

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 3rd October 2023, 7.30pm at the Village Hall, Old London Road, Copdock

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

In Attendance: Mrs S Frankis, Parish Clerk & RFO

The meeting was chaired by Cllr J Mellish and Cllr A Ward.

2456/2324 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

Apologies were received from Cllr Downey for his absence due to a personal commitment. The Council unanimously resolved to accept the apologies.

2457/2324 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.

2458/2324 DISPENSATIONS: to APPROVE any Requests for Dispensations

None were received.

2459/2324 To RECEIVE Comments from Residents of the Parish on Current Agenda Items

No members of the public were present.

2460/2324 To RECEIVE Reports from the County and District Councillors

No reports had been received.

Re. minute number 2440/2324: The Clerk is to ask County Cllr Hudson to attend the next Parish Council meeting to discuss the SCC gravel pit application; it was agreed he could attend remotely.

ACTION: The Clerk is to ask County Cllr Hudson to attend the November Parish Council meeting.

2461/2324 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 5th September 2023

The minutes of the meeting held on 5th September 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.

2462/2324 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 5th September 2023

Re. minute number 2439/2324: The Clerk advised the Babergh District Council Community Safety Officer, Ian Rafferty, had emailed the Parish Council with regards to a parishioner report of anti-social behaviour (ASB) at Whights Corner. He had been asked to look into the report, and in particular the activities around a bench situated nearby; the complainant is keen for the bench to be removed.

Mr Rafferty has visited the area on several occasions; has visited the complainants and viewed footage of incidents; he has carried out an ASB survey in the vicinity and has consulted the local Policing team. He has concluded the removal of the bench is unlikely to deter individuals from congregating in the area or from using that part of the Old London Road. The removal of the bench

would also prevent its legitimate use by those passing by; he has updated the complainant accordingly.

Mr Rafferty recognises the impact this may have on the complainants, and so will continue to work with the Police and other agencies to resolve the issues for all residents.

Following the opinion of Mr Rafferty, as the District Council professional, the Parish Council agreed not to remove the bench at this time. If however, advice alters, the Council reserves the right to re-visit the matter.

Re. minute number 2428/2324:

ACTION: The Clerk is to chase Achilles for payment of their overdue rent.

Re. minute number 2443/2324: Cllr Butters advised that Angela Farmer has been asked to update the landscape appraisal; due to her workload Ms Farmer is unlikely to work on this until the New Year.

In the meantime, Ian Poole has been asked to add the proposed amendments as per the last consultation, to draft the highways section and to identify any documents that are no longer relevant.

Re. minute number 2446/2324: Cllr Mellish formally welcomed Cllr Tyrrell to the Council.

Re. minute number 2448/2324: Cllr Ward had drafted an Access Agreement, which the Clerk had issued to all interested parties. To date, no signed Agreements had been returned to the Council. It was agreed to send out polite reminders by email, with received and read receipts, asking parties to confirm their acceptance of the Agreement within 14 days; if no confirmation or comment is received, the Council will take the Agreement as having been accepted.

The Council gave a vote of thanks to Cllr Ward for working tirelessly to bring this matter to a satisfactory conclusion.

2463/2324 INFRASTRUCTURE DEVELOPMENTS: Neighbourhood Plan, to RECEIVE Updates and AGREE Actions as Required

There were no further updates to those already presented under 'Matters Arising'.

The Council discussed the recent email received from Suffolk Police regarding the Community Speed Watch Scheme. The Clerk has asked for further information in order the Council may consider the suitability of the Scheme for Copdock and Washbrook. The Council is minded to co-ordinate a working group and to put a call-out for volunteers.

ACTION: Cllr Tyrrell is to take the lead in assessing the Community Speed Watch Scheme and if/how it might work for Copdock and Washbrook. She will also look at how the Scheme might join up with the resident working group that Mr R Cooke is looking to establish.

Cllr Butters referred to funding recently secured by Suffolk County Council from Active Travel England, to develop and enhance walking and cycling schemes across the county, including the Capel to Copdock scheme. The County Council has launched a public consultation to help them make the best changes in local areas. This Scheme is not related in any way to the Copdock and Washbrook Neighbourhood Plan, nor the Parish Council.

Cllr Butters has arranged a meeting to be held at 4pm on 18th October 2023 for district and county councillors, highways representatives and neighbouring parish councils to meet with the Parish Council to consider road safety on the Old London Road.

It was suggested the '20's Plenty' speed campaign could be connected to the Parish Council Road Safety Group.

ACTION: Cllr Tyrrell is to contact Nina Finbow to find out about the '20's Plenty' Scheme.

2464/2324 FINANCE AND GOVERNANCE:

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

No.	Payee	Description	Net	VAT	Total
P59	Carman 4Seasons Ltd	Tree works	450.00	0.00	450.00
P60	Mrs S Frankis	HP Printer	99.99	20.00	119.00
P61	Unity Trust Bank	Bank charges	18.00	0.00	18.00
P62	D M Bracey	Play area inspection	180.00	36.00	216.00
P63	Playquip Leisure	Fen View equipment	46,406.00	9,281.20	55,687.20
P64	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P65	C&W PCC	Grant	8,000.00	0.00	8,000.00
P66	Tesco mobile	Clerk's mobile phone	12.56	2.52	15.08
P67	Gallagher	Insurance	1,567.70	0.00	1,567.70
P68	Strudwick Codes	Web host	35.00	0.00	35.00
P69	Anglian Water	Allotment water	207.13	0.00	207.13
P70	HMRC	Overdue PAYE	430.73	0.00	430.73
P71	HMRC	Overdue PAYE	66.67	0.00	66.67
P72	Moser Groundcare	Grass cutting	495.00	99.00	594.00
P73	Suffolk County Council	Allotment rent	25.00	0.00	25.00
P74	Suffolk County Council	Allotment rent	141.00	0.00	141.00
P75	Mrs S Frankis	Salary	593.67	0.00	593.67
P76	HMRC	PAYE	148.40	0.00	148.40

- ii. To AGREE the September 2023 Budget and Finance Report, including the Bank Balance
The September 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 £164,150.33.
- iii. To RECEIVE the External Auditor's Report and Certificate 2023 (Section 3)
The Council received the External Auditor's Report and Certificate 2023 (Section 3); a copy is published on the Parish Council website.
- iv. To AGREE to set up an HMRC Direct Debit
The Council unanimously agreed to set up a direct debit mandate to pay future PAYE liabilities.

2465/2324 INSURANCE: to AGREE the 2023/24 Insurance Renewal

The Council had satisfied itself that the insurance cover, offered by Gallagher would be adequate and that having identified, assessed and recorded risks, appropriate cover would be in place to mitigate and manage those risks. The Council unanimously agreed to renew the Parish Council insurance policy at an annual cost of £1,567.70. The Clerk will undertake a full review of the insurance cover at least three months before the next renewal date.

2466/2324 CLERK'S REPORT: to RECEIVE the Parish Clerk's Report

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

The Clerk advised that an error in earlier assertions to HMRC will mean the Council will be required to pay back approximately £1,200.00 of Employers Allowance.

2467/2324 PLANNING APPLICATIONS AND DECISIONS

There were no new planning applications to consider.

Application DC/23/01979 had been granted by Babergh District Council.

The Anglian Water cross-boundary planning application had been approved by Babergh District Council.

2468/2324 PLAYING FIELD SITE DEED OF EASEMENT

There were no further updates to those already presented under 'Matters Arising'.

2469/2324 PLAY AREAS: to AGREE Play Area Report Action Plan

ACTION: The Clerk is to circulate a copy of her Summary of the Play Area Inspection Report to all Councillors.

Cllr Mellish asked if there is an appetite to seek funding to develop the play areas at the Playing Field and Mill Lane.

The Council agreed a need to establish the priorities for future recreational development and to engage with as wide a demographic as possible before deciding what projects would need funding.

2470/2324 VILLAGE HALL / PARISH COUNCIL MEETINGS: to AGREE Village Hall Hiring Charges

Proposal and Parish Council Meeting Venue

Cllr Ward advised that the Village Hall has offered not to charge the Parish Council for use of the Lounge for meetings now that it benefits from a rent-free lease, thus making a contribution to the wider community. The arrangement would also reduce the admin work for both parties given that only small sums are involved. He advised that Martin Taylor of the Cricket Club is happy for this to be the case rather than splitting the meeting venues between the Village Hall and the Cricket Club throughout the year.

The Village Hall proposes in return for this, it handles and retains any small charge levied on hirers who wish to have use of the playfield. The arrangement would prevent hirers having to liaise with two organisations for the same hire. The Clerk advised the income to the Parish Council for 2022/23 for such hirings of the field was £75.00

The arrangement would only apply to the odd occasion when a Village Hall Hirer wants to also use the field such as for a bouncy castle and not occasions such as the fete, Vintage Car Rally etc.

The Council unanimously agreed to accept the offer, recognising that it would save costs being applied against the Parish Council budget.

The Council thanked the Village Hall for the offer.

2471/2324 PARISH COUNCIL NEWSLETTER: to CONSIDER and AGREE to Publish a Parish Council Newsletter

The Clerk had circulated an example of a simple newsletter distributed by a neighbouring parish council.

The Council acknowledged the likely benefits of producing a regular newsletter to be distributed to the parish; the newsletter could be distributed together with the monthly In Touch publication.

ACTION: Cllr Ward is to draft a newsletter for consideration.

2472/2324 BOOK EXCHANGE BT BOX: to AGREE to Refurbish the Book Exchange BT Box

Cllr Ward advised he had secured a quote of £750.00 to paint the BT box.

The Council agreed it should seek two further quotes but to set a one week time limit in order not to lose the interest of the contractor who provided the original quote.

ACTION: Cllr Tyrrell is to try to secure two further quotes for the BT Box to be painted.

2473/2324 BOTTLE BANK PEARSONS WAY: to CONSIDER Relocating the Pearsons Way Bottle Bank

Cllr Mellish advised he has previously spoken to Babergh District Council (BDC) about the possibility of relocating the bottle bank, following a complaint received from a parishioner. BDC were to undertake a sound survey; the Parish Council is to contact BDC to ask for the results of their sound data collection and to ascertain if they have any recommendations.

ACTION: The Clerk is to contact Babergh District Council for an update.

2474/2324 NOTICEBOARD REPAIRS: to AGREE Noticeboard Repairs (adjacent to the Church Room)

The Council agreed to review the replacement of the noticeboard(s).

ACTION: The Clerk is to research noticeboard options and costs.

2475/2324 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 7th November 2023, 7.30pm at the Village Hall, Copdock.

2476/2324 Matters Raised by Members

Cllr Mellish gave his resignation with immediate effect. The Council expressed deep sadness at his decision to resign from his position as Councillor and Chair to the Council, and thanked him for all that he had done.

Cllr Ward took the Chair.

2477/2324 Items for the Next Agenda

No matters were put forward.

There being no other business, the meeting closed at 9.35pm.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

2460/2324 To RECEIVE Reports from the County and District Councillors

ACTION: The Clerk is to ask County Cllr Hudson to attend the November Parish Council meeting.

2462/2324 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 5th September 2023

Re. minute number 2428/2324:

ACTION: The Clerk is to chase Achilles for payment of their overdue rent.

2463/2324 Neighbourhood Plan, to RECEIVE Updates and AGREE Actions as Required

ACTION: Cllr Tyrrell is to take the lead in assessing the Community Speed Watch Scheme and if/how it might work for Copdock and Washbrook. She will also look at how the Scheme might join up with the resident working group that Mr R Cooke is looking to establish.

ACTION: Cllr Tyrrell is to contact Nina Finbow to find out about the '20's Plenty' Scheme.

2469/2324 PLAY AREAS: to AGREE Play Area Report Action Plan

ACTION: The Clerk is to circulate a copy of her Summary of the Play Area Inspection Report to all Councillors.

2472/2324 BOOK EXCHANGE BT BOX: to AGREE to Refurbish the Book Exchange BT Box

ACTION: Cllr Tyrrell is to try to secure two further quotes for the BT Box to be painted.

2473/2324 BOTTLE BANK PEARSONS WAY: to CONSIDER Relocating the Pearsons Way Bottle Bank

ACTION: The Clerk is to contact Babergh District Council for an update.

2474/2324 NOTICEBOARD REPAIRS: to AGREE Noticeboard Repairs (adjacent to the Church Room)

ACTION: The Clerk is to research noticeboard options and costs.

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

Email: clerk@copdockandwashbrook.org

Website: www.copdockandwashbrook.org