

# Copdock & Washbrook Parish Council

Minutes of the Meeting of the Parish Council held on Tuesday 4 December 2018 at Pavilion, Old London Rd, Copdock, 7.30pm

**Present:** Chairman Terry Corner, Cllr Mike Watling, Cllr Keith Armes, Cllr Tina Sutters, Cllr Laura Butters, Cllr Ann Hurst, Cllr Louise Carman, County Cllr Christopher Hudson, District Cllr Barry Gasper, District Cllr Nick Ridley, 1x residents, Clerk - Angela Chapman.

**1582/1819 Chairman's Welcome & Apologies for Absence** - C Hinkins.

**1583/1819 Declaration of Interests** - Mike Watling - Tennis Club; Ann Hurst - allotments; Louise Carman - Carman 4Seasons Ltd.

**1584/1819 Minutes.** Minutes of the meeting held on 6 December 2018 were signed as a true record.

## **1585/1819 Clerk's Report including Matters Arising**

I spoke to Copdock Hotel manager regarding the central reservation grass cutting, she advised despite the owner having 4 hotels they did not own a ride-on mower but she will ask if it's possible for the hotel to undertake some grass cutting near the hotel. She had no knowledge of the recent accident. Chairman Terry Corner and 2 residents checked the road signs coming out of the hotel grounds and found all to be correct, therefore, we can assume this was human error on this occasion, maybe following a sat nav too closely.

After contact with CC Christopher Hudson regarding farm land being taken back by SCC, it appears the tenant farmer surrendered the land due to moving. Other information was offered regarding other areas in the village, which has been passed on to the Neighbourhood Plan team.

Play equipment maintenance work from the inspection is ongoing, signage for all 3 play areas has been ordered.

Signage for the grit bins is still not in place despite 3 emails to SCC Highways, no replies received. Therefore, I will make up and print off signs to be put inside the lids. If SCC do decide to put their own signs in, they can decide whether or not to leave the PC ones. I have incidentally looked inside bins in 2 other parishes, neither had signs.

The post the Royal Mail post box is attached to at the end of Folly Lane has still not been repaired by Royal Mail despite several emails to them from a resident. If not made stable shortly, I have been advised, the resident will do it themselves.

Anne Kell has decided to stand down as the allotment link person to the PC at the end of the year. Her replacement is Richard English who I have made contact with.

A replacement dog bin has ordered for Folly Lane.

I forwarded a letter to all Councillors received from the Village Hall Management Committee, regarding attendance of a Parish Council representative at their meetings. I had mentioned this to the bookings secretary when speaking to her about another matter, after it was discussed at a PC meeting. This letter likely crossed with an email sent confirming our conversation.

The Council now has 1 Casual Vacancy, as Louise Carman was co-opted on to the Parish Council at the November meeting. This will be advertised on the notice boards and in the parish In Touch magazine now a suitable time has elapsed.

Took a call from Danny Carman environmental management contractor who has had several complaints about the overhanging trees on the footpath from the allotment site to the garage on Old London Rd. If cut back will then enable the flail to cut the hedging underneath. 2x days labour.

Matters arising - Village Hall Management Committee - PC agreed for Cllr Laura Butters to attend v hall meetings.LB to make contact.

**1586/1819 Adjournment:** Meeting adjourned at 19.40hrs.

**CC Christopher Hudson:** Advised always happy to support on Old London Rd issues. Mineral Waste site/Quarry consultation ongoing, will close 17 Dec, reiterate issues/comments.

Copdock Interchange is the busiest in the country, possible flyover to be built, MP James Cartlidge supporting.

**DC Nick Ridley:** judicial review East Bergholt PC still waiting verdict, important decision if BDC lose, 5 year land supply will be challenged; E Bergholt have built 9 houses in 3 and half years.

Wolsey Grange - Taylor Wimpey have control of all land, work to start in New Year.

Local Plan - same as last month.

**DC Barry Gasper:** BDC have been asked to advised PC about County Lines and the Prevent terrorist project in conjunction with the Suffolk Crime Partnership, flyer for each handed to Clerk, who will submit to In Touch magazine for inclusion.

Rewriting the constitution to include the Cabinet, first draft complete.

Financial difficulties at BDC; SCC have to make £25m saving.

Lobby District Cllrs re green spaces.

Meeting reconvened 20.15hrs.

**1587/1819 Planning Applications:** None to consider.

**1588/1819 Financial Matters & RFO Report:**

- a) payments recommended - KA & MW approved
- b) Pre-cept - 5% increase agreed by Council.
- c) Tennis Club - request for donation to maintain and refurbish courts. Council agreed to support the Tennis Club with 2 phases of work, with possible funding from CIL payments. No amount agreed until CIL funding checked.  
Clerk to collate list of donations given by PC over the past 5 years (longer if possible) and bring to next meeting.

### **RFO Report**

The Parish Council's budget position is in order, with all spending within the current financial years budget, apart from the 127 payments, which is £500 over budget.

Finance Working Group met to produce the draft consideration sheet which has been distributed at the meeting for consideration. It is proposed to increase the pre-cept by around 5%.

Cllr Louise Carman has agreed to be the stand-in RFO in the event of the current Officer being unavailable. She has also offered to be the Council member who will check and sign a monthly bank reconciliation to verify Council accounts, which will add value to the current internal audit process. This will also protect the Council and the Clerk/RFO from any fraudulent activity and give a further 'safety net'. This will be reported at each meeting and should be noted and minuted. This process will negate the need to send any financial documents to Councillors apart from the Finance Working Group. Any document can, of course, be requested.

As mentioned at the November meeting, the Parish Council has received a request from Copdock & Washbrook Tennis and Badminton Club for a donation of £5,000 towards the maintenance of the tennis courts at the sports field. This is on the agenda for this evening to be considered.

Payments approved.

Spreadsheets updated .

Minuted and approved.

**1589/1819 Memorial/Commemoration for Peter Jones**

Several suggestions were put forward and discussed. LB to contact VHMC. To be decided at January meeting.

### **1590/1819 Risk Assessment**

Updating of RA register ongoing. The register has been broken down into monthly, quarterly and 6 monthly inspections. MW to send master copy to Clive Pearson for inclusion on the website.

### **1591/18/19 Old London Rd - SCC Highways**

Nothing further to report on Old London Rd. However, it was reported no white lines at end of The Street junction with Chapel Lane, also central lines on Swan Hill worn away. Clerk to report to Suffolk Highways.

### **1592/1819 Neighbourhood Plan**

Cllr Laura Butters reported the NP group have applied for funding; Ian Poole, Places for People to be used as consultant. Landscape Character Assessment to be carried out in February. Example questionnaires received.

### **1593/1819 Casual Vacancy**

The Council still have one casual vacancy.

### **1581/1819 Matters to be brought to the attention of the Council:**

KA - thanked TS for organising litter pick, also TS, LB & LC for refreshments. 32 volunteers collected 37 bags of rubbish along with other larger pieces.

MW - play equipment, quote received from DC/Carman 4Seasons for play area repairs, TS & MW proposed works completed.

TS - advised anti-social behaviour in the underpass and barrier, assumed stolen food and glass thrown around. TS to advise Tesco, B&M store and the Police.

AH - to attend Police forum meeting on 19/12/18.

TC - received invitation to charity event from BDC Chairman - declined.

Clerk - letter to postman to be sent to him via Royal Mail.

Clerk - request for donation from Citizen's Advice, Sudbury, Clerk to find out how funding is distributed.

Training - AH & LC - Clerk to send list

**Items for next agenda:** Tennis Club donation request; Risk Assessment to be included on every agenda.

Meeting closed at 21.25hrs.