

**GREAT CORNARD PARISH COUNCIL**

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

held at The Stevenson Centre at 7:00pm on Monday 9th October 2023

**PRESENT** Councillors Cllr Tom Keane **Chairperson**

 Cllr Marjorie Bark Cllr Tony Bavington Cllr Sharon Bowman Cllr Kevin Graham Cllr Melanie Keane Cllr Stewart Sheridan Cllr Pamela White Cllr Colin Wright Cllr David Young

 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, Jane Wakeman, Judith Wilson and

Tim Hurst.

1. **CHAIRPERSON’S ADDRESS**

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

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

**NONE**

1. **DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE**

1. **To confirm the Minutes of the FULL COUNCIL Meeting held on monday 11TH SEPTEMBER 2023**

**AGREED** that the Minutes of the Full Council meeting held on Monday 11th September 2023 are confirmed and signed as a correct record.

1. **POLICE MATTERS**

The Council Manager advised Members that the local PCSO had visited the office today.

There has been more graffiti in the village and this will be reported to the Police and also highlighted to the Sudbury Neighbourhood Team.

District Cllr Hendry advised that she has been notified of some offensive graffiti in the alley between St Andrews Road and Stannard Way which has been reported to Babergh District Council.

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

District Cllr Hendry advised that she has been away and therefore has nothing to report. **NOTED**

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

The Items Brought Forward list was **NOTED**

1. **CORRESPONDENCE**
2. **River Stour Trust: Bathing Water Status**

Members reviewed and discussed correspondence from the River Stour Trust who are seeking support from the Parish Council in their application to DEFRA for Bathing Water Status for the river Stour.

If DEFRA approves the application it will mean the Environment Agency will be compelled to test the water of the river every week from mid-May to the end of September and post the results. If pollution likely to be harmful to swimmers is found, they will be required to seek out the polluter and endeavour to put an end to it.

Cllr Bark pointed out that signs indicating that the water is safe to bathe in, i.e. the water quality is good, may be misconstrued as the river is safe to bathe in which may not be the case.

Members **AGREED** that improving the quality of the water was a good thing but felt that the Parish Council could not support the application as it is concerned that Bathing Water Status may imply to residents that it is safe to swim in the river when a proper risk assessment has not been carried out.

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

**At 7:15pm the Council invited electors of Great Cornard Parish Council to put questions to the Council.**

A resident of The Pot Kilns advised Members of the erection of a gate across the lane by another resident. This gate blocks off the turning circle at the end of the lane meaning any traffic that enters The Pot Kilns which has not been given access past the gate, must leave by reversing down the lane and on to Shawlands Avenue. Properties have been damaged and there have been near misses with vehicles and pedestrians. The Police have been notified and a Suffolk County Council Highways Officer has recently visited. There are concerns about the safety of emergency vehicles who may need to use the lane.

District Cllr Hendry advised that this is not a Parish or District Council matter but should be taken up with Highways and Public Rights of Way Officers at SCC.

A member of the public asked whether planning permission was required for the gate as it is over 1 metre tall, District Cllr Hendry will look into this.

Members advised the resident to formally write to the Parish Council detailing their concerns.

A resident of Woodlands Rise, a Persimmon development, told Members about her ongoing issues with the poor build quality of her house and the lack of support she has received from BDC building control. There have been problems such as not enough supports, roof not being strapped down, sagging brickwork and poor electrics. There are many people on the estate who feel their houses are of a poor build quality but have been unable to get Persimmon to carry out remedial works. BDC building control have said that they do not check every house, just one or two, and that their job is to make sure they don’t fall down.

Cllr Bavington suggested that complaints about building control should be directed to the Chief Executive of Babergh District Council and that each resident should send an individual letter.

The Chair suggested going to the media but the resident explained that this may devalue all the houses on the estate.

District Cllr Hendry advised that a survey had gone out to residents on Woodlands Rise via Facebook and that she was waiting for replies and would follow up with a leaflet drop. The information will then be collated and passed on to Babergh District Council.

**The business of the meeting resumed at 7:58pm.**

1. **TO CONSIDER A QUOTATION TO CARRY OUT IMPROVEMENT WORKS TO THE SURFACE WATER DRAINAGE AND RESURFACING OF THE STEVENSON CENTRE CAR PARK**

7:59pm Cllr K Graham left the meeting.

The Chair advised that the Policy and Resources Committee had considered Report No. G05 regarding the matter. Members reviewed and discussed the quote from Colne Contracts Ltd to install a new soak away system and resurface The Stevenson Centre car park. The quote includes:

Installing a new aco drain across 20m by the kerb edge set in concrete

Installing a new drain gully to the lowest point of the car park/road where the ponding occurs

Installing a soak away system to the field approx. 80m² and connect the adjacent soak away chambers as overflow (allowing for additional soak away crates to be added at a later date if necessary)

Installing a new drainage pipe from the existing soak away past the Stevenson Centre to the new soak away plumbing in the aco drains and other drains in the car park.

For the sum of £23,860.00

To break out the damaged/crazed areas in the car park, reducing subbase and laying a base of course tarmac to the prepared areas

To break out where necessary and to key in flush to create a smooth transition where joining old surface and also around the new section of tarmac 96m²

To apply a tack coat of bitumen emulsion to the prepared surface 1,144m²

To overlay the car park with 40mm of AC10 Close Surf

To break out the surface of the corner area of old tarmac 25m² and remove where necessary

To apply a tack coat and lay 40-50mm of AC10 Close Surf to the prepared corner 25m²

For the sum of £30,960.00

8:02pm Cllr K Graham rejoined the meeting.

Cllr Bavington advised the Parish Council’s normal policy is to go out to tender but the Council has worked closely with this contractor in the past, and this project is a continuation of work they have already carried out.

Members discussed whether the Council should tender the works and **AGREED** that this might delay the works and could result in an increase to the cost of project which the Parish Council could not afford.

Members **AGREED** to accept Colne Contracts quote for £54,820.00 and to instruct the works to be completed as soon as practicable.

Funds to be allocated from Earmarked Funds

1. **TO CONSIDER THE INSPECTOR’S REPORT ON THE EXAMINATION OF THE BABERGH AND MID SUFFOLK JOINT LOCAL PLAN**

Members **NOTED** the positive outcome of the Inspector’s Report on Part 1 of Babergh and Mid Suffolks Joint Local Plan which means that the Plan can now proceed to be formally adopted when it goes before both councils for adoption at their November meetings.

The Plan will then move on to Part 2 which includes housing allocations, which will help to give some certainty to developers as well as local communities.

1. **TO CONSIDER A QUOTATION TO PURCHASE GRAFFITI REMOVAL PRODUCTS TO BE USED BY THE COMMUNITY WARDENS**

Due to the increase in graffiti in Great Cornard, Members **AGREED** to purchase stock of graffiti removing chemicals and wipes at a cost of £265.25 plus VAT from Graffiti Removal Ltd which will be held by the Community Wardens to specifically use in the village.

Funds to be allocated from the Recreation Budget.

1. **TO CONSIDER A QUOTATION FOR COMMUNITY ACTION SUFFOLK TO ADD AN SSL CERTIFICATE TO THE PARISH COUNCIL’S WEBSITE**

It has been brought to the attention of the Council Manager that the Parish Council website may not be secure and that it may require an SSL (Secure Sockets Layer) Certificate. This is a digital certificate that authenticates a website’s identity and enables an encrypted connection.

Members **AGREED** to add the SSL certificate to the website at a cost of £39.00.

Funds to be allocated from the Administration Budget.

1. **DEVELOPMENT AND PLANNING COMMITTEE**
2. **Confirmation and adoption of the Minutes of the meetings held on 11th September and 25th September 2023**

**AGREED** that the Minutes of the Development and Planning meetings held on Monday 11th September and 25th September 2023 are confirmed as a correct record.

1. **Questions to Committee Chairperson**

**NONE**

1. **Ratification of Recommended Items**
2. **25TH SEPTEMBER 2023 PAGE 2 ITEM 7 TO RECEIVE AN UPDATE ON APPLICATIONS FOR TWO NEW DOG WASTE BINS AT HIGHBURY WAY AND JOES ROAD**

To **RECOMMEND** to Full Council that it purchases a new dog waste bin from Glasdon UK at a cost of £115.68 plus VAT and delivery for Highbury Way, at the junction with Pot Kiln Road.

The cost of Babergh District Council emptying the bin is £46.53 per annum.

Members **AGREED** to purchase one new dog bin at a cost of £115.68 plus VAT to be installed in Highbury Way, at the junction with Pot Kiln Road.

Funds to be allocated from the Recreation Ground Budget and the emptying costs from the Litter and Dog Bin Fund.

1. **25TH SEPTEMBER 2023 PAGE 2 ITEM 7 TO RECEIVE AN UPDATE ON APPLICATIONS FOR TWO NEW DOG WASTE BINS AT HIGHBURY WAY AND JOES ROAD**

To **RECOMMEND** to Full Council the installation of a bin in Joes Road subject to an application to BDC to establish if either or both of the suggested locations are suitable and meet their requirements for emptying.

This matter to be put on hold pending the outcome of the application to Babergh District Council.

1. **25TH SEPTEMBER 2023 PAGE 2 ITEM 8 TO RECEIVE AN UPDATE ON AN APPLICATION FOR A NEW GRIT BIN ON THE FOOTPATH OFF WELLS HALL ROAD**

To **RECOMMEND** to Full Council that it purchases a new grit bin at an approximate cost of £100 plus VAT and agrees the location subject to an application being made to Suffolk County Council for their permission.

Members **AGREED** to purchase a new grit bin at an approximate cost of £100 plus VAT to be installed on the footpath off Wells Hall Road.

Funds to be allocated from the Recreation Budget.

1. **ART, SPORTS AND LEISURE COMMITTEE**
2. **Confirmation and adoption of Minutes of the meeting held on 25th September 2023**

**AGREED** that the Minutes of the Art, Sports and Leisure Committee meeting held on 25th September 2023 are confirmed as a correct record.

1. **Questions to Committee Chairperson**

**NONE**

1. **Ratification of Recommended Items**
2. **PAGE 2 ITEM 9 TO CONSIDER A QUOTATION FOR SECTION 59 SIGNAGE AT THE COUNTRY PARK CAR PARK, ALLOTMENT CAR PARK AND SHAWLANDS WOOD LNR**

To **RECOMMEND** to Full Council that it accepts the quotation from Auto Innovations for £342.00 plus VAT to supply Section 59 signage; two small signs fixed to existing posts at the Allotment car park, two large signs (one on the wall and one mounted on to a new post) at the Country Park car park, and two signs (one large sign to be fixed to the existing wooden fence and one small sign fixed to an existing post) at Shawlands Wood LNR.

Members **AGREED** to accept the quotation of £342.00 plus VAT from Auto Innovations to supply 3 x large and 3 x small Section 59 signs plus a new post, to be installed by the Community Wardens, for the above locations.

Funds to be allocated from the Recreation Budget.

1. **PAGE 3 ITEM 10 TO CONSIDER A QUOTATION FOR SIGNAGE REGARDING HORSES IN THE COUNTRY PARK**

To **RECOMMEND** to Full Council that it accepts a quotation from Auto Innovations for the sum of £171.00 plus VAT to amend two existing dangerous dogs signs at the Country Park to include the wording “Horses are restricted to walking pace only”.

Members **AGREED** to accept the quotation of £171.00 plus VAT from Auto Innovations to amend the existing dangerous dogs signs to include the wording “Horses are restricted to walking pace only”.

Funds to be allocated from the Recreation Budget.

1. **POLICY AND RESOURCES COMMITTEE**
2. **Confirmation and adoption of Minutes of the meeting held on 25th September 2023**

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

25th September 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 QUOTATION TO ACCESS BROADBAND AT THE BLACKHOUSE LANE FOOTBALL PAVILION**

To **RECOMMEND** to Full Council that it accepts the quotation of £530.00 plus VAT from 3IT to supply and install a wireless link kit on both the roof of the Football Pavilion and the roof of the Cornard United Clubhouse to enable the CCTV cameras at the Pavilion to be viewed from the Parish Council office.

Members **AGREED** to accept the quotation from 3IT of £530.00 to supply and install a wireless link kit on the roof of the Football Pavilion and the roof of the Cornard United Clubhouse.

Funds to be allocated from the Blackhouse Lane Budget.

1. **HUMAN RESOURCES COMMITTEE**
2. **Ratification of Recommended Items**
3. To **RECOMMEND** to Full Council that it adopts the Job Description, Person Specification and advertisement for the purposes of recruiting a new Council Manager.

Members **AGREED** to adopt the Job Description, Person Specification and advertisement.

1. To **RECOMMEND** to Full Council that it appoints an interview panel consisting of the following Members:

Cllr Tony Bavington

Cllr Pamela White

Cllr Marjorie Bark

Cllr Judith Wilson

Cllr Tom Keane

Members **AGREED** to adopt the interview panel consisting of the above Members.

1. To **RECOMMEND** to Full Council that it accepts both the timescales and the timetable, and to the proposed tour of the village being given to all candidates on day one, subject to any logistical issues being addressed before the day.

Members **AGREED** to accept the timescales and the timetable, and to the proposed tour of the village being given to all candidates on day one, subject to the personal safety of the Council Manager being taken into consideration.

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

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

1. **To consider re-appointing the role of Internal Control Member**

Members discussed re-appointing the role of Internal Control Member as work commitments have meant Cllr M Keane has been unable to carry out her duties.

Councillor Wright offered to take on the role if no one else volunteered. As several Members were missing from the meeting it was **AGREED** for the Council Manager to email all Councillors to find a replacement.

1. **To consider an Action Out of Meeting**

**NOTED** the Council Chairperson authorised an “Action Out of Meeting” No. 07/2023-24 to install new metal bollards along the approach road as it was clear that there were some gaps between the oak posts big enough for a vehicle to access the Recreation Ground.

To accept Evergreen Landscapes and Fencing’s quotation for £945.00 plus VAT to supply and install, with concrete and rebar, five additional metal posts for installation ASAP.

Funds to be allocated from the Recreation Ground Budget.

**Meeting closed at 8:33pm**

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

**Chairperson Cllr David Young**

**APPENDIX A**

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

**up to 9th October 2023**

