

# COOKLEY & WALPOLE PARISH COUNCIL

## **An Annual Meeting of the Parish Council was held on Tuesday, May 15th 2018 in the Pavilion, Walpole at 8-15pm.**

### **Minutes:**

#### **Present:**

Cllr. Z. Mair (Chairman); Cllr. A. Thomas (Vice-Chairman); Cllr. D. Cask; Cllr. R. Chase; Cllr. S. Moore; Cllr. I. Newton; Cllr. D. Whitwood and Cllr. J. Winter:

#### **Also Present:**

Paul Widdowson (Clerk):

#### **1) To elect a Chair for 2018 – 2019 and receive the Chair’s Declaration of Acceptance of Office:**

Cllr. Z. Mair was elected unopposed.

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

*Cllr. Z. Mair was elected as Chair for the Year 2018-2019 and there was a vote of thanks for her work as Chair in 2017-2018.*

#### **2) To elect a Vice-Chair for 2018 - 2019:**

Cllr. A. Thomas was elected unopposed.

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

#### **3) To appoint a Responsible Finance and Proper Officer for 2018 - 2019:**

The Clerk, Paul Widdowson, was appointed the Responsible Finance and Proper Officer for 2018 - 2019:

Proposer: Cllr. R. Chase: Seconder: Cllr. J. Winter:

#### **4) Apologies: To receive any apologies for absence:**

Cllr. N. Jarvis, Cllr. M. Porter and Cllr. M. Wenham.

#### **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:**

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

Cllr. Z. Mair reminded all councillors to check their Register of Interests.

**6) Requests for dispensations: Consideration of any requests for dispensation.**

There were no requests for dispensation.

**7) To approve the Minutes of the Parish Council Meeting held on April 17<sup>th</sup> 2018:**

The Minutes held on April 17<sup>th</sup> 2018 were agreed.

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

**8) To elect Council Appointments for 2018 – 2019 not elected above:**

**a) Independent Internal Auditor:**

It was agreed to appoint the Suffolk Association of Local Councils (SALC) as the Parish Council's Internal Auditors.

**b) Councillor Portfolio Holders for 2018-2019:**

It was agreed the following Councillors would have the following portfolios for the year 2018-2019.

David Cask	Transport
Robert Chase	Road Safety
Zoé Mair	Chairman
Susan Moore	Road Safety
Michael Porter	Highways
Anne Thomas	Vice Chair & Planning
Mark Wenham	Emergency Plan
John Winter	Footpaths

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

**9) Review of Standing Orders:**

The Clerk advised that there some changes. As the Councillors had not seen the revised Standing Orders it was agreed to review the Standing Orders at the next Parish Council Meeting.

**10)Review of Financial Standing Orders:**

The Clerk said advised that there were no changes so the Council could re-adopt.

Proposer: Cllr. D. Cask: Second: Cllr. D. Whitwood:

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

Cllr. S. Burroughes had given his report at the Annual Parish Meeting.

**12)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.

### **13)Initiatives to cut Speeding:**

Cllr. S. Moore and Cllr. R. Chase said that they would be looking at the data generated by the Sign Indicator Device (SID). They reported that the SID is going around the village with the next location likely to be near the bridge. It was agreed to have a sign saying 'River Blyth'.

### **14)Defibrillator: To update councillors on the availability of the defibrillator.**

Cllr. M. Porter was not at the meeting and so there was no update on the reconnection of the electricity supply to the telephone box. It was agreed to discuss this issue at the next meeting and to purchase a defibrillator once the electricity supply is restored to the telephone box.

### **15)Planning Matters: To agree and discuss the following planning applications:**

Proposal: *To build a new vaulted garden room to the east side of Pear Tree Farm. Also to remove some rendered infill panels from between existing studwork and remove two timber studs to allow for access to the new room.*

Address: *Pear Tree Farmhouse, Cratfield Road, Cookley, Suffolk. IP19 0LP*

Ref:*DC/18/1594/FUL*

The Council had no objection to this planning application.

Proposer: Cllr. I. Newton:                      Second: Cllr. J. Winter:

Proposal: *Listed Building Consent - To build a new vaulted garden room to the east side of Pear Tree Farm. Also to remove some rendered infill panels from between existing studwork and remove two timber studs to allow for access to the new room.*

Address: *Pear Tree Farmhouse, Cratfield Road, Cookley, Suffolk. IP19 0LP*

Ref: *DC/18/1595/LBC*

The Council had no objection to this planning application.

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

### **16)Clerk's Report and Correspondence:**

The Clerk said that he had received advance notification of 'Paws with a Cause' where people with dogs could walk for different distances on September 30<sup>th</sup> at Glemham Hall for charity. The Clerk also reported that he had received the 'Clerks and Councillors Newsletter', a Receipt for Speed Equipment Insurance, an HCNCF Thank You Letter and a Safer Neighbourhood Police Report which the Clerk said that he would email it around to all Councillors.

### **17)Financial Report:**

#### **a) Balances at the Bank on May 7<sup>th</sup> 2018: To receive an update on the current financial status.**

Business Community Account	£12 318-19
Business Savings Account	£1 096-94

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

Chq. No. 101001	Westcotec	£3 690-00
Chq. No. 101002	K.R. Allen – Telephone Box	£60-00

**c) Receipts:**

First Precept

£4250-00

Proposer: Cllr. A. Thomas:                      Second:                      Cllr. Newton:

**18)Review of Internal Control Statement for Year Ending March 31<sup>st</sup> 2018:**

The Council agreed the Internal Control Statement for Year Ending March 31<sup>st</sup> 2018.

Proposer:                      Cllr. J. Winter:                      Second:                      Cllr. I. Newton:

**19)Review of the Asset Register for the Year Ending March 31<sup>st</sup> 2018:**

The Council agreed the Asset Register for Year Ending March 31<sup>st</sup> 2018.

Proposer:                      Cllr. R. Chase:                      Second:                      Cllr. D. Whitwood:

**20)Review the Cemetery Fees for the Year 2018-2019:**

The Council reviewed the Cemetery Fees and agreed to raise them by 15% for the Year 2018-2019.

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

**21)To receive reports on the:**

**22)Village Green;**

It was reported that the planks of wood on the Cricketers Meadow Bridge need repairing.

**23)Flagship Affordable Homes;**

There was no report.

**24)Highways;**

There was no report.

**25)Footpaths;**

It was noted that some footpaths in the two parishes are very popular and therefore need good maintenance.

**26)Trees;**

There was no report.

**27)Cemetery;**

The Clerk reported that a plot had been booked. It was agreed to charge the current fees and not the new ones agreed earlier in the meeting.

**28)CEA & Allotments**

There was no report.

**29)External Meetings & Training:**

There were no external meetings and training reported.

**30)To receive agenda items for the Parish Council Meeting to be held on June 19th 2018:**

The Clerk said that the Clerk's Contract and Pay should be reviewed at the next Meeting.