

COTTON PARISH COUNCIL

Chairman: Sarah Wenban
Clerk: Tina Newell
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Minutes of the Annual Parish Council Meeting held on Wednesday 11 May 2022 in Cotton Village Hall

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

In Attendance: Andrew Stringer (AS) (County Councillor), Andrew Mellen (AM) (District Councillor) Tina Newell (TN) (Parish Council Clerk) and two members of the public.

110522/01 PG proposed to elect SW as the Chairman of Cotton Parish Council for the year ended 31 March 2023. SC seconded the proposal and with all in favour SW accepted the nomination.

110522/02 SW signed the Declaration of Acceptance to Office form and TN countersigned it as the Clerk.

110522/03 All Councillors agreed with PG proposal to elect PH to the position of Vice Chairman of Cotton Parish Council for the year ended 31 March 2023.

110522/04 PH accepted the position of Vice Chairman.

110522/05 **Apologies for absence:** Councillor Beryl Ellis (BE) offered apologies for absence.

110522/06 All Councillors accepted BE apologies.

110522/07 **Declarations of Interest:** None received.

110522/08 **Dispensations:** No requests for dispensation were received.

110522/09 All Cllrs confirmed receipt of the draft minutes for the meeting held on 20 April 2022 prior to the meeting. All Councillors resolved to accept these as a true record of the decisions made at the meeting. SW signed and dated the minutes (minute ref 200422/01 to 200422/43 inclusive).

Public Forum:

110522/10 District Councillor Andrew Mellen (AM) presented his annual report in brief, the full report is appended to these minutes. Electric buses are being funded from

Signed: *Sarah Wenban*

Date: *20 July 2022* 1

the District Councils financial reserves although the process of purchasing these could take one year; the bus service 307 is being reduced from 5 days to 2 days at the end of May 2022; applications are now open for funds from the locality grant (minimum request of £250).

- 110522/11 A member of the public asked for an update on the planning off Broad Road on Bacton side. AS confirmed the discharge of condition 12 has still to be granted.
- 110522/12 County Councillor Andrew Stringer (AS) presented a report in brief, which is appended in full to the minutes. AS thanked PG for being a brilliant Chairman and confirmed he and AM are ready to support SW as her reign as Chairman begins.
- 110522/13 SW expressed thanks to PG for being a great leader and confirmed Cotton are immensely well served with the Suffolk and District Councillors.
- 110522/14 PH asked AS for an update on the Highways tender to which AS replied Kier look likely to be the succesful bid again.
- 110522/15 A member of the public expressed concerns regarding the recent power outage noting the village is split with two power providers and it was agreed by Councillors to include communication on a future agenda.

Planning:

- 110522/16 Councillors noted the following determination made by MSDC:
DC/22/01007 3 Stonham Road, Cotton IP14 4RG
MSDC: GRANTED CPC: Objected.
- 110522/17 All Councillors considered the following application:
DC/22/02103 Erection of two storey side extension (after demolition of existing sunroom) 2 new porches on East and South elevations, conversion of loft to habitable space with insertion of three dormers to front elevation and rooflight to the rear, alterations to fenestration and external materials and widening of existing pedestrian entrance to create vehicle access.
Meadowcroft, Dandy Corner, Cotton IP14 4QX
After consideration all Councillors agreed this application looks reasonable and sensible and resolved to offer SUPPORT to this application.

Finance:

110522/18 All Cllrs confirmed receipt of the finance report for the period ended 30 April 2022 prior to the meeting and confirmed the bank reconciliations for both accounts, as presented, agreed to the bank statements as at 30 April 2022 showing available cash of £21,013.96.

110522/19 All Councillors confirmed receipt of the budget to actual payments and receipts prior to the meeting. With no questions all Councillors accepted the budget to actual report for the year ended 30 04 2022.

110522/20 All Councillors confirmed receipt of the reserves account prior to the meeting and with no questions accepted it as a true reflection of the Parish Councils financial reserves.

110522/21 Councillors noted the first 50% of the Precept, £4,164.89 was received in April along with CIL of £19.36.

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

	Payee	Details	£
110522/22	Tina Newell	Salary and re-imburements	229.20
110522/23	HMRC	Tax & NIC	2.00
110522/24	Thunderburst Events	Jubilee marquee hire	430.00

110522/25 Councillors agreed to fund refreshments after the Parish Boundary Walk later in the month up to £80.00.

Governance

110522/26 All Councillors confirmed receipt of the new Local Government Association (LGA) Model Councillor Code of Conduct. The Clerk confirmed the local principal authorities have adopted this new model and SALC have recommended it is adopted. After consideration all Councillors agreed to adopt the new LGA Model Councillor Code of Conduct.

- 110522/27 Councillors noted the amendment to the Model Standing Orders regarding Financial controls and procurement and resolved to adopt the Model Standing Orders with this ammendment.
- 110522/28 All Councillors agreed to adopt the Financial Regulations with no ammendments. After consideration the following Officers were appointed to Parish positions:
- 110522/29 Asset management officer - SC
- 110522/30 Risk assesment officer – PH
- 110522/31 Tree Warden – a member of the public has volunteered.
- 110522/32 Neighbourhood watch – vacant advertise it
- 100522/33 Speed Watch officer – member of the public
- 100522/34 National Grid East Anglia Green Project officer – it was agreed to ask a member of the public if they would consider this position.
- It was resolved to appoint the following representatives on to the following external bodies:
- 110522/35 Carters Meadow – BE, PH and TW
- 110522/36 Village Hall – TW and SC
- 110522/37 Cotton Land Charity – SW to make enquiries
- 110522/38 All Cllrs agreed to continue with annual paid subscriptions to the Society of Local Council Administration (SALC), and the Society of Local Council Clerks (SLCC) and non-paid subscription to Community Action Suffolk (CAS).
- 110522/39 Councillors confirmed the re-adoption of the following policies with no ammendments noting SALC are compiling a data bank including a list of preferred policies:
- 110522/40 Equal Opportunities
- 110522/41 Internet banking
- 110522/42 Disciplinary and Grievance
- 110522/43 Complaints

- 110522/44 Health and Safety
- 110522/45 Recording
- 110522/46 Sickness Absence
- 110522/47 All Councillors confirmed receipt of the safeguarding policy and resolved to adopt it.
- 110522/48 All Councillors resolved to re-adopt the Councils Financial risk assessment noting this is a working document; the appointed officer will recommend updates during the year as necessary.
- 110522/49 All Councillors resolved to schedule future meetings for July 20 (to be held in the alternate venue of Carters Meadow), September 14, November 9, December 14, January 11, ~~February 8~~, March 15, and April 12. Noting in an election year the Annual Parish meeting must be held on or within 14 days after the day on which the Councillors elected take office, it was agreed to hold the Annual meeting of the Parish Council on May 10 2023 (MSDC elections are scheduled to take place May 4, 2023).
- 110522/50 All Cllrs agreed to accept the Internal Auditors Report for the year ended 31 March 2022 noting the Council maintains an effective framework of financial administration and internal financial control whilst demonstrating many examples of good practice.
- 110522/51 Councillors approved the Annual Governance Statements section one of the Annual Governance and Accountability Statement (AGAR) in turn confirming the Parish Council have a sound system of internal control. SW and TN signed section one of the AGAR in the presence of the meeting as Chairman and Responsible Financial Officer (RFO).
- 110522/52 All Councillors approved the Accounting Statements for 2021/22 as transposed on section two of the AGAR in turn confirming the statements present fairly the financial position for the year ended 1 March 2022 of the Council. SW signed section 2 of the AGAR noting TN as RFO had signed prior to the meeting.

- 110522/53 After noting gross payments or gross receipts in the year of account ended 31 March 2022 did not exceed £25k all members agreed to certify the Council as exempt from a limited assurance reviews under section 9 of the Local Audit (Smaller Authorities) Regulations 2018.
- 110522/54 It was agreed the dates for public inspection of the accounts will be from 13 June 2022 up to and including 22 July 2022 and a notice will be displayed on line and on the Parish noticeboard.
- 110522/55 **Local emergencies:** All Councillors noted permission is being sought by the village Hall on the installation of a generator socket to the rear of the village hall to support the Parish in an emergency situation.
- 110522/56 **Business for information or inclusion on a future agenda:** neighbourhood plan, update on planning, poo bin at Dandy Corner, communication during times of Parish emergencies.
- 110522/57 The Chairman closed the meeting at 21.59pm.