COOKLEY & WALPOLE PARISH COUNCIL

An Annual Meeting of the Parish Council was held on Wednesday, May 29th 2024 in the Pavilion, Walpole after the Annual Parish Meeting.

Minutes:

Present:

Cllr. R. Chase (Chairman); Cllr. C. Leggett (Vice-Chairman); Cllr. J. Lewis; Cllr. Z. Mair; Cllr. A. Thomas

Also Present:

Paul Widdowson (Clerk) and one parishioner:

1) <u>To elect a Chair for 2024 – 2025 and receive the Chair's Declaration of Acceptance of Office:</u>

Cllr. R. Chase was elected unopposed.

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

2) To elect a Vice-Chair for 2024 - 2025:

Cllr. C. Leggett was elected unopposed.

Proposer: Cllr. A. Thomas: Seconder: Cllr. J. Lewis:

3) To appoint a Responsible Finance and Proper Officer for 2024 - 2025:

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

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

4) Apologies:

Cllr. L. Andrews; Cllr. J. Henson; Cllr. M. Porter and Cllr. J. Winter: Their apologies were accepted by the Councillors.

The Chairman reported that former Cllr. J. Clark had resigned.

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

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. Z. Mair 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.

6) Requests for dispensations:

There were no requests for dispensations.

7) To approve the Minutes of the Parish Council Meetings held on April 16th 2024 and on April 29th 2024:

The Minutes of the Parish Council Meeting held on April 16th 2024 were agreed.

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

The Minutes of the Extra-Ordinary Parish Council Meeting held on April 29th 2024 were agreed.

Proposer: Cllr. C. Leggett: Seconder: Cllr. J. Lewis:

8) To elect Council Appointments for 2024 – 2025 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:

Trees – Cllr. C. Leggett:

It was agreed to discuss the election of a Sizewell C representative at a future meeting.

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

9) Review of Standing Orders:

The Council reviewed the NALC Standing Orders 2019 (Revised 2022 and amended January 1st 2024) and agreed to adopt the latest version for the year 2024 - 2025.

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

10) Review of Financial Standing Orders:

The Council reviewed the new NALC Financial Regulations 2024 Template and agreed to adopt the new NALC Financial Regulations 2024 for the year 2024 - 2025.

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

11) Adoption of Suffolk Code of Conduct:

The Council agreed to adopt the Suffolk Code of Conduct for 2024-2025.

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

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

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

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) Suffolk Blooms Scheme:

After some discussion, Councillors agreed to join the scheme. Cllr. R. Chase said that he would contact Cllr. M. Porter to ask him to facilitate the Parish Council joining the scheme.

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

15) Collaboration with other Parish Councils:

Cllr. Z. Mair reported that she had attended the last forum of councillors from neighbouring Parish Councils.

16) Cookley Village Sign:

Cllr. R. Chase reported that the Cookley Village Signpost had fallen over and a new post needed to be purchased for the Village Sign to be put back up again. Cllr. R. Chase said that he would contact Cllr. M. Porter to ask him to investigate buying a new signpost.

17) Planning Matters:

There were no planning applications.

18) Clerk's Report and Correspondence:

The Clerk reported that he had received a 'Thank You' Letter from East Anglian Air Ambulance and St. Elizabeth's Hospice had sent a letter offering to give a presentation to the Parish Council. Cllr. R. Chase said that he would reply to the charity. The Clerk said that he had also received the Clerk's and Councillors Newsletter and that Will Austin had contacted him to alert the Parish Council to the many Moles in the Cemetery and on the Village Green. The Councillors agreed not to take any action to reduce the number of moles in the Cemetery or the Village Green. It was also agreed to discuss the Walpole and Cookley Playing Fields Association (Cookpole) outstanding loan at a future meeting. Finally, the Clerk reported that there was to be a burial at the Cemetery.

19) Financial Report:

a) Balances at the Bank on May 7th 2024:

Business Community Account £7 544-16
Business Savings Account £11 214-35

b) Payments and Receipts:

Internet Banking	Will Austin Contract – June 2024	£220-00
Internet Banking	Clerk's Expenses – Stationery	£10-74
Internet Banking	SALC Internal Audit Fee 2024-2025	£212-40

The Financial Report was accepted.

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

20) Accounts year ending March 31st 2024:

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

Section 1 of the Annual Return was approved and signed.

Proposer: Cllr. J. Lewis: Seconder: 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. J. Lewis: Seconder: Cllr. A. Thomas:

c) To agree the accounts for the year ending 31st March 2024:

The Council agreed the accounts for the year ending 31st March 2024.

Proposer: Cllr. J. Lewis: Seconder: Cllr. A. Thomas:

d) Acceptance of Financial Report and Year End Accounts:

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.

The Clerk reported that this year (2023-2024), the Receipts were Precept Income of £10500-00 which added to the carry forward of £17 422-09 from 2022-2023 and other income of £893-06 equalled £28 815-15. With payments of £14 083-64, this left a carry forward of £14 731-51 to next year.

At the end of March 2024 the Community Account had £3 517-16 in it and the Premium Account £11 214-35 totalling £14 731-51. Therefore, reconciled amount in the Bank Accounts is £14 731-51.

Proposer: Cllr. J. Lewis: Seconder: Cllr. A. Thomas:

e) <u>To agree to a 'Limited Assurance Review' or to complete a</u> 'Certificate of Exemption':

It was agreed to complete a 'Certificate of Exemption' Form.

Proposer: Cllr. J. Lewis: Seconder: Cllr. A. Thomas:

21) Acceptance of the Internal Auditors Report and to pay their invoice:

It was agreed to complete a 'Certificate of Exemption' Form.

Councillors also agreed a Vote of Thanks to the Clerk for his work and effort during the Internal Audit.

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

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

Councillors agreed to put Co-option procedure and the Walpole and Cookley Playing Fields Association (Cookpole) outstanding loan on the next Agenda.

It was agreed that the next Parish Council Meeting would be on Tuesday, June 18th 2024.

The Meeting ended at 9-05pm.