

COTTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on May 22, 2019

PRESENT	Cllrs Peter Gibbs, Sarah Wenban, David Williams and Beryl Ellis, and Rod Caird (Clerk). Seven members of the public were present together with County Cllr Andrew Stringer and District Cllr Andrew Mellen
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1/220519 To elect the Chair and Deputy Chair for 2019/20

Peter Gibbs was elected Chair and Sarah Wenban Deputy Chair without contest.

2/220519 To co-opt Parish Councillors to fill vacancies on the Parish Council

Paul Howlett, Ryan Grimwood and Sue Cox were co-opted as Parish Councillors, bringing the Council to its full strength of seven members.

3/220519 Apologies and approvals of absence

None

4/220519 Declarations of interest and requests for dispensation

None.

5/220519 To approve the minutes of the Parish Council meetings held on on March 18, 2019 and April 24, 2019

The minutes were approved.

6/220519 Members of the public are invited to make any comments on items on the Agenda or to raise issues for consideration at future meetings

Deferred to the Annual Parish Meeting immediately following the formal business

7/220519 To consider any updates on planning issues

None

8/220519 To consider the shared cost of upkeep of the playing field

This will be further discussed at a future meeting

9/220519 To consider and approve the following:

The accounts of the Parish Council for 2018/19 (and to sign the relevant annual return paperwork)
The updated Standing Orders
The asset register
The risk assessment
The updated Financial Regulations
Adoption of appropriate Internal Controls as recommended by SALC
Confirmation of the appointment of the Clerk as Responsible Financial Officer (RFO)
Action points from the Internal Audit can be considered at a later meeting

The annual accounts were approved and the Certificate of Exemption was signed. The Standing Orders, Code of Conduct, asset register, risk assessment and Financial Regulations were approved and adopted.

Consideration of Internal Controls and of the outcome of the Internal Audit were held over to the next meeting.

The Clerk Rod Caird was appointed Responsible Financial Officer for a further year.

10/220519 **To receive a report from the Clerk on the current financial position and any payments due**

The Clerk presented a bank reconciliation showing a net balance of £22,458.02. The first instalment of the precept (£3,090) has been received. Payments were made as follows: Ghyll House (printing) £96; SALC (internal audit) £174; Peter Gibbs (memorial expenses) £40; ICO (registration renewal) £40; Rod Caird (stationery expenses) £27; Karzees (VAT outstanding on toilet hire) £22; Julie Bullock (expenses re Memorial event) £25; Cotton PCC (catering re memorial event) £150.

Payments were made under sections 111 and 112 of the Local Government Act 1972.

It was agreed to make a donation of £25 to Bacton Village Hall for loan of tables.

11/220519 **Correspondence and urgent matters to the brought to the attention of the Parish Council**

It was agreed to discuss further the position on burial space in the churchyard at a future meeting.

It was agreed to discuss new arrangements for distribution of the Quarterly at the next meeting.

12/220519 To confirm dates for Parish Council meetings during 2019/20

Meetings will be held on the second Wednesday of every alternate month:
July 10, September 11, November 13 etc.

**Notes of the Annual Parish Meeting held on May 22, 2019 at 7.00pm at
the Village Hall**

1 Apologies

None

**2 To approve the Minutes of the Annual Parish Meeting held on May 2,
2018**

The Minutes were approved and signed

**3 Reports on 2018/19 will be presented by the Parish Council Chair and by
representatives of village groups and organisations, including Carter's
Meadow, the PCC, the Village Hall, the Quarterly, the Produce
Association and others**

Written reports presented to the meeting by the Chairman, District and County Councillors, Cotton Quarterly, Village Produce Association, St Andrew's Church, Carters Meadow, and the Local History Society are all published on the village website.

The Village Hall will need to raise around £25,000 to carry out planned improvements to the building and a further similar amount for renovation of the play area outside. Discussions have been held with Mid Suffolk about funding support and it was agreed a public campaign should be launched to raise the profile of the project in the village and to recruit help with the process. It was agreed this should feature on the next Parish Council agenda.

District Cllr Andrew Mellen introduced himself as the newly elected Councillor for the ward which now includes Bacton. He has family connections in the area and indicated that the Green Party group on the District Council (which is divided 17/17 between the major political groups) will do its best to exert pressure and to monitor decisions.

4 Open discussion on issues of concern to the Village

It was agreed after discussion to develop an action plan to capture and progress issues of concern to residents of the Parish. Among the priorities would be the Village Hall project, further work on the Church bells, improvements to road flooding and signage and other issues including continued concerns about traffic speeding. The upcoming Walking the Bounds venture would create further visibility of interest in the village and its identity. Consideration would also be given to renewing the 2010 Parish Plan.

5 To Agree the date of the next meeting

The next Annual Parish Meeting will be held in May 2020 on a date to be confirmed

DRAFT