

# COTTON PARISH COUNCIL

**Chairman:** Councillor Sarah Wenban  
**Clerk:** David Rayner  
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Cotton  
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**Councillors:** You are hereby summoned and members of the press and public you are hereby invited to attend a meeting of the Parish Council on **Wednesday 13 September 2023 at 7.30pm in Cotton Village Hall, IP14 4QL** to consider the items set out below.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort can be made to provide access.

*This meeting will be recorded and anyone speaking at the meeting will have deemed to have given consent to being recorded.*

## AGENDA

### 1. Apologies for absence:

- a. Councillors to receive any apologies for absence.
- b. Councillors to vote on acceptance to apologies for absence.

### 2. Declarations of Interest and Dispensation considerations:

- a. To receive any Councillors' Interests in subsequent agenda items.
- b. To receive and consider any requests for dispensations.

**3. Minutes of previous meeting:** Councillors to approve the minutes of the Parish Council meeting held on 12 July 2023 as true record of the decisions made.

**4. To sign minutes of meeting held 14 December 2022:** It was discovered that the minutes of this meeting, although approved at the following meeting were not physically signed due to an administrative error.

**5. To sign amended minutes for the meeting 11 January 2023:** It has also been discovered that there is an error in the minutes as the meeting approved the minutes of the meeting being held instead of 14 December 2022 meeting.

### 6. Public Forum:

- a. To receive a report from the District Councillor.
- b. To receive a report from the County Councillor.
- c. To receive comments or questions on matters of interest from members of the public.

**7. Planning:**

a. **Councillors are asked to consider and agree comments on applications made to the Local Planning Authority (MSDC) relating to Cotton: - None**

b. **Councillors to note the follow determination made by MSDC since the last meeting:**

i. DC/23/02919

Change of use of agricultural land for the keeping of horses.

**Location:** Land to the east of Station Road Bacton (In the Parish of Cotton)

MSDC: Granted

CPC: Neutral

**8. Finance** (all supporting papers appended):

a. Councillors to approve the finance report for the year ended 31 August 2023 including:

i. Bank reconciliations,

ii. Budget to actual payments and receipts,

iii. Reserves.

b. Councillors to note receipts since the last meeting.

c. Councillors to approve payments as per schedule.

**9. AGAR report:** To sign the correct version of the 2022/23 report.

**10. Carter's Meadow Guidelines for Use and Event Conditions:** There has been complaints as to how recent events at Carters Meadow were run, and tighter guidelines need to be discussed.

**11. Internal Audit:** To review the audit report received from SALC for 2022/23.

**12. Station Road:** Update on the ANPR camera results and possible solutions to reduce the general speed along Station Road. Will the 8 speed surveys going ahead week commencing 18 September in Bacton have any input into the outcome on Station Road?

**13. Rural Bus service:** There are exploratory meetings looking at a local bus service to Bury St Edmunds from Haughley/Bacton/Cotton.

**14. New website:** Views on content required.

**15. New clerk laptop:** Quotes to replace current laptop.

**16. CCTV for defibrillator:** Contribute to the Village Hall for the cost of an additional camera to cover the defibrillator so that the CCTV system is wholly owned by the Village Hall.

**17. Training:** The next available training dates for new councillors are in the new year. It's a 2-part course delivered via Zoom from 19:00 to 21:00 on the following dates, 10 and 17 January 2024, 29 January and 5 February 2024, 7 and 14 March 2024. There are later dates if needed.

**18. Any other matters for information, to be noted, or for inclusion on a future agenda:**

**19. To note and agree the date for the next schedule meeting:** Councillors to note the next meeting is scheduled for 25 October.

**20. Chairman to close the meeting.**

*David Rayner*

David Rayner  
Clerk and RFO to Cotton Parish Council  
8 September 2023