

# Coddenham

## Parish Council



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### CODDENHAM PARISH COUNCIL MEETING

#### Minutes

#### Tuesday 27<sup>th</sup> June 2017

Prior to opening the meeting the Chairman announced that he intended to bring forward items 8, 9 and 10 to be considered immediately following the adjournment, item 3.

1. To **RECEIVE** and **APPROVE** apologies for absence. **Apologies** for absence were **RECEIVED** and **APPROVED** from Cllr Lock and Cllr Fawdry.
2. To **RECEIVE** delegated decisions on Requests for Dispensation on Declarations of Interest. None received.
3. To **CONSIDER** an Adjournment to allow residents of the parish to speak on current agenda items and to **RECEIVE** reports from Cllr Hicks and Cllr Passmore.  
The Chairman noted a question from a parishioner regarding the proposed gyratory scheme and the imminent long term closure of the B1078, then invited Cllr Hicks to address Council on the proposed gyratory system. Cllr Hicks described the proposal and detailed the planned gyratory route and proposed 'No Entry' restrictions at either end. He explained that there would be a period of consultation and that the final decision as to whether to implement the trial scheme would be taken by the village. He expected the consultation to include a display of the scheme, situated in the village hall, with village residents having an opportunity to ask questions prior to any decisions. The Chairman reconvened the meeting.
4. Item 8 - To **RECEIVE** a Report on Proposed Gyratory Scheme. Following Cllr Hicks' report, Councillors asked for clarification on the impact the scheme would have on Coddenham residents, bus routes and local businesses. Cllr Hicks emphasised the temporary nature of the experiment and that it could be stopped at any time, but that there would be no exemptions from the regulation to divert traffic. Cllr Soanes was concerned that a six month trial would have irreversible detrimental effects on the local economy. Cllr Hardy commented that the temporary removal of a local bus service could mean that it was not reinstated at a later date. Cllr Burgess raised the importance of the bus service for children travelling to and from school. Referring to the impact on local residents, Cllr Peacock explained that reversing the direction of the one-way scheme could result in higher traffic volume through the High Street. He commended the proposal for a pop-up consultation display in the hall. In response to a question from Cllr Darell-Brown, Cllr Hick said that traffic lights would be too expensive. Cllr Fowler asked for clarification of the Council's role at this point and was advised that the Council was asked to consider whether the scheme should go forward with the Consultation. Cllr Burton commented that Council would like to see the content of the consultation document. Cllr Peacock suggested that the document should include all of the issues raised by Council. Cllr Hicks felt that it should be a simple statement of the proposal and that a list of the relevant issues could then be attached. The Chairman proposed that Council agree to a consultation by letter with a display of the scheme in the Community Hall. **AGREED.** Cllr Hicks commented that the consultation would take place in late Autumn.
5. Item 9 - To **RECEIVE** a report on provision of Traffic Speed Signs. The Clerk reported on the regulations pertaining to the deployment of Speed Signs, whereby the Parish Council must complete a survey and submit an application form for each proposed site to the County Council's contractors, who will determine whether a site is suitable. The regulations require each site to

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have a minimum distance of between 80m and 100m clear sight line, wholly within 30 mph limit, and to meet various criteria on health and safety. Support must be obtained from residents adjacent to the site. Following discussion on the 30mph zones and the required distance limits, Cllr Hicks suggested that two councillors visit various sites around the village to determine whether deployment is viable. Cllr West proposed that Council accept the suggestion. Cllrs Hardy and Keeble volunteered to undertake the survey. **AGREED.**

6. Item 10 - To **RECEIVE** a report on the Speed-Watch group. Cllr Keeble reported that the parish speed gun is working but would require calibration, which would cost approximately £100. The training and subsequent deployment of the Speed Watch Group would be subject to similar regulations as those mentioned above so may not be viable where council would wish it to be used. Following discussion the Chairman suggested that the viability of using the speed gun be considered alongside the survey of sites for the Speed Indicator Devices. Cllr Hicks agreed to check the speed restrictions, distance requirements and any legal issues affecting the use of the speed gun or SIDs in the parish. Cllr West asked whether Cllr Hicks could expedite the scheduled roadworks to minimise the closure of the high street. Cllr Hicks felt that staff in the village shop had established excellent working connections with those best placed to affect the pace of the work.

Cllr Hicks then left the meeting.

7. Item 4 - To **APPROVE** the Minutes of the Parish Council Annual Meeting and the subsequent Parish Council meeting held on 25<sup>th</sup> May 2017. The Minutes of the Parish Council Annual Meeting were **Approved**. Subject to the amendment of item 15 to include a request from Cllr Hardy for an agenda item on the timing and duration of Council meetings, the minutes of the Parish Council meeting were **Approved**.
8. Item 5 - To **CONSIDER** Matters Arising from previous minutes of the Parish Council Meetings. None raised.
9. Item 6 - To **RECEIVE** a report on the Boundary Commission consultation. Council considered that, as the consultation was focused on the structure of the District Authority, the Parish Council had no suggestions or comments.
10. Item 7 - To **RECEIVE** a Report on renovating the border edge around the Three Cocked Hat. Following discussion the Council resolved to take no action at this time.
11. To **APPROVE** the Minutes of the Planning Committee held on the 17<sup>th</sup> June 2017 and to **CONSIDER** Planning Applications and to **NOTE** Planning Decisions, including those received after publication of this agenda. **Approved**. No applications have been received since the last meeting.
12. To **RECEIVE** the Clerk's report. The Clerk requested direction on the format of the Councillors' Training Programme. Cllr Fowler advised that he had arranged his own training course and would not need to be included in the programme. Cllr West proposed that the training programme be deferred until after Cllr Fowler had completed his course, when he could share his experience with Council. **Agreed**. The Clerk was asked to coordinate a suitable date and time for Cllr Fowler's presentation.
- the Clerk reported that a replacement for the damaged drainage channel at the entrance to the car park is on order and that a builder has been asked to quote for the work. Chairman proposed that Council delegate authority to the Clerk for expenditure of up to £300 for this repair. **Agreed**. Cllr Burton outlined the recurring problem with the underfloor heating and proposed that Council delegate authority to the Chair and Clerk to deal with the matter. Cllr Fowler considered

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that the matter was not urgent and proposed that the clerk should obtain three quotes for repairs. **Agreed.**

The recent failure of the extraction fan in the kitchen has been resolved. Cllr Soanes proposed that council send a letter of thanks to the local engineer who had obtained the required replacement equipment at cost and fitted it without charge. **Agreed.**

**Circular Floor Cleaner.** At the last meeting of the Community and Sports Hall Committee a request was received to consider donating the circular floor cleaner to St Marys Church, which was referred to Parish Council. Cllr Soanes advised that the equipment had originally been donated to the Council but could not be used on the hall floor and has been on loan to the church for some time. **Agreed.**

13. To **RECEIVE** the RFO's report and **UNDERTAKE** the Independent Bank Reconciliation for the current period.

The Clerk reported the recommendation from the Finance Working Group that the current practice of reporting the accounts to every Council meeting be revised to a quarterly report, following a full examination of the cash book and bank statements by the Finance Working Group. **Agreed.**

The Finance Working Group recommend that each of the direct debits on all bank accounts be approved by Council. **Approved.**

The Finance Working Group recommend that the Council's Financial Regulations be adopted for the current financial year with the following amendment, **in blue**, to paragraph 4.1:

*Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*

- *the council for all items over £5,000;*
- *a duly delegated committee of the council for items over £500; or*
- *the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.*

**In circumstances arising from an emergency involving matters of public safety or the requirement for immediate and necessary repairs to the Community Hall infrastructure in order to maintain business viability, this authority may be determined by:**

- **the Clerk in conjunction with two Elected Councillors, including either the Chairman of Council or the Vice Chairman of Council, for any item below £1,500.**

**Agreed**

The Finance Working Group recommend that the Council's Standing Orders be adopted for the current financial year without amendment. Following discussion the document was **Referred** to the Policy Review Working Group for a full review.

The Finance Working Group considered a revised accounts structure and recommend to Council the adoption of the proposed Cost Centres and Codes. **Agreed**

The Finance Working Group reviewed the current budget for all staff salaries and noted the adjustments to pay scales which were implemented from the 1st April 2017, as required by existing contractual agreements. The Finance Working Group recommend that Council increase the salary budget from £11968 to £14256 by virement of the balance from the general reserves. Following discussion, the matter was **Referred** to the Human Resources Group for a full review.

The Clerk presented the Financial Reports and Bank Reconciliation papers for the period since

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the last meeting. Cllr Soanes checked the reconciliation of accounts against the bank statements and **RATIFIED** them as a correct record.

### **Unity Bank Accounts Balances as at June 19<sup>th</sup> 2017:**

Main Reserve Account	£251.32
Main Current Account	£43,546.30
SH Contingency	£8,644.35
SH Current Account	£2680.29
<b>Total Financial Assets</b>	<b>£55,122.26</b>

14. To **CONSIDER** any Correspondence received before the meeting. The Clerk reported that Suffolk County Council will cease to issue notices for road closures, etc., and refers clerks and councillors to the website [www.roadworks.org](http://www.roadworks.org) to see check on any local projects. Councillors were concerned that the website would only report current issues with no advanced warning. The Clerk was asked to check on the level and timing of notifications.
15. To **RECEIVE** questions from Councillors and agenda items for the next meeting. The Chairman reported that a recent breach of confidentiality had occurred and gave a clear direction to all councillors regarding their duty to follow the Council's code of practice when dealing with sensitive council business.
- Cllr Fowler suggested that a working group be established to consider how Councillors could take responsibility for some of the practical work currently undertaken by the Clerk.
- Cllr Darell-Brown reiterated Cllr Hardy's request for a discussion on the timing and duration of Council meetings.
- Cllr West suggested that Council considers options to promote the use of the tunnel under the A14 to Barham and Needham Market.
16. To **CONFIRM** the date of the next meeting of the Parish Council. **Thursday 27<sup>th</sup> July 2017**  
The Chairman closed the meeting at 9.30pm.