

## CODDENHAM PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on 14 July 2022 at 7.30pm

**Present:** Cllr J Fawdry (Chair), 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:** County Cllr, Matthew Hicks  
District Cllr, John Whitehead  
Mrs Frankis, Clerk to the Parish of Coddenham  
3 members of the public

The meeting was chaired by Cllr J Fawdry.

**366** To RECEIVE Apologies for Absence

Apologies were received from District Cllr Tim Passmore.

**367** To AGREE to Delegate the Power to Grant Dispensations to the Clerk

The Council unanimously agreed to delegate the power to grant dispensations to the Clerk.

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

The Clerk approved the Dispensation Request received from Cllr Mills which will allow him to take part in discussions and decisions associated with the Coddenham Community Shop. The Dispensation will last until 4 May 2023.

Cllr Soanes declared an interest in agenda item 7 a), to agree the payment to the footpath assistant.

**369** PUBLIC FORUM

(i) to RECEIVE Comments from Residents of the Parish on Current Agenda Items

Mr R Stanley-Bell referred to agenda item number 29 – he commented that from the point of view of the Community Shop, the closure of roads has a direct impact on the shop's revenue; he guesstimated that 50% of revenue is generated from passing traffic. He considered that if better advance notice of works was given, then the shop could plan accordingly. He considered that if road closures are to be put in place then there should be a pre-consultation between Suffolk County Council Highways and the Community Shop, with a two-way dialogue, better notice and appropriate signage.

(ii) to RECEIVE the Report from the District Councillors

A report had been received and circulated to the Council prior to the meeting. The report is published on the Parish Council website.

District Cllr Passmore had advised by email, prior to the meeting, that he had asked Mr E Garrett for an update on GP provision for the area following the closure of the Barham Practice. Mr Garrett is chasing NHS England for an update however believes that negotiations / discussions have started on purchasing a site for a brand-new practice; however, this could take several years to come to fruition. Both Cllr Passmore and Cllr Whitehead have been pressing as much as possible for the issue to be resolved.

Cllr Wythe suggested that the MSDC / Government council tax rebate scheme could be publicised on the Parish Council web site.

- 370** To RECEIVE and CONFIRM the Minutes of the Annual Parish Council meeting held on 12 May 2022  
 Re. minute number 22/23 335 - Cllr Thompson advised that Cllr Mills had asked him to collate a list of dog waste bins within the Parish but that the action had not been recorded within the minutes. Cllr Thompson has since undertaken the task.  
 With this addition having been recorded, the minutes of the meeting, having been circulated to the Council prior to the meeting, were then confirmed and signed as a true and accurate record of the meeting.
- 371** To CONSIDER any Matters Arising from the Minutes of the Annual Parish Council Meeting held on 12 May 2022  
 Re. minute number 22/23 358 – Cllr Kenning confirmed he had not committed the Parish Council to any future charges associated with a Council presence on the CCRG website.
- 372** FINANCE:  
 (i) to APPROVE the Schedule of Payments for June and July 2022  
 The Council unanimously approved the June schedule of payments for £7,825.65 net of VAT and the July schedule of payments for £529.81 net of VAT.
- (ii) to AGREE the Bank Statement Balances and to RECEIVE the Budget and Precept Reports for May and June 2022  
 The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports for May and June 2022 had been circulated to the Council prior to the meeting. Cllr Groom confirmed the bank balances of £44,979.48 and £8,021.95 and £14,099.33 and £32,310.43 as reported, agreed to the bank statements.
- (iii) to AGREE to Transfer £6,500.00 from the 'PWLB 2022/23 Repayment Reserve (earmarked)' to the 2022/23 Budget Heading 'PWLB 2022/23'  
 The Council unanimously agreed to transfer £6,500.00 from the 'PWLB 2022/23 Repayment Reserve (earmarked)' to the 2022/23 budget heading 'PWLB 2022/23'.
- 373** To RECEIVE the Report from the Coddendam Centre CIO  
 No report had been received.
- 374** To CONSIDER Parishioner Request for 'Horse Rider' Warning Signs on Lower Road  
 The Clerk advised a response had been received from Suffolk County Council. Suffolk County Council has advised that in accordance with Government's Traffic Signs Manual chapter 4, paragraph 9.3.2, they have restricted the use of 'horse rider' warning signs to where numerous horses from an equestrian centre use the highway or where a bridleway on a national equestrian route or with numerous horse movements crossing a road only. As the Parish Council request would not meet any of these criteria, the County Council would not agree to the local request as it could set a precedent for many more across Suffolk, resulting in sign clutter, increased maintenance costs and driver complacency if they see too many such signs.  
**ACTION: The Clerk is to notify the parishioner who had made the request, of Suffolk County Council's response.**
- 375** Parish Council 'Drop-In Surgeries': Feedback and Matters Raised, including to AGREE a Proposal for the Creation of Woodland / | Copse fronting Church Road  
 Cllr Wythe presented an update on the drop-in surgeries.  
 Cllr Wythe advised that a proposal had come forward from a parishioner, for the creation of a small woodland / copse on land to the south of the entrance to Coddendam House and fronting Church

Road (the land is privately owned). Cllr Wythe advised she had spoken to the landowner who had been very receptive to a conversation.

20:08 County Cllr Hicks arrived at the meeting.

**376** To RECEIVE the Report from the County Councillor

A report had been received and circulated to the Council prior to the meeting. The report is published on the Parish Council website.

Cllr Fawdry advised of the impact the recent road closures had had on the community shop, there had been no specific signage to advise that the shop remained opened during the works; Cllr Hicks urged that if the Council is made aware of future road closures, to contact him immediately, in order that he may arrange for the necessary signage to be put in place.

Cllr Hicks was pleased to advise that the white-lining works had been carried out within the Parish. He had originally set aside funds from his locality budget to support traffic mitigation measures at Crown Corner but as the scheme had been abandoned, he had agreed to spend the budget on white lining instead. It's likely that more white lining needs refreshing however his budget hadn't been sufficient to pay for all of it.

**377** Road Closures: to CONSIDER the Impact on the Community Shop

Cllr Wythe referred to cumulative road closures and the impact this had had on the community shop; Cllr Hicks advised that if he is made aware of future road closures (Suffolk County Council and not Anglian Water road closures), then parties can work together to put mitigation measures in place i.e., specific signage.

**378** Dropped Kerb Installation, Forge House, School Road, Coddendam

The Clerk advised that the installation of the dropped kerb has been reported to the Suffolk County Council Enforcement team.

Cllr Hicks advised the results of the review of Suffolk's Recommended Lorry Route are expected to be published by the end of July 2022.

Cllr Groom asked that with the new camera on the bridge, would Trading Standards be able to capture HGV's travelling in the wrong direction; Cllr Hicks agreed to find out who had installed the camera.

Cllr Hicks left the meeting.

**379** Cllr Wythe asked for a re-cap of agenda item number 26. The parishioner proposal for the creation of a small woodland / copse on land to the south of the entrance to Coddendam House and fronting Church Road was noted and will be considered at the September meeting.

**ACTION: The Clerk is to update the parishioner by letter.**

Cllr Whitehead left the meeting.

**380** To AGREE the SALC Internal Audit 2021/22 Action Plan and Responses to Recommendations Raised

The Clerk had prepared the SALC Internal Audit 2021/22 Action Plan and Responses to recommendations and comments made to the Council prior to the meeting.

The Council was asked to consider using a secure e-mail system with a gov.uk address, to be owned by the Parish Council. The Council unanimously agreed it did not want to use a gov.uk email address.

**381** To RECEIVE the SALC Terms of Reference 2022

The Council unanimously agreed to accept the SALC Terms of Reference 2022.

- 382** To AGREE the Coddendam Parish Council Effectiveness of Internal Audit 2022/23  
The Council unanimously agreed the Effectiveness of Internal Audit 2022/23.
- 383** To CONSIDER Planning Matters, including Receipt of the Planning Schedule June 2022 and to Retrospectively AGREE the Parish Council Response to the East Anglia GREEN Consultation  
The Planning Schedule for June 2022 had been circulated to the Council prior to the meeting.  
The Council unanimously agreed the response to the East Anglia GREEN Consultation response as submitted by Cllr Kenning.
- 384** To AGREE Tree Works  
There were no updates to report.  
The Council agreed there would be no need for the agenda item going forward.
- 385** 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; a copy of the report is published on the Parish Council website.
- 386** To RECEIVE the Churchyard Report and to AGREE Actions as Required  
A parishioner request had been received to allow him to re-plant a holly tree in the churchyard; the original tree planted by the same parishioner had died. Cllr Groom advised that although the Parish retains the role of maintaining the closed churchyard, no works can be undertaken without a faculty. He advised that nothing can be planted within 15 feet of a wall and within 45 feet of the church.  
**ACTION: Cllr Groom is to liaise with the parishioner.**
- 387** To RECEIVE the St. Mary's Closed Churchyard Risk Assessment and to AGREE Actions as Required  
The Risk Assessment requires updating and will be considered at the next Parish Council meeting.
- 388** To RECEIVE Updates from the Mill Hill, Broom Hill and Allotment Working Group, and to AGREE Actions as Required  
Cllr Gregory had circulated a report regarding the legal status of Broom Hill and Mill to the Council, prior to the meeting; a copy of the report is published on the Parish Council website.  
The Council unanimously agreed to authorise Cllr Gregory to submit a voluntary registration of Broom Hill with the Land Registry, for a fee of £30.00.  
The Council unanimously agreed to authorise Cllr Gregory to submit a voluntary registration of Three Cocked Hat with the Land Registry, for a fee of £30.00  
The Council agreed to look at reinvigorating the Broom Hill Trust arrangements at the next meeting.  
The Council agreed to include an agenda item to consider the development of a Mill Hill Management Group at the next meeting.
- Cllr Soanes had circulated a report to the Council prior to the meeting; a copy of the report is published on the Parish Council website.  
The Council agreed to instruct Norse to undertake the annual cut and rake at Broom Hill, in September 2022 and to ask that they notify the Council when the works are to be carried out.  
**ACTION: The Clerk is to instruct Norse to undertake the annual cut and rake at Broom Hill.**
- The Council unanimously agreed to dispose of the new Broom Hill and Mill Hill signs; the posts will be kept for alternative use and the signs will be recycled.
- The Council thanked Mr I Jeffries for cutting back the allotment hedge and the communal areas of the allotment footpaths.

Cllr Soanes advised it appears the Three Cocked Hat is being used as a dumping ground for discarded road chippings and signs. The Council agreed to contact Suffolk County Council to ask they remove their waste.

**ACTION: Cllr Thompson and the Clerk are to contact Suffolk County Council to ask they remove their waste from the Three Cocked Hat.**

- 389** To AGREE Purchase of a Replacement Parish Council Litter Bin, outside the Community Shop  
The Council unanimously agreed to purchase a replacement litter bin to be installed outside the Community Shop, at a cost of £103.00, including £17.17 VAT.
- 390** PARISH PLAN, incorporating a Parish Survey  
Cllr Mills had circulated an update to the Council prior to the meeting; a copy of the update is published on the Parish Council website.  
The intention is for the CCRG to come together to present the findings of the Parish Survey to parishioners before the Parish Council meeting to be held in September 2022, and for an exhibition of the results to be on view at the summer fete.
- 391** To AGREE to Purchase and Location of a Defibrillator  
Cllr Soanes had circulated a report to the Council prior to the meeting; a copy of the report is published on the Parish Council website.  
The Council unanimously agreed to fund £200 towards the cost of a defibrillator, to be installed at the Community Shop. The remaining funding will be met from Cllr Hicks' Locality Budget, the Day Foundation and the Gardemau Trust.  
**ACTION: Cllr Soanes is to ask the Gardemau Trust if they will provide First Aid Training, as in the past.**
- 392** To RECEIVE the Mill Hill Risk Assessment and to CONSIDER Actions as Required  
Cllr Soanes suggested that a warning sign should be erected at the end of the footpath, where it meets the road, to warn walkers of the danger of vehicles. Cllr Soanes is to amend the draft Risk Assessment accordingly.
- 393** To ADOPT Revised Standing Orders  
The Council unanimously agreed to adopt the revised Standing Orders, as circulated to the Council prior to the meeting.
- 394** To ADOPT Revised Financial Regulations  
The Council unanimously agreed to adopt the revised Financial Regulations, as circulated to the Council prior to the meeting.
- 395** To DECLARE a Parish Councillor Vacancy due to the Resignation of Cllr I Burgess  
The Council declared a vacancy due to the resignation of Cllr I Burgess. The Clerk advised that Mid Suffolk District Council has been notified and that the vacancy has been published. The Council will be notified in due course if an election is to be held or if the vacancy can be filled by co-option.
- 396** To APPOINT a Councillor to Undertake the Review of the Effectiveness of the Systems of Internal Controls  
Cllr I Thompson is to undertake the next Review of the Effectiveness of the Systems of Internal Controls.
- 397** To CONFIRM the Date of the Next Parish Council Meeting  
The next Parish Council meeting will be held on 8 September 2022.

**398** Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting  
Cllr Wythe asked for an agenda item to request funding to purchase equipment for the community shop. The Clerk advised that the Council does not have the power to give money without a grant request having been submitted to the Council, and then it would need to be for a specific item / purpose. Mr Stanley-Bell was encouraged to submit a grant request.

Cllr Mills asked for an agenda item to consider the key matters arising from the Parish Survey that impact the Parish Council.

Cllr Mills asked for an agenda item to consider ways to better communicate with 'out of village' parishioners.

Cllr Mills asked that for an agenda item to form the Finance Working Group.

Cllr Thompson advised that everyone should be aware of the Suffolk County Council Highways Reporting Tool, available to anyone to report a highways issue.

Cllr Fawdry advised that she will be unable to stand at the May 2023 elections; she asked for councillors to consider taking on the role of Chair of the Council.

There being no other business, the meeting closed at 21:35.

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

**Summary of Actions:**

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

**ACTION: The Clerk is to notify the parishioner who had made the request, of Suffolk County Council's response.**

**379 ACTION: The Clerk is to update the parishioner by letter.**

**386** To RECEIVE the Churchyard Report and to AGREE Actions as Required

**ACTION: Cllr Groom is to liaise with the parishioner.**

**388** To RECEIVE Updates from the Mill Hill, Broom Hill and Allotment Working Group, and to AGREE Actions as Required

**ACTION: The Clerk is to instruct Norse to undertake the annual cut and rake at Broom Hill.**

**ACTION: Cllr Thompson and the Clerk are to contact Suffolk County Council to ask they remove their waste from the Three Cocked Hat.**

**391** To AGREE to Purchase and Location of a Defibrillator

**ACTION: Cllr Soanes is to ask the Gardemau Trust if they will provide First Aid Training, as in the past.**