

COTTON PARISH COUNCIL

Minutes of the full Council meeting held on 15 December 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) and Trudie Winder (TW).

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

151221/01 **Apologies for absence:** None received.

151221/02 **Declarations of Interest and Dispensation considerations:** There were no declarations of interest or dispensations to consider.

151221/03 **Minutes of previous meeting:** All Cllrs confirmed receipt of the draft minutes for the Parish Council meeting held on 10 November 2021 prior to the meeting and resolved to accept these as a true record of the decisions made. PG signed the minutes (ref 101121/01 to 101121/71).

Public Forum:

151221/04 AM presented his report in brief and reported a meeting is scheduled with the planning inspector to discuss the Joint Local. The full report is appended to these minutes.

151221/05 SW asked if AM had been approached to support Bacton Bowls Club to which AM answered in the affirmative.

151221/06 AS presented his report which is appended in full to these minutes; the main point of focus being the plans to improve transport links for the A14/A12 at the Copdock interchange.

151221/07 With no further questions from the public the public forum was closed.

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

Signed: *Peter Gibbs*

Date: *17 02 2022*

151221/08 DC/21/06102

Full Planning Application - Siting of static caravan to provide additional living accommodation for family member (retention of).

Location: Trowel and Hammer Inn, Mill Road, Cotton IP14 4QL

After discussion all Councillors resolved to **OBJECT** to this application with concerns over the lack of connection to mains services making this uninhabitable; the proximity to other residential dwellings is inappropriate and It is out of keeping with the character of the Inn and the surrounding area.

151221/09 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 consideration all Councillors agreed to make the following comments:

The proposed dwelling does not respect the character, heritage, exception nor the setting of Hempnalls Hall - once gifted to Anne of Cleves by King Henry VIII a grade II listed building, one of only two very important historical heritage assets in Cotton, standing on the site of a 14th century manor house in an isolated setting.

The proposal is contrary to the following policies:

H9 'Conversion of rural buildings to dwelling': the general design of the proposal is not in keeping with the surroundings and the converted building will impose adversely on the character of the surrounding countryside; the residential capacity of the application is far greater than outline consent was given for
H16 'Protecting existing residential amenity': the development will materially reduce the amenity and privacy of the adjacent dwelling Hempnalls Hall and will erode the character of the surrounding areas.

T10 'highways consideration in development' the existing roads are not suitable for the cumulative number of additional traffic movements noting the increase in residential capacity.

Signed: Peter Gibbs

Date: 17 02 2022

A detailed planting plan should be received complete with a covenant to ensure the planting remains in place to shield the view of and drive of Barn 1 and to preserve the experience of the isolated Hempnalls Hall.

AM confirmed he would be happy to call this application in to committee if the case officer was minded to approve.

151221/10 Councillors considered a further response to planning application DC/21/02763 Land East of Mill Road, Cotton IP14 4QL application for outline planning permission (some matters resolved, access to be considered) Town and Country Planning Act 1990 – Erection of 12 no residential dwellings (including 2 no affordable) and new vehicular access noting it has not been heard at committee yet. All Councillors agreed to reiterate their OBJECTION with the following additional comments to those submitted already: the proposal does not take the form of infilling a gap within an already developed area, rather it would introduce built form into an area that currently is viewed as a field between two existing but separated residential dwellings. The proposed application would result in a loss of the existing open character of the site and the wider area which would be harmful to the character and appearance of this location in the countryside. The development is in an unsustainable location and has no overriding social, economic or environmental benefits sufficient for it to be approved.

151221/11 **Councillors noted the follow determination made by MSDC since the last meeting:** DC/21/04904 Planning Application - Erection of 1no detached single storey dwelling (following demolition of garage)

MSDC: **REFUSED** CPC: Support

Finance:

151221/12 All Councillors confirmed receipt of the bank reconciliations as supported by bank statements for the period ended 30 November 2021. Councillor PH, as a non-bank signatory, verified the bank reconciliations agreed to the bank reconciliation as presented showing total available cash of £16,361.12.

151221/13 All Councillors noted and approved the budget to actual payments and receipts as presented with no questions.

151221/14 Councillors received the reserves account prior to the meeting and noted £8,000.00 had been vired to CIL for the play equipment (minute 101121/23) and £1,313.58 (minute 101121/24) to the jubilee fund giving the jubilee a total reserve of £2,500.00. All Councillors agreed to vire £2,500.00 to a new line for the consideration of a Defibrillator leaving a balance in the general reserve of £5,808.67; 90% of the precept.

151221/15 After a review of the asset register all Councillors agreed one bench was gifted to the village hall committee and the remaining two gifted to Carters Meadow (an amendment to minute reference 101121/39). All Councillors agreed to dispose of the notice boards at the Churchyard and J Lawes and to add two grit bins and one dog bin to the asset register at a nominal value of £1.00 each.

151221/16 Councillors noted there were no receipts since the last meeting.
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	£
151221/17	Tina Newell	Salary and reimbursements	196.58
151221/18	HMRC	Clerks deductions for tax	40.60
151221/19	Freethought	Email hosting	177.00
151221/20	Trudi Winder	Materials for jubilee and deposit for silent disco	164.32

151221/21 Councillors agreed to make a cheque payment to L & C Hayes for the former Clerks final salary payment as advised by SALC for £49.26 noting the final HMRC payment was made by internet banking in November.

151221/22 Councillors considered a request from Bacton Bowls club for financial support and noted around 10 families from Cotton are currently members. After much discussion it was agreed to support the request in principle for a modest sum.

- 151221/23 Councillors agreed for the Clerk to instruct Community Action Suffolk (CAS) to issue a Secure Sockets Layer (SSL) Certificate on the website (an SSL certificate is a digital certificate that authenticates a website's identity and enables an encrypted connection).
- 151221/24 All Councillors agreed to purchase a Solid State Drive to use for backing up data from the Clerks laptop at a cost of £94.45.
- 151221/25 Councillors noted the Clerk is now authorised and has access to online banking as an administrator only.
- 151221/26 All Councillors received an updated draft budget at the meeting. After reviewing all payments line by line and noting there are no receipts that can be budgeted for, it was agreed to set the budget for 2022/23 at £8,329.79.
- 131221/27 All Councillors agreed to set the Precept for the 2022/23 financial year at £8,329.79 agreeing this represents an increase of £6.91 per year for an average Band D dwelling (£0.13 per week). All Councillors resolved for the Clerk to complete the direction to Mid Suffolk District Council to make payment in two installments.

Governance

- 151221/28 All Councillors received an update on the Clerks actions to the Internal Audit 2020/21 review and noted this is work in progress.
- 151221/29 All Councillors received the review of the internal controls from SW and the Clerk noting no issues and therefore approved the review.
- 151221/30 All Councillors noted PH and DW have not yet reviewed the risk assessments and resolved for the review to be brought to the next meeting.
- 151221/31 All Councillors confirmed receipt of the Internal Audit Plan prior to the meeting and agreed to accept this as the plan for 2021/22 financial year.
- 151221/32 All Councillors agreed to accept the Clerks recommendation to appoint Trevor Brown as the Internal Auditor for 2021/22 at a cost of £150, if income or expenditure does not exceed £25k, plus mileage and delegated authority to the Clerk to send a letter and terms of appointment to Trevor Brown CPFA.

151221/33 PG advised all members that a Confidential Emergency Business Continuity Plan is a way of ensuring Councillors know what systems the Council uses, who uses them and where passwords are stored; this was brought about following the recent, sudden loss of the former Clerk.

Correspondence:

151221/34 All Councillors noted there was no correspondence received which had not already been considered on the agenda.

To receive reports from Community groups and representatives:

151221/35 **The Queen's Platinum Jubilee:** A brief update was given from TW and SC confirming plans are under way and it was agreed that updates would be published on the website by TW.

151221/36 **Road Safety:** A member of the public issued all Councillors with information on the data collected from the VAS. AS confirmed the road traffic calming measures hoped for along Station Road had been rejected due to there being no street lights. It was agreed to write to Bacton Parish Council asking them to consider installing two street lights along Station Road to allow for the plan to be accepted.

151221/37 **Any other matters for information, to be noted, or for inclusion on a future agenda:** street lights at Station Road.

151221/38 **Date of the next meeting:**

151221/39 The Chairman closed the meeting at 9.12pm.