

# Copdock & Washbrook Parish Council

Minutes of the Annual Meeting of the Parish Council held on Tuesday 5 June 2018 at Pavilion, Old London Rd, Copdock, 7.30pm

**Present:** Chairman Terry Corner, County Cllr Chris Hudson, District Cllr Nick Ridley, Cllr Mike Watling, Cllr Ann Hurst, Cllr Laura Butters, Cllr Tina Sutters, 3x residents, Clerk - Angela Chapman.

**1519/1819 Chairman's Welcome & Apologies for Absence** - District Cllr Barry Gasper; Cllr Keith Armes, Vice Chairman Andy Mexome; Cllr Peter Jones.

**1520/1819 Declaration of Interests** - none

**1521/1819 Minutes.** Minutes of the meeting held on 1 May 2018 were adopted and signed as a true record.

## **1522/1819 Clerk's Report including Matters Arising**

The Village Directory update has begun which will include all village organisation details and adverts from local companies to help with the cost of printing. After attending a workshop on GDPR it was felt these regulations would not affect the process of putting together the directory.

Still no decision from Babergh regarding recycling bins in the Brook car park.

I received a last minute call from someone who had hired the village hall and wanted to use part of the playing field. They rang on a Saturday and wanted to use it the following day for a BBQ which I managed to accommodate. Subsequently they have asked to use the playing field on several more occasions over the summer, the rent from this will help with maintenance costs.

I've moved house and currently, thanks to BT, have no phone or internet. They are telling me it will be 3 weeks, despite giving me confirmation it would be done on the day after I moved, Friday 1 June. Therefore, please be patient if replies take a little longer than usual. I am endeavouring to obtain internet through my mobile with a USB stick, which should mean I will be connected within a few days.

**1523/1819 Adjournment:** Meeting adjourned at 19.36pm

**CC Chris Hudson:** Congratulations given to Chairman Terry Corner on his new position. Matthew Hicks is new leader of SCC, he is a Mid Suffolk Councillor and will concentrate on collaboration, and lead £500m of expenditure. Mary Evans is Deputy Leader; Richard Smith cabinet member for finance. Suffolk Waste Partnership is to install smart litter bins, these bins have a lit sign and are a bright colour, they have a remote monitoring device for optimum emptying. 21 June is Suffolk Day with events all round the county. A case conference to be held tomorrow (Wed 6 June) to assess travellers at Copdock Park & Ride site.

**DC Nick Ridley:** planning appeal for garden in Charlottes allowed; planning appeal for Clements has been refused. New Chairman of Babergh DC is Barry Gasper. The now defunct headquarters of BDC at Hadleigh will be disposed of for housing development.

**Residents:** complaint about traffic and unreasonable parking in Pearsons Way and The Street. Resident was unbalanced on her scooter and fell off due to having to negotiate parked vehicles at a junction. Vehicles parking on the junction make it difficult to see when its clear to manoeuvre. Vehicles also parking on the pavement disrupting access. Suggested putting a piece in the In Touch magazine with a possible request for yellow lines if the situation doesn't improve.

A concern was raised about the access to the proposed development at Elm Lane.

Reconvened 20.05hrs.

## 1524/1819 Planning Applications:

None.

## 1525/1819 Financial Matters & RFO Report:

- a) payments recommended - MW & TC approved.
- b) Approval of Annual Return (including approval of Statement of Accounts and Annual Governance Statement).
  - (i) Annual Governance Statement approved, signed and dated at meeting
  - (ii) Accounting Statements approved, signed and dated at meeting

## RFO Report

The Parish Council's budget position is in order, with all spending within the current financial years budget.

The accounts will go to the external auditor by the end of the month.

A letter has been received from C&W PCC thanking the PC for the annual donation, stating it will be used for continue maintenance of both churchyards and the tree report recommendations.

Payments for approval are as follows:

Che no./dd	Payee	Service	Amount	VAT
2160	LCPAS	Internal audit fee	200.00	0.00
2161	Carman 4Seasons Ltd	Grass cutting & enviro man'g'mt	520.00	0.00
2162	A J Chapman	Clerks expenses	116.98	0.00

Income as per spreadsheet distributed at meeting.

Bank statement balances as at 01/05/18 drawn from online account on 1/5/18:

Current account - £16,070.64

Business reserve account at - £39,336.55

Total - £55,407.19

No up to date bank statements as Clerk has moved house and currently no internet.

Spreadsheets updated to 05/06/18 and copies available at meeting. Electronic copies will be sent to all Parish Councillors when internet connected.

Minuted and approved.

## 1526/1819 Risk Assessment

Cllr Ann Hurst reviewed the RA Register with the following comments:

- a. 'deep water' signage needed on banks of brook and on the bridge at Mill Lane play area
- b. the gap on the bridge railings is too big under current H&S laws. The bridge was installed by Rights of Way, Kevin Verlander - SCC, Cllr Tina Sutters will email KV.
- c. salt bins have notices on with incorrect telephone number on - replace notices
- d. replace signs in play areas - giving Parish Council contact information

Clerk to send list of bins to Cllrs MW & AH.

## 1527/1819 Mineral & Waste Site (Quarry)

Second consultation due in June 18. Chairman TC suggested the PC have another go at the environmental issues, further away from the A12 better for Copdock but not for Belstead. PC decided to hold an information evening and invite Graham Gunby, SCC. Clerk to get availability of village hall and send to Cllr Laura Butters who will offer date to GB. Steve Rout is SCC contact for the quarry.

**15128/1819 Neighbourhood Plan:**

Cllr LB in contact with Michael Bamford, Chair Bentley PC to arrange meet up. Chairman TC wrote to Tom Barker, BDC; has a response from Rob Hobbs, SCC. LB to set up initial meeting for all interested parties/individuals.

**1529/1819 Matters to be brought to the attention of the Council:**

LB - suggest Clerk gets a mobile phone for PC use only. Council agreed. Ratify at next meeting

- could PC leaflet houses in Pearsons Way re traffic and parking problems - MW will ask at next Police Forum meeting

MW - GDPR - relevant documents to be put on website - Clerk confirmed in hand

- insurance re grass cutting in village. Clerk had reply from Came & Co insurance brokers - Clerk to forward to all Cllrs then risk assessment can be carried out

- grass on playing field - was previously agreed to leave longer in places but now too long as cricket club would like to use for a youth day. MW will cut with cricket club machine once its down to a reasonable length, the cricket club will cut when they use the playing field.

TC - had notification of Merchant Navy Day - 3 Sept 2018 - flag will be raised in village

**Items for next agenda:** none.

Meeting closed at 20.52hrs.