

COTTON PARISH COUNCIL

Minutes of the full Council meeting held on 29 November 2023 held in Cotton Village Hall

Councillors Present: Sarah Wenban (SW) (Chairman), Paul Howlett (PH) (Vice Chairman), Peter Gibbs (PG) and Trevor Woods (TW).

In Attendance : David Rayner (DR) (Cotton Parish Clerk), Andrew Stringer (AS) (County Councillor) and two members of the public. Andrew Mellen (AM) (District Councillor) joined later.

291123/01 **Apologies for absence:** Beryl Ellis (BE) and Sue Pushman (SP) both apologised for their absence which were accepted by all councillors.

291123/02 **Resignation:** Councillor Jacob Stringer's decision to resign from the Council with effect from 27 November 2023 was noted.

291123/03 **Declarations of Interest and Dispensation considerations:** There were no declarations of interest or dispensations to consider.

291123/04 **Minutes of previous meeting:** The draft minutes of the meeting held on 25 October 2023 were approved by all the councillors as a true record of the decisions made and SW signed the minutes reference 251023/01 to 251023/27.

291123/05 A member of the public reported that there are various hedges that are overgrown but they, on behalf of the farmer/landowner, are reluctant to cut them as there are BT cables running very low through the hedges. DR to contact BT to get the cables repositioned to the correct height.

291123/06 Andrew Mellen (AM) joined the meeting.

291123/07 **District Councillor report:** AM gave his report which was discussed. PG raised a point about cycle and walkways in general that, as bicycles don't have to have a bell fitted, walkers are often unaware of their presence which can be dangerous. PH raised the position with the planning permission for solar farms and AM explained that there is little planning authorities can do as any

refusals are overturned on appeal, owing to government policy to support solar.

291123/08 **County Councillor report:** Andrew Stringer (AS) apologised for not sending his report in advance of the meeting. Roads are the big issue at the moment and AS apologised for not persuading Bacton to include Station Road in their survey. After discussion DR will email Josh White regarding gathering traffic flow and speed data in Cotton. The points discussed are Station Road (near Stags Row), Mendlesham Road (Near Carters Meadow), Mill Hill and Cock Road subject to final approval from SCC. DR to make preliminary contact with Beaver and Macaw Consulting LLP regarding survey. AS also mentioned that they have part 1 of the joint local plan approved which means there is no new settlement boundary for Cotton. Any planning issues revert back to the 2008 core strategies which designated Cotton as a countryside location. For planning purposes Cotton does not have a settlement boundary until part 2 is passed in 2025/26.

291123/09 AM left the meeting.

Planning

291123/10 **Councillors noted there were no new planning proposal received.**

291123/11 **Councillors noted that the following planning application have been determined:**

i. DC/23/02919

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

Discharge of condition 3 (Fencing/Enclosure)

MSDC: Granted

CPC: Neutral

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

MSDC: Awaiting decision

CPC: Neutral

Finance

- 291123/12 All councillors confirmed receipt of the bank reconciliations as supported by the bank statements for the period to 31 October 2023 prior to the meeting showing total cash held of £17,400.07. This is represented by the Community Account balance at £8,551.98 and the Premium account at £8,848.09.
- 291123/13 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 31 October 2023 with no questions.
- 291123/14 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.
- 291123/15 Councillors noted the only receipt since the last meeting was the National Grid grant for the land at Carters Meadow.
- 291123/16 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 PH and TW authorised to sign the supporting invoices for the following payments:
- | Payee | Details | £ |
|------------------|------------------------------------|----------|
| CAS | One Suffolk Hosting charge | 60.00 |
| Zurich Insurance | Carters Meadow Insurance | 279.76 |
| Sarah Wenban | Remembrance wreath reimbursement | 25.00 |
| David Rayner | Clerk salary November inc back pay | 392.99 |
| David Rayner | Clerk salary December, due 25/12 | 270.48 |
- 291123/17 **Draft budget 2024/25:** The draft budget enclosed with the finance papers was discussed and Councillors were asked if there was anything that needed to be included to advise DR before the January meeting when the budget will be finalised.

- 291123/18 **Internal Audit:** The council unanimously approved the appointment of SALC as the internal auditors again for the 2023/24 audit and DR will book them at the appropriate time.
- 291123/19 **Standing Orders:** DR to circulate ahead of the January meeting the Councils Standing Orders to be discussed at the January meeting.
- 291123/20 **Pride in your Place grant:** The Council decided to set a provisional date for the annual litter picking on Saturday 16 March and sign cleaning later in April 2024.
- 291123/21 **Bacton Bowls Club:** After discussion it was decided that no contribution would be made to the Bowls Club as the budget this year is very tight.
- 291123/22 **First Aid training donation:** DR has at last made contact with the training provider who would like the donation to be split between herself to cover her costs and the Derian House Childrens Hospice. The Council agreed to split the donation 50:50. DR to arrange.
- 291123/23 **New website:** PG updated the Council with the state of the website. PG to talk to SALC regarding options available. Communications including the web site, social media and print media were discussed and this will be discussed again at the next meeting in January.
- 291123/24 **Aggressive dogs:** Reports of aggressive dogs near Dandy Corner living in a property alongside one of the footpaths were discussed. It was agreed that DR to contact the Police in the first instance.
- 291123/25 **Matters for a future agenda:** Nothing mentioned.
- 291123/26 **Next meeting:** Councillors advised that the next meeting is scheduled for 10 January 2024.
- 291123/27 The Chairman closed the meeting at 21:12.