

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 4 June 2024, 7.00pm at the Village Hall, Old London Road, Copdock

Present: Cllr A Ward (Chair), Cllr L Butters, Cllr S Downey, 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.

2622/2425 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to receive the apologies received from Cllr M Green for his absence due to a prior engagement.

Apologies were received from District Cllr Whyman.

2623/2425 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

2624/2425 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

2625/2425 To RECEIVE Reports from the County and District Councillors

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

Cllr Ward thanked District Cllr Busby for his continuing support fighting the Brockley Wood development decision.

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

No comments were received.

The meeting was reconvened.

2626/2425 MINUTES: to RECEIVE and CONFIRM the Minutes of the Annual Parish Council Meeting held on 7 May 2024

The minutes of the meeting held on 7 May 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.

2627/2425 MATTERS ARISING: to CONSIDER Matters Arising from the Annual Parish Council Meeting held on 7 May 2024

Re. minute number 2607 viii/2425 – Risk Assessment: this matter remains outstanding.

2628/2425 FINANCE AND GOVERNANCE

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

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P22	Strudwick Codes	Website management	35.00	0.00	35.00
P23	Lloyds Bank	Corporate Card	115.57	0.92	116.49
P24	Tesco Mobile	Clerk's phone	7.96	1.59	9.55
P25	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P26	SALC	Annual membership fee	402.96	0.00	402.96
P27	Trevor Brown	Internal audit	363.95	0.00	363.95
P28	Mr J R Wyatt	Legal fees	1,000.00	0.00	1,000.00
P29	Moser Groundcare	Grass cutting	405.00	81.00	486.00
P30	Mrs S Frankis	Salary	838.93	0.00	838.93
P31	HMRC	PAYE	18.22	0.00	18.22
P32	Babergh District Council	Fen View Annual Licence	25.00	0.00	25.00

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

The May 2024 Budget and Finance Report and the Cash Book had been circulated to the Council prior to the meeting and were agreed.

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

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

The Clerk had circulated draft updated Financial Regulations to the Council prior to the meeting.

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

v. EFFECTIVENESS OF INTERNAL AUDIT: to ADOPT the Effectiveness of Internal Audit 2024

The Council unanimously agreed to adopt the Effectiveness of Internal Audit 2024, as circulated prior to the meeting.

vi. SALC MEMBERSHIP: to AGREE the SALC Membership 2024/25

The Council unanimously agreed to renew the SALC membership for 2024/25 at a cost of £474.96.

2629/2425 CLERK'S REPORT: to RECEIVE the Parish Clerk's Report

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

2630/2425 PLANNING APPLICATIONS AND DECISIONS

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

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

ACTION: The Clerk is to liaise with other parishes regards to drafting a response from the Parish Council.

Brockley Wood Update

Cllr Ward had, this afternoon, circulated to the Council a copy of the Parish Council's formal Acknowledgement of Service forms that have been sent to the High Court and all other claimants and interested parties. As an interested party, the Parish Council is required to acknowledge having been served a copy of the Claim, and in doing so, the mechanism provides us with the opportunity to put forward any comments therein.

The next stage of the process is for the judge to review the Claim Bundle and to then determine if there is a case to go forward to the High Court as a Judicial Review (JR); this determination should be known by 26 June 2024. If permission is granted to proceed to a JR, a full hearing would be expected in the autumn.

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

The Council unanimously agreed to submit a comment of no objections to this application.

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 Largona and to future proof against further damage.

Location: Largona, Folly Lane, Copdock IP8 JQ

The Council agreed not to support the proposal to remove the oak tree. However, if the Babergh District Council Tree Officer deems it possible to reduce the size of the tree by cutting back the canopy and reducing the height of the crown, the Council would support this.

The Council agreed to make the Tree Officer aware of the controversy associated with this tree.

DC/24/02426: householder application – erection of outbuilding for use as a garden room/gym.

Location: Elm View, Old London Road, Copdock IP8 3JF

The Council unanimously agreed to submit 'no comment' to this application.

Since the last Parish Council meeting no applications have been determined.

2631/2425 BMSDC JLP DRAFT SUPPLEMENTARY PLANNING DOCUMENTS CONSULTATION

Cllr Ward advised the process reflects on the recent call for sites, of which 14 have been put forward in Copdock and Washbrook, for district council assessment; the draft Copdock & Washbrook Neighbourhood Plan puts forward no sites for development.

2632/2425 RENEWAL OF ACHILLES LICENCE

The Council agreed to offer a renewal licence for a further period from 31 July 2024 to 18 May 2025 (this being the end of the Achilles season) and to maintain the annual fee at £600. It was also agreed to extend the Licence to include Sunday mornings but to exclude the first Sunday of each month so as not to coincide with the antiques fair held at the Village Hall.

The Council welcomed Achilles' offer to hold a social event(s) at the Village Hall during the season and to make a presentation at the Primary School, inviting more children from the village to join, and to hold a follow up open evening/training session.

The Council agreed to open an exploratory, no commitment dialogue with Suffolk County Council (SCC) to enquire a) if they would be willing to offer a longer-term agreement, with a sub-let clause. This would allow the Parish Council to offer Achilles a longer-term lease thus enabling them to approach funding bodies, and b) if they would allow the Parish Council to acquire the freehold from them.

ACTION: The Clerk is to draft a renewal licence.

ACTION: The Clerk and Cllr Ward are to approach SCC to open an exploratory, no commitment dialogue re a) having a longer-term lease and b) acquiring the freehold from SCC.

2633/2425 ROLES & RESPONSIBILITIES: to AGREE Councillor Roles & Responsibilities

The Council agreed roles and responsibilities as follows:

Finance	Cllr Downey, Cllr Ward and the Clerk
Planning	all councillors
Environment	all councillors
Civic Flag	Cllr Downey
Allotments	Richard English and the Clerk
Neighbourhood Plan	Cllr Butters
Communications	Cllr Ward
Website & Live Streaming	Cllr Green
Defibrillators	Mike Watling
School Liaison	Cllr Butters
Pre-school Liaison	Cllr Butters
Village Hall, Bowls Club, Tennis Club, Crick Club Liaison	Cllr Ward
Traffic Management	Cllr Tyrrell
Local Police Liaison	Cllr Tyrrell
SALC Representative	Cllr Butters

2634/2425 PARISH COUNCIL WEBSITE: to AGREE Actions as Required

Cllr Ward advised that progress is being made building the new website, and it is hoped that it can be launched soon.

The Clerk advised that community clubs and organisations have been invited to provide details for publication on a dedicated webpage; it will be the responsibility of each organisation to ensure that the details are kept up to date.

ACTION: The Clerk is to forward log-in details of the draft website to all cllrs.

ACTION: Cllrs are to review the content and layout of the new website and to provide feedback.

2635/2425 COMMUNITY SPEED MANAGEMENT

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

Cllr Tyrrell advised that of the volunteers who originally came forward, three have dropped out due to the unyielding application forms they are required to complete; however, five volunteers have successfully passed the police scrutiny process. A further volunteer came forward over the weekend and has already completed their first stage application and have been issued with the second stage. There should therefore be a team of six volunteers for whom training can be arranged.

ACTION: Cllr Tyrrell to arrange site visit and training.

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

Cllr Tyrrell advised she has contacted Road Safe who have indicated that a Scheme application can be better received if submitted by the county councillor.

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 applications for the sites in Chapel Lane and The Street have been approved by SCC; she will try again for an application in Back Lane.

SCC will install the device poles however this can take up to 14 weeks to happen.

2636/2425 INFRASTRUCTURE DEVELOPMENTS: Active Travel Scheme Update

Cllr Ward and Cllr Butters today met with the SCC Active Travel Officer and the BDC Sustainable Travel Officer. Following the public consultation, the officers are now working with two engineers to look at ways to improve/introduce a proper cycling and pedestrian route. They will make a site visit in order to produce a scheme for further consultation. At present, their thought process is to close the northbound carriageway to thus create a clear cycle route from Capel St. Mary through to the Tesco underpass, and to reduce the speed limit on what will then be a two-way, single carriage road on the existing southbound carriageway.

ACTION: Cllr Butters to arrange a site visit.

2637/2425 WHIGHTS CORNER: to RECEIVE Feedback Following the Site Visit re CCTV and to AGREE Actions as Required

Cllr Ward advised he had recently met with Luke Porter, SCC CCTV manager, Peter Watson, BDC and residents of Whights Corner. Following the site visit, Mr Porter has suggested installing two units and not one as previously proposed and subsequently agreed by the Parish Council.

The Council unanimously agreed to support a 3-month trial of two CCTV installations at Whights Corner at an additional cost of £1k.

The Council agreed it will not be able to sustain the costs after the 3-month period.

ACTION: Cllr Ward is to instruct the West Suffolk CCTV Team to progress the installation and to ask them to advise once SCC has granted permission for their streetlight columns to be used.

2638/2425 OLD LONDON ROAD FOOTPATH RECLAMATION: to AGREE Actions as Required

Cllr Ward advised he has written to Justin Lewis, SCC Highways, requesting a Teams meeting to sort out the ridiculous situation.

ACTION: The Clerk is to diarise a reminder to chase a response, if not already forthcoming.

2639/2425 DISTRICT CIL BID BY THE CRICKET CLUB

Cllr Ward advised of the Cricket Club's intentions to submit a District Council CIL bid, with plans to install a canopy extension. The canopy will cost £65k; the Club is applying for £45k District CIL funding and they have £15k of their own funds to pay towards the project. The Parish Council is being asked to pledge support for the application and to pay £5k from the Parish Council Neighbourhood CIL Reserve.

The Parish Council unanimously agreed to pledge its support for the application and agreed to fund £5k subject to having sight of the Cricket Club's most recent accounts and satisfying itself that the grant is required.

ACTION: Cllr Ward is to ask the Cricket Club for sight of its most recent account.

2640/2425 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 2 July 2024 at the Village Hall, Copdock at 7pm. Cllr Butters gave her apologies as she will be unavailable to attend the meeting.

2641/2425 MATTERS RAISED BY MEMBERS

Cllr Tyrrell agreed to undertake an audit of the dog and waste litter bins.

2642/2425 ITEMS FOR THE NEXT AGENDA

No requests were made.

There being no other business, the meeting closed at 9.25 pm.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

2628/2425 FINANCE AND GOVERNANCE

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

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

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

2630/2425 PLANNING APPLICATIONS AND DECISIONS

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

ACTION: The Clerk is to seek advice with regards to drafting a response from the Parish Council.

2632/2425 RENEWAL OF ACHILLES LICENCE

ACTION: The Clerk is to draft a renewal licence.

ACTION: The Clerk and Cllr Ward are to approach SCC to open an exploratory, no commitment dialogue re a) having a longer-term lease and b) acquiring the freehold from SCC.

2634/2425 PARISH COUNCIL WEBSITE: to AGREE Actions as Required

ACTION: The Clerk is to forward log-in details of the draft website to all cllrs.

ACTION: Cllrs are to review the content and layout of the new website and to provide feedback.

2635/2425 COMMUNITY SPEED MANAGEMENT

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

ACTION: Cllr Tyrrell to arrange site visit and training.

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

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.

2636/2425 INFRASTRUCTURE DEVELOPMENTS: Active Travel Scheme Update

ACTION: Cllr Butters to arrange a site visit.

2637/2425 WHIGHTS CORNER: to RECEIVE Feedback Following the Site Visit re CCTV and to AGREE Actions as Required

ACTION: Cllr Ward ACTION: Cllr Ward is to instruct the West Suffolk CCTV Team to progress the installation and to ask them to advise once SCC has granted permission for their streetlight columns to be used.

2638/2425 OLD LONDON ROAD FOOTPATH RECLAMATION: to AGREE Actions as Required

ACTION: The Clerk is to diarise a reminder to chase a response, if not already forthcoming.

2639/2425 DISTRICT CIL BID BY THE CRICKET CLUB

ACTION: Cllr Ward is to ask the Cricket Club for sight of its most recent account.

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

Email: clerk@copdockandwashbrook.org

Website: www.copdockandwashbrook.org