

Cookley & WALPOLE PARISH COUNCIL

Members are summoned to an Annual Meeting of the Parish Council which will be held virtually via Zoom on Tuesday, May 19th 2020 at 7pm. Please use the code sent to you by email.

Members of the public who would like to attend – please send an email to cookleyandwalpoleclerk@gmail.com and the code will be sent to you.

Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session (Item 13) otherwise they are respectfully requested to remain silent during the meeting. Councillors and the public are advised the law permits any person to film, record, photograph or use social media to report on meetings of the Council open to the public:

Signature: Paul Widdowson

Paul Widdowson, Clerk to the Council, 69 Dukes Drive, Halesworth IP19 8DR:
Tel: 01986 872114: Email: cookleyandwalpoleclerk@gmail.com

Agenda:

- 1) **To elect a Chair for 2020 – 2021 and receive the Chair’s Declaration of Acceptance of Office:**
- 2) **To elect a Vice-Chair for 2020 - 2021:**
- 3) **To appoint a Responsible Finance and Proper Officer for 2020 - 2021:**
- 4) **Apologies:** To receive any apologies for absence.
- 5) **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:**
- 6) **Requests for dispensations:** Consideration of any requests for dispensation.
- 7) **Co-option of one Councillor:**
 - a) To consider the applicant that has applied for the vacancy on the Council:
 - b) To receive the Declaration of Acceptance of Office and to note any declarations of interest if co-opted:
- 8) **To elect Council Appointments for 2020 – 2021 not elected above:**
 - a) **Independent Internal Auditor:**
 - b) **Councillor Portfolio Holders:** To consider any changes needed:
- 9) **Review of Standing Orders:** To consider any changes needed:
- 10) **Review of Financial Standing Orders:** To consider any changes needed:
- 11) **Adoption of Code of Conduct:** To agree the Code of Conduct:
- 12) **To receive a report from the County and District Councillor:**

- 13) **Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda.
- 14) **To confirm the Minutes** of the Extra-Ordinary Parish Council Meeting held on Tuesday, May 4th 2020:
- 15) **War Memorial and the Village Green:** Councillors to discuss the War Memorial and the Village Green including the trees and the river:
- 16) **Highways and Speeding:** Councillors to discuss the Highways in the two Parishes.
- 17) **River Blyth Sign:** Councillors to discuss a new sign for the river.
- 18) **New Cookley Sign:** Councillors to discuss a new sign for the Cookley.
- 19) **Monitor** – Update by the Clerk.
- 20) **Planning Matters:** To discuss and agree the following planning application:
- 21) **Clerk's Report and Correspondence:** The Clerk to update the council on correspondence received and the administration of the council.
- 22) **Donations:** Councillors to agree the donations to be made by the Parish Council this year.
- 23) **Financial Report:**
 - a) **Balances at the Bank on May 7th 2020:** To receive an update on the current financial status.
 - b) **Cheques for Payment and Receipts:** To approve payments and to review receipts.
- 24) **Funeral Costs:** Councillors to consider prices for 2020-2021:
- 25) **Emergency Planning:** Councillors to review the provision.
- 26) **To agree Internal Control Statement and Reports:** Councillors to review and agree the Statement and Reports:
- 27) **Accounts year ending March 31st 2020:** Review of the Accounts for Internal Audit and any questions:
 - a) **To approve Section 1 of the Annual Return and sign declaration:**

- b) **To approve Section 2 of the Annual Return and sign declaration:**
 - c) **To agree the accounts for the year ending 31st March 2020:**
 - d) **Acceptance of financial report and year end accounts:**
 - e) **To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':**
- 28) **To receive reports** on the Footpaths; Trees; Cemetery; CEA & Allotments and External Meetings & Training:
- 29) **To receive agenda items** for the Parish Council Meeting to be held on June 16th 2020: