

# Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 2<sup>nd</sup> September 2025, 7.00pm  
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

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

The meeting was chaired by Cllr A Ward.

## **2918/2526** APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to accept the apologies received from Cllr Downey for his absence due to work commitments.

## **2919/2526** DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

## **2920/2526** DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

## **2921/2526** 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.

Mr M Watling arrived at the meeting.

Cllr Whyman advised of a proposed twelve-home development in Bentley (known as 'Strawberry Fields'). Babergh District Council (BDC) planning officers are recommending refusal of the application, based on the Bentley Neighbourhood Plan and BDC's own Joint Local Plan (JLP) Part 1; the application will go to Committee for determination on 1<sup>st</sup> October 2025.

Cllr Ward asked at what stage the JLP Part 2 is at; Cllr Whyman advised that BDC is currently following the JLP Framework and that there will be a second call for sites between now and early 2026. Cllr Ward questioned a second call for sites following on so quickly, after the first.

Cllr Whyman advised that a by-election will be held on 16<sup>th</sup> October 2025, following the sad passing of District Cllr Busby; a number of candidates have already registered their interests. He advised the Liberal Democratic Party candidate, Mark Hurley would be willing to attend the next Parish Council meeting.

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

Mr Watling referred to the planning application associated with the former Toys R Us Retail site, suggesting that access to/from the site at peak times needs to be considered.

He then referred to the bus stop island revamp project and, in his opinion, the lack of clarity relating to the subject in the Parish Council minutes. He asked if three quotes had been sought for the works; he considered the public should have been consulted on the design, style and type of bus shelter to be installed; he asked how much the project was costing the parish. Cllr Ward responded that the Parish Council takes on these projects on behalf of the community and always aims to do so with as much transparency as possible by publishing regular updates on the Parish Council website and Facebook account. Cllr Ward advised there will be no cost to the Parish Council / community as the new bus shelter is being fully funded by Suffolk County Council, a grant of £3k has been by County Cllr Hudson for the refurbishment of the memorial seat and a new planting scheme has been offered by Bypass Nurseries.

Mr Watling referred to the recreation field overflow car park proposals and asked if the Council was aware that one of the proposed options lies within the wettest part of the field; Cllr Ward advised that all interested parties were aware.

The meeting was reconvened.

**2922/2526 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 5<sup>th</sup> August 2025**

The minutes of the meeting held on 5<sup>th</sup> August 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.

**2923/2526 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 5<sup>th</sup> August 2025**

Re. minute number 2906/2526

The Community Footpath Volunteer Group will undertake the clearance of the overgrown vegetation at the Mill Lane play area on 18<sup>th</sup> October 2025.

Re. minute number 2914/2526

The Clerk advised she has contacted BDC to ask what action they will take to stop residents from keeping their wheelie bins on the pavement near to the School, and that despite chasing for a response, has had no reply; Cllr Whyman asked that the Clerk forward the details to him and that he would try to secure a response.

**ACTION: The Clerk is to forward a copy of the email sent to BDC, regarding wheelie bins being kept on the pavement near to the School, to Cllr Whyman.**

**ACTION: The Clerk is to arrange a meeting with the School to be held September 2025.**

**2924/2526 FINANCE AND GOVERNANCE**

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

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P60	Lloyds Bank	Corporate Card	460.07	7.41	467.48
P61	Tesco Mobile	Clerk's Phone	7.50	1.50	9.00
P62	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P63	Moser Groundcare	Grass cutting	405.00	81.00	486.00
P64	Renovation Builders Ltd	New bus shelter	11050.00	2210.00	13,260.00

P65	Mrs S Frankis	Salary	729.39	0.00	729.29
P66	HMRC	PAYE	46.86	0.00	46.86
P67	Unity Trust Bank	Charges	7.95	0.00	7.95

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

The August 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 £118,669.70.

(iii) VAT RECLAIM: to AGREE the VAT 126 Reclaim of £770.56

The Council unanimously agreed the VAT 126 reclaim of £770.56.

(iv) LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025/26: to AGREE the Clerk's Pay Increase in Accordance with the NJC Agreement, and to AGREE to Backdate the Increase to 1<sup>st</sup> April 2025

The Council unanimously agreed to increase the Clerk's hourly rate in accordance with the 2025/26 National Joint Council for Local Government Services (NJC) Agreement and to back date the pay increase to 1<sup>st</sup> April 2025.

(v) POLICIES AND PROCEDURES: to ADOPT

(a) the updated PUBLICATION SCHEME

The Council unanimously agreed to adopt the updated Publication Scheme, as circulated to the Council prior to the meeting.

(b) the updated DATA PROTECTION POLICY

The Council unanimously agreed to adopt the updated Data Protection Policy, as circulated to the Council prior to the meeting.

(c) a Copdock & Washbrook Parish Council I.T. Policy

The Council unanimously agreed to adopt the I.T. Policy, as circulated to the Council prior to the meeting.

(d) the updated RESERVES POLICY

The Council unanimously agreed to adopt the updated Reserves Policy, as circulated to the Council prior to the meeting.

(e) the updated Community Engagement Strategy

The Council unanimously agreed to adopt the updated Community Engagement Strategy, as circulated to the Council prior to the meeting.

**2925/2526** 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.

**2926/2526** PLANNING APPLICATIONS AND DECISIONS

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

(i) DC/25/03724

*Proposal: notification of tree works to trees subject to a TPO – trimming of two trees (T4 Beech BT403/T4 and T5 Ash BT403/T5) to allow erection of new garden room and to protect the current shed.*

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

The Parish Council unanimously agreed to submit a comment of no objection.

(ii) **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 noted the Suffolk Highways deferral request.

The Parish Council unanimously agreed to request an extension to the BDC submission deadline to allow consideration of the application at the next meeting.

(iii) **DECISION NOTICES**

DC/25/01525	BDC refused the application.
DC/25/02132	BDC granted the application.
DC/24/05013	BDC granted the application.
DC/25/02086	BDC granted the application.
DC/25/02037	BDC granted the application.
DC/25/02702	BDC granted the application.

**2927/2526 BROCKLEY WOOD**

Cllr Ward advised he had met on 18<sup>th</sup> August with Margaret and Danny Carter of Brockley Wood Ventures (BWV) and Michael Bamford, Chair of Bentley Parish Council. The key points that arose from the meeting are as follows:

- The meeting was conducted in a constructive atmosphere. It would appear BWV are making a determined effort to establish a good 2-way dialogue and effective relationship.
- BWV will operate the sight as a joint venture between Ipswich Grab Hire (Ingrams) and TARS (Carters). Both businesses will continue to operate individually as well as together on this joint venture. It is unlikely, at this stage, that BWV branded HGV's will be seen – 70% of the traffic will be either IGB or TARS, the rest being subcontractors.
- By way of how the development will unfold, the immediate priority is to construct the access road along the A12 slip road into the site and the main haul roads within the main areas. This will certainly dominate the rest of the calendar year, probably up until Spring 2026. Any movement of aggregate will relate purely to this construction process, any proper quarrying extraction will not start for another 12-18 months, according to current view.
- The constitution of the proposed Community Liaison Group has been more or less agreed. It was agreed to have quarterly meetings for first year and to then review. It was agreed by all that it should be chaired by Jo Lloyd, Enforcement Officer at Suffolk County Council. The inaugural meeting is likely to be held before the end of 2025, probably November.
- Cllr Ward had made it clear to BWV that the onus will be on BWV to evidence a) vehicle volumes and b) compliance with using the A12 rather than putting the onus on the Parish Council/parishioners to identify any breaches via a complaints process.
- A communications process for raising complaints was discussed. BWV will be happy, keen even, for residents to email [info@brockleywood.co.uk](mailto:info@brockleywood.co.uk) with any issues and are adamant that they will deal with these openly and swiftly. It was suggested the parish councils are copied in on any emails so they are aware of the volume and content of such traffic.

Cllr Ward advised he has been liaising with Suffolk Highways with regards to the installation of 'No Access' signage on the exit of the site, to face drivers at the roundabout at the southern end of the

Old London Road. Highways have indicated a positive response to the proposal and have provided a prototype design.

**ACTION: Cllr Ward and Cllr Noble will study the prototype signage design.**

BWV will be asked to fund the signage scheme at an approximate cost of £3.5k.

Cllr Ward reminded the meeting that within the Conditions of Approval, there is a S106 agreement whereby BWV have to contribute £20k for Traffic Road Orders, which include a northbound weight restriction order at Swan Hill (however, this will be a long process and not guaranteed).

**2928/2526 PLAY INSPECTION REPORTS / ACTION PLAN: to AGREE actions as required**

Cllr Moon had re-prioritised the works to be undertaken.

The Community Footpath Volunteer Group has agreed to clear the overgrown vegetation at the Mill Lane Play Area on a workday arranged for 18<sup>th</sup> October 2025.

A new dog litter bin has been received and is ready to be installed at the Mill Lane play area.

The Parish Council has been looking at the possibility of upgrading the Mill Lane play area rather than instigating a refurbishment program; the initial and key stage of the process will be to engage with the Primary School.

**2929/2526 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY : to AGREE actions as required**

Having forwarded a response to the Report to Suffolk County Council (SCC), Cllr Ward advised a further revised Report has been received, supported by County Cllr C. Hudson. The Parish Council unanimously agreed the Report should be put to Cllr C Chambers, SCC Cabinet member for Transport for a decision.

**ACTION: The Clerk is to notify SCC that the Parish Council accepts the Report and asks that it be forwarded to Cllr C Chamber, SCC Cabinet member for Transport for a decision.**

**2930/2526 REPLACEMENT OF PARISH STILES: to AGREE actions as required**

Cllr Tyrrell advised that SCC has been asked to provide a quote for new stiles and the installation of; SCC has advised they have approached three contractors for quotes, which are expected to equate to approximately £1k per stile. The SCC PRoW team maybe able to contribute some funding towards the scheme however district CIL funding will not be available. The Parish Council has sought a quote from a local contractor for comparison.

The Parish Council is looking at 11 sites in total.

A parishioner has approached the Parish Council with the idea of the public being offered the opportunity to sponsor a gate; a scheme operated in other parts of the country. The Council unanimously agreed that, in principle, the proposal would be favourable.

The next step will be to discuss the suitability of gate options with landowners.

**2931/2526 'BUS STOP ISLAND' REVAMP: to AGREE actions as required**

Cllr Ward advised that work is underway and is progressing well. As soon as the memorial seat has been renovated, and the overgrown plants removed, it was proposed to accept the offer from ByPass Nurseries to produce a planting scheme; it is understood no charge will be made to the Parish Council by the Nursery. The Parish Council unanimously agreed to the proposal of a planting concept.

The Council discussed the benefits of a new Real Time Information (RTI) board and despite the relatively low number of services, considered one would be a useful addition. However, the options provided by Suffolk County Councils' current provider are considered to be unsightly and unsuitable. Therefore, the Council agreed that unless a more suitable option can be found, a timetable with a QR code will be installed. Suffolk County Council is currently in consultation to change RTIP provider which may provide a more suitable product for future consideration by the Council.

**2932/2526 PEARSONS WAY FOOTPATH (FP4): to AGREE actions as required**

Cllr Ward advised that we continue to await the findings of the SCC Site Safety Assessment.

**ACTION: The Clerk is to chase SCC for the results of the Site Safety Assessment.**

**2933/2526 RISK ASSESSMENT: to RECEIVE the Risk Assessment 2025**

Cllr Moon has completed the Risk Assessment 2025.

The findings of the inspections undertaken to complete the Assessment showed the roof of the bus shelter on Old London Road is covered in overgrown vegetation which needs removing.

**ACTION: Moser Groundcare will be asked to clear the vegetation from the roof of the Old London Road bus shelter.**

**2934/2526 COPDOCK AND WASHBROOK PRIMARY SCHOOL LIAISON**

Cllr Moon advised he had been asked by a parishioner if the dog litter bin could be relocated from outside the pre-school to the opposite side of the road.

Cllr Noble had researched 'No Idling' banners and posters for installation outside the School; the details will be presented at the next liaison meeting.

The Clerk had researched the details of a school trip to the Palace of Westminster, including liaising with James Cartlidge MP for him to host a visit; the details have been passed to the School.

The School will be asked to work with the Parish Council on the refurbishment of the Mill Lane Play Area.

**2935/2526 RECREATION OVERFLOW CARPARK: to AGREE actions as required**

The drive for change of the present overflow car park is primarily the safety of users of the Village Hall. Mr M Taylor has proposed two new configuration options – Option A: using the existing site but with a new access route from the back and around the side of the Hall at an estimated cost of £3k (net of VAT); Option B: creating a new overflow car parking area at the bottom of the field at an estimated cost of £3.3k net of VAT). Both options have been based on the installation being undertaken by a volunteer workforce.

The Council unanimously agreed to fund Option A; the Village Hall has agreed to contribute £1k towards the project.

**2936/2526 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 7<sup>th</sup> October 2025, 7pm at the Village Hall, Copdock.

**2937/2526 MATTERS RAISED BY MEMBERS, INCLUDING ITEMS FOR THE NEXT AGENDA**

No matters were raised.

The meeting closed at 20:42.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**SUMMARY OF ACTIONS:**

**2923/2526** MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 5<sup>th</sup> August 2025

Re. minute number 2914/2526

**ACTION:** The Clerk is to forward a copy of the email sent to BDC, regarding wheelie bins being kept on the pavement near to the School, to Cllr Whyman.

**ACTION:** The Clerk is to arrange a meeting with the School to be held September 2025.

**2927/2526** BROCKLEY WOOD

**ACTION:** Cllr Ward and Cllr Noble will study the prototype signage design.

**2928/2526** COMMUNITY SPEED MANAGEMENT: 20'S PLENTY : to AGREE actions as required

**ACTION:** The Clerk is to notify SCC that the Parish Council accepts the Report and asks that it be forwarded to Cllr C Chamber, SCC Cabinet member for Transport for a decision.

**2932/2526** PEARSONS WAY FOOTPATH (FP4): to AGREE actions as required

**ACTION:** The Clerk is to chase SCC for the results of the Site Safety Assessment.

**2933/2526** RISK ASSESSMENT: to RECEIVE the Risk Assessment 2025

**ACTION:** Moser Groundcare will be asked to clear the vegetation from the roof of the Old London Road bus shelter.

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

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