

## Copdock & Washbrook Parish Council

### Minutes of the Parish Council meeting held on Tuesday, 2<sup>nd</sup> April 2024, 7.06pm at the Village Hall, Old London Road, Copdock

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

**In Attendance:** Mrs S Frankis, Parish Clerk & RFO  
District Cllr, John Whyman  
3 members of the public

The meeting was chaired by Cllr A Ward.

Cllr Ward apologised for the late start to the meeting; a technical issue had arisen which meant the meeting could not be broadcast visually, it would be sound only.

**2580/2425 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 Busby.

**2581/2425 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest**

No declarations were received.

**2582/2425 DISPENSATIONS: to APPROVE any Requests for Dispensations**

No requests for dispensations were received.

The meeting was adjourned.

**2583/2425 To RECEIVE Reports from the County and District Councillors**

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

Cllr Whyman pledged his, and fellow district councillor, support to consider actions to mitigate the traffic and environmental impacts associated with the recently approved Brockley Wood Mineral Extraction site.

(ii) **To RECEIVE Comments from Residents of the Parish on Current Agenda Items**

No comments were received.

The meeting was reconvened.

**2584/2425 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 5<sup>th</sup> March 2024**

The minutes of the meeting held on 5<sup>th</sup> March 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.

**2585/2425 MATTERS ARISING:** to CONSIDER Matters Arising from the Parish Council Meeting held on 5<sup>th</sup> March 2024

There were no matters to consider that aren't dealt with under specific agenda items.

**2586/2425 FINANCE AND GOVERNANCE**

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

Payments were approved as listed below.

| No. | Payee                  | Description                           | Net    | VAT    | Total  |
|-----|------------------------|---------------------------------------|--------|--------|--------|
| P1  | Lloyds Bank            | Card fees                             | 3.00   | 0.00   | 3.00   |
| P2  | Anglian Water          | Allotments                            | 205.18 | 0.00   | 205.18 |
| P3  | Tesco Mobile           | Clerk's phone                         | 7.50   | 1.50   | 9.00   |
| P4  | Suffolk County Council | Streetlighting – energy & maintenance | 795.90 | 159.18 | 955.08 |
| P5  | Greens Landscapes      | BT refurb                             | 459.35 | 0.00   | 458.35 |
| P6  | Greens Landscapes      | Footbridge repairs                    | 250.00 | 0.00   | 250.00 |
| P7  | Mrs S Frankis          | Home broadband                        | 15.00  | 0.00   | 15.00  |
| P8  | Moser Groundcare       | Grass cutting                         | 100.00 | 20.00  | 120.00 |
| P9  | Mrs S Frankis          | Salary                                | 879.47 | 0.00   | 879.47 |
| P10 | HMRC                   | PAYE                                  | 42.71  | 0.00   | 42.71  |
| P11 | Suffolk County Council | Allotments                            | 25.00  | 0.00   | 25.00  |
| P12 | Suffolk County Council | Allotments                            | 141.00 | 0.00   | 141.00 |

ii. BUDGET & FINANCE REPORT: to AGREE the March 2024 Budget and Finance Report, including the Bank Balance

The March 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 £102, 091.95.

iii. CIL REPORT: to AGREE the CIL Report 2024

The Council unanimously agreed the CIL Report 2024.

iv. RISK ASSESSMENT: to RECEIVE the Findings of the Parish Council Risk Assessment and to AGREE the Parish Council Risk Assessment Register 2024

This matter remains outstanding.

**2587/2425 CLERK'S REPORT:** to RECEIVE the Parish Clerk's Report

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

**2588/2425 PARISH COUNCIL INSURANCE:** to AGREE new Insurance Provider

The Clerk had undertaken a review of the Parish Council's insurance cover, looking for a policy better suited to the needs of the Council, and if possible, costing less.

Details of a quote for an Ansvr charity and community-based policy, offered by Community Action Suffolk, (CAS) had been circulated to the Council prior to the meeting.

Having identified, assessed and recorded risks, the Council was satisfied that the Ansvr policy would be adequate and offered appropriate cover to mitigate and manage those risks. The Council unanimously agreed to accept the CAS quotation on a three-year long-term undertaking at a cost of £1,264.90, compared to the existing policy which cost £1,517.70 + a pro rata addition of £223.66 for

the new play equipment and Fixed Asset Register valuation revisions, subject to a refund for the early cancellation of the existing policy being secured.

**ACTION: The Clerk is to accept the CAS quote, and cancel the existing insurance policy, subject to a refund for the early cancellation of the existing policy being secured.**

#### **2589/2425 PLANNING APPLICATIONS AND DECISIONS**

The Planning Schedule for March 2024 had been circulated to the Council prior to the meeting.

Cllr Ward expressed his disappointment at the approval of the Brockley Wood gravel site application. During the Suffolk County Council planning meeting it appeared that committee members were being swayed by the powerful objections of those that spoke against the proposal (Copdock & Washbrook Parish Council, Bentley Parish Council & Thomas Hill K.C. - resident of Bentley and Chairman of the Stour & Orwell Society), however when advised that the planning meeting could do nothing about protections for local communities such as weight limits on roads etc, they appeared to be satisfied that sufficient monitoring & enforcement protocols exist and the application was subsequently approved. Mr Hill, a K.C. in Planning & Environmental law believes there to be sufficient grounds for seeking a judicial review and is to circulate a note to key stakeholders setting out his professional opinion on the matter (the legal fees that could be incurred by parish councils making such an application are thought to be capped, thereby reducing the financial risk of taking such action). The Parish Council agreed to wait to receive this assessment before then deciding on any next steps which may also involve joining up with other local communities to seek a high-level discussion with Suffolk Highways, in an effort to press for greater protection and enforcement.

Since the last Parish Council meeting, applications DC/22/01605 and DC/24/00382 have been granted permission.

#### **2590/2425 INFRASTRUCTURE DEVELOPMENTS**

##### **(i) Active Travel Scheme Update**

Cllr Butters had led a meeting of interested parties, held on 18<sup>th</sup> March 2024.

The initial consultation is complete, establishing what is important to the residents of Copdock and Washbrook. The next steps will be to develop a design and for this to go out for consultation, expected in the Autumn.

The next scheduled meeting is to be held on 17<sup>th</sup> June 2024; however Cllr Ward proposed a meeting with Holly Weir, Active Travel Officer, SCC and Kathryn Davies, Sustainable Travel Officer (LCWIP), BDC before then.

**ACTION: Cllr Butters is to arrange a meeting with Holly Weir and Kathryn Davies.**

##### **(ii) Neighbourhood Plan Update**

The draft Neighbourhood Plan has been submitted for examination.

#### **2591/2425 PARISH COUNCIL WEBSITE: to AGREE Actions as Required**

Cllr Green advised the new website is currently being drafted and that the framework is in place. He asked Councillors to check that any links on the draft site are up to date and working; he also asked for images of the villages that could be published on the site. It was agreed to put a call out to parishioners for suitable images to be used on the new website.

**ACTION: Cllrs are to review the prototype website and to feedback to Cllr M Green.**

**ACTION: Cllr Ward is to put a call-out to parishioners asking them to submit images of the villages / village life for use on the new website.**

## **2592/2425 COMMUNITY SPEED MANAGEMENT**

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

Cllr Tyrrell advised she has received 12 volunteer application forms, which she has sent through to the Community Speed Watch team, at Suffolk Police. Some application forms have been submitted directly by the volunteers.

The next stage of the process will be for the Community Police Officer to look at possible target sites and then for training to be arranged.

**CTION: Cllr Tyrrell is to contact the Community Police Officer to ask her to look at possible target sites.**

**ACTION: Cllr Tyrrell is to arrange a meeting with the primary school headteacher to discuss the possibility of the pupils creating promotional posters.**

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

Cllr Tyrrell advised she attended a 20's Plenty Campaigner and Supporters meeting, held via Zoom on 18<sup>th</sup> March 2024. From this meeting she took away ten points / actions that will need addressing, including obtaining Scheme support from the County and District Councillors. The Council unanimously agreed to purchase 100 no. '20's Plenty' wheelie bin stickers for distribution.

**ACTION: The Clerk is to purchase 100 no. '20's Plenty' wheelie bin stickers.**

**ACTION: Cllr Tyrrell is to ask PCSO Kate Jarrett to capture traffic average speed data.**

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

Cllr Tyrrell advised she has submitted the applications for sites in Chapel Lane and Back Lane to Suffolk County Council; to date no response has been received.

## **2593/2425 WHIGHT'S CORNER: Action(s) Against Anti-Social Behaviour Update**

Cllr Ward advised the meeting between PCSO Kate Jarrett and residents had been beneficial. In the absence of Mr P Watson, Community Safety Officer, Babergh District Council, at the meeting, Cllr Ward met with him via Zoom, whereat an action plan was agreed.

A system of logging and reporting incidents has been established between the Clerk and the residents of Whight's Corner.

**ACTION: The Clerk is to initiate the incident reporting system.**

## **2594/2425 OLD LONDON ROAD FOOTPATH RECLAMATION: to AGREE Actions as Required**

**ACTION: Cllr Ward is to chase Moser Groundcare for the revised quote.**

## **2595/2425 FLOODING and DRAINAGE**

Cllr Ward expressed his disappointment with his contact at Suffolk County Council Highways appears to no longer be interested in fixing the underlying problem. He will continue to pursue the matter.

## **2596/2425 Next Meeting: to CONFIRM the Date and Time of the Next Parish Council Meeting**

The next meeting of the Council is to be held on 7<sup>th</sup> May 2024 at the Village Hall, Copdock; this will follow the Annual Parish Meeting which will start at 7pm.

## **2597/2425 Matters Raised by Members**

The Clerk advised a grant application had been made to Suffolk County Cllr, Chris Hudson for funding for the BT information box repairs.

## **2598/2425 ITEMS FOR THE NEXT AGENDA**

National Highways / Tesco underpass art scheme.

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

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

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

#### **SUMMARY OF ACTIONS:**

**2588/2425** PARISH COUNCIL INSURANCE: to AGREE new Insurance Provider

**ACTION: The Clerk is to accept the CAS quote, and cancel the existing insurance policy, subject to a refund for the early cancellation of the existing policy being secured.**

**2590/2425** INFRASTRUCTURE DEVELOPMENTS

(i) Active Travel Scheme Update

**ACTION: Cllr Butters is to arrange a meeting with Holly Weir and Kathryn Davies.**

**2591/2425** PARISH COUNCIL WEBSITE: to AGREE Actions as Required

**ACTION: Cllrs are to review the prototype website and to feedback to Cllr M Green.**

**ACTION: Cllr Ward is to put a call-out to parishioners asking them to submit images of the villages / village life for use on the new website.**

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

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