

**GREAT CORNARD PARISH COUNCIL**

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

held at The Stevenson Centre at 7:00pm on Monday 13th November 2023

**PRESENT** Councillors Cllr David Young **Chairperson**

Cllr Marjorie Bark Cllr Tony Bavington

Cllr Sharon Bowman Cllr Tim Hurst Cllr Stewart Sheridan Cllr Jane Wakeman

Cllr Pamela White Cllr Judith Wilson

Cllr Colin Wright

District Cllr Ruth Hendry

Council Manager Mrs N Tamlyn

Council Administrator Mrs S Kubat

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Jane Brooker, Melanie Keane, Tom Keane and

Kevin Graham.

1. **CHAIRPERSON’S ADDRESS**

Cllr Young wished the Chairperson, Cllr Keane, a swift recovery and offered Cllrs Wakeman and Hurst the best wishes of the Parish Council after their recent bereavement.

Cllr Sheridan and the Great Cornard Community Association were congratulated on a successful fireworks display which was attended by around 3500 people. The GCCA quiz was also a success with 15 teams taking part.

Cllr Bavington had represented the Parish Council and laid the first wreath at the Remembrance Parade and commented that it had been difficult to hear the service due to passing traffic. County Councillor Beer, who also attended, will be looking into the possibility of closing Bures Road for the whole service. The Parish Council had paid to have part of the road closed by the Community Wardens in accordance with a Traffic Order drawn up by The Royal British Legion and submitted by the Parish Council.

Members **AGREED** to look into extending the Traffic Order passed the Church to Stannard Way.

1. **To consider Declarations of Interests and to remind members to update their register of interests, and Councillor Requests for Dispensations relating to items on the Agenda**

**NONE**

The Council Manager reminded Members of the need to update their Register of Interests as and when required.

1. **DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE**

1. **To confirm the Minutes of the FULL COUNCIL Meeting held on monday 9TH OCTOBER 2023**

**AGREED** that the Minutes of the Full Council meeting held on Monday 9th October 2023 are confirmed and signed as a correct record subject to the following amendment:

**PAGE 1 CHAIRPERSONS ADDRESS**

**FROM:** Cllr Keane advised Members that has been unwell and had nothing to report.

**TO:** Cllr Keane advised Members that he has been unwell and had nothing to report.

1. **POLICE MATTERS**

The Council Manager advised that there was nothing to report from the Police.

The Council Manager has been in touch with James Cartlidge’s assistant with a view to arranging a meeting regarding the recent traveller incursion.

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

District Councillor Hendry delivered the following report:

Flood Support

The arrival of Storm Babet to our district left many areas overcome by flood water. Emergency teams from Babergh District Council were working round the clock providing support to residents affected. Following this, the Government has set up a flood support package which any residents or businesses that have had internal flood damage can apply for. Here in Great Cornard we had flooding once again in Poplar Road, Nursery Road and Blackhouse Lane which made it very difficult for residents get about. These have all been reported to Suffolk County Council to investigate. We also had a large amount of sewage overflow in Bures Road, Cllr Bark promptly reported this to Anglian Water who attended to clear the drains. Hopefully this has solved the problem and prevents reoccurrence.

Funding released for Council House Repairs

Having become increasingly concerned about the number of tenants who have been experiencing long delays when reporting repairs, and many councillors being contacted by residents who are living in properties that are not up to the current expected standard, Babergh have agreed to release £943,000 from the council reserves in order to tackle over 2000 outstanding repairs and ensure all tenants have the safe, warm homes they deserve. The council are also working with ‘Safe Suffolk Renters’ who aim to provide advice and support to private tenants and landlords, to ensure that these properties are also up to standard.

Shaping the future of Babergh

Babergh and MidSuffolk have been undertaking a public consultation to gather the views of local residents and businesses on a wide range of issues, enabling communities to have a say on the issues that are important to them. This has mostly been carried out on social media, there is an online for which can be completed at <http://baberghandmidsuffolk.citizenlab.co/en-GB/> but this closes on 15th November.

Polling Station Review

All councils are being asked to review their current polling station requirements to ensure they meet current needs. If anyone has feedback or can recommend improvements please email [elections@baberghmidsuffolk.gov.uk](mailto:elections@baberghmidsuffolk.gov.uk) before the closing date of 30th November.

Cllr Hendry advised that, following the adoption of Stage 1 of the Joint Local Plan, Members were being asked to promote the importance of a Neighbourhood Plan. A Member advised the Parish Council had previously looked at a plan with the aim of preventing conurbation towards Newton, however, this would have been contrary to the Joint Local Plan and a decision was taken to put the matter on hold until the JLP was adopted.

Cllr Bark reported that works to the drains in Bures Road are in progress.

Members discussed the flooding in Hawthorn Road and Poplar Road, an area which forms part of old BDC infrastructure, and the need to report the matter to Suffolk County Council for further investigation. BDC should also be informed in order for them to address the issue of ageing infrastructure. There has been one report of a house being flooded on the Stour Croft development, the name of the owner will be passed on to Cllr Hendry.

District Cllr Hendry explained that the figure released by BDC for works to council houses does not match the need but will help to catch up on the backlog of problems including houses which do not meet safe home standards or EPC standards. Many houses have cladding which is falling off. Cllr Sheridan asked whether there were any plans to help support people who had bought their own council house with faulty cladding. Cllr Hendry will look into the matter but thinks the cladding will no longer be covered by any guarantee.

Cllr White asked whether BDC has a scheme for helping the elderly remain in their own homes by helping with alterations etc. Cllr Hendry will look into the provision of social care but advised that this would probably be provided by Suffolk County Council.

Cllr Hendry advised that there had been some concern that the Shaping the Future of Babergh public consultation has only been available to people via social media which excludes many members of the public.

Cllrs discussed the lack of a Polling Station in the North Ward. In the past Pot Kiln School has been used for polling, this has not happened for several years and leaves The Stevenson Centre as the only polling station for the North Ward meaning people have to travel to vote. District Councillor Hendry suggested reporting this to BDC at the email address above before the closing date. It was confirmed that this has already been done by the Parish Council.

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

The Items Brought Forward List was **NOTED**

Cllrs Bark and Bowman advised that they had recently attended a Suffolk County Council Community Networking Event and have identified several energy efficiency opportunities which would be suitable for The Stevenson Centre and The Village Hall including solar panels and electric vehicle charging points. Both Members agreed to submit information on any available funding.

1. **CORRESPONDENCE**
2. **Suffolk County Council: Storm Babet**

Members reviewed and discussed correspondence from the Head of Environment and Strategy at Suffolk County Council which explains that SCC are working with other organisations and community volunteers, co-ordinated by the Joint Emergency Planning Unit, to support the initial stages of recovery from Storm Babet across Suffolk. SCC are asking for support to encourage all affected residents to report significant flooding to individual properties by using a link on the Highways Reporting Tool or by phoning SCC customer services. This will then enable SCC to prioritise locations for investigation. The Government currently has a six year, £5.2 billion programme to fund flood risk projects and there is the potential to access this in Suffolk. It was **NOTED** that the matter had already been covered under Councillor Hendry’ report.

1. **Suffolk Constabulary: Police and Crime Commissioner’s November update**

Members reviewed the Suffolk Police and Crime Commissioner’s November updated and **NOTED** the contents.

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

**At 7:40pm 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 7:40pm.**

1. **TO RECEIVE AN UPDATE ON THE CRAB LANE PUBLIC INQUIRY**

The Council Manager advised Members that, following the Public Inquiry held on 19th September 2023, The Planning Inspectorate had made the decision to uphold the Order to modify the Definitive Map by making Crab Lane a restricted byway.

There will be a six week High Court objection period.

It was **NOTED** that Great Cornard Parish Council welcomed the outcome of the Inquiry.

1. **TO CONSIDER THE ST ANDREWS CHURCH LUNCH CLUB CHRISTMAS PARTY COSTS**

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 £10 per head.

Funds to come from the Administration Budget.

1. **DEVELOPMENT AND PLANNING COMMITTEE**
2. **Confirmation and adoption of the Minutes of the meetings held on 9th October and 23rd October 2023**

**AGREED** that the Minutes of the Development and Planning meetings held on Monday 9th October and 23rd October 2023 are confirmed as a correct record.

1. **Questions to Committee Chairperson**

**NONE**

1. **ART, SPORTS AND LEISURE COMMITTEE**
2. **Confirmation and adoption of Minutes of the meeting held on 23rd October 2023**

**AGREED** that the Minutes of the Art, Sports and Leisure Committee meeting held on 23rd October 2023 are confirmed as a correct record.

1. **Questions to Committee Chairperson**

**NONE**

1. **Ratification of Recommended Items**
2. **PAGE 2 ITEM 7 TO CONSIDER STREET FURNITURE OPTIONS FOR THE RECREATION GROUND AND REMOVAL OF THE EXISTING ADULT EXERCISE EQUIPMENT**

To **RECOMMEND** to Full Council that it accepts the Proposed Summary of Costs:

Play Area

* Remove the existing backless benches from the adult exercise area and relocate to the enclosed play area.
* Purchase and install two additional Phoenix benches from Glasdon UK at a cost of £585 plus VAT (option 3)
* Install two litter bins provided free of charge from Babergh District Council as part of the Welcome Back Fund.

Recreation Ground

* Purchase and install one wheelchair accessible octagonal picnic bench from NBB Recycled Furniture at a cost of £665 plus VAT.
* Purchase and install one octagonal picnic bench from NBB Recycled Furniture at a cost of £660 plus VAT.

Adult Exercise Area

* Accept the quotation from Evergreen Landscapes and Fencing to remove all 7 pieces of existing adult exercise equipment and concrete foundations at a cost of £1,010.00 plus VAT.

Approach Road Security Improvements

* Purchase and install two Eastgate anti-vandal benches from Broxap at a cost of £618 each plus VAT.
* Plant two trees, provided free of charge from Babergh District Council as part of their Trees, Hedgerows and Wildflowers Scheme as follows:-

1. Medium Tree - Whitebeam
2. Large Tree - London Plane

Members **AGREED** to accept the Proposed Summary of Costs at a total of £4,741.00 plus VAT.

Funds to be allocated from Earmarked Funds for the Recreation Ground improvements.

1. **POLICY AND RESOURCES COMMITTEE**
2. **Confirmation and adoption of Minutes of the meeting held on 23rd October 2023**

**AGREED** that the Minutes of the Policy and Resources Committee meeting held on

23rd October 2023 are confirmed as a correct record.

1. **Questions to Committee Chairperson**

**NONE**

1. **Ratification of Recommended Items**
2. **PAGE 2 ITEM 6 TO CONSIDER A FEE PROPOSAL FOR THE NEXT STAGE OF THE VILLAGE HALL PROJECT**

To **RECOMMEND** to Full Council that it instructs Concertus to carry out Royal Institute of British Architects stage 4 work which will provide the Parish Council with accurate build costs and will assist with identifying funding for the project at a cost of £13,860.00 plus VAT.

Members **AGREED** to instruct Concertus to carry out RIBA stage 4 work at a cost of £13,860.00 plus VAT.

Funds to be allocated from Earmarked Fund for the Village Hall.

1. **PAGE 2 ITEM 7 TO CONSIDER A FEE PROPOSAL FOR THE PROPOSED EXTENSION TO THE PARISH COUNCIL OFFICE AND CHAMBER**

To **RECOMMEND** to Full Council to not engage the services of Concertus to draw up plans to extend the Parish Council office and Council Chamber.

Members **AGREED** not to engage the services of Concertus to draw up plans to extend the Parish Council office and Council Chamber.

Members **AGREED**, however, to look into how the Council could make improvements to the Staff’s internal offices and whether The Stevenson Centre Charity could fund the changes.

1. **PAGE 3 ITEM 8 TO REVIEW THE COUNCIL’S MAJOR PROJECTS LIST (Appendix A)**

To **RECOMMEND** that Full Council update the Major Project List and for the Village Hall extension project be identified as the Parish Council’s top priority.

Members **AGREED** to update the Major Project List and for the Village Hall extension project to be identified as the Parish Council’s top priority.

1. **PAGE 5 ITEM 13 TO RECEIVE AN UPDATE ON THE BLACKHOUSE LANE CRICKET SQUARE**

Members **AGREED** to move this item to be discussed under Exclusion of Press and Public.

1. **FINANCIAL MATTERS**
2. **To approve the latest list of payments**

Members reviewed and **NOTED** the latest list of payments **(see Appendix B).**

1. **To reconsider the appointment of a new Internal Control Member**

At 7:52pm Cllr Wright declared a non-pecuniary interest and chose to leave the meeting as he is related to one of the Cllrs being considered for the post.

The Council Manager gave a brief summary of the role and advised that Cllrs Bowman and Wilson had volunteered to take on the role of Internal Control Member.

At 7:55pm Cllrs Bowman and Wilson agreed to leave the meeting whilst Members discussed the appointment.

A Member advised that, prior to the appointment of Cllr M Keane to the post at the Annual Parish meeting, the former Internal Control Member – Terry Welsh – had suggested to the Council Manager that Cllr Bowman would be a good fit for the position.

Whilst they appreciated that both Councillors could carry out the role, and taking into account Mr Welsh’s previous suggestion, Members **AGREED** to appoint Cllr Bowman to the post of Internal Control Member.

At 7:59pm Cllrs Bowman and Wilson returned to the meeting and were advised of the Council’s decision.

1. **To receive the latest Financial Management Report**

Members reviewed the latest Financial Management Report and **NOTED** the figures therein **(see Appendix C)**

**At 8:01pm the meeting was adjourned to take the Burial Authority meeting.**

**At 8:04pm the meeting recommenced.**

1. **PROPOSAL TO EXCLUDE PRESS AND PUBLIC FROM THE MEETING IN ACCORDANCE WITH SECTION 1 OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT (1960) FOR THE FOLLOWING ITEMS OF BUSINESS ON THE GROUNDS THAT THEY INVOLVE THE LIKELY DISCLOSURE OF CONFIDENTIAL AND EXEMPT INFORMATION**

**AGREED** to exclude press and public from the meeting.

1. **TO RECEIVE AN UPDATE ON THE RECRUITMENT OF A NEW COUNCIL MANAGER**

The Council Manager advised that only one application for the position had been received before the closing date but, unfortunately, it was not a valid application and, therefore, no interviews were held.

Cllr Bavington explained that Mr Dave Crimmin, an experienced local Parish Clerk, has been asked to advise on future advertising. The current advert will be left on the SALC website with no closing date while Cllrs Bavington and Graham meet with Mr Crimmin to explore the options. **AGREED**

The two Council Administrators have agreed to cover the Council Manager role until such time as a new person is hired. Cllr Bavington suggested interviews take place in early March. Several Councillors expressed concerns about the extended period without a Council Manager and the fact that a suitable candidate may have to give 3 to 6 month’s notice at any current job.

Cllr Bavington will report back to the Council after his discussions with Mr Crimmin.

Members **AGREED** to wait until Cllrs Bavington and Graham had met with Mr Crimmin to decide on whether to bring forward the proposed interview dates by at least one month.

1. **TO APPROVE THE LOCAL GOVERNMENT ASSOCIATION NATIONAL SALARY AWARD 2023/2024**

Members reviewed Confidential Report No. G07 and **AGREED** to accept the pay increase negotiated by the NJC for 2023-24 and to increase staff salaries from 1st April 2023 and backdate salary payments accordingly.

1. **TO RECEIVE AN UPDATE ON A LEGAL MATTER RELATING TO THE VILLAGE HALL RIGHT OF WAY**

Members reviewed Confidential Report No. G09 and **AGREED** to accept the Solicitors advice and document the matter for future reference.

1. **TO CONSIDER LEGAL ADVICE RELATING TO THE CORNARD UNITED LEASE**

Cllr Bavington advised Members that the Parish Council’s solicitors have now advised on matters relating to the Lease, a copy of which is available to Members. Members **AGREED** to write to Cornard United to pass on the solicitor’s advice and reiterate the Council’s responsibilities.

As a matter of urgency, Members **AGREED** to vire £3,000 from Earmarked Funds for Shawlands Woods Improvements and The Stevenson Centre Grant Budget in order to contribute towards the cost of repairing the accessway.

Councillors Bavington and Young would also be willing to meet with all the decision makers at the Club to discuss funding and grants, specifically for the fire doors and the accessway. **AGREED**

**15. POLICY AND RESOURCES COMMITTEE**

**PAGE 5 ITEM 13 TO RECEIVE AN UPDATE ON THE BLACKHOUSE LANE CRICKET SQUARE**

To **RECOMMEND** to Full Council that the future use of the cricket square should be determined as part of the Cornard Dynamos Lease negotiations.

Members **AGREED** that the future use of the cricket square should be determined as part of the Cornard Dynamos Lease negotiations.

**Meeting closed at 8:52pm**

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

**Chairperson – Cllr Tom Keane**

**APPENDIX A**

GCPC Major Project List

## Criteria

1. Need, Want, Desire: will the project contribute to making better the circumstances in which Great Cornard people live their lives, whether individually, in families or other groups such as clubs and societies, as allotment holders, relatives of the deceased, members of church congregations, Country Park or Leisure Centre users?
2. Affordability, Capital: can the funds – perhaps from a variety of sources, including Council Tax precept, PWLB, CIL, grants from the charitable sector, and others - be assembled over a reasonable timescale to create the projected asset?
3. Affordability, Revenue: can a revenue stream be created by the Council – perhaps including rental or other fee income as well as Council Tax precept – which will enable the Council to manage and maintain the asset?

## Priorities

Priorities are expressed as High, Medium and Low. It is important to have a statement of what projects are significant to the Council’s objectives. High priority projects should be worked up so that they are ready to go, resources permitting. Equally, because the Council does not have anything like a big enough budget from its own resources to undertake everything it would like to do at the same time, it needs to have the flexibility to respond to opportunities as they arise, particularly funding opportunities.

## Major Projects

The priorities are summarised under the main committees and other bodies of the Council. In some cases, the same project is shown in more than one place when it seems likely that more than body will be involved in bringing the project to fruition.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Body** | **Description** | **Capital Funds** | **Revenue Funds** | **Priority** | **Project Completed** |
|  |  |  |  |  |  |
| **Burial Authority** | Turning Circle | £10k |  | High |  |
| New land for cemetery |  | Maintenance | Medium |  |
| Demolish building and redevelop for better convenience of visitors |  | Increase Fees | Low |  |
|  |  |  |  |  |  |
| **Dev and Planning** | GCPC Street light upgrades **Phase 1**  **2nd stage** to be instructed by end of 2023 (est. cost £30k) | £120K |  | High |  |
| GCPC Street light upgrades **Phase 2** | Est. £120K |  | Medium |  |
| Platinum Jubilee commemorative benches (Est.£0.5-1k per bench)  5 locations agreed (2 installed @ Aug 23) | £5k |  | Medium | 2 of 5 completed |
|  |  |  |  |  |  |
| **Body** | **Description** | **Capital Funds** | **Revenue Funds** | **Priority** | **Project Completed** |
|  |  |  |  |  |  |
| **Art, Sports & Leisure** | Negotiate Cornard Dynamos BHL lease |  | Legal fees | High |  |
| Upgrade Recreation Ground play area - s106 Funds secured. Project due to start Oct 23. | PC - £13k  S106 -£57K | Maintenance | High |  |
|  |  |  |  |  |  |
| **Policy & Resources** | IDENTIFIED AS GCPC TOP PRIORITY  Village Hall rear extension, demolish & rebuild | **Est. £400K** | Design Fees £24k | High |  |
| The Stevenson Centre car park surface water drainage and resurfacing | £55k |  | High | Works instructed. Commence 11/23 |
| Negotiate Cornard Dynamos BHL Lease |  | Legal fees | High |  |
| Negotiate Lease of Village Hall to Scouts |  | Legal fees | High |  |
| The Stevenson Centre Overspill car park | Est.£30k |  | Medium |  |
| The Stevenson Centre Council Chamber & offices |  |  | Medium |  |
| Platinum Jubilee commemorative benches -  build additional funds @ £700 per bench | £5k | Maintenance | Medium | 2 of 5 completed |
| Neighbourhood Plan**(on hold subject to JLP adoption)** Working Party to reconvene 2023 |  |  | Medium |  |
| The Stevenson Centre additional function room |  |  | Medium |  |
|  |  |  |  |  |  |
| **The Stevenson Centre** | Acoustic Panels in Hall | £18-20K TSC Trust Funds |  | High |  |
| Replace Chamber windows and fire exits |  |  |  |  |

**APPENDIX B**

**Summary of Income and Expenditure Payments for Great Cornard Parish Council**

**up to 13th November 2023**



**APPENDIX C**

