

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 7th November 2023, 7.30pm at the Village Hall, Old London Road, Copdock

Present: Cllr A Ward (Chair), Cllr L Butters (Vice-Chair), Cllr S Downey, Cllr M Green, Cllr D Tyrrell
Ward

In Attendance: Mrs S Frankis, Parish Clerk & RFO
District Cllr, Dave Busby
District Cllr, John Whyman
County Cllr, Christopher Hudson
6 members of the public

The meeting was chaired by Cllr A Ward.

2478/2324 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

No apologies were received.

2479/2324 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

Cllr Ward declared an interest as he is the treasurer of the Village Hall.

Cllr Tyrrell declared an interest as she is the vice-chair of the Village Hall.

2480/2324 DISPENSATIONS: to APPROVE any Requests for Dispensations

None were received.

2481/2324 CHAIR OF THE COUNCIL: to ELECT a Chair to the Council

Cllr Ward was elected Chair to the Council; he duly signed a Declaration of Acceptance of Office.

2482/2324 VICE-CHAIR OF THE COUNCIL: to ELECT a Vice-Chair to the Council

Cllr Butters was elected Vice-Chair to the Council.

The meeting was adjourned.

2483/2324 COUNTY AND DISTRICT COUNCILLOR REPORTS: to RECEIVE the Reports of the County and District Councillors

A report had been received from District Cllr Whyman, on behalf of District Cllr Busby, and circulated to the Council prior to the meeting.

In his report, Cllr Whyman advised that Babergh District Council (BDC) has launched a new website, which they are keen to receive feedback about; he had recently attended the BDC Town and Parish Liaison meeting whereat the BDC Corporate Plan was considered; Tom Barker, Babergh Mid Suffolk District Council (BMSDC) Director of Planning presented the current position on the Joint Local Plan Part 1; the BMSDC Overview and Scrutiny Committee has met when the annual review of the Joint Homes and Housing Strategy for both authorities was considered.

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

Cllr Hudson referred to the recent meeting he had attended with Cllr Ward and Copdock parishioner, Mr R Cooke regarding traffic calming measures for the village; he offered to fund a S.I.D. as part of any future scheme.

Referring to the Suffolk County Council Brockley Wood application for a proposed extraction and processing quarry, Cllr Ward advised the Parish Council has submitted objections at each consultation stage; he asked what stage the application is at, what are the next steps and what actions can the Parish Council undertake?

Cllr Hudson responded by suggesting Planning Officers are keen for the application to be determined without delay and that it is likely to go to Committee in December or early in the New Year; he agreed to keep the Parish Council updated. He considers the proposal to be environmentally the wrong development in the wrong place and is 130% against it; he will do all he can to support the Parish Council and encouraged the Council to engage with the press.

District Cllr Busby is against the proposed development at this location; he suggested that if the proposal was for an extraction development only, this may be better suited at this location but as a processing plant as well, this will likely pose too many dangers for motorists on the A12, as well as the impact of lorry movements to/from the proposed site.

It was agreed the Parish Council must ensure it gets the opportunity to present its voice at the Planning Committee meeting.

Cllr Downey asked if the associated assessments have identified a need for this specific site rather than existing sites; Cllr Hudson's understanding is the answer would be 'no'.

The Parish Council believes a comprehensive Lorry Route Management Plan should be put in place in order to make it as difficult as possible for lorry movements to be made on the Old London Road and Swan Hill. Cllr Hudson will attempt to gather as much new information and data as he can, including road safety lorry movements, and will circulate the information as a matter of urgency. There needs to be a 'push' for better prevention measures and possible penalties.

Cllr Hudson asked the Parish Council to formulate ten or twelve questions that he can pass onto the Suffolk County Council CEO.

ACTION: Cllrs are to forward questions to the Clerk by Friday; she will formulate a list and forward the document to Cllr Hudson.

Cllr Downey asked if it is possible to find out the details of the redacted information within the Environmental Reports relating to the planning application, as published online. Cllr Hudson advised that in accordance with his position as a county councillor he will be privy to the redacted information; he will endeavour to establish the details and forward them onto the Council.

2484/2324 To RECEIVE Comments from Residents of the Parish on Current Agenda Items

A member of the public raised three matters with the Council –

She advised she regularly walks via the Old London Road underpass to Tescos and asked if it would be possible for the graffiti to be painted over; she referred to a scheme that has been undertaken in Ipswich town centre by Suffolk One art students and asked if a liaison could be established with Suffolk One for the art students to take on a similar project at the underpass. Cllr Ward considered it a worthwhile suggestion and asked that she forward her contact details to the Clerk so that the proposal may be discussed.

She referred to a large tree on the green at Pheasant Rise which requires cutting back, it is very overgrown, and she believes is structurally affecting her property. The tree is owned by Babergh District Council, who she has contacted but who has refused to take action. Cllr Butters offered to contact Babergh District Council to see what can be done.

ACTION: Cllr Butters is to contact Babergh District Council to request tree works be undertaken at the green, Pheasant Rise.

She referred to the grass area at the top of Pheasant Rise, outside the school and the historical agreement with Babergh District Council that the area only be cut once a year in order that the

wildflowers can be established. She advised that this year the agreement had been disregarded and the area cut before the wildflowers could set seed. It was agreed the parishioner would canvas neighbouring residents to confirm they would be happy for the area to be left as a 'no-mow' area, in order that it could become an established wildflower area.

County Cllr Hudson left the meeting.

A member of the public referred to the Brockley Wood proposal and advised that a similar quarry site exists at Kesgrave; he advised of the lorry issues associated with the site and the likely implications the Brockley Wood development would mean for Copdock.

Cllr Ward thanked the member of the public for his comments and for agreeing to monitor the new play equipment at Fen View.

The meeting was re-adjourned.

2485/2324 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 3rd October 2023

The minutes of the meeting held on 3rd October 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 Ward.

District Cllr Busby left the meeting. The Council thanked him for attending and wished him well.

2486/2324 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 3rd October 2023

Re. minute 2428/2462/2324: the Clerk advised the annual rent had been received from Achilles.

Re. minute 2444(iv)/2324: the application for a Barclaycard Cashback Credit Card had been unsuccessful; the Clerk is to research alternative options.

ACTION: The Clerk is to research debit/credit card options.

2487/2324 FINANCE AND GOVERNANCE:

- i. To Approve the Schedule of Payments for November 2023
Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P77	Tesco mobile	Clerk's mobile phone	10.48	2.10	12.58
P78	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P79	ICO	GDPR annual fee	35.00	0.00	35.00
P80	Moser Groundcare	Grass cutting	405.00	81.00	486.00
P81	Mrs S Frankis	Salary	606.97	0.00	606.97
P82	HMRC	PAYE	69.00	0.00	69.00
P83	Strudwick Codes	Web host	35.00	0.00	35.00

- ii. To AGREE the October 2023 Budget and Finance Report, including the Bank Balance
The October 2023 Budget and Finance Report and the Cash Book had been circulated to the Council and were agreed. Cllr Green verified the bank balance of £103,859.25.

- iii. Budget Heading Virements
The Council agreed to vire £23,285.00 from the Play Equipment Reserve account to budget heading 23/24 Play Area Works; £6,337.43 from the CIL Reserve account to the budget heading 23/24 Play Area Works; £154.26 from the Election Reserve account to the budget heading 23/24 Election Costs.
- iv. To AGREE the VAT126 Claim for the period 1st September to 31st October 2023
The Council unanimously agreed the VAT claim for £9,433.50.

Three members of the public left the meeting.

- v. To AGREE to Remove Mr J Mellish as a Unity Trust Bank Signatory and to AGREE to Add a New Signatory
The Council unanimously agreed to remove Mr J Mellish as a bank signatory, following his recent resignation, and to add Cllr D Tyrrell as a bank signatory.
- vi. To CONSIDER the 2024/25 Budget and Precept
Following the meeting of the Finance Working Group held on 16th October 2023, a draft 2024/25 budget and precept had been circulated to the Council prior to the meeting. It is the intention of the Parish Council to work to a minimal percentage movement on the 2023/24 precept.

2488/2324 CLERK'S REPORT: to RECEIVE the Parish Clerk's Report

The Clerk's Report had been circulated to the Council prior to the meeting.

An update had been received from Babergh District Council (BDC) re the parishioner complaint about the Pearsons Way bottle bank; the complainant had declined to have noise equipment installed at their property at this time and so the BDC Environmental department has been unable to progress the matter further. If however the parishioner should change their mind in the future the matter can be re-visited.

The Parish Council considered the option of moving the bottle bank; the Council voted four in favour and one against keeping the Pearsons Way bottle bank where it is.

The Clerk advised she had followed up on Cllr Ward's email correspondence with John Buckingham of Babergh District Council regarding the rubbish clearance of the verge along Old London Road and the Park & Ride underpass; no response has been received to date.

ACTION: Cllr Butters and District Cllr Whyman are to contact Mr Buckingham for an update.

2489/2324 PLANNING APPLICATIONS AND DECISIONS

The Planning Schedule for October 2023 had been circulated to the Council prior to the meeting.

Application DC/23/03632: the Council unanimously agreed to submit a comment of no objection.

Application DC/23/04746 (DC/22/00227): the Council unanimously agreed that in the absence of any justification as to why the variation is being applied for, it was unable to support the proposal.

Application DC/23/4765 (DC/19/05444): the Council unanimously agreed that in the absence of any justification as to why the variation is being applied for, it was unable to support the proposal.

Application DC/23/04827: The Council unanimously agreed to request an extension to the submission deadline to allow it to consider the application at the December meeting.

ACTION: The Clerk is to request an extension to the submission deadline.

Application DC/23/05073: The Council unanimously agreed it was not qualified to determine if prior approval is required.

Since the last Parish Council meeting applications DC/23/02651 and DC/23/03394 have been granted permission, and Appeal APP/D3505/D/23/3327575 has been dismissed by the Planning Inspectorate.

One member of the public left the meeting.

2490/2324 INFRASTRUCTURE DEVELOPMENTS: Neighbourhood Plan, to RECEIVE Updates and AGREE Actions as Required

Cllr Butters advised that a meeting had been held on 5th October 2023 with interested parties to discuss road improvements on the Old A12. The meeting was attended by District and County Councillors and Paul Horne of Suffolk County Council. The Parish Council has requested a community engagement session to be held in the village.

Cllr Butters referred to the Active Travel Fund consultation questionnaire – the Capel St Mary to Copdock Park & Ride route. The County Council has been awarded nearly £11.7 million to develop safer and easier routes for people to walk, cycle and wheel; before any changes are undertaken, a public consultation is being held.

Ian Poole has held back on updating the Parish Council draft Plan until Part 1 of the BMSDC JLP is published on 21st November 2023. As such the updated draft plan will be with the Parish Council, together with Alison Farmer's report by the end of November 2023. Cllr Butters proposed a separate meeting with Ian Poole before the Parish Council meeting to be held on 5th December 2023.

2491/2324 COMMUNITY SPEED WATCH SCHEME: to AGREE Actions as Required

Cllr Tyrrell advised the Community Speed Watch Scheme requires a minimum of six volunteers; Mr R Cooke has been advised accordingly. Cllr Tyrrell advised she is happy to co-ordinate the project. She also noted County Cllr Hudson's offer to fund a S.I.D. and agreed to look into this scheme as well.

Cllr Tyrrell advised she had researched the '20's Plenty' scheme and the possibility of introducing the scheme into the village. However one of the first stages would be to work with Suffolk County Council to identify suitable roads and to gather speed data on those roads. Due to the high expense of doing this, it would be more cost effective to work with other parishes, working on their own schemes, at the same time. Overall, Cllr Tyrrell considers it would be a beneficial scheme to be a part of; the first stage would be to canvas parishioners for their views.

ACTION: A Survey Monkey, or similar, is to be circulated to gauge parishioner views on the 20's Plenty scheme.

2492/2324 PLAY AREAS: to AGREE Play Area Report Action Plan

A copy of the Clerk's Summary of the Play Area Inspection Report had been circulated to all Councillors.

The Council agreed to re-visit the Action Plan in February 2024.

ACTION: Cllr Green is to remove the rusty screw from the playing field bench.

2493/2324 BOOK EXCHANGE BT BOX: to AGREE to Refurbish the Book Exchange BT Box

Cllr Tyrrell advised she had received a quote of £660.00 + materials to refurbish the BT Box; she is waiting for a further quote to be submitted.

2494/2324 To AGREE to Purchase a Replacement Noticeboard (adjacent to the Church Room)

The Clerk had circulated details and prices of like-for-like noticeboards however the Council considered the price would be too high and agreed to consider an alternative.

ACTION: The Clerk is to research the cost and types of an alternative noticeboard to the existing three-bay noticeboard.

2495/2324 To CONSIDER the Existing Village 'Sign' Gates

The Council unanimously agreed to remove the picket fence 'gates' at Whights Corner, as they are in a poor state of repair and their purpose doesn't warrant being replaced.

ACTION: Cllr Green is to remove the picket fence 'gates' at Whights Corner.

Cllr Butters left the meeting.

2496/2324 To AGREE to Accept the Quote Received for the Installation of Concrete Bases for the New Bench and Replacement Litter Bin

The Council unanimously agreed to accept the quote received from Matt Green of £585.00 to install concrete bases for the new bench and replacement litter bin.

Cllr Butters returned to the meeting.

2497/2324 To AGREE a 2024 Hire Charge for the Caravan Club

The Council unanimously agreed to offer hire of the playing field at the 2023 charge of £330.00.

2498/2324 Next Meeting: to CONFIRM the Date and Time of the Next Parish Council Meeting

The next meeting of the Council is to be held on 5th December 2023, 7.00pm at the Village Hall, Copdock. The Council agreed to start the meeting earlier to avoid a late finish.

2499/2324 Matters Raised by Members

Cllr Ward advised the Village Hall AGM had been held last night whereat a discussion had taken place regarding the upgrade of the site gates to electrical gates; this would be a matter for the playing field trustees to consider. Cllr Butters advised that as this would be an upgrade project rather than a maintenance project, it would qualify as a CIL funded project.

ACTION: Cllr Butters is to approach the BDC Infrastructure Team to establish if the proposed project would be eligible for District CIL Funding.

The Clerk advised that Mr M Watling had offered to continue to monitor and look after the village defibrillators. The Council expressed sincere thanks to him for agreeing to do so.

2500/2324 Items for the Next Agenda

No matters were put forward.

There being no other business, the meeting closed at 9.51pm.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

2483/2324 COUNTY AND DISTRICT COUNCILLOR REPORTS: to RECEIVE the Reports of the County and District Councillors

ACTION: Cllrs are to forward questions to the Clerk by Friday; she will formulate a list and forward the document to Cllr Hudson.

2484/2324 To RECEIVE Comments from Residents of the Parish on Current Agenda Items

ACTION: Cllr Butters is to contact Babergh District Council to request tree works be undertaken at the green, Pheasant Rise.

2486/2324 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 3rd October 2023

ACTION: The Clerk is to research debit/credit card options.

2488/2324 CLERK'S REPORT: to RECEIVE the Parish Clerk's Report

ACTION: Cllr Butters and District Cllr Whyman are to contact Mr Buckingham for an update.

2489/2324 PLANNING APPLICATIONS AND DECISIONS

ACTION: The Clerk is to request an extension to the submission deadline

2491/2324 COMMUNITY SPEED WATCH SCHEME: to AGREE Actions as Required

ACTION: A Survey Monkey, or similar, is to be circulated to gauge parishioner views on the 20's Plenty scheme.

2492/2324 PLAY AREAS: to AGREE Play Area Report Action Plan

ACTION: Cllr Green is to remove the rusty screw from the playing field bench.

2494/2324 To AGREE to Purchase a Replacement Noticeboard (adjacent to the Church Room)

ACTION: The Clerk is to research the cost and types of an alternative noticeboard to the existing three-bay noticeboard.

2495/2324 To CONSIDER the Existing Village 'Sign' Gates

ACTION: Cllr Green is to remove the picket fence 'gates' at Whights Corner.

2499/2324 Matters Raised by Members

ACTION: Cllr Butters is to approach the BDC Infrastructure Team to establish if the proposed project would be eligible for District CIL Funding.

Mrs S Frankis, Parish Clerk & RFO to Copdock and Washbrook Parish Council

Email: clerk@copdockandwashbrook.org

Website: www.copdockandwashbrook.org