

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 9th January 2024, 7.00pm at the Cricket Club Pavilion, Old London Road, Copdock

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

In Attendance: Mrs S Frankis, Parish Clerk & RFO
District Cllr J Whyman
PC Kate Jarrett
1 members of the public who attended online

The meeting was chaired by Cllr A Ward.

Cllr Ward welcomed PC Kate Jarrett, the new community police officer, to the meeting. A meeting was arranged for Cllrs Ward, Butters and Tyrrell to meet with PC Jarrett on Friday, 26th January 2024 at 3pm.

2519/2324 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to receive the apologies received from Cllr S Downey for his absence due to work commitments.

Apologies were received from District Cllr D Busby.

2520/2324 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

2521/2324 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

2522/2324 To RECEIVE Comments from Residents of the Parish on Current Agenda Items

No members of the public were in attendance.

2523/2324 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.

It was agreed to ask County Cllr C Hudson for any available updates regarding the Brockley Wood application.

The meeting was reconvened.

2524/2324 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 5th December 2023

The minutes of the meeting held on 5th December 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.

2525/2324 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 5th December 2023

Re. minute 2507/2324: the monthly fee for a Unity Trust Bank Corporate Multipay Card is £3 and not £6, as previously advised to the Council. The Council therefore agreed to apply for a Unity Trust Bank Corporate Multipay Card for use by the Parish Clerk.

ACTION: The Clerk is to apply for a Unity Trust Bank Corporate Multipay Card.

Re. minute 2508/2324: Cllrs Green and Ward have inspected the Mill Lane Play Area and have agreed to undertake the cutting back of the low branches and hedge cutting themselves rather than the Council pay for a contractor to do the works. Any volunteer help would be welcomed.

ACTION: Cllrs Green and Ward are to undertake the cutting back of the low branches and hedge cutting at Mill Lane Play Area.

Re. minute no. 2508/2324: **ACTION: The Clerk is to chase Moser Groundcare for a response to the Council's enquiry regarding the necessary training and highways traffic orders being put in place in response to the quote received for the reclaiming of the footpath along the Old London Road.**

Re. minute no. 2508/2324: **ACTION: Cllr Butters is to chase County Cllr Hudson re the Parish Council's funding request for the reclaiming of the footpath along the Old London Road works.**

PC K Jarrett left the meeting.

Re. minute no. 2024/2324(v): the Unity Trust Bank Deposit Account Product Range information sheet, as previously circulated to the Council, had omitted to show that the minimum deposit for the '12 Month Fixed Term Deposit Account' @ 5% is £100k; the Council had agreed to deposit £20k into such an account. The Council agreed to open an Instant Access Savings Account @ 2.75% and to deposit the full balance of the reserve funds into it.

ACTION: The Clerk is to open a Unity Trust Bank Instant Access Savings Account and to deposit the full balance of the reserve accounts into it.

Re. minute no. 2484/2324: the resident of Pheasant Rise has canvassed her neighbours for their opinions on leaving the area at the end of the road uncut so that a wildflower area can be established. The residents closest to the area have expressed their reservations and so she has asked that the Parish Council does not pursue the proposal with Babergh District Council.

Re. minute no. 2484/2324: Babergh District Council has advised that the Lime Tree at Pheasant Rise will be cut back before the financial year end but are unable to give a date of when the works will be undertaken.

Re. minute no. 2484/2324: Cllr Ward has contacted Suffolk One and advised that the art department would be interested in undertaking a project to overpaint the existing graffiti at the Old London Road / Tesco underpass. The Council agreed to ask the resident who raised the proposal to take the lead on the initiative which it would be pleased to fully support.

ACTION: Cllr Ward is to update the resident accordingly.

2526/2324 FINANCE AND GOVERNANCE

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

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P93	Tesco mobile	Clerk's mobile phone	7.50	1.50	9.00

P94	Mrs S Frankis	Clerk's Broadband	15.00	0.00	15.00
P95	Copdock Cricket Club	Grant	500.00	0.00	500.00
P96	Community Action Suffolk	Neighbourhood Plan website	28.39	5.68	34.07
P97	Alison Farmer Associates	Neighbour Plan	400.00	80.00	480.00
P98	Anglian Water	Allotments	203.39	0.00	203.39
P99	Mrs S Frankis	Salary	596.31	0.00	596.31
P100	HMRC	PAYE	36.20	0.00	36.20

ii. BUDGET AND FINANCE REPORT: to AGREE December 2023 Budget and Finance Report, including the Bank Balance

The December 2023 Budget and Finance Report and the Cash Book had been circulated to the Council and were agreed. Cllr Tyrrell verified the bank balance of £110,549.60.

2527/2324 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 a meeting of introduction is to be arranged with Mr R English, Cllr Ward and herself, regarding the allotments.

ACTION: Cllr Ward and the Clerk are to meet with Mr R English.

2528/2324 SLCC MEMBERSHIP: to AGREE SLCC Membership

The Clerk advised there appeared to be confusion from SLCC with regards to the membership renewal; emails and a hard copy letter advise membership renewal is due from 1st January 2024 however the Clerk's online account advises her current membership expires on 31st March 2024. It has to be assumed that the earlier expiration relates to the previous Parish Clerk.

2529/2324 PLANNING APPLICATIONS AND DECISIONS

The Planning Schedule for December 2023 had been circulated to the Council prior to the meeting.

Application DC/23/05539: The Council unanimously agreed to submit a comment of 'no objection'.

Application DC/23/05697 and DC/23/05698: The Council unanimously agreed it submit a comment of 'no objection'.

Since the last Parish Council meeting, applications DC/23/04746 and DC/23/04765 have been granted permission.

2530/2324 PARISH COUNCIL WEBSITE/IT SUPPORT: to AGREE Actions as Required

Having previously agreed the current Parish Council website could be improved upon, the Clerk had prepared a paper of options which had been circulated to the Council prior to the meeting. The Council unanimously agreed to accept the option submitted by suffolk.cloud but to streamline the proposal in order to save costs when a task could be undertaken by the Council instead.

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

2531/2324 NEWSLETTER: to AGREE Publication of a Parish Council Newsletter

Cllr Ward had circulated a draft newsletter to the Council prior to the meeting; the content was agreed subject to the removal of the article regarding the beer festival, as this isn't a Parish Council event. The Council unanimously agreed to an initial intention to produce a quarterly newsletter and to accept the quote received from gcd.agency to design, set up initial templates and print the newsletter at a cost of £132 to £176, with future issues reducing to a cost of £66 to £110; the newsletter will be distributed free of charge with the In Touch publication.

ACTION: Cllr Ward is to finalise the draft newsletter with the intention of it being published and distributed at the beginning of February 2024.

2532/2324 COMMUNITY SPEED MANAGEMENT

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

Cllr Tyrrell advised that no volunteers have come forward as yet to join Mr R Cooke and that unless they do, the Scheme cannot progress. It was agreed to include a 'call' for volunteers in the forthcoming Parish Council newsletter; the Council's aspirations to bring a Scheme forward remain.

ACTION: A call for volunteers is to be included in the forthcoming Parish Council newsletter.

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

Cllr Tyrrell advised that an introductory article had been published in the December 2023 issue of the In Touch magazine.

ACTION: Cllr Tyrrell is to draft a survey, which will be publicised in the forthcoming Parish Council newsletter.

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

Cllr Tyrrell advised that she had met with Burstall Parish Cllr K Raby who had agreed to assist her through the application process. They had identified two possible locations for a S.I.D. to be sited - 1) between the two signs opposite Swan Mews and 2) on the verge opposite Amor Hall. As part of the site suitability process, Cllr Tyrrell will contact the residents closest to the Amor Hall site to confirm they will have no objections.

ACTION: Cllr Tyrrell is to contact the residents closest to the proposed Amor Hall site and then complete the S.I.D. site suitability application form; she will also look at Back Lane site suitability options.

Cllr Tyrrell advised that the local farmer she had contacted is expected to cut back the Back Lane verge this coming Sunday; the charge will be £75 to £100 +VAT to cut both sides.

2533/2324 BOOK EXCHANGE BT BOX: to AGREE to Refurbish the Book Exchange BT Box

Cllr Tyrrell advised she had received a quote from Mr Matt Green of £580.00 to paint and refurbish the BT box. The Council unanimously agreed the quote received from Mr Matt Green was the most favourable of all those received and agreed to accept it.

ACTION: Cllr Ward is to contact Mr Matt Green to advise him that the Council has accepted his quote.

ACTION: The Clerk is to purchase the official BT telephone box paint.

2534/2324 NOTICEBOARD REPLACEMENT: to AGREE to Purchase a Replacement Noticeboard (adjacent to the Church Room)

The Clerk had researched further options, but these were considered to still be too expensive; she will continue to look at other options. The Council agreed to ask Cllr Busby if he would be able to part fund the purchase of a new noticeboard from his Locality Budget.

ACTION: The Clerk is to research further noticeboard options and to circulate the preferred option to the Council.

ACTION: The Clerk is to apply for a locality grant from District Cllr Busby.

2535/2324 INFRASTRUCTURE DEVELOPMENTS: Neighbourhood Plan, to ADOPT the Copdock and Washbrook draft Neighbourhood Plan

Cllr Butters advised that following the recent publication of the new NPPF, Ian Poole has suggested it would be prudent to re-check the draft Neighbourhood Plan against this; this may bring forward further suggested modifications.

ACTION: Cllr Butters is to finalise the draft Neighbourhood Plan with Mr I Poole, in preparation for it to be signed off at the next Parish Council meeting.

2536/2324 GROUNDS MAINTENANCE, MILL HILL, BACK LANE AND OLD LONDON ROAD FOOTPATH: to AGREE Actions as Required

The Council agreed that due to the scale of the works to be undertaken, further quotes would be sought.

ACTION: The Clerk is to send out two further invites to tender for the footpath clearance works. Cllrs Butters is to forward details of two possible contractors to her.

2537/2324 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 6th February 2024 at the Village Hall, Copdock; a pre-meeting surgery will be held from 6.30pm.

2538/2324 2024/25 MEETING DATES: to AGREE the 2024/25 Meeting Dates, including the Annual Parish Meeting

The Council unanimously agreed that meetings will be held on the first Tuesday of each month, including August; the Annual Parish Meeting will be held prior to the May 2024 meeting (the Annual Parish Council Meeting).

2539/2324 Matters Raised by Members

Cllr Green asked if an event would be held to mark the D-Day Commemorations. The Clerk reminded the Council that it had previously agreed to consider the matter at the February 2024 meeting.

Cllr Ward advised he had been made aware that the Brook was flooding, and that water was running down The Street, posing a danger if it should freeze.

ACTION: Cllr Ward is to investigate the matter and seek possible resolutions.

2540/2324 ITEMS FOR THE NEXT AGENDA

There were no requests for further agenda items.

There being no other business, the meeting closed at 9.06pm.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

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

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