

# Coddenham Parish Council



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To All Parish Councillors

You are hereby summoned to attend the **Parish Council Meeting** to be held on **Thursday, 17 March 2022**, scheduled for 7.30pm, at the **Foyer of The Coddenham Centre**, when the under-mentioned business will be transacted.

*Sue Frankis*

Clerk to the Council and Proper Officer

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Thursday, 17 March 2022

## AGENDA

1. To **ELECT** the Parish Council Chair, including the signing of the Declaration of Acceptance of Office, in accordance with s.14 of the LGA 1972
2. To **ELECT** the Parish Council Vice-Chair
3. To **RECEIVE** apologies for absence
4. To **RECEIVE** any Declarations of Interest or Delegated Dispensation decisions or to **APPROVE** such dispensation requests as needed
5. To **DECLARE** councillor vacancies
6. PUBLIC FORUM:
  - a. To **RECEIVE** comments from residents of the parish on current agenda items
  - b. To **RECEIVE** reports from the County and District Councillors
7. To **RECEIVE and CONFIRM** the Minutes of the Parish Council meeting held on 20 January 2022
8. To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 20 January 2022
9. FINANCE: i) to **APPROVE** the Schedule of Payments for February and March 2022
  - ii) to **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports for January and February 2022
  - iii) To **AGREE** the Neighbourhood CIL Expenditure Report March 2022

- iv) To **AGREE** to vire £41.14 from precept budget heading 'Clerk's Mileage' to precept budget heading 'Software Licences' and to vire £3.38 from precept budget heading 'Clerk's Mileage' to precept budget heading 'Grounds Maintenance'

10. To **AGREE** the Parish Council bank signatories
11. To **CONSIDER** applications received for Co-option as Member to Coddendam Parish Council
12. To **AGREE** Councillor Roles and Responsibilities: SALC Representative  
Churchyard Maintenance  
Broom Hill and Mill Hill  
Website Co-ordinator  
Newsletter Editor
13. To **CONSIDER** Planning Matters, including receipt of the February 2022 Planning Schedule and to **AGREE** a response to Planning Application DC/21/05596
14. To **RECEIVE** the Findings of the Quarterly Review of the Systems of Internal Controls
15. Clerk's Appraisal
16. To **AGREE** to renew the Clerk's SLCC membership
17. To **RECEIVE** the report from the Coddendam Centre
18. To **RECEIVE** an update from the Coddendam Parish Council Highways Working Group and to **AGREE** actions as required
19. To **RECEIVE** the Churchyard Report, including church wall repairs and tree works and to **AGREE** actions as required
20. To **RECEIVE** the St Mary's Closed Churchyard Risk Assessment and to **AGREE** actions as required
21. To **RECEIVE** an update on the MSDC Business Rates Demand and to **AGREE** actions as required
22. BROOM HILL: i) to **AGREE** to accept the quote received for works at Broomhill, Coddendam  
ii) to **CONSIDER** future legal status
23. To **RECEIVE** the Mill Hill Risk Assessment and to **CONSIDER** any Actions
24. The Queen's Platinum Jubilee
25. Coddendam Open Gardens 26 June 2022, including the Parish Council Allotments
26. To **CONSIDER** parishioner request for 'horse rider' warning signs on Lower Road
27. To **CONSIDER** parishioner request for installation of a dog waste bin towards Bickers Hill
28. Parish Footpath Clearance 2022
29. To **AGREE** the Asset Register 2022
30. To **ADOPT** the Risk Assessment and Management (Financial) 1 April 2021 to 31 March 2022
31. To **ADOPT** the Risk Management Strategy March 2022
32. To **ADOPT** the Risk Management Register 2022
33. To **ADOPT** the Internal Control Statement March 2022
34. To **ADOPT** Coddendam Parish Council ' Protocols for Public Participation in Council Meetings'

35. To **AGREE** the Re-appointment of the Internal Auditor
36. The date of the next meeting of the Parish Council, 14 July 2022 and to reconsider the meeting dates for September, November and January 2023
37. Matters raised by members, including matters for consideration at the next Parish Council meeting