

Copdock & Washbrook Parish Council
Minutes of the Parish Council meeting
held on Tuesday 7 March 2023 at Copdock cricket pavilion – 7.30pm.

Present: DC Dave Busby, Cllr Keith Armes, Cllr Laura Butters, Cllr Louise Carman, Cllr Simon Downey, Cllr James Mellish/ Chair, Cllr Adrian Ward, Cllr Mike Watling/ Vice Chair, Clerk, locum Clerk observing. 3x residents.

2307/2223 Chairman's Welcome & Apologies: Chair welcomed all to the meeting.
Apologies: CC Chris Hudson, apologies accepted.

2308/2223 Declaration of Pecuniary and Non-Pecuniary Interests: Cllr Butters – item 13 on the agenda; Cllr Ward – treasurer/ Copdock village hall; Cllr Watling – Copdock Tennis Club.

2309/2223 Requests for dispensations in respect of pecuniary interests: None.

2310/2223 Minutes: Minutes of the meeting held on 7 February 2023, approved as a true record. Cllr Butters requested Grant policy & forms to be on April agenda.

2311/2223 Clerk's Report including Matters Arising

The May elections are fast approaching, all details have been sent to each Parish Councillor with links to the nomination forms and information needed to apply.

The Bowls club lease has now been signed and dated. It is the Bowls Club responsibility to register it at HMLR. Councillor Ward will continue to liaise with Clive Pearsons to ensure this is done satisfactorily. The Deed of Easement document is ongoing.

Allotments – the NAS Terms & Conditions document is now available, and I have proposed a way forward on the invoicing to Chair James Mellish and Cllr Mike Watling which has been agreed. Richard English, who is a great 'on the ground' help to the Parish Council, and has allotments himself, has proposed a Copdock Allotment Association is set up which he is willing to lead. He is hoping to attend the meeting to put a proposal forward.

There has been an increase in the procurement limit for the Standing Orders and Financial Regulations, from £25,000 to £30,000. Both documents are on the agenda to be reviewed and re-adopted.

The recreation field has been booked by the Copdock Caravan Group again in June. There is a report on the shared file showing bookings and the hire fees currently booked for this year.

The primary school PTA have enquired about a car show on the recreation field.

As some of you will already know, I am, unfortunately, leaving the Parish Council and this will be my last meeting.

While I believe I am resigning for good reasons, I'm sorry to leave because I have very much enjoyed working with the Councillors, associated councils, and residents over the years. I wish the new Clerk good luck!

2312/2223 Public Forum: to receive reports from County & District Councillors and residents.

Started: 1938hrs

County Councillor Chris Hudson: apologies received.

District Councillor Dave Busby:

Cllr Busby reported BDC have 2 projects, co-ordinating with Essex University to increase skill levels, particularly those on low salaries, with a skill centre at Gateway 14 at Stowmarket.

May elections are looming, photo ID now needed to be able to vote.

Hill Farm planning site meeting cancelled, next planning committee meeting 22 March.

Closed: 1952hrs

2313/2223 Planning Applications:

Appendix A

Planning Applications to be considered

None.

Appendix B

Planning Applications determined by Babergh DC

DC/22/06206

Proposal & Location of Development:

Householder Application - Extension to form new entrance porch

Washbrook Barn, The Street, Copdock And Washbrook, Ipswich Suffolk IP8 3HX **Granted.**

DC/22/04958

Proposal & Location of Development:

Full Planning Application - Use of cabin as Cafe (Class E(b)), erection of single storey extension and ramped access

Washbrook Service Station, Old London Road, Copdock And Washbrook, Ipswich Suffolk IP8 3LA **Granted.**

DC/22/06128

Proposal & Location of Development:

Householder Application - Erection of Detached Garage

11 Dales View, Copdock And Washbrook, Ipswich, Suffolk IP8 3EX **Granted.****Appeal Ref: APP/D3505/W/22/3297204**

The Mane Riding Centre, Old London Road, Copdock and Washbrook IP8 3JF

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant outline planning permission.
- The appeal is made by Ms Louise Coe against the decision of Babergh District Council.
- The application Ref DC/21/06478, dated 29 November 2021, was refused by notice dated 1 February 2022.
- The development proposed is erection of 1no. dwelling.

Decision

1. **The appeal is allowed** and outline planning permission is granted for erection of 1no. dwelling at The Mane Riding Centre, Old London Road, Copdock and Washbrook IP8 3JF in accordance with the terms of the application, Ref DC/21/06478, dated 29 November 2021.

NON MATERIAL AMENDMENT TOWN AND COUNTRY PLANNING ACT 1990

Proposal: Application for a Non Material Amendment relating to DC/21/04454 - Phasing Plan. Location: Cameo Hotel, Old London Road, Copdock And Washbrook, Ipswich Suffolk IP8 3JD **Granted.**

DC/23/00034

Proposal & Location of Development:

Application for Works to Trees subject to Tree Preservation Order BT403/T3 and T4 - Reduce height and spread of 1No. Beech Tree (T1) by approx 2m. Prune 1No. Beech (T2) to match T1. Doggers, Old London Road, Copdock And Washbrook, Ipswich Suffolk IP8 3JF

Babergh District Council as Local Planning Authority, hereby give notice that **CONSENT HAS BEEN GRANTED.**

2314/2223 Financial Matters & RFO Report

- a) payments for approval – as listed. Authorised by Cllrs Downey & Mellish.

Action: Cllrs Downey & Mellish

| No. | Payee | Description | Net | VAT | Total |
|-------|---------------------------|---------------------------------|--------|------|--------|
| 149 | Copdock & OI Cricket Club | Room hire | 37.50 | 0 | 37.50 |
| 150 | Babergh DC | Litter & dog waste bin emptying | 6.18 | 1.24 | 7.42 |
| 151 | Copdock Bowls Club | Room hire | 20.00 | 0 | 20.00 |
| 152 | Strudwick Designs | Website maintenance | 35.00 | 0 | 35.00 |
| 153 | A Chapman | Clerks salary | - | - | - |
| 154 | A Chapman | Clerks salary | - | - | - |
| 154/1 | A Chapman | Clerks expenses | 83.40 | 0 | 83.40 |
| 155 | HMRC | PAYE & NIC | 78.20 | 0 | 78.20 |
| 156 | S Poole | Man with a Van – deposit | 250.00 | 0 | 250.00 |

- b) Scribe accounting report checked by Cllr Carman and signed by Chair, approved by Council.
- c) Resignation of Clerk and replacement update – Cllr Mellish & Butters contacted SALC, locum Clerk observing meeting, formal handover next week.
- d) approve & sign Internal Control Statement yr 2023/24 – signed and approved.
- e) review and re-adopt Standing Orders – reviewed & re-adopted
- f) review and re-adopt Financial Regulations – reviewed and re-adopted
- g) review bank account/ reserves/ funds interest rates – Cllr Watling gave short report, difficult to deposit funds without locking in for an unacceptable period of time, or monies from local government not accepted. The previously proposed Public Sector Deposit Fund could be considered at 3.2% interest. All Cllrs who can, should research where money can be deposited. Cllr Mellish suggested CAF bank be considered. On April agenda.
Action Cllr Ward will do report on PSDF for April meeting.
- h) ratify use of recreation field for Copdock Primary School FOC – approved. Include in new Grants policy. **Action: Cllr Butters**
- i) review hiring costs for recreation field – see report. A booking form for hiring the recreation field on village hall website was suggested for hirers of village hall to utilise. A link to the village website to be set up. **Action: Cllr Butters**

Scribe accounting reports for the month distributed – payments list, cash book, bank reconciliation, copy of bank statements to month end, see 2314/2223 b) above.

2315/2223 Infrastructure Developments

- a) Neighbourhood Plan – Cllr Butters reported a Saturday consultation event 10.00am-12noon, leaflets have been delivered through all doors in village. Another meeting has been held with PCs from Sproughton, Belstead, Bentley and Claydon & Barham, working as wider community, positive approach.
- b) Infrastructure Plan/ Old London Rd – need a PIIIP or Infrastructure Plan in place, keep in contact with SCC to make Old London Road a separate item from any planning application.

2316/2223 Deed of Easement

- a) **Deed of Easement** – ready to sign, cricket club need to get their legal issue sorted, it is moving forward.

2317/2223 Play Area

- a) Fen View update – confirmation of funding for new & removal of old equipment, £2.5k locality funding received from CC Chris Hudson. Budget & inspection report complete, remedial works as MW's report approved. **Action: Cllr Watling**
Weedkilling quote very high, try grass cutting contractor to do weedkilling, inform areas to spray. Approved. **Action: Cllr Mellish**
- b) Consider remedial works from Cllr Watlings inspection report resume. Approved repainting £3k. Lease or license for land at Fen View required for play equipment as owned by BDC, will run along side the grant request. **Action: Cllr Watling & Butters**

2318/2223 Copdock Allotments

- a) Consideration to the proposal of setting up an Allotment Association was considered and approved as an excellent idea. Clerk to ask the lead of the allotment tenants to come back to the Parish Council with a proposal. Also a site visit to the Capel St Mary allotment site to be arranged with tenant representative and a Councillor. **Action: Clerk/Cllr Mellish**
Confirm to SCC County Farms to include the Assn in the new lease. **Action: Clerk**

2319/2223 Bus shelter, Maycroft, old London Rd

- a) Land ownership – PC taking legal advise. **Action: Cllr Butters**

2320/2223 Quiet Lanes

- a) Cllr Mellish confirmed 3 lanes in Copdock had been approved as Quiet Lanes, awaiting signs for installation. Over 300 miles of Quiet Lanes in Suffolk approved to date.

2321/2223 Coronation of King Charles III

- a) Event update Cllr Watling – 8 x people on committee, same as Jubilee. Grants from local businesses requested. Close road from Charlottes to The Street, County giving FOC. Inserting advert in In Touch, FB & noticeboard.
- b) Agreement of cost payments - £1,500 from PC subject to donations.
- c) Coronation ramble – Cllr Mellish to lead. Date to be confirmed.

2322/2223 Litter pick

- a) Cllr Mellish reported the first litter pick of the year attracted 30 volunteers who collected 30 bags of rubbish and 4 shopping trolleys. Special thanks were given to one resident who single handed cleared the culvert/ underpass of silt, by hand, that leads to Jubilee Meadow.
The underpass leading to Tesco site in a terrible state. It was agreed to contact Tesco & B&M for assistance in clearing. **Action: Cllr Mellish**

2323/2223 Matters to be brought to the attention of the Council

Cllr Watling obtained quote for repair of 2x litter bins, lay-by nr village hall and Hill House Farm, including new concrete bases. Also for concrete base and bench (already approved) at village hall play area. All approved.

Items for next agenda:

Neighbourhood Plan – after consultation
Grants policy and application form
Review bank account/ reserves/ funds interest rates
Financial risk assessment
Allotment Assn & SCC lease

Meeting closed at 2059hrs.

Next meeting – Tuesday 4 April 2023, Copdock cricket pavilion, 7.30pm.

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