

NOWTON PARISH COUNCIL

Minutes of the Parish Council Meeting held 24 October 2018
At 7.30 p.m. in Nowton Village Hall, Nowton

Present: Councillor - Mrs Carol Perry (Chairman)
Councillor - Mr David Flatt
Councillor - Mrs Renee Farrow
Parish Clerk - Mrs Pauline Stoddart

Prior to the meeting commencing, 10 Minute Public Forum – no attendees.

1. **Apologies for Absence** – Councillors Green and May.
2. **Declarations of Interest** – Councillors Perry and Farrow, re the Village Hall and the allocation of any funds within the precept.
3. **Approval of the draft Minutes from the Parish Council meeting held on 24 October 2018** – approved as a true and accurate record. Proposed by Councillor Farrow, seconded by Councillor Flatt and duly signed by the Chairman.
4. **Matters arising from the Minutes of the Parish Council meeting** –
 - 4.1 Overgrown hedge – Highways had advised the Chairman that the hedge had been cut; Councillor Flatt did not think that it had been sufficiently cut, if at all. The white lines had not been painted, but there were more yellow ones.
 - 4.2 DC/18/1796/OUT – the Chairman advised that the application had been refused.
 - 4.3 Remembrance poppy wreath - the Chairman advised that the wreath had been displayed beside the village sign and would be stored safely to use again next year.
 - 4.4 The A5 leaflet from Andrew Tucker would be included in the next newsletter.
5. **Annual Risk Assessment of Financial Management** - copies of the risk assessment had been previously circulated and were taken as read. Councillors were of the opinion that no changes were required and they were satisfied with the safeguards already in place.
6. **Annual Review of the effectiveness and systems of Internal Audit** – copies of the systems of internal audit had been previously circulated and were taken as read. After discussion, Councillors were of the opinion that no changes were required and they were satisfied with the safeguards already in place.
7. **Annual Review of work performed by Internal Auditor** – Copies of the paper describing the work performed by the Internal Auditor had been previously circulated and were taken as read. Councillors were satisfied that the internal auditor was satisfactorily conducting the internal audit.
8. **Statement of intent on internal control** – the statement had been previously circulated and was taken as read. Councillors were of the opinion that no changes were necessary.
9. **Annual Verification of Assets Register** – the list of assets that had been previously circulated was agreed as an accurate record of the Assets of Nowton Parish Council and insurance valuations were approved.

10. Annual Appraisal of Clerk and Salary, review of Contract of Employment – The Chairman thanked the Clerk for her request that no increase in salary be applied. Councillors agreed that the Clerk had conducted her work efficiently during the past year.

11. Finance – Business Premium Account £4,835.73; Community Account £1,346.01
Total £6,181.74

Three cheques were approved and signed at the meeting:

100327	Recycling, Village Hall (May and October)	£557.10
100328	Community Action Suffolk, Insurance	£164.14

11.1 Setting of the Precept 2019-2020:

A statement of the previous four year's budget and actual spend under crucial headings had been previously circulated. Councillors went through the working paper to set a budget for 2019-2020.

Significant allocations: £250 towards the maintenance of the Bus Shelter, although this was set against no allocation towards maintenance of the Village Hall. £250 towards refurbishment of the Village Sign was allocated, although this amount had been allocated in previous financial years and not used, so would be taken from present funds. £200 was allocated towards Election fees, should they be necessary.

Total Precept £3,072 of which £700 would be taken from reserves. Amount to be submitted before 25/1/2019 = **£2,372.00**

12. Planning – no planning applications had been received since the last meeting.

13. Road Safety Crime/Public Nuisance – A report from Andrew Tucker had been received giving the local crime figures.

14. Correspondence – December Newsletter from Councillor Karen Soons – the Chairman highlighted various points from the report. The Clerks & Councillors Direct magazine would be circulated for Councillors to read at their leisure.

15. Next meeting – Wednesday 9 January 2019, 7.30 p.m.

Further meetings dates for 2019: 27 February; 10 April; 22 May (AGM); 10 July; 18 September; 23 October; 4 December. All meeting dates are subject to change.

There being no further business to discuss, the meeting was closed at 8.05 p.m.

.....
Signed

.....
Date