

CODDENHAM PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on 19 January at 7.30pm

Present: Cllr J Fawdry (Chair), Cllr R Denning (Vice-Chair), Cllr Gregory, Cllr R Groom, Cllr M Kenning, Cllr J Soanes, Cllr J Stanley-Bell, Cllr I Thompson

In attendance: County Cllr, Matthew Hicks
District Cllr, Tim Passmore
Mrs Frankis, Clerk to the Parish of Coddenham
1 member of the public

The meeting was chaired by Cllr J Fawdry.

- 451** To RECEIVE Apologies for Absence
Apologies were received from Cllr Mills for his absence due to a personal commitment. The Council unanimously resolved to receive the apologies received from Cllr Mills.

Apologies were received from District Cllr Whitehead.

- 452** To RECEIVE any Declarations of Interest or Delegated Dispensation Decisions or to APPROVE Such Dispensation Requests as Needed
Cllr Groom declared an interest in agenda item number 18.

The meeting was adjourned.

453 PUBLIC FORUM

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

Mr A MacPherson referred to the upcoming May 2023 Parish Council elections; recognising the invigorated momentum of the new Council, he hoped to see robust communications from the Council encouraging parishioners to put themselves forward for nomination.

District Cllr Passmore arrived at the meeting.

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

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 confirmed the Parish Council would be eligible to apply for CIL funding to purchase an ANPR unit of its own, however matched funding would need to be secured first; he agreed to find out how much a unit would cost.

Cllr Passmore advised that the new fire and police station at Stowmarket is now completed and is due to open March 2023.

As Police and Crime Commissioner, Cllr Passmore advised he is putting forward a recommendation of a 6% council tax increase for the police.

County Cllr Hicks arrived at the meeting.

District Cllr Passmore left the meeting.

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.

Cllr Hicks advised the Suffolk County Council (SCC) budget has been set, resulting in a 3.99% combined council tax and social care funding increase. The Council could have set an increase of up to 5% but worked to keep the increase to a minimum by meeting the resulting £15million shortfall, without having to cut front-line services.

Cllr Denning advised that following the Highways Working Group meeting with SCC in October 2022, contact has been maintained with the Senior Strategic Transport Planner; the Group are awaiting an update and the details of a follow-up meeting.

County Cllr Hicks left the meeting.

The meeting was reconvened.

454 To RECEIVE and CONFIRM the Minutes of the Parish Council meeting held on 24 November 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.

455 To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 24 November 2022

Re. minute number 22/23 432: the Clerk advised that all but one of the streetlights cannot be remotely switched off. SCC has been asked to provide a quote for the remaining streetlights to be upgraded to LED lights and installed with CMS units. SCC advised that 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.

Re. minute number 22/23 443: Cllr Thompson considered the proposed two additional sites for dog waste bins would no longer be required. The Council agreed not to consider the matter any further.

456 FINANCE:

(i) to APPROVE the Schedule of Payments for December 2022 and January 2023

The Council unanimously approved the December 2022 schedule of payments for £7,441.57 net of VAT and the January 2023 schedule of payments for £484.88 net of VAT.

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

The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports for November and December had been circulated to the Council prior to the meeting. The Council confirmed the bank balances of £21,917.10 and £32,359.29 and £20,939.78 and £25,963.56 as reported, agreed to the bank statements.

(iii) to AGREE Budget Heading Virements

The Council unanimously agreed to transfer PWLB 2022/23 Repayment (earmarked) Reserve of £6,500.00 to the 2022/23 General Fund.

The Council unanimously to transfer £75.00 from the CIL Reserve to the 2022/23 General Fund, to fund the Mill Hill warning sign.

The Council unanimously agreed to vire £75.00 from the budget heading 'Professional Fees' to the budget heading 'Jubilee Tree Plaque'.

457 To RECEIVE the Report from the CPC Coddendam Centre Management Group Representative

Cllr Mills had circulated a copy of the Coddendam Centre Financial Report (October to December 2022) to the Council prior to the meeting, as received from the Coddendam Centre.

458 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.

Cllr Soanes asked the Highways Working Group to consider the installation of additional grit bins around the parish.

Cllr Soanes asked the Highways Working Group to look at the state of the pavements around the parish.

459 To RECEIVE the Planning Schedule for December 2022

The Planning Schedule for December 2022 had been circulated to the Council prior to the meeting.

460 To RECEIVE the Churchyard Report and to AGREE Actions as Required

Cllr Groom advised that he has repaired the churchyard gate.

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

The Risk Assessment remains outstanding.

462 MILL HILL, BROOM HILL AND ALLOTMENT WORKING GROUP

(i) to AGREE the Felling of no. 1 diseased Sycamore Tree at Mill Hill

The Clerk advised that Eastwood Tree Services have been instructed to fell 1 no. diseased Sycamore tree at Mill Hill. The required permission has been sought from MSDC, as the works are to be carried out in a Conservation Area. Access has been agreed with a neighbouring property to whom the Clerk has written to advise of when the works are to be undertaken, (scheduled for 24 February 2023), and to thank them. The Clerk has drafted a letter of notification of the works for Cllr Soanes to distribute to other neighbouring properties.

The Council agreed to accept the quote received from Eastwood Tree Services for £900.00 + VAT for the works to be carried out.

(ii) to RECEIVE reports

Cllr Soanes had circulated a report prior to the meeting; a copy of the report is published on the Parish Council website.

ACTION: The Clerk is to establish whether the Parish Council insurance policy covers volunteers using power tools.

The Clerk advised that Norse has been contacted asking them to provide a quote for the 2023 grass cutting contract. Cllr Groom suggested that following MSDC undertaking a very successful cut of the wildflower area in the churchyard last year, they also be asked to quote for the works; the Council agreed.

ACTION: The Clerk is to invite MSDC to submit a quote for the 2023 grass cutting.

(iii) to CONSIDER the Broom Hill Trust Arrangements and to AGREE Actions as Required

The Council noted that, pursuant to the Declaration of Trust, dated 11 October 1990 (Declaration), Broom Hill was placed in trust, inter alia, for the benefit of the inhabitants of the Parish with the members of the Parish Council for the time being the charity trustees pursuant to that Declaration. The charity trustees now wish to appoint three Co-operative Trustee to the Trust Council to undertake the day-to-day management of Broom Hill in accordance with the Declaration. It was noted that proper notice of this intention had been given at the Parish Council Meeting on 13 October 2022 and recorded in the minutes of that meeting. The charity trustees resolved that:

- (a) Councillors Jane Soanes, Roy Groom and Joanne Stanley-Bell be and are hereby appointed as Co-operative Trustees on and subject to the terms and conditions of the Declaration with their

appointment to continue until 31 December 2025 unless terminated earlier pursuant to the Declaration.

- (b) The Co-operative Trustees be and are hereby appointed to the Trust Council on and subject to the terms and conditions of the Declaration.

(iv) to AGREE Formation of a Mill Hill Management Group

This item will be considered at a future meeting.

463 Parish Council 'Drop-In Surgeries'

The Clerk confirmed that the PCC will welcome the CPC surgeries in the Church, to be held coinciding with the regular coffee mornings.

464 Autumn Parish Council Newsletter

Cllr Stanley-Bell asked that submissions for the newsletter be with her by 31 January 2023.

Mr A MacPherson left the meeting.

465 To RECEIVE the Report of the Maintenance Inspection of the Parish Council Physical Assets

This item remains outstanding.

466 Footpaths, as requested by Cllr Soanes, including the Suffolk County Council Contract

Cllr Soanes had circulated a report prior to the meeting; a copy of the report is published on the Parish Council website.

The Council resolved to return the footpath grass cutting schedule to SCC.

ACTION: The Clerk is to notify SCC that the Parish Council will require them to undertake the footpath surface cutting, going forward.

467 Three Cocked Hat, as requested by Cllr Soanes

Cllr Soanes had circulated a report prior to the meeting; a copy of the report is published on the Parish Council website.

The Clerk had confirmed that the Three Cocked Hat is already included in the grass cutting schedule.

The Council agreed to –

- i) mark the boundary of the parking layby with a line of logs;
- ii) install a litter bin adjacent to the layby, to be emptied by MSDC;
- iii) erecting signs on three sides of the land to explain that it is natural habitat and not to park on the grass.

ACTION: Cllr Soanes is to source funding for the projects.

ACTION: The Clerk is to complete the MSDC form to request permission for the installation of a litter bin.

468 To AGREE S137 Grant Request – SARS

The Council voted unanimously to awarding a grant of £50.00 to SARS.

The Council agreed to vire £50.00 from the budget heading 'Grounds Maintenance' to the budget heading 'S137'.

ACTION: The Clerk is to arrange for a payment of £50.00 to be made to SARS.

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

Cllr Gregory advised she continues to liaise with the Sizewell 'C' Community Relations Manager to arrange a date for a community presentation.

470 Coddenham Fete 2023 – to AGREE Parish Council Stalls and Games Co-ordinators, as requested by Cllr Mills

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 proposed that one or two councillors act as the ‘Stalls and Games Co-ordinator(s)’; the motion failed, one vote in favour, five against and two abstentions. Those councillors voting against felt that due to the short time-frame and the workload involved, they were unable to commit.

471 Suffolk County Council Thermal Imaging Camera Loan Project Update

Cllr Kenning agreed to work with Cllr Groom, and both agreed to attend the upcoming training webinar.

472 To AGREE the 2023/24 Parish Council Meeting Dates, and the Date of the Annual Parish Meeting

The Council agreed the 2023/24 meeting dates as follows –

Annual Parish Meeting	11 May 2023
Annual Parish Council Meeting	11 May 2023
Parish Council Meeting	13 July 2023
Parish Council Meeting	14 September 2023
Parish Council Meeting	16 November 2023
Parish Council Meeting	18 January 2024
Parish Council Meeting	14 March 2024

473 To CONFIRM the Date of the Next Parish Council Meeting

The next Parish Council meeting will be held on 16 March 2023.

474 Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting

Cllr Groom asked if there is a procedure in place by which the Council can insist that allotment holders maintain their plots to a good standard; the Clerk advised that all allotment holders sign an Agreement, which requires them to do so. The Council was advised of a plot that is being neglected, long-term, which the Clerk will follow up.

ACTION: The Clerk is to contact the allotment holder to insist that they abide by the Agreement.

Cllr Soanes asked for an agenda item to include arranging a litter pick however, if the event is held before the next meeting, the agenda item won't be needed.

Cllr Denning advised that he has been asked to become a trustee of the Day Foundation.

There being no other business, the meeting closed at 21:18.

Chair: _____

Date: _____

Summary of Actions:

462 MILL HILL, BROOM HILL AND ALLOTMENT WORKING GROUP

(ii) to RECEIVE reports

ACTION: The Clerk is to establish whether the Parish Council insurance policy covers volunteers using power tools.

ACTION: The Clerk is to invite MSDC to submit a quote for the 2023 grass cutting.

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ACTION: The Clerk is to notify SCC that the Parish Council will require them to undertake the footpath surface cutting, going forward.

467 Three Cocked Hat, as requested by Cllr Soanes

ACTION: Cllr Soanes is to source funding for the projects.

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Meeting Date	Minute #	Action	Cllr/Clerk	Completed
13/10/22	22/23 413	RG, JS and JSB to be asked to become nominative trustees of the Broom Hill Trust, and if willing, the agreement to be formalised at the next meeting.	RD	
24/11/22	22/23 442(ii)	Confirmation of acceptance to become trustees by RG and JSB outstanding. RG, JS & JSB agreed to become nominative trustees of the Broom Hill Trust.	RG and JSB	
19/01/23	22/23 462(iii)	Agreed. Matter resolved.	SG	19 January 2023
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.		
13/10/22	22/23 417	To arrange a community presentation by Sizewell 'C' Community Relations office.	RD and SG	
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	
13/10/22	22/23 421	To organise a recruitment leaflet drop.	RD	
24/11/22	22/23 431(iv)	To arrange for SG to become a bank signatory.	SF	
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 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.	SF	
24/11/22	22/23 438	To invite the PCC to attend the CPC January 2023 meeting. There had been a misunderstanding in the message that was relayed to the Council. The PCC had been asking for a liaison cllr. Cllr Groom is to liaise with Mr Galbraith of the PCC regarding any issues that may arise concerning the maintenance of the churchyard.	SF SF	19 January 2023
17/03/22	21/22 310	To produce the St. Mary's churchyard risk assessment	RG	
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	

24/11/22	22/23 440(i)	To contact TC Trees for verification of what tree works have been agreed for Broom Hill.	SF	
19/01/23		Works have been part-completed.	JS, RG	
24/11/22	22/23 440(iv)	To purchase a new warning sign for Mill Hill	SF	19 January 2023
24/11/22	22/23 443	To complete the MSDC application form for the new location of dog waste bins.	IT	
19/01/23	22/23 455	Cllr Thompson considered the proposed two additional sites would not be suitable nor required. The Council agreed not to consider the matter further.	IT	19 January 2023
24/11/22	22/23 446	To undertake an inspection of the Parish Council assets and to prepare a report of the findings.	IT	
19/01/23	22/23 465	Remains outstanding.		
24/11/22	22/23 447	To review the Parish Council website pages and to report back suggestions to MK	All cllrs	19 January 2023
24/11/22	22/23/448	To make a grant payment of £100.00 to Citizens Advice Mid Suffolk	SF	19 January 2023
19/01/23	22/23 462(ii)	To establish if the CPC insurance policy covers volunteers using power tools.	SF	
19/01/23	22/23 462(ii)	To invite MSDC to submit a quote for the 2023 grass cutting schedule.	SF	
19/01/23	22/23 466	The parish footpath grass cutting schedule is to be returned to SCC for their undertaking.	SF	
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.	JS	

		To apply for MSDC permission to install a litter bin.	SF	
19/01/23	22/23 468	To make a grant payment of £50.00 to SARS.	SF	
19/01/23	22/23 474	To ask the allotment holder to tidy her plot.	SF	

Abbreviations:

Cllr Rob Denning	RD
Cllr Sarah Gregory	SG
Cllr Roy Groom	RG
Cllr Mike Kenning	MK
Cllr Nick Mills	NM
Cllr Jane Soanes	JS
Cllr Joanne Stanley-Bell	JSB
Cllr Ian Thompson	IT
Clerk, Sue Frankis	SF