

# COTTON PARISH COUNCIL

Chairman: Councillor Sarah Wenban  
Clerk: David Rayner  
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Cotton  
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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 5 July 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 14 June 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. 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:**
  - i. DC/23/02919

Change of use of agricultural land for the keeping of horses.

**Location:** Land to the east of Station Road Bacton (In the Parish of Cotton)

b. **Councillors to note the follow determination made by MSDC since the last meeting:**

- i. DC/23/02073 Willow House, Mendlesham Road, Cotton – Erection of a first-floor rear extension.

MSDC Granted                      CPC No comment

- ii. DC/23/02073 15 Mill Road Cotton – Agreement on material

MSDC Granted                      CPC No comment

**6. Finance** (all supporting papers appended):

- a. Councillors to approve the finance report for the period ended 31 January 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. Suffolk County Council ANPR:** An ANPR device will be deployed on Station Road for a week in July.

**8. Norwich to Tilbury:** National Grid second non-statutory consultation and public information events.

**9. Governance (supporting papers appended):**

- a. To review the Local Government Association (LGA) Model Councillor Code of Conduct  
b. To review the Standing Orders,  
c. To review the Financial Regulations,  
d. To review the Parish appointed positions,  
e. To review representatives on external bodies,  
f. To review subscriptions to outside bodies,  
g. To review the Council's policies and procedures,  
h. To review the Safeguarding policy,  
i. To review the Councils Financial risk assessment,  
j. To approve the meeting timetable for 2023/24,

- k. To review and sign the CIL return,
- l. To review the Fixed assets register,
- m. To review the reserves schedule,
- n. To consider and approve the Annual Statement (section two) for the year end 31 March 2023 as transposed on the AGAR,
- o. To certify Cotton Parish Council is exempt from a limited assurance review and complete the Certificate of Exemption,
- p. To agree the dates for public inspection of the accounts.

**10. Correspondence to include:**

None.

**11. To receive reports from Community groups and representatives:**

- a. Road Safety: including an update on the portable speeding device on Station Road.
- b. Norwich to Tilbury, formally East Anglia Green
- c. Cotton Village Hall

**12. Any other matters for information, to be noted, or for inclusion on a future agenda:**

**13. To note and agree the date for the next schedule meeting:** Councillors to note the next meeting is scheduled for 13 September.

**14. Chairman to close the meeting.**

*David Rayner*

David Rayner  
Clerk and RFO to Cotton Parish Council  
30 June 2023