

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 4th July 2023, 7.30pm at the Village Hall, Old London Road, Copdock

Present: Cllr J Mellish (Chair), Cllr L Butters, Cllr M Green, Cllr P Herd

In Attendance: Mrs S Frankis, Locum Parish Clerk & RFO
1 member of the public

The meeting was chaired by Cllr Mellish.

The Council agreed to include an agenda item to consider 2023/24 revised budget headings and amounts.

2387/2324 To RECEIVE and APPROVE Apologies for Absence

Apologies were received from Cllrs Downey and Ward for their absences due to personal commitments. The Council unanimously resolved to accept their apologies.

Apologies were received District Cllr D Busby.

2388/2324 To RECEIVE any Declarations of Interest

Cllr Butters declared an interest as a neighbour to the property known as Maycroft.

2389/2324 To APPROVE any Requests for Dispensations

None were received.

PUBLIC FORUM:

2390/2324 To RECEIVE Comments from Residents of the Parish on Current Agenda Items

Cllr Mellish advised that the Council had received an email from a parishioner who was raising concerns about the overgrown verges, hedges and trees around the villages.

ACTION: Cllr Mellish agreed to put a call out on Facebook to form a working party to deal with the situation and to instruct the contractor to undertake additional works, as required.

2391/2324 To RECEIVE Reports from the County and District Councillors

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

2392/2324 To Co-opt a New Member to the Parish Council

The Council voted unanimously to co-opt Mr Peter Herd as a member to the Parish Council. Cllr Herd duly signed a Declaration of Acceptance of Office and joined the meeting.

ACTION: The Locum Clerk is to notify Babergh District Council that Mr Peter Herd has been co-opted to the Parish Council.

2393/2324 To RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 13th June 2023

The minutes of the meeting held on 13th June 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.

2394/2324 To CONSIDER Matters Arising from the Parish Council Meeting held on 13th June 2023

Re. minute number 2373/2324: Bus Shelter, Maycroft, Old London Road

The Locum Clerk advised that she had undertaken Land Registry searches using the gov.uk website at a cost of £3 per search (as opposed to the £55 charge per search as quoted by the solicitor). The Plan shows the boundary of Maycroft does not include the verge that the bus shelter is on. The Locum Clerk has secured

evidence which show that Suffolk County Council issued a Licence to the Parish Council in 1998, to allow for the bus shelter to be erected on the site. The Locum Clerk had contacted National Highways who confirmed that when the old A12 was de-trunked, ownership of all of the verges were transferred to Suffolk County Council, although probably not re-registered as yet, hence why the listing of the verge does not appear on Suffolk County Council records.

Re. minute number 2378/2324: Fen View Play Area

The Locum Clerk advised that a Licence is now in place with Babergh District Council, allowing the Parish Council to occupy Fen View Play Area; a nominal annual fee of £25 will be paid by the Parish Council to the District Council.

2395/2324 To RECEIVE the Locum Clerk's / RFO Report

The report of the Locum Clerk had been circulated to the Council prior to the meeting, which included updates on matters arising from the Parish Council meeting held on 13th June 2023, as above.

The Locum Clerk advised that allotment rent reminders have been sent out.

2396/2324 Planning Applications and Decisions

Application DC/22/06309

Proposal: Re-consultation: Anglian Water Services Bury to Colchester pipeline.

The Council unanimously agreed that no further comments, to those submitted on 27th February 2023, would be made.

Tree Preservation Order no. TPO/444, Land at Folly Lane, Copdock & Washbrook IP8 3AQ

The Parish Council unanimously agreed to support the Order to protect the Oak tree and to encourage all actions be taken to secure it.

Cllr Green asked if there were updates regarding the 'quarry' application; Cllr Mellish advised there were no updates however understands that District Cllr Busby and County Cllr Hudson are making enquiries as to the status of the application.

2397/2324 FINANCE AND GOVERNANCE:

a. To Approve the Schedule of Payments for July 2023

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P29	Babergh District Council	Dog & Litter bin emptying	789.94	157.99	947.93
P30	Anglian Water Business	Allotments water	359.19	0	359.19
P31	Unity Trust Bank	Bank charges	18.00	0	18.00
P32	Mrs S Frankis	Land Registry fees	6.00	0	6.00
P33	Strudwick Codes	Web host & management	35.00	0	35.00
P34	Babergh District Council	Fen View Licence	25.00	0	25.00
P35	Trevor Brown CPFA	Internal audit	313.95	0	313.95
P36	C&W Village Hall	Room hire	17.50	0	17.50
P37	Hudson Group	Footpath signs	40.00	8.00	48.00
P38	Mrs S Frankis	Locum Clerk & RFO	652.00	0	652.00
P39	Tesco mobile	Clerk's mobile telephone	14.15	0	14.15
P40	Parkers Pitches Ltd	Football pitch repairs	978.00	126.00	1,104.00

b. To AGREE the June 2023 Budget and Finance Report, including the Bank Balance

The June 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 £129,516.52.

- c. To AGREE to Vire £271.11 from the 2023/24 Precept Budget Heading 'Environmental Management' to 2023/24 Precept Budget Heading 'Highways Lighting'
The Council unanimously agreed to transfer vire £271.11 from the 2023/24 precept budget heading 'Environmental Management' to 2023/24 precept budget heading 'Highways Lighting'.
- d. To AGREE to Transfer £1,715.00 from the Play Equipment Earmarked Reserve and £2,500.00 from the Play Equipment County Cllr Grant Reserve to the 2023/24 General Fund Budget Heading 'Play Equipment'
The Council unanimously agreed to transfer £1,715.00 from the Play Equipment Earmarked Reserve and £2,500.00 from the Play Equipment County Cllr Grant Reserve to the 2023/24 General Fund Budget Heading 'Play Equipment'.
- e. To AGREE Revised 2023/24 Budget Headings and Amounts
Cllrs Mellish, Ward and the Clerk had met online to consider revised 2023/24 budget headings and amounts; the recommendations were circulated to the Council prior to the meeting.
The Council unanimously agreed the revised 2023/24 budget headings and amounts, as recommended.
ACTION: The Locum Clerk is to re-work the monthly Budget Report in line with the revised 2023/24 budget headings and amounts.

2398/2324 To AGREE the Effectiveness of the Internal Audit Report 2023

The Council unanimously agreed the Effectiveness of the Internal Audit Report 2023, as circulated to the Council prior to the meeting. The Report will be published on the Parish Council website.

2399/2324 Infrastructure Developments: Neighbourhood Plan

The Council unanimously agreed the need to review the final document, and to ensure that the Spatial Strategy Policy is sound and as robust as it can possibly be.

ACTION: Cllr Butters is to arrange a meeting with the Working Group, those Parish Councillors who wish to attend and Ian Poole, the Consultant to review and finalise the Plan.

The Parish Council has put a call-out on Facebook to ask for anyone interested in joining an Infrastructure Plan Working Group to contact the Parish Council.

2400/2324 C&W Bowls Club Lease and Deed of Easement

There were no updates.

2401/2324 Play Areas: Fen View Update

Cllr Mellish advised that a License to Occupy is now in place and the order for new equipment has been made.

2402/2324 IT/Communications/Live Streaming of Meetings

The Council unanimously agreed to buy a Zoom licence to use as a platform to live stream meetings.

ACTION: Cllr Green is to consider the Zoom licence options and suitability; he agreed to loan the Council the equipment needed to use in order to live stream meetings.

2403/2324 Footpath 23

Two signs have been ordered which will advise that the footpath is blocked.

2404/2324 Parish Clerk & RFO Vacancy

ACTION: The Locum Clerk is to arrange for the Parish Clerk & RFO vacancy to be advertised with Suffolk Jobs Direct and SALC.

2405/2324 Parish Council Fixed Asset Register

ACTION: Cllr Mellish is to check the fixed asset register.

2406/2324 D-Day 80, 6 June 2024

D-Day 80 is being organised as a national event to commemorate the 80th anniversary of the D-Day Landings on 6th June 2024.

ACTION: Cllr Butters is to establish if there is an appetite for an event to be held in the parishes.

2407/2324 Next Meeting: to CONFIRM the Date and Time of the Next Parish Council Meeting

The Council agreed to add a meeting to the 2023/24 meeting schedule, to be held in August; the next meeting of the Council is scheduled to be held on 1st August 2023, 7.30pm at the Village Hall, Copdock.

2408/2324 Matters Raised by Members

Cllr Green asked about the hotel residents and the shopping trolleys they abandon in the village; Cllr Mellish has instigated the collection of the abandoned trolleys by Trolley Wise.

ACTION: Cllr Butters is to contact the Suffolk County Council Refugee Liaison Officer to put forward a solution.

ACTION: Cllr Butters is to communicate with the village about the availability of Parish Council grant funding and Neighbourhood CiL funding.

ACTION: Cllr Mellish is to communicate the availability of Parish Council grant funding and Neighbourhood CiL funding on Facebook.

Cllr Herd advised there may be times when the Council is considering planning applications that he will have to declare an interest and abstain from participation, due to possible involvement associated with his work.

Cllr Green asked if there were updates regarding the proposed additional hard standing at the car park; Cllr Mellish advised there are no further updates at this time.

Cllr Herd asked if CiL money can be used for the improvements of footpaths around the village; it is unlikely that funding could be spent on projects such as this.

2409/2324 Items for the Next Agenda

There were no items put forward.

There being no other business, the meeting closed at 21.09pm.

Signed: _____

Date: _____

Mrs S Frankis, Locum Parish Clerk & RFO, Email: copdockparishcouncil@hotmail.co.uk,
Website: www.copdockandwashbrook.org