

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 7th October 2025, 7.00pm
at the Village Hall, Old London Road, Copdock

Present: Cllr Downey, Cllr M Green, Cllr J Moon, Cllr J Noble, Cllr D Tyrrell

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

The meeting was chaired by Cllr D Tyrrell.

2938/2526 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to receive the apologies received from Cllr Ward for his absence due to a personal commitment.

2939/2526 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

2940/2526 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

2941/2526 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. Cllr Whyman advised this would be the last meeting he would be attending in his capacity as a deputised representative, ahead of the upcoming by-election. However, he will continue to work with the Parish Council on those matters still in progress, i.e. the pursuance of outstanding CIL payments due to the Parish Council and Babergh District Council through the Courts. The Council recorded its many thanks for the support Cllr Whyman has provided to Copdock and Washbrook; it has been very much appreciated.

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

A member of the public referred to the agenda item to consider a quote for pavement and bus shelter clearance works and asked if this was to be a contract for continual works for the bus shelter, as he currently oversees the cleaning of one particular bus shelter on the Old London Road. The Council advised the quote is for one bus stop in particular which was found to require attention following the recent Risk Assessment of Parish Council assets, and it will be a one-off piece of work. The Council thanked the member of the public for his continuing support and care of the bus shelter that he tends.

The meeting was reconvened.

2942/2526 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 2nd September 2025

The minutes of the meeting held on 2nd September 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 Tyrrell.

2943/2526 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 2nd September 2025

Re. minute number 2914/2526 and 2923/2526

The Clerk advised the problem appears to have been resolved following the issuance of letters by Babergh District Council to householders of School Hill, reminding residents to ‘take-in’ their wheelie bins once they have been emptied and not to keep them on the pavement.

2944/2526 FINANCE AND GOVERNANCE

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

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P68	Express Matting Services	Turf protection	2,930.00	586.00	3,516.00
P69	Lloyds Bank	Corporate card	190.29	37.46	227.75
P70	Tesco Mobile	Mobile phone	7.50	1.50	9.00
P71	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P72	Glasdon UK Ltd	Litter bin, bus stop	406.68	81.34	488.02
P73	Glassfibre Flagpole Ltd	Flagpole, bus stop	499.90	99.98	599.88
P74	Babergh District Council	Play area inspection	63.80	11.60	75.40
P55	Babergh District Council	Waste bin emptying	-1494.00	-298.80	-1,792.80
P75	Babergh District Council	Waste bin emptying	1,328.00	265.60	1,593.60
P76	Unity Trust Bank	Bank charges	0.30	0.00	0.30
P77	Renovation Builders Ltd	New bus shelter	11,475.00	2,295.00	13,770.00
P78	Mrs S Frankis	Salary	914.57	0.00	914.57
P79	Moser Groundcare	Grass cutting	795.00	159.00	954.00

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

The Council will consider the September 2025 Budget and Finance Report at the next meeting.

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

The Council unanimously agreed the VAT 126 reclaim of £2,299.91.

(iv) **NEIGHBOURHOOD PLAN RESERVE**

The Council unanimously agreed to transfer £45.00 from the Neighbourhood Plan Reserve to the 2025/26 General Fund and to transfer the remainder of the Neighbourhood Plan Reserve (£3,797.50) to the General Reserve.

(v) BUDGET HEADING VIREMENTS

The Council unanimously agreed to vire £1.04 from 2025/26 budget heading 'Professional Fees' to 2025/26 budget heading 'Subscriptions', and to vire £470.00 from 2025/26 budget heading 'General Reserves' to 2025/26 budget heading 'Bus Stop Revamp Project'.

(vi) 2026/27 BUDGET & PRECEPT

The core membership of the Finance Working Group will be the Chair, Cllr Ward, the Clerk as RFO and Cllr Downey, who will meet via Zoom to consider the first draft of the 2026/27 budget and precept; all remaining councillors will be invited to attend the meeting as a learning exercise.

ACTION: The Clerk is to arrange a date for the Finance Working Group to meet.

2945/2526 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.

2946/2526 CLERK'S MOBILE TELEPHONE AND CONTRACT

The Clerk advised that the current Tesco mobile contract will end on 1st November 2025, and suggested the Parish Council take the opportunity to change providers, perhaps to a Lebara SIM only contract –

Lebara SIM only (purchase via Money Saving Expert)

5GB/month Lebara SIM (using Vodafone's network) @ £1.99/month for the first six months, £4.90/month thereafter. A one-month rolling contract, minutes/texts: unlimited.

The Council unanimously agreed that when the current Tesco mobile contract ends, a Lebara SIM contract will be purchased.

ACTION: The Clerk will purchase a Lebara SIM and contract.

The Clerk advised that the Parish Council's mobile telephone (Huawei Y6 2018) was not fit for purpose; the Council unanimously agreed to purchase a new mobile phone, a Samsung Galaxy A26 5G plus a charger. Cllr Downey suggested making the purchase from Amazon as there is currently a discount on the Samsung model (£249.00).

ACTION: The Clerk is to purchase a Samsung Galaxy A26 5G.

2947/2526 PLANNING APPLICATIONS AND DECISIONS

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

(i) DC/25/03046

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.*

The Council unanimously agreed to submit the following comment – "Copdock and Washbrook supports the Suffolk Highways position on associated traffic issues namely that an assessment to include trips generated by the proposed development, forecasted growth and committed development should be carried out to establish the residual transport impacts of a proposed development. The purpose of this is to provide National Highways with visibility on network performance and any potential mitigation requirements at the point of opening of the

development. The Copdock Interchange should therefore be tested without mitigation, and then with the mitigation proposed as part of a committed development.”

(ii) **DC/25/04053**

Proposal: application for works to trees subject to TPO BT403 – Tree 1 Larch (L7) crown lift to 4 metres above ground level and reduction of overhanging branches to restore safe driveway access; Tree 2 Larch (T6) crown lift to 4 metres above ground level and reduction of overhanging branches; Tree 3 Ash (T5) crown lift and selective pruning to remove extended laterals and tidy overhanging growth, while retaining the tree’s natural shape.

Location: Doggers, Old London Road, Copdock IP8 3JF

The Parish Council agreed to submit a comment of ‘no objection’ to planning application DC/25/04053.

(iii) **DC/25/04080**

Proposal: application for works to trees subject to TPO BT403 – Tree 1 Larch (L7) fell: Tree 2 Larch (T6) fell.

Location: Doggers, Old London Road, Copdock IP8 3JF

The Parish Council agreed to submit a recommendation of refusal of planning application DC/25/04053.

(iv) **DECISION NOTICES**

DC/25/03065 BDC granted the application.

DC/25/03258 BDC granted the application.

DC/25/03724 BDC granted the application.

2948/2526 BABERGH AND MID SUFFOLK JOINT LOCAL PLAN UPDATE

Cllr Tyrrell advised that the Copdock and Washbrook Neighbourhood Plan has been legally adopted, and it is now a formal part of the BMSDC planning process.

Babergh District Council has issued their Strategic Housing Land Availability Assessment which basically assesses the suitability of all sites that have been offered by landowners during the previous “call for sites” process. It is a high-level assessment of suitability only and sites do not have any formal planning status at this stage; all of the thirteen sites offered in Copdock and Washbrook have passed this initial assessment. The numbers quoted in our pipeline of sites approved (commenced and non-commenced) has been understated by Babergh DC, who have since confirmed the number of 48 as being accurate and will appear properly in the next iteration.

The distribution of sites offered again is disproportionately loaded around the Ipswich fringe; District Cllr J Whyman has offered to help establish a collective group of local parishes to coordinate dialogue with Babergh DC as the process unfolds. BMSDC will undertake a further call for sites this autumn (2025) before establishing initial proposals for consultation throughout 2026.

2949/2526 BROCKLEY WOOD UPDATE

Cllr Tyrrell advised that the Community Liaison Group draft constitution has now been finalised and submitted to Suffolk County Council, who will further consult before it is formally signed off.

Brockley Wood Ventures continue to be constructive in their communications; it is hoped to have the inaugural meeting of the Liaison Group before the end of 2025.

2950/2526 PLAY INSPECTION REPORTS / ACTION PLAN: to AGREE actions as required

Cllr Moon continues to oversee the progress of addressing the matters to be undertaken.

2951/2526 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY

Cllr Tyrrell advised that the Parish Council continues to await the Suffolk County Council response to the 20mph (20's Plent) application.

She advised the Speedwatch Group continues to be active.

2952/2526 REPLACEMENT OF PARISH STILES: to AGREE actions as required

Cllr Tyrrell advised that the landowners are onboard and have agreed to the existing stiles being replaced with accessible types; Suffolk County Council has issued paperwork that landowners will need to sign thereby confirming their responsibility for ongoing maintenance.

The options of replacement stiles/gates and costings had been circulated to the Council prior to the meeting as follows:

Supplier	Lead Time	Total Cost	
Secure-a-Field	5-7 working days	£9,716.90	(Green's Landscape to install)
Centrewire	10-12 weeks	£11,531.54	(Green's Landscape to install)
Suffolk County Council		£11,000.00	

Four councillors agreed to accept the quote received from Secure-a-Field for the supply and delivery of 11 no. gates, and to accept the quote received from Green's Landscape to install the gates.

One Councillor agreed to accept the quote received from Secure-a-Field subject to the gate handles being 'yellow' so as to meet current accessibility requirements.

ACTION: The Clerk is to accept the quote received from Secure-a-Field for 11no. gates and to ask if the handle could be changed from black to yellow.

Suffolk County Council Public Rights of Way have agreed to offer a £2k contribution towards the costs.

The Council will communicate the opportunity to sponsor a gate, including a dedication plaque, to all residents; the cost per gate will be £400.00.

2953/2526 'BUS STOP ISLAND' REVAMP: to AGREE actions as required

Cllr Tyrrell advised that Phase 1 of the bus stop island project has been completed and has received a widespread positive reaction. She advised that Cllr Ward is pressing Suffolk Highways to now get the resurfacing underway; this will be part-funded by Suffolk County Council.

The Parish Council has been approached by the Copdock Allotment holders who have expressed a keenness to take ownership of the planting area within the memorial seat.

(i) Litter Bin: to AGREE to purchase a replacement litter bin

The Council unanimously agreed to purchase a replacement litter bin at a cost of £406.68 +VAT.

(ii) FLAGPOLE: to AGREE to purchase a replacement flagpole

The Council unanimously agreed to purchase a replacement flagpole at a cost of £499.90 +VAT.

(iii) GRIT BIN: to AGREE to remove the Grit Bin from the Asset Register

The Council unanimously agreed to remove the bus stop island grit bin from the Asset Register. Should the need become apparent to replace the grit bin, the Council will address the matter.

2954/2526 PEARSONS WAY FOOTPATH (FP4)

Suffolk County Council has confirmed they have commissioned the safety assessment; we await confirmation that the barrier can be removed.

2955/2526 COPDOCK AND WASHBROOK PRIMARY SCHOOL LIAISON

CLlr Noble advised that a liaison meeting is to be held on Thursday, 9th October 2025; the introduction of a 'No Idling Zone' outside the School and the Mill Lane Play Area will be on the agenda.

The Parish Council has received a delightful letter of thanks from the head pupils at Copdock Primary School for the assistance the Council has given the School.

CLlr Downey considered it would be interesting to hear the School's views on safety associated with when the school children have to cross the Old London Road to use the Village Hall.

2956/2526 GROUND CARE WORKS: to ACCEPT the Moser Groundcare Quote for Pavement and Bus Shelter Clearance Works

The Council unanimously agreed to accept the quote received from Moser Groundcare to power brush the pavement on Old London Road, the area from the concrete bollards/rubbish bin at the top of the closed off School Hill down to the car sales garage, and to remove the overgrowth around the bus shelter on Old London Road at a total cost of £475.00 +VAT. The Council agreed to ask that the pavement works be undertaken after leaf fall has finished.

2957/2526 JANUARY 2026 MEETING: to AGREE to Change the Date

The Council unanimously agreed to change the date of the January 2026 meeting to 13th January 2026.

Action: The Clerk is to change the date of the Village Hall meeting room booking to 13th January 2026.

2958/2526 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 4th November 2025, 7pm at the Village Hall, Copdock.

2959/2526 MATTERS RAISED BY MEMBERS, INCLUDING ITEMS FOR THE NEXT AGENDA

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.

The meeting closed at 20:25.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

2944/2526 FINANCE AND GOVERNANCE

(vi) 2026/27 BUDGET & PRECEPT

ACTION: The Clerk is to arrange a date for the Finance Working Group to meet.

2946/2526 CLERK'S MOBILE TELEPHONE AND CONTRACT

ACTION: The Clerk will purchase a Lebara SIM and contract.

ACTION: The Clerk is to purchase a Samsung Galaxy A26 5G.

2952/2526 REPLACEMENT OF PARISH STILES: to AGREE actions as required

ACTION: The Clerk is to accept the quote received from Secure-a-Field for 11no. gates and to ask if the handle could be changed from black to yellow.

2957/2526 JANUARY 2026 MEETING: to AGREE to Change the Date

Action: The Clerk is to change the date of the Village Hall meeting room booking to 13th January 2026.

2959/2526 MATTERS RAISED BY MEMBERS, INCLUDING ITEMS FOR THE NEXT AGENDA

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

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

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