CODDENHAM ANNUAL PARISH COUNCIL MEETING

Minutes of the Annual Parish Council meeting held on 11 May 2023, 7.30pm at the Coddenham Centre

Present: Cllr Mills (Vice-Chair), Cllr Burton, Cllr Denning, Cllr Soanes, Cllr Whitehouse

In attendance: County Cllr, Matthew Hicks
District Cllr, John Whitehead
Mrs Frankis, Clerk to the Parish of Coddenham
1 member of the public

Cllr R Denning took the chair to open the meeting and to deal with agenda item numbers 1 and 2.

506 To ELECT the Chair, including signing of the Declaration of Acceptance of Office
Cllr Gregory was elected as Chair to the Council; four in favour and one abstention. The Council agreed that Cllr Gregory would sign her Declaration of Acceptance of Office on her return.

507 To ELECT the Vice-Chair
The Council unanimously elected Cllr Mills as Vice-Chair.

Cllr Mills took the Chair.

508 To RECEIVE Apologies for Absence
The Council unanimously resolved to receive the apologies from Cllr Gregory for her absence due to a personal commitment.

Apologies were received from District Cllr Penny.

509 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 Mills to allow him to participate in any/all Council business/matters associated with the Coddenham Community Shop; the Clerk granted the request for a period of four years.

The meeting was adjourned.

510 PUBLIC FORUM

(i) to RECEIVE Comments from Residents of the Parish on Current Agenda Items
Mr A MacPherson congratulated the newly elected Councillors.

(ii) to RECEIVE Reports from the County and District Councillors
Reports had been received from District Councillors Penny and Whitehead prior to the meeting, and circulated to the Council; a copy of the reports are published on the Parish Council website.

County Cllr Hicks arrived at the meeting.

Cllr Mills referred to the recently granted planning permission for the development of an agricultural training facility and ancillary developments at Pipps Ford. He asked District Cllr Whitehead to seek confirmation from MSDC Planning that the discharge of Conditions is being adhered to.

Cllr Mills referred to the funding for electric buses as referenced in District Cllr Penny's report; District Cllr Whitehead explained the budget setting process for the scheme.

Cllr Burton asked why the Gateway 14 development has been permitted to destroy the existing cycle routes around Stowmarket before the new cycle tracks have been installed. Cllr Whitehead agreed that to investigate the matter.

The County Councillor report had been received and circulated to the Council prior to the meeting. The report is published on the Parish Council website.

Cllr Mills asked if the upcoming traffic surveys will include the gathering of pollution data. Cllr Hicks advised that pollution data would not be included but that it needs to be found out how to/who would do this.

Cllr Hicks left the meeting.
The meeting was reconvened.

511 To RECEIVE and CONFIRM the Minutes of the Parish Council meeting held on 16th March 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.

512 To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 16th March 2023
Re. minute number 22/23 493: the date of the meeting has been changed to 25th July 2023; it was agreed that publication of the event needs to be put in place and a small budget set to meet costs.
Re. minute number 22/23 480: it was agreed to seek permission from the Coddenham Centre for the Parish Council to install a grit bin in the gateway of the recreation ground.
Re. minute number 22/23 486: this matter remains outstanding.
Re. minute number 22/23 496: the Council approved the newsletter production process and procedure as drafted by Cllr Mills, and circulated to the Council prior to the meeting.
Re. minute number 22/23 495: Cllr Soanes asked if the Parish Council would fund the purchase of at least two warning signs to be put in the roads to advise motorists of a litter pick taking place.

513 To CONFIRM the Continuing Appointment of the Clerk to the Council as the Responsible Financial Officer
The Council confirmed the appointment of Mrs S Frankis, Clerk to the Council, as the Responsible Financial Officer.

514 FINANCE:
(i) To APPROVE the Schedule of Payments for April and May 2023
The Council unanimously approved the April 2023 schedule of payments for £3,271.16 net of VAT and the May 2023 schedule of payments for £1,095.80 net of VAT.

(ii) To AGREE the Bank Statement Balances and to RECEIVE the Budget and Precept Reports for March and April 2023
The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports for March and April 2023 had been circulated to the Council prior to the meeting.

Cllr Denning confirmed the bank balances of £18,075.72 and £26,010.09 and £30,822.16 and £26,010.09 as reported, agreed to the bank statements.

(iii) To AGREE VAT Reclaim of £612.07
The Council unanimously agreed the VAT reclaim of £612.07. The Clerk confirmed the payment had been received from HMRC.

(iv) To AGREE the Year End Accounts, including the Asset Register for 31st March 2023
A copy of the Year End Accounts had been circulated to the Council prior to the meeting. The Council unanimously agreed the Year End Accounts 2023.

(v) To ALLOCATE the General Fund 31st March 2023
The General Fund at the year-end was £17,730.49. The Council agreed to allocate the General Fund as follows:

Churchyard maintenance	£3,000.00
Training	£500.00
Allotments	£170.89
Tree Works	£3,000.00
Street Lighting	£3,000.00
MSDC Locality Grant	£117.77
General Reserve	£4,500.00
PWLB Contingency (earmarked)	£3,441.83

515 To AGREE Sections 1 and 2 of the Annual Governance and Accountability Return 2022/23
A copy of the 2022/23 AGAR had been circulated to the Council prior to the meeting.
The Annual Internal Audit Report was received and noted.
The Council unanimously approved Section 1 of the 2022/23 AGAR.
The Council unanimously approved Section 2 of the 2022/23 AGAR.

516 To RECEIVE the SALC 2022/23 Internal Audit Report and Recommendations
The SALC 2022/23 Internal Audit Report had been circulated to the Council prior to the meeting and was received. The Clerk will prepare a report to address the recommendations for consideration at the next Parish Council meeting.

517 To RECORD the Council's Eligibility to use the General Power of Competence
The Council recorded its eligibility to use the General Power of Competence; it meets the qualifying criteria as following the recent election, two thirds of the members of the Council were elected and the Clerk is qualified. The Council will resolve that it meets the eligibility criteria at each Annual Parish Council meeting for the next four years, regardless of any change of members or the Clerk.

518 To CONSIDER Planning Matters, including RECEIPT of the Planning Schedule April 2023
The Planning Schedule for April 2023 had been circulated to the Council prior to the meeting and received.

519 To RECEIVE an Update from the Coddenham 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.
The Council discussed the problems the village faces regarding the ongoing HGV issues. Suffolk County Council Highways (SCC) has confirmed that five survey locations within Coddenham will be monitored

from 15th June 2023 for two consecutive weeks to collect vehicle data. The full cost of the surveys will be met by SCC.
ACTION: Cllr Denning is to seek confirmation of what specific data SCC will be collecting. The Council believes that if the data isn't going to meet the requirements of the Parish Council, SCC should be asked to postpone their survey until further discussions can be held.

520 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 Council agreed with Cllr Burton that a formal claim should be made for some of the pathways to be claimed as public rights of way.
ACTION: Cllr Burton is to draw up a public rights of way claim.

The Clerk referred to the need to repair the chest/tomb memorial between the Church and the road; she advised that as the churchyard is closed and the responsibility of the Parish Council, proper procedures should be followed.

521 To RECEIVE the Report from the CPC Coddenham Centre Representative
Mr A MacPherson had circulated the annual report of The Coddenham Centre to the Council prior to the meeting; a copy of the report is published on the Parish Council website. He presented a summary of the report to the Council.

Mr A MacPherson left the meeting.

522 To RECEIVE the Report from the Broom Hill Trust Council and to AGREE Actions as Required
Cllr Soanes had circulated a report to the Council prior to the meeting; a copy is published on the Parish Council website.
The Council agreed to set a budget of £50.00 for essential maintenance works to the 'rustic' style benches.
ACTION: The Clerk is to collate the details of the tree works highlighted in the recent tree survey, to prioritise the works to be undertaken and to seek a quote from Eastwood Tree Services to address those trees as recommended to be dealt with within a one-year recommendation.

523 To RECEIVE the Report from the Mill Hill, Broom Hill and Allotment Working Group
Cllr Soanes had circulated a report to the Council prior to the meeting; a copy of the report is published on the Parish Council website.
Cllr Soanes advised that the footpaths are already in need of a cut; she reminded the Council that it had agreed to fund a contractor to undertake an intermediate cut, if required. It was suggested and agreed that a small working group would be an immediate solution.
ACTION: A working group is to undertake an intermediate grass cut of the footpaths.

524 To AGREE to Create a Mill Hill Trust- as requested by Cllr Gregory
Deferred to the next Parish Council meeting.

525 Parish Plan Update – as requested by Cllr Mills
Cllr Mills advised that the CCRG intends to present the Parish Plan at the Annual Parish meeting, to be held on 18th May 2023.

526 To AGREE Councillor Roles & Responsibilities
The Council agreed the following roles and responsibilities:

Finance / Precept	Cllrs Gregory, Mills, Whitehead and the Clerk
Green Spaces and Footpaths Inc Trustees	Cllrs Burton, Mills and Soanes

Newsletter	Cllr Gregory
Planning	Cllrs Denning and Gregory
Roads	Cllr Denning and the Highways Working Group
Parish Council website	Cllr Mills (interim) and the Clerk
Ten Village News	Cllr Mills
Public Transport	All Cllrs
Energy Conservation and Recycling	Cllr Gregory, Cllr Mills and Cllr Soanes
The Community Shop – liaison cllr	Cllr Whitehead
The Day Foundation – liaison cllr	Cllr Denning
The Coddenham Centre – liaison cllr	Cllr Mills
CCRG	Cllr Mills
SALC	Cllr Gregory
Gardemau – liaison cllr	Cllr Whitehead

527 To AGREE Broom Hill Co-operative Trustees – as requested by Cllr Gregory

Following the recent Parish Council elections, and the subsequent change of Council members, the Council unanimously agreed the Broom Hill co-operative trustees will be Cllr Burton, Cllr Mills and Cllr Soanes.

ACTION: Cllr Gregory is to arrange for the Broom Hill trustees to be updated.

528 To AGREE to Upgrade the Parish Council owned Street Lights to LED and to AGREE Expenditure

The Council unanimously agreed to accept the quote received from Suffolk County Council to upgrade the pole lanterns to LED, to install CMS nodes and isolators at a cost of £2,908.50 + VAT and to set a £2k contingency with a recourse to apply to the district councillor locality fund if needed.

529 To ADOPT a Parish Council Internet Banking Policy

The Council unanimously agreed to adopt the Internet Banking Policy, as circulated to the Council prior to the meeting, by the Clerk.

530 To CONFIRM the Date of the Next Parish Council Meeting and to CONSIDER all Future Meeting Dates and Venues

The next Parish Council meeting will be held on 13th July 2023, at the Coddenham Centre. The Council agreed to change the date of the January meeting to 23rd and to hold future meetings in the meeting room at the Coddenham Centre.

531 Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting

Cllr Denning advised that Tim Passmore continues to chase the progress of an ANPR for Coddenham.

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

Chair: _____ Date: 13/7/23.

Certified as a true copy of the minutes of the meeting

10-02-24