

COOKLEY & WALPOLE PARISH COUNCIL

An Annual Meeting of the Parish Council was held on Tuesday, May 16th 2023 in the Pavilion, Walpole at 8pm.

Minutes:

Present:

Cllr. R. Chase (Chairman); Cllr. C. Leggett (Vice-Chairman); Cllr. J. Clark; Cllr. J. Henson; Cllr. J. Lewis; Cllr. Z. Mair; Cllr. M. Porter; Cllr. A. Thomas and Cllr. J. Winter:

Also Present:

Paul Widdowson (Clerk) and one parishioner:

1) To elect a Chair for 2022 – 2023 and receive the Chair's Declaration of Acceptance of Office:

Cllr. R. Chase was elected unopposed.

Proposer: Cllr. C. Leggett:

Second: Cllr. A. Thomas:

2) To elect a Vice-Chair for 2023 - 2024:

Cllr. C. Leggett was elected unopposed.

Proposer: Cllr. J. Lewis:

Second: Cllr. Z. Mair:

3) To appoint a Responsible Finance and Proper Officer for 2023 - 2024:

The Clerk, Paul Widdowson, was appointed the Responsible Finance and Proper Officer for 2023 - 2024:

Proposer: Cllr. R. Chase:

Second: Cllr. A. Thomas:

4) Co-option of Councillor:

a) To consider any applicants who have applied for the vacancy on the Council.

There were no applicants.

b) To receive the Declaration of Acceptance of Office and to note any declarations of interest if co-opted.

As there were no applicants, no Declarations of Acceptance of Office were signed.

5) Apologies:

Cllr. L. Andrews and Cllr. C. Northover: Their apologies were accepted by the Councillors.

District Cllr. J. Ewart and County Cllr. S. Burroughes sent their apologies.

6) 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. Z. Mair and Cllr. M. Porter declared an interest in CEA and the Walpole and Cookley Playing Fields Association (Cookpole). Cllr. J. Lewis declared an interest as an employee of Suffolk County Council.

The Clerk reminded Councillors to check and update their Register of Interests and to return their Election Expenses Forms.

7) Requests for dispensations:

There were no requests for dispensations.

8) To approve the Minutes of the Parish Council Meeting held on May 2nd 2023:

The Minutes of the Parish Council Meeting held on May 2nd 2023 were agreed.

Proposer: Cllr. C. Leggett:

Seconder: Cllr. J. Lewis:

9) To elect Council Appointments for 2023 – 2024 not elected above:

a) Independent Internal Auditor:

It was agreed to appoint Suffolk Association of Local Councils (SALC) as the Internal Auditor and Cllr. J. Winter as the Internal Control Councillor.

Proposer: Cllr. R. Chase:

Seconder: Cllr. A. Thomas:

b) Councillor Portfolio Holders:

Cookley Footpaths – Cllr. R. Chase

Emergency Planning – Cllr. L. Andrews/Cllr. Z. Mair/Cllr. J. Winter.

Footpaths – Cllr. J. Winter:

Highways – Cllr. M. Porter:

Planning – Cllr. Z. Mair:

Neave Close – Cllr. J. Henson:

Road Safety – Cllr. C. Northover:

Trees – Cllr. C. Leggett:

Proposer: Cllr. R. Chase:

Seconder: Cllr. A. Thomas:

10) Review of Standing Orders:

The Council reviewed the NALC Standing Orders 2019 (Revised 2022) and agreed to adopt the latest version for the year 2023 - 2024.

Proposer: Cllr. M. Porter:

Seconder: Cllr. Z. Mair:

11) Review of Financial Standing Orders:

The Council reviewed the NALC Financial Standing Orders 2019 and agreed to adopt the latest version for the year 2023 - 2024.

Proposer: Cllr. R. Chase:

Seconder: Cllr. M. Porter:

12) Adoption of Suffolk Code of Conduct:

The Council agreed to adopt the Suffolk Code of Conduct for 2023-2024.

Proposer: Cllr. M. Porter:

Seconder: Cllr. C. Leggett:

13) To receive a report from the County and District Councillors:

There were written reports from District Cllr. J. Ewart and County Cllr. S. Burroughes.

There was some discussion on Highways and the larger lorries travelling around the local parishes.

14) Public Session: Members of the public have fifteen minutes to ask questions on topics on the agenda:

A parishioner said that there was a large pothole on the road between Walpole and Cookley.

15) Planning Matters:

There were no planning applications.

16) Clerk's Report and Correspondence:

The Clerk reported that Halesworth Town Council was holding a consultation on having a New Halesworth Hub on Saxons Way. He also reported that Julia Ewart had been elected as the new East Suffolk Councillor for the Kelsale and Yoxford Ward which included the parishes of Walpole and Cookley. Finally, the Clerk said that he had received a 'Thank You' letter for the donation to the Disability Advice Service (East Suffolk).

17) Financial Report:

a) Balances at the Bank on May 7th 2023:

Business Community Account	£19 777-46
Business Savings Account	£1 104-21

b) Payments and Receipts:

The Clerk reported that there were no payments or receipts.

Councillors agreed to transfer £10 000 from the Charitable Account to the Premium Account.

It was also agreed for Cllr. C. Leggett to become a third signatory for the Bank Account.

Proposer: Cllr. R. Chase: Second: Cllr. J. Henson:

18) Accounts year ending March 31st 2023:

a) To approve Section 1 of the Annual Return and sign declaration:

Section 1 of the Annual Return was approved and signed.

Proposer: Cllr. R. Chase: Second: Cllr. A. Thomas:

b) To approve Section 2 of the Annual Return and sign declaration:

Section 2 of the Annual Return was approved and signed.

Proposer: Cllr. R. Chase: Second: Cllr. M. Porter:

c) To agree the accounts for the year ending 31st March 2023:

The Council agreed the accounts for the year ending 31st March 2022.

Proposer: Cllr. M. Porter: Seconded: Cllr. A. Thomas:

d) Acceptance of Financial Report and Year End Accounts:

The Clerk reported that this year (2021-2022), the Receipts were Precept Income of £10000-00 which added to the carry forward of £9775-91 from 2020-2021 and other income of £551-32 equalled £20327.23. With payments of £8363-83, this left a carry forward of £11963-40 to next year.

The Clerk reported that this year (2022-2023), the Receipts were Precept Income of £10000-00 which including the carry forward of £11963-40 from 2021-2022 and other income of £5872-26 equalled £27835-66. With payments of £10413-57, this left a carry forward of £17422-09 to next year.

At the end of March 2023 the Community Account had £16317-88 in it and the Savings Account £1104-21 totalling £17422-09. With the £35 that cannot be accounted for

since 2011 credited to the account, the reconciled amount in the Bank Account is £17422-09.

The above Financial Report and Year End Accounts were accepted.

Proposer: Cllr. C. Leggett:

Seconded: Cllr. R. Chase:

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. M. Porter:

Seconded: Cllr. Z. Mair:

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

Councillors agreed to put training for new councillors, First Aid Basic Training Courses and dilapidated and Old School properties on the next Agenda.

It was agreed that the next Parish Council Meeting would be on Tuesday, June 20th 2023.

The Meeting ended at 9-09pm.