

## CODDENHAM PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on 13 October 2022 at 7.30pm

**Present:** Cllr R Denning (Vice-Chair), Cllr Gregory, Cllr N Mills, 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.

**399** To RECEIVE Apologies for Absence

Apologies were received from Cllrs Fawdry and Kenning for their absences due to personal commitments, and from Cllrs Groom, Soanes and Stanley-Bell for their absences due to illness. The Council unanimously resolved to receive the apologies received from them all.

**400** To DECLARE a Casual Vacancy due to the Resignation of Cllr S Wythe

The Council declared a casual vacancy due to the resignation of Cllr S Wythe. Mid Suffolk District Council (MSDC) has confirmed that the vacancy can be filled by co-option.

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

Cllr Denning declared an interest in agenda item number 12, Planning.

The Clerk approved the Dispensation Request received from Cllr Thompson 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.

**402** PUBLIC FORUM

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

Mr A MacPherson considered this evening's meeting was 'low key' and that a cascade email, notifying residents, could have been distributed throughout the parish.

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

The District Councillors September 2022 report had been received and circulated to the Council prior to the meeting. The report is published on the Parish Council website.

Cllr Whitehead advised that detailed planning permission has been granted for a new unit, to be occupied by The Range, at Gateway 14, Stowmarket; 1650 jobs will be generated.

He advised that the Pipp's Ford planning application is due to go to Committee on 26 October 2022 however it will depend on the Officer receiving the outstanding Landscape Report in time; he urged the Parish Council to make a presentation at the Committee meeting, either in person or by submitting a response to be read aloud.

19:39 County Cllr Hicks arrived at the meeting.

The County Councillor report had been received prior to the meeting. It will be circulated to the Council and published on the Parish Council website.

Cllr Hicks advised that a wide cross-section of attendees from Suffolk County Council and Suffolk Police are due to meet with the Parish Council Highways Working Group at Endeavour House on Monday, 17 October 2022 at 3pm.

19:44 Cllr Passmore arrived at the meeting and Cllr Hicks left.

- 403** To RECEIVE and CONFIRM the Minutes of the Parish Council meeting held on 14 July 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.
- 404** To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 14 July 2022  
Re. minute number 22/23 388 – the Clerk advised that Norse had been unable to undertake the grass cutting for the 2022 season as the Council had left it too late in instructing them. Subsequently, the Clerk had asked MSDC to carry out the cutting of the wildflower area at the churchyard, which they had done, without delay and with no charge. The Parish Council recorded its sincere thanks to MSDC for this.
- Re. minute number 22/23 391 – the Gardemau Trust will provide defibrillator training in January 2023. The Council thanked Cllr Soanes for initiating the purchase and installation of the defibrillator.
- 405** FINANCE:  
(i) to APPROVE the Schedule of Payments for August and September 2022  
The Council unanimously approved the August schedule of payments for £1,035.63 net of VAT and the September schedule of payments for £6,154.51 net of VAT.
- (ii) to AGREE the Bank Statement Balances and to RECEIVE the Budget and Precept Reports for July, August and September 2022  
The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports for July, August and September 2022 had been circulated to the Council prior to the meeting. Cllr Gregory confirmed the bank balances of £12,204.45 and £32,310.43, £11,672.70 and £32,310.43 and £27,013.62 and £32,359.29 as reported, agreed to the bank statements.
- (iii) to AGREE to Transfer £200.00 from the Budget Heading ‘S137’ to Budget Heading ‘Defibrillator’  
The Council unanimously agreed to transfer £200.00 from the budget heading ‘S137’ to budget heading ‘Defibrillator’.
- 406** To RECEIVE the Notice of Conclusion of Audit and the External Auditor Report and Certificate for 2021/22  
The Clerk advised that the Notice of Conclusion of Audit has been published on the Parish Council website.  
The Parish Council received the External Auditor Report and Certificate for 2021/22, as circulated to the Council prior to the meeting, and published on the Parish Council website; no matters were raised by the external auditor.
- 407** Finance Working Group – to CONSIDER the 2023/24 Budget and Precept  
The Finance Working Group is scheduled to meet on 10 November 2022 to start preparing the 2023/24 Budget and Precept.

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

Mr A MacPherson advised that the Centre is facing difficulties, in particular the expected increase in the cost of utilities from March 2023, when the current fixed price contract ends. The issue is being addressed by looking to install solar power for which the CIO is building funds to meet the costs. There has been a good upturn in business overall, especially the last two quarters.

District Cllr Passmore advised there are several policing staff vacancies, which is likely to mean a year-end forecast of a small surplus in the staffing budget. The new Stowmarket police and fire station is nearing completion; 27 additional staff will enable a transformation of the '101' service by the end of the year.

20:05 District Cllr Passmore left the meeting.

**409** 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.

The Highways Working Group is scheduled to meet with Suffolk County Council and others at Endeavour House on Monday, 17 October 2022.

**410** PLANNING:

(i) to RECEIVE the Planning Schedule for September 2022

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

Mr A MacPherson advised that an application has been made to MSDC for the erection of a lean-to side extension for storage facilities to the Community Centre; a decision is expected by mid-November.

(ii) to AGREE a Process by which Planning Applications are Considered

Cllr Denning and Cllr Gregory agreed to take on the responsibility of considering planning applications as and when they are received by the Council and forwarded by the Clerk.

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

There were no updates.

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

The Risk Assessment requires updating and remains outstanding.

**413** 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. The final report of the Suffolk Wildlife Trust has not yet been received; the volunteer working party will therefore need to be planned for November 2022.

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

As the members of the Broom Hill Working Group, it was agreed to ask Cllrs Groom, Soanes and Stanley-Bell to become nominative trustees of the Broom Hill Trust.

**ACTION: Cllr Denning is to ask Cllrs Groom, Soanes and Stanley-Bell if they will agree to become nominative trustees of the Broom Hill Trust, and if so, the agreement will be formalised at the next Parish Council meeting.**

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

The Council agreed to vary the Broom Hill Trust Agreement to incorporate Mill Hill and Three Cocked Hat rather than forming individual management groups.

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

This matter will be considered at the next Parish Council meeting.

(v) to RECEIVE the Mill Risk Assessment and to CONSIDER any Actions

This matter remains outstanding.

**414** Parish Plan, incorporating a Parish Survey: to CONSIDER the Key Matters that Impact the Parish Council

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 that at this stage the key points for the Parish Council to consider are:

- 1) a) B1078 congestion, speeding and unsuitable vehicles
- b) Norwich Road speeding
- c) securing The Hollows, Spring Lane and Coopers Lane to Quiet Lanes

**Allocated to the Parish Council Highways Working Group for action.**

- 2) securing a bus service linking Coddendam with Needham Market and Stowmarket

**Allocated to Cllr Mills for action.**

- 3) consider how the walking experience within the parish might be enhanced.

**Allocated to the Broom Hill Working Group for action.**

- 4) although the MSDC Housing Plan meets the Government's requirements, the Parish Survey highlighted a need for 'starter homes' ideally limited to local families.

**Allocated to Cllrs Denning and Gregory.**

- 5) to work with neighbouring parish councils to establish possible merits in working jointly to identify and support an application for renewable energy farms.

**Allocated to Cllrs Denning and Gregory.**

- 6) to determine how to improve communication and engagement with parishioners outside the village envelope.

The Council will continue on its current path of improvements.

**415** Parish Council 'Drop-In Surgeries'

(i) Feedback and Matters Raised, including to AGREE a Parishioner Proposal for Creation of Woodland/Copse fronting Church Road

The Council again considered the proposal put forward by Mr N Baillie for the planting of trees on land fronting Church Road, within the private curtilage of Coddendam House.

The Council agreed that as this wasn't a Parish Council matter, it should be passed to the CCRG for response to Mr Baillie.

(ii) To AGREE the Future of the Parish Council 'Drop-In Surgeries'

There had been very little attendance of the surgeries; the Council considered this could be due to them being held on a weekday afternoon.

**ACTION: Cllr Mills is to ask the Shop committee if it would be possible to hold the drop-in surgeries at the weekend.**

20:36 District Cllr Whitehead left the meeting.

**416** To RECEIVE and AGREE the Review of the Effectiveness of the Systems of Internal Controls

This matter remains outstanding.

**ACTION: Cllr Thompson is to undertake the Review of the Effectiveness of the Systems of Internal Controls.**

**417** To AGREE the 2022/23 Insurance Renewal

The Council had satisfied itself that the insurance cover would be adequate and that having identified, assessed and recorded risks, appropriate cover would be in place to mitigate and manage those risks.

The Council unanimously agreed to renew the Coddendam Parish Council insurance policy, as arranged by Business Services at Community Action Suffolk Ltd at a cost of £367.08.

**ACTION: The Clerk is to arrange the 2022/23 insurance renewal.**

- 418** To ADOPT an Updated and Revised Records Management and Document Retention Policy  
The Council unanimously agreed to adopt the draft revised Records Management and Document Retention Policy, as circulated to the Council prior to the meeting.

Cllr Mills asked if there was a procedure in place by which the Clerk ensures that retiring councillors delete all council business from their own personal computers.

The Council unanimously agreed that when a councillor retires from the Parish Council, the Clerk will seek a declaration from them to confirm they have deleted all council business from their own personal computers/laptops/electronic devices, including mobile telephones.

Cllr Gregory advised she had recently met the Sizewell 'C' Community Relations manager who has offered to address the Parish Council / community on the plans and mitigations for the proposed development. The Council unanimously agreed to accept her offer.

**ACTION: Cllr Denning and Cllr Gregory are to contact the Sizewell C Community Relations manager to ask her to address the parish.**

20:44 Mr A MacPherson left the meeting.

- 419** To AGREE to Sign the SLCC/NALC Civility and Respect Pledge  
The Council unanimously agreed to sign the SLCC / NALC Civility and Respect Pledge.
- 420** To ADOPT a Dignity at Work Policy  
The Council unanimously agreed to adopt the draft Dignity at Work Policy, as circulated to the Council prior to the meeting; the Dignity at Work policy replaces the Bullying and Harassment Policy.
- 421** To CONSIDER a Way to Better Communicate with 'Out of Village' Parishioners  
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 is to liaise with Cllr Stanley-Bell to consider publishing the Parish Council newsletter more frequently.  
The Council unanimously agreed to encourage out of village residents to become parish councillors by organising a leaflet drop.  
**ACTION: Cllr Denning is to organise a recruitment leaflet drop.**  
The Council agreed to consider adding further Parish Council noticeboards on the Norwich Road and at a point between Coddendam Green and Lime Kilns.
- 422** Tree Works: to AGREE to Instruct a Tree Surgeon to Undertake a Tree Safety Report  
**ACTION: The Clerk is to contact Allen Forestry for a quote for an updated Tree Safety Report to be undertaken.**
- 423** Autumn Parish Council Newsletter  
**ACTION: Cllr Mills is to liaise with Cllr Stanley-Bell.**
- 424** To CONFIRM the Date of the Next Parish Council Meeting  
The next Parish Council meeting will be held on 24 November 2022.

**425** Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting  
Cllr Mills advised he is presently drafting a report for publication in the next issue of the Ten Village News and will include mention of Parish Councillor vacancies, current availability of cost-of-living support, the installation of the new defibrillator, planning and communicating with the outlying parishioners.

The Clerk advised she will include agenda items for the footpath vacancy and to agree additional bank signatories.

Cllr Thompson advised that he had previously been asked to undertake a review of dog litter bins within the parish and to put forward any new suitable sites; he asked for agenda item to consider the review at the next meeting.

There being no other business, the meeting closed at 21:05.

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

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

**Summary of Actions:**

**413** MILL HILL, BROOM HILL AND ALLOTMENT WORKING GROUP

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

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**ACTION:** The Clerk is to contact Allen Forestry for a quote for an updated Tree Safety Report to be undertaken.

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