

CODDENHAM PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on 16 March 2023 at 7.30pm

Present: Cllr R Denning (Vice-Chair), Cllr Gregory, Cllr R Groom, Cllr M Kenning, Cllr N Mills
Cllr J Soanes

In attendance: County Cllr, Matthew Hicks
District Cllr, Tim Passmore
District Cllr, John Whitehead
Mrs Frankis, Clerk to the Parish of Coddenham

The meeting was chaired by Cllr R Denning.

The Council agreed to include an agenda item to transfer £420.72 from the 'Streetlighting Energy Costs 2022/23' reserve account to the 2022/23 General Fund, budget heading 'Streetlighting'.

- 475** To DECLARE CASUAL VACANCIES due to the Resignations of Cllrs Fawdry and Stanley-Bell
The Council declared a casual vacancy due to the resignation of Cllr Fawdry; MSDC has advised that the vacancy can be filled by co-option.
The Council declared a casual vacancy due to the resignation of Cllr Stanley-Bell; the Clerk advised that she will inform MSDC as a course of procedure however, as the forthcoming elections are imminent, it is unlikely that MSDC will act upon the update.
- 476** To RECEIVE Apologies for Absence
None were received.
- 477** To RECEIVE any Declarations of Interest or Delegated Dispensation Decisions or to APPROVE Such Dispensation Requests as Needed
None were received.

The meeting was adjourned.

478 PUBLIC FORUM

(i) to RECEIVE Comments from Residents of the Parish on Current Agenda Items
No members of the public were present.

(ii) to RECEIVE Reports from the County and District Councillors
The County Councillor 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 arrived at the meeting.

Cllr Denning reminded Cllr Hicks that he had previously agreed to energise the Lorry Watch scheme. Cllr Denning advised that the Highways Working Group had, this week, received an interim report from Mr A Bramwell, SCC Senior Strategic Transport Planner; the next action is to arrange a follow-up meeting.

County Cllr Hicks left the meeting.

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

Cllr Passmore advised that he and Cllr Whitehead had been due to meet with health service representatives, next week, regarding the provision of healthcare following the closure of the Barham surgery; the meeting has been cancelled by the health service representatives. The Council offered to send an email of concern and complaint of the situation for the District Cllrs to use.

ACTION: Cllr Denning is to draft a letter/email of concern and complaint, for the Clerk to forward to the District Cllrs.

Cllr Passmore has made enquiries regarding the specific requirement details for a Parish Council ANPR unit; he is awaiting a response.

District Cllr Passmore left the meeting.

The meeting was reconvened.

479 To RECEIVE and CONFIRM the Minutes of the Parish Council meeting held on 19 January 2023

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.

480 To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 19 January 2023

Re. minute number 22/23 458: Cllr Denning advised he has undertaken a photographic survey of the pavements in the village.

ACTION: Cllrs are to consider possible sites for the installation of additional grit bins, in the village.

481 FINANCE:

(i) to APPROVE the Schedule of Payments for February and March 2023

The Council unanimously approved the February 2022 schedule of payments for £1,407.13 net of VAT and the March 2023 schedule of payments for £1,834.75 net of VAT.

(ii) to AGREE the Bank Statement Balances and to RECEIVE the Budget and Precept Reports for January and February 2023

The bank statements and the Budget and Precept Reports for January and February 2023 had been £20,500.03 and £25,888.56 and £19,172.92 and £25,888.56 as reported, agreed to the bank statements.

(iii) to AGREE Budget Heading Virement and Transfers

The Council unanimously agreed to vire £58.02 from precept budget heading 'Clerk's Salary' to 'Consumables & Admin' and £125.00 from 'Professional Fees' to 'SWT Survey'.

The Council unanimously agreed to transfer £420.72 from the Streetlighting Energy Costs 2022/23 reserve account to the 2022/23 General Fund.

The Council unanimously agreed to transfer £350.00 from the Tree Works reserve account to the 2022/23 General Fund.

(iv) To CONSIDER the S137 Grant Request, received from Barham Parish Council

The Council unanimously agreed that it was unable to financially assist the Barham Country Park rejuvenation project.

(v) To AGREE to Remove Mrs J Fawdry as a Bank Signatory

The Council unanimously agreed to remove Mrs J Fawdry as a Unity Trust bank signatory.

- 482** To AGREE the Neighbourhood CIL Expenditure Report March 2023
The Council unanimously agreed the Neighbourhood CIL Expenditure Report March 2023, as circulated prior to the meeting.
ACTION: The Clerk is to forward a copy of the Neighbourhood CIL Expenditure Report March 2023 to MSDC and to publish a copy on the Parish Council website.
- 483** Parish Council Elections, 4 May 2023
Cllr Mills advised he had publicised the forthcoming elections in his latest submission to the Ten Village News publication, as well as the details being included in the recent Parish Council Newsletter Addendum and other community platforms.
- 484** To RECEIVE the Report from the CPC Coddendam Centre Management Group Representative
Cllr Mills had circulated a copy of the 'Addendum to the Coddendam Centre Financial Report Fiscal Year 2022-23, quarter 4' to the Council prior to the meeting.
Cllr Mills advised that as the Coddendam Centre is currently going through significant upgrades, cashflow is a challenge when meeting their costs prior to receiving approved funding. The trustees have therefore asked that for this coming fiscal year, the Parish Council payments are made in the first week of each quarter.
The Council acknowledged this would mean making payments, due to be funded by the 2023/24 precept, before the precept funding had been received from MSDC. The Clerk explained the accounting and logistical issues this would present by having to transfer the funds from the General Reserve to the General Fund and then back again, rather than waiting a week or two before the MSDC funding was in place. The Council unanimously agreed to fund the request from the General Reserve.
- 485** To RECEIVE an Update from the Coddendam Parish Council Highways Working Group and to AGREE Actions as Required
A report had been received and circulated to the Council prior to the meeting; a copy of the report is published on the Parish Council website.
The Council agreed to present suggested data points to Suffolk County Council Highways; Cllr Mills is to circulate suggestions he'd previously shared with Cllr Denning, so that other councillors might have an input.
- 486** To RECEIVE the Planning Schedule
The Planning Schedule for February 2023 had been circulated to the Council prior to the meeting.
The Council discussed the Discharge of Conditions Notice relating to Pipp's Ford planning application DC/21/05596; the Council agreed to deliver a note from the Council to the neighbours of the proposed development site, to offer their support with any issues they may be able to help with.
ACTION: Cllr Denning is to draft a letter, to be delivered to the Pipp's Ford residents.
- 487** To RECEIVE the Churchyard Report and to AGREE Actions as Required
There were no updates to report.
- 488** To RECEIVE the St. Mary's Closed Churchyard Risk Assessment and to AGREE Actions as Required
Cllr Groom and Mr I Galbraith had undertaken the risk assessment.
Cllr Groom advised the Yew tree, near to the Church door, will need cutting back in 2024. The Council discussed the worn path, by the 'kissing gate' and how best to repair it.
ACTION: Cllr Mills is to speak with the Church Council with regards to the Parish Council undertaking repairs to the worn path by the 'kissing gate'.
- 489** To RECEIVE the Report from the Broom Hill Trust Council and to AGREE Actions as Required
Cllr Soanes had circulated a report to the Council prior to the meeting; a copy is published on the Parish Council website.

- 490** To RECEIVE the Report from the Mill Hill, Broom Hill and Allotment Working Group
 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.
 Cllr Gregory advised she had been working on a Trust Deed for Mill Hill and that the Council should consider appointing trustees following the May 2023 election.
 Cllr Gregory asked for agenda items at the next meeting to (i) create a Mill Hill Trust and (ii) to deal with the Broom Hill co-operative trustees.
- 491** Parish Council 'Drop-In Surgeries'
 Cllr Mills had circulated a report to the Council prior to the meeting; a copy of the report is published on the Parish Council website. It was agreed to consider the matter after the May 2023 election.
- 492** To RECEIVE the Report of the Maintenance Inspection of the Parish Council Physical Assets and to AGREE the Asset Register 2023
 The Council agreed the Asset Register 2023.
- 493** Sizewell 'C' Project Update – Public Presentation, as requested by Cllr Gregory
 Cllr Gregory had circulated proposed dates for a public presentation to the Council, prior to the meeting. The Council agreed the meeting should be held on 18 July 2023.
ACTION: The Clerk is to book the Coddham Centre as the venue for the meeting.
- 494** Suffolk County Council Thermal Imaging Camera Loan Project Update
 Cllr Kenning had circulated a report to the Council prior to the meeting; a copy of the report is published on the Parish Council website.
 The Report recommends:
 - The Parish Council participates in the re-run of the Loan Project in the autumn
 - To improve advanced publicity to increase village take up
 - To ensure the requestors provide all of their contact details
 - To manage expectations in terms of information to be fed back to requestors.
- 495** Litter Pick, as requested by Cllr Soanes
 Cllr Soanes advised a litter pick has been arranged for Saturday, 18 March 2023 at 10.00am.
- 496** 2023 Parish Council Newsletter, as requested by Cllr Gregory
 It was suggested that a newsletter production process and procedure should be adopted by the Council. The Council agreed to produce two publications a year 1) in July / August, to include election results and an update on the Parish Plan and 2) January, to include details of the budget. Cllr Gregory agreed to coordinate the process, should she be elected.
ACTION: Cllr Mills is to circulate a draft process to the Council.
- 497** To AGREE the 2023 Parish Council Grass Cutting Contract
 The Clerk had circulated the tender, received from Hartleys Garden Services to the Council, prior to the meeting. She advised that MSDC were unable to offer a tender, as they don't have the workforce available to take on any new contracts and Norse hadn't responded to her request for prices.
 The Council unanimously agreed to instruct Hartleys Garden Services to cut the wildflower area in the Churchyard in August, to rake the risings into mounds and to leave them on site for the Council to distribute them at the burial ground, in accordance with the Suffolk Wildlife Trust recommendation; and to cut the grass area of Broom Hill in August, to rake the risings into habitat mounds and to leave on site.
 The Clerk advised that Mr J Peacock will continue to regularly cut the short grass area in the Churchyard, on behalf of the parish. He has recently been tidying up tree shoots around the larger

gravestones, liaising with the church wardens. The Council thanked Mr Peacock for his continuing work.

ACTION: The Clerk is to instruct Hartleys Garden Services to cut the wildflower area in the Churchyard and Broom Hill.

- 498** To AGREE to Renew the Clerk’s SLCC Membership
The Council unanimously agreed to renew the Clerk’s SLCC membership.
- 499** To AGREE the Re-Appointment of the Council’s Internal Auditor
The Council unanimously agreed to re-appoint SALC as the Council’s internal auditor.
- 500** To ADOPT the Risk Assessment and Management (Financial) 1 April 2022 to 31 March 2023
The Council unanimously agreed to adopt the Risk Assessment and Management (Financial) 1 April 2022 to 31 March 2023, as circulated to the Council prior to the meeting, by the Clerk.
- 501** To ADOPT the Risk Management Strategy 2023
The Council unanimously agreed to adopt the Risk Management Strategy 2023, as circulated to the Council prior to the meeting, by the Clerk.
- 502** To ADOPT the Risk Management Register 2023
The Council unanimously agreed to adopt the Risk Management Register 2023, as circulated to the Council prior to the meeting, by the Clerk.
- 503** To ADOPT the Internal Control Statement 2023
The Council unanimously agreed to adopt the Internal Control Statement 2023, as circulated to the Council prior to the meeting, by the Clerk.
- 504** To CONFIRM the Date of the Next Parish Council Meeting
The next Parish Council meeting will be held on 11 May 2023, at the Coddendam Centre, this will be the Annual Parish Council meeting. The Council agreed to change the date of the Annual Parish meeting to 18 May 2023.
- 505** Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting
Cllr Soanes advised that she has been putting copies of the agenda, minutes, notices and posters on three village noticeboards, as well as the Parish Council noticeboard. She asked if the Council wanted her to continue to post on all four noticeboards; the Council confirmed they did and that they would reimburse her for printer ink, paper and laminating pouches.

Cllr Mills asked for an agenda item for the Parish Plan at the May meeting.

Cllr Denning referred to the BMSDC Joint Local Plan Modification Consultation meeting.

Cllr Denning referred to the Community Energy Initiative online presentation; Cllr Mills agreed to attend.

There being no other business, the meeting closed at 21:40.

Chair: _____

Date: _____

Summary of Actions:

478 PUBLIC FORUM

(ii) to RECEIVE Reports from the County and District Councillors

ACTION: Cllr Denning is to draft a letter/email of concern and complaint, for the Clerk to forward to the District Cllrs.

480 To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 19 January 2023

ACTION: Cllrs are to consider possible sites for the installation of additional grit bins, in the village.

482 To AGREE the Neighbourhood CIL Expenditure Report March 2023

ACTION: The Clerk is to forward a copy of the Neighbourhood CIL Expenditure Report March 2023 to MSDC and to publish a copy on the Parish Council website.

486 To RECEIVE the Planning Schedule

ACTION: Cllr Denning is to draft a letter, to be delivered to the Pipp's Ford residents

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

ACTION: Cllr Mills is to speak with the Church Council with regards to the Parish Council undertaking repairs to the worn path by the 'kissing gate'.

493 Sizewell 'C' Project Update – Public Presentation, as requested by Cllr Gregory

ACTION: The Clerk is to book the Coddendam Centre as the venue for the meeting.

496 2023 Parish Council Newsletter, as requested by Cllr Gregory

ACTION: Cllr Mills is to circulate a draft process to the Council.

497 To AGREE the 2023 Parish Council Grass Cutting Contract

ACTION: The Clerk is to instruct Hartleys Garden Services to cut the wildflower area in the Churchyard and Broom Hill.

Meeting Date	Minute #	Action	Cllr/Clerk	Completed
13/10/22	22/23 415(ii)	To ask the Community Shop committee if CPC drop-in surgeries can be held at the weekend.	NM	
24/11/22	22/23 441	Awaiting a response from the shop committee, to enable further discussions / decisions.	NM	
19/01/23	22/23 463	The PCC are happy for CPC surgeries to be held in the Church, to coincide with the regular coffee mornings.		
16/03/23	22/23 491	To be picked up after the May election.	NM	
13/10/22	22/23 417	To arrange a community presentation by Sizewell 'C' Community Relations office.	RD and SG	16 March 2023
24/11/22	22/23 450	Attempts to make contact with the Sizewell 'C' Community Relations office continue.	SG	
19/01/23	22/23 469	Continuing to try to arrange a date with the Community Relations Manager.	SG	
16/03/2023	22/23 493	Public presentation to be arranged for 18 July 2023, to be held at the Coddendam Centre.	SG	
13/10/22	22/23 421	To organise a recruitment leaflet drop.	RD	16 March 2023
24/11/22	22/23 431(iv)	To arrange for SG to become a bank signatory.	SF	16 March 2023
19/01/23		The forms have been signed and submitted.		
24/11/22	22/23 432	To arrange for the streetlights to be turned off between 23:30 and 06:00.	SF	
19/01/23	22/23 455	All but one of the streetlights cannot be switched off remotely. SCC is to provide a quote to upgrade the remaining streetlights with LED lights and	SF	

16/03/23	22/23 478	install with CMS units. As most of the lights are mounted on wooden poles and close to overhead lines, they require surveying to establish the full scope of the works; this may take some time. The Clerk has continued to pursue the SCC quote. County Cllr Hicks is chase.	SF	
17/03/22	21/22 310	To produce the St. Mary's churchyard risk assessment	RG	16 March 2023
14/07/22	22/23 387	Remains outstanding	RG	
13/10/22	22/23 412	Remains outstanding	RG	
24/11/22	22/23/439	MK offered to assist RG	RG & MK	
19/01/23	22/23 461	Remains outstanding	RG & MK	
12/05/2022	22/23 352	RG had undertaken a visual inspection of the headstones and is satisfied there are no apparent dangers. A further review will be undertaken in twelve months. RG to prepare an action plan to take forward for future inspections.	RG	16 March 2023
24/11/22	22/23 440(i)	To contact TC Trees for verification of what tree works have been agreed for Broom Hill.	SF	16 March 2023
19/01/23		Works have been part-completed.	JS, RG	
24/11/22	22/23 446	To undertake an inspection of the Parish Council assets and to prepare a report of the findings.	IT	16 March 2023
19/01/23	22/23 465	Remains outstanding.		
19/01/23	22/23 462(ii)	To establish if the CPC insurance policy covers volunteers using power tools.	SF	16 March 2023

19/01/23	22/23 462(ii)	To invite MSDC to submit a quote for the 2023 grass cutting schedule.	SF	16 March 2023
19/01/23	22/23 466	The parish footpath grass cutting schedule is to be returned to SCC for their undertaking.	SF	16 March 2023
19/01/23	22/23 467	Three Cocked Hat- To mark the boundary of the parking layby with a line of logs. Install a litter bin adjacent to the layby. Erect 3 no. information signs. To apply for MSDC permission to install a litter bin.	JS SF	16 March 2023
19/01/23	22/23 468	To make a grant payment of £50.00 to SARS.	SF	16 March 2023
19/01/23	22/23 474	To ask the allotment holder to tidy her plot.	SF	16 March 2023
16/03/23	22/23 478(i)	Cllr Denning to draft a letter to forward to the District Cllrs.	RD	
16/03/23	22/23 480	All cllrs to consider new sites for grit bins around the village.	All Cllrs	
16/03/23	22/23 482	To submit the Annual CIL report to MSDC and publish on the CPC website.	SF	
16/03/23	22/23 486	To contact Pipp's Ford residents.	RD	
16/03/23	22/23 488	To repair the churchyard footpath by the 'kissing gate'.	NM	
16/03/23	22/23 496	To produce a newsletter production process.	NM	
16/03/23	22/23 497	Instruct Hartleys Garden Services	SF	

Abbreviations:

Cllr Rob Denning
Cllr Sarah Gregory
Cllr Roy Groom
Cllr Mike Kenning

RD
SG
RG
MK

Cllr Nick Mills
Cllr Jane Soanes
Cllr Ian Thompson
Clerk, Sue Frankis

NM
JS
IT
SF