

COPDOCK & WASHBROOK PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday, 13th January 2026, 7.00pm
at the Village Hall, Old London Road, Copdock

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

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

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

2998/2526 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to receive the apologies received from Cllr Green for his absence due to a personal commitment and from Cllr Downey for his expected late arrival.

2999/2526 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

3000/2526 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

3001/2526 PUBLIC FORUM

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

Cllr Rowland advised that residents living in properties which are not energy efficient, could be eligible for funding to make their homes warmer and reduce their energy bills, as part of the Warm Homes Suffolk scheme. The application window for the Community Development Fund will close on 18th January 2026. Up to £10k can be applied for to help deliver capital, revenue or pre-project activities. Information can be found on the Babergh District Council community funding webpage.

Cllr Downey arrived at the meeting.

Cllr Ward asked what the implications may be should the local county council elections be delayed, due May 2026. Cllr Rowland advised the official narrative of the Government is that as part of the Local Government Review (LGR) process, it is considering whether to postpone the principal authority elections scheduled for May 2026 in areas where reorganisation proposals have been submitted but not yet decided. The timetable for the LGR will remain however the mayoral elections have been postponed.

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

The applicant of planning application DC/26/00013 gave a brief outline of the proposal. Cllr Rowland advised he has scrutinised the application and can see no reason as to why Babergh District Council Planning are being so obstructive in supporting the proposal nor why a previous application for a similar proposal was refused.

The meeting was reconvened.

3002/2526 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 2nd December 2025

The minutes of the meeting held on 2 December 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.

3003/2526 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 2nd December 2025

Re minute number 2959,2965, 2985/2526

Cllr Tyrrell advised there is already a sensor spotlight on the front of the village hall but isn't working; the hall manager will replace the faulty light.

Re minute number 2986(i)/2526

Cllr Ward advised he has asked Green's Landscaping Services to provide a quote for roof repairs to the bus shelter at the Old London Road lay-by; due to their workload and break over the Christmas period, there has been a delay in preparing the quote.

ACTION: Green's Landscaping Services are to submit a quote to repair the roof of the bus shelter at the Old London Road lay-by.

Re minute number 2986(ii)/2526

Suffolk County Council PRoW is making arrangements for a contribution of £2k, towards the stile upgrade project, to be paid to the Parish Council.

Re minute number 2990/2526

Cllr Rowland advised that Suffolk Highways has suggested a School Streets Initiative be introduced at Copdock Primary School; temporary barriers would be raised at the start and end of the school day thereby restricting access and reducing idling outside the school (access would not be restricted to residents coming to/from their properties). Suffolk Highways are very positive about introducing a scheme, providing equipment and training and undertaking follow-up surveys. Cllr Rowland advised he has passed these details on to the deputy-head of the school. Cllr Ward thanked Cllr Rowland for working to find a solution. He advised that any changes to the road management would need to be considered very carefully and that engagement with residents would be vital.

Re minute number 2995/2526

Suffolk County Council has refused the Parish Council's request for a grit bin to be sited at the junction of Fen View and Dales View: *"Suffolk Highways do not approve this grit bin as it does not meet the following criteria: is at a junction with known history of accidents or on a sharp/severe bend or has a road gradient greater than 1 in 15. The area that the parish council wish to put the bin on is also not part of the maintainable highway."*

3004/2526 FINANCE AND GOVERNANCE

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

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P101	Lloyds Bank	Corporate card	9.66	1.33	10.00
P102	C&W P C C	S137 grant	100.00	0.00	100.00
P103	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P104	Mrs S Frankis	Salary	769.23	0.00	769.23
P105	HMRC	PAYE	52.83	0.00	42.02
P106	Unity Trust Bank	Bank charges	6.75	0.00	6.75
P107	Glasdon UK Ltd	Replacement grit bin	165.40	33.08	198.48
P108	Allotment Society	Annual membership	70.00	14.00	84.00
P109	Lloyds Bank	Corporate card	9.66	1.33	10.99

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

The December 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 £122, 620.54.

(iii) 2026/27 BUDGET and PRECEPT: to AGREE the draft 2026/27 Budget and Precept

The Council unanimously agreed to set the 2026/27 budget at £40,949 and the precept at £39,799; this will represent a 0% movement on the 2025/26 precept despite being £641 lower.

ACTION: The Clerk is to submit a precept demand of £39,799 to Babergh District Council.

(iv) INTERNAL AUDITOR: to APPOINT the 2026 Internal Auditor

The Council unanimously agreed to appoint Trevor Brown CPFA as the Parish Council Internal Auditor for 2026.

ACTION: The Clerk is to notify Trevor Brown CPFA that he has been appointed as the Parish Council Internal Auditor for 2026.

3005/2526 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.

3006/2526 PLANNING APPLICATIONS AND DECISIONS

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

(i) **DC/25/05508**

Proposal: *Submission of Details Application (Application for approval of Reserved Matters in part) for Outline Planning Permission DC/21/05110 dated 22/12/2022.*

Location: *Land to the south of Thompson and Morgan, Poplar Lane, Sproughton.*

The Parish Council unanimously agreed to submit 'no comment'.

(ii) **DC/26/00013**

Proposal: *Residential Granny Annex for elderly parents.*

Location: *Springcroft, Whight's Corner, Copdock IP8 3LB*

The Council unanimously agreed to support the application and to submit a recommendation of approval. The Council positively supports the proposal which sits within the context of the Copdock and Washbrook Neighbourhood Plan.

One member of the public left the meeting.

(iii) **DECISION NOTICES**

DC/25/04497 BDC GRANTED the application.

3007/2526 DEVELOPMENT IN SOUTHWEST BABERGH: to AGREE to join the BDC JLP Working Party

An email had been received from Babergh District Cllrs Helen Davies and Sally Davies to ask if Bentley, Bramford, Capel St. Mary, Copdock and Washbrook, Pinewood, Sproughton and Wherstead Parish Councils consider there would be value in working together to exchange thoughts and ideas on how to respond to the upcoming JLP housing and employment allocations.

The Parish Council unanimously supported Cllr Ward's response of support for the initiative to Cllr Davies and Cllr Davies. Cllr Ward considers it is essential that local communities act in tandem on this type of issue. Whilst he has no doubt about the desired "direction of travel" in some quarters in Babergh, he would remind everyone that the disproportionate loading of development into an entirely artificial category labelled as the "Ipswich Fringe" was heavily criticised by the Government Inspector last time round and was a central reason for the collapse of the previous Plan.

The Parish Council awaits the details of an inaugural meeting.

3008/2526 BROCKLEY WOOD UPDATE

Cllr Ward advised the inaugural meeting of the Brockley Wood Venture Community Liaison Group was held on 18th December 2025; he felt the meeting was satisfactory, in general terms. Brockley Wood Venture (BWV) continue to try to demonstrate they are going to be inclusive, open and trustworthy in how they operate the site. With regards to the site, the priority continues to be the construction of internal access and haul roads; the site will not be fully operational until "at least late 2026". HGV movements have been relatively light which are expected to increase slightly over the coming months but not to reach a peak until the site becomes fully operational. HGV violations can be reported via the BMV website: www.brockleywood.co.uk

Cllr Ward advised that the S106 TRO agreement, which will include Swan Hill, will be progressed by Suffolk County Council. This is a separate statutory process that will involve a consultation process so therefore will not be a quick process nor will there be a guaranteed satisfactory outcome.

Cllr Ward is seeking to see tangible progress from Suffolk County Council re the TRO (weight restriction northbound on Swan Hill) and to get the reporting of any problems via the BWV website fine-tuned. Community Liaison Group meetings will be held every three months; the next meeting will held in March 2026.

3009/2526 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY

The Parish Council had received the long-awaited quote and construction estimate for consideration from Suffolk County Council:

Professional services (inc. detailed design)	£6,791.28 +VAT
Construction (inc. traffic management)	£7,702.46 +VAT

The figures are estimates at this stage and include a 15% contingency percentage to mitigate financial risk.

The Council unanimously agreed to accept the estimate; the costs will be met by the CIL Reserve. The Council noted the estimate includes an informal consultation; 80% of residents who responded to the Parish Council's local consultation supported the initiative, being the reason the process was started in the first instance. The Council therefore would not expect to repeat this process at a cost. **ACTION: Cllr Ward will contact Suffolk County Council to advise the Parish Council accepts the estimate for the works and to request a meeting so that the Parish Council can better understand the next steps.**

3010/2526 'BUS STOP ISLAND' REVAMP: to AGREE actions as required

Cllr Ward advised that C&L Construction have been engaged; the works are due to be carried out 26th to 28th January 2026. The scope of the works, as originally prepared by Suffolk Highways and which C&L Construction are working to, did not include the need for a S278 Minor Works Licence, at a cost of over £1k which Suffolk Highways now say will be required; Cllr Ward is challenging this new requirement.

3011/2526 PEARSONS WAY FOOTPATH (FP4)

Cllr Ward advised the barriers have been removed and all necessary signage has been erected; the scheme has successfully been completed. Initial feedback from parishioners has been favourable, in particular from those with restricted accessibility.

3012/2526 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.

3013/2526 2026/27 GRASS CUTTING CONTRACT

In order to demonstrate best practice, the Council will seek tenders for its grass cutting contract; it was agreed the contract would be for two years, with a break-clause should circumstances change for either party.

ACTION: The Clerk is to seek three quotes for a two-year grass cutting contract.

3014/2526 2026/27 WHIGHT'S CORNER CCTV CONTRACT RENEWAL

The Council agreed to renew the CCTV contract, due for renewal April 2026, for a further 12 months at a cost of £3.5k; the Council has budgeted for the renewal.

3015/2526 STILE GATES: to AGREE 'Donate-a-Gate' Terms and Conditions and to AGREE to purchase and install 'To make a Donate a Gate dedication' signs

The 'Donate-a-Gate' Terms and Conditions, as circulated to the Council prior to the meeting, were agreed by the Council.

The Council agreed to purchase and install a 'how to make a gate dedication' sign.

ACTION: The Clerk is to purchase a promotional sign to be installed on one of the vacant gates.

Cllr Tyrrell left the meeting.

3016/2526 2026 PARISH COUNCIL NEWSLETTER

The main vehicle for distributing Parish Council news and updates is via our website, facebook and the published minutes of meetings however the Council recognises that not everyone has access to these platforms and so, for the last two years, has published a hard-copy newsletter which has been distributed with the In Touch publication.

The Council unanimously agreed to produce a 2026 newsletter.

Cllr Tyrrell returned to the meeting.

ACTION: Cllr Ward is to draft the content of the 2026 newsletter and circulate it to the Council for review.

3017/2526 2026/27 MEETING DATES: to AGREE the 2026/27 meeting dates, including the Annual Parish Meeting

The Council agreed the 2026/27 meeting dates, as circulated prior to the meeting (the first Tuesday of each month). The date of the Annual Parish Meeting is yet to be determined.

3018/2526 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 February 2025, 7pm at the Village Hall, Copdock.

3019/2526 MATTERS RAISED BY MEMBERS, INCLUDING ITEMS FOR THE NEXT AGENDA

Cllr Downey advised he had reported the fallen bollard, on Old London Road, to Suffolk Highways.

The meeting closed at 20:54.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

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Re minute number 2986/2526

ACTION: Green's Landscaping Services are to submit a quote to repair the roof of the bus shelter at the Old London Road lay-by.

3004/2526 FINANCE AND GOVERNANCE

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3009/2526 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY

ACTION: Cllr Ward will contact Suffolk County Council to advise the Parish Council accepts the estimate for the works and to request a meeting so that the Parish Council can better understand the TRO next steps/consultative process.

3012/2526 COPDOCK AND WASHBROOK PRIMARY SCHOOL LIAISON

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.

3013/2526 2026/27 GRASS CUTTING CONTRACT

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ACTION: Cllr Ward is to draft the content of the 2026 newsletter and circulate it to the Council for review.

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

Email: clerk@copdockandwashbrook.org

Website: www.copdockandwashbrook.org