



Cookley and Walpole Parish Council



The Annual Meeting of the Parish Council was held at 7:30pm at the Pavilion, Walpole on 28th July 2026

Minutes:

Present: Cllr C Leggett (Chair), Cllr L Andrews, Cllr R Chase, Cllr J Henson, Cllr J Lewis, Cllr Porter (late), Cllr J Winter, and Cllr B Travers

Also in attendance: Tina Newby (Clerk).

- 1) **Welcome**
- 2) **Apologies:** Apologies were received for Cllrs: Z Mair, L Andrews, A Thomas and District Councillor Ewart.
- 3) **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:** None other than those previous declared.
- 4) **Requests for dispensations:** None
- 5) **To approve the Minutes of the Parish Council Meetings held on 28th July 2026:** **Approved** Proposed by Cllr Chase and seconded by Cllr Lewis. All in agreement.
- 6) **To receive a report from the County and District Councillors:** None.
- 7) **Public Session:** The member of the public reported on his planning application DC/26/3020/FUL.
Cllr Porter arrived.
- 8) **Highways:** The meeting the day before had no relevance to highways. It was noted that there is a road sign that has been knocked down by three ways.
- 9) **Neave Close:** Councillors to receive an update on Neave Close. No update. **Cllr Chase** to email planning.
- 10) **Planning Matters:** To discuss and agree a response to local planning applications and to discuss other planning matters.
 - a. [DC/26/3020/FUL | Single storey extension to the west elevation of existing house to create new open plan kitchen - living room - dining room & garage/office / studio to enable working from home. | Tiergarden Walpole Lane Walpole Halesworth Suffolk IP19 9BE](#) Recommend Approval. All in agreement.

11) Clerk's Report, Correspondence

The payments set up on 22nd August had not been approved and had gone missing.

There were issues with an Environment Information Request which was not for this parish council.

Completed training for Code of Conduct and Public Procurement.

12) To receive an update on the donations paid and outstanding. As per above.

13) Receive an update on the outstanding action points, see action tracker.

- a. Cemetery review. – Cllrs Leggett and Chase have re-designed the burial plan. There was some confusion about the reservations that have already been allotted. There was a request for additional posts and concrete spurs. The cost approximately £160 was approved to be paid.

Action Clerk to look for Cemetery records in her files and old email account.

- b. Barclays – Clerk to have full access. – Completed
- c. Telephone box, in need of repair. This has been cleaned but needs painting.
- d. Emergency plan – ongoing, Cllrs Andrews and Mair was assigned this task.
- e. Cllr Travers outstanding action for data recovery from the ex Clerk.

14) To discuss the First Aid Training and agree any action. Ongoing. Cllr Mair not at the meeting to provide an update.

15) Financial Report:

a) Balances at the Bank on 7th September 2026:

b) To agree the pay award for the Clerk. Agreed

c) To review the insurance quotes for 1/10/26 – 30/09/26. Proposed by Cllr Travers and seconded by Cllr Henson to go for the 3 year long term agreement from Zurich at £472.17

d) Payments and Receipts:

Payments 27th July 2026

27/07/2026	TN Expenses	FP		£26.66
27/07/2026	Pavillion hire	FP		£400.00
				£426.66

Donations

£137 and other donations

Walpole & Cookley Playfield Trust	£500.00	payment set up
Pear Tree Fund (Formerly HCNCF)	£200.00	payment set up
Friends of Halesworth Volunteer Centre	£100.00	payment set up
Alzheimer's Society	£50.00	payment set up
East Anglian Air Ambulance	£100.00	payment set up

Halesworth Volunteer Centre	£100.00	
Disability Advice Bureau (East Suffolk)	£50.00	
East Anglia's Children's Hospice	£50.00	payment set up
St. Elizabeths Hospice	£50.00	payment set up
Citizens Advice Bureau	£50.00	payment set up
Halesworth and District Museum	£100.00	payment set up
	£1,350.00	

Payments 22nd September 2026

22/09/2026	HMRC - Tax	FP		£223.00
22/09/2026	Wages Jul - Sept	FP		£893.76
22/09/2026	Clerk Expenses 2nd Qtr	FP		£50.00
				<u>£1,166.76</u>

Payments were approved. **Action Cllr Henson** to provide contact information for Halesworth Volunteer Centre.

e) To agree the Bank Reconciliation

At 7th September 2026

A/c 50287504	£11,914.04	
A/c 40412279	£11,582.03	£23,496.07

Plus receipts not credited at bank	
	<u>£0.00</u>

Less unrepresented cheques/BACS

Hall Hire	£400.00	
Clerk exps	£26.66	
	<u>£426.66</u>	

Balance at month end	<u>£23,069.41</u>
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A/c 50287504	£9,770.42	
A/c 40412279	£11,518.97	
	<u>£21,289.39</u>	
working cash		£1,780.02

16) To note/discuss any concerns and agree any action:

- a) **The Blyth update** No update, although it was noted that Environment Agency has been clearing trees along the Blyth
- b) **Gov.uk email accounts?** The Clerk explained the use of gov.uk email and there was an unanimous not interested by the councillors.
- c) **To note and agree the dates for 2027 meetings.** Provisional dates below:

Cookley and Walpole Meeting Dates for 2027

26th January
23rd February
23rd March
27th April
25th May
22nd June
27th July
28th September
26th October
23rd November

Action Clerk to report these to Walpole and Cookley people in charge of bookings.

17) To receive reports and agree any action regarding Footpaths, Trees, Cemetery and Allotments.

Footpath: There has been some fly tipping of tractor tyres. Some signs have been replaced on footpaths.

Cemetery: Discussed above.

Allotment: Not a great harvest this year.

There was a discussion about a piece of land and the environment issues.

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

19) Date of next meeting 27th October 2026

20) Close of meeting.

Meeting closed at 8:40pm