

COOKLEY & WALPOLE PARISH COUNCIL

Members are summoned to the Annual Meeting of the Parish Council which will be held on virtually via Zoom on Tuesday, May 4th 2021 at 10-30am. Please use the code below.

Members of the public who would like to attend – please use this code.

<https://us02web.zoom.us/j/87494628264?pwd=YmRSQjRYblloNjVsNURoSXBXOW5MQT09>

Meeting ID: 874 9462 8264

Passcode: 297844

Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session (Item 13) 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

AGENDA:

- 1) To elect a Chair for 2021 – 2022 and receive the Chair’s Declaration of Acceptance of Office:**
- 2) To elect a Vice-Chair for 2021 - 2022:**
- 3) To appoint a Responsible Finance and Proper Officer for 2021 - 2022:**
- 4) Apologies:** To receive any apologies for absence:
- 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:**
- 6) Requests for dispensations:** Consideration of any requests for dispensation:
- 7) To approve the Minutes of the Parish Council Meeting held on March 16th 2021:**
- 8) To elect Council Appointments for 2021 – 2022 not elected above:**
 - a) Independent Internal Auditor:**
 - b) Councillor Portfolio Holders:** To consider any changes needed:
- 9) Review of Standing Orders:** To consider any changes needed:
- 10) Review of Financial Standing Orders:** To consider any changes needed:

- 11) **Adoption of Code of Conduct:** To agree the Code of Conduct:
- 12) **To receive a report from the County and District Councillor S. Burroughes:**
- 13) **Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda:
- 14) **Highways and Speeding:** Councillors to discuss the Highways in the two Parishes.
- 15) **Emergency Plan:** Update on revising the Plan.
- 16) **River Blyth Sign:** Councillors to discuss progress on a new sign for the river.
- 17) **Planning Matters:** To agree and discuss the following planning applications:
- 18) **Clerk's Report and Correspondence:** The Clerk to update the council on correspondence received and the administration of the council.
- 19) **Financial Report:**
 - a) **Balances at the Bank on April 7th 2021:** To receive an update on the current financial status.
 - b) **Cheques for payment and Receipts:** To review receipts and approve payments:
- 20) **Accounts year ending March 31st 2021:** Review of the Accounts for Internal Audit and any questions:
 - a) **To approve Section 1 of the Annual Return and sign declaration:**
 - b) **To approve Section 2 of the Annual Return and sign declaration:**
 - c) **To agree the accounts for the year ending 31st March 2021:**
 - d) **Acceptance of financial report and year end accounts:**
 - e) **To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':**
- 21) **To receive reports on the Footpaths; Trees; Cemetery; CEA & Allotments and External Meetings & Training:**
- 22) **To receive agenda items for the next Parish Council Meeting:**