



# Cookley and Walpole Parish Council



## A meeting of the Parish Council was held at 7:30pm at the Pavilion, Walpole on 27<sup>th</sup> January 2026

### Minutes:

**Present:** Cllr R Chase (Chair), Cllr C Leggett, Cllr J Lewis, Cllr Z Mair, Cllr M Porter, Cllr A Thomas and Cllr B Travers.

**Also in attendance:** Tina Newby (Clerk)

- 1) **Apologies:** Apologies were received from Cllrs: L Andrews, J Henson, J Winter, District Cllr Ewart, County Cllr Burroughes

The meetings were confirmed as being the 4<sup>th</sup> Tuesday of the months except August and December.

- 2) **To receive Declarations of Interest: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting:** Cllrs Mair and Porter are part of Walpole and Cookley Playing Field Trust.. Cllr Lewis works for Suffolk County Council.
- 3) **Requests for dispensations:** No requests for dispensation.
- 4) **To note the appointment of the New Clerk – Tina Newby.** Tina started on 8<sup>th</sup> January 2026 on the same hours and payscale as previous Clerk. She has been appointed Parish Clerk and Responsible Finance Officer. Welcome.
- 5) **To receive a report from the County and District Councillors:** These were not received.
- 6) **Public Session:** No members of the public present.
- 7) **To approve the Minutes of the Parish Council Meeting held on 18<sup>th</sup> November 2025.** Minutes were a true reflection of the meeting.

**Proposed** by Cllr Leggett

**Seconded** by Cllr Chase. **Unanimously** agreed

- 8) **Matters arising from November meeting:**

- a. Training update (ZM) First Aid training is still ongoing.
- b. Village School Building (District Cllr JE and RC). The school is on the market, auction failed to meet reserve. There were considerations for residential conversion or a clinic. The land would come with the sale.
- c. Cemetery Fees review (CL) This was agreed at the last meeting. Will be reviewed Annually. There must be a village connection for burial. Cllrs Chase

and Leggett are overseeing the cemetery. There was a discussion over holding the records, it was considered good practice for the family to appoint a Solicitor to hold the reservation.

No kerb stones will be allowed in the future. All plots to be the same size, no bigger sizes available. Map of the plots will be created on the new area.

**Proposed** by Cllr Leggett **Seconded** by Cllr Chase **unanimously** agreed

- d. Budget and Precept (RC and Clerk). This has been completed by the new Clerk.
- e. Complaint process (District Cllr JE) This is regarding excessive noise. Await District Cllr Ewart's return.

- 9) **Highways:** Councillors reported that part of Peasenhall Road was closed for some repairs over 14-15 January and it seems that nothing was done. The road is still flooding. **Action Cllr Chase** to contact Heveningham Hall – manager and ask for ditches to be cleared out. **Action Cllr Chase** to action the semi fallen tree by the Council Houses in Salters Lane.  
Salter Lane, steel pipes have fallen into the drain. **Action Cllr Porter** to report this. There is generally an increase in traffic through the village, this could be due to the Sizewell development. Some of these are single track roads, do we want some 'single-track' signs?
- 10) **Training:** Cllr Travers has been on the first part of Councillor Training. No invoice has been received for this.
- 11) **Village School Building:** Councillors to receive an update on the Village School Building and agree any actions. Discussed at item, 8 Matters arising.
- 12) **Neave Close:** Councillors to discuss the issues and agree any actions in Neave Close. This will be discussed at item 13.
- 13) **Planning Matters:** To discuss and agree a response to local planning applications and to discuss other planning matters.

- a. [DC/25/4933/FUL | Demolition of 2 no. dwellings and redevelopment of site to provide 4 no. affordable dwellings including revised associated vehicle access and parking area and provision of communal open space | Land At Neave Close Walpole Halesworth Suffolk IP19 9BL](#)

Parking is now at minimum requirements. Parish Council would like to note that these should go to the local people first. **Action Cllr Chase** to write a letter to Flagship. The Parish Council noted that Biodiversity Net Gain has not been met, where will the 'makeup' happen?

**Proposed** by Cllr Leggett **Seconded** by Cllr Chase to recommend support.  
**Unanimously** agreed.

- 14) **Clerk's Report, Correspondence and Donations:** The Clerk reported the issues she has had for her first month as Clerk:  
All paper folders for 10 years were picked up  
Problems with data transfer over to external drive, but previous Clerk would only give 2 years and not the whole 10 years he has.  
No access to gmail emails so out of the loop with emails.  
Clerk was able to download from website, but in .pdf and cannot convert to word document format.

No policies, VAT returns, Accounts, AGAR, Internal audit report.

**Action Cllr Travers** to contact previous Clerk and sort data copy and access to gmail.

**15) Financial Report and agree any action:**

- a) **To review the grass cutting contract for 2026.** Will Austin has agreed to continue to cut the cemetery grass, for another two years. The contract did not go out to tender before the tender was ending of 28<sup>th</sup> February 2026. Will Austin has provided excellent service for many years. His cost will now be £250 per month.

**Proposed** by Cllr Lewis      **Seconded** by Cllr Mair      **unanimously** agreed.

The Clerk asked for evidence of public liability insurance. **Action Clerk** to produce a Risk Assessment and contract.

b) **Balances at the Bank on 27<sup>th</sup> January 2026:**

Community Account	£10419.62
Savings Account	£11489.88

- c) **To appoint an Internal Auditor this financial year 2025-2026.** The Parish Council decided to go with an independent internal auditor this year, saving £200.00. Caroline Bailey will be auditing this current year. **Unanimously agreed.**
- d) **Payments and Receipts:** To approve payments and to review receipts. None, SALC have not provided a payslip for the new Clerk. Change Will Austin Standing Order to £250 for March 2026

**16) To receive reports and to agree matters regarding Footpaths; Trees; Cemetery and Allotments:** There is a footpath sign fallen and has been put back up and secured with cable ties. Trees: the village green Willow. Cllr Leggett has appointed a contractor to reduce the Willow £260.

**Proposed** By Cllr Leggett      **Seconded** by Cllr Chase      **Unanimously** agreed.

The allotments have had a good tidy up. There are two people on the waiting list.

Litter Pick will happen in March 2026. **Action Clerk** to complete a risk assessment for the litter pick.

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

- Maintenance of the River Blyth
- Flooding
- Flooding Walpole Lane Hill affecting 3 houses.

**18) Date of next meeting: 24<sup>th</sup> February 2026.**

**19) Close of meeting.** Close 9pm

**Future dates:**

24<sup>th</sup> February

24<sup>th</sup> March

28<sup>th</sup> April  
26<sup>th</sup> May