

# MINUTES OF THE MEETING OF NEWBOURNE PARISH COUNCIL

Held on 13<sup>th</sup> April 2015

**Present:** Peter Waller (Chair), Michael Frost, Jan Carlton, Sue Pollard, Lionel Scott, Jim Wicks

**In attendance,** Colin Moore (Clerk), PCSO Glynn Brown, 1 member of the public

Public question time. No questions or issues raised.

The Chair formally opened the meeting at 19.30hrs.

1. **Apologies for absence:**, Peter Smyth, Cllr Veronica Falconer, Cllr Patricia O'Brien
2. **Declarations of disclosable pecuniary interest:** None
3. **Minutes of the Parish Council Meeting 2<sup>nd</sup> March 2015.** The minutes were **approved** without amendment and signed by the Chair.
4. **Suffolk Police update.** The March 2015 police report had been received and circulated. PCSO Bown outlined the three offences reported for Newbourne in March 2015 and was thanked for his attendance. The report was **noted**.
5. **County and District councillor's reports.** County and District councillors were not in attendance and their apologies for absence were **noted**.
6. **Action points.** None outstanding
7. **Planning**
  - a) **DC/14/4249/OUT** – erection of a dwelling. Land at Mill Road. (Between #18 and #19). The Chair reported that the application was now to go before the planning committee as a consequence of the parish council's support given that the planning team were opposed on policy grounds. **Noted**.
  - b) **DC/14/3777/OUT-** erection of dwelling and garage. Land at Virginia Nurseries Ltd, Mill Road. The Chair advised that the refusal decision was now being appealed by the applicant. **Noted**
  - c) **Building under construction adjacent to Watermill Rd. Newbourne.** The Chair reported that he had liaised with the SCDC planning team regarding a construction off Watermill Road for which he was not aware of any planning application. The response received indicated that the planning team were aware and believed it was being built in accordance with the permitted development rights. If there are concerns they would be prepared to take the matter up. **Noted**.

## 8. Finance

Prior to dealing with agenda items under finance the Chair further underlined the implications of the Transparency Code and provided briefing papers to the councillors for further study and consideration at the next Parish Meeting.

- a) Vice Chair review of internal controls and accounts reconciliation. The clerk advised that the Vice Chair had carried out the review of internal controls and a bank reconciliation for the fourth quarter. Both had proved satisfactory and a statement had been prepared for the purposes of the annual audit. **Noted**

- b) Accounts and annual return – approval of accounting statements and annual governance statement. The clerk produced unaudited accounts for 14/15, a final bank reconciliation signed by the Chair and provided explanations of the cash book and accounts. The annual return accounting statements were then certified by the Clerk and **approved by the council** and duly signed. The Chair then presented the annual governance statement which was **approved by the council** and duly signed. The Chair advised that the accounts, when audited, would need to be published on the parish Web site under the new transparency code.
- c) Budget and precept update. The Clerk confirmed that the proposed level of precept had been accepted by the District Council and had been incorporated in the Council Tax bills. The final budget report was distributed and is copied to these minutes.
- d) Clerk's payment for April. The Chair advised that the Clerk had agreed to clerking for the April meeting, preparing the accounts for audit and managing the handover to the new clerk. He anticipated that the hours required to cover the work would be in line with the previous year and accordingly proposed payment for 30 hours for the month. The proposal was **agreed**. The council wished to **record its appreciation** for the 18 months of service during which the Clerk had established highly effective processes and procedures in line with best practice.
- e) Clearance of cheques for payment. Payment of all pending expenditure transactions (list attached to these minutes) agreed and cheques signed.

#### 9. Clerks report and correspondence

- a) **Spring Clean Suffolk 2015**. The Clerk advised that the Spring Clean initiative for 2015 had commenced and the parish had been invited to take part as it did the previous year. It was **agreed** that there would be no participation this year.

10. **Revelry update**. The Chair reported that the repairs to the zip wire had been completed with Playdale providing the replacement seat free of charge. **Noted**

11. **Web Site update**. In the absence of Peter Smyth there was no update however the Clerk reported that current changes were being effected by the One Suffolk webmaster to whom he was grateful for the assistance provided. **Noted**.

12. **Village Hall report**. Sue Pollard advised that the work completing the toilet sanitary ware was now complete and that the next phase was redecoration. **Noted**.

13. **Election 2015 update**. The Chair reported that 8 nominations for the Parish Council had been accepted by the District Council and accordingly there would be no requirement for an election. One vacancy arising would now be available for co-option after the election date (7<sup>th</sup> May). He also advised that he would Chair the Annual Parish Meeting on 11<sup>th</sup> May and step down after facilitating the election of a new Chair at the beginning of the Annual Parish Council meeting which followed.

14. **Parish Clerk Recruitment – update on applications received, appoint interview panel and agree arrangements**. The Chair reported that he had received two applications and it was agreed that they would both be interviewed by a panel consisting of Peter Waller (Panel Chair), Jan Carlton, Lionel Scott and Peter Smyth. The Chair produced a recruitment 'pack' for the panel members and asked that consideration be given to the suggested questions and topics for the interviews. All **agreed** with the process and interview structure proposed.

**There being no further business the meeting closed at 20.30hrs**

**Chair 11<sup>th</sup> May 2015**