

**MINUTES OF CORTON PARISH COUNCIL MEETING**  
**Held on Wednesday 17<sup>th</sup> May 2023 after Annual Parish Meeting in the Community Room**

Present: Stephen Pavey (SP)  
Maureen Boughton (MB)  
Gill Armstrong (GA)  
Peter Armstrong (PA)  
David Fermor (DF)  
Sue Groome (SG)

Lynne Pavey (Parish Clerk)

Members of the public – 4

The Clerk opened the meeting and commenced the first Agenda item: -

**1. Election of Chair for 2023/24 and Declaration of Acceptance of Office**

GA proposed Stephen Pavey for Chair, seconded by MB, all agreed.

SP accepted, signed the declaration and took the Chair.

**2. Election of Vice Chair for 2023/24 and Declaration of Acceptance of Office**

PA proposed Maureen Boughton for Vice Chair, GA seconded, all agreed. MB signed the declaration.

**3. Declaration of Acceptance of Office**

All Councillors signed their Declaration of Acceptance of Office. Clerk reminded everyone that they should complete their Register of Interest on-line ([roi.cmis.uk.com](http://roi.cmis.uk.com)) within 28 days of being elected (before end of May).

**4. Apologies for Absence**

Bob Groome

**5. Register of Interest**

None declared.

**6. Appointment of Representatives to Committees**

Finance Committee - Stephen Pavey, Peter Armstrong, Maureen Boughton, Lynne Pavey

Playing Field Committee – Maureen Boughton

Corton Poor's Land Trust and Almshouses – Peter Armstrong, Gill Armstrong, Sue Groome

**7. Confirmation of appointment of Internal Auditor**

SP confirmed that Mr Timothy Cave would be happy to continue as the Internal Auditor for the 2023/24 year. SG proposed the appointment, seconded by GA, all agreed.

**8. Minutes of April meeting and Matters Arising**

The minutes of the meeting held on 5<sup>th</sup> April 2023 were agreed and approved by PA, seconded by DF, all agreed. They were duly signed by the Chairman as a true and accurate record.

**Matters Arising**

There were no matters arising.

**9. County and District Councillor Reports**

Cllr Paul Ashdown

Following the recent elections, the district councillors in the north end of Lowestoft had stayed the same. The Green Party, Liberal Party and one Independent had formed a coalition to take control at

East Suffolk Council. There will be very little change to the Community Partnership which has worked really well over the last four years.

Cllr James Reeder

As the County Council elections are not until 2025, everything has been carrying on as normal. Some initiatives will be starting shortly, including repairing the potholes and resurfacing roads. Work on the new bridge is continuing and should be completed during the first quarter of next year. Cllr Reeder had received correspondence from a Corton resident about the drain problems in Manor Park Road which had been particularly bad during the recent torrential rain. Cllr Reeder has passed the information on and is waiting for a reply.

## **10. Committee Representative Reports**

### **a) Playing Field**

Car boot was very successful on Tuesday due to the lovely weather. On 9<sup>th</sup> July there is a large event being held on the Playing Field by the charity, Brainwave. Two wedding receptions and several birthday parties are booked. Everything is going well at the moment.

### **b) Speed Sign**

Vehicles movements recorded during April was 143,351. (286,702 if vehicles travelled both ways), more than double what the normal number is. SP will continue to analyse the figures to see if he can find why it was so high.

A new battery has been purchased and is in the device so we should not get any gaps in the recording this month.

The vast majority of vehicles are travelling under 35mph and the average speed of vehicles recorded during March and April was 33.7mph

Most speeders are recorded on a Saturday between 3pm and 5pm.

### **c) Corton Poor's Land Trust and Corton Almshouse Charity**

#### **Corton Poor's Land Trust**

All plots are currently occupied at Church Road. If any Corton residents would like to be added to the waiting list, please email the secretary [cortonallotments@googlemail.com](mailto:cortonallotments@googlemail.com).

It was reported at the meeting that the elm hedge that one of the allotment tenants had kindly planted to create a wind break between the field and the allotments had started to sprout.

One of the tenants had been given a 7ft by 5ft greenhouse and had asked if this could be placed next to the communal shed for use by all tenants. The trustees agreed this.

This was the last meeting for Mary Rudd, who was standing down as a Councillor in May and therefore a trustee of the two charities. Mary was thanked for all of her dedication and hard work supporting the two charities over the past 21 years. The Parish Council has been asked to nominate a new representative to take Mary's place as a trustee.

#### **Corton Almshouse Charity**

The secretary was currently in correspondence with East Suffolk Council to try to maintain the Almshouses current designation as 'Specified Accommodation', as this affected whether residents were able to claim Universal Credit or Housing Benefit. Unfortunately, the council had not changed its view that the Almshouses could not be classed as

‘Specified Accommodation’. All residents of working age would therefore only be eligible to receive Universal Credit.

The Relief Warden for the Almshouses has resigned, and so the charity is currently seeking a replacement. Details can be obtained from the secretary [cortonalmshousecharity@gmail.com](mailto:cortonalmshousecharity@gmail.com).

Five policies were reviewed by the trustees, Grievance, Health and Safety, Equality and Diversity, Risk Management (including the Risk Assessment) and Safeguarding.

## 11. Public Forum

Resident reported that the Council had been clearing out the rainwater in Corton but thought this was their normal routine work and not to do with the recent problems in Manor Park Road.

## 12. Parish Clerk Report

- **Bank Account Balances**

Community Account - £14,158.19      Business Premium Account - £4,638.45

- **Finance**

Clerk read out the report from the Internal Auditor about the 2022/23 audit.

The Annual Governance and Accountability Return 2022/23 to be approved: -

- a) Certificate of Exemption – proposed by SG, seconded by GA, all agreed.
- b) Annual Internal Audit Report – proposed by GA, seconded by PA, all agreed.
- c) Section 1 Annual Governance Statement – proposed by SG, seconded by GA, all agreed.
- d) Section 2 Accounting Statements – proposed by SG, seconded by GA, all agreed.

The following documents were recommended for approval by PA, seconded by SG, all agreed.

- e) Bank Reconciliation
- f) Asset Register
- g) All Items of Expenditure over £100
- h) Explanation of Variances
- i) CIL Expenditure

The Notice of Public Rights and Publication of Annual Governance & Accountability Return will be displayed on the website from 1<sup>st</sup> June and financial documents will be available to the public if required between Monday, 5th June to Friday, 14th July 2022.

- **Payments**

Three payments awaiting authorization:

SWARCO: Battery for Speed Indicator Device - £390.00

BT: Broadband and Telephone Charges - £59.45

Clerk's Salary

PA proposed the accounts be paid, seconded by SG, all agreed.

- **Income**

2023/24 Precept - £7,575.00

VAT reclaimed from HMRC - £360.83

- **Internet Banking**

Clerk has been given access to the online bank account.

- **Correspondence**

East Suffolk - Letter of Consent to Novation – Trade Waste Services Waveney Norse – all

approved.

East Anglia ONE North/East Anglia TWO - Project Activity Map launched

Sizewell C Project - Update

East Suffolk - Helping people access affordable food

### **13. Planning Applications**

DC/23/1436/FUL Proposal: Demolition of the existing building and construction of a replacement dwelling. Site address: 22 Corton Long Lane – No objections

DC/23/1430/FUL Proposal: Alteration to existing vehicular access and construction of new brick front boundary wall. Site address: Briarfield, Blundeston Road, Corton – No objections

DC/22/4421/FUL: Appeal against decision to refuse planning permission for Construction of a portable office cabin onto an existing hard stand/footings. Site Address: 2 Elm Cottages, Yarmouth Road, Corton – No objections were made from the Parish Council on the original application.

### **14. The Pit**

To be discussed at next meeting.

### **15. CCTV Camera for Fly Tipping**

SP asked if the District and County Councillors would be willing to help with costs for new CCTV cameras from their budget - both Councillors agreed. SP to obtain quotes and forward these to the Councillors, before reporting back at next meeting.

### **16. Internet in the Community Room**

Internet has now been installed. PA asked for confirmation that full fibre has been installed. SP to check with BT.

### **17. Items for May Agenda**

Internet Speed

Corton Methodist Church Anniversary Celebrations - 29<sup>th</sup> & 30<sup>th</sup> July

Next meeting on Wednesday, 7<sup>th</sup> June 2023. The meeting closed at 20.52pm.