

CODDENHAM ANNUAL PARISH COUNCIL MEETING
Minutes of the Parish Council meeting held on 13 July 2023, 7.30pm
at the Coddenham Centre

Present: Cllr S Gregory (Chair), Cllr Mills (Vice-Chair), Cllr Burton, Cllr Soanes

In attendance: County Cllr, Matthew Hicks
District Cllr, David Penny
Mrs Frankis, Clerk to the Parish of Coddenham

The meeting was chaired by Cllr S Gregory.

532 To RECEIVE Apologies for Absence

The Council unanimously resolved to receive the apologies from Cllr Denning for his absence due to a work commitment, and from Cllr Whitehead for his absence due to a personal commitment.

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

The Clerk had received a Dispensation Request from Cllr Denning to allow him to participate in any discussion and/ or vote relating to the Coddenham Community Shop and the Day Foundation; the Clerk granted the request to the period ending 4th May 2027.

Cllr Soanes declared an interest in agenda item number 11(b): to receive the report from the Mill Hill, Broom Hill and Allotment Working Group.

District Cllr Penny arrived at the meeting.

The meeting was adjourned.

534 PUBLIC FORUM

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

No comments were received.

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

A report had been received from County Cllr Hicks prior to the meeting and circulated to the Council; a copy of the report is published on the Parish Council website.

Cllr Hicks advised that a meeting is due to be held tomorrow, Friday 14th July 2023, in Coddenham with representatives of Suffolk Police, Suffolk County Council Highways and the Parish Council to discuss issues relating to the enforcement of HGV's road use and speeding. Cllr Mills confirmed he would be attending this meeting on behalf of the Council.

District Cllr Penny advised the Council he had attended a presentation on recycling; the indications are that the Government will be introducing a tax on manufacturers of tin and plastic products. He advised of the bookable buses initiative which utilises school buses during the school day when not being used to transport children to/from school; the scheme is proving to be very popular. He advised the District Council is looking to put together a policy on solar panels, to encourage the installation on buildings before developing farmland, as they are aware of the need to protect farmland.

County Cllr Hicks left the meeting.

The meeting was reconvened.

535 To RECEIVE and CONFIRM the Minutes of the Annual Parish Council meeting held on 11th May 2023

The minutes of the meeting had been circulated to the Council, prior to the meeting.

Re. minute number 23/24 523: Cllr Soanes pressed for the minute to record that it would not be a small working group who would be undertaking an intermediate cut of the footpaths but rather Cllr Mills would be undertaking to cut one footpath only. With this amendment, the Council then agreed the minutes were a true and accurate record of the meeting; the minutes were signed by Cllr Gregory.

Re. minute number 23/24 510(i); the Clerk had received an email from Mr A MacPherson, who was asking for the minutes to be amended. The Council unanimously agreed that the minute had recorded the sentiment of what he was asking to be included and did not require amendment.

536 To CONSIDER any Matters Arising from the Minutes of the Annual Parish Council Meeting held on 11th May 2023

Re. minute number 23/24 517: the Clerk advised that having sought further advice from SALC, the Parish Council is not eligible to use the General Power of Competence, as two thirds of the Council members weren't elected as 7 were elected out of 11 seats (2/3 being 7.33) (when calculating two thirds, NALC rounds decimals under 0.5 down rather than up).

Following the resignation of Cllr M Kenning, Mid Suffolk District Council (MSDC) has advised that no election has been called, and so, the vacancy can be filled by co-option.

Re. minute number 23/24 527: Cllr Gregory advised that the Broom Hill trustees have been updated.

537 FINANCE:

(i) to APPROVE the Schedule of Payments for June and July 2023

The Council unanimously approved the June 2023 schedule of payments for £11,034.88 net of VAT and the July 2023 schedule of payments for £2,485.98 net of VAT.

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

The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports for May and June 2023 had been circulated to the Council prior to the meeting. Cllr Mills confirmed the bank balances of £29,987.52 and £26,010.09 and £18,900.45 and £26,156.57 as reported, agreed to the bank statements.

(iii) to AGREE to Transfer £117.77 from MSDC Locality Budget Reserve to the 2023/24 Budget Heading 'Three Cocked Hat Bin and Signs'

The Council unanimously agreed to transfer £117.77 from MSDC Locality Budget Reserve to the 2023/24 budget heading 'Three Cocked Hat Bin and Signs'.

(iv) to AGREE to Transfer £3,424.08 from the PWLB Contingency Reserve to the 2023/24 Budget Heading 'PWLB'

The Council unanimously agreed to transfer £3,424.08 from the PWLB Contingency (earmarked) Reserve to the 2023/24 budget heading 'PWLB'.

(v) to AGREE to Transfer £3,320.00 from the Tree Works Reserve to the 2023/24 Budget Heading 'Tree Works'

The Council unanimously agreed to transfer £3,320.00 from the Tree Works Reserve to the 2023/24 budget heading 'Tree Works'.

- 538** To AGREE the SALC Internal Audit Report Action Plan 2023
The Clerk had prepared the SALC Internal Audit 2023 Action Plan and circulated it to the Council prior to the meeting.
One subject was raised for consideration; the Parish Council GDPR policies should be reviewed.
- 539** To AGREE the Coddendam Parish Council Effectiveness of Internal Audit
The Council unanimously agreed the Effectiveness of Internal Audit 2023.
- 540** (i) to ADOPT an Updated Data Protection Policy
The Council unanimously agreed to adopt the updated Data Protection Policy, as circulated to the Council prior to the meeting. The Policy will be published on the Parish Council website.
- (ii) to ADOPT an Updated Subject Access Request (SAR) Procedure
The Council unanimously agreed to adopt the updated Subject Access Request (SAR) procedure, as circulated to the Council prior to the meeting. The Procedure will be published on the Parish Council website.
- (iii) to ADOPT an Updated Subject Access Request (SAR) Policy
The Council unanimously agreed to adopt the updated Subject Access Request (SAR) policy, as circulated to the Council prior to the meeting. The Policy will be published on the Parish Council website.
- (iv) to ADOPT an Updated Publication Scheme
The Council unanimously agreed to adopt the updated Publication Scheme, as circulated to the Council prior to the meeting. The Scheme will be published on the Parish Council website.
- (v) to ADOPT an Updated Privacy Statement
The Council unanimously agreed to adopt the updated Privacy Statement, as circulated to the Council prior to the meeting. The Statement will be published on the Parish Council website.
- (vi) to ADOPT an Updated Privacy Notice for the Parish Council Website
The Council unanimously agreed to adopt the updated Privacy Notice for the Parish Council website, as circulated to the Council prior to the meeting. The Notice will be published on the Parish Council website.
- (vii) to ADOPT an Updated Privacy Notice for Employees
The Council unanimously agreed to adopt the updated Privacy Notice for Employees, as circulated to the Council prior to the meeting.
- (viii) to ADOPT an Updated Audit and Impact Assessment
The Council unanimously agreed to adopt the updated Audit and Impact Assessment, as circulated to the Council prior to the meeting. The Assessment will be published on the Parish Council website.
- (ix) to ADOPT an Updated Information Security Incident Policy
The Council unanimously agreed to adopt the updated Information Security Incident Policy, as circulated to the Council prior to the meeting. The Policy will be published on the Parish Council website.
- 541** To ADOPT a Safeguarding Policy
The Council unanimously agreed to adopt the Safeguarding Policy, as circulated to the Council prior to the meeting.

542 To ADOPT Revised Standing Orders
The Council unanimously agreed to adopt the revised Standing Orders, as circulated to the Council prior to the meeting.

543 To ADOPT Revised Financial Regulations
The Council unanimously agreed to adopt the revised Financial Regulations, as circulated to the Council prior to the meeting.

544 BROOM HILL, MILL HILL, THREE COCKED HAT, ALLOTMENTS, FOOTPATHS
(i) to RECEIVE the Report from the Broom Hill Trust Council and to AGREE Actions as Required
The minutes of the meeting of the charity trustees of the Broom Hill Trust confirming the appointment of the new trustees had been signed by Cllr Mills.
Cllr Soanes had circulated an email report to the Council prior to the meeting. Trustees are pleased to report that the bramble clearance undertaken by the Spring working groups and the wet Spring has resulted in increasing growth of wild honeysuckle and foxgloves.
One bench at the top of the grass slope needs repairing; Trustees and the Council thank Mr David Oliver for offering to provide the materials and undertake the repairs. Dates for future working parties are to be agreed, and a decision to be taken regarding the need for more trees to be planted, perhaps Oak.

(ii) to RECEIVE the Report from the Mill Hill, Broom Hill and Allotment Working Group
A report from the Mill Hill, Broom Hill and Allotment working group had been received and circulated to the Council prior to the meeting; a copy of the report is published on the Parish Council website.
Re the Three Cocked Hat, the soil bund, next to the layby, is preventing parked vehicles from encroaching further and so it is recommended that additional barriers of posts are not necessary.
The Lime saplings, planted in 2022, did not survive the extreme weather and will need replacing.
ACTION: The Clerk is to contact MSDC to enquire about the availability of two/three Lime trees.

(iii) to AGREE to create a Mill Hill Trust
The Council agreed to add the land known as Mill Hill to the existing Broom Hill Trust (if possible) rather than set up a dedicated trust.
ACTION: Cllr Gregory is to investigate whether the land known as Mill Hill can be added to the existing Broom Hill Trust and to look at the mechanics for doing this.

(iv) to AGREE Three Cocked Hat Tree Work Expenditure
The Clerk had extracted the tree works, as being recommended to be addressed with a one-year priority from the Tree Survey 2023; the findings had been circulated to the Council prior to the meeting. The Council unanimously agreed to accept the quote of £2,800.00 + VAT received from Eastwood Tree Services to undertake the necessary works.
ACTION: The Clerk is to prepare a schedule for the tree works with a two-year priority and obtain a quote from Eastwood Tree Services; this will be for 2024/25 budgetary purposes.

(v) to CONSIDER Footpaths and Grounds Maintenance
The Council unanimously agreed to scope a contract for 2024 and to put out for tenders now to include the autumn cut of Broom Hill, the churchyard and Three Cocked Hat and footpath maintenance.
ACTION: Cllr Burton is to prepare a map of the footpaths to be cut and provide a schedule of which footpaths can be cut by mower and which require hand cutting.
ACTION: The Clerk is to prepare a Tender Invite to be distributed to contractors.

(vi) to CONSIDER the Possibility of Installing an Allotment Water Supply

The Council unanimously agreed to investigate the installation of water collecting barrels / tanks at the allotment site.

ACTION: Cllr Burton is to research possible products.

ACTION: Cllr Soanes is to research possible funding opportunities.

545 To CONSIDER Content, Responsibilities and Publication Date for the Mid-Summer Newsletter

Cllr Gregory advised it is intended for the draft newsletter to be printed towards the end of July and for it to be distributed during August 2023.

The Council agreed the Newsletter would be printed by Banana Print.

546 To CONSIDER Parishioner Correspondence re Parish Council Noticeboard, Green Hill

The Parish Council had not been aware that the CCRG had installed a noticeboard at Green Hill, until notified by parishioners. It was noted that the Council had raised queries relating to planning permission and insurance of the noticeboard and is awaiting a response.

547 To CONSIDER the Community Plan in Relation to Parish Council Responsibilities and Activities

A report had been received from Cllr Mills and circulated to the Council prior to the meeting; a copy of the report is published on the Parish Council website.

In summary:

The Coddendam Community Plan 2023 – 2030 (the Plan) was published on 15th June 2023 and is available to view on the Coddendam Parish website. It was collectively produced by members of the Coddendam Community Response Group, which includes the Parish Council.

The Plan has no formal status however it is to be viewed as a valuable input to future decision making, grant awards and dealing with issues experienced by the Parish.

The Parish Council's responsibilities do not change because of the Plan and it will remain the main (lobbying) point of contact for matters which fall within the remit of the district and county councils.

For the avoidance of any doubt, if a matter involves the Parish Council or its statutory responsibilities, it will be led by Parish Council governance.

It was noted that taking account of councillor responsibilities, councillors will consider joining the following Plan working groups: Housing: Cllrs Denning and Gregory, Roads and Traffic: Cllr Denning, Energy Conservation and Recycling: Cllrs Gregory, Mills and Soanes and Green Spaces and Footpaths: Cllrs Burton, Mills and Soanes.

548 To CONSIDER Parishioner Correspondence re Coddendam Parish Community Plan and a Response Thereto

Cllr Gregory had drafted a response which had been circulated to the Council prior to the meeting. The Council agreed the response, which the Clerk is to forward to the parishioner.

549 PLANNING

(i) to CONSIDER Planning Matters, including Receipt of the Planning Schedule July 2023

The Council agreed that should a comment of approval or support of a planning application be submitted to the Planning Authority a Council meeting would be held in order that the public could attend. If a meeting outside of a scheduled Parish Council meeting is necessary, an extraordinary Parish Council meeting will be called.

(ii) to CONSIDER the Invitation to Join the East Suffolk Planning Alliance

The Council unanimously agreed not to join the East Suffolk Planning Alliance.

(iii) to CONSIDER the Existing Delegated Authority to Cllrs Gregory and Denning as the Planning Sub-Committee

The Council unanimously agreed to continue to delegate authority to Cllrs Gregory and Denning save that if an application for a new build or a build on vacant land comes forward, this will be considered at a Parish Council meeting.

550 To RECEIVE the Churchyard Report 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 'kissing gates' are in need of repair however questions have been raised with regards to accessibility and whether they should remain. The Council considered this is likely to be a controversial matter and agreed to put the question out for consultation, before making a decision.

The Report advised that the end slab to the chest/table tomb, between the Church and the road, required attention and has been paid down. A metal flange, protruding from the tomb, needs cutting off as a safety measure, subject to agreement by the Parochial Church Council. The Clerk reminded the Council there is a protocol to follow, which would involve the Diocese; Cllr Mills was of the understanding that the Church Warden will waive the necessary Order.

Cllr Mills advised that the Yew tree, to the left of the porch, will need pruning in 2024 and that this work should be scheduled and included in the 2024/25 budget.

Cllr Mills advised that a risk assessment of the Churchyard should be undertaken; Cllr Soanes believed this had already been undertaken.

551 To RECEIVE the Report from the Parish Council Coddendam Centre Representative

The Coddendam Centre 1st quarter 2023/24 financial report had been circulated to the Council prior to the meeting; a copy of the report is published on the Parish Council website.

The Council acknowledged the likely need for hands-on transitional support which the Coddendam Centre will need in the future.

552 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 Mills advised that in the absence of Cllr Denning, he is due to attend the on-site meeting on 14th July 2023, to discuss issues relating to enforcement of HGV's road use and speeding in Coddendam.

553 To CONFIRM the Date of the Next Meeting of the Parish Council

The Council agreed to change the date of the meeting scheduled to be held on 14th September 2023 to 4th September 2023, and the meeting scheduled to be held on 23rd January 2024 to 3rd January 2024.

554 To CONSIDER Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting

The Clerk advised that a resident had contacted the Parish Council with a request for 'deer' warning signs to be installed along Needham Road. This is a project that would need to be funded by the Parish Council but with the authorisation of Suffolk County Council. The Council recalled a similar request, for 'horse rider' warning signs to be erected; Suffolk County Council had refused the request as it considered further installations would 'clutter' the verges.

A request to consider the website was asked to be included on the next agenda.

There being no other business, the meeting closed at 21:33.

Chair: _____

Date: _____

Summary of Actions:

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	
16/03/23	22/23 480	To consider new sites for grit bins around the village.	All Cllrs	
11/05/23	23/24 512	It was agreed to seek permission from TCC for CPC to install a grit bin the gateway of the recreation ground.		
16/02/23	22/23 488	To repair the churchyard footpath by the 'kissing gate'.	NM	update
13/07/23	23/24 550	Questions have been raised with regards to accessibility and whether the gates should remain. The removal of the gates is likely to be a controversial matter and it was agreed to put the question out for consultation, before making a decision.		
11/05/23	23/24 520	To put together a formal PRow claim for footpaths cutting through the churchyard.	DB	
11/05/23	23/24 523	To undertake an intermediate grass cut of the footpath between the churchyard and Broom Hill.	NM	Done

13/07/23	23/24 544(ii)	Contact MSDC to enquire about the availability of two/three Lime trees.	SF	
13/07/23	23/24 544(iii)	Investigate whether the land known as Mill Hill can be added to the existing Broom Hill Trust and to look at the mechanics for doing this	SG	
13/07/23	23/24 544(iv)	Prepare a schedule for the tree works with a two-year priority and obtain a quote from Eastwood Tree Services; this will be for 2024/25 budgetary purposes.	SF	
13/07/23	23/24 544 (v)	Prepare a map of the footpaths to be cut and provide a schedule of which footpaths can be cut by mower and which require hand cutting. Prepare a Tender Invite to be distributed to contractors.	DB SF	
13/07/23	23/24 544 (vi) allotment water supply	Research possible products. Research possible funding opportunities.	DB JS	

Abbreviations:

Cllr D Burton
Cllr S Gregory
Cllr Jane Soanes
Clerk, Sue Frankis

DB
SG
JS
SF

Cllr Rob Denning
Cllr Nick Mills
Cllr J Whitehouse

RD
NM
JW