

# Copdock & Washbrook Parish Council

## Minutes of the Parish Council meeting held on Tuesday, 13<sup>th</sup> June 2023, 7.36pm at the Village Hall, Old London Road, Copdock

**Present:** Cllr J Mellish (Chair), Cllr L Butters, Cllr S Downey

**In Attendance:** Mrs S Frankis, Locum Parish Clerk & RFO  
District Cllr D Busby

**2364/2324 To RECEIVE and APPROVE Apologies for Absence**

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

**2365/2324 To RECEIVE any Declarations of Interest**

Cllr Butters declared an interest as she is a director of the Pre-School and a neighbour to the property known as Maycroft.

**2366/2324 To APPROVE any Requests for Dispensations**

None were received.

The meeting was adjourned.

**PUBLIC FORUM:**

**2367/2324 To RECEIVE Comments from Residents of the Parish on Current Agenda Items**

There were no members of the public present.

**2368/2324 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.

The Council congratulated District Cllr Busby on his new appointment as leader of Babergh District Council. He advised on the membership of the new Cabinet.

Cllr Downey asked about the quarry and for any indication on future changes to the existing configuration of the Old London Road. Cllr Busby advised, by coincidence, he had met with Cllr Hicks, Chair of Suffolk County Council (SCC) today and had spoken about the quarry; the application will be presented to SCC for determination. The Council agreed the options for the future of the Old London Road should be considered by the newly formed Parish Council Infrastructure Working Group.

Cllr Downey asked what the best route for parish councils to engage with the District Council would be; Cllr Busby advised that the new Cabinet Member for People and Place should be reaching out to councils in due course.

The meeting was reconvened.

**2369/2324 To RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 16<sup>th</sup> May 2023**

The minutes of the meeting held on 16<sup>th</sup> May 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.

**2370/2324 To CONSIDER Matters Arising from the Parish Council Meeting held on 16<sup>th</sup> May 2023**

**Re. minute number 2360/2324**

The draft minutes had advised that *“the Parish Council’s solicitor has received confirmation that the matters will not be pursued”*. Following the publication of the draft minutes, the Parish Council’s solicitor was contacted to advise that the owner of Maycroft’s own solicitor had read the draft minutes and did not agree with what had been said at the meeting, asking that the minutes be altered.

The draft minutes of the meeting recorded a true and accurate of what was said and so they can’t be changed. However, Cllr Mellish, who had made the original report, agreed with the wording that had been put forward by the resident’s solicitor, as being what should have been advised to the meeting. The Council agreed to amend minute number 2360/2324 to record *“the resident will be in a position to respond to the matter once their investigations are complete”*.

**Re. minute number 2352/2324**

The Clerk has received confirmation from SALC that the Parish Council does not meet the qualifying criteria to declare itself eligible to use the General Power of Competence and so going forward, for the next four years, the Council will instead use LGA 1972, s137.

**Re. minute number 2354/2324**

Following the publication of the draft minutes of the May 2023 meeting, the Council was notified to advise that a Safeguarding Policy had been adopted by the Parish Council.

The Council recorded its thanks to Brewer and Bear Ltd, Suffolk Heritage, Gladwells, Aquatix-2U, Copdock Hall and Sharps Redmore for the financial support they had given towards the King Charles III Coronation events.

**2371/2324 To RECEIVE the Locum Clerk’s / RFO Report**

The Clerk advised that:

All policies and procedures adopted at the May 2023 meeting have been published on the Parish Council website;

The AGAR 2022/23 has been completed and submitted to PKF Littlejohn LLP, and that all documents have been published on the Parish Council website accordingly;

The Norton software subscription has been renewed and installed, the auto Cloud back-up has been set up and the outdated programs updated;

The quotes historically received from Realise Futures for replacement bins and a new seat have been accepted;

An historic VAT claim for the period March 2021 to January 2022 for £291.23 was paid to the Council on 28<sup>th</sup> April 2023;

A number of allotment holders still haven’t paid their rents, either those amounts due for the period January 2023 to January 2024 nor for the additional period January 2024 to March 2024. Now that the year-end accounts, the internal audit and the AGAR have been completed, the Locum Clerk advised she intends to work to clear these outstanding credits.

**2372/2324 Planning Applications and Decisions**

**Application DC/23/01910**

Proposal: erection of a B8 storage workshop, following demolition of existing outbuildings.

Location: Maycroft, Old London Road, Copdock IP8 3JF

The Parish Council unanimously agreed to submit comments to say that:

Construction hours should be limited to 07:30 and 18:00hrs, Mondays to Fridays and 08:00 and 13:00hrs on Saturday, with no working or operations permitted on Sundays and Bank Holidays;

Burning should be prohibited; no burning shall take place on site at any stage during site clearance, demolition or construction phases of the proposed development;

External illumination: prior to commencement of development, a written scheme shall be submitted with regards to illumination of the site and to control light pollution.

**Application DC/23/02415**

Proposal: erection of two storey front extension.

Location: 3 Charlottes, Copdock and Washbrook IP8 3HZ

The Parish Council unanimously agreed to submit a comment of no objection.

Application DC/23/02392

Proposal: installation of 6no. 6m lighting columns to mount 8 no. lights.

Location: Park House, Wenham Road, Copdock and Washbrook IP8 3EZ

The Parish Council unanimously agreed to submit comments to say:

Ecology The site has a good diversity of habitat provision for a range of different wildlife.

Due to the good quality of these habitats, and the number of dormouse records in the area, it is recommended that dormouse surveys are carried out.

The site provides good habitat for bats and it is understood roosts are already present in some of the trees. It is recommended that further bat surveys are carried out during the summer to obtain a baseline assessment of the number of species and activity levels.

Timing to question the timing of use.

Application DC/23/02651

Proposal: application under S73 for removal or variation of a Condition following grant of planning permission for B/13/01400.

Location: Copdock Hall, Church Lane, Copdock IP8 3JZ

The Parish Council unanimously agreed to submit a comment of no objection.

Since the last Parish Council meeting, the Council has received notification of the following decisions:

DC/21/04454: Granted

DC/22/02338: Granted

DC/23/00115: Granted

Appeal APP/D3505/W/22/3307090: Dismissed

**2373/2324** Bus Shelter, Maycroft, Old London Road: Land Ownership, to RECEIVE Update from Cllr Mellish

Cllr Mellish advised that the Parish Council's solicitor has suggested a number of land searches are required. In order to save costs to the Council, Cllr Mellish has previously contacted both Suffolk County and Babergh District Councils asking that they check their own records for evidence of land ownership but with no response.

**ACTION: CLLR MELLISH IS TO FORWARD HIS ENQUIRY SENT TO TOM BARKER, OF BABERGH DC TO DISTRICT CLLR BUSBY, WHO HAS AGREED TO ASK FOR A RESPONSE TO THE PARISH COUNCIL.**

**ACTION: THE LOCUM CLERK IS TO CONTACT COUNTY CLLR HUDSON TO ASK THAT HE SECURES A RESPONSE FROM SUFFOLK CC TO THE PARISH COUNCIL.**

**ACTION: THE LOCUM CLERK IS TO UNDERTAKE SEARCHES OF THE LAND REGISTRY; THE COSTS WILL BE GREATLY REDUCED TO ANY SEARCHES CARRIED OUT BY THE SOLICITOR.**

District Cllr Busby left the meeting.

**2374/2324** FINANCE AND GOVERNANCE:

a. To Approve the Schedule of Payments for June 2023

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P20	Tesco Mobile	Clerk's mobile telephone	12.58	0	12.58
P21	Strudwick Codes	Web Host	35.00	0	35.00
P22	Playquip Leisure	Play Area Works	4,215.00	843.00	5,058.00
P23	Mr M Watling	Coronation Events	1,148.86	0	1,148.86

P24	C&W Village Hall	Room hire	28.00	0	28.00
P25	Tye Farm Contracting	Grass cutting	280.00	0	280.00
P26	Mrs S Frankis	Locum Clerk	345.28	0	345.28
P27	Mrs L Carman	Clerk's leaving gift	50.00	0	50.00
P28	Tye Farm Contracting	Grass cutting	280.00	0	280.00

- b. To AGREE the May 2023 Budget and Finance Report, including the Bank Balance  
The May 2023 Budget and Finance Report and the Cash Book had been circulated to the Council and were agreed. Cllr Downey verified the bank balance of £138,763.39.
- c. To AGREE to Transfer £250.00 from the Coronation Reserves to the 2023/24 General Fund  
The Council unanimously agreed to transfer £250.00 from the Coronation Reserves to the 2023/24 General Fund.
- d. To AGREE to Transfer £898.86 from Precept Budget Heading 'Projects and Funds' to a new Precept Budget Heading 'Coronation Events'  
The Council unanimously agreed to transfer £898.86 from precept budget heading 'Projects and Funds' to a new precept budget heading 'Coronation Events'.
- e. To AGREE to Remove Mr M Watling as a Bank Signatory  
The Council unanimously agreed remove Mr M Watling as a Unity Trust Bank Signatory.

**2375/2324** To RECEIVE the Internal Audit Report and Recommendations

The Internal Audit Report 2022/23 had been received and circulated to the Council prior to the meeting; the Council unanimously agreed to receive the report.

The Internal Auditor had raised one matter: the External Auditor Report 2021/22 had not been published on the Parish Council website; this has now been published.

**2376/2324** Infrastructure Developments: Neighbourhood Plan

The responses to the Pre-Submission Consultation, responses to comments and proposed changes had been formulated into a report and circulated to the Council, by Cllr Butters, prior to the meeting; there were no significant nor controversial matters arising in the report.

It is intended for the final Plan to be submitted by the end of the month.

**2377/2324** C&W Bowls Club Lease and Deed of Easement

There were no updates.

**2378/2324** Play Areas: Fen View Update

A draft License to Occupy has been received from Babergh District Council, which the Council has considered and are satisfied with.

**ACTION: THE LOCUM CLERK IS TO SIGN AND RETURN THE DRAFT LICENSE TO BABERGH DISTRICT COUNCIL.**

**2379/2324** Copdock Allotments: Review Allotment Association

There were no updates.

**2380/2324** To AGREE Councillor Roles and Responsibilities

The Council agreed Councillor Roles and Responsibilities as follows:

Finance	Parish Council Finance Working Group
Planning	Cllr James Mellish
Environment (highways, footpaths, play areas, trees)	Cllr James Mellish
Civic Flag	Cllr Simon Downey
Allotments	Mr Richard English and the Parish Clerk
Neighbourhood Plan	Cllr Laura Butters
Communications and Village Engagement	Cllr Adrian Ward

Website, Social Media, Live Streaming  
Constable County Medical Practice Liaison  
Suffolk Constabulary (Forum)  
Defibrillators  
School Liaison  
Pre-School Liaison  
Village Hall, Bowls Club, Cricket Club, Tennis club Liaison

Cllr Michael Green  
Cllr Simon Downey  
Cllr Simon Downey  
Parish Clerk  
Cllr Laura Butters  
Cllr Laura Butters  
Cllr Adrian Ward

**ACTION: THE LOCUM CLERK IS TO ARRANGE FOR THE UPDATED LIST TO BE PUBLISHED ON THE PARISH COUNCIL WEBSITE.**

**2381/2324** IT/Communications/Live Streaming of Meetings

To be considered at the next meeting.

**2382/2324** Footpath 23: to AGREE to Purchase Signs

Footpath 23 has been blocked for over ten years leading to walkers often taking an alternative route via fields through to a residential dwelling, the owner of which is asking that a sign be erected, marking the footpath as being blocked. Cllr Mellish advised that he has contacted Suffolk County Council to advise of the situation and to inform them of the Parish Council's intention to erect a sign. The Council unanimously agreed to purchase two signs, one for each end of the footpath.

**ACTION: THE LOCUM CLERK IS TO OBTAIN A QUOTE FOR THE SIGNS.**

**2382/2324** Quiet Lanes: Update

Cllr Mellish advised that the signs have been received and that the posts, to be supplied and erected by Suffolk County Council, are hoped to be in place by the end of the summer.

**2383/2324** Parish Clerk & RFO Vacancy

The Council unanimously agreed to advertise the vacancy on the SALC website.

**ACTION: CLLR BUTTERS IS TO ARRANGE FOR THE PARISH COUNCIL CLERK AND RFO VACANCY TO BE ADVERTISED ON THE SALC WEBSITE.**

**2384/2324** Next Meeting: to CONFIRM the Date and Time of the Next Parish Council Meeting

The next meeting of the Council is scheduled to be held on 4<sup>th</sup> July, 7.30pm at the Village Hall, Copdock.

**2385/2324** Matters Raised by Members

Cllr Butters advised that funding has been offered for the refurbishment of the football pitches. It was agreed to talk to all of the key stakeholders with regards to the goal nets.

Cllr Downey expressed a keenness to engage with County Cllr Hudson with regards to infrastructure and the Old London Road.

Cllr Mellish advised there are three trees in need of removal; a quote from Four Seasons for £450.00 to undertake the works was approved.

**2386/2324** Items for the Next Agenda

Cllr Downey offered his apologies, as he will be unable to attend the next meeting.

An agenda item will be included to consider the co-option of a new member to the Council.

There being no other business, the meeting closed at 8.51pm.

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

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

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