

COPDOCK & WASHBROOK PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Tuesday, 5th May 2026, 7.37pm
at the Village Hall, Old London Road, Copdock

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

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

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

3079/2627 ELECTION OF PARISH COUNCIL CHAIR

Cllr A Ward was elected as Chair to the Council. He duly signed a Declaration of Acceptance of Office.

3080/2627 ELECTION OF PARISH COUNCIL VICE-CHAIR

Cllr D Tyrrell was elected a Vice-Chair to the Council.

3081/2627 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

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

3082/2627 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

No declarations were received.

3083/2627 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

3084/2627 PUBLIC FORUM

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

Cllr Ward advised that following the successful collection of the outstanding CIL debt due from planning application DC/19/02687, he is wanting to clarify the CIL position of the remaining plots. He has since queried the CIL liability for the second phase of the development which has started (plots 4 to 7), with Babergh District Council; to date no response has been received. Babergh District Council has now advised that the Parish Council will now only receive 15% of the CIL debt recovered despite Cllr Rowland having been advised to the contrary. Cllr Downey advised the NALC document, [Guidance-for-Parish-and-Town-Councils-on-receiving-and-use-of-CIL-funds_Jan-2023.pdf](#) implies that if a parish council has a legally adopted neighbourhood plan in place at the time CIL is **received** by the collecting authority, then 25%

should be passed on to the relevant parish council. This advice suggests that Copdock and Washbrook Parish Council should receive 25% of the CIL and not 15%.

ACTION: Cllr Ward is to query the percentage of CIL due to the Parish Council with Babergh District Council.

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

No comments were received.

The meeting was reconvened.

3085/2627 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 7th April 2026

The minutes of the meeting held on 7th April 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.

3086/2627 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 7th April 2026

Minute number 3074/2627

Cllr Moon advised that the remedial works at the play areas have been completed.

3087/2627 FINANCE AND GOVERNANCE

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

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P12	West Suffolk Council	CCTV annual contract	3,500.00	700.00	4,200.00
P13	Lloyds Bank	Corporate card	32.77	1.33	34.10
P14	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P15	SALC	Annual membership	489.03	0.00	489.03
P16	C&L Construction Ltd	Bus stop island resurfacing	5,043.00	1,008.60	6,051.60
P17	Pear Space	Web hosting & support	120.00	0.00	120.0
P18	Moser Groundcare	Grass cutting	620.50	124.10	744.60
P19	Glasdon UK Ltd	Dual litter bins	396.72	79.34	476.06
P20	Salary	Salary	903.78	0.00	903.78
P21	HMRC	PAYE	85.21	0.00	85.21
P22	Unity Trust Bank	Bank charges	12.10	0.00	12.10

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

The April 2026 Budget and Finance Report and Cash Book had been circulated to the Council prior to the meeting and were agreed, subject to the Reserve Accounts statement being corrected. Cllr Noble verified the bank balances totalling £138,493.15.

(iii) VAT RECLAIM: to AGREE the Year End VAT Reclaim

The Council unanimously agreed the VAT 126 Reclaim of £231.66.

(iv) YEAR END ACCOUNTS: to AGREE the Year End Accounts

The Council unanimously agreed the Year End Accounts 2026.

(v) GENERAL FUND: to ALLOCATE the General Fund 31.03.2026

The General Fund at the year end was £10,812.41; the Council unanimously agreed to allocate the General Fund to Reserve accounts as follows:

Bus Stop Island Resurfacing	£1,275.00
Allotments	£916.40
Play Areas	£2,000.00
General	£6,621.01

(vi) AGAR: to AGREE Sections 1 and 2 of the Annual Governance & Accountability Return 2025/26

The Council unanimously agreed Section 1 of the AGAR 2025/26.

The Council unanimously agreed Section 2 of the AGAR 2025/26.

(vii) INTERNAL AUDIT: to RECEIVE the Internal Audit Report and Findings 2026

The Internal Audit Report 2025/26 had been received and circulated to the Council prior to the meeting; the Council unanimously agreed to receive the Report.

No matters had been found or raised by the internal auditor.

Councillors thanked the Clerk for her excellent work on this which was also highlighted by the Internal Auditor in his report.

(viii) INVESTMENT STRATEGY & POLICY: to ADOPT the Annual Review of the Investment Strategy and Policy 2026

The Council unanimously agreed to adopt the Investment Strategy 2026 and Investment Policy 2026, as circulated to the Council prior to the meeting.

(ix) VARIABLE DIRECT DEBITS & BACS PAYMENTS: to AGREE continued payments by variable direct debits and BACS payments

In accordance with Copdock and Washbrook Parish Council Financial Regulation 7.10, the Council unanimously agreed to continue to make payments by variable direct debits to –

Babergh District Council
HMRC
HP Instant Ink
Information Commissioner's Office (ICO)
Lebara Mobile
Lloyds Bank Corporate Card
Suffolk County Council.

In accordance with Copdock and Washbrook Parish Council Financial Regulation 7.9, the Council unanimously agreed to continue to make payments by BACS.

3088/2627 ROLES AND RESPONSIBILITIES: to AGREE Councillor Roles and Responsibilities

The Council agreed to an informal approach to Councillor Roles and Responsibilities, agreeing to work together on all Council matters but with Councillors taking the lead on the following –

Speed and Police Liaison	Cllr Tyrrell
Environment	Cllr Moon
IT	Cllr Green
Primary School Liaison and Highways	Cllr Noble

3089/2627 To CONFIRM the Continuing Appointment of the Clerk to the Council as the Responsible Financial Officer

The Council confirmed the appointment of Mrs S Frankis, Clerk to the Council, as the Responsible Financial Officer.

3090/2627 CLERK'S REPORT: to RECEIVE the Parish Clerk's Report

No report was received.

3091/2627 PLANNING APPLICATIONS AND DECISIONS

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

(i) **DC/26/01375**

Proposal: *Application under S73 of the Town and Country Planning Act 1990 – variation of Condition 2 (approved Plans and Documents); and Removal of Condition 7 (Land Contamination Method Statement) of planning permission DC/25/02948 dated: 18/11/2025 – conversion and extension of 2no. former agricultural barns to create 1no. self-build dwelling and associated change of use of land, along with landscaping and access amendments.*

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

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

(ii) Planning applications determined:

DC/26/00095	granted
DC/25/05166	granted
DC/25/01044	granted

3092/2627

BMSDC JOINT LOCAL PLAN (JLP)

Cllr Ward advised he had attended a meeting of the 3 Valley Parish Council Alliance at which Robert Hobbs, Lead Strategic Planning Officer, Babergh District Council (BDC) had been present.

Summarising Cllr Ward advised that –

- There will be varying 'scoping consultation' and 'early engagement' across the remainder of 2026 by BDC.
- The next key date will be January 2027 when BDC will publish their first iteration of spatial distribution and site allocations for consultation.
- The remainder of 2027 will be devoted to consultation, adaptation, discussions with the Government Inspector before a final plan is submitted for consultation during 2028.
- Over 1,100 sites have been submitted across the district; a disproportionate number of which are in the Ipswich fringe area. There can be little doubt that BDC will look to maximise site allocations along the A12/A14 corridors irrespective of any concerns regarding supporting infrastructure.
- Given how many sites have been put forward in Copdock and Washbrook, it is possible that BDC will try to ignore the legally adopted Copdock and Washbrook Neighbourhood Plan because "it is not in general conformity" with the proposed broader Local Plan. The Parish Council will continue to lobby BDC to respect local democracy and the wishes of local people, as Neighbourhood Plans were introduced to do.

The Parish Council further agreed that in light of the JLP timescales, there would be no value in amending the legally adopted Copdock and Washbrook Neighbourhood Plan as it would take far too long and cost too much money for no material benefit.

3093/2627 BROCKLEY WOOD UPDATE

Cllr Ward advised there have been no further reports of HGV violations. He continues to push Suffolk Highways to install the road signage for quarry traffic at the junction 32b roundabout; although some work has been completed, the installation of the final HGV signage remains outstanding. Suffolk Highways still have the verges and roundabout island to clear of overgrown vegetation. Cllr Ward continues to chase for an update on the TRO for a weight restriction northbound on Swan Hill.

3094/2627 COMMUNITY SPEED MANAGEMENT: 20'S PLENTY

The progress of the TRO has been stalled by the local elections; the matter has been diarised to chase after 7th May 2026.

Cllr Tyrrell advised she had downloaded and analysed the data from both S.I.D. devices for the period 27th April 2025 to 15th April 2026. The findings are as follows –

Chapel Lane, S.I.D.

Inbound (from OLR):	95.45% were driving up to 30mph	701,169 vehicles
	3.96% were driving 31-35mph	29,087 vehicles
	0.48% were driving 36-40mph	3,558 vehicles
	0.08% were driving 41-45mph	605 vehicles
	0.02% were driving 46-65mph	143 vehicles

Outbound (from Swan Hill):	94.62% were driving up to 30mph	754,697 vehicles
	4.75% were driving 31-35mph	37,863 vehicles
	0.54% were driving 36-40mph	4,325 vehicles
	0.08% were driving 41-45mph	599 vehicles
	0.02% were driving 46-65mph	163 vehicles

The Street, S.I.D.

Inbound (from Swan Hill):	98.95% were driving up to 30mph	91,972 vehicles
	0.97% were driving 31-35mph	897 vehicles
	0.08% were driving 36-40mph	72 vehicles
	0.01% were driving 41-45mph	8 vehicles
	0.00% were driving 46-65mph	0 vehicles

Outbound (from the school):	98.87% were driving up to 30mph	97,478 vehicles
	1.01% were driving 31-35mph	2,008 vehicles
	0.10% were driving 36-40mph	197 vehicles
	0.02% were driving 41-45mph	38 vehicles
	0.01% were driving 46-65mph	14 vehicles

3095/2627 'BUS STOP ISLAND' PARKING RESTRICTIONS

Having agreed to write informal letters to those residents who park around the bus stop island, at the last meeting, one household has changed their parking habits which is a great improvement to the safety situation.

The Council agreed to take no further action at this time, as to do so would be extremely costly to the parish.

3096/2627 COPDOCK AND WASHBROOK PRIMARY SCHOOL LIAISON

There were no updates to report.

3097/2627 JUBILEE MEADOW: The Brook (dredging of)

Cllr Ward advised he continues to press Suffolk County Council Farms for their revised quote for a) tree removal from the water course and b) reinstatement of the bank.

3098/2627 CHURCH LANE: Flooding Issues

Cllr Ward advised there was little progress to report. He advised that Suffolk Highways remain unwilling to do anything other than waive the cost of the Minor Works licence fee (£1,050) if the nearby homeowner agrees to pay for all of the drainage works required (estimate £10 - £25k). Unless the new Council administration pressures Suffolk Highways to amend the position, there is little more the Parish Council can do. Cllr Ward agreed to discuss the matter with Cllr Hudson should he be re-elected.

3099/2627 ACTIVE TRAVEL SCHEME

We continue to await the next iteration of the project. Active Travel has suggested that two designs are being prepared – a minimalist and maximalist version. Once a final stage has been settled upon, another public consultation will be likely. The process is presently being caught up in the Local Government Reorganisation ‘mayhem’, and what view any new administration will take post the 8th May 2026 local elections is unclear. It is important to note however that the funding for Active Travel schemes is coming directly from central government rather than within County Council budgets.

3100/2627 OLD LONDON ROAD DANGEROUS DRIVING INCIDENTS

Cllr Ward advised Suffolk Highways has conceded that the signage at the Elm Lane and Church Lane, Old London Road junctions is inadequate. We’re awaiting their suggestion for amended signage for the staggered junction, making it clear that traffic is joining a dual carriageway.

3101/2627 PLAY AREA MAINTENANCE PLAN(S): to AGREE a maintenance plan for the play areas at the Village Hall and Fen View

The Council was asked to consider the introduction of an ongoing annual maintenance program versus addressing matters as they arise from the annual play inspection reports.

ACTION: The Clerk is to chase Playquip for their maintenance program quote.

3102/2627 MILL LANE PLAY AREA IMPROVEMENTS

Cllr Ward advised that:

- Four suppliers have visited the site (Sovereign Play, Wicksteed, Kompan and Playquip). Wicksteed undertook the refurbishment of the play area at Sproughton whilst Kompan have done two play areas at Capel St. Mary, Bramford, Chantry and Christchurch Park. The Parish Council has previously engaged Playquip to refurbish the Fen View play area; Sovereign Play have no real examples locally.
- The first iteration designs received so far had been shared with the Council prior to the meeting.
- Babergh District Council infrastructure team has advised taking the District CIL bid to cabinet in September 2026 and so the application would need to be submitted early July 2026.
- The Primary School has been primed to establish a consultation and feedback process with the pupils, parents and pre-school. Cllr Ward is to meet with the deputy-head next Monday, to agree how best to engage with the school, pupils and parents.
- Cllr Ward has had discussions with Will Moser and Matt Green about supporting environmental works to the site in the form of pollarding trees and installing a new fence.
- The emerging timeline suggests –
MAY - gathering of designs
JUNE - consultation / feedback / identification of preferred supplier and design

JULY - submission of District CIL bid
AUG - refinement of design, bid etc
SEPT - BDC cabinet consideration
AUTUMN - tree and fence work
MARCH 2027 - equipment installation and opening.

If funding approval cannot be got until September 2026, the Council agreed there would be no real value in installing the new equipment in the Autumn, for it not to be used to its full potential. The Council agreed to get the whole site improved and ready for installation in the Spring.

3103/2627 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 June 2026 at 7pm at the Village Hall, Copdock.

3104/2627 MATTERS RAISED BY MEMBERS, INCLUDING ITEMS FOR THE NEXT AGENDA
Cllr Noble referred to a recent Facebook post which questioned how children who don't attend the village primary school will be able to put forward their ideas for the new play area scheme. Cllrs reiterated their intention to involve as wide a cross section of the community as possible and will strive to achieve doing so.

The meeting closed at 21.20.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

3084/2627 PUBLIC FORUM

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

ACTION: Cllr Ward is to query the percentage of CIL due to the Parish Council with Babergh District Council.

3101/2627 PLAY AREA MAINTENANCE PLAN(S): to AGREE a maintenance plan for the play areas at the Village Hall and Fen View

ACTION: The Clerk is to chase Playquip for their maintenance program quote.

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

Email: clerk@copdockandwashbrook.org

Website: www.copdockandwashbrook.org