

**Copdock & Washbrook Parish Council**  
**Draft Minutes of the Parish Council meeting**  
**held on Tuesday 6 December 2022 at Copdock cricket pavilion – 7.30pm.**

**Present:** DC Dave Busby, Cllr Keith Armes, Cllr Laura Butters, Cllr James Mellish/ Chair, Cllr Adrian Ward, Cllr Mike Watling/ Vice Chair. 4x residents.

**2259/2223 Chairman's Welcome & Apologies:** Chair welcomed all to the meeting.

Apologies: Cllr Louise Carman, Cllr Simon Downey, Clerk. Apologies accepted.

**2260/2223 Declaration of Pecuniary and Non-Pecuniary Interests:** Cllr Ward – treasurer/ Copdock village hall; Cllr Watling – Copdock Tennis Club; Cllr Butters – item 10 on agenda.

**2261/2223 Requests for dispensations in respect of pecuniary interests:** None.

**2262/2223 Minutes:** Minutes of the meeting held on 1 November 2022, amendment to 2250/2223 f) amended to read: 'Consider future financial contributions to village hall site car park; It was agreed the PC would be willing to contribute in principle, in light of the Achilles YFC agreement for the recreation field.' Otherwise approved as a true record.

**2263/2223 Clerk's Report including Matters Arising**

No report due to ill health.

**2264/2223 Public Forum: to receive reports from County & District Councillors and residents.**

Started: 1936hrs

**County Councillor Chris Hudson:**

Not in the room.

**District Councillor Dave Busby:**

Issued via email an end-of-term report, also available on-line. In the meeting discussed and draw attention to the Brockley Wood gravel pit proposal. Mineral extraction to waste processing, concrete crushing and cement crushing has now been added to the gravel extraction. This will result in far more pollution and c350 vehicle movements of which nearly c250 will be lorries. Bentley PC are very upset about the development and plan to have a banner printed and hold a protest outside Endeavour House. Cllr Busby asked that the PC link with Bentley PC.

Action – Clerk to approach the chair of Bentley PC to explore a meeting.

Action – Clerk to email Cllr Hudson to get an update on his involvement and to clarify what 'calling in the application' means.

District Cllr Busby will raise with Bentley PC.

**Residents:**

The resident who organises the Friendship Club in the cricket pavilion asked if the Parish Council would share and promote the friendship club via social media, in particular the Christmas lunch. Agreed.

Meeting reconvened 1951hrs

**2265/2223 Planning Applications:**

**Appendix A**

**DC/22/03656**

Proposal: Householder Application - Erection of 1.5 storey side and rear extension and first floor extension to bungalow. Raise roof level with alterations to fenestration including 3no dormers to front elevation.

Location: The Gables, Folly Lane, Copdock And Washbrook, IP8 3JQ

Cllrs agreed approval with a condition to recommend mitigation regards to impact on nesting birds.

See <https://planning.baberghmidsuffolk.gov.uk/online-applications/> for comments.

**Appendix B**

**Planning Applications determined by Babergh DC**

**DC/22/04750**

Proposal & Location of Development:

Householder Application - Erection of a first floor extension to existing single storey conservatory

Coles Green Cottage, Chattisham Road, Copdock And Washbrook, Ipswich Suffolk IP8 3HB

Granted.

**2266/2223 Financial Matters & RFO Report**

- a) payments for approval - approved as per payments list attached to these minutes, Cllrs Mellish & Watling to authorise payments, apart from 110 on payments list – Carman 4Seasons and 116 Clerks salary &

expenses, further details requested. 110 – Cllr Armes suggested that this aligns to the schedule of work that is carried out over the year but could also include other works not defined in the schedule.

113 – invoice to follow once payment made.

**Action: Cllrs Mellish & Watling**

No.	Payee	Description	Net	VAT	Total
108	Copdock & OI Cricket Club	Room hire	35.00	0.00	35.00
109	Glasdon Ltd	Litter bin	263.07	52.62	315.69
110	Carman 4 Seasons Ltd	Environmental management	440.00	0.00	440.00
112	Starboard Systems	Subs - accounting system	288.00	57.60	345.60
113	SLCC (Society Local Council Clerks)	Subscription	187.00	0.00	187.00
114	Copdock village hall	Room hire – NP group	12.00	0.00	12.00
115	SCC	Signage – Quiet Lanes	150.00	0.00	150.00
116	A J Chapman	Clerks expenses	70.14	0.00	70.14
117	HMRC	PAYE & NIC	250.60	0.00	250.60
120	A J Chapman	Clerks salary	-	-	-

- b) Scribe accounting report checked by Cllrs Mellish & Watling (Cllr Carman not present) and signed by Chair, approved by Council.
- c) Budget 2023/24 - much discussion about the budget with Cllr Ward observing that approximately 2/3rds of the total budget was accounted for by the Clerk's salary and "environmental management" so these two items were the most important to manage most closely. Cllr Armes noted that previous environmental management work has been done on good will and that costs will increase going forward. Current budget showed forecast underspend.  
Action to go out to tender for the environmental work – January agenda.  
A budget for legal fees should be included. Agreed.  
Cllr Ward requested that for the new financial year actual spend against each budget line is shown month by month.
- d) proposal to install overspill temporary car parking surface – quote from Brooks and Woods for the work and two quotes for materials which range between 6.5k and 10k. The proposal is to have a roll of material which is rolled out over the winter and taken up over the summer.  
In order to access funds evidence will need to be gathered for the need. Cllr Ward suggested that it was important to consider whether direct benefit to Village justified this sort of cost. Cllr Butters felt that it does not matter who the users are, and it is not helpful to separate it out, many of the users of all of the clubs are not in the village.  
Action to monitor how often overspill parking on the playing field is needed this winter before deciding.  
Clerk to approach Martin Taylor to ask for help on this.
- e) Consider SCC rent increase for allotment site wef April 2023, see 2267/2233 a) below.
- f) Clerk's salary – awaiting further details see a) above.

Scribe accounting reports for the month distributed – payments list, cash book, bank reconciliation, copy of bank statements to month end, see 2266/2223 b) above.

#### 2267/2223 Allotment site

- a) Allotment rent increase SCC – increased rent agreed.  
New lease allows a rent review every 3 years.  
Agreed a fee of £55 for the PC to become members of the Allotment Association, as stipulated in the Heads of Terms from SCC. Clerk to share further information as per the benefits of joining.  
Action - Clerk to provide breakdown of income and costs (inc joining the NAA) over the last 12 months.

#### 2268/2223 Bus shelter, Old London Rd

- a) PC to confirm to landowners the PC own the bus shelter, the PC does not know who owns the land in front of the shelter.

#### 2269/2223 C&W Bowls Club lease & Deed of Easement

- a) **Bowls Club lease** - final points of detail being hammered out with Birketts. Bowls club ready to sign. Cllr Ward proposed that in light of the peppercorn rent, a clause should be inserted stating that the lease would be forfeit should the bowls club close. Bowls club aware of this proposal and happy with it. Councillors confirmed agreement of this and other clauses in the revised draft. Final sign off January, Birketts allowing. Action to check that the bowls club constitution doesn't present any problem for this.  
**Action: Cllr Ward**
- b) The **Deed of Easement** is slightly more complicated as it needs to and should include the tennis club who have a formal lease from the Playing Field Trust just as the Cricket Club does. All agreed.

Amendments to be hammered out with Birketts with a view to finalising Deed. This Deed can only be signed by all parties once the lease between the Playing Field and the Cricket Club has been reassigned by the former to the incorporated body of the latter. This task is moving forward again through active discussions with their own Birketts representative.

**Action: Cllr Ward**

#### **2270/2223 Play Areas**

- a) Cllr Watling shared the plans for Fen View, the chosen supplier will draw a plan to detail where the equipment will be sited.  
**Action – Cllr Watling** to arrange a pre and post inspection of the proposal to ensure it meets safety requirements.  
Funding application to be submitted to Babergh and Mid Suffolk for capital funding, Neighbourhood CIL and 106 funding allocated for Copdock and Washbrook. **Action: Cllr Watling**  
Cllr Mellish to update the PC Facebook page.
- b) Agreed to defer the item. Cllr Mellish and Cllr Watling to meet and feed back to the next meeting. Jan agenda.

#### **2271/2223 Playing recreation field**

- a) Car park overspill – see 8.d. above

#### **2272/2223 Communications**

- a. No comments
- b. No comments

#### **2273/2223 Infrastructure Developments**

- a) Neighbourhood Plan – agreed to arrange a further meeting **Action: Cllr Butters**
- b) Infrastructure Plan/ Old London Rd – agreed to consult at the NP consultation event. **Action: Cllr Mellish**

#### **2274/2223 Meeting Location**

- a) Consider location of PC meetings – Cllr Mellish raised a discussion over the venue, the higher cost of the cricket pavilion and the poor quality of the acoustics. It as agreed to continue to use the pavilion until the start of the cricket season, as usual.

#### **2275/2223 Matters to be brought to the attention of the Council**

Discussed a representative sitting on the travel group. **Action - Cllr Mellish** to post on the Facebook page to see if a local resident is interested in providing representation.

**Cllr Watling** to put together a paper to consider having a beacon installed for the Coronation 2023. Coronation Day Saturday 6 May 2023, additional bank holiday Mon 8 May 2023.

#### **Items for next agenda:**

Budget considerations  
Environmental works - quotes  
Bowls Club Lease  
Deed of Easement  
Play areas remedial works

Meeting closed at 2106hrs.

Next meeting – Tuesday 3 January 2023, Copdock cricket pavilion, 7.30pm.

Village website - <https://copdockandwashbrook.org/>