



**CODDENHAM PARISH COUNCIL  
MINUTES  
Tuesday 26<sup>th</sup> June 2018**

**In Attendance:** Cllr. Burgess, (Chair), Cllr. A. Darell-Brown, Cllr. Fowler, Cllr. C. Hardy, Cllr. J. Keeble, Cllr. M. Lock, Cllr. J Peacock, Cllr. M. West, and Mr Whitehouse, (Clerk).

1. To **RECEIVE** and **APPROVE** apologies for absence. Apologies were received and approved from Cllr. D Burton, Cllr. J. Fawdry and Cllr. J. Soanes.
2. To **RECEIVE** any Requests for Dispensation on Declarations of Interest. None received.
3. To **CONSIDER** comments from Parishioners on current agenda items. None received.
4. To **RECEIVE** reports from Cllr Hicks. Cllr Hicks' report was **Received**.
5. To **RECEIVE** and **APPROVE** the Minutes of the Annual Parish Council meeting, 24<sup>th</sup> May 2018. The Minutes were **APPROVED**.
6. To **RECEIVE** and **APPROVE** the Minutes of the Parish Council meeting, 24<sup>th</sup> May 2018. Further to discussion the minutes were amended to reflect Council's consideration of direct funding of remedial works to the land drain in Lower Road. Approval of the Minutes was **DEFERRED**.
7. To **RECEIVE** progress reports on matters arising from previous meetings. Cllr Peacock raised the matter of co-opted members of the Community Hall Management Committee being required to declare pecuniary interests. The Clerk was asked to request that all members of the committee complete a Declaration form for registration with the District Authority.
8. To **CONSIDER** consultation requests on current Planning Applications. The Clerk reported that a further notice of decision had been received and read the notice to the meeting. Council noted the planning decisions reported by the Clerk. With regard to the two notices relating to the 'Dukes Head', Cllr Peacock advised that the Planning Authority had paid no attention to Council's submitted comments and he clarified the difference between 'planning permission' and 'listed building consent'.
9. To **RECEIVE** the Clerk's tabled his report as read. Cllr Fowler advised that the training course on Finance for Councillors would be scheduled for September. The Clerk's report was **Received**.
10. To **CONSIDER** a Report on Street Lighting. The Report was received as read. A proposal to agree a sum of up to £112.50 to have estimates produced for the replacement of Street Lighting was put to Council by Cllr Lock, seconded by Cllr Hardy and **APPROVED** unanimously.

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11. To **RECEIVE** questions from Councillors and **NOTE** agenda items for the next meeting. None received. Cllr Hardy asked for clarification on Community Infrastructure Levy budget. The Clerk advised that council had not yet resolved to allocate any of the current fund to a project and that £2340 remains unallocated. In response to a question from Cllr Fowler the Clerk advised that a CIL report has not yet been submitted. Cllr Keeble asked that the possibility of using CIL expenditure be investigated. Cllr Lock advised that a parishioner intends to raise funds at the summer fete for a bin and disposal sacks for dog excrement in the hope that it can be sited in the churchyard. Cllr Peacock agreed to raise the matter with the Churchyard Management Group. Cllr Fowler asked for an update on GDPR. The Clerk advised that he had placed a notice in the Council's website regarding data management. The Clerk was asked to prepare a report for a future meeting.
12. To **RESOLVE** that, pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be transacted, the public and the press be excluded from the meeting during the consideration of the following items.  
**Agreed.**
13. To **CONSIDER** a report and recommendations on Salaries and Related matters. Council considered a report on the Annual Review of Staff Salaries and Hours, prepared by the RFO and submitted to the Human Resources Working Group. Cllr Burgess advised that the HRWG had not be able to schedule a meeting to consider the report, but that there was a responsibility to formally agree the annual increase on salary scales as detailed in the report. Further to discussion, Council agreed that the HRWG should be charged with a review of all staff job descriptions and that the status quo with regard to staff hours should be maintained until the review was completed. A review of the managed footpath schedule to be undertaken by Cllr Hardy to consider any required additions to the contract. In the interim, The Clerk and Bookings Administrator/Caretaker, are asked to maintain a timesheet of their workload to assist in the review. Any hours worked above the contractual hours are to be paid as per employment contracts.
14. To **CONFIRM** the date of the next meeting. The next meeting of the Parish Council was **Confirmed** as Tuesday 26th July 2018.

Meeting closed at 8.35pm