



CODDENHAM PARISH COUNCIL MEETING

Minutes

Tuesday 19 February 2019

In Attendance: Cllr D. Burton, (Chair), Cllr. A. Fowler, Cllr. C. Hardy, Cllr. J. Keeble, Cllr. M. Lock, Cllr. J. Peacock, Cllr. J. Soanes, Mr Whitehouse, (Clerk) and 1 parishioner.

1. To **RECEIVE** apologies for absence.

Apologies were received and approved from Cllr. Burgess, Cllr. A. Darell-Brown, Cllr. J. Fawdry, Cllr. M. West.

2. To **RECEIVE** any Declarations of Interest or Delegated Dispensation decisions or to **APPROVE** such dispensation requests as needed.

None received or requested

3. To **CONSIDER** comments from Residents of the Parish on current agenda items

Mr McPherson asked that a letter sent by email to members of the Parish Council be read into the minutes and asked that Council clarify the number and status of the prospective Trustees named in item 11 of the minutes of the Council meeting on the 24th January.

4. To **RECEIVE** reports from Cllr Hicks and/or Cllr Passmore

Cllr Hick added a verbal commentary to the items on his previously circulated report and answered a number of questions from Councillors. He commented that the Highways Department had secured additional funding for road repairs which must be spent during the current financial year and that this would be focussed on flooding areas. The Chair brought the section of the B1078 west of Lime Kilns to his attention as all of the gullies have been blocked for some years. The Chair also raised the matter of the consultation on School Transport and asked for an update. Cllr Hick reported that a meeting had taken place with representatives from the village and officers at the County which he believed had been very positive. Cllr Soanes suggested that the Village Representatives could be asked to give some feedback to the next meeting. Cllr Keeble thanked Cllr Hicks for his efforts in facilitating the work to the flooding area at Spring Lane but he felt that the situation was unresolved. Cllr Hicks asked that he be advised by email when the next flooding occurred. Cllr Hicks asked that the Council consider feedback to the Sizewell consultation and was advised that this matter was on the agenda for this meeting.

5. To **RECEIVE and CONFIRM** the Minutes of the Parish Council Meeting held on 17th January 2019

Cllr Fowler commented that he had written to the Clerk with a number of suggested amendments under item 8, the Clerks Report. Following discussion Council agreed that the word 'accepted' in the last sentence under Item 8 be amended to 'noted'. Subject to this amendment, the Minutes were Confirmed.

6. To **RECEIVE and CONFIRM** the Minutes of the Parish Council Meeting held on 24th January 2019.

Cllr Soanes asked why a fifth name mentioned in the minutes as a prospective Trustee was separated from the other four. Cllr Peacock, (minute taker for that meeting), advised that the fifth name had been suggested after the working group had met with the other four and that the working group had not yet considered the nominee's background experience. Cllr Hardy felt that all parishioners should be asked to consider applying to be trustees. Cllr Peacock commented that it was not a matter for the Council as the initial Trustees will consider future appointments as necessary. The minutes were Confirmed.

7. To **CONSIDER** Matters Arising from previous minutes of the Parish Council Meetings

- a. Cllr Hardy introduced his report on the reply to his questions to the Sizewell Consultation. During discussion the issue of the safety of cyclists crossing the A140 when exiting the B1078 was raised. Cllr Hardy noted that this was already hazardous and that the increase in traffic as a result of the Sizewell construction would only make this more dangerous. Cllr Burton commented that the plan to change the current 'Give Way' sign to a 'Stop' sign was contrary to the original decision that the junction did not meet the criteria for a 'Stop' sign. Further to discussion the Chair requested that Cllrs Hardy and Peacock draft a detailed response to the consultation on behalf of the Parish Council.
- b. Cllr Hardy introduced the Speed Indicator Device Report deferred from the meeting of the 17th January, noting that the introduction of the device seemed to have had a significant effect on reducing the speed of the majority of traffic below the previous 30mph limit. Cllr Lock asked whether any measurements were taken whilst the display was switched off. The Clerk advised that this had not happened but that the current figures recorded traffic in both direction, so much of the data referred to traffic which would not be responding to the visual reminder of their speed. Cllr Hardy reminded Council that a second application to site the SID at the top of High Street near the Barns had been submitted. The Report was Received.

8. To **RECEIVE** the Clerk's report

The Council's 2019/20 Precept demand was signed by the Chair and two other Councillors. Cllr Fowler advised that he had not received the nomination forms as per the Clerks report. The Clerk advised that he would forward a copy to all councillors and that there was a link on the Parish Website where it could be downloaded from Mid Suffolk's Electoral Services. Cllr Peacock asked when the Clerk had submitted the grant application to the Day Foundation to cover the cost of the Public Works Loans Board payments. The Clerk advised that he would check on this and respond to the Cllr Peacock. Cllr Peacock asked whether the Clerk had received a response from the Planning Authority on the request to issue a section 215 notice for the Duke's Head. The Clerk advised that he had received a confirmation of receipt and that case would be allocated to a planning officer. With reference to the cost of hiring the kitchen at the Community Hall, Cllr Peacock asked why the Council's table of charges on the Council website had not changed since April 2017. The Clerk advised that the Community Hall Committee had resolved to set the charges for the current year without change and that a report on the commercial hire of the Kitchen was being prepared for the next Committee Meeting in March. Cllr Peacock asked why the clerk was not complying with the five day notice for Council Meetings. The Clerk advised that pressure of work sometimes precluded this. Cllr Hardy and Cllr Soanes agreed to draft an article for the Parish Newsletter regarding the recruitment of a volunteer to look after the Info Box. The Report was Received.

9. To **RECEIVE** the RFO's report

The Clerk advised that the list of transactions for January was available for inspection, along with both sets of receipts and payments. Cllr Fowler stated that he could find no reference to a decision of Council to delegate the responsibility for monitoring financial transactions to the Finance and Budget Working Group. The Clerk advised that there was no delegation of authority to a working group but that Council had resolved to receive a quarterly report based on a FBWG meeting, immediately following each quarter, giving detailed consideration to the quarters accounts and that the FBWG meetings had been scheduled to comply with this arrangement. Cllr Fowler commented that the Council was not following the procedures required by the model financial regulation. The Clerk repeated his previous advice to Council that the model Standing Orders and Financial Regulation did not reflect the Council's practices in all areas and that the Policy Review Working Group had been formed some two years previously to deal with these matters but had not yet arranged to review the documents. The Report was Received.

10. To **RECEIVE** the Minutes of the Churchyard Management Group meeting held on 4th February 2019

Cllr Hardy advised that the CMG were very pleased with the work of the grounds maintenance contractors in the churchyard and they would wish to retain these services should the Council decide to transfer the Community Hall to a charity. The Chair advised that the contract was with the Parish Council and that it should be possible to continue as per current arrangements. The Minutes were Received.

11. To **RECEIVE** a report on the Management of the Community and Sports Centre and to **CONSIDER** a proposal to purchase a Charity Application Module.

Council considered the notes of the meeting between Cllr Fawdry, Cllr Peacock and Cllr Fowler and **AGREED** to purchase a copy of the CIO model application form from Community Action Suffolk. During discussion Cllr Peacock reported that he had been advised that there was an eight month backlog of applications to the Charity Commissioners for the creation of Charitable Incorporated Organisations, but that this may be foreshortened for application to establish a new charity rather than the conversion of an existing charity. Cllr Soanes asked for assurances that the current staff would be protected in any future transfer. The Chair advised that any new employer would be required to employ the current staff under their existing terms and conditions. Cllr Peacock advised that he had had informal conversations with a local firm of Solicitors who were prepared to act for the new trustees. He emphasised that he was not acting as a representative of the Council in these conversations. Cllr Burton advised that there should be no conflict of interest if the same firm acts for both parties. Cllr Lock advised that the prospective Trustees were meeting on Monday 25th February and asked whether the Council's Working Group should attend that meeting. The Chair advised that the Group should attend the meeting to report back to Council on the parameters which the Prospective Trustees would wish the Council to address, along the lines of the points raised in the report. The Report was Received.

12. To **RECEIVE** a report from the Play Area Working Party regarding repairs to the play equipment and to **CONSIDER** two proposals for repairing and refurbishment of the Play Equipment.

Council commended Cllr Soanes for a comprehensive report and considered the funding arrangements for the various works. Following discussion Cllr Fowler proposed an amendment to the two substantive motions, replacing them with a proposal to allocate £1200 to the Playgroup Working Party to address all matters contained in the Report. The amended proposal was accepted by Cllr Soanes, seconded by Cllr Peacock and **AGREED** unanimously. The Report was Received.

13. To **CONSIDER** a proposal to purchase a marquee and accessory items for future village fetes and events.

Cllr Lock introduced his report, referring to the benefits of the Council owning a marquee which would be available for all future summer fetes and other events and could be hired out if required. Council considered the need for storage space, following which Cllr Lock moved and Cllr Soanes seconded the proposal which was **AGREED** unanimously.

14. To **RECEIVE** a verbal report from the HR Working Group on Staff Appraisals and Work Records.

Cllr Burton read a note from Cllr Burgess in her absence, advising Council that Staff Appraisals had been completed for all staff and that this year's appraisals were scheduled for June, July and October. The draft Time reporting sheets had been circulated. Cllr Peacock commented that these were totally inadequate for purpose and that other were available online which would be preferable. Cllr Fowler felt that the duties of the Cleaner should not require time recording. Cllr Burton requested that any suggestions for alternative recording sheets should be referred to the HR Working Group for consideration. The Report was Deferred.

15. To **CONSIDER** Planning Applications and to **NOTE** Planning Decisions, including those received after publication of this agenda

No applications have been received and Council Noted the decision to Grant Planning Permission for application DC/18/05538

16. To **RECEIVE** questions from Councillors and agenda items for the next meeting.

At Cllr Burton's request Council **AGREED** that the meeting scheduled for April 16th be moved to April 18th. Cllr Lock asked that the Council revisit the question of audio recording the Council Meetings

17. To **CONFIRM** the date of the next meeting of the Parish Council.

Thursday 21st March 2019

The Chairman Closed the meeting at 9:35pm