

COTTON PARISH COUNCIL

MINUTES of the Parish Council Meeting held on September 27, 2017 at 7.30pm at The Village Hall

PRESENT	Cllrs Peter Gibbs, Beryl Ellis, Chris Tester, Paul Howlett and Marian Cocksedge, Rod Caird (Clerk) and Cllr Andrew Stringer. Seven members of the public were also present.
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1/270917 Apologies and approvals of absence

Sarah Wenban sent her apologies and her absence was approved.

2/270917 Declarations of Interest and dispensations requested

None

3/270917 To approve the Minutes of the meeting held on July 26, 2017

The Minutes were approved and signed.

4/270917 To receive a report by the Chair, with updates on current planning matters, and on the outcome of the village consultation on the forthcoming Babergh Mid Suffolk Local Plan

It was agreed the consultation exercise in the village on Sept 8/9 was very successful. The process of creating the Parish Council's contribution to the Joint Local Plan consultation will be driven by the community rather than by developers. A draft based on the Sept 8/9 discussions was presented to the meeting and the Clerk agreed to present a further draft in the week commencing October 23, for circulation and amendment; the deadline for submission to this stage of the District's consultation is November 10.

5/270917 To receive reports from the County and District Councillor, and also comments from members of the public on matters on the Agenda

In discussion it was indicated that the Local Plan will result in a need for around 20 new houses in Cotton over the next 20 years, although overall targets may change as a result of government policy. Currently indicated sites are only suggestions by landowners. There is plainly a need for a mix of housing styles to meet the needs of a changing population, which will also take account of the character of the village, its rural setting and all the infrastructure requirements including footpaths, a cycling strategy and employment opportunities. Cllr Stringer's written reports are circulated with these minutes.

6/270917 To discuss the collection, collation and distribution of the Cotton Quarterly

Marian Cocksedge agreed to collect the Quarterly from the printers in future and to divide up the copies for distribution.

7/270917 To consider a grant to Cotton PCC towards upkeep costs of the Churchyard

It was agreed to donate £500 to Cotton PCC under LGA 1972 s 214 (6).

8/270917 To receive a report on data from and positioning of the Vehicle Activated Sign

Martin Yates was unavailable for the meeting. It was agreed an overall report should be created and shared with other villages.

9/270917 To confirm insurance arrangements for the Parish Council and Carter's Meadow

It was agreed to proceed with separate insurance for this current year for the Parish Council and the Meadow; this to be reviewed in time for next year's insurance renewals.

**10/270917 To receive a financial report from the Clerk including any payments due, and the outcome of the internal and external audits of the 2016-17 accounts. Items intended for the 2018-19 budget should be tabled for consideration.
due**

A bank reconciliation was presented showing a bank balance of £19,340.22. Payments were made as follows: £168 to BDO for the External Audit; £1,440 to A.J. Collins for grass-cutting and maintenance; £240.54 to Rod Caird for Clerk pay; £48 to Ladywell for payroll services; £120.20 to HMRC for PAYE; £500 to Cotton PCC; £98.67 to Polstead Press; £278.14 to CAS Insurance for PC cover renewal; £271.60 to Zurich for Meadow cover.

The Mid Suffolk precept second instalment was received on September 25 for £3,000. A VAT refund claim has been made.

It was noted that an additional audit charge had been incurred in order to amend the asset register; as Carter's Meadow was donated to the village its value in the register should be shown as zero. Next year's audit arrangements will change as a result of the Transparency Code and it is possible that only an Internal Audit will be required provided all necessary accounting and governance items are published on the Parish Council website.

For the 2018/19 budget it was noted that some legal costs might be incurred in amending the Meadow's management arrangements; that traffic calming measures might be contemplated as a result of the VAS data; that a village defibrillator and/or play equipment might be considered; and that an earmarked, rather than general reserve would be a desirable way to present

the Parish's funds.

11/270917 Correspondence and urgent matters to be brought to the attention of the Parish Council

Remedial works on Willow Lane would be reviewed at the next meeting, as would the consequences of County Council reconsideration of school transport funding.

The next meeting will be held on November 22, 2017.

DRAFT