

# COTTON PARISH COUNCIL

## Minutes of the full Council meeting held on 25 October 2023 held in Cotton Village Hall

**Councillors Present:** Sarah Wenban (SW) (Chairman), Peter Gibbs (PG), Beryl Ellis (BE) and Sue Pushman (SP).

**In Attendance :** David Rayner (DR) (Cotton Parish Clerk) and two members of the public. Andrew Mellen (AM) (District Councilor) joined later.

251023/01 **Apologies for absence:** Paul Howlett (PH) (Vice Chairman) and Trevor Woods (TW) both apologised for their absence which was accepted by all councillors. Jacob Stringer (JS) was also absent with no apology received.

251023/02 **Declarations of Interest and Dispensation considerations:** There were no declarations of interest or dispensations to consider.

251023/03 **Minutes of previous meeting:** The draft minutes of the meeting held on 13 September 2023 were approved by all the councillors as a true record of the decisions made and SW signed the minutes reference 130923/01 to 130923/30.

251023/04 **County Councillor report:** Andrew Stringer (AS) was not with us this evening due to a prior engagement. His report had been circulated in advance and was briefly discussed. Also, AS sent a drawing of an option for the traffic calming along Station Road. We are awaiting direct contact with Josh White of Suffolk County Council.

251023/05 A member of the public left the meeting.

251023/06 Andy Mellon (AM) joined the meeting.

### **Planning**

251023/07 **Councillors noted and discussed the following new planning proposal received.**

#### **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.

CPC to support.

251023/08 **District Councillor report:** AM gave his report and this was discussed.

251023/09 AM left the meeting.

251023/10 **Councillors noted that the following planning application have been determined:**

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

### **Finance**

251023/11 All councillors confirmed receipt of the bank reconciliations as supported by the bank statements for the period to 30 September 2023 prior to the meeting showing total cash held of £18,601.86. This is represented by the Community Account balance at £9,753.77 and the Premium account at £8,848.09.

251023/12 All Councillors confirmed receipt of the budget to actual payments and receipts prior to the meeting. All Councillors accepted the budget to actual report for the period ended 30 September 2023 with no questions.

251023/13 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.

251023/14 Councillors noted there were no receipts since the last meeting.

251023/15 All Councillors resolved to approve the following gross payments to be paid by internet banking as shown in the bank papers received prior to the meeting with BE and SP authorised to sign the supporting invoices for the following payments:

<b>Payee</b>	<b>Details</b>	<b>£</b>
Freethought	2 year domain renewal	120.00
Freethought	2 year email renewal	73.50
CAS	Insurance renewal	546.43
SALC	Councillor training	72.00
MSDC	4 May election charges	136.89
Carters Meadow	Forward National Grid grant	500.00
David Rayner	Clerk salary October	252.97

251023/16 **Bacton Neighbourhood Plan:** SW reported that she had been approached by the Chairman of Bacton Parish Council with a view to developing a joint Neighbourhood plan. Nothing has been agreed and the council will await updates from Bacton PC before making any discussions as to any involvement.

251023/17 **Internal Audit:** DR had a debrief following the audit with SALC. Mainly a good audit with some pointers as to how to improve in the current year.

251023/18 Standing Orders: These will be included in a future meeting, but we only need to approve changes to legislation and to confirm where there are variables that the Council is happy with the choices.

251023/19 **Pride in your Place grant:** The grant from MSDC has been applied for and we await the outcome.

- 251023/20 **Flooding:** The recent flooding was discussed and the general response to it. DR to investigate purchasing some "Flood" signs. MSDC have made arrangements to collect any major damaged household items from the flooding.
- 251023/21 **New website:** PG and TW to investigate after TW's holiday.
- 251023/22 **Nationally Significant Infrastructure Projects:** SW attended a briefing by SALC and SCC and their lawyers. SCC are very well organised and have stated that everyone needs to keep lobbying various stake holders and MP's to keep up pressure on the NSIP's in this area.
- 251023/23 **Training:** Training has been arranged for SP. Training for TW and JS still needs to be arranged when they are free.
- 251023/24 **Matters for a future agenda:** Nothing mentioned.
- 251023/25 **Next meeting:** Councillors advised that the next meeting is scheduled for 29 November 2023.
- 251023/26 **Staffing:** Update the Council on the performance review and recommendations going forwards.
- 251023/27 The Chairman closed the meeting at 21:05.