

COTTON PARISH COUNCIL

Chairman: Councillor Sarah Wenban
Clerk: David Rayner
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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 25 October 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 13 September 2023 as true record 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/23/04135

Application for Listed Building Consent - Conversion of lean-to into a one and a half storey extension. Erection of garden room.

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

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)

MSDC: Granted CPC: Neutral

ii. DC/23/02919

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

Discharge of condition 3 (Fencing/Enclosure)

MSDC: Awaiting decision CPC: Neutral

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

a. Councillors to approve the finance report for the period ended 30 September 2023 including:

- i. Bank reconciliations,
- ii. Budget to actual payments and receipts,
- iii. Reserves.

b. Councillors to note receipts since the last meeting.

c. Councillors to approve payments as per schedule.

7. **Bacton Neighbourhood Plan:** Approach from David Chambers, Bacton PC Chair.

8. **Internal Audit:** Following a debrief of audit report, action plan for the current and subsequent years.

9. **Standing Orders:** Report on conversation with SALC and suggested action plan.

10. **Pride in your Place grant:** Grant has been applied for to cover equipment purchases and equipment hire from local farmers etc.

11. **Station Road:** Any updates on planned engineering works?

12. **Flooding:** Lessons learned.

13. **New website:** Any feedback on website checks from Peter and Trevor.

14. **Nationally Significant Infrastructure Projects:** Briefing on SALC/SCC recent meeting.

15. **Training:** The next available training dates for new councillors are in the new year. It's a 2-part course delivered via Zoom from 19:00 to 21:00 on the following dates, 7 and 14 March 2024 and 18 and 25 March 2024. There are no further course dates listed.

- 16. Any other matters for information to be noted, or for inclusion on a future agenda:**
- 17. To note and agree the date for the next scheduled meeting:** Councillors to note the next meeting is scheduled for 29 November.
- 18. To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations and Paragraphs 2, 3 and 7 of the Council's Access to Information Rules, the public and press be excluded during consideration of the following items:** Staffing.
- 19. Staffing:** Clerk's performance review outcome.
- 20. Chairman to close the meeting.**

David Rayner

David Rayner
Clerk and RFO to Cotton Parish Council
18 October 2023