

CODDENHAM PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on 14 MARCH 2024 at 7.30pm  
at the Coddenham Centre

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

**In attendance:** PCC Tim Passmore  
County Cllr. Matthew Hicks  
District Cllr. David Penny  
Ms M Burt, Clerk to the Parish of Coddenham  
3 Members of the Public

The meeting was chaired by Cllr. S Gregory.

**612** To RECEIVE Apologies for Absence  
No apologies for absence presented.

**613** To RECEIVE any Declarations of Interest or Delegated Dispensation Decisions or to APPROVE Such Dispensation Requests as Needed  
Cllr. Soanes declared an Interest as an Allotment Holder in relation to Agenda Item 7 and Cllr. Burton declared an interest in respect of Agenda Item 16.

The meeting was adjourned.

**614** PUBLIC FORUM

(i) to RECEIVE Comments from Residents of the Parish on Current Agenda Items Planning Application DC/23/04091 The Dukes Head Inn.

A member of the public questioned why the s215 Enforcement Notice served on the developer had not been adhered to and what the Parish Council could and should do to reinforce compliance. Cllr. Gregory explained that the Parish Council had no power to enforce compliance but it had indeed followed this up with the District Council and that would do so again. The parishioner asked that a timeframe for a response should be incorporated into the communication but Cllr. Gregory reminded all participants that the Parish Council could only request enforcement.

(ii) to RECEIVE an update on the upgrading of Street Lighting including the Lighting Timetable

The Clerk reported that the upgrading was complete but a minor issue with one of the lights had meant that the lighting timetable had not been implemented at the time of upgrade. This had now been resolved and then Clerk advised that, as from Sunday 10 March 2024, the new lighting timetable under which streets lights were turned off between 23.30 and 06.00 daily had now been implemented.

(iii) to RECEIVE Reports from the Police & Crime Commissioner, County and District Councillors

County Cllr. Hicks had previously circulated his report but reiterated that responses were requested to the consultation on devolution. He also highlighted the exponential increases in highway problems such as potholes, silting up of gulleys and surface water which had occurred between October 2023 and February 2024 had meant that SCC were hard pressed to undertake repairs within normal limits. Despite the pressure on low resources, more teams had been tasked with undertaking repairs. He also mentioned that junction improvements at the turning into Rectory Road in Hemingstone for vehicles over 7.5t would be in place by the end of July 2024 provided funding could be found. Cllr. Denning agreed to chase Cllr. Hicks nearer to the expected start date. Cllr. Hicks also reported that upcoming boundary changes would mean that he would no longer have responsibility for the Coddenham area, this would be taken over by Kay Oakes or Chris Chambers.

Speaking as a District Councillor, Cllr. Whitehead presented the MSDC report which had been circulated prior to the meeting.

Police and Crime Commissioner Passmore reported that there was now a Community Policing Officer for Coddendam and more call handlers had been recruited to help ensure reduced wait times for responses. He also stated that Domestic Abuse and Violence was being specifically targeted for response improvement. He was aware of concerns that the building of Sizewell C might result in displacement of traffic through Coddendam but stated that mitigation action was being undertaken by the developers to ensure that this is kept to a minimum. Discussion took place as to how to evidence increases in traffic without setting a baseline now to compare against future levels. PCC Passmore indicated that ANPR cameras may be considered and costs are to be looked into. Cllr. Burton stated that the Speed Indicator Device (SID) which the village already owns would do a basic count of vehicles. The relocation of this SID was discussed and it was agreed that the Highways Working Group should investigate the siting requirements further.

The meeting was reconvened.

- 615** Planning Application DC/24/00593 Conversion of existing building to create 1No dwelling at The Sawmill, Old Norwich Road, Coddendam, Ipswich Suffolk  
The Parish Council unanimously **RESOLVED** to submit no objections to this application.
- 616** To RECEIVE and CONFIRM Minutes of the Parish Council meeting held on 3 January 2024  
The Minutes were unanimously **AGREED** to be a true and fair record of the meeting.
- 617** To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 14 November 2023  
No Matters Arising were raised.
- 618** To RECEIVE and NOTE an Update in relation to HIGHWAYS  
(i) A report by the Highways Working Group had previously been circulated by Cllr. Denning. Cllr. Soanes reminded the Council that the Highways Working Group formed part of the Parish Plan.  
(ii) The issue of purchasing more SIDs was raised; the cost was estimated to be c£2,500 per unit. In addition, it was **AGREED** that the regular repositioning of the existing SID was likely to be a deterrent to speeding motorists and should be undertaken if feasible. The question of whether the SID was listed on the Parish Council's Asset Register was raised and the Clerk was asked to confirm this. Cllr. Mills agreed to contact Ian Thompson to ascertain who is responsible for changing the battery on the camera.  
(iii) The question of whether Rectory Road complied with the criteria for installing a 40mph limit was raised and Cllr. Denning volunteered to find this out.  
(iv) The issue of off street parking for High Street residents was raised and **IT WAS AGREED** that High Street residents needed to be consulted to ascertain whether there was sufficient call for such.  
(v) Cllr. Mills raised the issue of whether a public meeting was necessary to discuss any changes to speed and/or weight limits etc possible on the B1078, particularly to ensure managing expectations of parishioners.
- 619** 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 above report was received prior to the meeting. Matters which require action from the CPC were discussed and the following were unanimously **AGREED**:  
(a) to reinstall third owl box once it has been restored;  
(b) to request the Clerk to contact MSDC to source hedging plants to fill the gaps in the existing hedge;  
(c) to request the Clerk to obtain a quote to replace the damaged sign;  
(d) to plan a councillor work group to coppice snowberry and replace slats on kissing gate;

(ii) to RECEIVE the Report from the Green Spaces Working Party and to AGREE Actions as required

- (a) The provision of a third water collection tank was discussed as both of the new tanks have been fully filled and some water had been moved to other containers for use in drier weather. Cllr. Burton agreed to price up for such provision.
- (b) The subject of non allotment holders using the allotment gardens as a shortcut to Broom Hill was discussed. Concerns were expressed about the health and safety risk of this and Cllr. Soanes will look into the acquisition of a combination lock to lock the far gate near to broom Hill so as to prevent use of the allotments as a thoroughfare.
- (c) Revised Allotment Licences and the 2024 Rent Letters were discussed and it was **AGREED** that the Clerk would draft these and that they would include a statement that the Allotment Gardens would not be opened for the Open Gardens event in 2024 due to health and safety concerns.
- (d) It was **AGREED** that the Clerk would draft posts for the Website and Facebook page to advertise the newly available plots.

**620** To CONSIDER the Closed Churchyard Report and to AGREE Actions as Required

Cllr. Mills reported that there were potholes in the path which needed to be filled and this would be undertaken in March or April 2024. Cllr. Burton had advised that any such infill should be undertaken using crushed gravel or crushed limestone and that one bulk bag should suffice. On balance, it was **AGREED** that crushed limestone would be preferable and a bulk bag should be ordered once a date for the work was known.

**621** FINANCE:

(i) to APPROVE the Schedule of Payments for October and December 2023 and for January and February 2024

The Council unanimously **APPROVED** the above Schedules of Payment.

(ii) to AGREE the Bank Statement Balances and to RECEIVE the Budget and Precept Reports for December 2023 and January and February 2024

Cllr. Gregory raised an item on the Budget Report which shows an amount paid to Burstall PC. The Council unanimously **APPROVED** the above Statements and Reports, subject to this investigation and Cllr. Whitehead agreed to investigate whether this had been resolved.

(iii) The Council were advised that an application for a new Barclaycard account, occasioned by the closing of the previous account by the previous Clerk, had been declined. In addition, despite closure of the previous account, an amount of £42.75 had been taken by Direct Debit by Barclaycard. Cllr. Gregory requested that the Clerk raise a complaint with Barclaycard in this regard and a further complaint on the declining of the new application. It was unanimously **RESOLVED** that the Clerk should apply for a charge card from Unity Trust Bank. As this attracts a monthly charge of £3, it was **RESOLVED** that should a new Barclaycard account be opened, the UTB charge card should be closed.

(v) The Council unanimously **APPROVED** the addition of Cllr. Whitehead as an authorised signatory to the Bank Account.

(vi) Following a discussion on the provisions of the Transparency Code and the fact that councils with a turnover between £25,000 and £250,000 were not required to reports any level of expenditure, the Council unanimously **APPROVED** the reporting on a Quarterly basis of all items of expenditure over £500.

(vii) A revised Reserves Policy was circulated prior to the meeting and the Council unanimously **APPROVED** and **ADOPTED** such policy.

**622** **UPDATED RISK REGISTER:**

The Council unanimously **AGREED** the revised Risk Register, as circulated prior to the meeting.

**623** **EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROLS:**

Cllr. Whitehead had circulated a report prior to the meeting which outlined the fact that the Council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement of Internal Control. The Council unanimously **APPROVED** this approach.

**624** **GRIT BINS:**

Cllr. Denning suggested that an approach be made to the Day Foundation for funding this new grit bin. Following a brief discussion, it was **AGREED** that the proposed siting of the new grit bin made it ineligible for free filling by the SCC Highways Department. The Clerk was requested to find out from TCC how much it cost to their grit bin which was similarly ineligible for free replenishment of the contents.

**625** **STREET LIGHTING:**

The Clerk reported that, since 10 March 2024, street lighting was being turned off overnight. The Clerk was asked to get confirmation of the timings of this switch off.

**626** **RESILIENCE PLAN**

Cllr. Mills reported that he was to submit the previously agreed Plan to MSDC.

Cllr. Gregory stated that she had requested a meeting with UKPN regarding the resilience of the electricity network but had received no response to date.

**627** **PARISH PLAN**

Cllr. Mills confirmed that the Recycling event was scheduled for 23 March 2024 at TCC with a possible second event on 15 June 2024.

**628** **PARISH NEWSLETTER**

It was **AGREED** that the next Newsletter would be written in June and published in July 2024. Cllr. Gregory called for suggestions for articles for inclusion and the following proposals were submitted:

- (a) Explanation of CIL
- (b) Green Spaces updates
- (c) Explanation of Reserves and their use
- (d) Call for more Councillors
- (e) Allotments, if plots still available
- (f) Roads update

The Council unanimously **AGREED** that alternating the Parish Newsletter with the proposed CCRG twice annual newsletter would be the most efficient way of disseminating news. Cllr Gregory requested that Councillors volunteer to provide copy for the various topics but, failing this, she would allocate topics. She further requested copy for the articles be submitted to her by 14 June

**629** **DIVERSION OF FOOTPATH 27**

Cllr. Burton had submitted proposals regarding this diversion prior to the meeting. Then Council unanimously **AGREED** that the possibility of diverting the footpath needs to be put to residents of Pipp's Ford and the landowners involved. Cllr. Gregory agreed to investigate the identity of the one unknown landowner. It was also agreed that since some part of the land lay within the parish of Creting St Mary, their Parish Council would need to be notified. The Clerk was asked to write to the Clerk and Chair of Creting St Mary Parish Council once land ownership had been determined.

**630 SLCC MEMBERSHIP & SALC SURVEY**

(i) The Clerk was asked to consider whether renewal of SLCC membership at £188pa provided services that were of use to the Clerk and Council.

(ii) Cllr. Gregory had submitted a draft survey response prior to the meeting and it was apparent that Coddendam was ahead of the game. The Clerk was asked to respond to the SALC survey in line with Cllr. Gregory's proposed responses circulated prior to the meeting.

**631 FREEDOM OF INFORMATION REQUESTS**

The annual summary of FOIA requests received in the last 12 months was circulated prior to the meeting for information.

**632 CIL**

The Council unanimously **AGREED** that CIL should be used to fund two replacement benches in the Recreation Ground at a cost of £437.57 (plus VAT) per unit and the Clerk was requested to liaise with the Coddendam Centre to affect this.

**633 WEBSITE MAINTENANCE**

Cllr. Mills stated that he wished to cease maintaining the non-statutory section of the website from 31 May 2024. As no Councillor volunteered to take on this role, it was suggested that the Clerk (or another third party) should assume this task and the hours spent would be paid at the Clerk's usual rate. The Council **AGREED** to **POSTPONE** this decision until the May council meeting.

**634 CCRG AND TVN**

Following a short discussion, the Council unanimously **APPROVED** Cllr. Mills to continue as the Council 's representative on the CCRG. Cllr. Mills also agreed to continue to contribute to the TVN but on an ad hoc basis.

**635 DEER WARNING SIGNS**

A further request had been made by a parishioner for the Council to consider erecting a Deer Warning sign on the B1078. As was the case with a previous requested, the Council unanimously **AGREED** that the cost of £1,000 per sign was not viable and was unbudgeted.

**636 DEFIBRILLATORS**

A discussion was held as to the current defibrillator coverage within the Parish. Cllr. Burton agreed to check whether the garage at Beacon Hill had a unit. If not, it was suggested that the Clerk write to the businesses at Beacon Hill to ask them to host a defibrillator. Cllr. Whitehead agreed to check with MSDC what access businesses would have to defibrillators from that source.

**637 DATES OF THE NEXT MEETINGS OF THE PARISH COUNCIL**

Councillors were reminded that updates would be required from each Working Group for the Annual Parish Meeting on 15 May 2024. The Council unanimously **AGREED** the following dates of Meetings, all to commence at 19.30 at TCC:

Annual Meeting of the Parish Council: 8 May 2024

Annual Parish Meeting: 15 May 2024

Parish Council Meeting: 10 July 2024

Parish Council Meeting: 2 September 2024

Parish Council Meeting: 6 November 2024

Parish Council Meeting: 8 January 2025

Parish Council Meeting: 6 March 2025

There being no other business, the meeting closed at 21.48

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

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

Meeting Date	Minute #	Action	Cllr/Clerk	Completed
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 at the gateway of the recreation ground. Identification of exact location required re siting of bin	All Cllrs DB	
03/01/24	23/24 604	If site on TCC land, Clerk to write to TCC asking for permission	MB	Location agreed with TCC but will necessitate buying grit, rather than free delivery from SCC
14/03/24	223/24 624		MB	Clerk to investigate acquisition of grit with TCC and whether they will take responsibility for filling the grit bin if the PC purchase & instal it.
14/03/24	23/24 624	Approach to be made to Day Foundation re funding of grit bin		
11/05/23	23/24 520	To put together a formal PROW claim for footpaths cutting through the churchyard.	DB	Please add to next agenda

		<p>Contact MSDC to enquire about the availability of two/three Lime trees.</p> <p>The Clerk continues to chase MSDC.</p> <p>JS to let Clerk have What 3 Word reference for location Clerk to order trees from MSDC</p> <p>MSDC confirmed that trees will be provided and location identified to them. Trees should be available early 2024</p>	<p>SF</p> <p>JS</p> <p>MB</p> <p>MB</p>	<p>Trees being delivered 26 Jan 2024</p> <p>Trees planted Feb 2024</p> <p><b>COMPLETED</b></p>
13/07/23	23/24 544 (vi) allotment water supply	Research possible products.	DB JS	
04/09/23	23/24 571(ii)	Research possible funding opportunities.		
14/11/23	23/24 589 (ii)	<p>To draft a piece for the Clerk to canvass the allotment holders for their views on the proposal.</p> <p>Letters sent to Allotment Holders</p>	<p>JS</p> <p>MB</p>	

14/03/24	23/24 619(ii)	Materials obtained. Work will commence in Spring 2024  3 <sup>rd</sup> tank proposed	DB  DB	2 Water Collection tanks built and sited Feb 2024.  DB to investigate cost to provide 3 <sup>rd</sup> tank.
14/03/24	23/24 619(ii)	Acquisition of lock to far gate onto allotments	JS	JS to investigate provision of combination lock
04/09/23	23/24 566	To undertake the Review of the Effectiveness of the Systems of Internal Controls.	JW	Added as an Agenda Item for March 2024 meeting
03/01/24	23/24 606	Cllr Whitehead requested consideration at March 2024 meeting.	MB — Add as Agenda Item	Reported received and discussed at March meeting
14/03/24	23/24 625			<b>COMPLETED</b>
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	Added as Agenda Item for March 2024 meeting
14/03/24	23/24 629	Proposal submitted and approved	SG  MB	SG investigating land ownership where unknown.  Clerk to write to residents, landowners & Creting St Mary PC once ownership ascertained



14/11/23	23/24-590	NM to speak to TCC re replacement of benches and other furniture on Recreation Ground	NM	PC have purchased dishwasher instead for donation to TCC  <b>COMPLETED</b>
14/11/23	23/24 589(i)	Sulphur Clover seeds to be planted in Spring 2024	JS	
14/11/23	23/24 589(ii)	Churchyard wall to be repaired and weeds cleared	DB	
14/11/23	23/24 589(ii)	Mill Hill steps to be mended and bench to be weatherproofed	Working Party	Steps done, weatherproofing still outstanding
14/11/23	23/24 589(ii)	Possible gates to be installed at each end of Lower Road NM to pursue with SCC	NM	Roads Working Group to take forward
03/01/24	23/24-601 (iv)	SCC to be requested to write to landowners/residents on Lower Road requesting undertaking of necessary maintenance to ensure proper water flow.	MB	SCC Highways to be contacted  SCC responded that they are working with the landowners to rectify matters.  <b>COMPLETED</b>
03/01/24	23/24-604 (iii)	Donation of £100 to be made to Citizens Advice Bureau	MB	To be added to January Schedule of Payments  <b>COMPLETED</b>
03/01/24	23/24-609	Street Lighting Upgrade—clerk to chase update. MSDC contractors should complete upgrade w/c 8 Jan 24	MB	24 Jan 2024—SCC requested to switch off lights between 23.30 and 06.00 daily  Confirmed the switch off times now in place. <b>COMPLETED</b>
14/11/23	23/24 589(v)	Clerk to order new litter bins & arrange MSDC Waste Mgt to	MB	MSDC will not agree to new bins until April 2024

		empty once in situ		Clerk sent chasing email to MSDC 25/03/24
14/03/24	23/24 619(ii)	Revised Allotment Agreements to be drafted and sent  Advertisements to be posted on website & FB to attract new allotment holders for plots available	MB	Letters and revised Agreements agreed and sent 15 March 2024  <b>COMPLETED</b>  Advertisement posted and responses received
14/03/24	23/24 619(i)	<ul style="list-style-type: none"> <li>• 3rd owl box to be reinstalled</li> <li>• Contact MSDC to source hedging</li> <li>• Replace damaged sign</li> <li>• Working group to coppice snowberry</li> </ul>	JS to provide details of hedging and sign to Clerk	
14/03/24	23/24 618(ii)	Is it feasible to relocate SID as speed deterrent on regular basis  Change of battery in SID	RD/JW  NM to contact Ian Thompson	
14/03/24	23/24 618(iii)	Does Rectory Road comply with criteria for 40mph limit?	RD	
14/03/24	23/24 620	Churchyard path. Potholes require infill. Crushed limestone to be ordered once	Working group	

		date for repair agreed		
14/03/24	23/24 621	Burstall PC reimbursement?	JW	
14/03/24	23/24 623	Annual review by PC of Internal Controls		
14/03/24	23/24 628	Parish Newsletter Summer edition	All Cllrs	
14/03/24	23/24 636	Additional Defibrillators	DB/JW  MB	DB to ascertain whether defib unit available at Beacon Hill. JW to ascertain whether MSDC could source such for business(es) at that location  Clerk to contact businesses
14/03/24	23/24 626	Resilience Plan to be submitted to MSDC	NM	
14/03/24	23/24 621	Result of UTB application & Barclaycard complaint	MB	
14/03/24	23/24 632	Use of CIL – Acquisition of benches the Recreation Ground	Cllrs	

Abbreviations:

Cllr D Burton	DB	Cllr Rob Denning	RD
Cllr S Gregory	SG	Cllr Nick Mills	NM
Cllr Jane Soanes	JS	Cllr J Whitehouse	JW
Previous Clerk, Sue Frankis	SF	Clerk, Maggie Burt	MB

DRAFT