COPDOCK & WASHBROOK PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday, 6th October 2026, 7.00pm at the Village Hall, Old London Road, Copdock

Present: Cllr A Ward (Chair), Cllr S Downey, 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.

3190/2627 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence
The Council resolved to accept the apologies received from Cllr M Green for his absence due to work commitments.

3191/2627 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest
No declarations were received.

3192/2627 DISPENSATIONS: to APPROVE any Requests for Dispensations
No requests for dispensations were received.

The meeting was adjourned.

3193/2627 PUBLIC FORUM
(i) To RECEIVE Reports from the County and District Councillors
A report had been received from County Cllr Hudson.

Cllr Rowland reminded the Council of the Babergh Town and Parish Liaison meeting due to take place on Tuesday 20th October 2026, 10am to 12pm at Sudbury Town Hall.
Cllr Ward expressed the difficulty councillors face attending meetings held during the daytime. Cllr Rowland advised he will happily forward any comments, issues and resolutions that may arise from the meeting to the Council.

Cllr Rowland referenced the letter sent by the Babergh Council Leader to all town and parish councils asking them to consider putting a community emergency plan in place or to review their current plan to ensure it's up to date.
Cllr Ward asked the Council to consider the merits of having a Copdock and Washbrook Community Emergency Plan.
ACTION: The Clerk is to research Community Emergency Plans and determine what would be involved in developing a Plan for Copdock and Washbrook.

Cllr Rowland advised he had observed three HGV's, including a 40ft tanker, queuing on Swan Hill, at the time of the recent car fire there. The HGVs had ignored/not seen the two newly installed 7.5t

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weight restriction signs opposite Gladwells and at Whights Corner. Cllr Rowland spoke with the police officer at the scene advising him of the violation.
ACTION: Cllr Ward wants to establish who is responsible for enforcement of any traffic violations and the necessary process to follow should a violation be seen.

(ii) To RECEIVE Comments from Residents of the Parish on Current Agenda Items
No comments were received.

The meeting was reconvened.

3194/2627 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 1st September 2026
The minutes of the meeting held on 1st September 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.

3195/2627 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 1st September 2026
Re minute number 3182/2627: Jubilee Meadow: The Brook (dredging of)
Cllr Ward advised that Suffolk County Council Farms has chased the contractor to complete the gabion works.

Re minute number 3187/2627: Pearsons Way Overhanging Tree
Cllr Ward advised the tree works are due to be undertaken tomorrow, 7th October 2026.

3196/2627 FINANCE AND GOVERNANCE

(i) SCHEDULE OF PAYMENTS: to APPROVE the Schedule of Payments for October 2026
Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P60	Wave	Allotment water rates	171.68	0.00	171.68
P61	Lloyds Bank	Corporate card	362.00	3.22	365.22
P62	FEE	Unity Trust Bank	7.00	0.00	7.00
P63	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P64	Green's Landscaping	VH play area repairs	80.00	0.00	80.00
P65	Engraving Village	Gate sign	19.85	0.00	19.85
P66	Suffolk County Council	Allotment rent	25.00	0.00	25.00
P67	Suffolk County Council	Allotment rent	141.00	0.00	141.00
P68	Mrs S Frankis	Salary	862.48	0.00	862.48
P69	HMRC	PAYE	67.05	0.00	67.05
P70	Moser Groundcare	Grass cutting	867.75	173.55	1,041.30
P71	Unity Trust Bank	Fee	7.00	0.00	7.00

(ii) BUDGET AND FINANCE REPORT: to AGREE the August and September 2026 Budget and Finance Reports, including the Bank Balances
The August and September 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 £124,333.88 (August 2026) and £138,389.97 (September 2026).

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(iii) 2027/28 BUDGET AND PRECEPT

The core membership of the Finance Working Group will be the Cllr Ward, the Clerk as RFO, Cllr Downey and Cllr Noble who will meet via Zoom to consider the first draft of the 2027/28 budget and precept.

ACTION: The Clerk is to arrange a date for the Finance Working Group to meet.

(iv) POLICIES AND PROCEDURES

(a) Dignity at Work Policy

The Council unanimously agreed to adopt the updated Dignity at Work Policy, as circulated to the Council prior to the meeting.

(b) Appraisal Policy and Form

The Council unanimously agreed to adopt the updated Appraisal Policy and Form, as circulated to the Council prior to the meeting.

(c) Complaints Procedure

The Council unanimously agreed to adopt the updated Complaints Procedure, as circulated to the Council prior to the meeting.

(d) Co-option of Councillors Policy

The Council unanimously agreed to adopt the updated Co-option of Councillors Policy, as circulated to the Council prior to the meeting.

(e) Councillors Statement of Assurance

Parish Councillors each resolved to sign a Councillors Statement of Assurance.

(f) Disciplinary Policy

The Council unanimously agreed to adopt the updated Disciplinary Policy, as circulated to the Council prior to the meeting.

(g) Equality and Diversity Policy

The Council unanimously agreed to adopt the updated Equality and Diversity Policy, as circulated to the Council prior to the meeting.

(h) Expenses Policy

The Council unanimously agreed to adopt the updated Expenses Policy, as circulated to the Council prior to the meeting.

(i) Grant Policy

The Council unanimously agreed to adopt the updated Grant Policy, as circulated to the Council prior to the meeting.

(j) Grievance Policy

The Council unanimously agreed to adopt the updated Grievance Policy, as circulated to the Council prior to the meeting.

(k) Health and Safety Policy

The Council unanimously agreed to adopt the updated Health and Safety Policy, as circulated to the Council prior to the meeting.

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(l) Homeworking Policy
The Council unanimously agreed to adopt the updated Homeworking Policy, as circulated to the Council prior to the meeting.

(m) IT Policy
The Council unanimously agreed to adopt the updated IT Policy, as circulated to the Council prior to the meeting.

(n) Safeguarding Policy
The Council unanimously agreed to adopt the updated Safeguarding Policy, as circulated to the Council prior to the meeting.

(o) Sexual and General Harassment Policy
The Council unanimously agreed to adopt the updated Sexual and General Harassment Policy, as circulated to the Council prior to the meeting.

(p) Vexatious Policy
The Council unanimously agreed to adopt the updated Vexatious Policy, as circulated to the Council prior to the meeting.

3197/2627 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.
Pheasant Rise, Babergh DC open space area: the Clerk advised that the Babergh DC Arboricultural Officer has received an interim response from their surveyor and understands that Babergh DC are presently seeking quotes for an 'exploratory excavation' to be carried out. A date for these works is yet to be set.

3198/2627 PLANNING APPLICATIONS AND DECISIONS
The Planning Schedule for September 2026 had been circulated to the Council prior to the meeting.

(i) DC/26/03981
Proposal: Householder Application – erection of a sauna pod.
Location: Washbrook Barn, The Street, Washbrook IP8 3HX.
The Parish Council unanimously agreed to submit a comment of no objection to planning application DC/26/03981.

(ii) DC/26/04265
Proposal: Householder Application – erection of a side extension and front and rear porches.
Location: 2 Wood View, Old London Road, Copdock IP8 3JJ.
The Parish Council unanimously agreed to submit a comment of no objection to planning application DC/26/04265.

3199/2627
BMSDC JOINT LOCAL PLAN (JLP)
As a member of the 3 Valleys Parish Council Alliance, the Council had resolved to financially support the commissioning of the proposed report by Mr I Poole, at the last Parish Council meeting. Cllr Ward advised the report has yet to be produced; no monies have as yet been paid.

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3200/2627 BROCKLEY WOOD UPDATE

There were no specific updates.

Cllr Ward advised there had been one HGV transgression in Bentley but none in Copdock and Washbrook. The next quarterly liaison meeting is scheduled to be held on 20th October; Cllr Tyrrell agreed to attend as the Parish Council representative.

3201/2627 20MPH SPEED LIMIT IMPLEMENTATION: to AGREE Construction of the Scheme at an Estimated Cost of £7,702.46 +VAT

The Council expressed a desire to obtain a detailed cost breakdown of the Scheme, given that it had only been provided with an estimate figure back in January which included a 15% contingency, without any supporting detail. The Council also agreed to ask Suffolk Highways to clarify whether other contractors can be used to install the Scheme as long as they are Suffolk Highways accredited to work on the highway.

ACTION: Cllr Ward is to ask Suffolk Highways to provide a detailed cost breakdown of the Scheme to support their estimate and to ask if other contractors can be engaged to install the Scheme.

The Council noted that the local press had reported on the introduction of the 20mph scheme and Suffolk County Council's sign-off.

3202/2627 JUBILEE MEADOW: The Brook (dredging of)

Cllr Ward advised he continues to chase Suffolk County Council Farms to complete the gabion works.

3203/2627 ACTIVE TRAVEL SCHEME UPDATE

The Suffolk County Council Active Travel Scheme team (the team) has advised that they now have some agreement on a way forward with a design. The Road Safety Audit had raised concerns about the number of vehicles needing to cross the proposed cycle route to access individual driveways. Although the team had been aware that this would be a consideration, the audit prompted the designers to explore an alternative option with the cycle path on the south side of the road, where there would be fewer accesses to deal with. The team is hoping to have the majority of the design process completed by spring.

It should be noted there is currently no funding for a scheme to be put in place.

Cllr Ward advised he had expressed extreme frustration with the team, noting that two years down the line, there is still no firm progress having been made. He has pointed out to the team that although the southbound carriageway may have less residential properties along it, there are at different points 1) a busy lorry park with huge HGVs accessing the site all day long; 2) a busy Mill /retail site at Gladwells and 3) an incredibly busy leisure site, all of which cyclists and pedestrians would have to traverse.

The team has advised that their detailed design, at present, is focussing on the Old London Road between the Tesco underpass and Roman Road (a scheme to provide a Copdock-to-Copdock accessible route!); their long term aspiration is to provide a route through to Capel St. Mary but that comes with the additional challenge of the need to acquire private land, in part, to deliver the scheme.

From the very outset of the Capel St. Mary to Copdock Active Travel Scheme proposal, the Parish Council has consistently raised and stressed the very issue of the need to acquire privately owned land only to be repeatedly told that it wasn't a problem.

3204/2627 PLAY AREA MAINTENANCE

The Parish Council agreed to continue to seek someone to undertake the minor repairs and maintenance works.

ACTION: The Clerk is to contact the Clerk to the Parish of Capel St. Mary to ask if they have an annual maintenance contract with a play equipment company and if they know of anyone who could undertake minor works.

3205/2627 MILL LANE PLAY AREA IMPROVEMENTS

Cllr Ward advised that Kompan intend to begin the installation of the new play equipment mid-November. A pre-start meeting is to be held on Wednesday, 21st October 2026.

The Council unanimously agreed that the fencing works are of the utmost importance and agreed that replacing the broken wooden fence with a metal fence will be better fit for purpose.

The Council considered two quotes for the replacement fencing; the Council unanimously agreed to accept the quote received from Green's Landscape Services of £9.3k to install 1.2m high metal fencing. The acceptance of the quote will be subject to the proposed works meeting relevant legislation.

ACTION: Cllr Ward is to instruct Green's Landscape Services to remove and dispose of the old fencing and to install new metal fencing.

The Council considered three quotes for the tree works; the Council unanimously agreed to accept the quote received from Moser Groundcare for £7.7k +VAT.

ACTION: Cllr Ward is to instruct Moser Groundcare to undertake the tree works.

3206/2627 CWPC RISK ASSESSMENT 2026

Cllr Moon has completed the Copdock and Washbrook Parish Council Risk Assessment 2026. The Council thanked him for completing the works.

3207/2627 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 3rd November 2026 at 7pm at the Village Hall, Copdock.;

3208/2627 MATTERS RAISED BY MEMBERS, INCLUDING ITEMS FOR THE NEXT AGENDA

No matters were raised.

The meeting closed at 20:47.

Signed: _____ Date: _____

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SUMMARY OF ACTIONS:

3193/2627 PUBLIC FORUM
(i) To RECEIVE the Reports from the County and District Councillors
ACTION: The Clerk is to research Community Emergency Plans and determine what would be involved in developing a Plan for Copdock and Washbrook.

ACTION: Cllr Ward wants to establish who is responsible for enforcement of any traffic violations and the necessary process to follow should a violation be seen.

3196/2627 FINANCE AND GOVERNANCE
(iii) 2027/28 BUDGET AND PRECEPT
ACTION: The Clerk is to arrange a date for the Finance Working Group to meet.

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ACTION: Cllr Ward is to ask Suffolk Highways to provide a detailed cost breakdown of the Scheme to support their estimate and to ask if other contractors can be engaged to install the Scheme.

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ACTION: The Clerk is to contact the Clerk to the Parish of Capel St. Mary to ask if they have an annual maintenance contract with a play equipment company and if they know of anyone who could undertake minor works.

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ACTION: Cllr Ward is to instruct Moser Groundcare to undertake the tree works.

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