

Coddenham Parish Council



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To All Parish Councillors

You are hereby summoned to attend the **Parish Council Meeting** to be held on **Thursday, 13 July 2023**, scheduled for 7.30pm, at the Coddenham Centre Meeting Room, when the under-mentioned business will be transacted.

Sue Frankis

Clerk to the Council and Proper Officer

AGENDA

1. **APOLOGIES:** To **RECEIVE** and **APPROVE** apologies for absence
2. **DECLARATIONS OF INTEREST:** To **RECEIVE** any Declarations of Interest or Delegated Dispensation decisions or to **APPROVE** such dispensation requests as needed
3. **PUBLIC FORUM:**
 - a) to **RECEIVE** comments from residents of the parish on current agenda items
 - b) to **RECEIVE** reports from the County and District Councillors
4. **ANNUAL PARISH COUNCIL MEETING**
 - a) To **RECEIVE** and **CONFIRM** the Minutes of the Annual Parish Council meeting held on 11th May 2023
 - b) To **CONSIDER** any matters arising from the Minutes of the Annual Parish Council meeting held on 11th May 2023
5. **FINANCE:**
 - a) to **APPROVE** the Schedules of Payments for June and July 2023
 - b) to **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports for 31 March and 30 June 2023
 - c) to **AGREE** to transfer £117.77 from MSDC Locality Budget Reserve to the 2023/24 budget heading 'Three Cocked Hat bin and signs
 - d) to **AGREE** to transfer £3,424.08 from the PWLB Contingency (earmarked) Reserve to the 2023/24 budget heading 'PWLB'
 - e) to **AGREE** to transfer £3,220.00 from the Tree Works Reserve to the 2023/24 budget heading 'Tree Works'
6. **INTERNAL AUDIT:**
 - a) To **AGREE** the SALC 2022/23 Internal Audit Report Action Plan
 - b) To **AGREE** the Coddenham Parish Council Effectiveness of Internal Audit 2023

7. **DATA PROTECTION:** To **ADOPT** updated
 - a) Data Protection Policy
 - b) Subject Access Request (SAR) Procedure
 - c) Subject Access Request (SAR) Policy
 - d) Publication Scheme
 - e) Privacy Statement
 - f) Privacy Notice for the Parish Council Website
 - g) Privacy Notice for Employees
 - h) Personal data Audit and Impact Assessment
 - i) Information Security Incident Policy
8. **SAFEGUARDING:** To **ADOPT** a Parish Council Safeguarding Policy
9. **STANDING ORDERS:** To **ADOPT** revised Standing Orders 2023
10. **FINANCIAL REGULATIONS:** To **ADOPT** revised Financial Regulations 2023
11. **BROOM HILL, MILL HILL, THREE COCKED HAT, ALLOTMENTS, FOOTPATHS**
 - a) To **RECEIVE** the Report from the Broom Hill Trust Council and to **AGREE** actions as required
 - b) To **RECEIVE** the Report from the Mill Hill, Broom Hill and Allotment Working Group
 - c) To **AGREE** to Create a Mill Hill Trust – as requested by Cllr Gregory
 - d) To **AGREE** Three Cocked Hat Tree Work Expenditure
 - e) To **CONSIDER** Footpaths and Grounds maintenance, as requested by Cllr Gregory
 - f) To **CONSIDER** the possibility of installing an allotment water supply, as requested by Cllr Gregory
12. **NEWSLETTER.** To **CONSIDER** content, responsibilities and publication date for the mid -Summer newsletter
13. **NOTICE BOARDS:** To **CONSIDER** Parishioner correspondence re Parish Council Noticeboard, Green Hill
14. **COMMUNITY PLAN:**
 - a) To **CONSIDER** Parishioner correspondence re Coddensham Parish Community Plan and a response thereto
 - b) To **CONSIDER** the Community Plan in relation to Parish Council responsibilities and activities
15. **PLANNING:**
 - a) To **CONSIDER** planning matters, including receipt of the Planning Schedule June 2023
 - b) To **CONSIDER** the invitation to join the East Suffolk Planning Alliance
 - c) To **CONSIDER** the existing delegated authority to Cllrs Gregory and Denning as the planning sub-committee
16. **CHURCHYARD:** To **RECEIVE** the Churchyard Report and to **AGREE** actions as required
17. **CODDENHAM CENTRE:** To **RECEIVE** the report from the CPC Coddensham Centre Representative
18. **HIGHWAYS:** To **RECEIVE** an update from the Coddensham Parish Council Highways Working Group and to **AGREE** actions as required
19. **NEXT MEETING.**
 - a) To **CONFIRM** the date of the next meeting of the Parish Council, 14th September 2023
 - b) To **CONSIDER** Matters raised by members, including matters for consideration at the next Parish Council meeting