

# COTTON PARISH COUNCIL

Chairman: Sarah Wenban  
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## Minutes of the Parish Council Meeting held on Wednesday 20 July 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 Mellen (AM) (District Councillor) Andrew Stringer (AS) (County Councillor), Tina Newell (TN) (Parish Council Clerk) and two members of the public.

200722/01     **Apologies for absence:** Councillor Beryl Ellis (BE) offered apologies for absence.

200722/02     All Councillors accepted BE apologies.

200722/03     **Declarations of Interest:** None received.

200722/04     **Dispensations:** No requests for dispensation were received.

200722/05     All Cllrs confirmed receipt of the draft minutes for the Annual Parish Council meeting held on 11 May 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 110522/01 to 110522/57 inclusive).

### **Public Forum:**

200722/06     District Councillor Andrew Mellen (AM) presented his report in brief confirming the refusal of planning application DC/21/02763 and advising all present of the issues with lorry movements through the neighbouring village of Bacton.

200722/07     Concern was expressed by Councillors regarding the number of tankers attending the water tower and the noise from the subsequent water being pumped to replenish supplies. Whilst it was noted that the recent warm weather may have contributed to this need concern was expressed as to the future ability of the water tower to meet supply to the new developments.

200722/08     SW asked all Councillors to consider the idea of a Neighbourhood Plan for Cotton and agreed to put this on the September agenda for more formal discussion.

200722/09     It was agreed to defer AS report until he was present at the meeting.

Signed: *Sarah Wenban*

Date: *05/10/2022*     1

200722/10 No comments were received from members of the public

**Planning:**

200722/11 Councillors noted there had been no new applications made to MSDC for consideration at this evenings meeting.

Councillors noted the following determinations made by MSDC:

200722/12 DC/22/00/01807 Chrisways, Broad Road, Cotton

MSDC: GRANTED CPC: Supported2

200722/13 DC/22/01532 3 The Meadows, Station Road, Cotton MSDC:

MSDC: Granted CPC: Supported

200722/14 DC/21/02763 Land East of Mill Road, Cotton MSDC:

MSDC: Refused CPC: Refused

200722/15 Councillors noted the withdrawal of the following application noting the Parish Council supported the application:

DC/22/02103 Meadowcroft, Dandy Corner, Cotton.

200722/16 Councillors received notification that the local planning authority have REFUSED planning application DC/22/01535 Land at Blacksmith Road, Cotton noting the Parish Council recommended refusal.

**Finance:**

200722/17 All Cllrs confirmed receipt of the finance report for the period ended 30 June 2022 prior to the meeting and confirmed the bank reconciliations for both accounts, as presented, agreed to the bank statements as at 30 June 2022 showing available cash of £19,529.66; this includes 66 pence interest received into the Barclays Premium Account.

200722/18 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 period ended 30 June 2022.

200722/19 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.

Councillors noted the following receipts since the last meeting:

200722/20	ASDA	Grant for Jubilee celebrations	1,500.00
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200722/21	HMRC	VAT Refund year ended 31 03 2022	581.54
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200722/22 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	£
200722/23	Tina Newell	Salary and re-imburements	598.89
200722/24	St John Ambulance	Attendance at the Jubilee event	144.00
200722/25	P Gibbs	Reburements for Pylon banners	74.00
200722/26	Cotton PCC	Village walk refreshments	80.00
200722/27	Trevor Brown	Internal Audit	158.55
200722/28	MSDC	Litter & dog bin emptying	201.12
200722/29	Cotton Village Hall	Transfer of ASDA Donation	1,500.00
200722/30	Community Circle & Café	Transfer of locality grant	250.00

Councillors noted and approved the following payments which had been made outside of the meeting :

200722/31	Sue Cox	Reimbursement of jubilee costs	41.00
200722/32	Trudy Winder	Reimbursement of jubilee costs	159.67
200722/33	Sharon Lear	Reimbursement of jubilee costs	258.33
200722/34	Thunderburst events	Final payment for marquee hire	1,290.00

200722/35 Councillors noted the Certificate of Exemption for an external audit has been received by the external auditors who confirmed there is no further action required.

200722/36 All Councillors received the financial regulations as amended, and whilst noting these changes would be unlikely to affect Cotton Parish Council all Councillors resolved to approve and adopt the amendments.

200722/37 **Defibrillator:** TN confirmed to date there has been no literature advertising the training. After discussion it was agreed to contact a local resident and ask if they

would be willing to carry out the training. Once this is established it was agreed to ask local groups and organisations if they would like training along with residents.

- 200722/38 **Noticeboard:** All Councillors confirmed receipt of a quotation from Greenbarnes for a replacement notice board outside the village hall agreeing the current one is no longer fit for purpose. It was agreed no header or vinyl wording is required and only one door to be lockable allowing the other side open access. All Councillors agreed to purchase one noticeboard at a cost of £1,727.06 plus VAT.
- 200722/39 **Streetlights:** It was agreed to defer this item until AS joins the meeting.
- 200722/40 **To consider ways to communicate with Cotton residents:** Councillors agreed to advertise the mailing list with a plea to residents to contact the Clerk giving their consent to be added to it. All Councillors noted a periodic publication, the Cotton Courier was in preparation and agreed this would be a good vehicle for passing on contact information and for publicising village events.
- 200722/41 **Update on the installation of a generator socket to the rear of the village hall:** There was no update.
- 200722/42 **To consider the requirement for a dog bin at Dandy Corner:** Councillors recently walked around Dandy Corner and saw no issues of dog fouling. After consideration all Councillors agreed to defer this item to the September meeting during which time they will establish the real need for a dog poo bin.
- 200722/43 Andrew Stringer entered the meeting.
- 200722/44 **Correspondence:** SW gave a brief resume of the meeting hosted by Dan Poulter (DP) 30 June 2022, the full report is appended to these minutes. Whilst DP offered to receive and take action on specific issues relating to residents concerns with the provision of healthcare AS suggested residents contact himself or AM in the first instance.
- 200722/45 **National Grid (NG) update:** The Parish representative confirmed since the last meeting the Parish's response has been submitted as have all key Councils and noted the strong opposition to NG's plans. The Essex, Suffolk and Norfolk Pylons facebook group has in excess of 3,200 followers and their legal representative said the consultation carried out by NG was deficient; NG have confirmed they are not going to re-run the non-statutory consultation. A link to the

Parliamentary Debate on EAG held the previous day would be circulated. Further information can be found on the Parish Councils website.

**Reports from community groups and representatives:**

- 200722/46 **The Queen's Platinum Jubilee:** SW wished to record thanks on behalf of all Councillors and residents to the key organisers and players for the most amazing weekend of celebrations.
- 200722/47 **Road safety:** AS confirmed a meeting is being held with the portfolio holder tomorrow to discuss what further information is required to agree installing streetlights along Broad Road before installing speed restrictions. It is hoped costings and an agreement for the work will be available for a decision to be made by the Parish Council at the next meeting.
- 200722/48 **Tree Warden:** No update.
- 200722/49 **Appointment of Neighbourhood Watch officer:** It was agreed to advertise the role as there was no interest from Councillors due to all being invested in other projects.
- 200722/50 **Any other matters for information or inclusion on a future agenda:** neighbourhood plan, update on poo bin at Dandy Corner and registration of The Green.
- 200722/51 AS presented his report in brief; the full report is appended to these minutes. AS informed all present of his parties wish to escalate the current cost of living crisis to an emergency however the motion was unsuccessful and he confirmed Sizewell C was granted planning permission earlier in the day.
- 200722/52 **All Councillors resolved to exclude the public under Schedule 12a of the Local Government Act 1972 due to the consideration of staffing.**
- 200722/53 All members of the public left the meeting room.
- Staffing:**
- 200722/54 Councillors noted the Clerks resignation and gave thanks for her work and achievements in the short period of time with Cotton. TN confirmed she will support the new Clerk and arrange a handover of papers and laptop as soon as possible, with no charge.

- 200722/55 SW proposed to appoint David Rayner as the new Clerk & Responsible Financial Officer (RFO) working 17.5 hours a month on SSP 13. PH seconded the proposal and with all Councillors in favour it was agreed to appoint David Rayner as the new Clerk & RFO effective from 20 July 2022. A contract of employment will be sent to David and Sarah for signing outside of the meeting.
- 200722/56 The Chairman closed the meeting at 21.24pm.