

# 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 14 March 2024**, scheduled for 7.30pm, at the Coddenham Centre Meeting Room, when the under-mentioned business will be transacted

Maggie Burt  
Clerk to the Council and Proper Officer

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## 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. **PLANNING**: To **CONSIDER** planning matters, including receipt of the current Planning Schedule
5. **PARISH COUNCIL MEETING**
  - a) To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 3 January 2024
  - b) To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 3 January 2024
6. **HIGHWAYS**
  - a) To **RECEIVE** an update from the Coddenham Parish Council Highways Working Group and to **AGREE** actions as required
7. **GREEN SPACES**
  - a) To **RECEIVE** the Report from the Broom Hill Trust and to **AGREE** actions as required
  - b) To **RECEIVE** the Report from the Mill Hill, Three Cocked Hat and Allotments Working Groups and to **AGREE** actions as required
  - c) To **RECEIVE** the Churchyard Report and to **AGREE** actions as required
  - d) To **CONSIDER** and **APPROVE** a review of allotment management, confirm the communication with allotment holders re upkeep and to **AGREE** actions as required, including under what circumstances will action be taken to recover an allotment and agree actions as required
  - e) To **CONSIDER** possible participation in the Open Garden event in June 2024 and to **AGREE** actions as required

- f) to **APPROVE** the applications by the council to MSDC for a payment of £500 as a Locality Award and to SCC for the same amount towards revision of the Coddendam circular walks leaflets
8. **FINANCE**
- a) to **APPROVE** the Schedules of Payments for December 2023, January and February 2024
  - b) to **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports for December 2023, January 2024 and February 2024
  - c) to **CONSIDER** and **APPROVE** the application for a new Barclaycard Account for the clerk following closure of the previous account
  - d) to **CONSIDER** and **APPROVE** the addition of Cllr Whitehead as an authorised signatory to the Bank Accounts
  - e) to **CONSIDER** and **AGREE** what level of individual items of expenditure the Parish Council should report in light of the lack of guidance in the Transparency Code
  - f) to **CONSIDER** and **AGREE** a Reserves policy
9. **RISK REGISTER**: To **CONSIDER** and **APPROVE** the revised risk register for the Council
10. **EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROLS**: To **CONSIDER** and **APPROVE** the report on the effectiveness of system of internal controls
11. **GRIT BINS**: To **CONSIDER** expenditure on a new grit bin in the village at the entrance to the Recreation Ground (as confirmed with TCC) and to **AGREE** actions as required
12. **STREET LIGHTING**: To receive an **UPDATE** on the proposed works to be undertaken to the street lighting
13. **RESILIENCE PLAN**: To receive an **UPDATE** of the Parish Resilience Plan including a meeting with UKPN relating to network resilience (if possible)
14. **PARISH PLAN**: To receive an **UPDATE** of the current status of Plan working groups including an **UPDATE** on the proposed recycling event in March 2024
15. **PARISH NEWSLETTER**: To **CONSIDER** and **APPROVE** items for inclusion in the next Parish Newsletter
16. **DIVERSION OF FOOTPATH**: To **CONSIDER** a proposal to divert Footpath 27 and **AGREE** actions as required
17. **SLCC MEMBERSHIP**: To **CONSIDER** and **APPROVE** renewal of the Parish Council's membership for 2024/25 and to **CONSIDER** and **APPROVE** a response to SALC's Membership Survey, completion of which is due by 29 March 2024
18. **FREEDOM OF INFORMATION ACT REQUESTS**: To **PROVIDE** an **UPDATE** on any FOIA requests received
19. **CIL**: To **CONSIDER** an application for CIL funding to replace two picnic tables for the Recreation Ground at a cost of £437.57 per unit excluding VAT and **AGREE** actions as required
20. **WEBSITE MAINTENANCE**: To **IDENTIFY** and **APPROVE** a Councillor to take on those maintenance items of the website not undertaken by the clerk from 30 April 2024

21. **CCRG AND TVN:** To **CONSIDER** and **APPROVE** the Parish Council's representative on the CCRG and the Editor and Producer of TVN updates for the future
22. **DEER WARNING SIGNS:** To **CONSIDER** a request from a parishioner for the purchase and installation of a deer warning sign on the B1078 exiting the village towards Hemingstone and **AGREE** actions as required
23. **DEFIBRILLATORS:** To **CONSIDER** whether there are any additional possible sites for the installation of a defibrillator to take advantage of the Community Defibrillator Scheme being run by the Department of Health & Social Care providing match funding for 1900 community external defibrillators
24. **NEXT MEETINGS**
  - a) To **CONFIRM** the date of the Annual Meeting of the Parish Council to be held at 7.30pm on 8 May 2024 and the Annual Parish Meeting at 7.30pm on 15 May 2024, both meetings to be held at The Coddendam Centre
  - b) To **CONSIDER** and **APPROVE** the following dates for Parish Council Meetings, all to be held at The Coddendam Centre, starting at 7.30pm:
    - 10 July 2024
    - 2 September 2024
    - 6 November 2024
    - 8 January 2025
    - 6 March 2025
  - c) To **CONSIDER** matters raised by members, including matters for consideration at the next Parish Council meeting