

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 6th February 2024, 7.02pm at the Village Hall, Old London Road, Copdock

Present: Cllr A Ward (Chair), Cllr S Downey, Cllr M Green, Cllr D Tyrrell

In Attendance: Mrs S Frankis, Parish Clerk & RFO
District Cllr J Whyman

The meeting was chaired by Cllr A Ward.

2541/2324 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to receive the apologies received from Cllr L Butters for her absence due to illness.

Apologies were received from District Cllr D Busby.

2542/2324 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

2543/2324 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

2544/2324 To RECEIVE Comments from Residents of the Parish on Current Agenda Items

No members of the public were in attendance.

2545/2324 To RECEIVE Reports from the County and District Councillors

A report had been received from District Cllr J Whyman prior to the meeting and circulated to the Council.

Cllr Ward asked for the current status of the new BMSDC JLP; Cllr Whyman advised that Part 1 of the new JLP was in place.

Cllr Ward asked when the results of the recent JLP Part 2, 'Call for Sites' would be available; Cllr Whyman didn't know.

The meeting was reconvened.

2546/2324 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 9th January 2024

The minutes of the meeting held on 9th January 2024, 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.

2547/2324 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 9th January 2024

Re. minute 2507/2324: an application has been submitted to Unity Trust Bank for a Corporate Multipay Card.

Re. minute 2508/2324: Cllrs Green and Ward have cut back the low branches and hedge at the Mill Lane Play Area; arrangements have been made for the risings to be removed.

Re. minute no. 2508/2324: Cllr Ward advised that County Cllr Hudson has agreed to fund 50% of the proposed footpath clearance works.

Re. minute no. 2524/2324(v): a Unity Trust Bank Instant Savings Account has been opened and the full balance of the reserve accounts has been deposited into it.

Re. minute no. 2530/2324: Cllr Green and the Clerk are due to meet on Thursday, 8th February 2024 to scrutinise the suffolk.cloud options and to put forward a streamlined proposal for the Council's consideration at the March 2024 meeting.

Re. minute no. 2531/2324: the inaugural Parish Council newsletter has been successfully printed and delivered.

Re. minute no. 2533/2324: the materials have been ordered and the works are set to be carried out.

Re. minute no. 2535/2324: **ACTION: Cllr Butters is to ensure that the draft Neighbourhood Plan is ready to be signed off at the March 2024 meeting.**

2548/2324 FINANCE AND GOVERNANCE

i. **SCHEDULE OF PAYMENTS: to Approve the Schedule of Payments for February 2024**

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P101	Strudwick Codes	Web management	35.00	0.00	35.00
P102	Tesco Mobile	Clerk's mobile	7.50	1.50	9.00
P103	X2 Connect Ltd	BT box materials	205.65	41.13	246.78
P104	Greenbarnes Ltd	New noticeboard	1,746.87	349.38	2,096.25
P105	Mr R English	Allotment padlock	11.00	0.00	11.00
P106	Mr S Downey	Microsoft 365	66.66	13.33	79.99
P107	GCD	Newsletter set up & printing	195.00	39.00	234.00
P108	Copdock Bowls Club	Returning payment made in error	274.00	0.00	274.00
P109	Moser Groundcare	OLR hedge cutting	650.00	130.00	780.00
P110	Mrs S Frankis	HP Instant Ink	3.74	0.75	4.49
P111	Mrs S Frankis	Postage	2.30	0.00	2.30
P112	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P113	Mrs S Frankis	Salary	734.22	0.00	734.22
P114	HMRC	PAYE	30.17	0.00	30.17

- ii. BUDGET & FINANCE REPORT: to AGREE the January 2024 Budget and Finance Report, including the Bank Balance
The January 2024 Budget and Finance Report and the Cash Book had been circulated to the Council prior to the meeting and were agreed. Cllr Green verified the bank balances totalling £106,354.73.
- iii. ASSET REGISTER: to AGREE the Fixed Asset Register 2023/24
The Council unanimously agreed the Fixed Asset Register 2023/24.
- iv. FINANCIAL RISK ASSESSMENT & MANAGEMENT REPORT: to AGREE the Financial Risk Assessment & Management Report 2023/24
The Council unanimously agreed the Financial Risk Assessment & Management Report 2023/24, in principle; any issues will be raised with the Clerk within the next seven days otherwise the document will be taken as approved.
- v. RISK MANAGEMENT STRATEGY: to AGREE the Risk Management Strategy 2024
The Council unanimously agreed the Risk Management Strategy 2024, in principle; any issues will be raised with the Clerk within the next seven days otherwise the document will be taken as approved.
- vi. RISK MANAGEMENT REGISTER: to AGREE the Risk Management Register 2024
The Council unanimously agreed the Risk Management Register 2024, in principle; any issues will be raised with the Clerk within the next seven days otherwise the document will be taken as approved.
- vii. INTERNAL CONTROL REPORT: to AGREE the Internal Control Report 2024
The Council unanimously agreed the Internal Control Report 2024.
- viii. INTERNAL CONTROL STATEMENT: to AGREE the Internal Control Statement 2024
The Council unanimously agreed the Internal Control Statement 2024, in principle; any issues will be raised with the Clerk within the next seven days otherwise the document will be taken as approved.
- ix. APPOINTMENT OF INTERNAL AUDITOR: to AGREE the appointment of the 2024/25 Internal Auditor
The Council unanimously agreed to appoint Trevor Brown CPFA as the Parish Council internal auditor for 2024/25.
- x. RISK ASSESSMENT: to APPOINT a Cllr(s) to undertake a Parish Council Risk Assessment of Assets and to update the Risk Assessment Register 2024
The Council unanimously agreed to appoint Cllrs Butters and Downey to undertake a Parish Council risk assessment of assets and to update the Risk Assessment Register 2024.
ACTION: Cllrs Butters and Downey are to undertake a Parish Council risk assessment of assets and to update the Risk Assessment Register 2024.

2549/2324 CLERK'S REPORT: to RECEIVE the Parish Clerk's Report
The Clerk's Report had been circulated to the Council prior to the meeting.

2550/2324 PLANNING APPLICATIONS AND DECISIONS
The Planning Schedule for January 2024 had been circulated to the Council prior to the meeting.

Application SCC/0105/22B: The Council unanimously agreed to submit further objections, in particular objections, comments and observations relating to the lack of a sound traffic management plan from the developer.

Application DC/24/00382: The Council unanimously agreed to submit a comment of 'no objection'.

Since the last Parish Council meeting, applications DC/23/05539, DC/23/05697 and DC/23/05698 have been granted permission.

2551/2324 ALLOTMENT RENT REVIEW: to AGREE 2025 Allotment Rent Increase

Cllr Ward and the Clerk had met with Mr R English, Chair of the Copdock & Washbrook Allotment Group, on 31st January 2024. It was a very productive meeting and a clearer vision from both parties is being established, including the aspirations of the new Group.

As part of the Parish Council's 2024/25 budget setting process, it was agreed that the allotments should become financially independent of the precept; in order for this happen, rents will have to be increased. In accordance with the new Allotment Holder's Agreements issued last year, any notification of a rent increase has to be given in the February of the year prior to the increase being introduced.

The Council unanimously agreed to increase the rents by £1.30 per rod as from 1st April 2025.

ACTION: The Clerk is to notify the allotment holders of the rent increase charge of £1.30 per rod to be introduced from 1st April 2025.

2552/2324 PARISH COUNCIL WEBSITE: to AGREE Actions as Required

ACTION: Cllr Green and the Clerk are due to scrutinise the suffolk.cloud options and to put forward a streamlined proposal for the Council's consideration at the next meeting.

2553/2324 COMMUNITY SPEED MANAGEMENT

i. **COMMUNITY SPEED WATCH SCHEME: to AGREE Actions as Required**

Cllr Tyrrell advised that no volunteers have come forward as yet.

ii. **20'S PLENTY : to AGREE Actions as Required**

Cllr Tyrrell advised that a survey has now been drafted and is ready to go 'live'; it was agreed to run the survey for one month.

iii. **SPEED INDICATOR DEVICE (S.I.D.): to AGREE Actions as Required**

Cllr Tyrrell advised that of the three possible installation sites, she has begun by leafleting those residents nearest to the proposed site in The Street; one response of support for the proposal has been received so far. It should be noted that if even one objection is received, the project cannot proceed. Cllr Tyrrell intends to submit the application for this site imminently.

She advised that on initial inspection, no suitable site location can be identified in Back Lane, despite the need for an installation here; she will however submit an application for Back Lane in order that SCC Highways may determine suitability/unsuitability.

2554/2324 NOTICEBOARD REPLACEMENT: to AGREE to Purchase a Replacement Noticeboard (adjacent to the Church Room)

The Council unanimously agreed to the purchase of a replacement noticeboard, to be installed at the Church Room, at a cost of £1,746.87 +VAT.

2555/2324 INFRASTRUCTURE DEVELOPMENTS: Neighbourhood Plan, to ADOPT the Copdock and Washbrook draft Neighbourhood Plan

There were no updates.

ACTION: The Clerk is to contact BDC to ask when the findings of their recent JLP 'Call for Sites' will be made available.

2556/2324 GROUNDS MAINTENANCE, OLD LONDON ROAD FOOTPATH: to AGREE Actions as Required

The Council had sought three quotes, two responses had been received.

The Council were minded to accept the quote received from Moser Groundcare, subject to further clarification.

2557/2324 FLOODING ON BACK LANE / THE STREET: to AGREE Actions as Required.

Cllr Ward advised that he has secured a contact with the SCC Highways Drainage team and has recently met on-site with the technician. Three issues have been identified –

- 1) the blocked drain by the bus stop, for which a requisition order has been subsequently raised; a date for the works to be undertaken is unknown at this time;
- 2) further up Back Lane by Charlottes. The source is unknown at this time and so SCC will investigate;
- 3) the Grindle, between Swan Cottage and Amor Lodge. The water running from the cottage boundary, across the pavement and down the road is coming from the Grindle. SCC are to investigate. Concerns were raised about the subsequent damage to the road and potholes; Cllr Ward is to raise the matter with SCC.

ACTION: Cllr Ward is to continue liaising with SCC Highways Drainage team to ensure the problems are dealt with and resolved.

2558/2324 IN TOUCH PUBLICATION: to AGREE to Publish Parish Council Updates in the In Touch Publication

Cllr Ward advised of the costs to publish in the In Touch magazine.

The Council unanimously agreed that spending taxpayers' money to publish what would be outdated minutes, (due to submission deadlines and Parish Council meeting dates), in the In Touch magazine couldn't be justified. The Council agreed to fully utilise the existing lines of communications with the community and to review the matter in the future, if needed.

2559/2324 Next Meeting: to CONFIRM the Date and Time of the Next Parish Council Meeting

The next meeting of the Council is to be held at 7pm on 5th March 2024 at the Village Hall, Copdock; a pre-meeting surgery will be held from 6.30pm.

2560/2324 Matters Raised by Members

Cllr Green advised of flooding at the bottom of the Old London Road, near to Gladwells.

The Council spoke about recruiting new members to the Council.

Cllr Ward advised he had invited Mr J Mellish to front a Spring litter pick; a litter pick is to be held on 16th March 2023, starting from the Church Room, with refreshments to follow.

Cllr Ward advised he had asked Mr J Mellish about reconstituting the footpath group; Mr Mellish has agreed to work with the Parish Council to do this.

2561/2324 ITEMS FOR THE NEXT AGENDA

There were no requests for further agenda items.

There being no other business, the meeting closed at 8.38pm.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

2547/2324 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 9th January 2024

Re. minute no. 2535/2324: **ACTION: Cllr Butters is to ensure that the draft Neighbourhood Plan is ready to be signed off at the March 2024 meeting.**

2548/2324 x. FINANCE AND GOVERNANCE/ RISK ASSESSMENT: to APPOINT a Cllr to undertake a Parish Council Risk Assessment and to update the Risk Assessment Register 2024

ACTION: Cllrs Butters and Downey are to undertake a Parish Council risk assessment of assets and to update the Risk Assessment Register 2024.

2551/2324 ALLOTMENT RENT REVIEW: to AGREE 2025 Allotment Rent Increase

ACTION: The Clerk is to notify the allotment holders of the rent increase charge of £1.30 per rod to be introduced from 1st April 2025.

2552/2324 PARISH COUNCIL WEBSITE: to AGREE Actions as Required

ACTION: Cllr Green and the Clerk are due to scrutinise the suffolk.cloud options and to put forward a streamlined proposal for the Council's consideration at the next meeting.

2555/2324 INFRASTRUCTURE DEVELOPMENTS: Neighbourhood Plan, to ADOPT the Copdock and Washbrook draft Neighbourhood Plan

ACTION: The Clerk is to contact BDC to ask when the findings of their recent JLP 'Call for Sites' will be made available.

2557/2324 FLOODING ON BACK LANE / THE STREET: to AGREE Actions as Required.

ACTION: Cllr Ward is to continue liaising with SCC Highways Drainage team to ensure the problems are dealt with and resolved.

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

Email: clerk@copdockandwashbrook.org

Website: www.copdockandwashbrook.org