

Copdock & Washbrook Parish Council

Minutes of the Annual Meeting of the Parish Council held on Tuesday 1 May 2018 at Pavilion, Old London Rd, Copdock, 8.00pm

Present: Chairman Keith Armes, County Cllr Chris Hudson, District Cllr Nick Ridley, Cllr Mike Watling, Cllr Terry Corner, Cllr Peter Jones, Cllr Andy Mexome, Cllr Laura Butters, Cllr Tina Sutters, 5x residents, Clerk - Angela Chapman.

1494/1819 Election of Chairman. Chairman Keith Armes stood down from the position and Cllr Terry Corner was proposed by Keith Armes and seconded by Mike Watling.

1495/1819 Acceptance of Office Chairman Terry Corner signed Acceptance of Office form.

1496/1819 Election of Vice Chairman Vice Chair Mike Watling agreed to continue in office. Cllr Andy Mexome offered to be Vice Chair also as a joint position. Vice Chair Mike Watling proposed and Chairman Terry Corner seconded.

1497/1819 Apologies for Absence - none

1498/1819 Declaration of Interests - none

1499/1819 Minutes. Minutes of the meeting held on 3 April 2018 were adopted and signed as a true record.

1500/1819 Casual Vacancy

Full Council agreed to co-opt candidate Mrs Ann Hurst onto the Parish Council. Cllr Ann Hurst was welcomed onto the Council.

1501/1819 Clerk's Report including Matters Arising

The Local Government Boundary Commission for England consultation on the draft recommendations for the future electoral arrangements for Babergh District Council ended yesterday. We will await the outcome.

The Casual Vacancy has been filled, therefore the Parish Council has a full complement of Councillors.

I attended a workshop on the new Data Protection laws that come into effect on 25 May 2018. It was very well presented in an understandable language and templates were provided to enable Councils to start the process of compliance. Having said that, at the time the Government still hadn't confirmed the Bill in Parliament. However an email was received yesterday which resumed read:

*The Government has tabled an amendment to its own Data Protection Bill to **exempt** all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.*

Officials from the Department for Culture, Media and Sport have confirmed with us that all other measures will still apply, but that appointing a Data Protection Officer to support a council's approach to data protection will be discretionary and may be regarded as good practice.

So the process is a little clearer but still by no means set in stone.

With regard to the proposed Neighbourhood Plan, we have had one resident offer help with this. Bentley Parish Council have suggested C&W PC and Bentley PC create a joint Neighbourhood Plan, this will be considered.

The Village Directory is to be updated and a resident has started working on this.

A request for recycling bins in the Brook car park has been received and the PC have put in a call to the Babergh, confirmation received but no decision to date.

A local resident would like to use the playing field in July to hold a charity fair raising money for EACH, the PC have agreed to this.

1502/1819 Adjournment: Meeting adjourned at 20.30pm

CC Chris Hudson: Annual report given at Annual Parish Meeting

DC Nick Ridley: Annual report given at Annual Parish Meeting.

Resident: grass cutting in central reservation on the Old London Road is being carried out by residents. There is no cover under Suffolk County Councils insurance, and they only cut twice a year. After discussion the Clerk will enquire with the PC's insurance brokers about cover. Gaps in the central reservation - some are not 'official' or tarmac.

Reconvened 20.50hrs.

1503/1819 Planning Applications:

Planning appeal AP/18/0001 - Clements, Church Lane, Copdock IP8 3JZ. Outline - Erection of 3 No. dwellings, detached double garages and construction of new vehicular access (means of access and landscaping of the site to be considered).

Same objections as before.

Planning appeal APP/D3505/W/17/3189091 - 15 Charlottes, C&W IP8 3HZ. Change of use from agricultural land to garden use.

No objections.

1503/1819 Financial Matters & RFO Report:

- a) payments recommended - MW & KA approved.
- b) Approval of Annual Return (including approval of Statement of Accounts and Annual Governance Statement) - deferred to June meeting
- c) membership of SALC - it was decided to lapse the subscription
- d) membership of LCPAS - Council agreed to subscribe to LCPAS

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 internal auditor this week, ready for the external audit.

The Council has received a CIL payment from the BDC of £3,928. There are limitations and criteria to how it can be spent.

The PC have received the annual subscription for SALC of £428.64, including the NALC subscription of £64.55. The Council need to consider if this is good value for money. If the Council subscribe to LCPAS, who provide the same advice, there would be a saving of £264 per year. It is on the agenda later on.

HMRC have issued new VAT reference numbers, received on 13 April 2018. The new ref number came into effect on 31 January 2018, therefore any VAT reclaims submitted after 1 Feb 2018 with the old ref number will have to be resubmitted.

The playing field next to the village hall has once again been hired out to the caravan club, bringing in extra revenue helping with the maintenance of the field.

NALC announced agreement on the new pay scales for the 2018-19 year to be implemented from 1 April 2018. These will be considered by the Finance Working Group and agreed at the next meeting.

Payments for approval are as follows:

Che no./dd	Payee	Service	Amount	VAT
dd	SCC	1/2 yearly rent Jubilee Meadow	25.00	0.00
dd	SCC	1/2 yearly rent - allotments	117.50	0.00

2154	Copdock & Washbrook Parochial Church Council	Churchyard grant	500.00	0.00
2155	Viking	Stationery	43.47	8.69
2156	Carman 4 Seasons Ltd	Enviro man'g'mt / fencing / playing field re-seed	1090.00	0.00
2157	A J Chapman	Clerks expenses	160.12	0.00

Income as per attached spreadsheet.

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

Current account - £16,070.64

Business reserve account at - £39,336.55

Total - £55,407.19

Spreadsheets updated to 01/05/18. Copies sent to all Parish Councillors before the meeting and also distributed at meeting. Bank statements available for Cllrs to view at meeting.

1504/1819 Councillors Responsibilities

Working Group list distributed - all Cllrs happy with responsibilities. Forward Risk Assessment Register to Cllr Ann Hurst for consideration. Update contact detail list and distribute.

1515/1819 Mineral & Waste Site (Quarry)

Now awaiting 2nd consultation period starting in June. Chair Terry Corner to forward 'text' to County Cllr Christopher Hudson.

1516/1819 Neighbourhood Plan:

Working Group met. Bentley Parish Council have requested a meeting to see if they and our PC could work together on a Neighbourhood Plan. Clerk to send Cllr Laura Butters Bentley PCs Clerk contact details so a meeting can be arranged. Clerk to see about printing off Lavenham PCs NP.

1517/1819 WW1 Centenary Beacon

Council decided not to purchase a beacon but will ask the school if they need help with any of their commemorative events.

1518/1819 Matters to be brought to the attention of the Council:

MW - Police Forum meeting - speeding discussed. Crime up 16% in Suffolk. Suffering from funding reductions. Drugs problem in Hadleigh. 30mph repeater signs not being replaced.

TC - thanks for Keith for his efforts as Chairman for many years.

AM - fly tipping reported. New dog waste bin adopted as being emptied.

Items for next agenda: reintroduce Mineral & Waste Local Plan
WW1 Battles Over Centenary

Meeting closed at 21.25hrs.