

# Coddenham Parish Council



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## CODDENHAM PARISH COUNCIL MEETING Minutes of the meeting held on 16 April 2020 at 7.33pm

**Present:** Cllr Burton (Chair), Cllr Fowler (Vice-Chair), Cllr Burgess, Cllr Fawdry, Cllr Groom, Cllr Hardy, Cllr Peacock, Cllr Scoresby

**In attendance:** Mrs Frankis, Clerk to the Parish of Coddenham  
1 member of the public

and

The meeting was held remotely in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the 2020 Regulations).

The meeting was chaired by Cllr Burton.

210 Apologies for Absence

Apologies were received from District Cllr John Whitehead.

211 To RECEIVE any Declarations of Interest or Delegated Dispensation Decisions or to APPROVE Such Dispensation Requests as Needed

None received.

212 To DECLARE a Councillor Vacancy

The Council declared a vacancy due to the resignation of Ms L Mitchell.

**ACTION: The Clerk is to notify MSDC of the councillor vacancy.**

213 To CONSIDER Comments from Residents of the Parish on Current Agenda Items

Mr A MacPherson, Chair of the Coddenham Centre CIO, referred to minute no: 19/20 177 and asked that the minutes record he had asked for the letter he had written to the Parish Council, on 13 March 2020, be held on record. He then referred to minute no: 19/20 184 and asked that the minutes record that Cllr Burton had advised, that without prejudice, the CIO could approach the Parish Council if needed.

214 To RECEIVE Reports from the County and District Councillors

A report for April 2020 had been received from County Councillor Hicks and circulated to the Council, prior to the meeting.

Cllr Fowler advised that he had spoken to District Cllr Whitehead, prior to the meeting, who had advised he had taken up the issue of the unexpected business rates demand for the Coddenham Centre, received by the Parish Council, with MSDC.

215 To RECEIVE AND CONFIRM the Minutes of the Parish Council Meeting Held on 19 March 2020

The minutes of the meeting, having been circulated to the Council prior to the meeting, were confirmed as a true and accurate record.

216 To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting Held on 19 March 2020

Re. minute no: 19/20 190

Cllr Peacock advised that following his research, the Parish Council had always been liable to pay business rates on the Coddendam Centre but somehow the matter had slipped through the net. He believes there are two areas of concern to raise with the Valuation Office, namely the valuations attributed to the tennis courts and the bowling green, which make up 42% of the total valuation of the Coddendam Centre.

Cllr Fowler advised that District Cllr Whitehead had notified him that MSDC business rate investigations are not a priority at this time and that it will be a while before resources are re-directed from business relief claims.

The Council unanimously agreed that Cllr Peacock and the Clerk should continue to pursue an argument for a reduction of the rateable value of the Coddendam Centre, and subsequently, the business rates demand.

Re. minute no: 19/20 193

The Council recognised that procedures hadn't been duly followed in the past and that proper practices needed to be put in place.

7.59pm The meeting was adjourned to allow Cllrs and the Clerk to join the nations show of appreciation for the NHS and key workers.

8.04pm The meeting was reconvened.

The Clerk had begun drafting a Volunteers Agreement, which had been circulated to the Council prior to the meeting.

The Council voted unanimously in favour of paying 50% of the costs for the repairs to the chainsaw used to undertake parish works and owned by Mr Jeffrey (£30.51).

**Action: The Clerk is to arrange for payment to be made to Mr Jeffrey.**

217 To RECEIVE an Update from the Coddendam COVID-19 Response Group Representative

Cllr Scoresby had circulated a report to the Council, prior to the meeting.

Cllr Fowler asked if the Group had been able to identify the most vulnerable members of the parish requiring assistance. Cllr Scoresby advised that due to GDPR this could not be undertaken.

218 To RECEIVE an Update from the CPC CIO Management Group Representative

There were no updates to report.

219 FINANCE:(i) To APPROVE the Schedule of Payments for April 2020

The Council unanimously approved the Schedules of Payments for April 2020.

(ii) To AGREE the bank statements as at 31 March 2020

The Council agreed the bank balances, via video screen.

(iii) To RECEIVE and APPROVE the Year End Accounts as at 31 March 2020

The Clerk had circulated draft Final Accounts to the Council, prior to the meeting.

Cllr Peacock raised a number of issues:

he asked for a breakdown of the Community Hall income across the costing headings;

the asset register was incorrect; the Nokia mobile telephone had been replaced with an I-phone;

the loan period had been recorded incorrectly.

**ACTION: The Clerk is to amend the errors, as highlighted by Cllr Peacock, and to circulate revised draft year end accounts for consideration at the next Parish Council meeting.**

20.35pm Mr A MacPherson left the meeting.

(iv) To AGREE the CIL Statement as at 31 March 2020

The Council unanimously agreed the CIL Statement as at 31 March 2020, as circulated to the Council prior to the meeting.

220 To CONSIDER and AGREE Options for a Parish Digital Presence

Cllr Scoresby advised he had been looking into options for a digital presence for Coddham that would incorporate a new council presence, as well as other community groups. His findings had been summarised in a report circulated to the Council prior to the meeting. He asked councillors to consider the options and for the matter to be considered at the July meeting of the Council.

221 To AGREE an Addendum to the Parish Newsletter Advertiser Invoices

Due to the current COVID-19 situation, there has been a delay in the printing and delivery of the Parish Newsletter however a digital version has been published on the Council's website. Cllrs voted 5 in favour and 3 against issuing invoices to those companies who had agreed to advertise in the printed Newsletter for a fee and to include an explanatory note to advise that the Council will not pursue unpaid invoices.

222 Matters Undertaken with the Delegated Authority of the Chair, Vice-Chair and Clerk Requiring a Recorded Council Resolution:

(i) Submission of a Grant Application to the Suffolk Community Foundation – Suffolk Coronavirus Community Fund – Project Name: Coddham COVID-19 Response Group

A grant application had successfully been submitted to the Suffolk Community Foundation; a grant had been received of £900.00.

223 To RECEIVE the Clerk's Report

A report had been circulated to the Council prior to the meeting.

Re. minute no: 19/20 191

MSDC has advised that the Locality Budget grant awarded to the Parish Council needs to spent at the earliest opportunity.

224 To RECEIVE the Planning Schedule as at 31 March 2020

The Clerk had circulated the Planning Schedule as at 31 March 2020 to the Council, prior to the meeting. The Council unanimously agreed not to submit comments regarding the variations to planning application no's DC/20/01196 and DC/20/01199 (namely 3 Church Cottages, Coddham).

225 To ADOPT the CPC Health & Safety Policy

The Council unanimously agreed to adopt the Health & Safety Policy, as circulated to the Council prior to the meeting.

9.30pm Cllr Hardy left the meeting.

226 To ADOPT the CPC Lone Worker Policy

The Council voted 5 in favour and 2 abstentions to adopting the CPC Lone Worker Policy, as circulated to the Council prior to the meeting.

227 To ADOPT the CPC Complaints Procedure

The Council unanimously agreed to adopt the CPC Complaints Procedure, as circulated to the Council prior to the meeting.

228 To AGREE the Clerk's Hours of Contract

The Council unanimously agreed to increase the contracted hours of work to 11 hours a week for the next 4 months, and to review the situation then.

229 To CONFIRM the Date of the Next Meeting of the Parish Council  
 The next meeting of the Parish Council will be held on 14 May 2020 at 7.30pm, via Zoom.  
 Regulation 6 of the 2020 Regulations disapplies paragraph 7 of Schedule 12 to the 1972 Act meaning there is no requirement for a parish council to hold its 2020 Annual Parish Council Meeting; the next Coddensham Parish Council Annual Meeting will be held May 2021.  
 Due to the current COVID-19 situation, the Council unanimously agreed to cancel the Annual Parish Meeting, scheduled to be held on 23 April 2020.

230 Matters Raised by Members, Including Matters for Consideration at the Next Parish Council Meeting  
 Cllr Groom asked that the Clerk obtain details of the planning application associated with the development of the Debach site, in order that the Council can submit comments to the planning authority. Cllr Peacock offered to look at the application.

Cllr Peacock asked for an agenda item for the next Council meeting – MSDC Business Rates Demand.

Cllr Scoresby asked for an agenda item for the next Council meeting – to discuss investment in the telephone box.

Cllr Fawdry asked that the Council finds out when the bridge and the ‘coned-off’ potholes are to be repaired.

There being no other business, the meeting closed at 9.37pm.

#### **SUMMARY OF ACTIONS:**

212 To DECLARE a Councillor Vacancy

**ACTION: The Clerk is to notify MSDC of the councillor vacancy.**

216 To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting Held on 19 March 2020

**Action: The Clerk is to arrange for payment to be made to Mr Jeffrey.**

219 FINANCE:

(iii) To RECEIVE and APPROVE the Year End Accounts as at 31 March 2020

**ACTION: The Clerk is to amend the errors, as highlighted by Cllr Peacock, and to circulate revised draft year end accounts for consideration at the next Parish Council meeting.**