

COOKLEY & WALPOLE PARISH COUNCIL

An Annual Meeting of the Parish Council was held on Tuesday, May 21st 2019 in the Pavilion, Walpole at 8pm.

Minutes:

Present:

Cllr. Z. Mair (Chairman); Cllr. A. Thomas (Vice-Chairman); Cllr. D. Cask; Cllr. R. Chase; Cllr. N. Jarvis (left 10-02pm); Cllr. S. Moore; Cllr. C. Northover; Cllr. M. Porter; Cllr. D. Whitwood and Cllr. J. Winter:

Also Present:

Paul Widdowson (Clerk) and three parishioners (one parishioner became a Councillor at 8-05pm, another one became a Councillor at 8-08pm and one parishioner left at 8-21pm):

1) New Councillors to sign the Declaration of Acceptance of Office:

The new Councillors signed their Declaration of Acceptance of Office Forms.

2) Co-option of Councillors: Consideration of the applicants that have applied for the vacancies on the Council: To sign the Declaration of Acceptance of Office if co-opted:

David Cask was co-opted on to the Council as a Walpole Councillor.

Proposer: Cllr. A. Thomas: Seconder: Cllr. S. Moore:

Jonathan Lewis was co-opted on to the Council as a Walpole Councillor.

Proposer: Cllr. N. Jarvis: Seconder: Cllr. M. Porter:

3) To elect a Chair for 2019 – 2020 and receive the Chair's Declaration of Acceptance of Office:

Cllr. Z. Mair was elected unopposed.

Proposer: Cllr. N. Jarvis: Seconder: Cllr. M. Porter:

Administrative Error: This Item should have been the first Item on the Agenda.

4) To elect a Vice-Chair for 2019 - 2020:

Cllr. A. Thomas was elected unopposed.

Proposer: Cllr. M. Porter: Seconder: Cllr. Z. Mair:

5) To appoint a Responsible Finance and Proper Officer for 2019 - 2020:

The Clerk, Paul Widdowson, was appointed the Responsible Finance and Proper Officer for 2019 - 2020:

Proposer: Cllr. A. Thomas: Seconder: Cllr. S. Moore:

6) Apologies:

There were no apologies.

7) To receive Declarations of Interest and confirm all Members have reviewed their Declaration of Interest Forms: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting:

Cllr. N. Jarvis and Cllr. S. Moore declared an interest in Cookpole.
Cllr. Z. Mair and Cllr. M. Porter declared interests in CEA and Cookpole.
Cllr. A. Thomas declared an interest in the CEA.

The Clerk said that there was a new system for councillors to record their Register of Interests. He said that he had notified the system of all the councillors on the council and would add the newly co-opted councillors. He said once the system was notified of the councillor, it sent an automatic link to that councillor which would guide the councillor through registering their interests.

8) Requests for dispensations: Consideration of any requests for dispensation:

There were no requests for dispensations.

9) To approve the Minutes of the Parish Council Meeting held on April 23rd 2019:

The Minutes were approved with one amendment – In Item 6, ‘Lucy Winter’ should be ‘Lucy Clark’.

Proposer: Cllr. M. Porter: Seconder: Cllr. R. Chase:

10) To elect Council Appointments for 2019 – 2020 not elected above:

a) Independent Internal Auditor:

It was agreed to appoint Suffolk Association of Local Councils (SALC) and Cllr. J. Winter as the Internal Control Councillor.

Proposer: Cllr. M. Porter: Seconder: Cllr. A. Thomas:

b) Councillor Portfolio Holders:

The following Portfolio Holders were agreed:

Emergency Planning – Cllr. J. Winter and to ask M. Wenham if he would like to be appointed.
Footpaths – Cllr. J. Winter:
Highways – Cllr. M. Porter:
Planning – TBA:
Road Safety – Cllr. S. Moore:
Trees – Cllr. C. Northover:

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

It was noted that there was a new Rights of Way Officer at Suffolk County Council.

11) Review of Standing Orders:

The Clerk said that the Standing Orders had two amendments added last year. The Council agreed to the Standing Orders with the April 2018 and July 2018 Amendments added for 2019-2020.

Proposer: Cllr. M. Porter: Seconder: Cllr. N. Jarvis:

12) Review of Financial Standing Orders:

The Clerk said that the Financial Standing Orders were unchanged. The Council agreed to the Financial Standing Orders for 2019-2020.

Proposer: Cllr. M. Porter: Seconder: Cllr. A. Thomas:

13) Adoption of Code of Conduct:

The Clerk said that the Code of Conduct was unchanged. The Council agreed to the Code of Conduct for 2019-2020.

Proposer: Cllr. M. Porter: Seconder: Cllr. A. Thomas:

14) To receive a report from the County and District Councillor S. Burroughes:

County and District Councillor S. Burroughes was not at the meeting but sent a Suffolk County Council Report. He did not provide a report for East Suffolk Council as it has only just been elected.

15) 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.

16) Emergency Planning:

After some discussion, the councillors agreed that a mobile phone was unnecessary.

17) Flagship Affordable Homes:

Cllr. A. Thomas read out her report and it was agreed by councillors that change has to happen. It was agreed that Cllr. A. Thomas will find all the facts, check them and then put the facts to County and District Cllr. S. Burroughes.

18) Defibrillator & Telephone Box:

Cllr. R. Chase said that he would get a sign for the defibrillator and get the invoice sent to the Clerk.

The Council formally thanked Pearce and Kemp for connecting the defibrillator to the electricity supply without charge.

19) War Memorial and the Village Green:

It was agreed to discuss this topic at the next meeting after the feedback from the parishioners has been analysed.

20) Highways and Speeding:

Cllr. M. Porter said that he would continue to tell the council about the numerous potholes in the Parishes. Cllr. S. Moore asked if someone could help with moving the speeding equipment.

21) River Blyth Sign:

Cllr. M. Porter said that the feedback from the public was being analysed.

22) Planning Matters:

The Future of Planning Applications:

The Clerk said that he had been told by the Planning Department that planning applications will no longer be able to be extended in time so that they can be considered at the next scheduled meeting. It was agreed that councillors would complain at meetings with planning.

Cllr. Z. Mair reported that she had received an email from East Suffolk Council regarding a dilapidated property in the parish.

23) Clerk's Report and Correspondence:

The Clerk reported that he had received the 'Clerks and Councillors Newsletter'.

24) Financial Report:

a) Balances at the Bank on May 7th 2019: To receive an update on the current financial status.

Business Community Account	£7 991-05
Business Premium Account	£1 099-14

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

Cheques:

Chq 101041	Pearce and Kemp Ltd	£396-00
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Receipts:

BACS	East Suffolk Council First Precept	£4 750-00
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Proposer: Cllr. Z. Mair:

Seconder: Cllr. A. Thomas:

25)Accounts year ending March 31st 2019: 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. J. Winter:

Seconded: Cllr. R. Chase:

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

Section 2 of the Annual Return was approved and signed.

Proposer: Cllr. D. Whitwood:

Seconded: Cllr. J. Winter:

c) To agree the accounts for the year ending 31st March 2019:

The Council agreed the accounts for the year ending 31st March 2019.

Proposer: Cllr. M. Porter:

Seconded: Cllr. A. Thomas:

d) Acceptance of financial report and year end accounts:

The Clerk reported that this year (2017-2018), the Receipts were Precept Income of £8000-00 which including the carry forward of £5700-38 from 2016-2017 and other income of £1914-11 equalled £15 614-49. With payments of £6484-36, this left a carry forward of £9130-13 to next year.

The Clerk reported that last year (2018-2019), the Receipts were Precept Income of £8500-00 which including the carry forward of £9130-13 from 2017-2018 and other income of £6032-58 equalled £23662-71. With payments of £19357-52, this left a carry forward of £4305-19 to next year.

At the end of March 2019 the Community Account had £3262-05 in it and the Savings Account £1099-14 totalling £4361-19. However with one cheque for £21-00 and a £35 that cannot be accounted for from several years ago that totals £56-00, the reconciled amount in the Bank Account is £4305-19.

Proposer: Cllr. D. Whitwood:

Seconded: Cllr. R. Chase:

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

It was agreed to complete a 'Certificate of Exemption' Form.

Proposer: Cllr. N. Jarvis:

Seconded: Cllr. M. Porter:

26) Clerk's Pay for 2019 – 2020:

It was agreed that the Clerk's Pay would be set at Point 13 on the New Clerk's Pay Scale. It was also agreed to raise the Annual Payment for working at home from £150 per year to £175.

Proposer: Cllr. S. Moore:

Seconder: Cllr. A. Thomas:

27) To receive reports on the

Footpaths:

There was no report.

Trees:

There was no report.

Cemetery:

The Clerk reported that there had been a burial on June 3rd. It was agreed that as the deceased was from a local family, they would be charged the local burial fee.

CEA & Allotments:

There was no report.

External Meetings & Training:

There was no report.

28) To receive agenda items for the Parish Council Meeting to be held on June 25th 2019:

There were no agenda items.

The Meeting ended at 10-10pm: