

**GREAT CORNARD PARISH COUNCIL**

Minutes of the Meeting of **GREAT CORNARD PARISH COUNCIL**

held at The Stevenson Centre at 7:00pm on Monday 10th October 2022

**PRESENT** Councillors Mr T J Keane **Chairman**

Mr A C Bavington Mrs S Bowman Mr K Graham Mr M D Newman Mr S M Sheridan Mr C G Wright

Council Manager Mrs N Tamlyn

Council Administrator Miss S Kent

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Mrs C J Baker, Mrs M Bark, Mrs P White,

Mrs T E A Welsh, Mrs J Wilson, D Young and T M Welsh.

1. **CHAIRMAN’S ADDRESS**

The Chairman thanked everyone for attending.

1. **To consider Declarations of Interests and Councillor Requests for Dispensations relating to items on the Agenda**

Councillor Bavington declared a non-pecuniary interest in any item relating to Thomas Gainsborough School as he volunteers at the School and a family member is employed by the Trust.

Councillor Mrs Bowman declared a non-pecuniary interest in item 12 as she resides in Blackhouse Lane.

1. **DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE**

1. **To confirm the Minutes of the FULL Council Meeting held on monday 10th September 2022**

**AGREED** that the Minutes of the Council meeting held on Monday 10th September 2022 are confirmed and signed as a correct record.

**6.** **POLICE MATTERS**

**NONE**

**7.** **TO RECEIVE DISTRICT AND COUNTY COUNCILLOR’S REPORTS**

Councillor Newman reported that Babergh District Council are currently reviewing the criteria for CIL funding.

1. **TO CONSIDER ITEMS BROUGHT FORWARD – FOR NOTING**

The Items Brought Forward list was **NOTED.**

**Councillors meeting reports:** Councillor Mrs Bowman reported that she and Councillor Wright had attended the introductory tour of Flatford Wildlife Garden for parish councillors on Wednesday 28th September at RSPB Flatford. Attendees were advised that the Dedham Vale AONB and Stour Valley Project can provide sessions on setting up Working Parties which could be useful to address issues with badgers etc at the Country Park and Shawlands Wood.

**AGREED** to add the matter to the next Art, Sports and Leisure Agenda for Councillor Wright to give a report.

1. **FIFTEEN MINUTES FOR THE PUBLIC TO ASK QUESTIONS**

**At 7:05pm the Council invited electors of Great Cornard Parish Council to put questions to the Council.**

**As no electors were present the business of the meeting resumed at 7:05pm.**

1. **TO APPROVE THE 2023 CALENDAR OF MEETINGS**

Members reviewed and **AGREED** the 2023 Calendar of Meetings **(Appendix A)**.

1. **TO APPROVE EXPENDITURE FOR THE ST. ANDREW’S CHURCH LUNCH CLUB’S CHRISTMAS LUNCH 2022**

Members **AGREED** to fund a two course Christmas Lunch for up to 50 Lunch Club Members and Great Cornard residents over the age of 60 at a cost of £11 per head plus additional cost of mince pies. The Council Manager advised that numbers could be increased but this would depend on how many volunteers were able to attend.

Funds to come from the Administration budget.

1. **TO RECEIVE AN UPDATE ON THE COUNCIL’S PLANS TO DESILT A SECTION OF THE BLACK BROOK**

Members reviewed and discussed Report F06 **(Appendix B)** which outlines the drainage contractors views on clearing the Brook and agreed that the matter is now too complex to be handled by the Parish Council and should be referred to Suffolk County Council, Councillor Peter Beer and the Environment Agency for their input.

A Member commented that, historically, the Environment Agency had cleared the whole Brook and the main issue is the vegetation in the bed system and rotting leaves. The problem needs to be dealt with as a whole as opposed to individual sections.

**AGREED** for the Council Manager to forward the report to the relevant agencies advising that the Parish Council is fully aware of its riparian ownership responsibilities, however, not all the other owners are aware of, or carrying out, their responsibilities and there needs to be a whole stream solution.

1. **TO RECEIVE AN UPDATE REPORT ON THE VALVE WORKS CARRIED OUT BY CADENT GAS AT SHAWLANDS WOOD**

Members reviewed and **NOTED** the report **(Appendix C)** on the valve works and photographs of the completed site.

1. **DEVELOPMENT AND PLANNING COMMITTEE**
2. **Confirmation and adoption of the Minutes of the meetings held on 12th September and 26th September 2022**

**AGREED** that the Minutes of the Development and Planning meetings held on Monday 12th and 26th September 2022 are confirmed and signed as a correct record.

1. **Questions to Committee Chairman**

**NONE**

1. **ART, SPORTS AND LEISURE COMMITTEE**
2. **Confirmation and adoption of the Minutes of the meeting held on 26th September 2022**

**AGREED** that the Minutes of the Art, Sports and Leisure Committee meeting held on Monday 26th September 2022 are confirmed and signed as a correct record.

1. **Questions to Committee Chairman**

**NONE**

1. **Ratification of Recommended Item**

**PAGE 2. ITEM 8. TO CONSIDER A MEMBER’S MOTION TO INSTALL A BEACON ON THE RECREATION GROUND**

The recommendation to not support the motion was **NOTED** and will be discussed as Item 17 on the Agenda.

**16. POLICY AND RESOURCES COMMITTEE**

**i) Confirmation and adoption of the Minutes of the meeting held on 26th September 2022**

**AGREED** that the Minutes of the Policy and Resources Committee meeting held on Monday 26th September 2022 are confirmed and signed as a correct record.

**ii) Questions to Committee Chairman**

**NONE**

1. **Ratification of Recommended Items**
2. **PAGE 2. ITEM 7. TO CONSIDER A MEMBER’S MOTION TO INSTALL A BEACON ON THE RECREATION GROUND**

The recommendation to not support the motion was **NOTED** and will be discussed as Item 17 on the Agenda.

1. **PAGE 3. ITEM 9. TO RECEIVE A REPORT ON A PROPOSAL TO INSTALL A RECYCLING BIN IN THE PARISH COUNCIL OFFICE**

To **RECOMMEND** to Full Council to install a recycling bin in the lobby of the Parish Council office to be used by staff to recycle non confidential paper, cardboard and toilet rolls etc. with emptying costs of £276 per annum. **AGREED**

Funds to be allocated from the Administration Budget.

1. **PAGE 3. ITEM 10. TO CONSIDER A QUOTATION TO CARRY OUT AN INSURANCE COST ASSESSMENT ON ALL COUNCIL OWNED PROPERTY**

To **RECOMMEND** to Full Council to accept a quotation of £995 plus VAT from Harcourt Powell to carry out Insurance Cost Assessments on all five Council owned properties providing that the work is carried out in a timely manner. **AGREED**

Funds to be allocated from the Professional Fees Budget.

1. **PAGE 4. ITEM 11. TO CONSIDER FORMING A VILLAGE HALL EXTENSION WORKING PARTY**

To **RECOMMEND** to Full Council that Councillors Mrs White, Bavington, Sheridan and Newman form a Village Hall Extension Working Party and that any recommendations the group make should be referred straight to Full Council. **AGREED**

Councillor Bavington advised that the Working Party had held its first meeting with the Council’s architects on Friday 7th October. The intention is to hold at least 2 more meetings so that a Planning Application can be submitted by the end of the year.

Councillor Keane accepted an invitation to join the Working Party.

1. **PAGE 4. ITEM 13. TO RECEIVE A VERBAL UPDATE ON MATTERS RELATING TO THE RIGHT OF WAY AT THE VILLAGE HALL**

To **RECOMMEND** to Full Council to install a sign on the boundary wall leading to the bungalow and, as a gesture of good will, the sign could include the name of the property with an arrow leading down to it. **AGREED**

Members discussed the possible wording on the sign which could be placed on the wall, subject to the Council Manager making some discreet enquiries as to the ownership of the wall. Members **AGREED** for the Council Manager to obtain a quote from Mr Tanswell for the sign.

1. **TO CONSIDER A MOTION TO INSTALL A BEACON ON THE RECREATION GROUND FOLLOWING THE OUTCOME OF THE ARTS, SPORTS AND LEISURE AND POLICY & RESOURCES COMMITTEES CONSIDERATION OF THE MOTION**

Councillors Newman and Bavington advised Members that their respective Committees had agreed not to support the motion.

It was **RECOMMENDED** that this motion not be proceeded with. **AGREED**

1. **FINANCIAL MATTERS**
2. **To approve the latest list of payments (Appendix D)**

Members reviewed and **NOTED** the latest list of payments.

Members **AGREED** for Councillor Wright to contact the Cornard News Editorial Team to enquire how they were managing following the recent death of the newsletter’s editor.

1. **To approve an action out of meeting**

**NOTED** the Council Chairman authorised an “Action Out of Meeting”

No. 13/2022-23 to purchase additional security items for the Recreation Ground at The Stevenson Centre from Ernest Doe & Sons Limited following the removal of the concrete blocks. Padlocks, security chain and associated fixings at a total cost of £255.82 plus VAT.

Funds to be allocated from the Recreation Ground Budget.

1. **To receive AGAR Section 3 – External Auditor Report and Certificate 2021/22**

The Council Manager reported that the external auditors had agreed the Council’s AGAR and the 2021/22 Audit Certificate had been signed with no issues. **NOTED.**

**Meeting closed at 8:03pm**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairman Cllr A C Bavington**

**APPENDIX A**

**APPENDIX B**

**Report: F06**

**To receive an update report on the Council’s plans to desilt a section of the Black Brook**

Following an assessment of the Black Brook by CGM Group Ltd and Flowline Ltd (a drainage contractor), the following points have been raised by both contractors:-

* Following an inspection of the section of the Black Brook which was cleared by Persimmons in September 2021, it was noted that the levels of silt were back to the same levels as last year although the local residents have kept the area clear of vegetation.
* The following Issues were highlighted with regards to the logistics and possible outcome of clearing the 150m section of the Black Brook for which the Parish Council has riparian responsibility:

1. The dense vegetation will need to be cut back and is likely to increase the flow of water downstream and increase the risk of flooding;
2. The section is not wide enough for a digger bucket to clear the silt;
3. There is nowhere to deposit the silt and it will therefore have to be removed from site following analysis of the pollutants;
4. The Brook cannot be accessed from the car park side due to the hedge and therefore the cost of traffic management cannot be avoided.

The Contractor believes that clearing the Black Brook at this moment in time is not the solution, as the vegetation is currently slowing down the flow of water and if removed, will only open up the flow of water and subsequently flood the properties further downstream.

In the contractor’s opinion, the main problem is how to get the Brook to cope with the sheer volume of water coming downstream as there isn’t enough fall, which means the water backs up upstream.

Whilst neither companies are engineers, both believe a civil engineering solution is required to pipe the Black Brook from Wells Hall Road to the Stables, and open up the channel for water to flow with access to rod/jet the pipes every six months to stop the build-up of silt.

Whilst they appreciate the risk may not warrant the cost of a civil solution; both companies believe that the Parish Council is faced with a large bill for very little return as the issue is part of a far bigger problem which should be addressed by both Suffolk County Council and the Environment Agency.

**APPENDIX C**

**Report: F07**

**Cadent Gas – Valve Upgrade Works at Shawlands LNR**

At a meeting of the Art, Sports & Leisure on 27th June 2022, Members agreed to give Cadent Gas permission to undertake valve remediation/upgrade works in Shawlands Wood LNR on the understanding that they would finish the works with a layer of gravel supported by wooden boarding to ensure future low maintenance.

Those works have now been completed and photographs of how it was finished are below.



A picture containing outdoor, grass, tree, plant

Description automatically generated

**APPENDIX D**

**Great Cornard Parish Council BACS Payments up to 10th October 2022**

|  |  |  |  |
| --- | --- | --- | --- |
| **INCOME UPTO** |  |  |  |
|  | **Source** | **Amount** | **Details** |
|  | Cemetery | £326.00 |  |
|  | Allotments | £25.00 |  |
|  | Cornard United | £175.00 | Rent |
|  | Cornard United | £61.88 | Insurance reimbursement |
|  | UK Power Networks | £106.51 | Wayleaves |
|  | Babergh District Council | £471.36 | Recycling Payment |
|  | TOTAL | **£1,165.75** |  |
| **EXPENDITURE** | |  |  |
| **Direct Debits** | **Company** | **Amount** | **Details** |
|  | Talk Talk | £34.25 | Internet Provision |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **BACS** | Company |  | Details |
|  | PKF Littlejohn LLP | £720.00 | External Audit Fee |
|  | Sudbury Common Land | £6,138.74 | Half Year Management Fee \* |
|  | S & K News Ltd | £7.90 | Suffolk Free Press |
|  | Smith of Derby | £180.00 | St Andrews Church Clock Repair |
|  | 3IT Ltd | £219.88 | IT Support |
|  | BT PLC | £150.87 | Qrtrly Telephone Bill |
|  | Hevey Building Supplies Ltd | £36.83 | Replacement Wooden Post - Rec.Grnd |
|  | Countrywide Maintenance Ltd | £497.00 | Qrtry Grounds Maintenance Contract |
|  | Bryan Lecoche Ltd | £2,087.76 | Bailiff Services |
|  | Eon | £54.10 | Qrtrly Electic Bill - Cemetery |
|  | Hevey Building Supplies Ltd | £26.27 | Replacement Wooden Post - Dog Bin |
|  | Ernest Doe & Sons Ltd | £306.98 | New Padlocks and Chains for Rec.Grnd |
|  | Sudbury Print Group | £849.00 | Printing costs for Cornard News |
|  |  |  |  |
|  |  |  |  |
|  | TOTAL | £**11,309.58** |  |
|  |  |  |  |
| \* Covers | **Country** Park, Shawlands, Rec. |  |  |
|  | **Grnd,** V.Green & Stacey Ardley |  |  |
|  |  |  |  |