

COTTON PARISH COUNCIL

Minutes of the full Council meeting held on 17 February 2022 held in Cotton Village Hall

Councillors Present: Peter Gibbs (PG) (Chairman), Sarah Wenban (SW) (Vice Chairman) and Sue Cox (SC).

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

170222/01 **Apologies for absence:** Councillors Trudy Winder (TW) and Paul Howlett (PH) offered apologies for absence.

170222/02 All Councillors accepted and approved TW and PH apologies for absence.

170222/03 **To receive and consider applications for the position of Parish Councillor:**
Councillors received one application for the position of Parish Councillor prior to the meeting; the applicant sent apologies for absence due to a pre-arranged holiday. After consideration all Councillors voted on the appointment and with all Councillors in favour Trevor Woods (TW) was co-opted on to Cotton Parish Council as a Councillor. TN will ask TW to complete his Declaration of Acceptance to Office and Register of Interest prior to the next meeting.

170222/04 **Declarations of Interest and Dispensation considerations:** There were no declarations of interest or dispensations to consider.

170222/05 **Minutes of previous meeting:** All Cllrs confirmed receipt of the draft minutes for the Parish Council meeting held on 15 December 2021 prior to the meeting and resolved to accept these as a true record of the decisions made. PG signed the minutes (ref 151221/01 to 151221/39).

Public Forum:

170222/06 AS presented his report, which is appended in full to these minutes, in which he confirmed SCC have resolved to a 3% increase in the 2022/23 budget; this includes an increase of 1% specifically for adult social care (70% of all SCC budget is spent on adult social care).

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170222/07 A member of the public expressed concerns regarding the height of a neighbours retaining garden wall; AS agreed to converse with the resident outside of the meeting. The same member of the public voiced concerns relating to the speed of traffic on Mill Road. It was agreed a portable speeding device would be deployed along the road to record the speed of traffic.

Planning:

170222/08 Councillors noted there were no planning applications relating to Cotton to consider.

Councillors noted the following determination's:

170222/09 DC/21/06102 Trowel and Hammer Inn, Mill Road, Cotton IP14 4QL

MSDC: GRANTED CPC: Objected

170222/10 DC/21/05897 Southfield, 3 Stonham Road, Cotton

MSDC: GRANTED CPC: Objected

170222/11 DC/21/05954 Barn 1, Hempnalls Farm, Willow Lane, Cotton IP14 4QN

MSDC: GRANTED CPC: Proposal was contrary to policies

170222/12 TN informed all present of the planning officers issues with flooding and affordable housing relating to planning application DC/21/02763 Land East of Mill Road, Cotton IP14 4QL and confirmed this has been called in for a committee to determine.

Finance:

170222/13 All Councillors confirmed receipt of the bank reconciliations as supported by bank statements for the period ended 31 January 2022. Councillor SC, as a non-bank signatory, verified the bank reconciliations agreed to the bank reconciliation as presented showing total available cash of £17,332.62.

170222/14 All Councillors noted and approved the budget to actual payments and receipts as presented with no questions.

170222/15 Councillors received the reserves account prior to the meeting and with no questions resolved to accept the reserves account as presented.

170222/16 After a review of the asset register all Councillors agreed to add the Clerks MacBook at a value of £1300. Councillors agreed there was a further Dog Bin

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located in Scuffins Lane to be added at a cost of £153.00 (noting this was not a recent purchase).

170222/17 Councillors noted there had been a receipt of £1,550.00 since the last meeting from MSDC Locality Fund; £500.00 was a donation to The Queen’s Jubilee, £800 donated towards a defibrillator and £250 donated to the Community Café for the purchase of a coffee machine.

Councillors resolved to approve the following gross payments, confirming a full schedule supported by invoices and receipts had been received prior to the meeting. Councillors agreed to transfer, to the Community Café, £250 being the grant given by AM.

	Payee	Description	£
170222/18	Tina Newell	Salary and reimbursements	420.68
170222/19	HMRC	Clerks deductions for tax	91.60
170222/20	CAS	SSL Certificate	30.00
170222/21	Trudi Winder	Materials for jubilee and deposit for silent disco	89.30

170222/22 Councillors noted MSDC have confirmed receipt of, and accepted, the Precept request for 2022/23 noting this will be received in two instalments – 50% in April 2022 and 50% in September 2022.

170222/23 All Councillors agreed the CIL reconciliation for the period from 2019 – 2021 noting £82.85 had been allocated but unspent; this reconciles to the b/f balance £9,207.00 as at 01 04 2021.

Governance

170222/24 All Councillors received an update on actions following the Internal Audit 2020/21 and noted all points other than the AGAR figures from 2020/21 have been completed.

170222/25 All Councillors noted a review of the risk assessments had been completed by PH; with no questions all Councillors agreed to accept the review with no further questions noting this is a working document.

170222/26 All Councillors noted Trevor Brown has accepted the appointment of the internal auditor for 2021/22 year end with the terms as previously agreed by full Council.

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- 170222/27 **Defibrillator:** After much discussion all Councilors agreed funds are in place to purchase a defibrillator however there needs to be a team of volunteers committed to carry out the weekly maintenance checks before the Council will consider the purchase.
- 170222/28 **Streetlights:** It was noted by all in attendance that Bacton Parish Council will consider the request for street lights on Station Road at their meeting Monday.
- 170222/29 **Annual Parish Meetings:** All Councillors agreed to hold the Annual Parish Meeting on Wednesday May 11th starting at 7.30pm followed immediately by the Annual Meeting of the Parish Council.
- Correspondence:**
- 170222/30 Spring Clean: Councilors agreed to hold a Spring Clean on Saturday 23 April starting at 9.30am with the support of AS and SCC.
- 170222/31 Public Nuisance: Councillors suggested residents contact the police immediately should they witness anti-social behaviour.
- To receive reports from Community groups and representatives:**
- 170222/32 The Queen's Platinum Jubilee: The group are meeting regularly with plans coming together for a full weekend of celebrations.
- 170222/33 Road Safety: A member of the public issued Councilors with comprehensive data collected from the VAS which confirmed 75% of traffic is travelling in excess of the speed limit along Broad Road.
- 170222/34 Tree Warden: A local resident has offered to be the tree warden for Cotton.
- 170222/35 **Any other matters for information, to be noted, or for inclusion on a future agenda:** defibrillator, street lights at Station Road,
- 170222/36 TN asked for the Standing Orders and Financial Regulations to be on the next agenda following information regarding an increase in contracts values; SALC suggested not to amend these figures until confirmation from NALC had been received.
- 170222/37 **To consider the appointment of Tina Newell as permanent Parish Clerk & Responsible Financial Officer:** All Councillors agreed to appoint Tina Newell as the permanent Parish Clerk and Responsible Financial Officer having successfully completed the probation period.

170222/38 **Date of the next meeting:** Councilors agreed unless any urgent business comes forward to cancel the March meeting and agreed to meet next on Wednesday 20 April 2022 at 7.30pm in the village hall.

170222/39 The Chairman closed the meeting at 9.12pm.