Meeting of 13th April 2016** – 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 13th April -**
 - 7.1 (7.1) The dangerously leaning wall in Cooper Lane had been taken down.
 - 7.2 (8) Jo Churchill MP would be attending the 21st September Parish Council meeting. It was agreed that parishioners should be especially invited to attend.
8. **Finance** – Current Account £3,307.28 Deposit Account: £3,825.40 Total: £7,132.68
The Clerk reported that total included the 2016/2017 Precept.

One cheque was approved and signed for payment:
100276 S.A.L.C. subscription £127.43

 - 8.1 Budget against Expenditure Review – Councillors examined the expenditure figures against budget as at the 31st March 2016 and were content with the £193.56 under spend; the under spend was due in the main to funds allocated to telephone, stationery, postage, street cleaning, strimming and repairs to the notice board not being used within the financial year.
 - 8.2 Councillor Green confirmed that he had completed his examination of the year-end Accounts and was content that all figures were correct.

8.3 Asset Register – Councillor Green proposed that advice be sought from S.A.L.C. with regards to the valuation of the Council’s assets and any depreciation that might need to be recorded. **Action: Clerk**

8.4 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.

8.5 Annual Governance Statement – 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.

It was agreed that the Chairman would take the accounts and associated documentation to the Internal Auditor after the minutes had been drafted and the Annual Return form fully completed. **Action: Clerk/Chair**

8.6 The Clerk advised that she had completed the application for funding re the Transparency Fund 2016/17 and was awaiting the outcome. Funds would be used to purchase a laptop to enable the Chairman to update the Parish Council’s website; the Parish Council did not own any computers, the Clerk and Chairman presently used their own personal computers.

9. Planning – No planning applications had been received between meetings.

10. Road Safety and Crime – Councillor May had reported fly tipping in Park Lane. The Neighbourhood Team Report from Suffolk Constabulary had been received and was noted.

11. 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. The Chairman reported the Bury St Edmunds Fire Service was due to lose one fire engine, plus a reduction in the number of fire fighters from 21 to 15.

12. Dates of next meetings -
Wednesday 6th July
Wednesday 21st September
Wednesday 26th October
Wednesday 7th December

Councillor Forrow gave a vote of thanks to the Chairman for all her hard work on behalf of the Parish Council.

There being no further business to discuss, the meeting was closed at 8.15 p.m.

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Signed

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Date

Signature

Date