

Copdock & Washbrook Parish Council

Minutes of the Meeting of the Parish Council held on Tuesday 2 October 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, District Cllr Nick Ridley, 1x residents, Clerk - Angela Chapman.

1555/1819 Chairman's Welcome & Apologies for Absence - County Cllr Chris Hudson, District Cllr Barry Gasper, Cllr Peter Jones.

1556/1819 Declaration of Interests - none

1557/1819 Minutes. Minutes of the meeting held on 4 September 2018 were signed as a true record.

1558/1819 Clerk's Report including Matters Arising

There was an incident at village hall over the summer where someone tripped on a depressed manhole, fell and broke their wrist. The ladies son emailed to advise what had happened. The PC's insurance brokers were advised, the village hall committee was also advised and subsequently have taken over the incident as they are responsible for the area where the manhole sits. I have had no further word from anyone.

Play area inspection has been carried out, I had a call on Friday afternoon from the inspector, apologising for ringing me just before the weekend, but he needed to advise the PC a post on a piece of equipment at Mill Lane had snapped under pressure and shouldn't be used. I arranged for it to be taped off, it was inspected by Mike Watling, Danny Carman and myself whilst meeting for something else, and it was decided that it probably wasn't worth repairing, it had already been repaired last year.

The updating of the Standing Orders and Financial Regulations are ongoing and will be completed when the FWG group meet, which will be before the November meeting. Jubilee Meadow grass cutting - resident offered to cut with his own equipment, but advised it was too wet, I suggested they leave it and have instructed the contractor to carry on with his cutting programme for this area.

Environmental management meeting was held with Danny Carman and Mike Watling, a list is being drawn up of required works, which is very much the same as last year with a few additions and amendments, a copy have been sent to all Councillors.

Verges in The Street - wild flowers-vs-cutting! decision needs to be given to BDC whether to leave as it is or to have the whole verge cut twice a year.

The Village Directory has been distributed, Terry Corner has thanked Jennifer Jones for a good job under difficult personal circumstances.

For those not at the September meeting the Brook pub has a new tenant and the PC were advised they did not want the recycling bins in the car park, so the order from the BDC was cancelled.

Leaking allotment tap has been fixed.

Casual vacancy unfilled with no interest up to now.

One Parish Councillor indicated a resident was interested in the Casual Vacancy.

It was agreed to remove the 'walking steps' at Mill Lane play area due to deterioration of poles. Contractor to be instructed. MW offered to do a spreadsheet with works recommended by play equipment inspector.

Risk Assessment ongoing.

1559/1819 Adjournment: Meeting adjourned at 19.40hrs.

DC Nick Ridley: CIL bids - 2nd round available October.

Joint Local Plan - next stage Dec/Jan, maybe some controversy with major issues; HQ at Corks Lane due to go through planning. Angel Court, Angel Street, Hadleigh to be developed.

Parish Liaison meeting at Pinewood 11/10/18.

Meeting reconvened 19.44hrs.

1560/1819 Planning Applications:

None.

1561/1819 Financial Matters & RFO Report:

- a) payments recommended - KA & TS approved.
- b) Standing Orders - to be updated at FWG meeting for Nov meeting
- c) Financial Regulations - to be updated at FWG meeting for Nov meeting
- d) Insurance renewal - as PC on LTA renewal was approved
- e) Clerks job assessment - Clerk left the meeting room. Approved increase in working hours. Job assessment to be emailed to all Parish Councillors. FWG to put annual job appraisal in place together with Contract of Employment.
- f) Environmental Management - send updated priced list of works to Cllrs for Nov meeting. Reduction of chestnut tree at bus stop opposite The Brook approved.

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, budget £5k, expenditure standing at £5,500. FWG have not meet since the last meeting.

The AGAR (Annual Governance and Accountability Return) has been returned but not completed by the external auditor Littlejohn and as expected a qualification has been raised. These were still not back to the PC on 27 September and need to be completed by the external auditor by the 30 Sept (which this year was a Sunday). After a phone call to them, and long discussion the paperwork arrived by email on the afternoon of Friday 28th. I really don't think these large corporate companies have any idea how 'grass roots' government works! In any case, the Notice of Audit has been posted up, also published on the website. However, the Parish Council will not be able to approve the accounts until Littlejohn have completed their review which should be by the November meeting.

As advised in the Clerk's Report Mike Watling and myself meet with Danny Carman to assess the environmental management situation for the year commencing March 2019. A list has been distributed to all Cllrs.

A quote has been received for cutting back the chestnut tree next to the triangle bus stop, in The Street. If the PC want the work to go ahead it needs to be approved. The work will be carried out in the winter when the tree is dormant.

I had a call from John Miller, Don Miller's son, who advised he is sending a cheque from an account which was kept for the Neighbourhood Watch, £46.40.

Payments were approved -

Paper bank statements not to hand. Bank balances from online banking.

Spreadsheets updated to 02/10/18. Copies at meeting.

1562/1819 General Data Protection Register/Policy

Document approved and adopted by the Council. Cllrs Corner, Watling, Butters & Hurst indicated they had had GDPR training at a place other than the Parish Council.

1563/1819 Risk Assessment

- a) updating of RA register ongoing with a walk round village and play areas to complete

- b) grit bins - SCC have advised there will be no 'heaps' of grit/salt left on roadsides only bins will be refilled. There are 5 bins around the village which was considered adequate. The notice inside the bins needs updating - MW/AH.

1564/1819 Old London Rd - SCC Highways

Chairman Corner gave a report on request to SCC for signage in central reservation; a map with marked areas for signs was sent, has been acknowledged by SCC. TC will press on.

1565/18/19 Environmental Management

Discussed earlier in meeting 1561/1819 f).

1566/1819 Neighbourhood Plan

Cllr Laura Butters reported first meeting held with 11 volunteers on the steering group. A second meeting will be held after meeting with another Parish Council for guidance. Volunteer creating and updating a new website for the Neighbourhood Plan. BDC had highlighted key areas, a consultant will be used for these.

1567/1819 Matters to be brought to the attention of the Council:

Verge cutting - The Street - agreed for the whole verge to be cut twice annually. Clerk to advise BDC.

IT management - to obtain help as and when needed.

Clerk asked Cllrs to consider any items for budget ready for Nov meeting.

Items for next agenda: none.

Meeting closed at 21.15hrs.