

COTTON PARISH COUNCIL

Minutes of the full Council meeting held on 13 September 2023 held in Cotton Village Hall

Councillors Present: Sarah Wenban (SW) (Chairman), Paul Howlett (PH) (Vice Chairman), Peter Gibbs (PG), Trevor Woods (TW), Sue Pushman (SP) and Jacob Stringer (JS).

In Attendance : David Rayner (DR) (Cotton Parish Clerk), Andrew Mellen (AM) (District Councillor), Andrew Stringer (AS) (County Councillor) joined later and two members of the public.

130923/01 **Apologies for absence:** Beryl Ellis (BE) apologised for her absence which was accepted by all councillors.

130923/02 **Declarations of Interest and Dispensation considerations:** There were no declarations of interest or dispensations to consider.

130923/03 **Minutes of previous meeting:** The draft minutes of the meeting held on 12 July 2023 were approved by all the councillors as a true record of the decisions made and SW signed the minutes reference 120723/01 to 120723/20.

130923/04 **To sign minutes of meeting held 14 December 2022:** It was resolved by all councillors that SW should sign the minutes of the meeting held on 14 December 2022, reference 141222/01 to 141222/21, as they were not signed at the meeting held on 11 January 2023 due to an administrative error.

130923/05 **To sign amended minutes for the meeting 11 January 2023:** It was resolved by all councillors that SW should sign the amended minutes of the meeting held on 11 January 2023, reference 110123/01 to 110123/28, the only amendment being to item 110123/03 being the date of the previous minutes.

130923/06 **Parish Councillor moving outside the parish:** DR to research and advise the rules relating to qualification for being a parish councillor.

130923/07 **Andrew Stringer:** AS joined the meeting.

130923/08 **District Councillor report:** AM outlined the small grants available to tidy up the Parish by cleaning road signs, litter picking, etc as the Council see fit. Grants of up to £250 should be applied for before 31 October 2023. There are also trees and wildflower seed available if we have a need that can be applied for through the Public Realm Team. Councillors to contact DR or SW if they have any thoughts on projects to apply for.

130923/09 **County Councillor report:** AS outlined the councils joining together to fight the Norwich to Tilbury pylons scheme.

130923/10 **Station Road:** AS had a meeting with the engineer and Bacton Parish Council Clerk, and there is to be an all singing and all dancing survey of traffic movement in the area starting next week. AS will keep us updated with developments in due course.

130923/11 AM left meeting.

Planning

130923/12 Councillors noted there were no new planning applications received.

130923/13 **Councillors noted that the following planning application have been determined:**

DC/23/02919 Change of use of land east of Station Road.

MSDC Granted

CPC Neutral

Finance

130923/14 All councillors confirmed receipt of the bank reconciliations as supported by the bank statements for the period to 31 August 2023 prior to the meeting showing total cash held of £15,603.97. This is represented by the Community Account balance at £6,779.52 and the Premium account at £8,824.45.

130923/15 All Councillors confirmed receipt of the budget to actual payments and receipts prior to the meeting. With no questions, all Councillors accepted the budget to actual report for the period ended 31 August 2023.

130923/16 All Councillors confirmed receipt of the reserves account prior to the meeting and with no questions, accepted it as a true reflection of the Parish Councils financial reserves.

130923/17 Councillors noted there were no receipts since the last meeting.

130923/18 All Councillors resolved to approve the following gross payments to be paid by internet banking as shown in the bank papers received prior to the meeting with SP and JS authorised to sign the supporting invoices for the following payments:

Payee	Details	£
SALC	Audit fee	255.60
FaxBase	USB stick x 2	36.00
David Rayner	Clerk salary August	252.97
David Rayner	Clerk salary September	252.97

130923/19 PG requested that we include extra pages in the finance report showing the projected position after known expenditure for the full year, as the figures do not give any indication as to how we are performing. DR will incorporate extra pages for known expenditure as our expenditure falls disproportionately in the second half of the year.

130923/20 **AGAR report:** Following the internal report it was pointed out that we used an incorrect version of the AGAR report and were advised to re-sign it with one amendment. There was a PAYE receipt from HMRC for £105.20 which the clerk showed as income but should have been a reduction in expenses. This reduced both the total income and expenditure by £105.20, with the overall result remaining the same. Councillors agreed that SW should sign the correct AGAR form as amended.

130923/21 **Internal Audit:** All councillors have seen the report. The council have reviewed the report and have agreed that DR will pursue some issues and inaccuracies on the report. DR to seek a full debrief of the points raised in the report and report back to the council with an

action plan for approving all necessary documents and addressing the shortcomings that are noted.

- 130923/22 **Carter's Meadow Guidelines for Use and Event Conditions:** Following a recent event at Carters Meadow which caused upset to those living in the vicinity, the managing committee have produced an event proposal form for all future events involving Carters Meadow and a risk assessment for the event. Carters Meadow, whilst being a registered charity with its own managing committee, is ultimately owned by Cotton Parish Council.
- 130923/23 **Rural Bus Service:** AS explained the position and the new service run by Dan's Coaches and how future routes could be piloted to see if there is a commercial justification.
- 130923/24 **New website:** PG and TW are going to review the current website as to what needs to be either updated or removed and what is missing regarding the Transparency Code, and report back with their assessment.
- 130923/25 **New clerk laptop:** One to One in Diss, Currys PCWorld, MPM in Stowupland are all mentioned as possible supplies of a new laptop.
- 130923/26 **CCTV for defibrillator:** Councillors agreed that it would be sensible for the Village Hall to purchase an additional CCTV camera to watch the defibrillator and the Parish Council contribute to the Hall for the same. This keeps the whole CCTV system in single ownership.
- 130923/27 **Training:** The next available dates for the new councillor training are in January. Councillors to advise DR as to dates so these sessions can be booked. This is especially for TW, SP and JS.
- 130923/28 **Matters for a future agenda:** Update on the Trowel and Hammer.
- 130923/29 **Next meeting:** Councillors advised that the next meeting is scheduled for 25 October 2023.
- 130923/30 The Chairman closed the meeting at 21:01.