

CODDENHAM PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on 24 November 2022 at 7.30pm

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

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

The meeting was chaired by Cllr R Denning.

- 426** To RECEIVE Apologies for Absence
Apologies were received from Cllrs Fawdry, Groom and Stanley-Bell for their absences due to personal commitments. The Council unanimously resolved to receive the apologies received from them all.
Apologies were received from District Cllrs Passmore and Whitehead for their expected late arrivals.

- 427** 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.

428 PUBLIC FORUM

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

Re. minute number 22/23 415(i): Mr A MacPherson, on behalf of the CCRG, had made attempts to contact the owner of Coddenham House but to date has received no response.

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

The District and County Councillor reports had been received and circulated to the Council prior to the meeting. The reports are published on the Parish Council website.

The meeting was reconvened.

- 429** To RECEIVE and CONFIRM the Minutes of the Parish Council meeting held on 13 October 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.

- 430** To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 13 October 2022

Re. minute number 22/23 413(v): the Mill Hill Risk Assessment has now been updated, received, and was circulated to the Council, prior to the meeting.

Re. minute number 22/23 422: After chasing Allen Forestry for a response, the Clerk has been advised that they are unable to provide a quote at this time. The Clerk has subsequently Elite Tree Services, who have agreed to provide a quote to produce a Tree Survey / Works Program.

431 FINANCE:

(i) to APPROVE the Schedule of Payments for October and November 2022

The Council unanimously approved the October schedule of payments for £336.752 net of VAT and the November schedule of payments for £421.20 net of VAT.

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

The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports for October 2022 had been circulated to the Council prior to the meeting. Cllr Gregory confirmed the bank balances of £22,356.05 and £32,359.29 as reported, agreed to the bank statements.

(iii) to AGREE Budget Heading Virements

The Council unanimously agreed to transfer £32.92 from the budget heading 'Insurance' to the budget heading 'Web Fees'; £0.08 from the budget heading 'Clerk's Salary' to the budget heading 'Web Fees'; £64.80 from the budget heading 'Waste Management' to the budget heading 'Equipment Repair/Maintenance'; £19.53 from the budget heading 'Clerk's Salary' to the budget heading 'Equipment Repair/Maintenance'.

(iv) to AGREE Additional Bank Signatories

The Council unanimously agreed to appoint Cllr S Gregory as an additional bank signatory, to the Unity Trust bank accounts.

ACTION: The Clerk is to arrange for Cllr Gregory to become a bank signatory.

432 To AGREE Street Lighting On/Off Times

The Council unanimously agreed to switch the street lighting off between the hours of 23:30 and 06:00.

ACTION: The Clerk is to instruct Suffolk County Council (SCC) to turn the street lighting off between the hours of 23:30 and 06:00 and to notify Cllr Mills when this has been done, in order that he can broadcast the update.

19:40 County Cllr M Hicks, District Cllr T Passmore and District Cllr J Whitehead arrived at the meeting.

The meeting was adjourned.

433 To RECEIVE Reports from the County and District Councillors

Cllr Hicks advised that SCC is now considering the 2023/24 budget, expected to be in the region of £690m and of which about 70% will be allocated to child and adult social care. SCC has launched an online survey in order that Suffolk residents can have their say on the services important to them. SCC is very much aware that the Governments budget announcement of allowing councils to increase council tax by up to 5% would have a bigger impact on 'middle earners' and so are being mindful of balancing needs and the call on taxpayers.

SCC is to be the first county council in the country to achieve a 'Directly Elected Leader and Cabinet Model', as yet to be formally announced by Government.

Cllr Denning thanked Cllr Hicks for arranging for the Coddendam Highways Working Group to meet with SCC and others, which has led to a subsequent site meeting and opening a pathway of dialogue.

19:49 County Cllr Hicks left the meeting.

District Cllr Whitehead advised that the District Council (MSDC) aspires to achieve a zero% increase on the 23/24 council tax demand. Council Tax Benefit Relief is currently awarded at 95% relief; MSDC is consulting on a proposal to award relief at 100%.

District Cllr Passmore suggested the Parish Council apply for CIL money to fund an ANPR unit of its own, as a practical solution to reducing the speeding traffic in the village. He offered to find out further details and to report back to the Parish Council. The Police Assistant Chief Constable is to research if there are other parish councils who have their own ANPR unit. Cllr Passmore advised he is due to meet with Suffolk Police Traffic Team members on 6 December 2022 with regards to traffic enforcement in Coddendam.

Cllr Soanes asked if parishioners can ever expect to see community police officers nowadays, as in the past; Cllr Passmore agreed there should be community engagement by the Police and agreed to attend Parish Council surgeries, as and when.

Cllr Soanes asked for an update on the enforcement of the planned development of The Dukes Head pub; Cllr Passmore advised there is no available enforcement to pursue and that a compulsory purchase by MSDC wouldn't be viable.

20:17 District Cllr Passmore left the meeting.

The meeting was reconvened.

434 FINANCE WORKING GROUP – to CONSIDER the 2023/24 Budget and Precept, including Consideration of the Coddendam Centre Funding Request

The Finance Working Group (FWG) had circulated a draft 2023/24 budget and precept to the Council, prior to the meeting.

Attempts to engage a person to cut the footpath grass had been unsuccessful, following the notification from Mr Soanes that he is no longer able to undertake the works. The FWG proposed that the grass cutting reverts to SCC thus the monies received from SCC to undertake the work would no longer be claimed by the Parish Council. Cllr Soanes asked that funds be made available for a local contractor to make additional footpath grass cuts, if needed; the Council agreed that funding from the General Reserve could be drawn upon.

The Council unanimously agreed to make a payment of £8,250.00, as requested by The Coddendam Centre (TCC) (LGA 1976 s.19(3)) for the financial year 2023/24, with the condition that the amount would be made in four quarterly payments of £2,062.50, paid against a quarterly forecast to be provided by TCC.

Cllr Mills suggested that as the Recreation Ground is a non-fund generating cost to the TCC, the Parish Council should acknowledge this by continuing to make payments for the upkeep going forward from 2024/25; however no further payments would be made for the upkeep of the community centre.

The Council agreed the 2023/24 budget of £33,678.76 and 2023/24 precept demand of £33,428.76 (an increase of 3.70%).

435 To RECEIVE the Report from the Coddendam Centre Management Group Representative

Mr A MacPherson welcomed the constructive talks that have taken place with regards to the 2023/24 Coddendam Centre budget considerations. He advised that funds have been secured from MSDC to provide a 'Warm Space' at the Centre throughout the winter. He advised that planning permission has been granted for the creation of storage capacity; he thanked Cllr Denning for his assistance. TCC has been working with Active Suffolk, in conjunction with the NHS. The Hearing Loop has been reinstated with the financial assistance of the Gardemau Trust.

20:44 District Cllr Whitehead and Mr A MacPherson left the meeting.

- 436** 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 prior to the meeting; a copy of the report is published on the Parish Council website.
 Following the meeting with Suffolk County Council and others at Endeavour House on Monday, 17 October 2022, a site meeting was held, and a further meeting has been scheduled for January 2023.
- 437** To RECEIVE the Planning Schedule for October 2022
 The Planning Schedule for October 2022 had been circulated to the Council prior to the meeting.
 The Parish Council notes that MSDC has granted the Pippis Ford planning application, all be it with several conditions, despite objections, including those from the Parish Council, and as represented by the Parish Council at the MSDC Committee meeting.
- 438** To RECEIVE the Churchyard Report and to AGREE Actions as Required
 Cllr Thompson advised that historically the Parochial Church Council (PCC) had presented updates to the Parish Council, and they were asking if the Parish Council would like to reinstate this; the Parish Council agreed to invite the PCC to the January 2023 meeting.
ACTION: The Clerk is to invite the PCC to attend the January 2023 meeting.
- 439** To RECEIVE the St. Mary's Closed Churchyard Risk Assessment and to AGREE Actions as Required
 The Risk Assessment remains outstanding.
ACTION: Cllr Kenning offered to assist Cllr Groom to produce the St. Mary's Closed Churchyard risk assessment.
- 440** MILL HILL, BROOM HILL AND ALLOTMENT WORKING GROUP
 (i) 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. Cllr Groom has arranged for a contractor to cut the steep, lower slope of the grass area on Broom Hill and to also the lower hedge. It was unclear as to if and when this work was authorised by the Parish Council.
ACTION: The Clerk is to contact the contractor, Mr Clarkson, for verification of what works have been agreed by the Parish Council and are to be undertaken.
- (ii) to CONSIDER the Broom Hill Trust Arrangements and to AGREE Actions as Required
 To be considered at the January 2023 meeting, when it can be ascertained whether Cllr Groom and Cllr Stanley-Bell agree to become nominative trustees; Cllr Soanes has agreed to become a nominative trustee.
- (iii) to AGREE Formation of a Mill Hill Management Group
 To be considered at the January 2023 meeting.
- (iv) to AGREE the Budget and Purchase of a New Warning Sign for Mill Hill
 The Council agreed a maximum budget of £100 for the purchase of a new warning sign for Mill Hill.
ACTION: The Clerk is to arrange the purchase of a new warning sign for Mill Hill.
- 441** 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. Cllr Mills advised he continues to look at the viability of changing the day of the week the surgery is held, as well as the location.

- 442** To RECEIVE and AGREE the Review of the Effectiveness of the Systems of Internal Controls
Cllr Thompson had undertaken a review of the effectiveness of the systems of internal controls. The findings of the review were received by the Council.
- 443** Review of Dog Waste Bins and to AGREE Actions as Required
Cllr Thompson had prepared a list of the locations of existing dog waste bins, in the parish, which included a proposal of two additional sites. So that the proposed sites can be established as being suitable and meeting the MSDC criteria, Cllr Thompson is to complete the MSDC application form for the Clerk to submit.
ACTION: Cllr Thompson is to complete the MSDC application form for the Clerk to submit.
- 444** Autumn Parish Council Newsletter
The Council agreed a budget of £150.00 for the printing of the Autumn Parish Council newsletter.
- 445** To AGREE the Clerk's Salary Increase, backdated to 1 April 2022
The Council unanimously agreed to increase the Clerk's salary from SCP23, £14.67 to £15.67 per hour, backdated to 1 April 2022, and the annual leave entitlement, in accordance with the NALC agreement.
- 446** To RECEIVE the Report of the Maintenance Inspection of the Parish Council Physical Assets
ACTION: The Clerk is to forward a copy of the Asset Register to Cllr Thompson, who is to undertake the inspection and prepare a report of the findings.
- 447** Parish Council Website
ACTION: All councillors agreed to review the Parish Council website pages and to report back to Cllr Kenning with suggestions.
- 448** To AGREE S137 Grant Request – Citizens Advice Mid Suffolk
The Council voted 6 in favour and 1 against to awarding a grant of £100 to Citizens Advice Mid Suffolk. The Council agreed to vire £100 from the budget heading 'Clerk's Salary' to the budget heading 'S137'.
ACTION: The Clerk is to arrange for a payment of £100 to be made to Citizens Advice Mid Suffolk.
- 449** To CONFIRM the Date of the Next Parish Council Meeting
The next Parish Council meeting will be held on 19 January 2023.
- 450** Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting
Cllr Gregory advised she continues to undertake the setup of a community meeting with the Sizewell 'C' Community Relations office.

Cllr Soanes asked for an agenda item to include the Three Cocked Hat and footpaths.

Cllr Mills asked for the introduction of a process by which 'actions' raised at meetings can be followed and monitored.

There being no other business, the meeting closed at 21:38.

Chair: _____

Date: _____

Summary of Actions:

431 FINANCE:

(iv) to AGREE Additional Bank Signatories

ACTION: The Clerk is to arrange for Cllr Gregory to become a bank signatory.

432 To AGREE Street Lighting On/Off Times

ACTION: The Clerk is to instruct Suffolk County Council to turn the street lighting off between the hours of 23:30 and 06:00 and to notify Cllr Mills when this has been done, in order that he can broadcast the update.

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

ACTION: The Clerk is to invite the PCC to attend the January 2023 meeting.

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

ACTION: Cllr Kenning offered to assist Cllr Groom to produce the St. Mary's Closed Churchyard risk assessment.

440 MILL HILL, BROOM HILL AND ALLOTMENT WORKING GROUP

(i) to RECEIVE reports

ACTION: The Clerk is to contact the contractor, Mr Clarkson, for verification of what works have been agreed by the Parish Council and are to be undertaken.

(iv) to AGREE the Budget and Purchase of a New Warning Sign for Mill Hill

ACTION: The Clerk is to arrange the purchase of a new warning sign for Mill Hill.

443 Review of Dog Waste Bins and to AGREE Actions as Required

ACTION: Cllr Thompson is to complete the MSDC application form for the Clerk to submit.

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

ACTION: The Clerk is to forward a copy of the Asset Register to Cllr Thompson, who is to undertake the inspection and prepare a report of the findings.

447 Parish Council Website

ACTION: All councillors agreed to review the Parish Council website pages and to report back to Cllr Kenning with suggestions.

448 To AGREE S137 Grant Request – Citizens Advice Mid Suffolk

ACTION: The Clerk is to arrange for a payment of £100 to be made to Citizens Advice Mid Suffolk.

Meeting Date	Minute #	Action	Cllr/Clerk	Reported 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 and JSB	
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	
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	
13/10/22	22/23 421	To organise a recruitment leaflet drop.	RD	
13/10/22	22/23 422	To contact Allen Forestry for a quote for an updated Tree Safety Report to be undertaken.	SF	
24/11/22	22/23 430	Allen Forestry are unable to provide a quote currently. The Clerk has subsequently contacted Eastwood Tree Services, who have agreed to provide a quote to produce a Tree Survey / Works Program.	SF	
24/11/22	22/23 431(iv)	To arrange for SG to become a bank signatory.	SF	
24/11/22	22/23 432	To arrange for the streetlights to be turned off between 23:30 and 06:00.	SF	

24/11/22	22/23 438	To invite the PCC to attend the CPC January 2023 meeting.	SF	
17/03/22	21/22 310	To produce the St. Mary's churchyard risk assessment	RG	
14/07/22	22/23 387	No updates	RG	
13/10/22	22/23 412	No updates	RG	
24/11/22	22/23/439	MK offered to assist RG	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	
24/11/22	22/23 440(iv)	To purchase a new warning sign for Mill Hill	SF	
24/11/22	22/23 443	To complete the MSDC application form for the new location of dog waste bins.	IT	
24/11/22	22/23 446	To undertake an inspection of the Parish Council assets and to prepare a report of the findings.	IT	
24/11/22	22/23 447	To review the Parish Council website pages and to report back suggestions to MK	All cllrs	
24/11/22	22/23/448	To make a grant payment of £100 to Citizens Advice Mid Suffolk	SF	

Abbreviations:

Cllr Jan Fawdry	JF
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