##

## CODDENHAM PARISH COUNCIL MEETING

## Minutes of the meeting held on 17 November 2020 at 7.32pm

**Present**: Cllr Fowler(Chair), Cllr Fawdry, Cllr Groom, Cllr Peecock, Cllr Scoresby (Vice-chair)

**In attendance:** Mrs Frankis, Clerk to the Parish of Coddenham

County Cllr Hicks

 District Cllr Whitehead

 Two members of the public

The meeting was held remotely in accordance with the “Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the 2020 Regulations)”, and the “Health Protection (Coronavirus Restrictions) (No2) (England) (Amendment) (No4) Regulations 2020”.

The meeting was chaired by Cllr Fowler. Cllr Fowler experienced intermittent loss of wi-fi connection during the meeting at which points the meeting was chaired by Cllr Scoresby.

**97** To **RECEIVE** Apologies for Absence

 No apologies were received.

**98** To **RECEIVE** any Declarations of Interest or Delegated Dispensation Decisions or to **APPROVE** Such Dispensation Requests as Needed

None were received.

**99** To **RECEIVE** Comments from Residents of the Parish on Current Agenda Items

Mr McPherson expressed thanks and appreciation, on behalf of the CIO trustees, to the Parish Council for working with the CIO to agree their funding request for 2021/22, as submitted to the Council.

**100** To **RECEIVE** Reports from the County and District Councillors

Reports for October and November 2020 had been received from County Councillor Hicks and circulated to the Council, prior to the meeting.

The November 2020 report had been received from the District Councillors and circulated to the Council, prior to the meeting.

Cllr Fowler referred to the planning enforcement notice recently served on land at Pipps Ford and urged Councillors to monitor the area.

**101** To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 17 September 2020

The minutes of the meeting, having been circulated to the Council prior to the meeting, were confirmed and will be signed as a true and accurate record of the meeting.

**102** To **CONSIDER** any Matters Arising from the Minutes of the Parish Council Meeting held on 17 September 2020

Reference to minute number 20/21 76: the Clerk advised the submission had been made to the Planning Inspectorate, with regards to Sizewell C traffic issues. A letter had been received today advising that NNB Generation Company (SZC) Limited (the Applicant) had submitted an application for a Development Consent Order for the Sizewell C Project to the Planning Inspectorate. The Applicant has identified potential opportunities to deliver improvements to the Project and to reduce impacts as a result of continued stakeholder engagement and is carrying out a consultation on proposed changes. A consultation document including preliminary environmental information has been prepared; the consultation runs from 18 November to 18 December 2020.

Cllr Peecock advised that he had made representations with regards to the 20mph speed limit but no actions had been taken to date.

Cllr Fowler advised that the new Parish Council noticeboard has been erected. The Council recorded their thanks to Mr Alan West and Cllr Groom for their voluntary labour and completing the project.

**103** To **CONSIDER and AGREE** Councillor Representative to the Coddenham Covid-19 Response Group

 The Council noted the change of name of the Group, now known as the Coddenham Community Response Group, and acknowledged receipt of the minutes of their last meeting. From the minutes, the Council noted the Group is retaining a right to veto new members. The Council agreed it would be worthwhile to receive the Terms of Reference and Governance Statement of the Group. Following the resignation of Ms I Burgess and going forward, the Council agreed to indicate it would like to put forward a representative to the Group but are not able to do so at this time due to low councillor numbers.

 **ACTION: The Clerk is to relay the update to the Coddenham Community Response Group.**

**104** To **RECEIVE** an Update from the CPC CIO Management Group Representative

Cllr Peecock advised there were no updates to report, as no meetings have been held. Mr A MacPherson advised that a bulletin update had been issued in the absence of a meeting.

**105** FINANCE:

 (i) To **APPROVE** the Schedules of Payments for October and November 2020

The Council unanimously approved the Schedules of Payments for October and November 2020.

(ii) To **AGREE** the bank statements and to **RECEIVE** the Budget and Precept Reports as at 30 September and 31 October 2020

The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports as at 30 September and 31 October 2020 had been circulated to the Council prior to the meeting. The Council agreed that the bank balances of £25,031.49 and £8,017.11 and £17,227.14 and £8,017.11 as reported agreed to the bank statements.

19:53 Cllr Scoresby took the Chair.

Cllr Scoresby advised that the comment in Cell J67 of the Budget and Precept Report needed to be updated.

(iii) To **AGREE** to Transfer £111.76 from the CIL Reserve and £2,200.00 from the Noticeboard Reserve to the General Fund

The Council unanimously agreed to transfer £111.76 from the CIL Reserve and £2,200.00 from the Noticeboard Reserve to the General Fund.

(iv) To **AGREE** VAT Reclaim of £461.89

The Council agreed a VAT reclaim of £461.89.

(v) To **AGREE** the 2021/22 Budget & Precept, including the CIO LGA 1972 s19(3) Request

The Council unanimously agreed to set the 2021/22 budget at £52,650.03, to include a payment of £13,135.00 to the Coddenham Centre CIO, the full amount as requested by the CIO.

The Council agreed to set the precept at the January 2021 meeting.

(vi) To **AGREE** to Write-Off Bad Debts and to **CONSIDER** and **AGREE** to Refund Palmers Plumbing and Heating

The Council unanimously agreed to write off the debts of £15 each owed by Town and Country Properties, Cleaning Made Easy and Britcar for their advertisements published in the Parish Council Spring 2020 Newsletter and to refund £15 to Palmers Plumbing and Heating for the payment they had made.

**ACTION: The Clerk is to arrange a payment of £15 to be made to Palmers Heating and Plumbing.**

19:59 Cllr Fowler re-took the Chair.

The Council agreed to include an agenda item to receive the external auditor report and certificate.

 (vii) To **RECEIVE** the External Auditor Report and Certificate for the Year Ending 2019/20

The Clerk had circulated a copy of the completed Section 3 of the AGAR Part 3 to the Council prior to the meeting and confirmed that the Notice of Conclusion of Audit together with the certified AGAR had been published on the website. No further action is required.

**106** To **RECEIVE** an Update on the MSDC Business Rates Demand and to **AGREE** Actions as Required

Cllr Peecock advised the claim for a re-evaluation of the rateable value of the Coddenham Centre, up to October 2019, was now at the third stage of the ‘check and challenge’ process.

**107** To **RECEIVE** the Clerk’s Report

 A report had been circulated to the Council prior to the meeting.

**108** To **RECEIVE** the Planning Schedule as at 31 October 2020

 **ACTION: The Clerk is to circulate the Planning Schedule as at 31 October 2020 to the Council.**

**109** To **RECEIVE** the Findings of the Review of the System of Internal Controls and to **AGREE** the Councillor to Undertake the Next Review

Cllr Scoresby had undertaken the review; a copy of the report had been circulated to the Council prior to the meeting.

Cllr Groom advised he had spoken to Mr I Jeffries with regards to the Parish Council owned equipment he held; he confirmed he held the wheeled strimmer only and that Mr A Soanes held the brush cutter.

Cllr Groom agreed to undertake the next review.

20:13 County Cllr Hicks joined the meeting.

**110** To **RECEIVE** a Report from County Councillor Hicks

County Cllr Hicks asked the Council to promote the ‘Home But Not Alone’ scheme and the Suffolk Advice and Support Service. He advised that he has funds available in his locality budget and would welcome grant applications from smaller groups in particular; Cllr Scoresby is to publicise these matters on the Parish Council website.

Cllr Scoresby thanked Cllr Hicks for his assistance in resolving the issue with the school buses.

Cllr Fowler expressed concerns regarding traffic issues on the High Street. Cllr Hicks advised that a review of the lorry routes is due to be undertaken in the Spring of 2021.

Cllr Peecock advised the current 20mph speed limit is not being enforced and asked Cllr Hicks to persuade the Police Chief Constable to do so.

**ACTION: As a matter of urgency, the Council agreed to set up a working party to meet with Cllr Hicks and a representative of the Suffolk County Council Highways.**

Cllr Hicks asked Cllr Whitehead to ask for a MSDC Traffic Enforcement Officer to visit Coddenham.

20:26 County Cllr Hicks left the meeting.

**111** To **CONSIDER** and **AGREE** the Publication of the Parish Council Newsletter

 Cllr Scoresby had circulated a draft document to the Council, prior to the meeting. The Council unanimously agreed to accept the quote received from Gipping Press, of £83.00, to print the Parish Council Autumn/Winter 2020 Newsletter.

**112** To **AGREE** Additional Bank Signatory(ies)

 The Council unanimously agreed to add Cllr Scoresby as a bank signatory.

 **ACTION: The Clerk is to arrange for Cllr Scoresby to be a bank signatory.**

**113** To **CONSIDER** and **AGREE** the Mid Suffolk Citizens Advice Bureau Grant Request

 The Council unanimously agreed to award a grant of £50.00 to the Mid Suffolk Citizens Advice Bureau. **ACTION: The Clerk is to arrange for a payment of £50.00 to be made to the Mid Suffolk Citizens Advice Bureau.**

**114** ‘Quiet Lanes Suffolk’ Scheme

The Council agreed not to support this initiative based on the objectives of the promotors to widen the appeal to all tourists to use the facility, thus destroying the objective.

**115** To **RECEIVE** the Churchyard Report, including Church Wall Repairs and to **AGREE** Actions as Required

 Cllr Peecock advised that the grass cutting continues and that he has begun looking at the process by which the Church wall repairs can be undertaken; Cllr Groom agreed to assist with this. Cllr Peecock advised the large Yew tree, near the Church porch, needs reducing.

**116** Local Government Boundary Commission Consultation on Draft Recommendations on Division Boundaries for Suffolk County Council

The Council noted the consultation.

**117** To **AGREE** the Volunteer Role of Mr C Hardy

 Cllr Fowler advised that Mr Hardy has indicated he is willing to continue to oversee Mill Hill and administer the SID. The Council recorded their thanks to Mr Hardy for his continuing volunteer work.

**118** To **AGREE** the Re-Location of an Existing Dog Litter Bin

 The Council agreed that it would be beneficial to install a dog litter bin at Mill Hill but questioned if MSDC would be able to access the site to empty a bin.

 **ACTION: The Clerk is to contact MSDC Waste Management to establish if it would be viable to site a dog litter bin at Mill Hill.**

**119** To **AGREE** Membership of the Parish Council Working Groups

 The Council membership as follows –

 Highways Working Group: Cllr Fowler, Cllr Groom, Cllr Peecock, Cllr Scoresby

 Churchyard Maintenance – Cllr Groom, Cllr Peecock

 Human Resources – Cllr Fawdry, Cllr Peecock

 SALC Representative – Cllr Fowler

**120** To **AGREE** to Undertake the Clerk’s Annual Review

 **ACTION: Cllr Fawdry and Cllr Peecock are to undertake the Clerk’s Annual Review.**

**121** To **AGREE** Support for the River Gipping Trust

 The Council unanimously agreed to support the River Gipping Trust to enable them to apply for grants for the new footpath bridge project.

**121** To **CONFIRM** the Date of the Next Meeting of the Parish Council.

 The next meeting of the Parish Council is to be held virtually on 21 January 2021 at 7.30pm.

**122** Matters Raised by Members, Including Matters for Consideration at the Next Parish Council Meeting

Following tree works, recently undertaken at Three Cocked Hat, works to two further trees have been identified. Cllr Peecock is to meet with TC Trees regarding tree works at Three Cocked Hat and the Yew tree, identified earlier, in the Churchyard.

Cllr Scoresby asked for an agenda item to receive an update from the Parish Council Highways Working Group.

Cllr Scoresby advised that the BMSDC Joint Local Plan final consultation is now open.

Cllr Whitehead advised that the date of the next Coddenham Parish Council meeting clashes with the MSDC full council meeting.

There being no other business, the meeting closed at 21:21.

Chairman:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMARY OF ACTIONS:**

 **103** To **CONSIDER and AGREE** Councillor Representative to the Coddenham Covid-19 Response Group

 **ACTION: The Clerk is to relay the update to the Coddenham Community Response Group.**

 **105** FINANCE:

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**ACTION: The Clerk is to arrange a payment of £15 to be made to Palmers Heating and Plumbing.**

**108** To **RECEIVE** the Planning Schedule as at 31 October 2020

 **ACTION: The Clerk is to circulate the Planning Schedule as at 31 Octo 2020 to the Council.**

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 **ACTION: The Clerk is to arrange for Cllr Scoresby to be a bank signatory.**

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 **ACTION: The Clerk is to arrange for a payment of £50.00 to be made to the Mid Suffolk Citizens Advice Bureau.**

 **118** To **AGREE** the Re-Location of an Existing Dog Litter Bin

 **ACTION: The Clerk is to contact MSDC Waste Management to establish if it would be viable to site a dog litter bin at Mill Hill.**

 **120** To **AGREE** to Undertake the Clerk’s Annual Review

 **ACTION: Cllr Fawdry and Cllr Peecock are to undertake the Clerk’s Annual Review.**