

## CODDENHAM PARISH COUNCIL MEETING

Minutes of the Annual Parish Council meeting held on 12 May 2022 at 7.30pm

**Present:** Cllr I Burgess, Cllr R Denning (Vice-Chair), Cllr Gregory, Cllr R Groom, Cllr M Kenning, Cllr N Mills, Cllr J Soanes, Cllr J Stanley-Bell, Cllr I Thompson, Cllr S Wythe

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

The meeting was chaired by Cllr R Denning.

- 328** To **ELECT** the Parish Council Chair  
Cllr J Fawdry was elected as chair to the Council.
- 329** To **ELECT** the Parish Council Vice-Chair  
Cllr R Denning was elected as vice-chair to the Council.
- 330** To **CO-OPT** a New Council Member  
The Council unanimously agreed to co-opt Sarah Gregory as member to Coddenham Parish Council. Cllr Gregory signed a Declaration of Acceptance of Office and joined the meeting.
- 331** To **RECEIVE** Apologies for Absence  
The Council unanimously resolved to receive the apologies from Cllr Fawdry for her absence due to a personal commitment.  
  
Apologies were received from Mr A MacPherson and Mr C Hardy.
- 332** To **RECEIVE** any Declarations of Interest or Delegated Dispensation Decisions or to **APPROVE** Such Dispensation Requests as Needed  
Cllr Soanes declared an interest in the agenda item to agree the hourly pay rate of the footpath assistant.
- 333** PUBLIC FORUM  
  
(i) to RECEIVE Comments from Residents of the Parish on Current Agenda Items  
No comments were received.  
  
(ii) to RECEIVE Reports from the County and District Councillors  
Reports had been received and circulated to the Council prior to the meeting. The reports are published on the Parish Council website.  
Cllr Mills asked the Council to consider projects that it could undertake by applying for a grant from the District Cllrs Locality Budget.
- 334** To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 17 March 2022  
The minutes of the meeting, having been circulated to the Council prior to the meeting, were confirmed and signed as a true and accurate record of the meeting.

**335** To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 17 March 2022

There were no matters to consider.

**336** To CONSIDER Parishioner Request for 'Horse Rider' Warning Signs on Lower Road

The Clerk advised the Council continues to await a response from Suffolk County Council.

**337** To CONSIDER Parishioner Request for Installation of a Dog Waste Bin Towards Bickers Hill

Cllr Mills advised the parishioner had since reflected on the request and wished to withdraw it.

**338** To CONSIDER any Matters Arising from the Annual Parish Meeting

A request had been received for a second defibrillator to be installed within the parish.

**ACTION: Cllr Soanes and Cllr Wythe are to investigate suitable sites and costings for a second defibrillator.**

**339** 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.

**340** FINANCE:

(i) to APPROVE the Schedule of Payments for April and May 2022

The Council unanimously approved the April schedule of payments for £6,885.87 net of VAT and the May schedule of payments for £805.76 net of VAT.

(ii) to AGREE the Bank Statement Balances and to RECEIVE the Budget and Precept Reports for March and April 2022

The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports for March and April 2022 had been circulated to the Council prior to the meeting. Cllr Mills confirmed the bank balances of £30,774.23 and £8,021.95 and £45,503.84 and £8,021.95 as reported, agreed to the bank statements.

(iii) to AGREE VAT Reclaim of £420.70

The Council unanimously agreed the VAT reclaim of £420.70.

(iv) to AGREE the Year End Accounts, including the Asset Register March 2022

A copy of the Year End Accounts had been circulated to the Council prior to the meeting. The Council unanimously agreed the Year End Accounts as at 31 March 2022.

The Council unanimously agreed the Asset Register should not include the Komatsu Strimmer, as it no longer works, and the Hedge Trimmer which was stolen from Mr Jeffrey. The Council unanimously agreed to add a note regarding the ownership of Broom Hill and the storage site of the information notices for Broom Hill and Mill Hill to the Register.

**ACTION: The Clerk is to publish the year end accounts on the Parish Council website.**

**ACTION: The Clerk is to update the Asset Register.**

(v) to ALLOCATE the General Fund 31 March 2022

The General Fund at the year-end was £6,094.50. The Council agreed to allocate the General Fund as follows:

Churchyard maintenance	£1,000.00
Training	£500.00
Allotments	£156.25
Tree Works	£2,250.00

Street Lighting Energy 22/23	£750.00
Election Costs	£438.25
General Reserve	£1,000.00

The Council acknowledged that the monies allocated to the tree reserves are likely to fall short of that required, meaning a drawing against the General Reserve.

- 341** To AGREE Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) 2021/22  
A copy of the 2021/22 AGAR had been circulated to the Council prior to the meeting.  
The Council unanimously approved Section 1 of the 2021/22 AGAR.  
The Council unanimously approved Section 2 of the 2021/22 AGAR.  
**ACTION: The Clerk is to forward the completed 2021/22 AGAR to the external auditor, PKF Littlejohn LLP.**
- 342** To RECEIVE the SALC 2021/22 Internal Audit Report and Recommendations  
The SALC 2021/22 Internal Audit Report had been circulated to the Council prior to the meeting and was received. The Clerk will prepare a report to address the recommendations for consideration at the next Parish Council meeting.
- 343** To RECORD the Council's Ineligibility to use the General Power of Competence  
The Council no longer meets the eligibility criteria to use the General Power of Competence and so if making grants will use LGA1972, s137.
- 344** To ADOPT the new 'Councillor Code of Conduct'  
The Council unanimously agreed to adopt the Councillor Code of Conduct 2020.  
**The Clerk will publish the adopted Councillor Code of Conduct 2020 on the Parish Council website.**
- 345** To AGREE to Apply for a Business Credit Card, with no Annual Fee, for use by the Clerk  
The Council unanimously agreed to apply for the business credit card, with no annual fee, for use by the Clerk.  
**ACTION: The Clerk is to apply for a business credit card, with no annual fee.**
- 346** To AGREE the Parish Council Response to the MSDC Community Governance Review  
The Council agreed it has a statutory duty to abide by the resolution made at the January 2022 meeting, minute number 21/22 283, to submit a recommendation of a reduction of member seats to seven. However, it was also agreed to submit additional comments to put forward a recommendation by the Council as is of now, to retain eleven seats and to recommend there be no change to the statutory boundaries.  
**ACTION: The Clerk is to submit the recommendations of the Council to MSDC Electoral Services.**
- 347** To CONSIDER Planning Matters, including Receipt of the Planning Schedule April 2022 and to AGREE the Parish Council Response to the East Anglia GREEN Consultation  
The Planning Schedule for April 2022 had been circulated to the Council prior to the meeting.  
Cllr Kenning and Cllr Thompson are to attend the East Anglia GREEN virtual event next week.  
**ACTION: Cllr Kenning and Cllr Thompson are to draft a response to the East Anglia GREEN consultation.**
- 348** To RECEIVE an Update on the MSDC Business Rates Demand  
The Parish Council has received a revised notification from MSDC that shows, with the application of Small Business Rates Relief, no rates payment will be due. The Council gave a vote of thanks to Mr J Peacock for pursuing the matter.

**349** To AGREE to Dispose of Records and Documents in Accordance with the Coddendam Parish Council Document Retention Policy 2020

The Clerk had circulated a list of records and documents to be disposed of to the Council prior to the meeting. The Council queried how the papers were to be disposed of; it was agreed to seek advice from SALC.

**ACTION: The Clerk is to ask SALC for the recommended method of disposal of parish council records and documentation; the Council delegated the power to the Clerk to dispose of the records and documentation in accordance with the advice from SALC.**

**350** To RECEIVE an Update from the Coddendam Parish Council Highways Working Group and to AGREE Actions as Required

Cllr Denning had circulated a report to the Council prior to the meeting.

**ACTION: The Clerk is to respond to the parishioner with regards to the suggested installation of road narrowing signage.**

8.29pm 1 member of the public left the meeting.

**351** To RECEIVE the Churchyard Report, including Findings of the Quinquennial Inspection Report, Church Wall Repairs and Tree Works and to AGREE Actions as Required

Cllr Groom advised that the Yew tree has had an interim cut back and will be pruned properly in the autumn. He advised he intends to repair the flint wall himself, as and when the road is closed allowing him to do so safely.

**352** To RECEIVE the St. Mary's Closed Churchyard Risk Assessment and to AGREE Actions as Required

Cllr Groom advised he has undertaken a visual inspection of the headstones and is satisfied there are no apparent dangers. A further review will be undertaken in twelve months.

**ACTION: Cllr Groom is to prepare an action plan to take forward for future inspections.**

**353** To RECEIVE Updates from the Mill Hill, Broom Hill and Allotment Working Group, and to AGREE Actions as Required, including to AGREE Funding for a Suffolk Wildlife Trust (SWT) Survey

Cllr Soanes had circulated a report to the Council prior to the meeting. The Council unanimously agreed to pay £150 towards a SWT survey and thanked the Gardemau Trust and the Day Foundation for meeting the remaining cost of £300.

8.43pm 1 member of the public left the meeting.

**ACTION: Cllr Groom is to look at the Norse grounds maintenance contract.**

Cllr Soanes advised she is working on updating the Natural History Trail signs.

'A Clean for the Queen' event is to be held on 28 May 2022, in collaboration with the Coddendam Centre.

The Council agreed, in principle, to register ownership of Broom Hill.

**354** To RECEIVE the Report from the Coddendam Centre CIO

A report had been received and circulated to the Council, prior to the meeting.

**355** PARISH PLAN, incorporating a Parish Survey

Cllr Mills had circulated a report to the Council prior to the meeting.

9.04pm 1 member of the public left the meeting.

9.04pm the meeting was adjourned to observe the test lighting of the jubilee beacon.

9.07pm the meeting was reconvened.

- 356** To AGREE a Maintenance Timetable in Line with the Parish Council Asset Register  
The Council unanimously agreed that the maintenance of the physical assets would be undertaken in November.
- 357** Parish Council Newsletter, including to AGREE Expenditure for Publication  
Cllr Burgess advised the draft newsletter is due to go to the printer on 23 May, and to be distributed from 30 May. Three quotes had been secured for the publication of the newsletter; the Council unanimously agreed to accept the quote received from Gipping Press, to print 300 copies at a cost of £116.00.
- 358** Parish Council Website  
The Council unanimously agreed to retain its own website on the Suffolk Cloud platform.
- 359** To AGREE to Fund FiLCA Training for the Clerk  
The Council unanimously agreed to fund FiLCA training for the Clerk, at a cost of £120.00.
- 360** Parish Footpath Clearance and to AGREE the 2022 Hourly Rate of Pay for the Footpath Assistant  
In the absence of anyone coming forward to apply for the role of footpath assistant, Mr Andrew Soanes had agreed to continue in the role for 2022. The Council unanimously agreed to increase the hourly rate of pay to £10.50. Cllr Soanes abstained from the vote.  
**ACTION: The Clerk is to notify Mr A Soanes of the Council's decision and to thank him for agreeing to undertake the role.**
- 361** To **RECEIVE** the Mill Hill Risk Assessment and to **CONSIDER** Actions as Required  
There were no updates.
- 362** The Queen's Platinum Jubilee  
Cllr Denning presented a brief update.
- 363** 'Quiet Lanes' Scheme  
Mr C Hardy had presented a paper to the Council prior to the meeting. The Council unanimously agreed to register an interest in Coopers Lane being designated as a Quiet Lane.  
**ACTION: Mr Hardy is to register an interest in Coopers Lane being designated as a Quiet Lane.**
- 364** To **CONFIRM** the Date of the Next Parish Council Meeting  
The next Parish Council meeting will be held on 14 July 2022.
- 365** Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting  
An agenda item was asked for to consider Tree Works.  
  
Cllr Wythe asked for an agenda item to consider replacing the litter bin outside the community shop.  
  
Cllr Denning asked if it was possible to obtain clarification of the legal set up of the community shop.  
  
There being no other business, the meeting closed at 21:42.

Chair: \_\_\_\_\_

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

**Summary of Actions:**

**338** To CONSIDER any Matters Arising from the Annual Parish Meeting

**ACTION:** Cllr Soanes and Cllr Wythe are to investigate suitable sites and costings for a second defibrillator.

**340** FINANCE

(iv) to AGREE the Year End Accounts, including the Asset Register March 2022

**ACTION:** The Clerk is to publish the year end accounts on the Parish Council website.

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**ACTION:** The Clerk is to forward the completed 2021/22 AGAR to the external auditor, PKF Littlejohn LLP.

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**ACTION:** The Clerk is to submit the recommendations of the Council to MSDC Electoral Services.

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**ACTION:** The Clerk is to respond to the parishioner with regards to the suggested installation of road narrowing signage.

**352** To RECEIVE the St. Mary's Closed Churchyard Risk Assessment and to AGREE Actions as Required

**ACTION:** Cllr Groom is to prepare an action plan to take forward for future inspections.

**353** To RECEIVE Updates from the Mill Hill, Broom Hill and Allotment Working Group, and to AGREE Actions as Required, including to AGREE Funding for a Suffolk Wildlife Trust (SWT) Survey

**ACTION:** Cllr Groom is to look at the Norse grounds maintenance contract.

**360** Parish Footpath Clearance and to AGREE the 2022 Hourly Rate of Pay for the Footpath Assistant

**ACTION:** The Clerk is to notify Mr A Soanes of the Council's decision and to thank him for agreeing to undertake the role.

**363** 'Quiet Lanes' Scheme

**ACTION:** Mr Hardy is to register an interest in Coopers Lane being designated as a Quiet Lane.