

Cookley & WALPOLE PARISH COUNCIL

A Meeting of the Parish Council was held on Tuesday, April 17th 2018 in the Pavilion, Walpole at 7-30pm.

Minutes:

Present:

Cllr. Z. Mair (Chairman); Cllr. A. Thomas (Vice-Chairman); Cllr. D. Cask; Cllr. S. Moore; Cllr. M. Porter; Cllr. D. Whitwood and Cllr. J. Winter:

Also Present:

Paul Widdowson (Clerk):

1) Apologies:

Cllr. R. Chase, Cllr. N. Jarvis, Cllr. I. Newton and Cllr. M. Wenham:

District and County Cllr. S. Burroughes

2) To receive declarations of interest:

Cllr. S. Moore declared interests in Cookpole.

Cllr. Z. Mair and Cllr. M. Porter declared interests in CEA and Cookpole.

Cllr. A. Thomas declared an interest in the CEA.

3) Requests for dispensations:

There were no requests for dispensation.

4) To receive a report from the County and District Councillor:

District and County Cllr. S. Burroughes was not at the meeting. However he sent a report which was circulated to Councillors.

The Clerk reported that he had written an email to be sent to County Cllr. T. Goldson in support of keeping a Records Office in Lowestoft as asked for by the Council at the February Parish Council Meeting. The Clerk read it out and the Council agreed for it to be sent.

5) Public Session: Members of the public have fifteen minutes to ask questions on topics on the agenda.

There were no members of the public at the Meeting.

6) To confirm the Minutes of the Parish Council Meeting held on Tuesday, March 20th 2018:

The Minutes for the Parish Council Meeting held on Tuesday, February 20th 2018 were agreed.

Proposer:

Cllr. A. Thomas:

Seconder:

Cllr. M. Porter:

7) Emergency Planning:

The Clerk said that Cllr. M. Wenham had left a report saying that he had attended an Emergency Planning Workshop and he had noted several points for the future:

Cllr. M. Wenham said that it was an interesting day and a good opportunity to review the current plan against best practice and compare notes with other Parish Councils. He noted that he thinks that Cookley and Walpole Parish Council are in fairly good place with its plan especially because of the invaluable link with the Good Neighbours scheme.

However Cllr. M. Wenham reported that there are still improvements that can be made to improve the Parish Council's Plan. Improvements include: An Emergency Battle Box including Hi-Vis vests, 1:25000 maps, telephone lists, torches and possibly some radios. Cllr. M. Wenham is looking to add to this list but he would like to ask the Parish Council to make up to £100-00 available to buy these items.

Cllr. M. Wenham also noted that it would be advantageous to have a better link to neighbouring parishes including Halesworth, to conduct a review of the plan against the General Data Protection Review, to update postcode details and number of residents' data and have the CEPG on WhatsApp.

Finally, Cllr. M. Wenham said that a one day First Aid Course was being held on Thursday 10 May for 12 volunteers. He reported that the cost is £39.00 +VAT and whilst individuals could pay for themselves, he wondered if the Parish Council would meet the cost of hiring the Pavilion?

It was agreed to defer the decision on spending £100 on the improvements until Cllr. M. Wenham was at the meeting. It was agreed though to fund the Pavilion and Training Costs of the First Aid Course with perhaps a donation from Good Neighbours.

Proposer:

Cllr. M. Porter:

Seconded:

Cllr. S.

Moore

8) Initiatives to cut Speeding:

The Clerk said that Cllr. R. Chase had left a report saying that the speed indicator Device was now on the road and working. He said that he would move it in the evening of April 18th.

9) Defibrillator & Telephone Box:

Cllr. M. Porter reported that he had persuaded a UK Power Network person to come to the BT Telephone box to look at sorting out the electricity cables. Cllr. M. Porter said that he hoped that they would do the work for free as it would be good public relations to restore electricity to a telephone box so that a defibrillator could be stored there for use by the public.

Cllr. A. Thomas reported that electricity seems to be off in the telephone box at the Halesworth end of Walpole.

10) General Data Protection Requirements: To discuss the implications for the Council:

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The two quotes are:

*Local Council Public Advisory Service: With Visit - £100: Without Visit - £75:
DPO Centre, London: First Year - £600: Second Year Onwards - £300:*

Because the Clerk looks after four Parish Councils, the Clerk obtained a substantial discount from the Local Council Public Advisory Service as the usual quote is 'With a Visit - £300 and Without Visit - £150.

It was agreed to ask the Local Council Public Advisory Service to be the Council's Data Protection Officer 'With a Visit' at a cost of £100.

Proposer: Cllr. Z. Mair: Second: Cllr. S. Moore:

11) Planning Matters: To agree and discuss the following planning applications:

DC/18/1181/FUL - Loft conversion to create master bedroom and en suite with dormer window to the front:

11 Peasenhall Road, Walpole. IP19 9BG:

The Council had no objection to this planning application.

Proposer: Cllr. S. Moore: Second: Cllr. J. Winter:

DC/18/0808/FUL - Construction of an extension to facilitate a new kitchen and utility area: Brook Farm, Yoxford Road, Walpole. IP19 9BH:

The Council had no objection to this planning application.

Proposer: Cllr. A. Thomas: Second: Cllr. Z. Mair:

12) Clerk's Report and Correspondence: The Clerk to update the council on correspondence received and the administration of the council.

The Clerk thanked the Councillors for their 'Get Well' emails for his recent illness. He said that it was most appreciated.

The Clerk reported that he had received the Adnams Community Trust Report and Accounts 2016-2017, notification of the Suffolk Walking Festival 2018 – May 12th until June 3rd and a flyer from Wickstead Playgrounds and help in how to gain funding for them. The clerk said that he had also received the following:

SALC Subscription for 2018-2019:

It was agreed to paying the £179-80 subscription to SALC for 2018-2019

Proposer: Cllr. A. Thomas: Second: Cllr. Z. Mair:

Will Austin - Grass Cutting Contract 2018-2019 for £1 500

It was agreed to renew the Grass Cutting Contract for 2018-2019 for the cost of £1500.

Proposer: Cllr. J. Winter: Second: Cllr. M. Porter:

Community Action Suffolk (CAS):

It was agreed to renew the Membership to CAS for 2018-2019 for Free.

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Proposer: Cllr. Z. Mair: Second: Cllr. S. Moore:

Community Action Suffolk (CAS) Insurance:

It was agreed to adding the Speed Indicator Device, Collection Unit and Brackets to the Parish council's Insurance costing £10-83:

Proposer: Cllr. Z. Mair: Second: Cllr. J. Winter:

13) Financial Report:

a) Balances at the Bank on April 7th 2018: Update on the current financial status.

Business Community Account	£8 334-33
Business Savings Account	£1 096-94

b) Cheques for payment: To review receipts and approve payments:

Chq. No. 100991	'Alzheimer's Society'	£50-00
Chq. No. 100992	Age UK Suffolk	£25-00
Chq. No. 100993	Disability Advice Service (East Suffolk)	£25-00
Chq. No. 100994	East Anglia's Children's Hospices	£20-00
Chq. No. 100995	East Anglian Air Ambulance	£75-00
Chq. No. 100996	Suffolk Accident Rescue Service	£50-00
Chq. No. 100997	Halesworth Volunteer Centre	£35-00
Chq. No. 100998	Halesworth Community Nursing Care Fund	£100-00
Chq. No. 100999	SALC Subscription for 2018-2019	£179-80
Chq. No. 101000	CAS Insurance – SID & Equipment	£10-83

Proposer: Cllr. M. Porter: Second: Cllr. J. Winter:

14) Accounts year ending March 31st 2018: Review of the Accounts for Internal Audit and any questions:

a) To approve Section 1 of the Annual Return and sign Declaration:

Section 1 of the Annual Return was approved and signed.

Proposer: Cllr. M. Porter: Second: Cllr. J. Winter:

b) To approve Section 2 of the Annual Return and sign Declaration:

Section 2 of the Annual Return was approved and signed.

Proposer: Cllr. Z. Mair: Second: Cllr. D. Whitwood:

c) To agree the accounts for the year ending 31st March 2018:

The Council agreed the accounts for the year ending 31st March 2018.

Proposer: Cllr. D. Cask: Second: Cllr. M. Porter:

d) Acceptance of financial report and year end accounts:

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The Council accepted the Financial Report and Year End Accounts.

Proposer: Cllr. D. Whitwood: Cllr. Z. Mair:
Seconder:

e) To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':

The Council agreed to sign a 'Certificate of Exemption' to the 'Limited Assurance Review'.

Proposer: Cllr. J. Winter: Cllr. M. Porter:
Seconder:

15) Clerk's Pay for 2018 – 2019:

The Clerk said that the talks surrounding pay for 2018 were still ongoing with a ballot a deal still taking place. It was agreed to defer this issue until the talks were completed.

16) To receive reports on the:

Village Green;

Cllr. Z. Mair said that the Village Green looked very nice.

Flagship Affordable Homes;

There was no report.

Highways;

It was reported that the cycle races scheduled for June have been delayed owing to the number of potholes in the roads of Suffolk.

Footpaths;

Cllr. Z. Mair reported that there was a pile of rubbish at the entrance to the footpath near Valley Farm, Cookley. It was also reported that the bridge on Cricketers Meadow, Cookley has been reported to Suffolk County Council.

Trees;

There was no report.

Cemetery;

The Clerk said that Parishioners were looking for plots especially for cremated remains.

It was agreed to make the plots from 289; 257; 225 and 193 to the fence as plots for cremated remains.

Proposer: Cllr. J. Winter: Cllr. D. Whitwood:
Seconder:

CEA & Allotments;

Cllr. A. Thomas reported that there were plans to sort out the shed that had been blown over. She also said that plants had been planted at the Willows by pupils from the Attic.

External Meetings & Training;

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Cllr. Z, Mair explained that new Trustees to the George Calver Charity have to be agreed by Cookley and Walpole Parish Council. She said that Mrs. Sharon Chapman had been appointed as a Trustee to the George Calver Charity but obviously now needed Cookley and Walpole Parish Council to ratify her election.

Proposer: Cllr. D. Cask:

Seconder: Cllr. J. Winter:

The Meeting ended at 9-55pm