

COTTON PARISH COUNCIL

Minutes of the full Council meeting held on 20 April 2022

Councillors Present: Peter Gibbs (PG) (Chairman), Sarah Wenban (SW) (Vice Chairman), Paul Howlett (PH) and Trevor Woods (TW).

In Attendance : Tina Newell (Clerk), Andrew Mellen (District Councillor) (AM), Andrew Stringer (County Councillor) (AS) and one member of the public.

Prior to the meeting Trevor Woods signed his Declaration of Acceptance to Office.

200422/01 **Apologies for absence:** Councillors Trudy Winder (TW) and Beryl Ellis (BE) offered apologies for absence.

200422/02 All Councillors noted the reasons for absence and approved apologies from TW and BE.

200422/03 **Declarations of Interest and Dispensation considerations:** There were no declarations of interest or dispensations to consider.

200422/04 **Minutes of previous meeting:** All Cllrs confirmed receipt of the draft minutes for the Parish Council meeting held on 17 February prior to the meeting and resolved to accept these as a true record of the decisions made. PG signed the minutes (ref 170222/01 – 170222/39).

200422/05 PG proposed to re-order the agenda to consider the defibrillator with all Councillors in favour.

Defibrillator:

200422/06 A member of the public offered to be the ambassador for the defibrillator confirming weekly checks would be carried out and reported on line.

200422/07 After discussion all Councillors agreed to advertise training on basic life support to include Cardio Pulmonary Resuscitation (CPR) and the safe use of an Automated External Defibrillator (AED); the course would cost £30 per person and would result in an RQF Level 2 qualification in Basic Life Support. The

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training will take place in June. It was agreed this would assess the level of interest from residents and organisations in having a Parish defibrillator.

Public Forum:

200422/08 AM presented his report, which is appended in full to these minutes, in which he confirmed since a salary rise for senior management at the District Council had been agreed three senior managers had left; a Net Carbon Zero tool kit has become official advice for developers and is recommended for home owners.

200422/09 SW asked if Cotton is considered too small for a Neighbourhood Plan (NP). AS replied the Parish Council have the tools to complete one, the District Council have a policy to support them and have two officers looking at these. After consideration all Councillors resolved for the Clerk to speak with the officers at the District Council and report back on the requirements for a lighter touch NP.

200422/10 AS submitted a report prior to the meeting and presented this report in brief; Business at Freeport East will not charge business rates and will be free of VAT and NIC however many local businesses will not be large enough (200 plus employees) to take advantage of this site; a meeting is due to take place on 21 04 2022 with the National Grid regarding East Anglian Green – all Councilors noted this could have a significant impact on Cotton and AS will email details to the Clerk for forwarding to all Councillors; Suffolk County Councils bid for Bus Back Better received zero funding. The full report is appended to these minutes.

200422/11 There were no further comments or questions.

Planning:

200422/12 DC/22/01807 Householder application – erection of rear dormer extension and insertion of rooflight to front roof slope

Chrisways, Broad Road, Cotton IP14 4ND

During discussion Councillors noted the refusal to the original application. All Councillors resolved to **SUPPORT** this application.

200422/13 DC/22/01535 Application for outline planning permission (all matters reserved) Town and Country Planning Act 1990 – erection of 1 no self build detached dwelling with garage.

Land at Blacksmith Road, Cotton IP14 4QN

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Councillors considered this application and after discussion agreed to recommend **REFUSAL** for the following reasons: CS2 identifies the Countryside as the least preferable location for development, with development permitted only in exceptional circumstances subject to a proven justifiable need - the Parish Council undertook a consultation recently which confirms and justifies the need for cheap houses for younger families and properties for current residents to down-size into; CS2 also states countryside development will be restricted to defined categories in accordance with other Core Strategies none of which are relevant to this application; further to a local consultation, five years ago, residents offer strong support to development on Blacksmiths Road on a brownfield site; this application being considered is outside the settlement boundary and would cause harm to the character of the Countryside and the openness of the Countryside in this location; the District Council have a proven five year housing land supply; development should retain and support the character of Cotton as a rural village. In accordance with the NPPF this application offers no economic, social or environmental role to the Parish of Cotton.

200422/14 DC/22/01532 Householder application - erection of front lobby extension
3 The Meadows, Station Road, Cotton IP14 4NZ
After a brief discussion all Councillors agreed to **SUPPORT** this application.

200422/15 DC/22/01007 Full planning application Severance of existing garden and erection of 1 self build dwelling and creation of vehicular access (amended scheme DC/21/05897)

3 Stonham Road, Cotton IP14 4RG
During discussion Councilors noted an original application for full planning was granted by MSDC 21 12 2021 with a request for refusal by Cotton Parish Council. The new application appears to include plans for parking on land outside of the red line and Councillors were concerned as to why this application was validated. Concerns regarding the building line, the over development of the site with the increased size of the dwelling, the loss of neighbouring amenity and the fact there are clearly hedges and trees on the site. In addition this application contravenes GP1 as it does not maintain or

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enhance the character and appearance of the surroundings; the siting of buildings and the creation of open spaces between existing and proposed buildings should maintain or enhance the character of the site. Councillors resolved to **OBJECT** to this application.

- 200422/16 Councillors noted the following determination: DC/22/00725 Non-material amendment Chrisways, Broad Road, Cotton
MSDC: REFUSED.
- 200422/17 Councillors noted there has not been a date set for planning committee to consider application DC/21/02763 Land East of Mill Road, Cotton IP14 4QL
Erection of 12 no residential dwellings (including 2 no affordable).
- 200422/18 AM left the meeting.
Finance:
- 200422/19 All Councillors confirmed receipt of the bank reconciliations as supported by bank statements for the period ended 31 March 2022 prior to the meeting.
Councillor SC, as a non-bank signatory, verified the bank reconciliations agreed to the bank statement as presented showing total available cash of £17,201.70: £8,414.80 in the Community Account and £8,786.90 in the Premium Account.
- 200422/20 All Councillors noted and approved the budget to actual payments and receipts for the year ended 31 03 2022 with no questions.
- 200422/21 Councillors confirmed receipt of the reserves account prior to the meeting and noted the general reserve is within the generally accepted recommendation with regard to the appropriate level of a Small Authorities General Reserve of between 3-12 months new revenue expenditure (precept).
- 200422/22 After a review all Councillors agreed with the asset register noting the additions and disposals in the year brings a final asset value of £9,542.00.
- 200422/23 TW proposed to approve the figures for the Annual return seconded by PH with all Councillors in favour.
- 200422/24 The Clerk presented a reconciliation of CIL received up to 31 03 2022 showing a balance of £5,586.04 at the year end. All Councillors noted Regulation 62A of the 2010 Regulations sets out special reporting requirements (separate from the

Annual Governance and Accountability Return) and accordingly agreed for PG and the Clerk to sign the return before submitting it to the local District Council.

200422/25 Councillors noted there had been no receipts since the last meeting.

Councillors resolved to approve the following gross payments, confirming a full schedule supported by invoices and receipts had been received prior to the meeting.

	Payee	Description	£
200422/26	Tina Newell	Salary and reimbursements	534.94
200422/27	Office Depot	Stationery	67.84
200422/28	Lee Curtis	Jubilee Magic Show	250.00
200422/29	SALC	Payroll services	27.00
200422/30	SALC	Payroll services	9.00
200422/31	SALC	Annual subscription	267.52

200422/32 Councillors noted a payment had been made to Art Screen Prints prior to the meeting for £372.00 (151221/14).

200422/33 Councillors noted the NJC salary rates for the year from 1 April 2021 to 31 March 2022 have been approved nationally with a rise of 1.75%. As the Council operates an NJC contract back-pay to cover the uplift will be paid in the April 2022 Payroll (£14.74).

200422/34 Councillors considered a request to make a financial contribution to the insurance of the local Parish Church. PG proposed to donate £750.00 seconded by SW with all in favour. It was agreed to add this payment to the payment schedule for this meeting.

200422/35 **Streetlights:** TN continues to chase SCC for a map of the exact location for the new streetlights without which SCC will not provide a quotation for the installation. AS will escalate this request to the portfolio holder.

Correspondence:

200422/36 **To consider the Parish Councils involvement in local emergencies:**
Councillors considered how the Parish Council can assist residents in unforeseen emergencies. After discussion PH agreed to talk with the Village

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Hall Committee and research the idea of an outside generator socket at the village hall.

200422/37 **Community Governance Review:** Whilst it was agreed this would have little impact on Cotton it was agreed TN would forward the full details to each Councillor for consideration.

To receive reports from Community groups and representatives:

200422/38 **The Queens Platinum Jubilee:** TW confirmed plans were in place however more volunteers are required for the event on Friday 3 June 2022.

200422/39 **Road Safety:** At the February Parish Council meeting it was agreed for a portable speeding device to be depolyed along Mill Road – this had not been made available and TN has contacted the Safer Neighbour Team and it is hoped one will be available shortly to record the speed of traffic along Mill Road.

200422/40 **Tree Warden:** No update.

200422/41 **Any other matters for information, to be noted, or for inclusion on a future agenda:** Model Councillor Code of Conduct, neighbourhood watch.

200422/42 All Councilors noted the date of the next meeting as Wednesday 11 May.

200422/43 The Chairman closed the meeting at 21:25pm