

COPDOCK & WASHBROOK PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday, 3rd February 2026, 7.01pm
at the Village Hall, Old London Road, Copdock

Present: Cllr A Ward (Chair), Cllr Downey, Cllr M Green, Cllr J Noble, Cllr D Tyrrell

In Attendance: Mrs S Frankis, Parish Clerk & RFO
District Cllr M Rowland
five members of the public

The meeting was chaired by Cllr A Ward.
The Council was unable to 'live stream' the meeting.

3020/2526 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

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

3021/2526 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

3022/2526 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

3023/2526 PUBLIC FORUM

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

District Cllr Rowland presented a summary of the Babergh District Council Towns & Parishes Briefing February 2026 which included –

- Babergh District Council is calling for urgent action by the Government to tighten regulations governing the spreading of sewage sludge on agricultural land, citing serious concerns for public health, farming and the environment
- Babergh District Council is backing Ipswich's bid to become City of Culture 2029 – saying it deserves Suffolk-wide support
- Babergh District Council, in collaboration with East Suffolk District Council and MENTA, have launched a brand-new initiative designed to ignite curiosity, confidence, and ambition in young people
- Households across Suffolk can now get free access to Five Dinners – an award-winning meal planner which helps them eat healthily, save money and reduce food waste.
- Suffolk residents can now borrow a thermal camera from their local library for free to detect where heat is escaping their homes and take action to stop the leaks.

- Babergh-based businesses don't have long left to receive their free net zero support from Groundwork East. This fully funded, expert advice can help businesses to save energy, cut costs and share their sustainability story with loyal customers.

ACTION: The Clerk is to publish the monthly Babergh Mid Suffolk District Council Briefing Notes on the Parish Council website, which will include web links with further information relating to each subject.

Cllr Ward thanked Cllr Rowland for agreeing to attend the forthcoming Court hearing, to be held in Norwich on Monday 9th February; the Case has been brought forward by Babergh District Council in pursuance of outstanding CIL monies due to Babergh DC and the Parish Council, relating to a development in Copdock.

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

Community representatives of the St. Peter's '*Heritage in Harmony: Bells, Biodiversity and Belonging*' project presented the details of their plans to restore the bells and tower of St. Peter's church, using Copdock's history and landscape to create more to do locally, strengthening connections between people and passing skills and pride on to the next generation, and their National Lottery Heritage Fund Project.

The Council unanimously agreed to endorse the St. Peter's Church project.

Five members of the public left the meeting.

The meeting was reconvened.

3024/2526 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 13th January 2026

The minutes of the meeting held on 13th January 2026 , 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.

3025/2526 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 13th January 2026

Minute number 2986 & 3003/2526

The Council unanimously agreed to accept the quote received from Green's Landscaping to repair the roof of the bus shelter at the Old London Road lay-by for £260.00.

Minute number 3012/2526

ACTION: Cllrs Moon, Noble and Tyrrell are to agree a range of dates for a meeting. The Clerk will forward the dates to the School.

This matter remains outstanding.

3026/2526 FINANCE AND GOVERNANCE

(i) SCHEDULE OF PAYMENTS: to APPROVE the Schedule of Payments for February 2026

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P110	Mrs S Frankis	Home broadband	15	0	15
P111	Engraving Village	Gatepost sign	19.75	0.00	19.75
P112	Moser Groundcare	Grass cutting	850.00	170.00	1,020.00

P113	Mrs S Frankis	Salary	707.94	0.00	707.94
P114	HMRC	PAYE	43.64	0.00	43.64
P115	Suffolk County Council	20's Plenty Scheme	5,136.01	1,027.20	6,163.21

(ii) BUDGET & FINANCE REPORT: to AGREE the January 2026 Budget and Finance Reports, including the Bank Balance

The January 2026 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 £115,063.47.

Cllr Tyrrell advised of a savings opportunity with Cambridge and Counties Bank.

ACTION: The Clerk is to research the savings opportunities with Cambridge and Counties Bank.

(iii) BUDGET VIREMENTS: to AGREE the following virements and transfer to budget heading 'Stile Upgrade Project'-

a. from interest received	£2,212.94
b. from Babergh District Council recycling scheme credits	£417.94
c. from precept budget heading 'Tree & Environment Works	£2,000.00
d. from precept budget heading 'General Reserves'	£752.00
e. from precept budget heading 'Grants (S137)	£1,020.02
f. from 2025 Traffic Management Survey Reserve	£500.00

The Council unanimously agreed the virements and transfers as listed.

(iv) SALC MEMBERSHIP: to AGREE to renew SALC Membership

Having questioned and discussed the viability of the SALC membership, the Council unanimously agreed to renew the membership for 2026/27 at a cost of £485.72 (a 3% increase on the previous year).

(v) FINANCIAL CONTROLS: to AGREE to adopt –

- a. Financial Risk Assessment and Management 2026
The Council unanimously agreed to adopt the Financial Risk Assessment and Management 2026, as circulated to the Council prior to the meeting.
- b. Risk Management Strategy 2026
The Council unanimously agreed to adopt the Risk Management Strategy 2026, as circulated to the Council prior to the meeting.
- c. Risk Management Register 2026
The Council unanimously agreed to adopt the Risk Management Register 2026, as circulated to the Council prior to the meeting.
- d. Internal Control Statement 2026
The Council unanimously agreed to adopt the Internal Control Statement 2026, as circulated to the Council prior to the meeting.
- e. Internal Control Report 2026
Cllr Moon had carried out a review of the Internal Control System; no matters were raised. The age of the Parish Council's laptop was noted – purchased 2015. The Council unanimously agreed to adopt the Internal Control Report 2026.
- f. Asset Register 2026
The Council unanimously agreed to adopt the Asset Register 2026, as circulated to the Council prior to the meeting.

(vi) ALLOTMENT RENT REVIEW: to RECEIVE the Allotment Rent Review January 2026

The Clerk had undertaken the annual review of the allotment rents and associated annual charges which had been circulated to the Council prior to the meeting. The Council agreed there

was no real basis to introduce an increase of rent charges for the period 1st April 2027 to 31st March 2028. Any increase in rent charges for 1st April 2028 will be consider this time next year. Cllr Green advised that allotment holders have been seen driving across the central reservation of the Old London Road, when they leave the allotment site, which is damaging the ground.

ACTION: The Clerk is to remind the allotment holders that vehicles must turn left when exiting the allotment site and must not cut across the central reservation of the Old London Road.

3027/2526 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.

3028/2526 PLANNING APPLICATIONS AND DECISIONS

The Planning Schedule for January 2026 had been circulated to the Council prior to the meeting.

(i) **DC/26/00101**

Proposal: *installation of air conditioning units.*

Location: *The Barn at Copdock Hall Farm, Hall Farm, Church Lane, Copdock IP8 3JZ.*

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

(ii) **DC/26/00191**

Proposal: *application under Section 73 of the Town and Country Planning Act 1990 for DC/22/06242, allowed at Appeal APP/D3505/W/23/3327147 (9 no. dwellings) for the Removal or Variation of Conditions 3 (surface water drainage) and 4 (vehicular access).*

Location: *Land adjacent to White House, Old London Road, Copdock IP8 3JH.*

The Council unanimously agreed to submit 'no comment'.

3029/2526 BROCKLEY WOOD UPDATE

Cllr Ward advised that the reporting of HGV transgressions can be made via the Brockley Wood website - <https://brockleywood.co.uk/> The system is set up such that the Parish Council should receive a copy of each report submitted; to date the Council has not received details of any reports. Suffolk County Council Scheme 290512 Former A12, Copdock: Quarry signs, has not yet been programmed by M Group however it is expected the works will be completed on or before 24th March 2026.

Cllr Ward advised that the next Brockley Wood Venture Community Liaison Group meeting is due to be held on 26th March 2026. The TRO weight restriction northbound on Swan Hill process has commenced.

3030/2526 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY

Cllr Tyrrell advised that she and Cllr Ward had met with Phillip Wright of Suffolk County Council, who explained there would be a number of stages to follow before the speed limit could be changed which include:

- A statutory consultation involving the police and other interested parties / agencies. Circa four weeks.
- A local consultation for residents. As the Parish Council has already undertaken this stage of the process, as part of the initial application, this stage of the process will not need to be carried out again and the charge for professional services will be adjusted accordingly.
- Following the statutory consultation, Phillip Wright will analyse / consider the responses and draft a formal plan and Order which will then be passed to Suffolk Legal who will advertise the proposed Order. The process is expected to take up to four weeks.

- Any responses to the advertisements will be written in to the Traffic Regulation Report, which is then passed to Suffolk County Council Head of Transport Strategy, Graeme Mateer and Cabinet member for Transport Strategy, Cllr Chris Chambers for signing. Given that both have already approved the Scheme in principle, a positive outcome is hoped for.

Suffolk Highways has advised the whole process could last nine to twelve months, though given that the local consultation is no longer necessary, the Parish Council will press for it to be completed faster.

3031/2526 'BUS STOP ISLAND' REVAMP: to AGREE actions as required

Cllr Ward advised that the resurfacing works have been completed although he and Cllr Noble have identified a few snagging issues which have been raised with the contractor. Cllrs Ward and Noble are to meet with C&L Contractors on site to discuss the issues.

3032/2526 COPDOCK AND WASHBROOK PRIMARY SCHOOL LIAISON

Following the request from the School for pupils to meet with members of the Parish Council in order to better understand the roles and responsibilities of a councillor, Cllrs Moon, Noble and Tyrrell agreed to make themselves available.

ACTION: Cllrs Moon, Noble and Tyrrell are to agree a range of dates for a meeting. The Clerk will forward the dates to the School.

Re. minute number 2990 and 3003/2526 – Suffolk Highways School Streets Initiative.

The Council agreed that should the School be minded to bringing forward a Scheme, it should like to be involved in any discussions that take place.

ACTION: The Clerk is to contact the School to ask that the Council be included in any discussions that take place regarding the introduction of a School Streets Initiative.

3033/2526 2026/28 GRASS CUTTING CONTRACT

Having put out for tenders for the 2026/28 grass cutting contract, the Parish Council had received two quotes for consideration.

The Council unanimously agreed to offer the 2026/28 grass cutting contract to Moser Groundcare at a cost of £5,460 for each year.

3034/2526 2026 PARISH COUNCIL NEWSLETTER

Cllr Ward advised that the draft has been completed.

3035/2526 JUBILEE MEADOW: The Brook (dredging of)

Cllr Ward advised he had contacted Mr Lee of Suffolk County Council County Farms Management to reignite earlier discussions regarding the de-silting of the Brook at Jubilee Meadow.

Mr Lee had subsequently provided a detailed schedule of how the works could be progressed which the Council supported in principle. However, questions were raised about how much of a difference the proposed works would make and/or how the proposed works could elevate the problem by increasing the volume and flow speed of the Brook.

ACTION: Cllr Ward is to research the possible implications associated with the dredging of the Brook.

3036/2526 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 March 2026, 7pm at the Village Hall, Copdock.

3037/2526 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:

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ACTION: Cllr Ward is to research the possible implications associated with the dredging of the Brook.

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

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