

Copdock & Washbrook Parish Council

Minutes of the Annual Parish Council meeting held on Tuesday, 7 May 2024, 7.50pm 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
District Cllr, John Whyman
4 members of the public

The meeting was chaired by Cllr A Ward.

2599/2425 Election of Parish Council Chair

Cllr A Ward was elected as Chair to the Council. He duly signed a Declaration of Acceptance of Office.

2600/2425 Election of Parish Council Vice-Chair

Cllr L Butters was elected as Vice-Chair to the Council.

2601/2425 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 work commitments.

Apologies were received from County Cllr Hudson.

2602/2425 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

2603/2425 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

2604/2425 To RECEIVE Reports from the County and District Councillors

(i) Reports had been received from District Cllrs D Busby and J Whyman prior to the meeting and circulated to the Council.

Cllr Butters asked if Cllr Whyman's regular meeting opportunities for residents were well attended; he advised that they are becoming ever more so.

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

Referencing the likely introduction of car parking charges by Babergh District Council, a member of the public suggested that retailers could validate car park tickets and reimburse charges thus making parking free of charge for shoppers using the 'high street'.

The meeting was reconvened.

2605/2425 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 2nd April 2024

The minutes of the meeting held on 2nd April 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.

2606/2425 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 2nd April 2024

Re. minute number 2588/2425: Parish Council Insurance

The Clerk had advised that the existing policy, AJG Community Scheme, insured through Hiscox Insurance Company Ltd by Gallagher had been cancelled and a refund of £762.99 had been received. The new policy with Ansvar is now in place.

Re. minute number 2590/2425: Active Travel Scheme Update

Cllr Butters advised of her intention to set a meeting date after tonight's meeting.

Re. minute number 2591/2425: Parish Council Website

Cllr Green had suggested images of the villages be pulled from the Neighbourhood Plan Landscape Assessment for use on the new Parish Council website.

2607/2425 FINANCE AND GOVERNANCE

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

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P13	Strudwick Codes	Website management	35.00	0.00	35.00
P14	Lloyds Bank	Corporate Card	178.32	30.57	208.89
P15	Tesco Mobile	Clerk's phone	7.50	1.50	9.00
P16	Business Services at CAS	Insurance	1268.40	0.00	1268.40
P17	Mrs L Butters	Litter pick refreshments	18.20	0.00	18.20
P18	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P19	Mrs S Frankis	Salary	696.35	0.00	696.35
P20	Moser Groundcare	Grass cutting	405.00	81.00	486.00
P21	Suffolk.cloud	New website and annual hosting support	420.00	0.00	420.00

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

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

iii. VAT RECLAIM: to AGREE the VAT Reclaim

The Council unanimously agreed the VAT 126 reclaim of £1,022.80.

iv. YEAR END ACCOUNTS: to AGREE the Year End Accounts

The Council unanimously agreed the Year End Accounts 2024.

v. GENERAL FUND: to ALLOCATE the General Fund 31.03.2024

The Council agreed to allocate the General Fund 31st March 2024 of £18,333.65 to the following Reserves:

CIL Reserve	7,881.25
Allotments	57.95
Play Area & Playing Field (earmarked)	2,617.00
General Reserves	<u>7,777.45</u>
	18,333.65

The Council agreed to expand the Play Area earmarked reserves to include the Playing Field.

vi. AGAR: to AGREE Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) 2023/24

The Council unanimously agreed Section 1 of the AGAR 2023/24.

The Council unanimously agreed Section 2 of the AGAR 2023/24.

vii. INTERNAL AUDIT: to RECEIVE the Internal Audit Report and Findings

The Internal Audit Report 2023/24 had been received and circulated to the Council prior to the meeting; the Council unanimously agreed to receive the Report.

No matters had been found or raised by the internal auditor.

Councillors expressed their thanks to the Clerk for all her hard work in achieving such an excellent outcome.

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

Cllrs Butters and Downey had undertaken a risk assessment inspection of the Parish Council assets; Cllr Downey is to tabulate the findings for presentation to the Council at the next meeting.

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

2608/2425 CLERK'S REPORT: to RECEIVE the Parish Clerk's Report

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

2609/2425 TESCO / OLD LONDON ROAD UNDERPASS

The Clerk advised that at the beginning of the year a parishioner had approached the Parish Council with a proposal to deal with the graffiti in the Tesco / A12 underpass. The Clerk has been trying to engage with National Highways to obtain permission for the art students at Suffolk ONE to paint a mural on the walls of the underpass but is continually faced by bureaucratic obstacles. The Clerk will continue to seek permission.

2610/2425 PLANNING APPLICATIONS AND DECISIONS

The Planning Schedule for April 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 circulate the suggested response template to the Council, as drafted by the Essex, Suffolk, Norfolk Pylons action group.

Brockley Wood: to AGREE Response and Actions to the Approved Application, including to AGREE any Associated Expenditure

Cllr Ward advised that following the Suffolk County Council meeting, whereat permission was granted for the proposed development, there were questionable legal arguments and short comings in the process; there had been serious omissions and dubious direction by officers to members.

Mr T. Hill KC, resident of Bently, has offered his services to pursue a Judicial Review (JR) pro bono, with support from a junior barrister, who will be paid. It is intended for there to be 3 claimants, together with Copdock and Washbrook Parish Council as an 'interested party', as well as one other. The JR would be a Bentley centric process however as the approved development stands at the moment, there would likely be a massive impact on Copdock and Washbrook by HGV movements, and so the Parish Council was asked to support the pursuance of the JR.

The Council unanimously agreed to support the Claim and to commit to financially supporting the JR by making a £3k contribution towards capped costs, £1k of which to be paid up front towards the costs of the junior barrister and solicitor .

District Cllr, Dave Busby left the meeting.

DC/24/01855: application for advertisement consent – installation of 1 no. internally illuminated MCDONALDS letterset to Corral Elevation (north). (Remaining signage as approved under DC/21/01559).

Location: car park at Tesco's Stores Ltd, Copdock Interchange, Pinewood IP8 3TS
The Council unanimously agreed to submit 'no comment'.

DC/24/02076: HA – erection of single storey side extension (following removal of existing side and rear extensions); insertion of rear door and reposition window.

Location: Primrose Cottage, Pigeon Lane, Washbrook IP8 3HQ.

ACTION: The Clerk is to request an extension to the submission deadline so that the application can be considered at the next meeting.

DC/24/02048: application for 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 3JQ.

ACTION: The Clerk is to request an extension to the submission deadline so that the application can be considered at the next meeting.

Since the last Parish Council meeting, applications DC/24/00561 has been withdrawn and DC/24/00623 has been granted permission.

2611/2425 ROLES & RESPONSIBILITIES: to AGREE Councillor Roles & Responsibilities

A list of roles and responsibilities had been circulated to the Council prior to the meeting. Cllr Ward asked councillors to consider which roles they would like to accept; the matter will be considered at the next meeting.

ACTION: All Cllrs to review.

2612/2425 To CONFIRM the Continuing Appointment of the Clerk to the Council as the Responsible Financial Officer

The Council confirmed the appointment of Mrs S Frankis, Clerk to the Council, as the Responsible Financial Officer.

2613/2425 PARISH COUNCIL WEBSITE: to AGREE Actions as Required

Cllr Ward asked councillors to review their website profiles and to forward any updates as needed, and for those councillors currently without a profile to provide one.

ACTION: Cllrs are to review their website profiles and for those without a profile to provide one.

2614/2425 COMMUNITY SPEED MANAGEMENT

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

Cllr Tyrrell advised the process is progressing well. Twelve volunteers have completed the first round of paperwork and police checks; the second round of paperwork is now going out to them. Cllr Tyrrell is hopeful that PC Jarrett will be able to provide onsite training, hopefully in June 2024. She advised that sites continue to be identified, which will need to be assessed by PC Jarrett. Cllr Butters suggested that the twelve volunteers be marked on the website.

Cllr S Downey left the meeting.

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

Cllr Tyrrell advised that in order for the scheme to progress, the support of the district and county councillors will need to be secured.

The '20's Plenty' wheelie bin stickers have been well received, with further requests coming forward from parishioners for more.

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

Cllr Tyrrell advised the applications for the site in Back Lane has been refused by Suffolk County Council (SCC) however the proposed site in Chapel Lane has been approved; SCC are due to install a device pole shortly.

A further site option has been identified in The Street.

ACTION : Cllr Ward is to submit the necessary application plus photos.

2615/2425 INFRASTRUCTURE DEVELOPMENTS

(i) Neighbourhood Plan Update

Cllr Butters advised that the Plan has been accepted by Babergh District Council and that the consultation opened today; the consultation closing date is 21st June 2024.

(ii) Active Travel Scheme Update

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

2616/2425 WHIGHT'S CORNER: Action(s) Against Anti-Social Behaviour Update

Cllr Ward advised he has been pressing hard for the issue of CCTV coverage to be considered and has subsequently been in contact with Luke Porter of the West Suffolk CCTV team.

The benefit of the installation of a CCTV camera will be two-fold ; a) a very visible deterrent and b) evidence gathering capability. The temporary deployable cameras run via 4G – this means they are not viewed / monitored all the time due to data usage but are very good in terms of evidence gathering / acting as a deterrent and viewing 'live' as and when needed.

The Council unanimously agreed in principle to support a 3-month trial of CCTV installation and coverage at Whights Corner at a cost of £1k for the installation and £2k for 3 months of use.

ACTION: Cllr Ward is to instruct the West Suffolk CCTV Team to progress the installation with a site visit.

2617/2425 OLD LONDON ROAD FOOTPATH RECLAMATION: to AGREE Actions as Required

Cllr Ward advised that SCC Highways are putting enormous barriers against the Parish Council's proposal to undertake the clearance of the footpath, even if the works were to be carried out by

hand. SCC has left the Parish Council no option but to continually report the problem to them, via the SCC online reporting tool, in the hope they will eventually do something about the problem.

2618/2425 FLOODING and DRAINAGE

Cllr Ward advised the matter can be taken off the agenda.

2619/2425 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 4th June 2024 at the Village Hall, Copdock at 7pm.

2620/2425 Matters Raised by Members

Cllr Butters referred to the recent posts on social media regarding the old bus shelter at the top of Back Lane being used as a book exchange, including the installation of a further defibrillator.

ACTION: Cllr Ward is to post a message on Facebook asking for suggestions for the use of the old bus shelter together with a call for volunteers to be a part of any project going forward.

2621/2425 ITEMS FOR THE NEXT AGENDA

No requests were made.

There being no other business, the meeting closed at 9.40 pm.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

2607/2425 FINANCE AND GOVERNANCE

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DC/24/02076

ACTION: The Clerk is to request an extension to the submission deadline so that the application can be considered at the next meeting.

DC/24/02048

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

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