

# COPDOCK & WASHBROOK PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday, 2<sup>nd</sup> December 2025, 7.00pm  
at the Village Hall, Old London Road, Copdock

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

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

The meeting was chaired by Cllr A Ward.  
The Council was unable to 'live stream' the meeting.

## **2980/2526 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence**

The Council resolved to receive the apologies received from Cllrs Green and Moon for their absences due to personal commitments.

## **2981/2526 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest**

No declarations were received.

## **2982/2526 DISPENSATIONS: to APPROVE any Requests for Dispensations**

No requests for dispensations were received.

The meeting was adjourned.

## **2983/2526 PUBLIC FORUM**

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

Cllr Rowland advised that the Government's statutory consultation on the Local Government Review (LGR) for Suffolk is now open; it closes on 11<sup>th</sup> January 2026. Suffolk residents, businesses and local organisations are being urged to take part in the opportunity to shape how council services are delivered in their local communities.

The consultation seeks views on the two proposals submitted for Suffolk; the Three Councils for Suffolk submitted jointly by the district and borough councils, and One Suffolk, submitted by Suffolk County Council.

Outbreaks of bird flu have recently been confirmed in Claydon.

Anglian Water has produced a leaflet to help people protect their homes from winter flooding. The information is particularly relevant due to the long, hot summer we have had this year.

Babergh District Council's Sustainable Communities Food Fund provides grants to small scale initiatives such as community pantries, fridges and food pop-ups. Funding of between £250 and £5,000 is available on a first come, first served basis. The Parish Council agreed to consider if, and how, the funding could best benefit Copdock and Washbrook.

At last month's meeting, Cllr Rowland agreed to look into the classification of Copdock Primary School as a business and the introduction of the charge for food waste collection. After numerous

email conversations, he has been able to ascertain that the new scheme for food waste collection should have started on 1<sup>st</sup> April 2025 but that schools weren't notified until October 2025, and that waste collection is budgeted for in a school's annual budget and passed on to each school. However, he continues to ask the question – has the additional charge for food waste collection been budgeted for in the 2025/26 budget, or is this a new expense that funding needs to be found for between now and 31<sup>st</sup> March 2026?

Cllr Ward thanked Cllr Rowland for doggedly pursuing clarification of the situation.

Cllr Rowland advised that he has submitted the Parish Council's application for a Locality Grant for funding towards the bus stop island resurfacing project; he has submitted an application for £1,250.

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

No comments were received.

The meeting was reconvened.

**2984/2526 MINUTES:** to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 4<sup>th</sup> November 2025

The minutes of the meeting held on 4<sup>th</sup> November 2025, 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.

**2985/2526 MATTERS ARISING:** to CONSIDER Matters Arising from the Parish Council Meeting held on 4<sup>th</sup> November 2025

Re. minute number 2959 & 2965/2526 – remains outstanding.

Cllr Green had previously asked if the Village Hall would consider installing a sensor spotlight on the front of the building as a measure of safety. Cllr Tyrrell advised that she would ask the question at the next meeting of the Village Hall Committee, to be held in January 2026.

**ACTION:** Cllr Tyrrell is to ask if the Village Hall would install a sensor spotlight on the front of the building.

**2986/2526 FINANCE AND GOVERNANCE**

(i) SCHEDULE OF PAYMENTS: to APPROVE the Schedule of Payments for December 2025

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P94	Lloyds Bank	Corporate card	259.11	49.23	308.34
P96	Mrs S Frankis	Home Broadband	15.00	0.00	15.00
P97	Moser Groundcare	Grass cutting & bus shelter clearance	425.00	85.00	510.00
P98	Mrs S Frankis	Salary	697.30	0.00	697.30
P99	HMRC	PAYE	42.02	0.00	42.02
P100	Unity Trust Bank	Bank charges	7.65	0.00	7.65

**ACTION:** Cllr Ward is to ask Green's Landscaping Services to provide a quote for roof repairs to the bus shelter at the Old London Road lay-by.

(ii) BUDGET & FINANCE REPORT: to AGREE the November 2025 Budget and Finance Reports, including the Bank Balance

The November 2025 Budget and Finance Report and Cash Book had been circulated to the Council prior to the meeting and were agreed. Cllr Noble verified the bank balances totalling £122, 540.19.

The Clerk had prepared and circulated a budget forecast to the year end as of 12<sup>th</sup> November 2025; overall, it is expected there will be a small surplus of precept funds at the year end.

**ACTION: The Clerk is to remind Mr J Pickering, SCC PRoW, of the funding contribution towards the stile upgrade project still to be made.**

(iii) VAT RECLAIM: to AGREE the VAT 126 Reclaim

The Council unanimously agreed the VAT 126 reclaim of £928.96.

(iv) S137 GRANT APPLICATION: to CONSIDER and AGREE a Grant Application received from Copdock and Washbrook Parochial Church Council

A grant request had been received from Copdock and Washbrook PCC for the sum of up to £100 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 £100 to the Copdock and Washbrook PCC.

(v) 2026/27 BUDGET and PRECEPT

Cllr Downey had researched precept changes in local councils over the last year. Of the 93 councils he had looked at, the average increase in Suffolk was 8%; 27% of the councils had held a 0% increase, of which Copdock and Washbrook Parish Council is one.

Since the November meeting, Babergh District Council has published the indicative tax-base figures which show a fall for Copdock and Washbrook This means that to keep the 2026/27 precept at 0% movement, the Parish Council would need to demand less than for 2025/26, i.e. £39,799 rather than £40,440.

The Clerk had prepared a third draft of the 2026/27 budget and precept, which had been circulated to the Council prior to the meeting, proposing that the budget allocation for S137 grants be reduced from £5k to £4,359 and the balancing figure included for General reserves of £280 be reduced to nil. These changes would bring down the overall total to be demanded to £39,799.

The Council unanimously maintained its intentions to keep a 0% movement on the precept demand, for the third year running, and provisionally agreed to the proposed figures.

The Parish Council intends to set the 2026/27 precept and budget at the January 2026 meeting.

**2987/2526** 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.

Cllr Downey confirmed the Clerk's old mobile phone had been cleared of all personal data and that he will dispose of it.

South Suffolk MP James Cartlidge had again called for nominations for his Community Champion Award; an accolade to recognise people who have gone above and beyond for their community. The Clerk advised that she had nominated Cllr Adrian Ward for his outstanding achievements for Copdock and Washbrook, over such a short time. The nomination has been successful, and Cllr Ward has been invited to attend the award evening on Friday, 5<sup>th</sup> December 2025.

**2988/2526** PLANNING APPLICATIONS AND DECISIONS

The Planning Schedule for November 2025 had been circulated to the Council prior to the meeting.

(i) **DC/25/05139**

**Proposal:** application to erect a garden shed / workshop.

**Location:** Brook Barn, The Street, Washbrook IP8 3HX

The Parish Council unanimously agreed to submit a comment of 'no objection'.

(ii) **DECISION NOTICES**

DC/25/04665      BDC GRANTED the application (CWPC had submitted a 'holding objection')

DC/25/02948      BDC GRANTED the application.

DC/25/03695      BDC GRANTED the application.

**2989/2526 BROCKLEY WOOD UPDATE**

Cllr Ward advised that Brockley Wood Ventures (BWV) have agreed to fund the new HGV and quarry signage to be installed at various points at junction 32b, A12; once the invoice has been paid, Suffolk Highways will arrange for the works to be carried out.

The inaugural meeting of the Community Liaison Group (CLG) will be held on 18<sup>th</sup> December and will be chaired by Suffolk County Cllr Chris Chambers.

Cllr Ward's main matter of concern is HGV transgressions through Copdock and Washbrook and how these will be dealt with. He has asked for the following agenda items to be addressed at the forthcoming meeting –

1. Progress on s106 TRO for weight restriction on Swan Hill northbound
2. Overview of site development activity in last 3 and next 6 months
3. Daily HGV movements over last 3 months (actual) and next 6 months (projected) including details of any recorded LRMP non-compliance
4. Progress on providing data from GPS trackers (BWV fleet only)
5. Progress on communication issues such as dedicated Facebook page, website etc.
6. Finalising process for raising and addressing issues / complaints on day-to-day basis
7. Agreeing of 2026 CLG dates.

**2990/2526 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY**

Cllr Ward advised the Council continues to await the proposed scheme and associated costs from Suffolk Highways; he continues to press for a response.

Cllr Rowland referred to the traffic calming initiative taken by Ranelagh Primary School, who have seen the closure of all through-traffic outside the school; he has raised the details of the scheme with the deputy-head of Copdock Primary School as a possible way of reducing the dangers to pupils currently posed by vehicles idling outside the school at certain times of the school day. The Council discussed how best to address the problem and how it could help with a suitable scheme.

**ACTION: Cllr Rowland agreed to contact Suffolk Highways to ask if any scheme successfully established could be made available for Copdock Primary School.**

**2991/2526 'BUS STOP ISLAND' REVAMP: to AGREE actions as required**

The re-surfacing of the 'island' will be the last element of the project. A scheme has been put forward by Suffolk Highways which would cost £5,436.85 with a 14-week lead time; C & L Construction Ltd quoted for the same scheme and submitted a quote of £5,043 which would be delivered by the end of January 2026. The Council had been unable to secure a third quote.

Cllr Ward advised that Suffolk County Council Passenger Transport has agreed to contribute £500 towards the project, District Cllr Rowland £1,250 and County Cllr Hudson £2,500.

The Council unanimously agreed to accept the quote submitted by C & L Construction Ltd.

**2992/2526** PEARSONS WAY FOOTPATH (FP4)

Suffolk County Council has advised that 'No Cycling' signs should be installed within the next two weeks, after which, it will be for Babergh District Council to remove the barriers.

**2993/2526** COPDOCK AND WASHBROOK PRIMARY SCHOOL LIAISON

Cllr Noble advised he had attended a liaison meeting with the Deputy-head on Friday, 28<sup>th</sup> November 2025, whereat they had discussed a meeting should be held in January 2026 with two or three members of the Parish Council in attendance to meet the pupils.

Cllr Noble had put forward a suggestion that the pupils could be involved with the speed watch team as part of the School's highway safety learning programme; the deputy-head was keen to explore the proposal. The Parish Council supported the initiative and would be delighted for some of the pupils to learn about the scheme.

**ACTION: The Clerk is to contact the deputy-head to ask for possible dates for a meeting in January 2026, and for an indication of how the session would be run.**

**2994/2526** CONSULTATION ON PROPOSALS FOR LOCAL GOVERNMENT REVIEW IN SUFFOLK: to AGREE a Response

The Consultation is now 'live' and will run until 11<sup>th</sup> January 2026. The Clerk had reviewed the Consultation and drafted a paper, to include the consultation questions, which had been circulated to the Council prior to the meeting. The Suffolk County Council proposal is for one unitary council; the Babergh DC, East Suffolk DC, Ipswich Borough, West Suffolk DC and Mid Suffolk DC proposal is for three unitary councils.

Councillors felt inclined not to put forward a unified view but agreed to make their own individual submissions if they wished to do so.

**ACTION: Cllr Ward will publish a Facebook post to publicise the consultation.**

**2995/2526** NEW GRIT BIN: to AGREE to buy a Grit Bin to be Located at Fen View / Dales View Junction

Cllr Ward advised that a replacement grit bin has been purchased to be installed at the bus stop 'island'.

The Parish Council considered a parishioner request for a grit bin to be installed at the junction of Fen View and Dales View. The process would be such that permission has to be sought from Suffolk County Council for a bin to be sited at the chosen location; if approved, the Parish Council would be required to purchase the bin to then be filled by the County Council. The Council unanimously agreed to purchase a grit bin to be installed at the junction of Fen View and Dales View, at an approximate cost of £160.00.

**ACTION: The Clerk is to submit a request to Suffolk County Council for a bin to be sited at the junction of Fen View and Dales View.**

**2996/2526** 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 13<sup>th</sup> January 2025, 7pm at the Village Hall, Copdock.

**2997/2526** MATTERS RAISED BY MEMBERS, INCLUDING ITEMS FOR THE NEXT AGENDA

No matters were raised.

The meeting closed at 20:43.

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

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

## **SUMMARY OF ACTIONS:**

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**ACTION:** The Clerk is to submit a request to Suffolk County Council for a bin to be sited at the junction of Fen View and Dales View.

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

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