

# Copdock & Washbrook Parish Council

## Minutes of the Parish Council meeting held on Tuesday, 4<sup>th</sup> April 2023, 7.33pm at the Cricket Pavilion, Old London Road, Copdock

**Present:** Cllr J Mellish (Chair), Cllr M Watling (Vice-Chair), Cllr K Armes, Cllr L Butters, Cllr L Carman, Cllr S Downey, Cllr A Ward

**In Attendance:** Mrs S Frankis, Locum Parish Clerk & RFO  
District Cllr D Busby  
4 members of the public

### **2324/2223** Chairman's Welcome and to RECEIVE and APPROVE Apologies of Absence

Cllr Mellish welcomed all to the meeting.  
No apologies were received.

### **2325/2223** To RECEIVE any Declarations of Interest

Cllr Watling declared an interest in the tennis club.  
Cllr Butters declared an interest in agenda item number 13: Bus Shelter, Maycroft, Old London Road.  
Cllr Ward declared an interest as he is treasurer of the village hall.

### **2326/2223** To APPROVE any Requests for Dispensations

None were received.

### **2327/2223** To APPROVE the Minutes of the Parish Council Meeting held on 7<sup>th</sup> March 2023

The minutes of the meeting held on 7<sup>th</sup> March 2023, having been circulated to the Council prior to the meeting, were confirmed as an accurate record of the meeting; the minutes were duly signed by Cllr Mellish.

### **2328/2233** To RECEIVE the Clerk's Report including Matters Arising

Mrs S Frankis had circulated a report to the Council prior to the meeting. See Appendix 'A'  
There were no matters arising.

The meeting was adjourned.

### **2329/2223** PUBLIC FORUM: to RECEIVE the Reports from County and District Councillors and Comments from Residents

A report had been received from County Cllr Hudson and circulated to the Council, prior to the meeting.

District Cllr Busby reported back from the last Babergh DC Planning Committee meeting, referring to the approved Hill Farm application. He advised he had presented a strenuous argument for strong road signage which he feels was taken onboard as part of the Conditions of approval. He urged the Parish Council and parishioners to monitor the developing situation.

As this was the last Parish Council meeting before the forthcoming May elections, he expressed his thanks and considered the Copdock & Washbrook parishioners should be proud of their council.

A member of the public advised that the litter and dog waste bins haven't been emptied and are over-flowing with waste.

**ACTION: The Clerk is to report the matter to Babergh District Council.**

A member of the public advised of intended parish Coronation celebrations and asked for financial support; the Council agreed to consider the request under agenda item number 14.

The meeting was re-convened.

### **2330/2233** Planning Applications and Decisions

The Council unanimously agreed to submit a recommendation of no objections to planning application DC/23/01107.

### **2331/2223** Finance and Governance

#### a) To Approve Payments

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P120	A Chapman	clerk's salary	866.92	0	866.92
P121	Stuart Poole	office removals	250.00	0	250.00
P122	Babergh District Council	litter & dog waste collection	6.18	1.24	7.42
P123	Copdock & OI Cricket Club	room hire	37.50	0	37.50
P124	A Chapman	clerk's expenses	60.53	0	60.53
P126	Strudwick Codes	website	35.00	0	35.00
P125	C&W Bowls Club	room hire	20.00	0	20.00
P124	A Chapman	clerk's expenses	83.40	0	83.40
P127	HMRC	PAYE & NIC	78.20	0	78.20
P128	A Chapman	clerk's expenses	40.16	0	40.16
P129	S Frankis	C&W PC mobile telephone	11.00	0	11.00
P130	Places 4 People	Neighbourhood Plan consultant	4,752.50	950.50	5,703.00
P131	Stuart Poole	office removals	115.00	0	115.00
P132	Anglian Water	allotments	35.43	0	35.43
P133	L Butters	flowers for clerk	30.00	0	30.00
P134	Unity Trust Bank	service fees	18.00	0	18.00
P135	A Chapman	clerk's salary expenses	677.61	0	677.61

District Cllr Busby left the meeting.

#### b) To APPROVE the March 2023 Budget and Finance Report, including the Bank Balance

The March 2023 Budget and Finance Report and the Cash Book had been circulated to the Council and were approved. Cllr Ward verified the bank balance of £113, 814.99.

#### c) Review Bank Account / Reserves / Funds Interest Rates

Cllr Ward had circulated the details of investment options with the CCLA Public Sector Deposit Fund and the Cambridge & Counties Bank 95 day Notice Account to the Council, prior to the meeting. The Council unanimously agreed to open a Cambridge & Counties Bank 95 day Notice Account.

**ACTION: Cllr Ward is to look into opening a Cambridge & Counties 95 day Notice Account.**

#### d) Review of Hiring Costs for the Recreation Field

This matter had been dealt with at the March 2023 meeting.

#### e) To AGREE the CIL Report March 2023

The Council unanimously agreed the CIL Report March 2023.

**ACTION: The Clerk is to forward a copy of the report to Babergh District Council and arrange for it to be published on the Parish Council website.**

#### f) To AGREE to Remove Bank Signatory

The Council unanimously agreed to remove Mr P Corner as a Unity Trust Bank signatory.

**ACTION: The Clerk is to submit the instruction to Unity Trust Bank.**

- g) To ADOPT the Risk Management Strategy 2023  
The Council unanimously agreed to adopt the Risk Management Strategy 2023, as circulated to the Council prior to the meeting.
- h) To ADOPT the Risk Management Register 2023  
The Council unanimously agreed to adopt the Risk Management Register 2023, as circulated to the Council prior to the meeting.
- i) To ADOPT the Risk Assessment and Management (Financial) 01.04.2022 to 31.03.2023  
The Council unanimously agreed to adopt the Risk Assessment and Management (Financial) 01.04.2022 to 31.03.2023, as circulated to the Council prior to the meeting.
- j) Grant Policy: to RECEIVE Update from Cllr Butters  
Cllr Butters had circulated a proposed grant application form and policy to the Council prior to the meeting. The Council agreed the funding application form requires further refinement. The Council agreed to set a maximum limit of £1k per application and that there would be an open-term for submissions.  
**ACTION: To review with Suffolk County Council an application of £600 to maintain the grass on the football pitch.**

#### **2332/2223** Infrastructure Developments

- a) Neighbourhood Plan  
Cllr Butters advised that the consultation presentation event, held on 11<sup>th</sup> March 2023, had been well attended; the consultation is open until 28<sup>th</sup> April 2023.

Cllrs Ward and Watling advised they had attended the recently held Babergh District Council Joint Local Plan online presentation. The modifications consultation document is in response to the Inspectorate's 'push-back'; Cllr Ward encouraged the Parish Council to submit a consultation response. The Council agreed to publicise the Consultation on the website and Facebook page.

**ACTION: Cllrs Mellish and Ward are to publicise the Consultation on the website and Facebook page.**

- b) Infrastructure Plan / Old London Road  
**ACTION: Cllr Butters is to arrange a Neighbourhood Plan Working Group meeting to discuss an infrastructure plan.**

#### **2333/2223** C & W Bowls Club Lease and Deed of Easement

Cllr Ward advised that the Bowls Club lease has now been registered with Land Registry and that the matter is a signed document away from completion. He advised there was no longer a need for an agenda item.

#### **2334/2223** Play Areas

- a) Fen View Update – Confirmation of Funding for New & Removal of Old Equipment  
Cllr Watling expressed concerns regarding the nationwide tendering process may restrict the works that can be undertaken.  
**ACTION: The Clerk is to confirm the tender process in line with regulations.**  
**ACTION: The Babergh District Council capital funding letter of offer is to be signed and accepted.**
- b) Consider Remedial Works from Cllr Watling's Inspection Report Resume  
Cllr Watling advised that an order has been placed for the works to be undertaken.

#### **2334/2223** Copdock Allotments

- a) Review Renewal Lease for Allotment Land, Suffolk County Council  
Cllr Mellish advised the Lease has been received from Suffolk County Council and is ready to be signed off.

b) Review Revised Allotment Holder Terms and Conditions

Cllr Mellish advised he had met with Mr R English who had responded with some small amendments to the proposed Agreement. The Council unanimously agreed that the amendments could be made, as proposed.

c) Review Allotment Association: to RECEIVE an Update from Cllr Mellish

Cllr Mellish advised of Mr R English's intention to visit the Capel St. Mary allotment gardens.

**2335/2223** Bus Shelter, Maycroft, Old London Road: Land Ownership, to RECEIVE Update from Cllr Mellish

Cllr Mellish advised that legal advice had been sought from Birketts solicitor, who had written to the neighbour, on 31<sup>st</sup> March 2023, clarifying the legal situation; the costs for the legal services will be in the region of £900.00. The Council agreed the matter should be reverted to Suffolk County Council.

**2336/2223** Coronation of King Charles III: to RECEIVE Event Update from Cllr Watling

Cllr Watling presented details of the planned events and advised that £450.00 has been donated by businesses to fund the event. A member of the public advised of the planned community events to be held at the Church. The Council will seek to underwrite the anticipated cost of £200 for the planned community events to be held at the Church from the combined £1,950 (£1,500 underwritten by the Parish Council and £450 donated by local business.

**2337/2223** Next Meeting: to CONFIRM the Date and Time of the Next Parish Council Meeting

The next meeting will be the Annual Parish Council to be held on 16<sup>th</sup> May 2023, at the Village Hall Lounge, and will follow the Annual Parish Meeting to be held at 7pm, same location.

Cllr Mellish thanked all councillors for having served the Council up to the May 2023 elections, in particular those councillors who will not be re-standing.

**2338/2223** Matters Raised by Members

Cllr Mellish advised that the Parish Council had received a request from a parishioner asking that the Pearsons Way bottle bank be removed / relocated;

**ACTION: Cllr Mellish is to instigate a discussion with Babergh District Council to look at removing / re-locating the Pearsons Way bottle bank.**

**2339/2223** Items for the Next Agenda

To agree removal of / addition of bank signatories.

There being no other business, the meeting closed at 9.20pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Mrs S Frankis  
Locum Parish Clerk & RFO

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APPENDIX 'A'

**Copdock & Washbrook Parish Council  
Clerk & RFO Report – 4<sup>th</sup> April 2023 Meeting**

Hopefully, those of you who wish to stand at the May elections will have submitted your nomination forms as the deadline to do so was 4pm today. The list of nominees is due to be published by BDC tomorrow, at which time we'll know if it is to be an uncontested election or if there is to be a poll.

Due to the election, and my absence at the beginning of May, it has been agreed to hold both the Annual Parish and Annual Parish Council meetings on Tuesday, 16<sup>th</sup> May 2023. The Annual Parish meeting will start at 7pm, to be followed by the Annual Parish Council meeting. I'll ask elected and re-elected councillors to arrive from 6.45pm so that the Declarations of Office can be signed.

The meetings will be held at the Village Hall Lounge.

The Unity Trust Bank password, used by the Clerk, has been changed.

The payments for the clerk's Tesco mobile have now been set up as a DD payment from the Unity Trust Bank. However, the March payment due after the previous payment method was cancelled and before the DD was set up, was overdue. I paid this myself and have put in a claim for a reimbursement.

I've been working on, what I hope, is a transparent and easy to read budget reporting format. Adrian and I have agreed to work together to 'fine tune' the format.

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Sue Frankis, Locum Clerk, 4<sup>th</sup> April 2023