

COTTON PARISH COUNCIL

Minutes of the full Council meeting held on 10 November 2021 held in Cotton Village Hall

Councillors Present: Peter Gibbs (PG) (Chairman), Sarah Wenban (SW) (Vice Chairman), Sue Cox (SC), Beryl Ellis (BE), Paul Howlett (PH), David Williams (DW), Trudie Winder (TW).

In Attendance : Tina Newell (Clerk), Andrew Mellen (District Councillor) (AM), Andrew Stringer (County Councillor) (AS) and three members of the public.

Before the meeting commenced PG gave thanks to Rod Caird the Clerk to the Council until his sudden death earlier in October 2021.

101121/01 Councillor's PW, SW and TW signed their Declaration of Acceptance to Office forms. Whilst these Councillors were formally appointed to office (ref 1/060521 and 2/060521) the Clerk had not been successful in finding the forms in the paperwork from the previous Clerk. SALC agreed to ask Councillors to sign new forms as soon as possible noting these are extenuating circumstances.

101121/02 **Apologies for absence:** None received; all Councillors in attendance.

101121/03 **Declarations of Interest and Dispensation considerations:** There were no declarations of interest or dispensations to consider.

101121/04 **Minutes of previous meeting:** All Cllrs confirmed receipt of the draft minutes for the Parish Council meeting held on 6 September 2021 prior to the meeting. Councillor PH proposed to accept these as a true record of the decisions made seconded by SC with all Cllrs in favour PG signed the minutes (ref 1/080921 to 11/080921)

Public Forum:

101121/05 A member of the Village Hall Committee said the safety matting on the play area is being ripped up; they are considering installing CCTV.

101121/06 SC updated all present with plans for The Queens Platinum Jubilee confirming it was hoped all events would be free of charge; donations would be asked for via a letter sent to all residents.

Signed:

Date:

101121/07 AM presented his report in brief and headlined with the pausing of the Joint Local Plan by the inspector for six months to allow officers at MSDC to research and gather more information on Spatial Strategy. AM's full report is appended in full to these minutes.

101121/08 AS presented his report stating Ipswich was the most COVID infected town in the Country recently which has led to Suffolk becoming an enhanced response area for COVID 19. AS's full report is appended in full to these minutes.

101121/09 A member of the public asked what the end overspend on Sizewell A and B was.

101121/10 A member of the public asked if and how 'Bus Back Better' would enhance bus services in Cotton.

Planning: Councillors considered the following applications made to the Local Planning Authority (MSDC) relating to Cotton:

101121/11 DC/21/05954

Full planning application - Conversion of agricultural barn to form 1 no dwelling, erection of new triple cartlodge, formation of new vehicular access/driveway and change of use of land to residential garden (following demolition of outbuildings)

Location: Barn 1, Hempnalls Farm, Willow Lane, Cotton IP14 4QN

After much discussion all Cllrs agreed to defer commenting on this application until the December meeting when more information would be available from other consultees.

101121/12 Two members of the public left the meeting.

101121/13 DC/21/05897

Full planning application - Severance of part of garden and erection of 1 no dwelling and creation of new vehicular access

Location: Southfield 3, Stonham Road, Cotton IP14 4RG

After a lengthy discussion all Councillors agreed that the application as presented has not altered the Councils original objections; the approval is against paragraphs 8 and 11 of the NPPF: the site is not in a sustainable location – there are no footpaths or public transport to link the site to the amenities of a neighbouring parish within a reasonable distance; it offers no economic, social or environmental benefit. The grant for outline approval states landscaping will form

part of the reserved matters application however there is no landscaping plans in the supporting documents. All Councillors therefore agreed to recommend this application is **REFUSED**.

101121/14 DC/21/05693

Householder application – construction of raised roof to garage to enable office space within the loft area and insertion of windows to front and rear

Location: 4 Stewart Field, Cotton IP14 4NG

After consideration all Councillors agreed to make **NO COMMENT**.

101121/15 DC/21/04904

Planning Application - Erection of 1no detached single storey dwelling (following demolition of garage)

Location: Highbury House, Scuffins Lane, Cotton IP14 4QJ

After brief discussion all Councillors agreed to offer **SUPPORT** to this application.

Councillors noted the following determinations made by MSDC since the last meeting:

101121/16 DC/21/04643 13 Mill Road, Cotton

MSDC: **GRANTED** CPC: No objection

101121/17 APP/W3520/W/21/3272921 Land West of Wickham Lane, Cotton

Appeal: **DISMISSED**

101121/18 Councillors noted application DC/21/02763 Land East of Mill Road, Cotton is waiting to go to planning committee. The planning case officer has confirmed verbally to the Clerk acceptance to receive further comments up to the date of the meeting; in light of the recent confirmation that MSDC has a 5 year housing land supply all Councillors agreed to consider further comments on this application at the next meeting.

Finance:

101121/19 All Councillors confirmed receipt of the bank reconciliations as supported by bank statements for the period ended 31 October 2021. Councillor PH, as a non-bank signatory, verified the bank reconciliations agreed to the bank reconciliation as presented showing available cash of £19,138.88.

Signed:

Date:

- 101121/20 All Councillors agreed for PH, as a non bank signatory, to verify the bank statements to the bank reconciliation monthly.
- 101121/21 Councillors received the reserves account prior to the meeting noting the general reserve is 68% of the precept .
- 101121/22 Clerk confirmed the balance of CIL in the reserve account can be spent until September 2024 before it can be clawed back.
- 101121/23 All Councillors agreed to allocate £8k from the general account to the CIL account for the donation made towards the recent purchase of new play equipment at the village hall noting CIL can be spent on infrastructure.
- 101121/24 Councillors agreed to transfer £1,313.58 to the earmarked reserve account to give a total of £2,500.00 agreeing for this to be called The Queen’s Jubilee fund.
- 101121/25 All Councillors noted and approved the budget to actual payments and receipts as presented with no questions.
- 101121/26 Councillors noted there were no receipts since the last meeting.
- 101121/27 Councillors resolved to approve the following gross payments, confirming a full schedule supported by invoices and receipts had been received prior to the meeting.

	Payee	Description	£
101121/28	T Newell	Salary & office reimbursements	393.17
101121/29	M Yates	VAS Battery	103.98
101121/30	A J Collins	Grass Cutting	1,778.00

- 101121/31 All Councillors noted that in accordance with Standing Order 4.5 and GDPR the Clerk, in agreement with PG and SW, has set up an official Council email address for each member of the Council. All Councillors resolved to the cost of £100.00 per year paid two yearly to Freethought. The Clerk will issue details to each Councillor before the next meeting.
- 101121/32 Councillors noted Community Action Suffolk (CAS) are not able to insure Carters Meadow and therefore resolved to renew Carters Meadow insurance with Zurich at an annual charge £279.74.

- 101121/33 CAS confirmed this is the last year of the long term agreement and all Councillors agreed to the Parish Council insurance renewal at a cost of £210.67 for the year noting fidelity cover of £25k covers the cash held of £19k and asset cover of £20k adequately covers the assets of £19k .
- 101121/34 All Councillors noted PG, SW and BE are on the current bank mandate with approval to sign cheques.
- 110121/35 All Councillors noted PG and SW have authorisation to internet banking. After discussion it was resolved to amend the bank mandate to add access and authorisation to internet banking for SC and TW.
- 110121/36 Councillors resolved to add the Clerk to the bank mandate allowing administration access only to internet banking.
- 101121/37 After much discussion it was resolved to purchase the Clerks current MacBook from her outgoing Parish Council (Bacton) at a cost of £600.00.
- 101121/38 AM left the meeting room.
- 101121/39 All Councillors agreed to gift the bench purchased from Realise Futures on 9 July 2021 for £1746.90 to the Village Hall Committee.
- 101121/40 All Councillors confirmed receipt of a draft budget prior to the meeting noting the band D tax base has yet to be received and therefore agreed to bring this back to the December meeting.

Governance

- 101121/41 All Councillors considered the issues raised from the internal audit and resolved for the Clerk to action the points as stated on the report which is appended in full to these minutes.
- 101121/42 All Councillors agreed to adopt the Standing Orders as presented.
- 101121/43 Councillors resolved to accept and adopt the Financial Regulations as presented.
- 101121/44 All Councillors agreed for SW and SC to review the Councils internal controls and will bring back the review to the December meeting.
- 101121/45 All Councillors resolved for PH and DW to review the risk assessments and to bring the review to the December meeting.

101121/46 All Councillors confirmed receipt of the Suffolk Code of Conduct and agreed to adopt it.

All Councillors agreed to adopt the following policies:

101121/47 Complaints

101121/48 Equal Opportunities

101121/49 Filming, videoing, photography and recording

101121/50 Grievance and Disciplinary

101121/51 Health and Safety

101121/52 Internet Banking

101121/53 Sickness Absence

101121/54 Accessibility statement

101121/55 Bring your Own Device Policy

101121/56 Data Breach Policy

101121/57 Data Protection Policy

101121/58 Data Protection Impact Assessment (DPIA)

101121/59 Data Security Policy

101121/60 Data Retention Policy

101121/61 Freedom of Information

101121/62 Lawful Basis for Processing Data

101121/63 Privacy Notice

101121/64 Subject Access Request

Correspondence:

101121/65 All Councillors noted the Suffolk County Councils review of recommended lorry routes in the County and agreed it is of no relevance to Cotton.

101121/66 All Councillors noted the inspectors pause on the Joint Local Plan.

To receive reports from Community groups and representatives:

101121/67 The Queen's Platinum Jubilee: An update was given from SC and it was agreed the letter being sent to all residents would be signed from the Jubilee Committee; it was noted this is not a Parish Council Committee.

101121/68 There was no update regarding Road Safety.

101121/69 **Any other matters for information, to be noted, or for inclusion on a future agenda:**

Signed:

Date:

- 101121/70 Councillors noted the dates of future meetings to be 15 December 2021, 19 January 2022, 16 March 2022, 20 April 2022 and 11 May 2022.
- 101121/71 All Councillors resolved not to exclude the press and public noting there was only one member of the public present.
- 101121/72 **Staffing matters:** After discussion all Councillors agreed to appoint Tina Newell as an interim Clerk & Responsible Financial Officer with a probationary period of 13 weeks. It was agreed to appoint the role at 4 hours a week on SCP 17, currently £12.73 per hour with an office allowance of £6.00 per week. All Councillors agreed for PG to sign the employment contract.
- 101121/73 The Chairman closed the meeting at 9.41pm.