

CODDENHAM PARISH COUNCIL MEETING

Minutes of the meeting held on 20 January 2022 at 7.35pm

Present: Cllr Fowler (Chair), Cllr Denning, Cllr Fawdry, Cllr Groom, Cllr Mills, Cllr Peacock, Cllr Scoresby (Vice-chair)

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

The meeting was chaired by Cllr Fowler.

- 261** To **RESTATE** Decisions and Resolutions made at the Parish Council Meeting of 18 November 2021
Following the Parish Council meeting of 18 November 2021, SALC had advised that the meeting had not been quorate and that all decisions and resolutions should be 'restated'. The Council unanimously agreed to restate resolutions made at the meeting of 18 November 2021 as follows:
- i. Agenda 1 / draft minute 242: To **RECEIVE** Apologies for Absence
The Council resolved to receive the apologies from Cllr Denning for his absence due to work commitments, Cllr Fawdry for her absence due to a personal circumstance and Cllr Groom for his absence due to a personal / charity commitment.
 - ii. Agenda 6 / draft minute 247: To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 16 September 2021
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.
 - iii. Agenda 11(i) / draft minute 252(i): To **APPROVE** the Schedule of Payments for October and November 2021
The Council unanimously approved the October schedule of payments for £6,918.82 net of VAT and the November schedule of payments for £320.28 net of VAT.
 - iv. Agenda 11(ii) / draft minute 252(ii): To **AGREE** the Bank Statement Balances and to **RECEIVE** the Budget and Precept Reports for September and October 2021
The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports for September and October 2021 had been circulated to the Council prior to the meeting. The Council agreed that the bank balances of £48,956.70 and £8,017.11 and £41,331.88 and £8,017.11 as reported, agreed to the bank statements.
 - v. Agenda 11(iv) / draft minute 252(iv): To **CONSIDER** Grant Requests
The Council agreed to award a grant of £100.00 to Citizens Advice Mid Suffolk.
The Council agreed to award a grant of £50.00 to Suffolk Accident Rescue Service.
The Council agreed not to award a grant to BSEVC.

- vi. Agenda 12 / draft minute 253: To **CONSIDER** Planning Matters, including Receipt of the October 2021 Planning Schedule and Consideration of Application DC/21/05596, Land at PIPPS FORD, A14 Slip Off to A140, Coddenham IP6 8LJ
The Parish Council unanimously agreed to object to planning application DC/21/05596 and to submit a recommendation of refusal.
- vii. Agenda 13 / draft minute 254: Autumn / Winter 2021 Parish Council Newsletter
The Council unanimously agreed to accept the quote received from Gipping Press for £93.00.
- viii. Agenda 16 / draft minute 256: Clerk's Appraisal
Cllrs Fawdry and Peacock are to undertake the Clerk's Annual Appraisal.
- ix. Agenda 17 / draft minute 257: To **AGREE** the Councillor to Undertake the Next Review of the Systems of Internal Control
Cllr Denning is to undertake the next quarterly Review of the Systems of Internal Control.

262 To **RECEIVE** Apologies for Absence
None were received.

263 To **RECEIVE** any Declarations of Interest or Delegated Dispensation Decisions or to **APPROVE** Such Dispensation Requests as Needed
None were received.

264 To **RECEIVE** an Update from the Coddenham Parish Council Highways Working Group and to **AGREE** Actions as Required, including Proposed Suffolk County Council (SCC) Road / Traffic Improvements for Coddenham and B1078 Grass Cutting and White Lining
Cllr Scoresby presented a report on behalf of the Parish Council highways Working Group. He proposed that the Parish Council inform SCC that the Scheme suggested by them that includes parking restrictions on the northern side of the High Street, or anywhere in the proximity of the shop is unacceptable, and that the original more limited Scheme should be reconsidered for parish consultation. In the event that SCC do not change their position, then the proposed Scheme should be abandoned in its entirety.
The Parish Council unanimously agreed the proposal.
ACTION: The Clerk is to notify County Cllr Hicks of the Parish Council proposal.

265 To **AGREE** the 2022/23 Budget and Precept, including Consideration of the Coddenham Centre CIO
Cllr Scoresby presented the recommendations of the Parish Council Finance Working Group to the Council, which included the 2022/23 grant request from the Coddenham Centre CIO for £11,100. Cllr Fowler proposed that the 2022/23 draft budget line for the Public Works Loan Board repayment contingent fund of £3,500 be realigned to the Coddenham Centre CIO grant payment budget line, so bringing the grant award total to £8,250.
The Parish Council agreed to set the 2022/23 budget at £45,534.54 and to submit a precept demand to the District Council of £32,223.84.
ACTION: The Clerk is to submit the 2022/23 precept demand to Mid Suffolk District Council for £32,223.84.

County Cllr Hicks arrived at the meeting.

266 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.
Cllr Peacock asked for an update on the DLR consultation; the results should be back April 2022.

Cllr Groom asked if the incomplete white lining throughout the village was scheduled to be completed; Cllr Hicks agreed to look into the matter.

Cllr Fowler updated Cllr Hicks on the details of the Parish Council resolution, taken earlier in the meeting, against the SCC proposal to install parking restrictions on the northern side of High Street and in the proximity of the Community Shop. Cllr Hicks advised the meeting that any proposed changes to the highway would be put out for a full consultation by the County Council; the responsibility of SCC Highways.

County Cllr Hicks left the meeting.

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

Mr D Burton considered it had been poor practice by the Parish Council to consider two agenda items, and to subsequently make two resolutions, before receiving this agenda item.

Mr P Norris thanked the Council for passing the earlier resolution with regards to the SCC proposal to install parking restrictions in High Street; he continued to present comments with regards to the importance of allowing ease of access to the Community Shop.

Mr A West asked what the financial impact of a 17% increase on the precept would have. The Clerk advised it would equate to an increase of £20 a month for a Band D household. [this should be £20 a year].

Mr A MacPherson presented comments regarding the annual Parish Council grant awarded to the Community Centre CIO and the relationship between the Centre and the Parish Council.

268 To **RECEIVE** Reports 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 it is proposed to increase the Police & Crime Commissioner precept by 4.2% to go towards the '101' service and that Suffolk Police will be getting about 72 additional officers from the Government's 'Up-Lift' program, bringing the total to about 1,400.

District Cllr Passmore left the meeting.

269 To **RECEIVE** the Report from the Coddendam Centre CIO

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

270 To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 18 November 2021

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.

271 To **CONSIDER** any Matters Arising from the Minutes of the Parish Council Meeting held on 18 November 2021

There were no matters to consider.

272 To **RECEIVE** the Churchyard Report, including Church Wall Repairs and Tree Works and to **AGREE** Actions as Required

There were no updates.

273 To **AGREE** to Adopt the Coddendam Parish Council St. Mary's Closed Churchyard Policy

The Council unanimously agreed to adopt the draft policy, as circulated to the Council prior to the meeting.

- 274** To **RECEIVE** the St. Mary's Closed Churchyard Risk Assessment and to **AGREE** Actions as Required
This item was deferred.

33 members of the public left the meeting.

- 275** To **RECEIVE** an Update on the MSDC Business Rates Demand and to **AGREE** Actions as Required
There were no updates.

276 FINANCE:

(i) to **APPROVE** the Schedule of Payments for December 2021 and January 2022

The Council unanimously approved the October schedule of payments for £6,918.82 net of VAT and the November schedule of payments for £320.28 net of VAT.

(ii) to **AGREE** the Bank Statement Balances and to **RECEIVE** the Budget and Precept Reports for November and December 2021

The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports for November and December 2021 had been circulated to the Council prior to the meeting. The Council agreed that the bank balances of £40,991.04 and £8,017.11 and £34,615.42 and £8,017.60 as reported, agreed to the bank statements.

(iii) to **AGREE** to Transfer £6,424.08 from the PWLB 2021/22 Repayment (earmarked) Reserve to the General Fund

The Council unanimously agreed to transfer £6,424.08 from the PWLB 2021/22 Repayment (earmarked) Reserve to the General Fund.

1 member of the public left the meeting.

277 To **CONSIDER** Application for Co-option as Member to Coddendam Parish Council

The Council unanimously agreed to co-opt Mr Nicholas Mills of Willow Farm, Coddendam as member to Coddendam Parish Council. The Council agreed that Mr Mills could join the meeting, following his co-option, and sign his Declaration of Acceptance of Office outside of the meeting.

ACTION: The Clerk is to notify MSDC that Mr Mills has been co-opted as a member to the Parish Council.

278 To **CONSIDER** Planning Matters

Cllr Fawdry advised she had heard reports of plans for a housing development in School Road; District Cllr Whitehead agreed to make enquiries.

279 To **AGREE** a Revised Quote for Printing the Autumn / Winter 2021 Parish Council Newsletter

The Council had previously agreed to accept the quote received from Gipping Press for £93.00 however revisions to the edition increased the printing costs to £164.00. The Council unanimously agreed to accept the revised quote of £164.00.

280 To **AGREE** to Dispose of Records and Documents in Accordance with the Parish Council Policy

This matter was deferred.

281 To **RECEIVE** the Draft Schedule of Works at Broom Hill, Coddendam and to **AGREE** Actions and Expenditure

This matter was deferred.

282 To **RECEIVE** the Mill Hill Risk Assessment and to **CONSIDER** Actions as Required

This matter was deferred.

- 283** Coddenham Parish Council Governance Review
 Cllr Fowler advised that BMSDC had been due to carry out a Governance Review to look at the number of seats for each parish and town council however, the review was halted due to Covid restrictions. The Parish Council unanimously agreed that when the Review resumes it would pursue a reduction of Coddenham Parish Council numbers to 7 seats.
- 284** The Queen’s Platinum Jubilee
 Cllr Groom suggested planting a commemorative tree, in line with other organisations. Two members of the public were invited to contribute to the discussion. The Council unanimously agreed that it would like to mark the occasion and agreed to support a joint venture with other village organisations.
ACTION: The Clerk is to contact village organisations to express its wish to support a collaborative celebration.
- 285** Clerk’s Appraisal
 There were no updates.
ACTION: The Clerk is to forward a copy of her job description and contract to Cllr Fawdry.
- 286** To RECEIVE the Findings of the Quarterly Review of the Systems of Internal Control
 Cllr Denning has prepared a spreadsheet of action actions from the last Review and agreed to undertake the next quarterly Review of the Systems of Internal Control.
ACTION: Cllr Denning is to undertake the December 2021 Review of the Systems of Internal Control
- 287** To AGREE the 2022/23 Parish Council Meeting Dates, including the Annual Parish Council Meeting and the 2022 Annual Parish Meeting
 The Council unanimously agreed the 2022/23 meeting dates as follows:
- | | |
|-------------------------------|-------------------|
| Annual Parish Meeting | 5 May 2022 |
| Annual Parish Council Meeting | 12 May 2022 |
| Parish Council Meeting | 14 July 2022 |
| Parish Council Meeting | 15 September 2022 |
| Parish Council Meeting | 17 November 2022 |
| Parish Council Meeting | 19 January 2023 |
| Parish Council Meeting | 16 March 2023 |
- 288** To CONFIRM the Date of the Next Meeting of the Parish Council
 The next meeting of the Parish Council will be held on 17 March 2022, 7.30pm at the Coddenham Centre.
 Cllr Fowler gave his apologies as he will not be able to attend the meeting.
- 289** Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting
 Cllr Peacock requested an agenda item to debate how the Parish Council can attempt to control the circulation of misinformation of Council business amongst parishioners and rudeness towards Parish Councillors. The request was supported by Cllrs Groom and Scoresby.

There being no other business, the meeting closed at 21:25.

Chairman: _____

Date: _____

Summary of Actions:

264 To RECEIVE an Update from the Coddendam Parish Council Highways Working Group and to AGREE Actions as Required, including Proposed Suffolk County Council (SCC) Road / Traffic Improvements for Coddendam and B1078 Grass Cutting and White Lining

ACTION: The Clerk is to notify County Cllr Hicks of the Parish Council proposal.

265 To AGREE the 2022/23 Budget and Precept, including Consideration of the Coddendam Centre CIO

ACTION: The Clerk is to submit the 2022/23 precept demand to Mid Suffolk District Council for £32,223.84.

277 To CONSIDER Application for Co-option as Member to Coddendam Parish Council

ACTION: The Clerk is to notify MSDC that Mr Mills has been co-opted as a member to the Parish Council.

284 The Queen's Platinum Jubilee

ACTION: The Clerk is to contact village organisations to express its wish to support a collaborative celebration.

285 Clerk's Appraisal

ACTION: The Clerk is to forward a copy of her job description and contract to Cllr Fawdry.