

# Coddenham Parish Council



**Carol Bailey Locum Parish Clerk**

E: [clerk.coddenhampc@gmail.com](mailto:clerk.coddenhampc@gmail.com)

Telephone: 07548 152181

Correspondence: 9 Potters Crescent  
GREAT MOULTON NR15 2HL

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## CODDENHAM PARISH COUNCIL MEETING Minutes 19 September 2019

**Present:** Cllr Fowler (Vice Chair) (AF) – in the Chair for the meeting in the absence of Cllr Burton (DB), Cllr Burgess (IB), Cllr Fawdry (JF), Cllr Groom (RG), Cllr Hardy (CH), Cllr Mitchell (LM) & Cllr Scoresby (NS)

**In attendance:** Cllr J Whitehouse, District Councillor and 6 members of the public

75. **To receive apologies for absence:** Apologies were received from Cllr D Burton (DB), Cllr Darell-Brown (ADB), Cllr Macdonald (CM) and Cllr Peacock (JP). These apologies were accepted and duly noted.
76. **To receive any Declarations of Interest or Delegated Dispensation decisions or to approve such dispensation requests as needed:** None made.
77. To **CONSIDER** comments from residents of the Parish on current agenda items. Mr McDonnell, applicant for Planning Application no. DC/19/04207 made himself known to the Chair and informed him he would be happy to answer any questions from Councillors appertaining to this at the appropriate time.
78. To **RECEIVE** a report from the County Councillor. Councillors noted the report received from Cllr Hicks along with his apologies for being unable to attend the meeting due to work commitments.
79. To **RECEIVE** a report from the District Councillor. Cllr Whitehouse provided details regarding the Joint Local Plan and the proposed Joint Development by MSDC in Stowmarket opposite the Tesco roundabout. He also went on to give details of the problems there had been regarding the change of day collections of waste and the associated problems. These problems were now mainly resolved and he stated that he had been very impressed with response times when he had contacted the department concerning problems.
80. To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council Meetings held on 23 July 2019 and 10 August 2019 inclusive of the Confidential Minutes and the Extraordinary Parish Council Meeting held on 5 September 2019. Cllr Scoresby (NS) requested a matter of accuracy be actioned on the Minutes of 23 July 2019 this being under Item 38 – Cllr Darell-Brown (ADB) requested that she also be involved in the Working Group. This was duly actioned and all Minutes were duly confirmed and signed as a true record of the meetings.
81. Cllr Burgess (IB) stated that the old telephone box needed some re-painting. Cllr Scoresby (NS) said he would obtain the paint and Council would then see if they could find a volunteer to undertake the work,
82. To **CONFIRM** the appointment of Clerk and Responsible Finance Officer. The Chair provided details to Council of the recent interview process and proposed the appointment be confirmed. This was duly seconded and voting was unanimous. The Chair introduced Mrs Susan Frankis to the Council informing them although her start date would be 20 September 2019, due to annual holiday she would not be permanently in post until the week commencing Monday 14 October 2019. Mrs Frankis was warmly welcomed and Council looked forward to working with her.

- 83.** To **RECEIVE** a report on the future of the Community and Sports Centre including to **RECEIVE** a report regarding seed funding and make any **DECISION** necessary. Mr McPherson, Chair of The Coddendam Centre updated Council on the current position of the proposed transfer. He had provided Councillors with detailed reports prior to the meeting. Mr McPherson wished to pass his thanks to everyone involved with the process of engaging with clients and contractors. He further stated that it was probable the date for the proposed transfer would now be 1 November 2019.

The Chair provided Council with details of the proposed seed funding for The Coddendam Centre, the proposal being:

**To pay the sum of £25,000 to The Coddendam Centre CIO (CCCIO) upon completion of the transfer of Coddendam Parish Council assets, as agreed. Such sum to be taken from ring fenced Reserves under codes 1001 and 3003, 3004, 4002, 4110, 4202, 4203, 4602, 4800 and 5000.**

**Further**

**To pay the sum of £7,643 related to budgeted expenditure for the period 1 October 2019 to 31 March 2020, such sum to be paid pro rata from the commencement date of transference. This sum to be taken from budget items for the aforementioned period.**

Cllr Fawdry (JF) put the above proposal and it was duly seconded by Cllr Groom (RG). Prior to voting Cllr Burgess (IB) requested details of what areas the above codes covered and was duly informed by the Chair and the Clerk.

The Chair put the proposal to the vote and voting was unanimous.

- 84.** To **CONSIDER** two letters of complaint regarding the Football Club and make any **DECISION** necessary. The Clerk provided Council with details of the two complaints received. Two members of the public (one who had provided one of the letters of complaint) were in attendance and answered a number of questions put to them by Councillors. One of the biggest issues appeared to be footballs being kicked into residents gardens and then being retrieved by footballers who, in the process, were causing damage to residents gardens. One member of the public suggested football netting. The Clerk provided details to Council of netting that could be purchased, it being 5m in height so potentially stopped balls ending up in gardens. She also stated that in order for this to be erected Council would need to obtain planning permission. The Clerk was requested to obtain details of costings to be brought back to Council. Mr McPherson stated that the CIO had recently set up a new contract with the Football Club and there were various penalties within that contract. He would ensure this would be monitored.
- 85.** To **CONSIDER** Planning Applications and to **NOTE** Planning Decisions, including those received after publication of this agenda.

Planning Applications received:

**DC/19/04207** Beech Trees School Road Coddendam IP6 9PR

Erection of garage (following demolition of existing garage). Erection of two storey rear extension; changes to fenestration; widen existing vehicular access

Cllr Groom (RG) asked the applicant if the entrance to the garage complied with all traffic regulations and was told that it did.

Cllr Hardy (CH) asked if the garage had a charging point for an electric car and was informed that it did.

The Chair stated that this was the third application recently along this piece of road had concerns that SCC Highways department looked at the extra vehicles using the road due to these in isolation. A number of comments regarding this were made and it was made clear that this was not a reason to refuse this application.

Cllr Scoresby (NS) suggested that the Council should make a comment to the Highways department pointing out the general risk of congestion in the village. Cllr Burgess (IB) therefore suggested that the Council support this application but reference to the Highways department the potential general long risk problems.

86. To **APPROVE** Schedule of Payments for September 2019. The payments were duly approved.
87. To **CONSIDER** and **DECIDE** if the Parish Council should subscribe to the Local Council Public Advisory Service. The Chair requested the benefits of belonging to LCPAS. The Clerk stated that, in essence, the services provided were very similar to SALC but she had always found a much greater deal of support from LCPAS. The Chair asked Mrs Frankis on her views and she also stated that LCPAS supported the Clerk whereas SALCs role was more of supporting the Council. It was therefore proposed that Coddendam Parish Council joined LCPAS at a cost of £120pa. Voting was unanimous and this was duly agreed.
88. To **CONSIDER** the options for Internal Audit for the year ending 31 March 2010 and make any **DECISION** necessary. The Clerk provided details to Councillors for SALC and LCPAS. SALC costs had been £225 for the current year but were under review and LCPAS costs were £185. It was proposed that the Council request that SALC be asked to carry out the audit. Voting was unanimous and this was duly agreed.
89. To **RECEIVE** details of cost of purchasing and installing new Dog Bin and make any **DECISION** necessary. The Clerk provided details of a number of companies that supplied dog bins and the costs were all around £85 for a 25L or 35L bin. She stated that the cost of erecting the dog bin would be extra as MSDC did not provide either the bins or the erection of them. Cllr Groom (RG) asked if it would be possible to relocate a dog bin that was not being used and it was agreed this would be an option. It was requested this item be deferred to the next meeting of the Council in October.
90. To **CONSIDER** and **DECIDE** on the installation of a new notice board at Lime Kilns as requested by Cllr Mitchell. It was requested this item be deferred to the next meeting of the Council in October where it would like to look at all noticeboards in the area and decide on a way forward.
91. To **RECEIVE** a quotation from CPW Locksmiths regarding The Coddendam Centre and make any **DECISION** necessary. The Chair provided details of the quotation with it being in two parts. Part two could not take place until part one had been completed. Part one involved changing the locks to the Coddendam Centre and a lock to the Tennis Courts at a quoted price of £418. It was agreed that this quotation be accepted and voting was unanimous. It was further agreed that part two, the digitisation of the system, be put on the October meeting agenda.
92. To **RECEIVE** an update on accounts. The Clerk had provided Councillors with the accounts figures to the end of August. She explained that she had reconciled the Reserve Account but the Current Account did not reconcile. There appeared to be £6.78 more in the bank account than had been accounted for on the SCRIBE system. As she had spent a great deal of time attempting to get the accounts in order it was agreed that this sum effectively be written off. The Clerk also informed Council they should be in a position to provide HMRC with a six month VAT return at the end of Period 2 (September) once all September payments had cleared the account.
93. To **RECEIVE** an update on the application of GDPR regulations for the Parish Council. The Clerk reported that due to the time that she had needed to give to getting the financial records of the Council in order she had been unable to set up the GDPR regulations required. She had obtained all necessary templates and would provide them to Mrs Frankis.
94. To **DISCUSS** the half yearly newsletter and make any **DECISION** necessary. Cllr Hardy (CH) reported the Group had met the previous Friday and had set the deadline for items for the newsletter as 27 September 2019. They had agreed four main items for the newsletter being: the transfer of The Coddendam Centre to the CIO, the Community Shop, the Fete and the Ipswich Northern Route.
95. To **RECEIVE** a Tree Report from Cllr Fowler and make any **DECISIONS** necessary. The Chair informed Council that it was necessary for the Council to undertake work to the Community Centre and the Recreation Ground prior to the transfer. The cost of the associated works was quoted as £1175. This was duly voted on and passed unanimously.

There were further works that needed undertaking of Council assets at a quotation of £2200 and Council agreed they would look at alternative quotations for this work. The Chair stated that he was aware that The Day Foundation had people that could undertake such work.

96. To **RECEIVE** questions from Councillors and agenda items for the next meeting. It was requested that Highways issues be put on the agenda for discussion. The Chair requested that a Confidential item to discuss HR matters also be on the agenda.
97. To **CONFIRM** the date of the next meeting of the Parish Council. The date of the next meeting was confirmed as Thursday 17 October 2019.

There being no other business the meeting closed at 9:20pm.