

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 4th November 2025, 7.00pm
at the Village Hall, Old London Road, Copdock

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

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

The meeting was chaired by Cllr A Ward.

2960/2526 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

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

2961/2526 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

2962/2526 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

2963/2526 PUBLIC FORUM

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

Cllr Ward welcomed newly elected District Cllr Rowland to the meeting. Cllr Rowland outlined his commitment to adhere to his campaign manifesto by providing support and assistance to the local communities and parishes he represents in his Ward, being driven to help with no political agenda. He may not always attend parish council meetings due to the demands of his role however he is keen and willing to be contacted at any time regarding local concerns, issues, and matters affecting the Parish.

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

No comments were received.

The meeting was reconvened.

2964/2526 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 7th October 2025

The minutes of the meeting held on 7th October 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.

2965/2526 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 7th October 2025

Re. minute number 2959/2526 – remains outstanding.

Cllr Green asked if the Village Hall would consider installing a sensor spotlight on the front of the building as a measure of safety.

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

2966/2526 FINANCE AND GOVERNANCE

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

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P80	Lloyds Bank	Corporate card	11.48	1.08	12.56
P81	Tesco Mobile	Mobile phone	7.50	1.50	9.00
P82	ICO	Data protection fee	47.00	0.00	47.00
P83	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P84	Suffolk County Council	Allotment rent	141.00	0.00	141.00
P85	Suffolk County Council	Allotment rent	25.00	0.00	25.00
P86	Unity Trust Bank	Bank charges	7.65	0.00	7.65
P87	HMRC	PAYE	94.18	0.00	94.18
P88	Unity Trust Bank	Bank charges	8.40	0.00	8.40
P89	Moser Groundcare	Grass cutting	405.00	81.00	486.00
P90	Secure-a-Field	Gates	4,226.90	845.38	5,072.28
P91	Green's Landscape	Installation of new gates	5,876.00	0.00	5,876.00
P92	Mrs S Frankis	Salary	866.63	0.00	866.63
P93	HMRC	PAYE	73.19	0.00	73.19

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

The September 2025 Budget and Finance Report and Cash Book had been circulated to the Council prior to the meeting and were agreed. Cllr Moon verified the bank balances totalling £137,075.17.

The October 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 £123,429.76.

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

The Council unanimously agreed the VAT 126 reclaim of £3,238.68.

(iv) BUDGET HEADING and VIREMENT

The Council unanimously agreed to introduce a new 2025/26 precept budget line 'Recreation Area Turf Resurfacing' and to vire £1,330.00 from 2025/26 precept budget heading 'General Reserves' to 2025/26 precept budget heading 'Recreation Area Turf Resurfacing'.

(v) 2026/27 BUDGET and PRECEPT

Cllrs Ward, Downey and the Clerk had met virtually to consider a first draft of the 2026/27 budget and precept; the draft had been circulated to the Council prior to the meeting.

The aspiration is to retain the same precept demand as last year (2025/26) representing a 0% movement; the Parish Council is ever mindful of the financial pressures faced by households yet continues to hold ambitions to introduce improvements across the community.

If achieved, this would be the third consecutive year the Council would realise a 0% movement on the precept demand.

2967/2526 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.

At the recent Parish Council liaison meeting with the Primary School, the introduction of the new food waste collection system by Babergh District Council (BDC) and the associated weekly charge of £8 was raised with Cllr Noble. Cllr Ward advised that BDC classifies schools as businesses; the definition of a business is an organisation with the primary goal of generating profit, of which a state funded school isn't. This new charge is unexpected and will be an unbudgeted financial burden on the School. Cllr Ward asked why a school would be classified as a business; Cllr Rowland agreed to look into the matter.

ACTION: Cllr Rowland is to look into the classification of Copdock Primary School as a business and the introduction of the charge for food waste collection.

2968/2526 PLANNING APPLICATIONS AND DECISIONS

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

(i) **DC/25/03046 – re-consultation**

Proposal: *refurbishment and extension of existing retail unit, widening of range of goods restrictions to include the sale of comparison and convenience goods (including food and drink), reconfiguration of car park including provision of EV charging spaces and cycle parking, amendments to landscaping and associated works.*

Location: *former Toys R Us Store, Copdock Interchange, Pinewood IP8 3TT.*

Cllr Ward advised the National Highways comments previously supported by the Parish Council have been withdrawn, and that they are no longer objecting to the proposal. As the Parish Council has not been privy to the information or discussions that have led National Highways to withdraw their objections, the Parish Council is unable to make further comment at this time. This will be the submission of the Parish Council.

(ii) **DC/25/02948**

Proposal: *conversion and extension of former agricultural barn to create 1 no. self-build dwelling. Conversion of adjacent building to ancillary garaging and storage.*

Location: *Rookery Farm, Wenham Road, Copdock IP8 3EZ.*

The Parish Council agreed to submit a comment of 'no objection' to planning application DC/25/02948.

(iii) **DC/25/04497**

Proposal: *application for Reserved Matters.*

Submission of details, reserved matters, application for outline planning application DC/21/06478 allowed under appeal APP/D3505/W/22/3297204 dated 15/02/2023 details of the appearance, landscaping, layout and scale of the development to be used for erection of 1 no. dwelling.

Location: Land to the north of the Mane Riding Centre, Old London Road, Copdock IP8 3JF.
The Parish Council agreed to submit no comment to planning application DC/25/04497

(iv) **DC/25/03695**

Proposal: replacement livestock building.

Location: Mace Green Farm, Wenham Farm, Copdock IP8 3EY.

The Parish Council agreed to submit a comment of 'no objection' to planning application DC/25/03695.

(v) **DC/25/04528**

Proposal: conversion of barn to 1 no. dwelling (self-build).

Location: Bluebells, Old London Road, Copdock IP8 3JD

The Parish Council agreed to submit a comment of 'no objection' to planning application DC/25/04528, as the proposal sits within the direction of the adopted Copdock and Washbrook Neighbourhood Plan, as a small infill development.

The Council further notes that this is the second development of this specific type to be proposed or approved on this site.

(vi) **DC/25/04665**

Proposal: application for tree works to trees subject to TPO 444 – root severance of 1 no. Oak (T3) for installation of root barrier.

Location: Largona, Folly Lane, Copdock IP8 3JQ.

The Parish Council resolved to submit a holding objection to planning application DC/25/04665 and agreed to ask for confirmation that all necessary measures will be taken to ensure the absolute protection of the oak tree. It is the Council's understanding that severing the roots of an established oak tree may significantly harm it, potentially leading to long-term decline or death and so the Council will ask for assurance from the Babergh District Council Tree Officer that the proposed actions will not cause harm to the oak tree.

The Parish Council noted that previous application(s) to fell this established tree were refused by Babergh District Council.

(vii) **DC/25/03719**

Proposal: replacement of existing broken gate and removal of pedestrian gate and replacement of boundary wall.

Location: Mallard House, 3 School Hill, Copdock IP8 3HY

The Parish Council retrospectively recorded an earlier submission of no objection of planning application DC/25/03719.

(viii) **DECISION NOTICES**

DC/25/01297 BDC GRANTED the application.

DC/25/04053 BDC GRANTED the application.

DC/25/04080 BDC REFUSED the application.

DC/25/03719 BDC GRANTED the application.

2969/2526 BABERGH DISTRICT COUNCIL DRAFT 5 YEAR HOUSING LAND SUPPLY POSITION STATEMENT CONSULTATION (ends 28th November 2025)

Cllr Ward advised that he has queried the Consultation documents with the Head of Strategic Planning at Babergh District Council (BDC); the details appear to suggest that BDC can already demonstrate compliance with its 5-year requirement. Upon closer examination though, Cllr Ward has noticed that the requirement has been based on the historic figure of 416 dwellings per annum

(dpa) rather than the revised figure (known for some time) of 775dpa. Cllr Ward has questioned the value or wisdom of publishing a 5-year housing supply statement based on an out-of-date target. BDC's response was meaningless and held no value to the point being raised.

ACTION: The Clerk will submit a response to the Consultation.

2970/2526 BROCKLEY WOOD UPDATE

Cllr Ward advised that the Community Liaison Group constitution has been finalised. He is pushing for the first meeting to be held before Christmas 2025; the meeting will be chaired by Suffolk County Cllr Chris Chambers.

Cllr Ward advised he continues to chase Suffolk Highways for the final design and location of the Brockley Wood signs to be installed at various points at junction 32b, as well as the cost of the design, which Brockley Wood Ventures has agreed to pay, and the date for the scheme implementation.

Cllr Ward advised that he will be pressing for the process of reporting transgressions of any lorries using the Old London Road at the first meeting.

2971/2526 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY

The Parish Council has received notification that a 20mph limit has been approved; Suffolk Highways will now draw up a design for the scheme, together with an associated cost which will have to be met from with the Parish's own resources unless additional sources of funding can be identified.

2972/2526 REPLACEMENT OF PARISH STILES: to AGREE actions as required

Cllr Ward advised that the new accessible gates have been installed and the project has been completed. The scheme has been well received by the community who have been posting very positive comments.

Cllr Ward advised that SCC PRoW have already pledged a contribution of £2k towards the scheme and have recently advised that further funding may become available from Rural England.

The Clerk advised that three of the eleven gates have already been sponsored.

2973/2526 'BUS STOP ISLAND' REVAMP: to AGREE actions as required

Cllr Ward advised he continues to chase Suffolk Highways for confirmation of the cost of resurfacing, when the works will be done and the amount of funding which will be forthcoming.

2974/2526 PEARSONS WAY FOOTPATH (FP4)

The safety assessment for the removal of the barrier, as commissioned by SCC Highways has been received by them. Both they and the SCC PRoW team are, however, not satisfied with the outcome and are pressing for the matter to be reassessed.

2975/2526 COPDOCK AND WASHBROOK PRIMARY SCHOOL LIAISON

Following the liaison meeting held on Thursday, 9th October 2025, Cllr Noble had circulated an update of the meeting to the Council –

- The School is very pleased with how effective the recent letter drop, reminding nearby residents to bring their bins in after emptying, has been.
- The School had asked the Parish Council to progress the request for a 'No Idling' zone outside the School.
The Clerk advised the materials had been requested from SCC and were to have been delivered to the School w/c 20th October 2025.
- The School has requested a meeting between the Parish Council and some of the school children, as part of the 'No Idling' campaign.

The Clerk advised she had contacted the deputy-head of the School to ask for proposed meeting dates.

- At the last Parish Council meeting, Cllr Downey had commented on safety concerns of the school children when they cross the Old London Road to use the Village Hall. Cllr Noble advised the School has some robust procedures already in place to keep the children as safe as possible, but while the road remains designated at 50mph, the risk is high. The Parish Council considered that while the possibility of the Active Travel scheme remains live, Suffolk Highways would be unlikely to consider any new changes to the road. With the progression of the Scheme being uncertain, smaller highway improvements could be introduced such as 'Children Crossing' signs and/or warning lights.
- Although not discussed at the liaison meeting, Cllr Noble advised that whilst undertaking research on school highway safety schemes, he has seen that Holbrook Primary School students have taken on the role of Junior Road Safety Officers. Cllr Noble suggested that the Copdock Primary School children could become involved with the Copdock and Washbrook speed watch team for either some training or practical demonstrations.

ACTION: The Clerk is to arrange a liaison meeting to be held during November 2025 so that all these matters can be progressed further.

2976/2526 2026 PLAY AREA INSPECTIONS

The Council unanimously agreed to accept the invitation received from Babergh District Council for them to arrange for The Play Inspection Company to undertake the 2026 play area inspections, at a cost of £59.57 +VAT per play area plus a 10% administration charge.

2977/2526 BABERGH DISTRICT COUNCIL COMMUNITY GOVERNANCE REVIEW

Following a recent rise in interest from parish/town councils for a new community governance review (CGR), Babergh District Council is conducting a review earlier than guidance dictates. Due to local government reorganisation, the review will not include any requests involving boundary amendments but will consider the other CGR arrangements.

The Council unanimously agreed to not put forward any changes to the current arrangements for Copdock and Washbrook.

2978/2526 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 2nd December 2025, 7pm at the Village Hall, Copdock.

2979/2526 MATTERS RAISED BY MEMBERS, INCLUDING ITEMS FOR THE NEXT AGENDA

No matters were raised.

The meeting closed at 20:47.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

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Re. minute number 2959/2526 – remains outstanding.

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

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

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