

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 2 July 2024, 7.03pm

at the Village Hall, Old London Road, Copdock

Present: Cllr A Ward (Chair), 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.

2643/2425 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 a personal commitment.

2644/2425 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

2645/2425 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

2646/2425 To RECEIVE Reports from the County and District Councillors

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

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

No comments were received.

The meeting was reconvened.

2647/2425 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 4 June 2024

The minutes of the meeting held on 4 June 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.

2648/2425 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 4 June 2024

Re. minute number 2628 iii/2425 – Risk Assessment: this matter remains outstanding.

Re. minute number 2628 iv/2425 – Financial Regulations: this matter remains outstanding.

Re. minute number 2632/2425 – Renewal of Achilles Licence: the Clerk advised that a renewal Licence has been issued; Achilles have advised of their intention to sign and return the Licence following their AGM.

ACTION: The Clerk is to remind Achilles to sign and return their renewal Licence.

An approach has been made to SCC to engage and open an exploratory, no commitment dialogue re a) having a longer-term lease and b) acquiring the freehold of the village hall field; a contact has been secured.

ACTION: Cllr Ward is to open an exploratory, no commitment dialogue with SCC re a) having a longer-term lease and b) acquiring the freehold.

Re. minute number 2637/2425 – Whights Corner: Cllr Ward advised that Luke Porter, CCTV Manager, West Suffolk Council has contacted SCC to seek permission for CCTV cameras to be installed on their streetlights; SCC engineers are due to test the columns within the next couple of weeks.

Re. minute number 2639/2425 – Cricket Club District Council CIL Bid

ACTION: The Clerk is to chase the Cricket Club for sight of their year-end accounts.

2649/2425 FINANCE AND GOVERNANCE

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

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P33	Strudwick Codes	Website management	35.00	0.00	35.00
P34	Lloyds Bank	Corporate Card	20.06	3.42	23.48
P35	Tesco Mobile	Clerk's phone	7.50	1.50	9.00
P36	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P37	Mrs S Frankis	Car park - reimbursement	2.50	0.50	3.00
P38	Community Heartbeat	Defibrillator pads	57.95	11.59	69.54
P39	Mrs S Frankis	Salary	699.27	0.00	699.27
P40	Unity Trust Bank	Bank charges	18.00	0.00	18.00

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

The June 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 £116,641.24.

iii. 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.

ACTION: Cllr Downey is to tabulate the findings of the risk assessment inspection for presentation to the Council at the next meeting.

iv. FINANCIAL REGULATIONS: to ADOPT updated Financial Regulations, in accordance with the NALC Model 2024

This matter remains outstanding.

ACTION: Cllr Ward and the Clerk are to summarise the specific areas for adaptation and will circulate the outcomes to the Council.

v. BUDGET HEADING VIREMENTS

The Council unanimously agreed to add a precept budget line 'Traffic Management' and to vire £108.00 from budget heading 'Insurance' to 'Traffic Management'; to vire £1k from precept budget heading 'General Reserve' to 'Professional Fees' and to vire £8 from precept budget heading 'Insurance' to 'Bank Charges'.

vi. DIRECT DEBIT AND BACS/CHAPS PAYMENTS

The Council unanimously agreed the list of regular payments made by variable direct debit, in accordance with Financial Regulation 7.9, as circulated prior to the meeting.

The Council unanimously agreed to continue to make online bank payments using BACS/CHAPS, in accordance with Financial Regulation 7.10.

2650/2425 CLERK'S REPORT: to RECEIVE the Parish Clerk's Report

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

2651/2425 INVESTMENT STRATEGY 2024 and INVESTMENT POLICY 2024

The Council unanimously agreed to adopt the Investment Strategy 2024 and Investment Policy 2024, as circulated prior to the meeting.

2652/2425 PLANNING APPLICATIONS AND DECISIONS

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

i. National Grid: Norwich to Tilbury Statutory Consultation: to AGREE the Parish Council Response

The Clerk advised that she has approached a Burstall resident / professional who is assisting neighbouring parishes to draft their consultation responses; he has agreed to draft a response for Copdock and Washbrook to submit. In case of question or doubt, there will be no financial charge to the Parish Council for this undertaking.

ii. Brockley Wood Update

Cllr Ward advised there were no updates to be shared; the legal claim has been submitted to the High Court and the formal decision from the Judge to allow the claim to proceed to a judicial review is awaited.

iii. DC/24/02488: application to amend the layout and design of Plots 4-7 inclusive and access the development via a new vehicular access, application includes phasing the development (as originally approved under Outline DC/18/00765 and subsequent Reserved Matters application DC/19/02687).

Land south of The Paddocks, Old London Road, Copdock

1 member of the public left the meeting.

The Council unanimously agreed to object to planning application DC/24/02488 on the basis that while the Planning Authority is in dispute with the applicant, relating to lawful charges levied by the District for CIL payments remaining unpaid by the applicant, it would be wrong for the

Planning Authority to continue to facilitate further site development until such time as the existing legal breach is settled.

The Council expressed its thanks to Cllr Whyman for his efforts to escalate this matter to a suitable level within BMSDC in order to get a satisfactory outcome for the authority, the Parish Council and all Council tax payers.

- iv. DECISION NOTICES: to RECEIVE any Decision Notices published by Babergh District Council since the last meeting

DC/24/02076: householder application – erection of single storey side extension (following removal of existing side and rear extensions); insertion of rear door and reposition window.
Location: Primrose Cottage, Pigeons Lane, Washbrook IP8 3HQ - **GRANTED**

DC/24/02048: application for tree works to a tree protected by TPO 444 – fell 1 no. Oak tree because of potential damage caused to date with repairs to the building including land surrounding the residential curtilage of Largon and to future proof against further damage.
Location: Largon, Folly Lane, Copdock IP8 JQ – **REFUSED**

DC/24/01257: householder application – staff area extension.
Location: Hall Farm, Church Lane, Copdock - **GRANTED**

2653/2425 PARISH COUNCIL WEBSITE: to AGREE Actions as Required

Cllrs Green and Tyrrell were asked to submit their profiles to be uploaded on to the new website.

ACTION: Cllrs Green and Tyrrell are to forward their profiles to the Clerk, who will upload them on to the new website.

Cllr Ward advised that the structure of the new website ‘home page’ has been laid out and is ready for articles to be uploaded on to it. The new website should be ready to be launched very soon.

ACTION: The launch of the new website is to be publicised in the In Touch magazine, with the new web address, and on the Parish Council Facebook page.

2654/2425 COMMUNITY SPEED MANAGEMENT

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

Cllr Tyrrell advised that the volunteers have successfully passed the Police scrutiny process and are ready to go forward. Cllr Tyrrell has submitted proposed target sites to the Police and awaits a response. Once the sites have been approved, the volunteers will receive their training, which can then cascade on to any new volunteers coming forward in the future.

All necessary equipment will be provided by the constabulary.

- ii. 20’S PLENTY : to AGREE Actions as Required

Cllr Tyrrell advised that following the current period of purdah, County Cllr Hudson will be approached to ask that he submit the application.

ACTION: Cllr Ward and Cllr Tyrrell are to arrange to meet with County Cllr Hudson to ask him to submit the 20’s Plenty application on behalf of the Parish Council.

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

Cllr Tyrrell advised the posts for the sites in Chapel Lane and The Street are on order.

2655/2425 INFRASTRUCTURE DEVELOPMENTS: Active Travel Scheme Update

Cllr Ward advised that the final stage of consultation of the Parish Council Neighbourhood Plan is managed by Babergh District Council; the consultation closed on 21 June 2024. A copy of the consultation responses has been received and is currently being reviewed; most respondents were statutory consultees, there were three submitted by parishioners.

Cllr Tyrrell raised concerns that the Design Guidelines document, which supports the draft Neighbourhood Plan, was not up to date and contained references to sites for potential building and, that despite there being red ink on those pages, would still undermine the intention and integrity of the current draft Neighbourhood Plan with no allocated sites.

The Capel to Copdock route is a project being led by Suffolk County Council Transport Strategy Team (not Highways) and is one of a number that have been forward for potential funding by Active Travel England, a Government body whose aim is to promote walking and cycling schemes across the country. It is not a Parish Council led project; the Council is simply a stakeholder with an interest in ensuring that the views of the local community are included in how it unfolds.

Cllr Tyrrell advised she had, yesterday, walked the proposed route with the SCC project managers and design engineers, and was able to offer her local knowledge, i.e. requesting that a designated crossing across the Old London Road to/from the village hall be included in any scheme.

Cllr Tyrrell stressed that the Parish Council has been invited to attend meetings but that it has no more say on the outcome of any final decision than anyone else in the parish; a full public consultation led by SCC is expected in the autumn and will be open to everyone.

She advised there is no funding in place at this time to put a scheme in place but rather to develop a scheme only.

2656/2425 WHIGHTS CORNER: to RECEIVE Feedback Following the Site Visit re CCTV and to AGREE Actions as Required

There were no further comments to be made to those minuted earlier.

2657/2425 OLD LONDON ROAD FOOTPATH RECLAMATION: to AGREE Actions as Required

Cllr Ward advised that the verges along the Old London Road and Back Lane have finally been cut. He has written, again, to Paul West, Cabinet Member of SCC and the Public Rights of Way team at SCC to express the totally unsatisfactory performance of the SCC contractors.

In the meantime, Cllr Ward has met with Mr R English and Mr J Mellish to discuss the idea of re-establishing the village footpath taskforce for 2025. Both are very willing to lead / coordinate this jointly with the Parish Council and believe the work can be achieved with volunteer support. The Parish Council already has much of the equipment needed. The Council unanimously agreed to support the initiative.

2658/2425 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 6 August 2024 at the Village Hall, Copdock at 7pm.

2659/2425 MATTERS RAISED BY MEMBERS

Cllr Tyrrell advised she had undertaken an audit of the waste and dog litter bins and will forward her findings to the Clerk.

2660/2425 ITEMS FOR THE NEXT AGENDA

No requests were made.

There being no other business, the meeting closed at 8.16 pm.

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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