

COPDOCK & WASHBROOK PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday, 7th July 2026, 7.00pm
at the Village Hall, Old London Road, Copdock

Present: Cllr A Ward (Chair), Cllr J Moon, Cllr J Noble, Cllr Tyrrell

In Attendance: Mrs S Frankis, Parish Clerk & RFO
District Cllr M Rowland

The meeting was chaired by Cllr A Ward.

3125/2627 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to accept the apologies received from Cllr S Downey and M Green for their absences due to work commitments.

3126/2627 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

3127/2627 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

3128/2627 PUBLIC FORUM

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

Cllr Rowland encouraged residents to give their online views as part of the Babergh District Council (BDC) initial scoping consultation into their new Joint Local Plan. The Plan will guide decisions about community facilities, jobs, infrastructure, town centres, the best places for new homes, transport improvements and protecting the environment.

His Report also included observations on the newly launched BDC recycling scheme which for the most part is working satisfactorily however some collections continue to be missed. It would appear that the contractor hasn't properly prepared by checking the routes before the Scheme went 'live'. Any residents experiencing issues with collections should firstly check whether their road has been impacted by delays on the BDC '*my bin hasn't been emptied*' webpage. If their road is listed, the crew will return asap. However, the page doesn't appear to be updated to advise when a road has been emptied so that residents won't know if they alone have been missed out or if the scheduled collection is still delayed. Cllr Rowland is to raise this with BDC Waste Services to propose a change to the website to provide updates.

SCC's political leadership has now formally agreed to mount a legal challenge to Local Government Reorganisation (LGR) in Suffolk. The challenge against the Government's decision does not, however,

change the LGR implementation work currently under way across all six of Suffolk's existing councils; this will continue as planned, pending any court decision.

Cllr Rowland advised he has an upcoming meeting with Cllr Michael Hadwen, leader of Suffolk County Council, at which he will ask that all interested parties, including parish councils, be kept informed of the progress of the LGR.

A new Suffolk Wine Trail has been launched to help showcase Suffolk's growing collection of local vineyards. Funded by Babergh and Mid Suffolk District Councils and West Suffolk Council, the new Suffolk Wine Trail has been created to support this new generation of vineyards and help boost wine tourism. More information about the trail, including an interactive map, can be found on the Visit Suffolk website.

Cllr Hudson had provided a report to the Council prior to the meeting which focussed on a matter of concern regarding the Copdock Park & Ride site.

"Over recent weeks, there have been a number of incidents of vandalism at the Park & Ride facility. These acts have included damage to property and other anti-social behaviour, causing concern for users of the site and local residents alike. Such incidents are disappointing and place unnecessary costs on public services while detracting from an important facility serving the local area. I have raised these concerns with the relevant officers at Suffolk County Council and have sought assurances that appropriate action is being taken. This includes reviewing site security measures, repairing damage as quickly as possible, and working with partner organisations where necessary to discourage further incidents.

Residents are encouraged to remain vigilant and to report any suspicious behaviour to the police via the appropriate channels. Timely reporting can help identify those responsible and support efforts to prevent further vandalism.

The Park & Ride remains an important asset for reducing congestion and supporting sustainable travel into Ipswich, and I will continue to monitor the situation closely while liaising with officers to ensure that the site remains safe and welcoming for users"

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

No comments were received.

The meeting was reconvened.

3129/2627 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 2nd June 2026

The minutes of the meeting held on 2nd June 2026, 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.

3130/2627 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 2nd June 2026

Minute number 3111(vii)/2627

The PTA had subsequently withdrawn their grant application as the previous offer of support from the Copdock Bike show has been upheld.

Minute number 3121/2627

ACTION: Cllr Moon is to liaise with Matt Green Landscaping Services to establish what works he may be able to undertake.

3131/2627 FINANCE AND GOVERNANCE

(i) SCHEDULE OF PAYMENTS: to APPROVE the Schedule of Payments for June 2026

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P30	Lloyds Bank	Corporate Card	13.33	2.06	15.39
P31	Wave	Allotment water	149.20	0.00	149.20
P32	Unity Trust Bank	Bank charges	6.77	0.00	6.77
P33	Green's Landscape	Instal new litter bins	160.00	0.00	160.00
P34	Green's Landscape	Tree clearance	280.00	0.00	280.00
P35	Green's Landscape	Play area repairs	60.00	0.00	60.00
P36	Mrs S Frankis	Broadband	15.00	0.00	15.00
P37	Mrs S Frankis	Salary	803.84	0.00	80.84
P38	HMRC	PAYE	58.03	0.00	58.03
P39	Unity Trust Bank	Bank charges	7.00	0.00	7.00
P40	Moser Groundcare	Grass cutting – June 2026	1046.25	209.25	1255.50
P41	Moser Groundcare	Grass cutting – July 2026	791.50	158.30	949.80

(ii) BUDGET & FINANCE REPORT: to AGREE the May and June 2026 Budget and Finance Reports, including the Bank Balances

The May and June 2026 Budget and Finance Reports and Cash Books had been circulated to the Council prior to the meeting and were agreed. Cllr Noble verified the bank balances totalling £128,074.31 (May 2026) and £131,123.27 (June 2026).

(iii) RESERVE TRANSFER

The Council unanimously agreed to transfer £768.00 from the 2026/27 Neighbourhood CIL to the 2026/27 budget heading 'Bus Stop Island Resurfacing'.

The meeting was adjourned. The Clerk left the meeting.

On the Clerk's return, the meeting was reconvened.

3132/2627 CLERK'S REPORT: to RECEIVE the Parish Clerk's Report

The Clerk's Report had been circulated to the Council prior to the meeting; a copy is published on the Parish Council website.

The Clerk advised that PKF Littlejohn, the external auditor, having reviewed the 2025/26 AGAR submission, had questioned if the Parish Clerk's email address met the requirements to satisfy a positive response to Assertion 10. After many exchanges of emails, PKF Littlejohn advised they have concluded that "after seeking further clarification, [they] will not be raising the 'except for' matter necessary changes as per the email correspondence".

The Council unanimously agreed to change the Clerk's email address to clerk@copdockandwashbrook-pc.gov.uk and to ask Suffolk.cloud (now Pear Space) to arrange and manage the new address on behalf of the Parish Council.

The Clerk advised of the legislative change affecting councillors' Register of Interests, which came into effect from 29th June 2026.

Under Section 65 of the English Devolution and Community Empowerment Act 2026 and Section 32A of the Localism Act 2011, councillors will no longer be legally required to display their usual residential address (home address) on the publicly accessible Register of Interests.

3133/2627 PLANNING APPLICATIONS AND DECISIONS

The Planning Schedule for June 2026 had been circulated to the Council prior to the meeting. Planning application DC/26/01375 had been granted permission by Babergh District Council.

3134/2627

BMSDC JOINT LOCAL PLAN (JLP)

Cllr Ward advised he will be attending a meeting of the 3 Valleys Parish Council Alliance (3VPC) group on Monday, at which Ian Poole, Planning 4 Places Planning Consultancy Ltd, will be in attendance to advise how best councils can work together to defend themselves and how to try to influence the process.

Following the 'Call for Sites', Babergh District Council should start to communicate which of the sites they are putting forward for development and what their intent is for sites in Copdock and Washbrook.

The Council considered the viability of pursuing a Conservation Area status but given the difficulty of meeting the stringent criteria involved together with the costs and time needed to devote to the subject, the Council agreed that this was not a viable option to pursue.

3135/2627 BROCKLEY WOOD UPDATE

Cllr Ward advised that Brockley Wood Ventures currently provides a cumulative dashboard of HGV movements to/from the site however, without breaking down the data, it is of no real use. He has asked to see a monthly breakdown of HGV movements to/from the site.

The TRO northbound weight restriction for Swan Hill has been signed off although Cllr Ward continues to chase Suffolk Highways for clarification of where the weight restriction signs are to be installed. As the Scheme is at present, the signs are to be installed at the bottom of Swan Hill which would not give notice to HGV drivers in time and likely mean they would have to drive into Washbrook to turn around at the bus stop island.

The Parish Council has not been satisfied that the placement of the signs has been given proper thought.

It should be noted that the only reason there will be a TRO at Swan Hill is due to the persistence of the Parish Council during the Brockley Wood quarry application process.

3136/2627 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY

The Parish Council has been advised by Suffolk Highways that the Order for a 20mph limit throughout the village interior has been taken on by Suffolk Legal and is in the process of being drafted, as of last week. Once checked, it will then be passed to Advertising, at which stage notices will go up on site, and the Parish Council will receive notification from Suffolk Legal. The formal legal consultation runs for three weeks, over which time anyone may write to Suffolk Legal with an opinion or view. After that a TRO report goes to the Portfolio Holder for Highways and the head of Transport Strategy to review the project. If signed off hopefully in August, an order for construction can be given.

3137/2627 COPDOCK AND WASHBROOK PRIMARY SCHOOL LIAISON

There were no updates to report.

3138/2627 JUBILEE MEADOW: The Brook (dredging of)

Despite being advised by Suffolk County Council Farms that the works would start on 15th June 2026 and last for two weeks, they didn't. The latest update given was that the works would start on 6th July 2026 and last for one week; as of the end of 7th July 2026, the works hadn't started.

Cllr Ward will continue to pursue the matter.

3139/2627 ACTIVE TRAVEL SCHEME UPDATE

The Active Travel Scheme team has advised they are yet to allocate funding towards the construction of the project but that they are committed to progressing with it. They are currently working on progressing with the detailed designs for the London Road section of the whole 'Capel to Copdock' project that they'd consulted on. Within the design process, they are taking on board the comments and feedback received throughout the consultation. Having the detailed designs complete will make it much clearer as to the scope of works and also given them a more accurate prediction of construction costs, enabling them to consider how they might fund the construction of the scheme going forward.

The Parish Council noted that the consultation process was completed eighteen months ago.

3140/2627 OLD LONDON ROAD DANGEROUS DRIVING INCIDENTS

Suffolk Highways has confirmed that scheme 14343 was ordered on 15th June 2026 with a 14-week turnaround. This will involve painting "No Entry" markings on appropriate sections of the staggered Church Lane / Elm Lane crossroads.

3141/2627 PLAY AREA MAINTENANCE PLAN(S): to AGREE a maintenance plan for the play areas at the Village Hall and Fen View

The Council considered if an annual maintenance program should be put in place having received a quote from Playquip. Due to the costs involved, the Council agreed to continue to undertake a review after each annual report and draft its own action plan for any works needed.

3142/2627 MILL LANE PLAY AREA IMPROVEMENTS

Following the consultation session at Copdock Primary School on 5th June 2026, the feedback and comments had been incorporated into the draft schemes.

Having studied and compared the four quotes, the Council unanimously agreed to appoint Kompan as the preferred contractor and to accept their proposed scheme subject to them incorporating a quote for wet pour surface under some of the equipment rather than grass matting protection. Once this amendment has been finalised, the Council will be able to submit the Babergh District Council CIL application.

ACTION: Cllr Ward is to liaise with Kompan to revise the scheme.

3143/2627 ACHILLES LICENCE RENEWAL 2026/27

Cllr Ward commended Mr M Taylor and Achilles for the smooth operational arrangements on site. Achilles has advised they wish to play the same number of games for the 2026/27 season as previously but that they will likely have a financial issue going forward. The Football Association five-year tapering scheme for pitch improvement funding is in its last year and so if any pitch improvements were to be made in the future, they would have to be self-funded at a cost of approximately £1,500 to Achilles.

The Council was minded to maintain the annual licence fee at £600 for the 2026/27 season with the same additional requirements contained in last season's licence.

ACTION: The Clerk is to draft the 2026/27 Achilles licence.

3144/2627 LETTER FROM RESIDENT RE THE REMOVAL OF THE BASKETBALL HOOP AT THE RECREATION FIELD

The Parish Council has received a letter of complaint regarding the removal of the basketball hoop at the Village Hall. The hoop had been removed for safety reasons as it was in an area of moving vehicles. The immediate issue will be resolved by reinstating the hoop on the unit used by Achilles, which will face the field rather than the car park.

ACTION: The Clerk is to respond to the resident to explain the hoop had been removed for safety reasons and that it will be reinstated in a much safer place.

3145/2627 OLD PARISH COUNCIL LAPTOP

The Council unanimously agreed to dispose of the Lenova laptop, previously used by the Parish Clerk, and to remove the item from the Asset Register.

3146/2627 SUFFOLK COUNTY COUNCIL PROW CONTRACT 2027

Cllr Ward advised that the performance of the Suffolk County Council (SCC) contractor continues to be totally unacceptable; this is the fourth year in a row. A scheme is offered by SCC whereby the Parish Council would take charge of the contract with a budget paid across by SCC; it is likely this would need to be financially supported by the Parish Council.

The Council agreed in principle to assume the PROW grass cutting for 2027.

3147/2627 CWPC RISK ASSESSMENT 2026

ACTION: Cllr Moon is to undertake the 2026 risk assessment.

3148/2627 CLOTHES RECYCLING BIN, VILLAGE HALL

There are currently two clothes recycling bins located at the Village Hall – one managed by the Village Hall Committee and the other by the Parish Council. As this has been poorly administered by BMSDC and the Parish Council no longer receives income from the recycling scheme, the Council unanimously agreed to arrange for their bin to be removed.

ACTION: The Clerk is to ask Babergh District Council to arrange for the clothes recycling bin to be removed.

3149/2627 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 4th August 2026 at 7pm at the Village Hall, Copdock.

3150/2627 MATTERS RAISED BY MEMBERS, INCLUDING ITEMS FOR THE NEXT AGENDA

Cllr Ward advised he had contacted National Highways regarding the advertising lorries permanently parked over the A14 between the village and Belstead . National Highways engineers have considered the situation and have expressed concern that the weight-bearing load could affect the integrity of the bridge and so for safety reasons the lorries should be removed. National Highways have raised this concern with Suffolk County Council, who are the responsible authority, asking them for the lorries to be removed.

Cllr Tyrrell asked Councillors to check the new waste/dog litter bins as someone is leaving their bags of dog waste by the bin rather than putting it into it.

ACTION: Cllr Ward is to post a Facebook message to advise that litter and dog waste bags can be put into the new bins.

The meeting closed at 20:49

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

3130/2627 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 2nd June 2026

Minute number 3121/2627: Play Area Maintenance Plan

ACTION: Cllr Moon is to liaise with Matt Green Landscaping Services to establish what works he may be able to undertake.

3142/2627 MILL LANE PLAY AREA IMPROVEMENTS

ACTION: Cllr Ward is to liaise with Kompan to revise the scheme.

3143/2627 ACHILLES LICENCE RENEWAL 2026/27

ACTION: The Clerk is to draft the 2026/27 Achilles licence.

3144/2627 LETTER FROM RESIDENT RE THE REMOVAL OF THE BASKETBALL HOOP AT THE RECREATION FIELD

ACTION: The Clerk is to respond to the resident to explain the hoop had been removed for safety reasons and that it will be reinstated in a much safer place.

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ACTION: Cllr Moon is to undertake the 2026 risk assessment.

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ACTION: The Clerk is to ask Babergh District Council to arrange for the clothes recycling bin to be removed.

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