

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 3rd June 2025, 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, Cllr D Tyrrell (Vice-Chair)

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

The meeting was chaired by Cllr A Ward.

The Council was unable to live stream the meeting.

2857/2526 2836/2526 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

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

Apologies were received from District Cllr J Whyman.

2858/2526 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

2859/2526 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

2860/2526 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

Residents raised concerns about the possibility of an unlicensed waste disposal business being operated from a property in the village. The Council advised they should contact Babergh District Council Environmental Health team for guidance.

A resident, speaking on behalf of a parishioner, asked if the bus service could be re-routed to Fen View, as in the past; the Council asked if the parishioner making the request would contact the Parish Clerk.

Mr Watling, speaking on behalf of the Church Heritage Trust, advised that historically it had received funds, generated from waste recycling, from the Parish Council but that they hadn't received any payments recently. Mr Watling was asked that the Church Heritage Trust contact the Parish Council with the details of any historic agreement.

The meeting was reconvened.

2861/2526 MINUTES: to RECEIVE and CONFIRM the Minutes of the Annual Parish Council Meeting held on 6th May 2025

The minutes of the meeting held on 6th May 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.

2862/2526 MATTERS ARISING

(i) To CONSIDER Matters Arising from the Annual Parish Council Meeting held on 6th May 2025
Re. minute number 2835/2526

The Clerk advised that Babergh District Council has confirmed no election has been called following the resignation of Cllr Butters and that the vacancy can be filled by co-option.

(ii) To CONSIDER Matters Arising from the Annual Parish Meeting held on 6th May 2025
Cllr Ward and Cllr Noble will arrange a meeting with the Primary School.

2863/2526 FINANCE AND GOVERNANCE

(i) SCHEDULE OF PAYMENTS: to APPROVE the Schedule of Payments for June 2025
Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P27	Tesco Mobile	Clerk's mobile telephone	7.50	1.50	9.00
P28	Lloyds Bank	Corporate card	7.57	0.92	8.49
P29	Unity Trust Bank	Charges	11.55	0.00	11.55
P30	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P31	SALC	Training	66.00	13.20	79.20
P32	W J Green Ltd	Brushcutter	374.25	74.85	449.10
P33	Mr M Watling	VE 80 Commemoration	944.46	0.00	944.46
P34	Mrs S Frankis	Salary	739.71	0.00	739.71
P35	HMRC	PAYE	48.41	0.00	48.41
P36	Moser Groundcare	Grass cutting	570.00	114.00	684.00

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

The May 2025 Budget and Finance Report and the Cash Book had been circulated to the Council prior to the meeting and were agreed. Cllr Noble verified the bank balances totalling £123,591.00.

(iii) RESERVE TRANSFER

The Council unanimously agreed to transfer £3,500 from the CCTV Monitoring Reserve to the 2025/26 budget heading 'CCTV Monitoring' and to transfer £750.00 from the Traffic Management Survey Reserve to the 2025/26 budget heading 'Traffic Management'.

(iv) BANK SIGNATORIES: to AGREE Bank Signatories

The Council unanimously agreed to appoint Cllr M Green as a Unity Trust Bank signatory; the signatories will be Cllr Downey, Cllr Green, Cllr Tyrrell and Cllr Ward.

ACTION: The Clerk is to submit the completed and signed Account Management form to Unity Trust Bank.

(v) EFFECTIVENESS OF INTERNAL AUDIT

The Council unanimously agreed to adopt the Effectiveness of Internal Audit 2025, as circulated to the Council prior to the meeting.

(vi) SALC MEMBERSHIP: to AGREE the SALC Membership 2025/26

The Council unanimously agreed to renew the SALC membership for 2025/26 and to look at other cost-effective options going forward.

(vii) RECORDS MANAGEMENT AND DOCUMENTATION RETENTION: to AGREE to destroy and store Parish Council records in accordance with the Parish Council Policy

- The Council unanimously agreed to Destroy bank statements April 2022 to March 2023 and Payroll Records 2024
- The Council unanimously agreed to store the following in a folder at the Village Hall –
Receipts and paid invoices April 2024 to March 2025
Bank Statements April 2024 to March 2025
Budgetary Control Papers April 2024 to March 2025
- The Council unanimously agreed to archive the following records at The Hold –
Signed minutes of Council meetings April 2024 to March 2025
Signed minutes of Annual Parish meetings May 2023 and May 2024
Annual Return (AGAR), Internal Audit Report, Year-end accounts, 31st March 2023

2864/2526 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.

2865/2526 PLANNING APPLICATIONS AND DECISIONS

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

(i) SCC/0105/22B – Brockley Wood Re-consultation

Cllr Ward reminded the Council that the last Suffolk County Council planning meeting to hear the Brockley Wood application was pulled at the last minute due to Babergh District Council's approval of a Conservation Area in Bentley which abuts, and in some places overlaps, the proposed quarry site; the approval of the Conservation Area required the applicant to submit further details. The subsequent additional material from the applicant basically argues that the proposed site will have no impact on the Conservation Area.

Babergh District Council's response to the further material has hardened their opposition and is to be welcomed.

Cllr Ward advised he will draft a further consultation response to be submitted to Suffolk County Council which will reinforce all of the points made by Babergh District Council, as well as those that the Parish Council has made consistently from the outset regarding HGV movements.

ACTION: Cllr Ward is to draft a further consultation response for circulation to the Parish Council and comment, before submitting it to Suffolk County Council by 6th June 2025.

(ii) DC/25/01525

Erection of attached granny annexe to an existing building on the site.

Springcroft Cottage, Whight's Corner, Copdock

The Parish Council agreed to submit a comment of no objection in principle, subject to the comments submitted by the Internal Drainage Board and Suffolk Highways being stipulated as 'Conditions' of any permission if granted.

(iii) DC/25/02056

Erection of B8 Storage and Distribution building.

Warehouses, Glebe Farm, Old London Road, Copdock

The Parish Council agreed to submit a recommendation of refusal. The 'piecemeal' industrial development of the site, within a rural setting, raises concerns regarding the movement of additional vehicles and local environmental health. The 'holding objection' of Suffolk Highways was noted and supported.

(iv) DC/25/02086

Erection of a garage outbuilding with ancillary accommodation space above.

Park House, Wenham Road, Washbrook

The Parish Council agreed to submit a comment of no objection in principle subject to the garage outbuilding with ancillary accommodation above remaining as such for the life of the building and that at no point in the future being changed from ancillary to say, an Airbnb, or an independent living dwelling. The Council agreed to request that should the proposal be granted, a Condition be included to avoid any future change of use.

(v) DC/25/01297 (Re-consultation)

Application to determine if prior approval is required.

White House, Old London Road, Copdock

The Council agreed to submit 'no comments'.

(vi) DECISION NOTICES

DC/25/01697 Babergh District Council had determined that no prior approval was required.

DC/25/01760 Babergh District Council granted the application.

2866/2526 PLAY INSPECTION REPORTS: to RECEIVE the Summary of the Findings of the Play Area Inspection Reports

The Clerk had circulated a summary of the findings of the Play Area Inspection Reports 2025 to the Council prior to the meeting.

Cllr Moon advised he has engaged with Greens Landscape Services, and together they will draft an action plan to address matters raised in the Reports.

2867/2526 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY : to AGREE Actions as Required

Cllr Ward advised that he continues to pursue Keith Sampson of Suffolk County Council for the report from the Speed Surveys.

2868/2526 INFRASTRUCTURE DEVELOPMENTS

Cllr Ward advised that there is, finally, a referendum version of the Plan; it is now in Babergh District Council's hands to liaise with their election team to set a date for the referendum.

Cllr M Green arrived at the meeting.

Cllr Ward advised that the last communication we had regarding the Active Travel Scheme was two months ago to say that the 'team' were looking at the results of the public consultation held December 2024.

One member of the public left the meeting.

2869/2526 AUDIT OF PARISH STILES: to RECEIVE an Audit of the Parish Stiles and to AGREE the next Steps

Cllr Tyrrell advised that one landowner has given the 'green light' for the stiles on his land to be changed to 'kissing gates', and that he will undertake the works thus reducing the number to take forward. The final number of those stiles to be replaced and getting landowners onboard is nearly finalised; the next stage will be for Suffolk County Council to secure funding sources for the works.

2869/2526 'BUS STOP ISLAND' REVAMP

Cllr Ward advised that County Cllr Hudson has pledged £3k from his Locality Budget to go towards the costs of the project; a funding application has also been submitted to Suffolk On Board. Parish Council will look to secure further quotes.

2870/2526 BMSDC LOCAL GOVERNMENT REORGANISATION – TOWN AND PARISH WORKSHOPS AND SURVEY: to AGREE a response

The Government is replacing all six county, district and borough councils in Suffolk with unitary councils responsible for delivery services. Babergh Mid Suffolk District Council is taking this opportunity to transform public services and is inviting the public to put forward their views by completing a survey.

The Parish Council agreed not to complete the survey as a body but of course, individuals may do so independently.

2871/2526 PEARSONS WAY FOOTPATH (FP4): to AGREE actions as required

The Parish Council has been made aware of an issue of accessibility by a parishioner and Suffolk County Council Rights of Way. The Parish Council seeks to make all routes as accessible as possible and is working with the county and district councils to press for the barriers to be removed; this will however be ultimately the decision of the other councils.

2872/2526 NOTICEBOARD OUTSIDE THE SCHOOL: to AGREE actions as required

As the noticeboard is damaged and no longer needed, the Council unanimously agreed to remove the noticeboard outside the school.

ACTION: The noticeboard outside the school is to be removed.

2873/2526 RISK ASSESSMENT: to APPOINT a Councillor(s) to undertake the Risk Assessment 2025

Cllr Moon agreed to undertake the Risk Assessment 2025.

ACTION: The Clerk is forward a copy of the Risk Assessment 2024 to Cllr Moon.

2874/2526 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 1st July 2025, 7pm at the Village Hall, Copdock.

2875/2526 ITEMS FOR THE NEXT AGENDA

Cllr Ward asked for an agenda item regarding the renewal of the Achilles Licence

2876/2526 MATTERS RAISED BY MEMBERS

No matters were raised.

The meeting closed at 20:50.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

2863/2526 FINANCE AND GOVERNANCE

(iv)BANK SIGNATORIES: to AGREE Bank Signatories

ACTION: The Clerk is to submit the completed and signed Account Management form to Unity Trust Bank.

2865/2526 PLANNING APPLICATIONS AND DECISIONS

(i)SCC/0105/22B

ACTION: Cllr Ward is to draft a further consultation response for circulation to the Parish Council and comment, before submitting it to Suffolk County Council by 6th June 2025.

2872/2526 NOTICEBOARD OUTSIDE THE SCHOOL: to AGREE actions as required

ACTION: The noticeboard outside the school is to be removed.

2873/2526 RISK ASSESSMENT: to APPOINT a Councillor(s) to undertake the Risk Assessment 2025

ACTION: The Clerk is forward a copy of the Risk Assessment 2024 to Cllr Moon.

Mrs S Frankis, Parish Clerk & RFO to Copdock and Washbrook Parish Council
Email: clerk@copdockandwashbrook.org Website: www.copdockandwashbrook.org