

# COPDOCK & WASHBROOK PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday, 2<sup>nd</sup> June 2026, 7.00pm  
at the Village Hall, Old London Road, Copdock

Present: Cllr A Ward (Chair), Cllr S Downey, Cllr M Green, Cllr J Moon, Cllr J Noble

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

The meeting was chaired by Cllr A Ward.

## **3105/2627** APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to accept the apologies received from Cllr D Tyrrel for her absence due to a personal commitment.

## **3106/2627** DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

## **3107/2627** DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

## **3108/2627** PUBLIC FORUM

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

Cllr Rowland presented a summary of the latest Babergh District Council Briefing Notes. He advised that Suffolk County Council (Reform) are legally challenging the Government LGR decision, who say that the process had been undemocratic by not allowing the electorate to have a vote in the final decision; the Government has until 12<sup>th</sup> July 2026 to respond before further steps will be taken. Cllr Rowland advised that Suffolk County Council, under the new Reform leadership, will be abolishing 'net zero' and are already making financial savings with their own energy costs. Cllr Ward advised that he has met with Suffolk County Cllr Hudson, who has asserted his intention to play an active role in supporting the Parish Council. Ideally, he would like to attend Parish Council meetings remotely however, due to poor internet connections, this would not always work for us. It has therefore been agreed that Cllr Hudson will provide a monthly report to be received at each Parish Council meeting.

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

No comments were received.

The meeting was reconvened.

**3109/2627 MINUTES: to RECEIVE and CONFIRM the Minutes of the Annual Parish Council Meeting held on 5<sup>th</sup> May 2026**

The minutes of the meeting held on 5<sup>th</sup> May 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.

**3110/2627 MATTERS ARISING**

(i) to CONSIDER Matters Arising from the Annual Parish Council Meeting held on 5<sup>th</sup> May 2026  
Minute number 3084/2627

Cllr Ward advised that after further research, a parish council's entitlement to the 25% neighbourhood portion of the Community Infrastructure Levy (CIL) depends primarily on when the relevant planning permission first permitted development rather than when the CIL money was actually collected. The key rule is in regulation 59A(3). Government guidance states that the 25% uncapped share applies where there is a "made" neighbourhood plan before the relevant planning permission first permits development.

(ii) to CONSIDER Matters Arising from the Annual Parish Meeting held on 5<sup>th</sup> May 2026

There were no matters brought forward from the Annual Parish Meeting for the Parish Council to consider.

**3111/2627 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
P23	Lloyds Bank	Corporate Card	65.95	12.58	78.53
P24	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P25	Trevor Brown	Internal audit	363.95	0.00	363.95
P26	Unity Trust Bank	Bank charges	-12.10	0.00	-12.10
P27	Unity Trust Bank	Bank charges	12.10	0.00	12.10
P28	Mrs S Frankis	Salary	634.54	0.00	634.54
P29	HMRC	PAYE	32.63	0.00	32.63

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

The May 2026 Budget and Finance Report and Cash Book could not be prepared in time for the meeting as the bank statements had not been available; this matter will be carried forward to the next meeting.

(iii) VAT RECLAIM: to AGREE the Year End VAT Reclaim

The Council unanimously agreed the VAT 126 Reclaim of £2,040.76.

(iv) RESERVE TRANSFER

The Council unanimously agreed to transfer £1,275.00 from the 'Bus Stop Island Resurfacing' reserve to the 2026/27 General Fund budget heading 'Bus Stop Island Resurfacing'.

(v) RECORDS MANAGEMENT AND DOCUMENTATION RETENTION

The Council unanimously agreed to destroy bank statements, budgetary control papers, internal control statements and internal control reports in accordance with the Copdock and Washbrook Parish Council 'Records Management & Documentation Retention Policy' as adopted by the Council on 16<sup>th</sup> May 2023, minute number 2354/2324.

(vi) EFFECTIVENESS OF INTERNAL AUDIT

The Council unanimously agreed to adopt the draft Effectiveness of Internal Audit, as circulated to the Council prior to the meeting.

(vii) S137 GRANT REQUEST: to AGREE grant request received from Copdock Primary School

A request had been received from Copdock Primary School PTA asking for a grant of £2k to pay for transport for 2no. school trips. The Council is minded to award a grant in principle but agreed a more detailed breakdown of costs and funding sources is needed.

**ACTION: The Clerk is to contact the Copdock Primary School PTA to ask for a detailed breakdown of costs and who is contributing what (i.e. costs shared between Copdock and Bentley Primary Schools), and specifically, what any Parish Council grant would be meeting the costs of, as well as requesting a copy of their most recent audited year end accounts.**

**3112/2627** 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.

**3113/2627** PLANNING APPLICATIONS AND DECISIONS

The Planning Schedule for May 2026 had been circulated to the Council prior to the meeting.

(i) DC/26/01957

**Proposal:** Full Planning Application – construction of floodlit padel court within existing tennis court; construction of a covered refreshment area (retention of); erection of 2no. canopies over existing padel courts; increase in height of fence to south boundary of enclosure and an increase in operational hours for the existing and proposed padel courts.

**Location:** Copdock and Washbrook Tennis Club, Copdock and Washbrook Playing Field, Old London Road, Copdock IP8 3JN.

The Parish Council unanimously agreed to submit a comment of 'no objection' and to request that the following comments be taken into account by the planning officer when determining the proposal -

- 1) The Parish Council has been consulted as a statutory consultee however there are a number of other stakeholders on the proposed development site that we would encourage Babergh Planning to include in the consultation process.
- 2) The Parish Council would ask that Utopia Padel be encouraged to positively contribute to the traffic management and associated costs of the overall site, in line with other stakeholders.

(ii) Planning applications determined:

DC/25/03046	granted
DC/25/05508	granted

**3114/2627**

BMSDC JOINT LOCAL PLAN (JLP)

Cllr War d advised there were no updates to report. He has made contact with Suffolk County Council (SCC), as a significant landowner in the parish, who has put a number of sites forward as part of the BMSDC Call for Sites process. He is attempting to set up a meeting with the purpose of trying to establish which of all the sites put forward, SCC may have prioritised and what their intentions are.

**3115/2627 BROCKLEY WOOD UPDATE**

Cllr Ward advised that the next liaison meeting is to be held on 18<sup>th</sup> June 2026.

Despite the Parish Council not having been included in any HGV violation reports, Cllr Green advised he had submitted 2 no. reports; Cllr Ward will follow this up.

**ACTION: Cllr Ward is to establish why HGV violation reports are not being copied to the Parish Council.**

Cllr Ward advised that 'M Group' are at last planning to attend on 4<sup>th</sup> June to remove the shrub from the mini roundabout at J32b; Brockley Wood Ventures paid for the works to be undertaken in December 2025.

Cllr Ward continues to chase for the strength test application on the lighting column at J32b; we continue to wait for an update.

Cllr Ward advised he has been promised an update regarding the Swan Hill TRO; SCC has a backlog of Orders to be signed off.

**3116/2627 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY**

Cllr Ward continues to chase for an update.

**3117/2627 COPDOCK AND WASHBROOK PRIMARY SCHOOL LIAISON**

There were no updates to report.

**3118/2627 JUBILEE MEADOW: The Brook (dredging of)**

Cllr Ward advised that the works, in line with the recommendations from Mr R Orford of Miles Water engineering, have been scheduled to be undertaken by Suffolk County Council Farms who own the freehold to the site. The work includes clearing fallen trees from the Brook and stabilising the meadow facing bank. The work will take place between the 15<sup>th</sup> June and 1<sup>st</sup> July 2026 and the cost will be met by SCC in full.

**3119/2627 ACTIVE TRAVEL SCHEME**

There were no updates to report.

Cllr Ward advised that SCC had promised the next revised design would be available early summer 2026 following the public consultation 18 months ago. The Parish Council will continue to chase for updates.

**3120/2627 OLD LONDON ROAD DANGEROUS DRIVING INCIDENTS**

Cllr Ward advised Suffolk Highways has agreed that improvements are needed at the Elm Lane / Church Lane staggered crossroads to limit the possibility of drivers entering the dual carriageway in the wrong direction. The Parish Council had requested blue arrow and dual carriageway plates on the central reservation and verges opposite the Elm Lane and Church Lane junctions. SCC Highways advise that as blue circular arrow signs on dual carriageways are now required to be lit, the cost and practical implications of installing electrical services and rearranging the existing signage go well beyond the available resources. As an alternative, marking 'NO ENTRY' on the road surface to the right of each junction using durable Methyl Methacrylate (MMA) surfacing is to be deployed. This method has apparently been used successfully elsewhere in the county to address the same issue. The works will require a nighttime road closure so that the markings can be put down safely. The cost is advised to be £1,587 which County Councillor Christopher Hudson has agreed to fund from his Locality Highways Budget.

**3121/2627** PLAY AREA MAINTENANCE PLAN(S): to AGREE a maintenance plan for the play areas at the Village Hall and Fen View

The Council was asked to consider (1) the immediate maintenance requirements at Fen View and (2) if an annual maintenance program should be put in place.

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

**3122/2627** MILL LANE PLAY AREA IMPROVEMENTS

Cllr Ward advised that a consultation session for children and parents will be held on Friday 5<sup>th</sup> June at Copdock Primary School.

Cllr Ward had prepared and circulated a summary of costings and proposed schemes provided by the four companies that have been approached, to aid the Council's decision when deciding on the preferred provider.

Cllr Ward advised that funding may be available from the new National Grid Bramford to Twinstead community fund.

**3123/2627** 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 7<sup>th</sup> July 2026 at 7pm at the Village Hall, Copdock.

Cllr Downey gave his apologies as he will be unavailable to attend the meeting.

**3124/2627** MATTERS RAISED BY MEMBERS, INCLUDING ITEMS FOR THE NEXT AGENDA

No matters were raised.

The meeting closed at 20:15

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

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

#### **SUMMARY OF ACTIONS:**

**3111/2627** FINANCE AND GOVERNANCE

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

Email: [clerk@copdockandwashbrook.org](mailto:clerk@copdockandwashbrook.org) Website: [www.copdockandwashbrook.org](http://www.copdockandwashbrook.org)