

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 4th March 2025, 7.04pm
at the Village Hall, Old London Road, Copdock

Present: Cllr A Ward (Chair), Cllr L Butters (Vice-chair), Cllr S Downey, Cllr M Green, Cllr J Moon,
Cllr D Tyrrell

In Attendance: Mrs S Frankis, Parish Clerk & RFO
County Cllr, Christopher Hudson (attended remotely)
District Cllr, John Whyman
3 members of the public

The meeting was chaired by Cllr A Ward.

2794/2425 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to receive the apologies received from Cllr Green for his expected late arrival / non-attendance.

2795/2425 CO-OPT A NEW COUNCIL MEMBER

The Council unanimously agreed to co-opt Mr Jonathan Moon as a member of the Copdock and Washbrook Parish Council. Cllr Moon signed a Declaration of Acceptance of Office and joined the meeting.

ACTION: The Clerk is to notify Babergh District Council that Mr J Moon has been co-opted as a member of the Copdock and Washbrook Parish Council.

ACTION: The Clerk is to issue a Welcome Pack to Cllr Moon.

2796/2425 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

2797/2425 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

2798/2425 PUBLIC FORUM

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

No comments were received.

(ii) 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.

Cllr S Downey arrived at the meeting.

Cllr Ward asked Cllr Whyman to pass on the Parish Council’s thanks to District Cllr Busby for speaking on our behalf at the SCC Development and Regulation Committee meeting, Brockley Wood proposal, held today.

Cllr Ward also thanked County Cllr Hudson for speaking on behalf of the Parish Councils and communities at the meeting.

The meeting was reconvened.

2799/2425 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 4th February 2025

The minutes of the meeting held on 4th February 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.

2800 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 4th February 2025

Re. minute number 2767& 2782/2425

This matter remains outstanding.

ACTION: Cllr Butters is to contact Clubb Creative to ask they design a mock-up sign for the village hall and sports clubs’ site.

Re. minute number 2783 (xi)/2425

This matter remains outstanding.

ACTION: Cllr Ward is to draft the Internal Control Report 2025

Re. minute number 2789 (ii) /2425

Cllr Ward advised that he has contacted Babergh DC with a view to opening a dialogue to discuss the feasibility and sustainability of potential nature reserve sites within the parish however, at this time, the relevant team have not been available to engage with him due to their current workload; Cllr Ward will continue to attempt to connect with them.

Re. minute number 2790/2425

Cllr Tyrrell, together with Cllr Ward, have made a start on an audit of the stiles within the parish; the initial findings are that of those assessed, none do not meet accessibility requirements. Suffolk County Council has made positive indicators that funding may become available to replace existing stiles with access compliant ‘kissing gates’ and have indicated they will work with the Parish Council and landowners to achieve a favourable solution.

It should be noted that the maintenance and replacement of stiles is not the responsibility of the Parish Council but that the Council is keen to work with those responsible to make the PRoW within the Parish accessible for all.

Re. minute number 2792/2425

A litter pick is to be held on Saturday, 8th March 2025.

2801/2425 FINANCE AND GOVERNANCE

(i) SCHEDULE OF PAYMENTS: to Approve the Schedule of Payments for March 2025

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P109	Lloyds Bank	Corporate card	20.06	3.42	23.48

P110	Tesco Mobile	Clerk's mobile telephone	7.96	1.59	9.55
P111	Unity Trust Bank	Bank charges	7.80	0.00	7.80
P112	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P113	Mrs S Frankis	February salary	677.44	0.00	677.44
P114	Unity Trust Bank	Bank charges	7.20	0.00	7.20

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

The February 2025 Budget and Finance Report and the Cash Book had been circulated to the Council prior to the meeting and were agreed. Cllr Tyrrell verified the bank balances totalling £114,017.81.

(iii) ALLOTMENT RENT REVIEW: to RECEIVE the Allotment Rent Review January 2025 and to AGREE to defer the 2025/26 Allotment Rent Increases

Having received and considered the views of the Copdock Allotment Group, the Council unanimously agreed to support their request to proceed with the rent increase as previously agreed and notified to allotment holders.

Cllr Downey asked if there was a need for a Parish Council funded allotment plot for use by anyone who may not be able to afford the rent.

ACTION: The Clerk is to establish if anyone has ever come forward wanting an allotment plot but who couldn't afford the rent.

(iv) INTERNAL CONTROL REPORT: to APPOINT a Councillor to Draft the Internal Control Report 2025

This matter remains outstanding.

(v) STANDING ORDERS: to ADOPT Updated Parish Council Standing Orders

This matter will be considered at the next Parish Council meeting.

ACTION: All Cllrs are to review the updated Parish Council Standing Orders.

2802/2425 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.

2803/2425 PLANNING APPLICATIONS AND DECISIONS

The Planning Schedule for February 2025 had been circulated to the Council prior to the meeting. There were no new applications to consider, and no decision notices had been received.

Cllr Ward advised that the SCC Development and Regulations Committee had today voted 9 in favour and 2 against a proposal to defer making a decision on the Brockley Wood application until their next meeting, scheduled to be held on 25th April 2025. This will allow for further consultation on last minute material submitted.

The proposal to defer came about mainly due to three points:

- 1) Committee members appeared to feel uneasy about the late release of previously unseen documents/material, including those associated with the proposed concrete crushing plant. It was considered appropriate to allow all interested parties the opportunity to review the new documents;
- 2) The Committee heard from T. King K.C. (representing the Stour and Orwell Society), who advised that if the application was to be approved in its current form, SCC would be heading for the same judicial review as the previously approved application;

- 3) There was a lot of unease amongst Committee members regarding HGV movements and any sound Lorry Route Management plan and the adequacy of the Lorry Route Management Plan.

2804 DEFIBRILLATORS: Roles and Responsibilities

Cllr Butters had circulated a paper for consideration to the Council prior to the meeting, which included proposed management of the defibrillators, the governance, the names of checkers and details of training.

The Council supported, in principle, the idea of purchasing a third defibrillator, to be installed on the road-facing wall of the Suffolk Antiques Centre (the owners have agreed to this proposal).

It was agreed Ian Watson will check the unit at the Village Hall, Les Cahill the unit at The Brook Inn and Richard and Mandy Barnes a unit at the Suffolk Antiques Centre.

It was agreed that the Parish Council should take proper management and governance of the defibrillators.

Training, by the Community Heartbeat Trust, is to be held at the Village Hall on 29th April at a cost of £175 (free of charge if a defibrillator is bought from them in the meantime).

ACTION: Cllr Butters, together with Mr M Watling, is to look at all available costings for a third defibrillator to identify the most cost-effective solution.

ACTION: Cllr Butters is to publish a facebook post inviting anyone interested to attend the training session on 29th April 2025.

2805/2425 PARISH COUNCIL EMAILS: to AGREE Actions as Required

Cllrs advised they had been unable to access their new email accounts.

ACTION: Cllr Green is to issue further guidance on how to set up outlook accounts.

2806/2425 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY : to AGREE Actions as Required

Cllr Tyrrell advised that the SCC survey has been postponed and will now be put in place for the week commencing 10th March 2025.

Cllr Tyrrell presented a summary of the data captured from the two S.I.D. units from when they were installed, 18th November 2024 and when the data was downloaded, 20th February 2025.

Data from the S.I.D. installed at Chapel Lane shows that 173,697 vehicles were recorded as incoming traffic (heading towards the illuminated sign), with the maximum speed recorded at 54mph; 196,658 vehicles were recorded as outgoing traffic, with a maximum speed recorded of 51mph. The average speeds were 24.03mph and 23.33 mph respectively.

Data from the S.I.D. installed at The Street shows that 30,553 vehicles were recorded as incoming traffic, (heading towards the illuminated sign), with the maximum speed recorded at 44mph and 75,343 vehicles were recorded as outgoing with the maximum speed recorded at 59mph. The average speeds were 20.75mph and 21.3mph respectively.

Data captured from The Street shows that 99.11% of incoming traffic was travelling at under 30mph and 98.33% of outgoing traffic was travelling at under 30mph; seven vehicles were recorded travelling at between 46mph and 65mph.

Data captured from Chapel Lane shows that 95% of incoming traffic was travelling at under 30mph and 95.44% of outgoing traffic was travelling at under 30mph. Nineteen incoming vehicles were recorded travelling at 46 to 65mph and thirteen outgoing vehicles were travelling at 46 to 65mph.

It is possible that some of the vehicles travelling at the higher speeds were emergency vehicles; S.I.D. units do not record the identity of vehicles.

ACTION: Cllr Tyrrell is to forward the S.I.D. data to the Clerk.

Cllr Downey had circulated a letter he had received from a resident who, having read the recent Parish Council newsletter, wished to thank the Council for the work it had done and wanted to

comment on traffic issues, in particular problems associated with Elm Lane. Cllr Tyrrell advised that Elm Lane had been considered for a S.I.D. installation however SCC Highways / Suffolk Police criteria regarding line of sight / visibility could not met.

Cllr M Green arrived at the meeting.

2807/2425 WHIGHT'S CORNER CCTV CONTRACT RENEWAL

Cllr Ward advised that the initial 3-month trial of CCTV is due to end on 31st March 2025; this had been funded by Babergh District Council's Safer Streets initiative, at a cost of £3k.

The reporting process now appears to be working effectively, following initial communication problems, and the system is now able to generate the type of evidence needed in order for the Police to be able to take action.

The Council unanimously agreed to leave the camera in situ and to renew the monitoring contract for the period 01/04/2025 to 31/03/2026 at a cost of £3.5k.

ACTION: The Clerk is to notify the residents of Whight's Corner that the CCTV contract is to be renewed for the period 01/04/2025 to 31/03/2026.

2808/2425 SUFFOLK COUNTY COUNCIL HIGHWAYS & DRAINAGE UPDATES

Cllr Ward advised that the footpath clearance works along the Old London Road have been completed by SCC. He has been advised by Mr P West, SCC Cabinet member for highways, that County Cllr Hudson could agree to release funding from his highways budget for works to repair the flooding at the bottom of the Old London Road, opposite Gladwells to be undertaken; Cllr Hudson has agreed to fund the works.

2809/2425 INFRASTRUCTURE DEVELOPMENTS

(i) Neighbourhood Plan

The Council awaits notification of the completion of the examination, after which the process can then move on to a referendum.

(ii) Active Travel Scheme

There were no updates to report.

2810/2425 RENEWAL OF THE GRASS CUTTING CONTRACT: to AGREE to Renew the Grass Cutting Contract for 2025/26

The Council unanimously agreed to renew the Moser Groundcare contract; the charge for the 2025/26 season will be £5,200. The cost includes an extra cut between April and June to keep on top of growth better, however the cost per cut has remained the same as the previous year.

2811/2425 RESURFACING OF THE VILLAGE HALL/BOWLS CLUB/CRICKET CLUB/ TENNIS CLUB CAR PARK PHASE 2

Mr M Taylor had forwarded a presentation to the Parish Council titled 'Car Park Project Phase 2 2025/26'. The need to improve the overall car parking facilities at the site was formally identified in 2020 and a group of all interested parties was set up. Phase 1 of the project was delivered in 2021, when the area between the tennis courts and the road was improved however for a number of reasons, progress has since stalled. Mr Taylor would like the project to be picked up again and has already started to look at funding opportunities. As the Parish Council is the freeholder of the site, the Council was asked for it's support. The Council agreed, in principle, to support and help move the project forward.

2812/2425 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 April 2025 at the Village Hall, Copdock at 7pm.

2813/2425 ITEMS FOR THE NEXT AGENDA

An agenda item to consider the audit of stiles and next steps.

2814/2425 MATTERS RAISED BY MEMBERS

No matters were raised.

The meeting closed at 20:49.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

2795/2425 CO-OPT A NEW COUNCIL MEMBER

ACTION: The Clerk is to notify Babergh District Council that Mr J Moon has been co-opted as a member of the Copdock and Washbrook Parish Council.

ACTION: The Clerk is to issue a Welcome Pack to Cllr Moon.

2800 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 4th February 2025

ACTION: Cllr Butters is to contact Clubb Creative to ask they design a mock-up sign for the village hall and sports clubs' site.

ACTION: Cllr Ward is to draft the Internal Control Report 2025

2801/2425 FINANCE AND GOVERNANCE

(iii) ALLOTMENT RENT REVIEW: to RECEIVE the Allotment Rent Review January 2025 and to AGREE to defer the 2025/26 Allotment Rent Increases

ACTION: The Clerk is to establish if anyone has ever come forward wanting an allotment plot but who couldn't afford the rent.

(v) STANDING ORDERS: to ADOPT Updated Parish Council Standing Orders

ACTION: All Cllrs are to review the updated Parish Council Standing Orders.

2804 DEFIBRILLATORS: Roles and Responsibilities

ACTION: Cllr Butters, together with Mr M Watling, is to look at all available costings for a third defibrillator to identify the most cost-effective solution.

ACTION: Cllr Butters is to publish a facebook post inviting anyone interested to attend the training session on 29th April 2025.

2805/2425 PARISH COUNCIL EMAILS: to AGREE Actions as Required

ACTION: Cllr Green is to issue further guidance on how to set up outlook accounts.

2806/2425 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY : to AGREE Actions as Required

ACTION: Cllr Tyrrell is to forward the S.I.D. data to the Clerk.

2807/2425 WHIGHT'S CORNER CCTV CONTRACT RENEWAL

ACTION: The Clerk is to notify the residents of Whight's Corner that the CCTV contract is to be renewed for the period 01/04/2025 to 31/03/2026.

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

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