

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 1st July 2025, 7.00pm
at the Village Hall, Old London Road, Copdock

Present: Cllr A Ward (Chair), Cllr M Green, Cllr J Moon, Cllr J Noble, Cllr D Tyrrell (Vice-Chair)

In Attendance: Mrs S Frankis, Parish Clerk & RFO
2 members of the public

The meeting was chaired by Cllr A Ward.

2877/2526 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to accept the apologies received from Cllr Downey, for his expected late arrival to the meeting.

Apologies were received from District Cllr J Whyman.

2878/2526 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

2879/2526 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

2880/2526 PUBLIC FORUM

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

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

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

No comments were received.

The meeting was reconvened.

2881/2526 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 3rd June 2025

The minutes of the meeting held on 3rd June 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.

2882/2526 MATTERS ARISING

(i) To CONSIDER Matters Arising from the Annual Parish Council Meeting held on 3rd June 2025

Re. minute number 2863/2526

The Clerk confirmed that Cllr M Green has been set up as a Unity Trust Bank signatory.

Re. minute number 2865/2526

Cllr Ward confirmed the Parish Council response to the Brockley Wood consultation has been submitted; the date of the Suffolk County Council meeting at which the application will be determined is yet to be announced.

Re. minute number 2872/2526

ACTION: Arrangements need to be made for the removal of the noticeboard outside the school.

2883/2526 FINANCE AND GOVERNANCE

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

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P37	Tesco Mobile	Clerk's mobile telephone	7.50	1.50	9.00
P38	Lloyds Bank	Corporate card	39.24	7.24	46.48
P39	Unity Trust Bank	Charges	0.30	0.00	0.30
P40	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P41	Clubb Creative Ltd	Printing	45.00	9.00	54.00
P42	Moser Groundcare	Grass cutting	1160.00	232.00	1392.00
P43	Mrs S Frankis	Salary	766.39	0.00	766.39
P44	HMRC	PAYE	52.41	0.00	52.41
P45	Unity Trust Bank	Charges	8.10	0.00	8.10

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

The June 2025 bank statements had not been available in time for the meeting and so the Report could not be prepared; the June Report will be considered by the Council at the next meeting.

(iii) VAT RECLAIM: to AGREE the VAT Reclaim of £1,349.88

The Council unanimously agreed the VAT reclaim of £1,349.88.

(iv) BUDGET HEADING VIREMENT

The Council unanimously agreed transfer £944.46 from 2025/26 precept budget heading 'S137' to 2025/26 precept budget heading 'VE80 Commemorations'.

2884/2526 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.

2885/2526 PLANNING APPLICATIONS AND DECISIONS

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

(i) DC/25/02037

Erection of single storey outbuilding.

Park House, Wenham Road, Washbrook

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

(ii) DC/25/02132

Erection of a single storey rear extension and a first-floor extension over existing playroom and utility, with a two-storey extension element.

Brindles, Church Lane, Copdock

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

(iii) DC/25/02702

Alterations to cladding on an existing agricultural barn from concrete blockwork and corrugated cladding to brickwork and timber cladding.

Grove Farm, Grove Lane, Wenham Parva

The Parish Council agreed to submit a comment of no objection subject to the comments and conditions made by the Environment Agency being incorporated should permission be granted.

(iv) DECISION NOTICES

DC/24/05315 Babergh District Council granted the application.

DC/24/05314 Babergh District Council granted the application.

2886/2526 PLAY INSPECTION REPORTS / ACTION PLAN: to AGREE actions as required

Cllr Moon advised he has been working on prioritising the matters raised in the play inspection reports; to address all of the matters raised would likely cost in the region of £12k.

ACTION: Cllr Moon is to circulate the draft of the Costings Model that he has prepared for comment by Cllrs.

2887/2526 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY : to AGREE Actions as Required

Cllr Ward advised that having chased Suffolk County Council for the Report yesterday, it had coincidentally been received by return.

Cllr Tyrrell advised that after two years of working to bring the Scheme to fruition, the Report was unclear as to the direction of a conclusion.

Most alarmingly the Report, under the heading 'Collision Data', incorrectly states "*Injury collision data was checked for the 5-year period between 1 May 2020 and 30 April 2025 and there have been no injury collisions recorded within the area of interest.*" The Council had submitted the details of four recorded incidents, one of which is known to have been life changing, by the Police as part of the application process.

It appears that the Police comments in the Report had been based on the information included by the Report's author and so contained subsequent errors and inaccuracies.

The Council agreed they would not be deterred from pursuing a 20mph scheme, as overwhelming supported by parishioners during the consultation process.

ACTION: Cllrs Ward and Tyrrell are to draft a response to the Report and will circulate it to the Council before submission.

2888/2526 INFRASTRUCTURE DEVELOPMENTS

(i) Neighbourhood Plan

Cllr Ward advised that Babergh District Council has set the referendum date for 24th July 2025; flyers have been delivered with the latest edition of the In Touch magazine advising parishioners of the date. The Council agreed to raise and reinforce public awareness nearer to the date.

(ii) Suffolk County Council Active Travel Scheme

Cllr Ward advised the Parish Council had received notification that the consultation report has finally been published; the Council acknowledged that the key issues it raised were included in the report.

2889/2526 AUDIT OF PARISH STILES: to AGREE the next Steps

Eleven stiles have been identified to be upgraded.

Cllr Tyrrell advised she had spoken with two of the effected landowners who have indicated they will be in favour of stiles on their land being converted to accessible kissing gates. Suffolk County Council PRoW is now in dialogue with the Babergh District Council CIL team to look at funding for the scheme.

2890/2526 'BUS STOP ISLAND' REVAMP

The Council had three estimates/quotes/options to consider for the replacement of the bus shelter and the renovation of the memorial seat and landscaping.

The Council unanimously agreed to accept the estimate received from Renovation Builders Ltd.

ACTION: The Clerk is to apply for a SCC Highways Street Furniture Licence and a SCC Highways Planting and Cultivation Licence.

2891/2526 RENEWAL OF ACHILLES ANNUAL LICENCE

Cllr Ward advised that he and Cllr Tyrrell had recently attended a meeting, of interested parties, whereat the 2024/25 Achilles season was reviewed.

The Council agreed to offer a renewal licence for 2025/26 which will –

- Keep the annual licence fee unchanged at £600
- Include a commitment from Achilles to hire the village hall for at least one event per season
- Include a commitment to engage with the local primary school encouraging local children to join the team.

A discussion followed regarding the possibility of goal nets to be used by local children playing football on the field.

ACTION: The Clerk is to forward the renewal licence for 2025/26 to Achilles.

2892/2526 PEARSONS WAY FOOTPATH (FP4): to AGREE actions as required

The SCC PRoW officer had advised that while the footpath route itself is registered on the SCC schedule, the infrastructure – specifically the path and the barriers – belongs to Babergh District Council. SCC is keen to see all footpaths accessible for everyone to use and is willing to facilitate changes to the infrastructure. For this to happen, a Suffolk Highways safety audit needs to be carried out. The latest information is that the audit will be conducted sometime this August. They are still waiting for a project price quotation from Suffolk Highways for the work.

2893/2526 RISK ASSESSMENT: to APPOINT a Councillor(s) to undertake the Risk Assessment 2025

Cllr Moon advised progress is being made.

2894/2526 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 5th August 2025, 7pm at the Village Hall, Copdock. Cllr Tyrrell gave her apologies as she will not be available to attend the meeting.

2895/2526 ITEMS FOR THE NEXT AGENDA

There were no requests.

2896/2526 MATTERS RAISED BY MEMBERS

A number of parishioners have asked about the security measures having been installed at field entrances by Pigeon Lane.

The meeting closed at 20:34.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

2886/2526 PLAY INSPECTION REPORTS / ACTION PLAN: to AGREE actions as required

ACTION: Cllr Moon is to circulate the draft of the Costings Model that he has prepared for comment by Cllrs.

2887/2526 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY : to AGREE Actions as Required

ACTION: Cllrs Ward and Tyrrell are to draft a response to the Report and will circulate it to the Council before submission.

2890/2526 'BUS STOP ISLAND' REVAMP

ACTION: The Clerk is to apply for a SCC Highways Street Furniture Licence and a SCC Highways Planting and Cultivation Licence.

2891/2526 RENEWAL OF ACHILLES ANNUAL LICENCE

ACTION: The Clerk is to forward the renewal licence for 2025/26 to Achilles.

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

Email: clerk@copdockandwashbrook.org Website: www.copdockandwashbrook.org