

# COOKLEY & WALPOLE PARISH COUNCIL

**An Annual Meeting of the Parish Council was held virtually via Zoom on Tuesday, May 4<sup>th</sup> 2021 at 10-30am.**

## **Minutes:**

### **Present:**

Cllr. Z. Mair (Chairman); Cllr. R. Chase; Cllr. C. Leggett and Cllr. C. Northover:

### **Also Present:**

Paul Widdowson (Clerk):

#### **1) To elect a Chair for 2021 – 2022 and receive the Chair’s Declaration of Acceptance of Office:**

Cllr. R. Chase was elected unopposed.

Proposer: Cllr. C. Leggett:                      Second: Cllr. C. Northover:

#### **2) To elect a Vice-Chair for 2021 - 2022:**

Cllr. C. Leggett was elected unopposed.

Proposer: Cllr. R. Chase:                      Second: Cllr. C. Northover:

#### **3) To appoint a Responsible Finance and Proper Officer for 2021 - 2022:**

The Clerk, Paul Widdowson, was appointed the Responsible Finance and Proper Officer for 2021 - 2022:

Proposer: Cllr. R. Chase:                      Second: Cllr. Z. Mair:

#### **4) Apologies:**

Cllr. L. Andrews; Cllr. J. Lewis; Cllr. M. Porter and Cllr. J. Winter:

#### **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:**

The Clerk asked that all councillors reviewed their Declaration of Interest Forms.

Cllr. Z. Mair declared a personal interest in CEA and Cookpole.

**6) Requests for dispensations:**

There were no Requests for Dispensations.

**7) To approve the Minutes of the Parish Council Meeting held on March 16th 2021:**

The Minutes of the Parish Council Meeting held on March 16th 2021 were agreed.

Proposer: Cllr. Z. Mair: Seconder: Cllr. C. Leggett:

**8) To elect Council Appointments for 2021 – 2022 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. R. Chase: Seconder: Cllr. C. Leggett:

**b) Councillor Portfolio Holders:**

Emergency Planning – Cllr. J. Winter.  
Footpaths – Cllr. J. Lewis/Cllr. J. Winter:  
Cookley Footpaths – Cllr. R. Chase  
Highways – Cllr. M. Porter:  
Planning – Cllr. Z. Mair:  
Neave Close – Cllr. Z. Mair:  
Road Safety – Cllr. C. Northover:  
Trees – Cllr. C. Leggett/Cllr. J. Lewis/Cllr. C. Northover:

Proposer: Cllr. R. Chase: Seconder: Cllr. C. Leggett:

**9) Review of Standing Orders:**

The Council reviewed the Standing Orders and agreed to adopt them for the year 2021 - 2022.

Proposer: Cllr. R. Chase Seconder: Cllr. Z. Mair:

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

The Council reviewed the Financial Standing Orders and agreed to adopt them for the year 2021-2022.

Proposer: Cllr. R. Chase: Seconder: Cllr. C. Leggett:

**11) Adoption of Code of Conduct:**

The Clerk said that the Code of Conduct was unchanged. The Council agreed to adopt the Code of Conduct for 2021-2022.

Proposer: Cllr. R. Chase: Seconder: Cllr. Z. Mair:

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

There was no report owing to purdah.

**13) 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.

**14) Highways and Speeding:**

Cllr. C. Northover asked how long the batteries lasted in the sign Indicator Device. It was agreed that too many vehicles drove too fast through Walpole's 30mph speed limit and it was agreed that the Police Camera Van was the only effective way of making drivers stick to the speed limit. It was agreed that Walpole did not want 'sleeping policemen' as they were bad for cars and only sends the problem elsewhere if lorries take alternative routes.

**15) Emergency Plan:**

Cllr. Z. Mair said that the Emergency Plan's revision was nearly completed and it was agreed that the deadline was the end of the year.

**16) River Blyth Sign:**

Cllr. C. Northover said that the sign had looked fine until it was fixed on to the bridge where it looked distorted. He said that he was looking to take it down. Cllr. R. Chase said that he thought once the issue had been sorted out, it was very good to have a such a sign on the bridge.

**17) Planning Matters:**

The Clerk said that there were no planning applications for the Councillors to consider at this meeting. However, there were two that needed to be considered and it was agreed to meet at the Pavilion at 10-30am on May 18<sup>th</sup> 2021.

Cllr. Z. Mair reported that she had sent an email to East Suffolk Council regarding a dilapidated property and that she had been contacted by a parishioner over noise disturbance from some digs.

**18) Clerk's Report and Correspondence:**

The Clerk reported that he had received letters from the Royal British Legion regarding their Centenary and from Sizewell C.

**19) Financial Report:**

**a) Balances at the Bank on April 7th 2021:**

Business Community Account	£8 853-42
Business Savings Account	£1 101-69



At the end of March 2021 the Community Account had £8853-22 in it and the Savings Account £1101-69 totalling £9954-91. However with a cheque for £144-00 and £35 that cannot be accounted for from several years ago that totals £179-00, the reconciled amount in the Bank Account is £9775-91.

The above report and Year End Accounts were accepted.

Proposer: Cllr. R. Chase: Second: Cllr. Z. Mair:

**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. R. Chase: Second: Cllr. C. Leggett:

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

**a) Footpaths:**

There was no report.

**b) Trees:**

Cllr. C. Northover reported that the hedge, trees and plants were all doing very well.

**c) Cemetery:**

The Clerk said that a further reservation had been made.

**d) CEA & Allotments:**

Cllr. Z. Mair reported that the Annual General Meeting had taken place.

**e) External Meetings & Training:**

It was noted that the Chairman would attend the Course for New Chairmen.

**22) To receive agenda items for the next Parish Council Meeting:**

It was agreed that Donations and Road Signs would be discussed at the next meeting.

It was also agreed to hold an Extra-Ordinary Parish Council Meeting on May 18<sup>th</sup> 2021 at 10-30am and the next Parish Council Meeting on Tuesday, June 29<sup>th</sup> 2021 at 7pm.

**The Meeting ended at 12-16pm.**