

# MINUTES OF THE MEETING OF NEWBOURNE PARISH COUNCIL

11 May 2015

## **Present:**

Kwini Lusher  
Denise Parkinson  
Erica Pattinson  
Sue Pollard  
Lionel Scott (Vice Chair)  
Peter Waller (Chair)  
Jim Wicks

## **In attendance:**

Amie Veerman (Clerk)

The Chair formally opened the meeting at 8pm.

### **1. Election of Council Officials.** The Councillors took a vote and results were as follows:

- a. Chair.** The present Chair, Peter Waller noted that Councillor Peter Smyth had indicated an interest in standing as Chair. In his absence, **the Councillors nominated** Councillor Smyth as Chair for 2015/16, however this needs to be readdressed at the next Parish Councillor meeting, 1 June 2015. For the purpose of this meeting, the Councillors voted Councillor Lionel Scott to be the interim Chair.
- b. Vice Chair.** **The Councillors voted** Councillor Lionel Scott to be Vice Chair.
- c. Declarations of acceptance of office.** The clerk provided the Councillors with the acceptance forms which were duly signed.

**Public question time.** No members of the public were present – no questions or issues raised.

### **2. Apologies for absence.** Apologies received from Michael Frost and Peter Smyth.

### **3. Declarations of disclosable pecuniary interest.** None to report.

### **4. Parish Council Representatives.** Following discussion, Councillor representation was agreed as follows:

- a.** Village Hall committee – Erica Pattinson and Sue Pollard
- b.** Planning issues lead – Denise Parkinson
- c.** Reverly play space committee – Jim Wicks
- d.** Police groups (speed watch and SNT tasking meetings) – unrepresented
- e.** SALC area meetings – Kwini Lusher
- f.** Tree Warden – Sue Pollard
- g.** Quiet Lanes - unrepresented
- h.** Website – Amie Veerman, deputy Erica Pattinson.

### **5. Minutes of the Parish Council Meeting 13 April 2015.** The minutes were **approved** without amendment and signed by the Chair.

### **6. Update from Suffolk Police, County and District Councillors.** The April 2015 police report, appended was received and circulated. The report was **noted**. Due to the elections a report was not received from the County and District Councillors. It was noted that the new District Councillor for Kirton Ward is Susan Harvey. **Noted**.

7. **Action points.** None outstanding.

8. **Planning.**

a) **DC/14/4249/OUT** – erection of a dwelling. Land at Mill Road. (Between #18 and #19). The Chair reported that this application was refused by the Suffolk Coastal District Council (SCDC) planning committee on the grounds of non-accordance with SCDC local plan. **Noted.**

b) **DC/14/3777/OUT-** erection of dwelling and garage. Land at Virginia Nurseries Ltd, Mill Road. The Chair advised that the appeal made by the applicant was on-going. **Noted.**

9. **Finance.**

a) **Bank mandates for new council. The Council agreed** that the clerk will organise the removal of Peter Waller and Jan Carlton as signatories and will add Kwini Lusher and Sue Pollard.

b) **Clearance of cheques for payment.** Payment of £100.80 to Suffolk Association of Local Councils for the Internal Audit 2014/2015 **was approved.** In the absence of two authorised signatories, **the Council agreed** that the Chair would take the cheque book and obtain Michael Frost's signature post meeting. The clerk would then arrange collection and post the cheque accordingly.

c) **Budget report.** The clerk confirmed that the first part of the precept and grant had been received. The May budget report was distributed and is appended to these minutes.

d) **Clerk's contract agreement to terms. The council approved** the recruitment of the new clerk and the Chair signed the contract.

10. **Clerks report and correspondence.**

a) **Suffolk Coastal District Council funding opportunity. The Council agreed** that Sue Pollard would look into this funding opportunity in respect of the Village Hall car park project however would not attend the workshop.

11. **Issues surrounding the Transparency Code and proposals for compliance.** The Chair explained the importance of the Transparency Code and the guide produced by SALC, appended, was **noted.**

12. **Reverly and Web Site update.** In the absence of Peter Smyth there was no additional update to the Annual Report received during the Annual Meeting. **The Council approved** to fund One Suffolk website training for the clerk.

There being no further business the meeting closed at 9.15pm.

.....  
.....  
Chair