

Copdock & Washbrook Parish Council

Minutes of the Annual Parish Council meeting held on Tuesday, 6th May 2025, 7.37pm
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
District Cllr, John Whyman
1 member of the public

The meeting was chaired by Cllr A Ward.

2833/2526 ELECTION OF PARISH COUNCIL CHAIR

Cllr A Ward was elected as Chair to the Council. He duly signed a Declaration of Acceptance of Office.

2834/2526 ELECTION OF PARISH COUNCIL VICE-CHAIR

Cllr D Tyrrell was elected a Vice-Chair to the Council.

2835/2526 COUNCILLOR VACANCY

The Council declared a councillor vacancy, following the recent resignation of Cllr L Butters. The Council expressed thanks and acknowledged the dedication Cllr Butters had shown to the Parish Council and her many achievements during her tenure.

ACTION: The Clerk is to notify Babergh District Council of the resignation of Cllr L Butters.

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

Apologies were received from District Cllr D Busby and County Cllr C Hudson.

2837/2526 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

2838/2526 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

2839/2526 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

Mr M Watling thanked the Parish Council for funding the defibrillator training session held on 29th April 2025, and for its financial support of the recent VE Day commemorations; Cllr Ward thanked the organisers of the event.

The meeting was reconvened.

2840/2526 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 1st April 2025

The minutes of the meeting held on 1st April 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.

2841/2526 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 1st April 2025

There were no outstanding matters to consider.

2842/2526 FINANCE AND GOVERNANCE

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

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P14	Lloyds Bank	Corporate card	42.80	7.96	50.76
P15	Tesco Mobile	Clerk's mobile telephone	7.50	1.50	9.00
P16	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P17	Suffolk County Council	Speed Limit Report	550.00	0.00	550.00
P18	SALC	Membership	471.14	0.00	471.14
P19	West Suffolk Council	CCTV Annual Contract	3500.00	700.00	4200.00
P20	Community Heartbeat	Training	175.00	35.00	210.00
P21	Suffolk.cloud	Web host & support	120.00	0.00	120.00
P22	Moser Groundcare	Grass cutting	570.00	114.00	684.00
P23	Green's Landscape	Bridge & dog bin repairs	85.00	0.00	85.00
P24	Trevor Brown	Internal audit	363.95	0.00	363.95
P25	Mrs S Frankis	Salary	963.34	0.00	963.34
P26	HMRC	PAYE	107.71	0.00	107.71

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

The April 2025 Budget and Finance Report and the Cash Book had been circulated to the Council prior to the meeting and were agreed. Cllr Green verified the bank balances totalling £131,259.47.

(iii) **YEAR END ACCOUNTS: to AGREE the Year End Accounts**

The Council unanimously agreed the Year End Accounts 2025.

(iv) **GENERAL FUND: to ALLOCATE the General Fund 31st March 2025**

The Council agreed to allocate the General Fund 31st March 2025 of £16,589.70 to the following Reserves:

2025/26 CCTV Monitoring	3,500.00
Allotments	1,020.84
2025 Traffic Management Survey	1,250.00
General Reserves	10,818.86

(v) VAT RECLAIM: to AGREE the VAT Reclaim

The Council unanimously agreed the VAT 126 Reclaim of £269.74.

(vi) AGAR: to AGREE Sections 1 and 2 of the Annual Governance & Accountability Return 2024/25

The Council unanimously agreed Section 1 of the AGAR 2024/25.

The Council unanimously agreed Section 2 of the AGAR 2024/25.

(vii) INTERNAL AUDIT: to RECEIVE the Internal Audit and Findings

The Internal Audit Report 2024/25 had been received and circulated to the Council prior to the meeting; the Council unanimously agreed to receive the Report.

No matters had been found or raised by the internal auditor.

(viii) STANDING ORDERS: to ADOPT updated Parish Council Standing Orders in accordance with the NALC 2025 Model

The Council unanimously agreed to adopt the updated Standing Orders, as circulated to the Council prior to the meeting.

(vi) INVESTMENT STRATEGY AND POLICY: to ADOPT the annual review of the Investment Strategy and Policy 2025

The Council unanimously agreed to adopt the Investment Strategy 2025 and Investment Policy 2025, as circulated to the Council prior to the meeting.

2843/2265 ROLES AND RESPONSIBILITIES: to AGREE Councillor Roles and Responsibilities

The Council agreed to an informal approach to Councillor Roles and Responsibilities, agreeing to work together on all Council matters but with Councillors taking the lead on the following –

Speed and Police Liaison	Cllr Tyrrell
Environment	Cllr Moon
IT	Cllr Green
Primary School Liaison	Cllr Noble

2844/2526 To CONFIRM the Continuing Appointment of the Clerk to the Council as the Responsible Financial Officer

The Council confirmed the appointment of Mrs S Frankis, Clerk to the Council, as the Responsible Financial Officer.

2845/2526 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.

2846/2526 PLANNING APPLICATIONS AND DECISIONS

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

(i) DC/25/01697

The Council unanimously agreed to submit 'No Comment' to Babergh District Council.

(ii) DC/25/01760

The Council unanimously agreed to submit an objection to the removal of Condition 16 to Babergh District Council.

(iii) DC/25/01392

The Council unanimously agreed to submit comment of 'No Objection' to Babergh District Council.

ACTION: The Clerk is to submit the Council's comments to Babergh District Council.

(iv) Decision Notices Received

DC/25/01082 - Babergh District Council has determined that formal approval is not required.

2847/2526 PLAY INSPECTION REPORTS: to RECEIVE the 2025 Play Area Inspection Reports

The annual inspections of the three play areas have been undertaken and the reports received.

ACTION: The Clerk is to draft a summary of the findings of the Play Area Inspection Reports.

2848/2526 DEFIBRILLATORS: to AGREE to Purchase a Third Defibrillator

The purchase of a third defibrillator was a project that Cllr Butters was leading on; the last 'action point' was for the Council to be satisfied of the best cost-effective option.

ACTION: The Clerk is research if data is available to show how many times the existing defibrillators have been activated.

2849/2526 PARISH COUNCIL EMAILS: to AGREE Actions as Required

Cllr Green advised that the Parish Council's emails have now migrated to Microsoft 365. He recommended transferring the domain registration to GoDaddy, at a cost of £8 for year one, rising to £20 thereafter, thereby the Council having full control of its own domain name. The Council unanimously agreed to register its domain name with GoDaddy.

ACTION: Cllr Green is to register the Council's domain name with GoDaddy.

2850/2526 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY : to AGREE Actions as Required

Cllr Ward advised that he has been pursuing Keith Sampson of Suffolk County Council for the report from the Speed Surveys.

2851/2526 INFRASTRUCTURE DEVELOPMENTS

Cllr Ward advised that the Neighbourhood Plan has been through the External Examination process. Ian Poole is now working with Paul Bryant, of Babergh District Council, in pulling together the final version in preparation for the long-awaited referendum; the Council hopes the referendum will be held next month.

Cllr Ward advised that we continue to wait for an update on the findings of the Active Travel Scheme consultation and for the next iteration.

2852/2526 AUDIT OF PARISH STILES: to RECEIVE an Audit of the Parish Stiles and to AGREE the next Steps

Cllr Tyrrell advised that an audit of most of the stiles within the Parish has now been undertaken. A meeting has been held with Suffolk County Council PROWs, who are very much onboard with the Parish Council's initiative to ensure that stiles are replaced with 'kissing gates' where possible. The County Council is working with the Parish Council to contact landowners with regards to the Scheme; ultimately it is the stiles are the responsibility of the landowners.

2853/2526 'BUS STOP ISLAND' REVAMP

Cllr Ward advised that he and Cllr Noble had met with a contractor for an initial view of the possibilities. The Council agreed the project presents an opportunity to replace the existing bus shelter and to create an attractive focal point for the village.

ACTION: Cllr Ward is to seek quotes for a replacement bus shelter and a revamp of the site.

2854/2526 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 3rd June 2025, 7pm at the Village Hall, Copdock.

2855/2526 ITEMS FOR THE NEXT AGENDA

There will be an agenda item to agree additional bank signatories.

2856/2526 MATTERS RAISED BY MEMBERS

No matters were raised.

The meeting closed at 21:25.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

2835/2526 COUNCILLOR VACANCY

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

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