

COTTON PARISH COUNCIL

Chairman: Councillor Sarah Wenban
Clerk: David Rayner
10 Double Corner Mendlesham Road
Cotton
Stowmarket
Suffolk IP14 4RF

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Councillors: You are hereby summoned and members of the press and public you are hereby invited to attend a meeting of the Parish Council on **Wednesday 12 April 2023 at 7.30pm in Cotton Village Hall, IP14 4QL** to consider the items set out below.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort can be made to provide access.

This meeting will be recorded and anyone speaking at the meeting will have deemed to have given consent to being recorded.

AGENDA

1. Apologies for absence:

- a. Councillors to receive any apologies for absence.
- b. Councillors to vote on acceptance to apologies for absence.

2. Declarations of Interest and Dispensation considerations:

- a. To receive any Councillors' Interests in subsequent agenda items.
- b. To receive and consider any requests for dispensations.

3. Minutes of previous meeting: Councillors to approve the minutes of the Parish Council meeting held on 22 March 2023 as true records of the decisions made.

4. Public Forum:

- a. To receive a report from the District Councillor.
- b. To receive a report from the County Councillor.
- c. Bacton FC grant request: To consider request for a grant to help with works to pitches.
- d. To receive comments or questions on matters of interest from members of the public.

5. Planning:

- a. **Councillors are asked to consider and agree comments on applications made to the Local Planning Authority (MSDC) relating to Cotton: None**
- b. **Councillors to note the follow determination made by MSDC since the last meeting: None**

6. **Finance** (all supporting papers appended):
 - a. Councillors to approve the finance report for the period ended 31 March 2023 including:
 - i. Bank reconciliations.
 - ii. Budget to actual payment and receipts.
 - iii. Reserves.
 - b. Councillors to note receipts since the last meeting.
 - c. Councillors to approve payments as per schedule.
7. **Election:** Confirmation of official number of candidates standing for election, and if election is contested or uncontested.
8. **Audit:** Confirm SALC have been booked to carry out the internal audit for 2022/23 in the week commencing 26 June.
9. **Defibrillator:** Need to purchase a spare battery (£287 inc VAT) and pads (£69 inc VAT).
10. **First aid:** Update on recent training, future dates and donation for training.
11. **Equipment checks:** A member of the village hall committee had made an initial inspection of all equipment in the hall, including the defibrillator, and is setting up a checklist.
12. **Coronation plans:** To discuss plans for the Coronation weekend including large screen TV and ideas for volunteering day.
13. **Cotton Courier:** Printing quote from Polstead Press £205.
14. **Annual Parish Meeting:** What is on the agenda and how do you attract people to attend?
15. **Correspondence to include:**

Email from Dan Poulter's office re Zoom/Teams meeting with the parish.
16. **To receive reports from Community groups and representatives:**
 - a. Road Safety: including an update on the portable speeding device on Station Road.
 - b. East Anglia Green
 - c. Cotton Village Hall
 - d. Tree Warden
17. **Any other matters for information, to be noted, or for inclusion on a future agenda:**
18. **To note and agree the date for the next schedule meeting:** Councillors to note the next meeting is scheduled for 10 May which will also be the AGM.
19. **Chairman to close the meeting.**

David Rayner

David Rayner/Clerk to Cotton Parish Council

5 April 2023