

# COOKLEY & WALPOLE PARISH COUNCIL

**Members are summoned to a Meeting of the Parish Council which will be held virtually via Zoom on Tuesday, January 19th 2021 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](mailto: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 5) 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](mailto:cookleyandwalpoleclerk@gmail.com)

## **Agenda:**

- 1) To elect a Chair and receive the Chair's Declaration of Acceptance of Office:**
- 2) Apologies:** To receive any apologies for absence.
- 3) To receive Declarations of Interest:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting.
- 4) Requests for dispensations:** Consideration of any requests for dispensation.
- 5) To receive a report from the County and District Councillor:**
- 6) Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda.
- 7) To confirm the Minutes of the Parish Council Meeting held on November 17<sup>th</sup> 2020:**
- 8) Village Green:** Councillors to discuss the Village Green and a second bench:
- 9) Highways and Speeding:** Councillors to discuss the Highways in the two Parishes.
- 10) Emergency Plan:** Update on revising the Plan.
- 11) River Blyth Sign:** Councillors to discuss progress on a new sign for the river.

- 12) **Walpole Sign:** Councillors to discuss the refurbishment of the Walpole sign.
- 13) **Planning Matters:** To discuss and agree the following planning application:
- 14) **Clerk's Report, Correspondence and Donations:** The Clerk to update the council on correspondence received and the administration of the council.
- 15) **Financial Report:**
  - a) **Balances at the Bank on January 7<sup>th</sup> 2021:** To receive an update on the current financial status.
  - b) **Cheques for Payment and Receipts:** To approve payments and to review receipts.
- 16) **Payroll Service:** Councillors to consider a new payroll service provider:
- 17) **New Policies:** Councillors to discuss and agree the following policies and Assessments:

Audit and Impact Assessment

Data Consent Form

Data Protection and Information Management Policy

Procedures for Dealing with Data Breaches

Procedures for Dealing with Subject Access Requests

- 18) **Current Policies:** Councillors to review and agree the following policies:

Equal Opportunities Policy

Privacy Notice for Residents

Privacy Notice for Staff and Councillors

Privacy Notice for New Councillors

- 19) **To receive reports** on the Footpaths; Trees; Cemetery; CEA & Allotments:
- 20) **To receive agenda items for the Parish Council Meeting to be held on February 16th 2021:**