

# Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 5th November 2024, 7.00pm  
at the Village Hall, Old London Road, Copdock

Present: Cllr A Ward (Chair), Cllr L Butters (Vice-chair), Cllr S Downey, Cllr M. Green, Cllr D Tyrrell

In Attendance: Mrs S Frankis, Parish Clerk & RFO  
District Cllr, Dave Busby  
District Cllr, John Whyman  
2 Members of the public

The meeting was chaired by Cllr A Ward.

**2722/2425 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence**

No apologies were received.

**2723/2425 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest**

No declarations were received.

**2724/2425 DISPENSATIONS: to APPROVE any Requests for Dispensations**

No requests for dispensations were received.

The meeting was adjourned.

**2725/2425**

(i) **To RECEIVE Reports from the County and District Councillors**

A report had been received from Cllr Whyman prior to the meeting and circulated to the Council.

Cllr S Downey arrived at the meeting.

Referring to Cllr Whyman's report and the news that Babergh District Council (BDC) has started to market the first phase of homes converted from the old council offices at Corks Lane, Hadleigh, Cllr Ward asked if the suggestion that the project is likely to lead to an approximate £3m loss was true? Both district cllrs confirmed that this is likely.

Cllr Ward thanked both district cllrs for the BDC support in objecting to the Brockley Wood development proposals.

Cllr Ward advised that a court date has finally been set in December 2024, whereat BDC will look to recover the outstanding CIL payments from planning application DC/19/02687.

Cllr Whyman advised that he is organising a visit to the Great Blakenham waste facility for Capel St. Mary parish cllrs and asked if anyone from Copdock & Washbrook Parish Council would like to join them.

**ACTION: Any CWPC cllrs interested in visiting the Great Blakenham waste facility, with Capel St. Mary cllrs, should let the Parish Clerk know, who in turn will advise Cllr Whyman.**

Referring to the upcoming determination of the Brockley Wood development proposals by Suffolk County Council, Cllr Busby expressed disappointment that the Committee has refused the Parish Council's request to undertake a visit of the site and likely affected roads, as part of their determination process.

(ii) To RECEIVE Comments from Residents of the Parish on Current Agenda Items

A member of the public asked about the viewing range of the new CCTV camera, installed at Whights Corner, as they wondered if it would pick up the suspicious activity of two cars, regularly spotted, in the vicinity. It was also reported that littering is worsening in the area.

**ACTION : The Clerk to contact Babergh District Council to see what can be done about the littering.**

Cllr Ward advised that any suspicious activity should be immediately reported to the Police, who will then in turn contact the CCTV monitoring team to pick up.

No report from Cllr Hudson had been received.

The meeting was reconvened.

**2726/2425 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 8th October 2024**

The minutes of the meeting held on 8th October 2024, having been circulated to the Council prior to the meeting, were confirmed as an accurate record of the meeting; the minutes were duly signed by Cllr Ward.

**2727/2425 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 8th October 2024**

Minute no. 2705/2425 – The Clerk has contacted Suffolk County Council Highways to ask if actions can be taken to deter HGV lorries parking, and HGV trailers being left, at Whight's Corner overnight. Highways has agreed to look at introducing overnight parking restrictions.

**ACTION: The Clerk is to follow up with Suffolk County Council if no response is forthcoming within the next two weeks.**

Minute no. 2712/2425

**ACTION: Cllrs Downey and Green are to bring a proposal of options to the next Parish Council meeting, whereby email addresses can be moved away from Stackmail.**

Minute no. 2717/2425 – The Clerk had researched defibrillator training options and had found a favourable option offered by the East Anglian Air Ambulance.

**ACTION: The Clerk is to forward the website link for the East Anglian Air Ambulance to Cllr Butters.**

Minute no. 2718/2425 – The Parish Council has learnt that the Village Hall committee will not agree to issue the Parish Council Playing Field Use Disclaimer alongside their own hiring agreement forms.

**2728/2425 FINANCE AND GOVERNANCE**

(i) SCHEDULE OF PAYMENTS: to Approve the Schedule of Payments for November 2024

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P69	Tesco Mobile	Clerk's phone	7.50	1.50	9.00
P70	Elan City	2 no. S.I.D units	4,679.98	936.00	5,615.98
P71	Mr A Ward	Footpath working group refreshments	57.03	8.17	65.20
P72	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P73	Green's Landscape	Dog bin repairs & S.I.D. post	172.00	0.00	172.00
P74	Unity Trust Bank	Bank charges	2.70	0.00	2.70
P75	Mrs S Frankis	Salary	841.01	0.00	841.01
P76	HMRC	PAYE	11.45	0.00	11.45
P77	Moser Groundcare	Tree works	200.00	40.00	240.00
P78	Moser Groundcare	Grass cutting	405.00	81.00	486.00
P79	Unity Trust Bank	Bank charges	7.35	0.00	7.35
P80	Tesco Mobile	Clerk's phone	7.50	1.50	9.00

(ii) BUDGET & FINANCE REPORT: to AGREE the October 2024 Budget and Finance Report, including the Bank Balance

The October 2024 Budget and Finance Report and the Cash Book had been circulated to the Council prior to the meeting and were agreed. Cllr Green verified the bank balances totalling £131,507.31.

(iii) 2025/26 BUDGET & PRECEPT: to CONSIDER the 2025/26 Budget and Precept

The Finance Working Group had met to consider the 2025/26 budget and precept. A draft budget and precept had been circulated to the Council prior to the meeting. The Council agreed to include a budget line for 'Software' of £500 and to increase the draft budget line for 'Clerk's Salary' by £500.

**ACTION: The Clerk is to prepare a second draft of the 2025/26 budget and precept, for consideration at the next meeting.**

(iv) GRANT POLICY AND APPLICATION FORM : to ADOPT a Copdock and Washbrook Parish Council Grant Policy

A draft policy had been circulated to the Council prior to the meeting. The Council agreed to adopt the draft policy subject to (i) a statement being included to advise of the annual ceiling limit, as set by the Government, and (ii) information on how to apply be included.

**ACTION: The Clerk is to include the amendments to the Grant Policy, as agreed by the Council, and to publish the Policy on the Parish Council website.**

(v) GRANT REQUEST: to CONSIDER & AGREE a Grant Request Received from Copdock & Washbrook PCC

A grant request had been received from Copdock and Washbrook PCC for the sum of £80 to fund the purchase of a Christmas tree to be placed outside the Church Room, as a focal point in the centre of the village; the Council unanimously agreed to award a grant of £80 to the Copdock and Washbrook PCC.

**ACTION: The Clerk is to arrange a payment of £80 to be made to the Copdock and Washbrook PCC.**

Cllr Downey considered that when deciding grant applications, the Parish Council should ensure it was being inclusive in any decisions it made.

**2729/2425 RISK ASSESSMENT REGISTER: to AGREE the Risk Assessment Register 2024**

The Clerk had circulated the draft Risk Assessment Register 2024 to the Council prior to the meeting.

Cllr Tyrrell asked if an assessment of vehicles driving across the car park at the front of the village hall, to get to the overflow car park on the recreation field had been included. Cllr Ward agreed that this was a risk that needed to be managed appropriately and suggested 'round table' discussion of all interested parties involved.

Cllr Butters proposed that fencing, and a gate, around the play equipment should be erected as an emergency measure asap, allowing all stakeholders the opportunity to then discuss and agree a way forward. The Council unanimously agreed to Cllr Butter's proposal.

**ACTION: The Council are to arrange for a fence and gate to be erected around the children's play area at the recreation field.**

**ACTION: The Clerk is to contact all stakeholders, to ask for a meeting to discuss risk mitigation measures.**

The Council unanimously agreed to adopt the Risk Assessment Register 2024, subject to an assessment of the children's play equipment and cars parking on the recreation field being added.

The Council discussed the bridge across the Brook at Jubilee Meadow, and whose responsibility it was for the upkeep and matters of safety.

**ACTION: Cllr Ward is to raise the matter of the bridge across the Brook, at Jubilee Meadow, with the SCC Farm Estates manager, who is already looking into flooding issues with the Brook flowing through Jubilee Meadow, to assess who is responsible for what.**

District Cllr Busby left the meeting.

#### **2730/2425** CLERK'S REPORT: to RECEIVE the Parish Clerk's Report

The Clerk's Report had been circulated to the Council prior to the meeting.

The Clerk reminded councillors the need to make sure their Register's of Interest were up to date.

#### **2731/2425** PLANNING APPLICATIONS AND DECISIONS

The Planning Schedule for October 2024 had been circulated to the Council prior to the meeting.

SCC/0105/22B

*Extraction, processing and sale of sand and gravel, processing of inert waste materials with associated plant and related sales, access works, phased restoration using inert recovered materials and aftercare plan.*

*Brockley Wood, Land Off A12, Belstead, IP8 3JS*

Cllr Ward advised that Suffolk County Council (SCC) had finally agreed an extension to and the submission deadline to 8<sup>th</sup> November 2024 for all.

In response to Cllr Ward's request that all SCC Planning Committee members attend a visit of the proposed development site and the surrounding road network, the Chair of the Committee advised she could see no reason for members to do so. In the view of the Parish Council, this will be detrimental when it comes to the Committee's considerations of the application as a number of those members have not visited the site previously; none of the members will have been made familiar with the local road network and the likely impact by increased HGV movements (this was not included in the previous site visit); a number of members do not live within this part of Suffolk.

Cllr Ward advised that both Bentley Parish Council and Copdock & Washbrook Parish Council are pressing for a five-minute representation slot each at the forthcoming Committee meeting, rather than having to share the time.

Cllr Ward had circulated a draft objection to the Council prior to the meeting; the Council unanimously agreed to submit the draft as it's objection.

**ACTION: The Clerk is to submit the objection response to SCC.**

**2732/2425** PARISH COUNCIL WEBSITE: to AGREE Actions as Required

**ACTION: Cllrs Green is to arrange for the renewal of the domain name.**

**2733/2425** COMMUNITY SPEED MANAGEMENT

(i) 20'S PLENTY : to AGREE Actions as Required

Cllr Tyrrell advised she had asked County Cllr Hudson to complete and submit the application form but was concerned there may have been some confusion as to what he was being asked to do.

**ACTION: Cllr Tyrrell is to telephone Cllr Hudson.**

(ii) SPEED INDICATOR DEVICE (S.I.D.): to AGREE Actions as Required

Cllr Tyrrell advised she has arranged for the S.I.D.s to be installed on 18<sup>th</sup> November. In order for the captured data to be downloaded, a suitable device/laptop will be required. The Council agreed to purchase a laptop to be used for downloading the S.I.D. data onto. Cllr Butters suggested that the refurbished laptops offered by Community Action Suffolk might be suitable.

**ACTION: Cllr Tyrrell is to source a suitable laptop to be used to download the S.I.D. data on to.**

**2734/2425** SUFFOLK COUNTY COUNCIL HIGHWAYS & DRAINAGE UPDATES

Cllr Ward advised that SCC Highways has finally agreed to recover/reclaim sections of the footpath along the Old London Road. Cllr Green noted he had observed the works being done.

Cllr Ward advised that he has met with the SCC County Farms Management Officer with regards to the drainage and flooding issues at Jubilee Meadow. The Officer has agreed to meet with their ground's contractor with a view to them clearing the adjoining section of Belstead Brook of obstructions, principally fallen trees; to look at the feasibility and cost of clearing the section of the Brook immediately to the west of the Copdock roundabout and to meet with their tree surgeons to inspect overhanging trees on Chapel Lane, with a view to what safety works may or may not be necessary.

**2735/2425** INFRASTRUCTURE DEVELOPMENTS

(i) Neighbourhood Plan

The Design Guidelines have now been amended to remove any reference to sites that were suggested for allocation under the previous NP that was rejected at referendum. This change has not held up the process; the draft Plan is still with the external examiner.

**ACTION: Cllrs are to review the amended Design Guidelines and to put forward any comments by Friday, 8<sup>th</sup> November 2024, in order that the new document can be submitted w/c 11<sup>th</sup> November 2024.**

(ii) Active Travel Scheme

Suffolk County Council has started their consultation process and have arranged a leaflet drop to Copdock and Washbrook parishioners, promoting the consultation, this week. The Parish Council has publicised the consultation in a Facebook post and has published the details on their website.

**ACTION: All Cllrs are to encourage parishioners and business owners to engage with the consultation, during any interactions they may have.**

Whilst all Councillors are free to participate individually in the same way as all other residents, Council agreed to meet on 11<sup>th</sup> December, 7pm, venue to be agreed, to consider the Parish Council response to the consultation. This will not be a Parish Council meeting.

Cllr L Butters left the meeting.

**2736/2425** WHIGHTS CORNER

The CCTV scheme is active. The first incident showed that the police hadn't followed protocol by contacting the CCTV team, and so data hadn't been captured. However, the Police Community Officer has advised this 'loophole' has since been closed.

**2737/2425** ACHILLES HIRE OF THE PLAYING FIELD: to CONSIDER the Letter Received from the Village Hall Chair

Cllr Ward advised that, following an opportune meeting this morning, the matter has been resolved in the short term.

Cllr L Butters returned to the meeting.

Cllr Tyrrell advised that the Village Hall are unwilling to include the Parish Council 'Use of the Playing Field' disclaimer, with their own hiring agreement form, as they feel they are being discriminated against. They consider that everyone using the Playing Field should be aware that they do so at their own risk, not just hirers of the Hall. all groups on the site should be issued with the same disclaimer.

**ACTION: The Clerk is to clarify the Parish Council's responsibility for general users of the playing field with a view to having the necessary signage installed.**

**ACTION: Cllr Ward is to write to the Chair of the Village Hall to advise that the Parish Council is to clarify its responsibilities with regards to the open space and look to install the appropriate signage and that , if booking of the field is still to be delegated to the VH when they have a hirer who wants both hall and field, then the necessary disclaimer will still have to be incorporated into a signed hire agreement.**

**2738/2425** NEXT MEETING: to CONFIRM the Date and Time of the Next Parish Council Meeting

The next meeting of the Council is to be held on 3<sup>rd</sup> December 2024 at the Village Hall, Copdock at 7pm.

**2739/2425** MATTERS RAISED BY MEMBERS

No matters were raised.

**2740/2425** ITEMS FOR THE NEXT AGENDA

There were no items.

The meeting closed at 21:23.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**SUMMARY OF ACTIONS:**

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Mrs S Frankis, Parish Clerk & RFO to Copdock and Washbrook Parish Council

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