

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 3rd December 2024, 7.00pm
at the Village Hall, Old London Road, Copdock

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

In Attendance: Mrs S Frankis, Parish Clerk & RFO
District Cllr, Dave Busby
2 Members of the public

The meeting was chaired by Cllr A Ward.

2741/2425 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to accept the apologies received from Cllr S Downey for his expected late arrival to the meeting.

2742/2425 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

2743/2425 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

2744/2425

(i) To RECEIVE Reports from the County and District Councillors

Cllr Busby advised he had met with Cllr Stringer, of MSDC who had put forward possible considerations for inclusion in any response to the proposed Brockley Wood development application:

- There is already a similar gravel extraction site along the A12 which has to close every time the A12 is congested/closed
- Is there a real demand for another gravel extraction site; there are already a number of similar sites in Suffolk?

ACTION: Cllr Busby is to forward a brief summary of the matters discussed at his meeting with Cllr Stringer to Cllr A Ward and the Chair of Bentley Parish Council.

Cllr Busby was asked for his views on the unitary council status proposal for Norfolk and Suffolk; he considered it to be clear that Government doesn't know how local councils work by them putting forward such a proposal. Most of the districts want numerous council authorities whereas county wants one unitary council, to be controlled by a single mayor; the idea is being driven by devolution. The publication of the Government White Paper has been delayed and is now expected to be issued on/around 16th December 2024.

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

No report had been received from County Cllr Hudson.

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

A member of the public asked if the Police are taking the car racer situation at Whight's Corner seriously, as when reports are made to them, they appear to show disregard for the incidents and dismissive when advised that CCTV cameras are in the vicinity, and that the CCTV team needs to be notified.

Cllr Ward has raised the latest incident with the local community Police Officer and has asked for an explanation. Had the Police alerted the CCTV team, the cameras could've been activated to pick up identifying details of the offenders. This is the second missed opportunity by the Police and is unacceptable.

The meeting was reconvened.

2745/2425 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 5th November 2024

The minutes of the meeting held on 5th November 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.

2746/2425 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 5th November 2024

Minute no. 2725/2425 – Cllr Ward advised that the visit to the Great Blakenham waste facility went ahead but that no-one from the Parish Council attended.

Minute no. 2717/2425 & 2727/2425 – defibrillator training remains outstanding.

Minute no. 2737/2425 – Cllr Ward advised the installation of fencing around the play equipment at the recreation field has been completed today.

He advised further mitigation measures have been agreed between Martin Taylor (Cricket club) and Ian Watson (VH Manager) including the use of temporary barriers being implemented to protect people exiting the Hall from vehicles. The Chair of the VH has confirmed agreement to these measures as satisfactory risk mitigation.

Cllr Ward advised he had met on site with Mr Lee, of Suffolk County Council (SCC) with regards to flooding issues at the Brook; SCC has been unable to get their contractors out to investigate as yet but both parties have diarised an update for the first week of the New Year.

Mr Lee is to review the Jubilee Meadow lease to ascertain responsibility of the footbridge maintenance.

Cllr Ward advised that as the Parish Council had agreed, in principle, to erect an information sign at the Recreation Field, the VH Chair has subsequently agreed to issue the Parish Council 'Use of the Recreation Field' disclaimer within their own hiring agreement forms. He asked for an agenda item, to agree the purchase of a sign, to be included for the next meeting.

2747/2425 FINANCE AND GOVERNANCE

(i) SCHEDULE OF PAYMENTS: to Approve the Schedule of Payments for December 2024

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P81	Lloyds Bank	Corporate card	30.40	5.49	35.89
P82	C with W PCC	Grant for Xmas tree	80.00	0.00	80.00
P83	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P84	Copdock & OI Cricket Club	CIL Grant	5,000.00	0.00	5,000.00
P85	Tesco Mobile	Clerk's phone	7.50	1.50	9.00
P86	Mrs S Frankis	Salary	659.29	0.00	659.29
P87	ICO	Data protection fee	35.00	0.00	35.00
P88	Moser Groundcare	Grass cutting	100.00	20.00	120.00
P89	Unity Trust Bank	Bank charges	7.50	0.00	7.50

(ii) BUDGET & FINANCE REPORT: to AGREE the November 2024 Budget and Finance Report, including the Bank Balance

The November 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 £123,984.88.

The Clerk advised she had undertaken a review of the 2024/25 budget position to include a forecast of the total expenditure to the year end, 31st March 2025. Budget headings for 'Bank Charges', 'Clerk's Salary' and 'IT/Web/Broadband/Phone' indicate a probable shortfall but that the Council will be working within the overall budget. A further review will be undertaken in the New Year.

(iii) 2025/26 BUDGET & PRECEPT: to CONSIDER and AGREE the 2025/26 Budget and Precept

A revised 2025/26 budget had been circulated to the Council prior to the meeting; the Council is working to keeping a 0% increase on the previous year.

ACTION: All Cllrs are to review the proposed budget with a view to an agreement being made at the January 2025 meeting.

(iv) BUDGET HEADING VIREMENT: to AGREE to vire £470.52 from 2024/25 budget heading 'Insurance' to 'Equipment/Asset Repairs'

This action is no longer required as the cost of the new fencing around the play equipment at the Recreation Field will be taken from the 'Play Areas' budget line.

(v) BUDGET TRANSFER: to AGREE to transfer £5k from the CIL Reserve to the 2024/25 General Fund

The Council unanimously agreed to transfer £5k from the CIL Reserve to the 2024/25 General Fund.

(vi) CLERK'S SALARY INCREASE

The Council unanimously agreed to increase the Clerk's hourly rate in accordance with the 2024/25 National Joint Council for Local Government Services (NJC) Agreement and to back date the pay increase to 1st April 2024.

(vii) CIL GRANT POLICY AND APPLICATION FORM : to ADOPT a Copdock and Washbrook Parish Council CIL Grant Policy and Application Form Template

A draft policy had been circulated to the Council prior to the meeting. The Council agreed to adopt the draft policy and application form template.

ACTION: The Clerk is to publish the CIL Grant Policy on the Parish Council website.

(viii) GRANT REQUEST: to CONSIDER & AGREE a Grant Request Received from Copdock & Washbrook Village Hall

CLr Tyrrell declared an interest and stepped back from the agenda item. The Council agreed that she did not need to remove herself from the room.

A grant request had been received from Copdock and Washbrook Village Hall for the sum of £1k to part fund the purchase of replacement stage and window curtains; the existing curtains no longer meet fire safety requirements.

The Council unanimously agreed to award a grant offer of £1k to the Village Hall.

ACTION: The Clerk is to arrange a payment of £1k to be made to the Copdock and Washbrook Village Hall.

2748/2425 CLERK'S REPORT: to RECEIVE the Parish Clerk's Report

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

Re. minute number 2705/2727/2425

SCC has provided a response to the request for overnight parking restrictions to be introduced at Whight's Corner, report number SCC 494613.

"Any restriction on HGV's parking in this area would require a new traffic regulation order-based scheme which may be a costly endeavour." "If a TRO is wished to be pursued this is something [they] are able to access if supported and the funding able to be secured locally."

The Council agreed not to look at any new schemes at this time when there is the prospect of substantial changes to the Old London Road in the pipeline.

2749/2425 PLANNING APPLICATIONS AND DECISIONS

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

- DC/24/04716
HA – erection of a rear extension (amended Scheme to that approved under DC/24/00623).
Grange Farm, Wenham Road, Copdock IP8 3EZ
The Council agreed to submit a comment of no objections.
- DC/24/05013
HA – installation of 6 no. Kingfisher lighting columns to mount 8 no. Opus 3XL floodlights to illuminate a basketball court.
Park House, Wenham Road, Copdock IP8 3EZ
The Council agreed to submit a comment of no objections,
- DC/24/05126
HA – replace current fixed floor to ceiling double glazed window with double glazed, aluminium framed bifold doors. Replace 2 current single glazed casement kitchen windows with aluminium framed double glazed casement windows.
Meadow Barn, Old London Road, Copdock IP8 3JW.
The Council agreed to submit a comment of no objections.
- DC/24/05127
LBC – replace current fixed floor to ceiling double glazed window with double glazed, aluminium framed bifold doors. Replace 2 current single glazed casement kitchen windows with aluminium framed double glazed casement windows.
Meadow Barn, Old London Road, Copdock IP8 3JW.
The Council agreed to submit a comment of no objections.

To RECEIVE Decision Notices:

- DC/24/04049 BDC Granted
- DC/24/04111 BDC Granted
- DC/24/04191 BDC Granted
- DC/24/03446 BDC Granted
- DC/24/03447 BDC Granted

2750/2425 PARISH COUNCIL EMAILS: to AGREE Actions as Required

The Council unanimously agreed to move the webmail server from Stackmail to Microsoft 365 (O365) and to transfer ownership of the domain name to the Parish Council.

Cllr D Busby left the meeting.

Cllr S Downey arrived at the meeting.

The O365 Business Basic package @ £4.90 a month per user will be purchased for the majority of cllrs; if deemed necessary, some users may need to be upgraded to the Business Standard Package @ £10.30 a month per user.

ACTION: Cllr Downey is to liaise with the Clerk re backing up the existing email system.

ACTION: Cllr Downey and Cllr Green are to arrange for the O365 package to be upgraded.

2751/2425 COMMUNITY SPEED MANAGEMENT

(i) 20'S PLENTY : to AGREE Actions as Required

Cllr Tyrrell advised that County Cllr Hudson has confirmed his support for the Scheme with Suffolk Highways.

Suffolk County Council has a 20mph speed limit policy against which all applications for a 20mph speed limit will be assessed against on a location-by-location basis.

For a formal decision to be made, the Highways team will need to write a speed limit report to be formally decided by Cllr Chambers and Graeme Mateer. The cost of the report will be £550 plus the cost of the surveys covering the three roads; costs would have to be met by the Parish Council.

The Parish Council poll, carried out in January 2024, showed 84% support for a change to the speed limit on Back Lane, Elm Lane and The Street, from 30mph to 20mph.

The Parish Council unanimously agreed to support, in principle, the three roads moving to a 20mph limit and agreed that they are committed to pursuing the Scheme.

The cost of the report and surveys will be funded by the CIL money held by the Parish Council.

ACTION: Cllr Ward is to respond to Suffolk Highways to instruct them to write a speed limit report, to produce the necessary surveys, and to advise that the Parish Council will meet the costs.

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

Cllr Tyrrell advised the two S.I.D.s have been installed and are actively working; it is hoped data will be available for presentation to the Council at the next meeting. She advised she has received a number of emails giving positive feedback.

2752/2425 SUFFOLK COUNTY COUNCIL HIGHWAYS & DRAINAGE UPDATES

Cllr Ward advised that the long-standing drainage overflow, outside Gladwells, appears to have been initially resolved; the SCC jetting team had undertaken works at the site today however they intend to carry out further investigations.

He advised he continues to chase for the flooding on the north side of the Old London Road to be addressed and resolved.

He advised that some footpath reclamation works have been carried out by SCC but not the sections that are in most need of clearance; he continues to press for the works to be undertaken.

2753/2425 INFRASTRUCTURE DEVELOPMENTS

(i) Neighbourhood Plan

The Design Guidelines have been amended to the Parish Council's satisfaction and have been forwarded to the External Examiner; we await the External Examiner's report.

Cllr Ward advised that following on from James Cartlidge's email of August, where he confirmed that he had written to the Secretary of State for Housing regarding the legal status of Neighbourhood Plans, a response from Minister Pennycook has been received.

The Government has confirmed that they have "no intention of depriving communities of the right to make use of this planning route to shape housing growth in their neighbourhoods".

"That said, the strong advice is to make sure a Neighbourhood Plan is as up to date as possible."

(ii) Active Travel Scheme

Cllr Ward reminded the meeting that the SCC drop-in session is to be held at the Village Hall on Friday, 6th December 2024. There have been about 100 responses so far; the consultation ends on 20th December 2024.

The Council is to meet on 11th December, 7pm, venue to be agreed, to consider the Parish Council response to the consultation. This will not be a Parish Council meeting.

2754/2425 BMSDC FINDINGS FROM COMPLAINT ABOUT COUNCILLOR CONDUCT

The Parish Council has been advised that an allegation of misuse of position had been made against a Copdock & Washbrook Parish Cllr but that after investigation by the Babergh District Council Monitoring Officer and BMSDC's Customer Complaints team, no breach was identified.

2755/2425 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 7th January 2025 at the Village Hall, Copdock at 7pm.

2756/2425 MATTERS RAISED BY MEMBERS

Cllr Butters advised she had been contacted by the owners of the Copdock Riding Centre asking for additional road signs to warn road users of the presence of horses on the road. The Clerk advised that new road signs would have to be agreed by Suffolk Highways but funded by the Parish Council. Cllr Downey advised the Quiet Lanes scheme is still open to nominations, although no funding is available at this time.

Cllr Green asked if there is a weight classification on Elm Lane; although most of HGV's will be going to Fenn Farm. Cllr Tyrrell advised that if the proposal to introduce of a 20mph, this would help with speeding HGV's. Cllr Ward suggested that a Speedwatch team could be deployed to Elm Lane as an indicator to drivers that this is an area being monitored.

2757/2425 ITEMS FOR THE NEXT AGENDA

Cllr Ward requested an agenda item to agree the wording and purchase of an information sign at the Recreation Field.

The meeting closed at 20:38.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

2744/2425

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

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