

CODDENHAM ANNUAL PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on 4th September 2023, 7.30pm
at the Coddenham Centre

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

In attendance: District Cllr, David Penny
Mrs Frankis, Clerk to the Parish of Coddenham
Mr F Gulliver, SCC Emergency Planning Officer

The meeting was chaired by Cllr S Gregory.

- 555** To RECEIVE Apologies for Absence
The Council unanimously resolved to receive the apologies from Cllr Denning for his absence due to a work commitment.
- 556** To RECEIVE any Declarations of Interest or Delegated Dispensation Decisions or to APPROVE Such Dispensation Requests as Needed
None received.

The meeting was adjourned.

- 557** PUBLIC FORUM
- (i) to RECEIVE Comments from Residents of the Parish on Current Agenda Items
No members of the public were present.
- (ii) to RECEIVE Reports from the County and District Councillors
District Cllr Penny presented a report which was handed out to the Council.

The meeting was reconvened.

- 558** To RECEIVE and CONFIRM Minutes of the Annual Parish Council meeting held on 13th July 2023
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.
- 559** To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 13th June 2023
- Re. minute number 23/24 544(ii): the Clerk is to chase the contact at MSDC for an update on the Council's request for Lime trees.
- Re. minute number 23/24 544(iii): Cllr Gregory continues to seek legal advice with regards to the addition of Mill Hill to the existing Broom Hill Trust.
- Re. minute number 23/24 544(iv): the Clerk advised that Eastwood Tree Services have provided a quote of £1,620.00 +VAT to undertake the 2023 Tree Survey, two-year priority works.

The Council agreed to consider agenda item number 20 next.

- 560** To AGREE to Produce a Coddendam Parish Emergency Resilience Plan (CERP)
Cllr Mills introduced Mr F Gulliver, Suffolk County Council (SCC) Emergency Planning Officer, who proceeded to present an overview of what an Emergency Plan is, how it works and how a parish emergency plan would sit within the county scheme.
Cllr Mills advised that to support the Coddendam Centre's progression of the Centre being registered as a designated Community Rest Centre, the Parish Council will need to draft, own and maintain a CERP. It is the intention for the CCRG to develop the Plan and for the Parish Council to 'own it'.
The Council agreed that Cllr Mills should work with the CCRG to develop a Plan and for it to be brought back to the Council for approval; the Plan would then be registered with SCC.

Mr F Gulliver left the meeting.

- 561** To RECEIVE the Report from the Parish Council Coddendam Centre Representative
The Council agreed there was no need for this to be a standing agenda item going forward.
- 562** FINANCE:
(i) to APPROVE the Schedule of Payments for August 2023
The Council unanimously approved the August 2023 schedule of payments for £1,316.39 net of VAT.
- (ii) to AGREE the Bank Statement Balances and to RECEIVE the Budget and Precept Reports for July and August 2023
The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports for July and August 2023 had been circulated to the Council prior to the meeting. Cllr Burton confirmed the bank balances of £16,411.72 and £26,156.57 and £14,950.58 and £26,156.57 as reported, agreed to the bank statements.
- (iii) to AGREE to Transfer £1.85 from Precept Budget Heading 'Data Protection' to Precept Budget Heading 'Waste Management'
The Council unanimously agreed to transfer £1.85 from precept budget heading 'Data Protection' to precept budget heading 'Waste Management'.
- (iv) to CONFIRM Timeline and Process and to AGREE Meeting Date of the Finance Working Group for 2024/25 Budget and Precept
Cllr Gregory advised that the Clerk has been asked to start working on the 2024/25 budget, which is to be brought forward to the Finance Working Group meeting to be held on 4th October at 2pm; the Clerk will attend by Zoom.
- 563** To RECEIVE the Notice of Conclusion of Audit and the External Auditor Report
The Notice of Conclusion of Audit has been published on the Parish Council website and Cllr Soanes is to display a copy on the Parish Council noticeboard.
The Parish Council received the External Auditor Report and Certificate for 2022/23, as circulated to the Council prior to the meeting, and published on the Parish Council website; no matters were raised by the external auditor.
- 564** To AGREE the Continuing Appointment of SALC as the Parish Council's Internal Auditor
The Council unanimously agreed to the continuing appointment of SALC as the Parish Council's internal auditor.
- 565** To AGREE and ACCEPT the 2023 Insurance Renewal
The renewal documents weren't available at the time of the meeting.

- 566 To APPOINT a Councillor to Undertake the Review of the Effectiveness of the Systems of Internal Controls
ACTION: Cllr Whitehead is to undertake the Review of the Effectiveness of the Systems of Internal Controls.
- 567 To AGREE to Dispose of Parish Council Records in Accordance with the Parish Council Records Management and Documentation Retention Policy
The Clerk had circulated a list of documents to be disposed of to the Council prior to the meeting; the Council unanimously agreed to dispose of those documents.
- 568 To AGREE to Use a Dedicated 'gov.uk' or '.org' Parish Council email address as Recommended
The Council unanimously agreed that as the clerk's existing 'g mail' address is a dedicated council address and will meet the requirement of the 2023/24 AGAR, the address would not be changed.
- 569 Parish Council Website
The Council unanimously agreed to retain a web presence independent of the Coddendam parish site; the Parish Council will continue to work with other parish organisations via the CCRG to promote an information flow to residents.
- The Council unanimously agreed to maintain its website, with a simpler structure than previously.*
- Cllr Mills agreed to undertake a monthly overhaul to ensure website publications are current.*
- 570 To RECEIVE an Update from the Coddendam Parish Council Highways Working Group and to AGREE Actions as Required
A report from the Highways Working Group had been received and circulated to the Council prior to the meeting.
Cllr Soanes asked the Council to re-visit the parishioner request for 'deer' warning signs to be installed on Needham Road, Coddendam; the Council agreed.
ACTION: The Clerk is to contact SCC to seek permission to instal deer warning signs on Needham Road and to request a costing for the works.
- 571 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
No report was received.
- A report from the Mill Hill, Broom Hill and Allotment working group had been received and circulated to the Council prior to the meeting.*
The Council unanimously agreed to set a budget of £100 to repair the Mill Hill steps and to wood treat the bench.
- The Council unanimously agreed to install a watering system(s) at the allotments, as proposed by Cllr Burton; the Council set a budget of £675 to meet costs.*
ACTION: Cllr Soanes is to draft a piece for the Clerk to canvass the allotment holders for their views of the proposal.
- (iii) to RECEIVE an Update on Suffolk County Council Footpath Maintenance 2023
Despite the initial issues, the Parish Council is now satisfied with the works undertaken by Suffolk County Council (SCC).
Cllr Burton advised that the map used by SCC requires updating.
ACTION: Cllr Burton is to update the map to show all the footpaths that need cutting.

ACTION: The Clerk is to forward the updated map to SCC and to ask that they undertake the footpath cutting for 2024 in line with the revisions.

It was agreed to publish an update of the 2023 footpath cutting on Facebook, the Parish Council website and in the TVN.

(iv) Closed Footpath at Pippis Ford

Cllr Gregory advised that correspondence had been received from a resident raising the matter of closed footpath 27.

Cllr Burton declared an interest as a landowner in the vicinity of footpath 27.

ACTION: Cllr Burton it to put together a proposal whereby the Parish Council requests to work with SCC to divert footpath 27.

(v) to RECEIVE the Churchyard Report and to AGREE Actions as Required

Cllr Burton has removed the end slab of the table memorial, as a temporary safety measure. The Parish Council is waiting for the PCC to advise of permission being granted to proceed to remove a protruding metal flange.

(vi) Review of the Tender Responses and Award of Contract for Maintenance for 2024 of Parish Council Green Spaces and Footpaths.

Of the invites sent out to tender, no responses had been received.

ACTION: The Clerk is to invite Veritas to submit a tender for the 2024 grass cutting.

(vii) Maintenance of the 'Kissing Gates'

Following feedback received from parishioners regarding the future of the 'kissing gates', the Council agreed retain and repair the gates; the works will be undertaken by the Working Group.

572 To AGREE Adoption by the Parish Council of the Noticeboard on Green Hill

Cllr Gregory advised the CCRG has suggested their noticeboard on Green Hill be adopted by the Parish Council. The Parish Council unanimously agreed to receive the noticeboard and to pay the costs for the name of ownership to be changed. The noticeboard will be owned by the Parish Council for use by all organisations in the village.

573 To CONSIDER Planning Matters, including Receipt of the Planning Schedule August 2023

The Planning Schedule August 2023 had been circulated and received by the Council prior to the meeting.

Application number DC/23/03941 – The Council agreed to submit a comment of 'no objection'.

Application number DC/23/03937 - The Council agreed to submit a comment of 'no objection'.

Application number DC/23/04091 - The Council agreed to submit a comment of 'no objection'.

Application number DC/23/03936 - The Council agreed to submit a recommendation that if the proposal is approved, Conditions be applied to include an earth bund / cover to reduce the visual impact and the retention of the existing green screen.

Cllr Gregory advised the Gardemau Trust proposal for outline planning permission to erect a single dwelling on land behind Forge Cottage, School Road, Coddendam was being re-submitted to MSDC for determination, having previously been refused permission. The application has not yet been validated by MSDC and so can not be considered at this time.

In anticipation of the application coming forward within the near future, the Council agreed to hold an extraordinary Parish Council meeting to be held on 4th October 2023, at 6pm to consider the matter. The Finance Working Group meeting to be held at 2pm will be moved to 4.30pm.

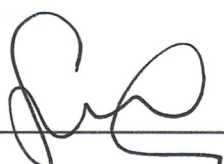
- 574 2024 Village Fete
The Parish Council supported the idea of a village fete but felt unable to support the proposal as it stands due to date, 31st August 2024. Historically, the fete has been held in September thus avoiding the summer holiday period.
- 575 MSDC's 'Pride in Your Place'
The Council agreed to apply for a grant to fund the installation of a large litter bin and sign to be installed at the 'impromptu layby' where the B1078 joins the A140, and if funding allowed a bin alongside the Norwich Road, at the junction to the footpath via Shrubland to the village.
ACTION: The Clerk is to complete and submit the grant application form.
- 576 Clerk Recruitment
An advert for the Clerk's vacancy has been published on the SALC website; to date no applications from Crowfield if they would be interested in applying.
- 577 Sizewell Meeting, 25th July 2023
Cllr Gregory advised the presentation was predominantly about what Sizewell are doing to mitigate their contractors using the B1078, during construction, as well as the environmental protection measures they are putting in place.
Approximately 25-30 parishioners attended, as well as others from neighbouring villages.
- 578 Project Gigabit
Following the publication of SCC's Project Gigabit in the summer Parish Council newsletter, a parishioner of Pipp's Ford notified the Parish Council of the poor broadband service in their area.
ACTION: The Clerk is to notify SCC of the poor broadband service at Pipp's Ford.
- 579 To CONFIRM the Date of the Next Meeting of the Parish Council
The next meeting of the Parish Council is to be held on 16th November 2023, 7.30pm at the Coddensham Centre Meeting Room.
- 580 To CONSIDER Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting
Cllr Mills asked for a 'Plan Update' to be included on the next agenda.

Cllr Gregory asked for an agenda item to consider and decide on a Parish Council general view of potential new development of single or multiple residential or other e.g., renewable development in the parish.

Cllr Mills considered Freedom of Information requests and the details of what information was requested and the information disclosed, should be put on record.

Cllr Soanes reminded the Council that the next litter pick is to be held on 23rd September 2023.

There being no other business, the meeting closed at 21:22.

Chair:  _____

Date: 20/11/23

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.		
04/09/2023	23/24 571(vii)	Following feedback received from parishioners regarding the future of the 'kissing gates', the Council agreed retain and repair the gates; the works will be undertaken by the Working Group.		04/09/2023

11/05/23	23/24 520	To put together a formal PRow claim for footpaths cutting through the churchyard.	DB	
13/07/23	23/24 544(ii)	Contact MSDC to enquire about the availability of two/three Lime trees.	SF	
04/09/23	23/24 559	The Clerk continues to chase MSDC.		
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	
04/09/2023	23/24 559	Clr Gregory continues to seek legal advice.		
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	04/09/23
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.	DB	
04/09/2023	23/24 571(iii)	To forward the completed map to SCC and to ask they add those paths previously omitted to the 2024 cutting schedule. Prepare a Tender Invite to be distributed to contractors.	DB SF	
13/07/23	23/24 544 (vi) allotment water supply	Research possible products.	DB	
04/09/23	23/24 571(i)	Research possible funding opportunities.	JS	
		To draft a piece for the Clerk to canvas the allotment holders for their views on the proposal.	JS SF	
04/09/23	23/24 566	To undertake the Review of the Effectiveness of the Systems of Internal Controls.	JW	
04/09/23	23/24 570	To contact SCC to seek permission to instal deer	SF	

		warning signs on Needham Road and to request a costing for the works.		
04/09/23	23/24 571(iv)	To put together a proposal whereby the Parish Council requests to work with SCC to divert footpath 27.	DB	
04/09/23	23/24 571(vi)	To invite Veritas to submit a tender for the 2024 grass cutting.	SF	
04/09/23	23/24 575	To complete and submit the MSDC 'pride in Your Place' grant application form.	SF	
04/09/23	23/24 578	Project Gigabit: to notify SCC of the poor broadband service at Pippis Ford.	SF	

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