

CODDENHAM PARISH COUNCIL MEETING

Minutes of the meeting held on 17 March 2022 at 7.30pm

**Present:** Cllr J Fawdry (Chair), Cllr I Burgess, Cllr R Denning (Vice-Chair), Cllr R Groom, Cllr M Kenning, Cllr N Mills, Cllr J Soanes, Cllr J Stanley-Bell, Cllr I Thompson, Cllr S Wythe

**In attendance:** Mrs Frankis, Clerk to the Parish of Coddenham  
County Cllr Hicks  
District Cllr Passmore  
District Cllr Whitehead  
16 members of the public

The meeting was chaired by Cllr J Fawdry.

The Council agreed to include agenda items –

- to agree to vire £63.12 from the precept heading 'Clerk's Salary' to precept budget heading 'Street Lighting'
- to agree the Clerk's 2021-22 National Salary Award

**290** To ELECT the Parish Council Chair, including Signing of the Declaration of Acceptance of Office in Accordance with s.14 of the LGA 1972

Cllr J Fawdry was elected as chair to the Council; she duly signed the Declaration of Office.

**291** To ELECT the Parish Council Vice-Chair

Cllr R Denning was elected as vice-chair to the Council.

**292** To RECEIVE Apologies for Absence

None were received.

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

None were received.

**294** To RECEIVE the Report from the County Councillor

County Cllr Hicks presented his monthly report to the meeting, a copy is available on the Parish Council website.

Mr D McDonnell advised that the signage at the slip road off the east bound A140 needs attention; Cllr Hicks advised this would be a matter for Highways England.

A member of the public asked if there is any sign of more cycle paths be provided; Cllr Hicks advised that there are no designated cycle paths in rural areas but that the County Council tries to deal with potholes and other road maintenance issues to provide safe cycling routes.

19:37 County Cllr Hicks left the meeting.

**295** To **DECLARE** Councillor Vacancies

The Council declared three vacancies due to the resignations of Cllrs Fowler, Peacock and Scoresby. The vacancies had been published; Mid Suffolk District Council (MSDC) has advised the Parish Council that no election has been called and so the vacancies can be filled by co-option.

**296** PUBLIC FORUM

i) To **RECEIVE** Comments from Residents of the Parish on Current Agenda Items

Cllr Fawdry advised that the Council is considering making time before a meeting for parishioners to approach members with queries, without the time restrictions within a meeting.

Mr A MacPherson welcomes a fresh approach to the Parish Council. He noted that the acoustics in the Coddendam Centre Foyer are notoriously difficult however he has been able to clearly hear this evening, indicative of a clearer approach.

Mr A MacPherson referenced agenda item number 22, Broom Hill and hoped the Council will seek a means of reinstating the annual volunteer work force.

Mr A MacPherson welcomed the high number of candidates that have come forward with co-option applications and wished the Parish Council all the best for what, he considered, will be a brighter future.

Mr D McDonnell wondered if it might be helpful for the Parish Council to hold an Extraordinary Parish Council meeting so that new members may have the time to better acquaint themselves rather than picking up matters and making decisions this evening.

A member of the public who lives on the border of Broom Hill, within the boundary of Hemingstone, advised that one of the new signs, recently erected, has incorrectly been placed within the parish of Hemingstone. Cllr Mills advised that the Parish Council accepts this mistake and is looking into correcting the error, as well as checking the accuracy of the wording on the signs.

Mr I Jeffrey considered the signs to be grotesque and are an insult to the place; he considers the person who put them there should be ashamed.

ii) To **RECEIVE** the Report from the District Councillors

District Cllr Whitehead presented the monthly report to the meeting; a copy is available on the Parish Council website.

District Cllr Passmore advised that, in his role as Police Commissioner, he has made a submission to the Suffolk County Council Designated Lorry Route (DLR) consultation, suggesting that the existing lorry route is totally unsuitable.

Mr D Burton declared an interest in the Pippis Ford planning application; he expressed surprise that MSDC is allowing additional documents to be added to the present application rather than determining the application as is. Cllrs Passmore and Whitehead advised they will take this forward to the Planning Department.

20:00 District Cllr Whitehead left the meeting.

Mr A MacPherson asked what is happening with the pub in the High Street. Cllr Passmore advised he will continue to pursue this and will press MSDC Planning to ensure that any future application for proposed development of the site will be brought before the Planning Committee.

20:05 District Cllr Passmore left the meeting.

- 297** To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 20 January 2022  
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.
- 298** To **CONSIDER** any Matters Arising from the Minutes of the Parish Council Meeting held on 20 January 2022  
There were no matters to consider.
- 299** FINANCE:  
(i) to **APPROVE** the Schedule of Payments for February and March 2022  
The Council unanimously approved the February schedule of payments for £605.46 net of VAT and the March schedule of payments for £1,850.64 net of VAT.
- (ii) to **AGREE** the Bank Statement Balances and to **RECEIVE** the Budget and Precept Reports for January and February 2022  
The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports for January and February 2022 had been circulated to the Council prior to the meeting. The Council agreed that the bank balances of £33,081.33 and £8,017.60 and £33,494.83 and £8,017.60 as reported, agreed to the bank statements.
- (iii) to **AGREE** the Neighbourhood CIL Expenditure Report March 2022  
The CIL Statement as of 31 March 2022, having been circulated to the Council prior to the meeting, was agreed.  
**ACTION: The Clerk is to publish the CIL Statement as of 31 March 2022 on the Parish Council website and submit a copy to Mid Suffolk District Council.**
- (iv) to **AGREE** to Vire £41.14 from Precept Budget Heading ‘Clerk’s Mileage’ to Precept Budget Heading ‘Software Licences’, to Vire £3.38 from Precept Budget Heading ‘Clerk’s Mileage’ to Precept Budget Heading ‘Grounds Maintenance’ and to Vire £63.12 from Precept Budget Heading ‘Clerk’s Salary’ to Precept Budget Heading ‘Street Lighting’  
The Council unanimously agreed to vire £41.14 from precept budget heading ‘Clerk’s Mileage’ to precept budget heading ‘Software Licences’, to vire £3.38 from precept budget heading ‘Clerk’s Mileage’ to precept budget heading ‘Grounds Maintenance’ and to vire £63.12 from precept budget heading ‘Clerk’s Salary’ to precept budget heading ‘Street Lighting’.
- (v) to **AGREE** the Clerk’s 2021-22 National Salary Award  
The Council unanimously agreed the new rates of pay applicable from 1 April 2021, as advised by NALC.
- 300** To **AGREE** the Parish Council Bank Signatories  
The Council unanimously agreed the Parish Council bank signatories will be Cllr Denning, Cllr Fawdry and Cllr Mills.  
**ACTION: The Clerk is to arrange for Cllr Denning and Cllr Mills to be added as new bank signatories and to be authorised to access internet banking; those councillors who recently resigned, and who were bank signatories, will be removed.**
- 301** To **CONSIDER** Applications Received for Co-option as Member to Coddendam Parish Council  
The Council had received seven applications to fill the seven Parish Councillor vacancies. The Council considered the applications in first name alphabetical order, and agreed the applications as follows:
- |                  |                          |                          |
|------------------|--------------------------|--------------------------|
| Mr Donald Burton | 3 abstentions, 1 against | the motion did not carry |
| Mr Ian Thompson  | 4 in favour              | motion carried           |

Dr Isabel Burgess	4 in favour	motion carried
Mrs Jane Soanes	4 in favour	motion carried
Mrs Joanne Stanley – Bell	4 in favour	motion carried
Mr Michael Kenning	4 in favour	motion carried
Mrs Susan Wythe	4 in favour	motion carried

Cllr Burgess, Cllr Soanes, Cllr Stanley-Bell, Cllr Kenning and Cllr Wythe joined the meeting. Cllr Thompson was absent due to personal circumstances.

**302** To **AGREE** Councillor Roles and Responsibilities

Councillors agreed the following allocation of roles and responsibilities:

SALC Representative	Cllr Burgess
St Mary's Closed Churchyard Maintenance	Cllr Groom
Broom Hill and Mill Hill	Cllr Groom, Cllr Soanes, Cllr Stanley-Bell
Website Co-ordinator	Cllr Kenning
Day Foundation	Cllr Denning
Coddenham Community Response Group (CCRG)	Cllr Mills
Coddenham Centre	Cllr Mills
Community Shop	Cllr Wythe
Gardemau Trust	Cllr Stanley-Bell

**303** To **CONSIDER** Planning Matters, including Receipt of the February 2022 Planning Schedule and to **AGREE** a Response to Planning Application DC/21/05596

The Planning Schedule for February 2022 had been circulated to the Council prior to the meeting. The Council unanimously agreed to submit a recommendation of objection to planning application DC/21/05596, and to reference the objections previously submitted.

**ACTION: The Clerk is to submit a recommendation of objection to planning application DC/21/05596 to MSDC.**

**304** To **RECEIVE** the Findings of the Quarterly Review of the Systems of Internal Controls

Cllr Denning had undertaken the quarterly Review of the Systems of Internal Controls and prepared the report, which had been circulated to the Council prior to the meeting; the report is published on the Parish Council website.

**305** Clerk's Appraisal

Cllr Fawdry advised this is scheduled to be undertaken on 22 March 2022.

**306** To **AGREE** to Renew the Clerk's SLCC Membership

The Council unanimously agreed to renew the Clerk's SLCC Membership, at a cost of £98.00.

**307** To **RECEIVE** the Report from the Coddenham Centre CIO

A report had been received and circulated to the Council, prior to the meeting and is published on the Parish Council website.

Cllr Fawdry noted the CIO's intention to introduce hiring fees to the Parish Council, £20 for the use of the Foyer, and £40 for the use of the Main Hall, as from 1 April 2022; she reminded the CIO that in accordance with the terms of the Transfer Agreement, the use of the Hall for Parish Council meetings should be free of charge. The Council may build the hiring charges into the 2023/24 budget.

- 308** To **RECEIVE** an Update from the Coddendam Parish Council Highways Working Group and to **AGREE** Actions as Required  
 Cllrs Denning and Groom had recently met with Suffolk County Cllr Hicks; it was agreed to await the publication of the revised DLR for the Working Group to consider the results.
- 309** To **RECEIVE** the Churchyard Report, including Church Wall Repairs and Tree Works and to **AGREE** Actions as Required  
 There were no updates.  
**ACTION: The Clerk is to forward details of a flint contractor to Cllr Groom.**
- 310** To **RECEIVE** the St. Mary's Closed Churchyard Risk Assessment and to **AGREE** Actions as Required  
**ACTION: Cllr Groom agreed to undertake the risk assessment.**
- 311** To **RECEIVE** an Update on the MSDC Business Rates Demand and to **AGREE** Actions as Required  
 The Clerk advised that Mr J Peacock has continued to challenge the rateable value of the Coddendam Centre of £13,750, as set by the Valuation Office Agency (VOA) for the period 1 April 2017 to 31 October 2019, on behalf of the Parish Council. He has received a proposal from the VOA to change the rating list to £10,750; the offer is open until 24 March 2022. Mr Peacock has recommended that this offer be accepted by the Council, which is in fact £125 less than he had asked for.
- 312** BROOM HILL  
 (i) to **AGREE** to Accept the Quote Received for Tree Works at Broom Hill, Coddendam  
 The Council unanimously agreed to accept the quote of £3,320, received from TC Tree Services.  
 (ii) to **CONSIDER** the Future Legal Status  
**ACTION: Cllr Mills offered to seek pro bono legal assistance.**
- 313** To **RECEIVE** the Mill Hill Risk Assessment and to **CONSIDER** Actions as Required  
 The Council unanimously agreed to receive the Mill Hill Risk Assessment; there were no action to consider.
- 314** The Queen's Platinum Jubilee  
 Cllr Denning advised regular meetings were being held between the community groups and that celebratory events are being organised.
- 315** Coddendam Open Gardens 26 June 2022, including the Parish Council Allotments  
 Cllr Soanes advised that those allotment holders she knows of have agreed they would be happy for the allotment gardens to be included in the Open Gardens event. She advised that some holders are unhappy about having to cut the grass and hedges bordering their plots. An agenda item will be included for the next meeting to consider issues associated with the allotments.
- 316** To **CONSIDER** Parishioner Request for 'Horse-Rider' Warning Signs on Lower Road, Coddendam  
 The Clerk advised that the Council has received a parishioner's request for warning signs to be erected on Lower Road, Coddendam. The Clerk has made enquiries with SCC who has advised that the Parish Council would be required to fund the scheme; she had made a request for an estimate of costing. The Council supports the scheme in principle.  
**ACTION: The Clerk is to ask SCC for an update.**
- 317** To **CONSIDER** Parishioner Request for Installation of a Dog Waste Bin, Bickers Hill, Coddendam  
 The Council has received a request for a dog waste bin to be installed at Bickers Hill, Coddendam. The Clerk advised that MSDC may still have dog waste bins available free of charge and that the annual

cost for emptying one would be £43.49. The Council agreed in principle to install a dog waste bin at Bickers Hill, subject to a suitable location being found.

**ACTION: Cllr Mills to investigate a suitable site for a dog waste bin to be installed.**

The Council had received a further request for a dog waste bin to be installed at Mill Hill, Coddendam. The Council has previously investigated this site however due to the access restrictions, MSDC had advised they wouldn't be able to empty the bin.

**318** Parish Footpath Clearance 2022

The Council was advised that Mr A Soanes would no longer be able to undertake the parish footpath grass cutting. The Council agreed to advertise the role.

**ACTION: Cllr Groom is to arrange for the Parish Council strimmer to be serviced.**

**ACTION: The Council is to advertise for someone to undertake the parish footpath cutting.**

**319** To AGREE the Asset Register 2022

The Council unanimously agreed the Asset Register 2022.

**320** To ADOPT the Risk Assessment and Management (Financial) 1 April 2021 to 31 March 2022

The Council unanimously agreed to adopt the Risk Assessment and Management (Financial) 1 April 2021 to 31 March 2022.

**321** To ADOPT the Risk Management Strategy March 2022

The Council unanimously agreed to adopt the Risk Management Strategy March 2022.

**322** To ADOPT the Risk Management Register 2022

The Council unanimously agreed to adopt the Risk Management Register 2022.

**323** To ADOPT the Internal Control Statement March 2022

The Council unanimously agreed to adopt the Internal Control Statement 2022.

**324** To ADOPT the Coddendam Parish Council 'Protocols for Public Participation in Council Meetings'

The Council unanimously agreed to adopt the Coddendam Parish Council 'Protocols for Public Participation in Council Meetings'.

**325** To AGREE the Continuing Appointment of SALC as the Parish Council Internal Auditor

The Council unanimously agreed to the continuing appointment of SALC as the Parish Council internal auditor.

**326** To CONFIRM the Date of the Next Parish Council Meeting and to Reconsider the Meeting Dates for September and November 2022

The next Parish Council meeting will be the Annual Parish Council meeting, to be held on 12 May 2022. The Council agreed to amend the date of the September meeting from 15 to 8 September 2022 and the November meeting from 17 to 24 November 2022.

**ACTION: The Clerk is to re-arrange the Coddendam Centre Booking, to update the website and to notify the county and district councillors.**

Cllr Fawdry reminded the Council that the Annual Parish Meeting (the meeting of parishioners) will be on 5 May 2022.

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

Cllr Mills requested an agenda item – 'Parish Plan, incorporating a Parish Survey'.

Cllr Soanes requested an agenda item to receive updates from the Mill Hill, Broom Hill and Allotment Working Groups.

Cllr Burgess requested a copy of the latest Coddendam Parish Council newsletter be emailed to her, Cllr Soanes and Cllr Wythe.

**ACTION: The Clerk is to email a copy of the latest Parish Council newsletter to Cllr Burgess, Cllr Soanes and Cllr Wythe.**

Cllr Kenning requested an agenda item to consider the Parish Council website.

Cllr Mills read aloud a draft article to be published in the 10 Village News, which the Council supported.

There being no other business, the meeting closed at 22:00.

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

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

**Summary of Actions:**

**299 FINANCE:**

(iii) to **AGREE** the Neighbourhood CIL Expenditure Report March 2022

**ACTION: The Clerk is to publish the CIL Statement as of 31 March 2022 on the Parish Council website and submit a copy to Mid Suffolk District Council.**

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**ACTION: Cllr Groom agreed to undertake the risk assessment.**

**312 BROOM HILL**

(ii) to **CONSIDER** the Future Legal Status

**ACTION: Cllr Mills offered to seek pro bono legal assistance.**

**316 To CONSIDER** Parishioner Request for 'Horse-Rider' Warning Signs on Lower Road, Coddendam

**ACTION: The Clerk is to ask SCC for an update.**

**317 To CONSIDER** Parishioner Request for Installation of a Dog Waste Bin, Bickers Hill, Coddendam

**ACTION: Cllr Mills to investigate a suitable site for a dog waste bin to be installed.**

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