Cookley & WALPOLE PARISH COUNCIL

A Meeting of the Parish Council was held on Tuesday, September 20th 2016 in the Pavilion, Walpole at 7-30pm.

Minutes:

Present:

Cllr. David Cask (Chairman); Cllr. A. Thomas (Vice-Chairman); Cllr. Michael Bygrave; Cllr. Nick Jarvis; Cllr. I. Newton; Cllr. Mark Wenham; Cllr. J. Winter and Cllr. David Whitwood:

Also Present:

Paul Widdowson (Clerk):

1) Apologies:

Cllr. Robert Chase, Cllr. Mike Porter and Cllr. Zoe Mair & County Cllr. Stephen Burroughes:

2) To receive declarations of interest:

Cllr. A. Thomas declared she had personal interests in Cookpole, the CEA and allotments.

3) Requests for dispensations:

There were no requests for dispensations.

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

The Clerk circulated the reports from the District and County Councillor S. Burroughes who was not present at the meeting.

5) Public Session:

There were no members of public present.

6) To confirm the Minutes of the Parish Council Meeting held on July 19th 2016:

The Minutes were agreed.

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

7) Matters arising:

Cllr. M. Bygrave said that he had informed the Clerk that he was resigning from the Council as from Midnight on September 30th. He said it was because he and his wife were moving out of the area but that he had enjoyed his time on the council very much. As this was Cllr. M. Bygrave's last meeting, the councillors wished him and his wife well in the future and thanked him very much for his contribution to the council.

8) Emergency Planning:

Cllr. M. Wenham reported that he had had some questionnaires returned with responses. He said that there would be some costs in buying emergency kits, radios and other emergency equipment which would then need to be insured. Cllr. A. Thomas suggested that the District and County Cllr. S. Burroughes was asked for a contribution. Cllr. M. Wenham said that he would have a Finalised Emergency Plan for the next meeting.

Cllr. M. Wenham said that he had much help from the Community Partnership. There was some discussion about flooding as an emergency.

9) Initiatives to cut Speeding:

Cllr. M. Bygrave reported that he had written to Bob Clench at Suffolk County Council and Derek Oldham (East Area Highway Manager) had replied saying that he could now confirm that 3 of the 4 sign post locations have been agreed but there are safety concerns regarding one of the locations at Cookley. He also said that he would ask Bob Clench to further update on progress with an alternative arrangement for the other sign at Cookley. Cllr. M. Bygrave said that there was not enough space after the 30mph sign for a safety camera but there was for a flashing sign. He said that the posts should be up by the end of October.

The Chair said that as Cllr. M. Bygrave was leaving the council, another councillor was needed to replace Cllr. M. Bygrave at the Halesworth Area Meeting. As there were no volunteers, this was adjourned to the next meeting.

10) Defibrillator:

The Clerk said that Cllr. R. Chase was not present but he had asked him to circulate much information to councillors which he had done and that he would give a fuller report at a future Parish Council Meeting.

11) Planning Matters:

<u>Single Storey Extension to Rear: Address: The Bell Cottage, Walpole Lane, Suffolk: Ref: No: DC/16/3576/FUL</u>

The Councillors did not object to this planning application.

Proposer: Cllr. A. Thomas Seconder: Cllr. I. Newton

<u>Single Storey Extension to Rear: Address: The Bell Cottage, Walpole Lane, Suffolk: Ref: No: DC/16/3577/LBC</u>

The Councillors did not object to this planning application.

Proposer: Cllr. A. Thomas Seconder: Cllr. I. Newton

12) Clerk's Report and Correspondence:

The Clerk reported that he had received a brochure from Glasdon regarding Village Signs,

a 'Help Plan our Future – Options for the new Waveney Local Plan' letter and a 'Clerks and Councillors Direct' newsletter.

13) Financial Report:

a) Balances at the Bank on August 31st 2016:

The Clark said that as he has not received a recent statement he had to estimate

a) Balances at the Bank on August 31st 2016:

The Clerk said that as he has not received a recent statement he had to estimate what was in each account.

> **Business Community Account** £5 946-30 **Business Premium Account** £1 095-78

b) **Cheques for payment:**

100927 Cllr. Chq. No. M. Wenham -Emergency Planning £99-57 Expenses Chq. No. 100928 SALC – Annual Internal Audit Fee 2016 £148-80 Chq. No. 100929 W. & C. Playing Fields Trust – Use of Pavilion £108-00 Chq. No. 100930 Information Commissioner Subscription 2016 £35-00 100931 Cllr. Chq. No. Μ. Wenham -Emergency Planning Expenses £23-00 Chq. No. 100933 W. & C. Playing Fields Trust – Annual Donation £500-00 100934 SALC Clerk's CiLCA Cha. No. Course Fee £150-00 Business Services at CAS (Insurance 2016-17) Chq. No. 100935 £221-56

Chq. No. 100936 Clerk's Salary & Backpay – July to Sept. 2016

£552-76

Chq. No. 100937 Clerk's Expenses – July to Sept. 2016

£60-00

Proposer: Cllr. M. Wenham Seconder: Cllr. I. Newton

The Clerk said that Suffolk County Council had relinquished the Website that hosts the Council's Website to Community Action Suffolk and they were charging £50 plus VAT per year. The Council agreed to pay the £50 plus VAT fee.

Proposer: Cllr. A. Thomas Seconder: Cllr. I. Newton

c) Payments Received:

Cemetery Gravestone £60-00

Walpole and Cookley Playing Fields Annual Loan Repayment £70-00

14) To receive the BDO External Auditor's Certificate and Report:

The Clerk said that the External Auditors had issued their certificate and report stating that all was well with the accounts. The Report had no recommendations for improvement.

The Councillors received the Certificate and report and congratulated the Clerk on the accounts.

Cllr. A. Thomas Proposer: Seconder: Cllr. I. Newton

15) Code of Conduct 2012:

15) <u>Code of Conduct 2012:</u>

The Clerk said that he had not circulated an updated Code of Conduct to members so asked for the matter to be deferred to the next Meeting

16) Standing Orders:

The Clerk said that he had not circulated an updated Standing Orders to members so asked for the matter to be deferred to the next Meeting.

17) Financial Regulations:

The Clerk said that he had not circulated an updated Financial Regulations to members so asked for the matter to be deferred to the next Meeting.

18) The Following Reports were received:

Village Green;

There was no report.

Flagship Affordable Homes;

There was no report.

Highways:

There was no report.

Footpaths:

There was no report.

Trees:

Cllr. I. Newton reported that he had had all his trees cut back. West House was also discussed. The Clerk said that he had not received a reply from Suffolk Coastal District Council.

Cemetery:

There was no report. It was noted that the cemetery looked very well kept.

CEA & Allotments:

Cllr. A. Thomas said that the Annual General Meeting was soon. She commented that it had been sad to cancel this year's Flower and Produce Show but that planning had already started for next year's.

External Meetings & Training:

The Clerk said that he had attended the two day Certificate in Local Council Administration (CiLCA) course in August and would register to complete it in the future when he would have a year to complete it.

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19) <u>To receive information and agenda items for the Parish Council Meeting to be held on Tuesday, October 18th 2016:</u>

There were no items.

The Meeting ended at 8-55pm.

Page **1** of **4**