

CODDENHAM PARISH COUNCIL MEETING

Minutes of the Annual Parish Council meeting held on 22 May 2025 at 7.30pm

at the Coddenham Centre

Present: Cllr. Gregory (Chair), Cllr. Mills (Vice-Chair), Cllr. Soanes, Cllr. Whitehead, Cllr. Burton, Cllr. Denning
In attendance: Ms M Burt, Clerk to the Parish of Coddenham
Mr T Passmore, Police & Crime Commissioner
County Cllr. Matthew Hicks

731 To ELECT the Chair, including signing of the Declaration of Acceptance of Office.
Cllr. Gregory was unanimously re-elected as Chair to the council. The meeting was chaired by Cllr. S Gregory.

732 To ELECT the Vice-Chair
The council unanimously re-elected Cllr. Mills as Vice-Chair

733 To RECEIVE apologies for absence
Apologies had been received from District Cllr. Penny due to previous engagements.

734 To RECEIVE any declarations of interest or delegated dispensation declaration or to APPROVE such dispensation requests as needed
Cllr. Soanes declared an interest as an allotment holder in relation to agenda item 8.

The meeting was adjourned.

735 PUBLIC FORUM

(i) to RECEIVE Comments from Residents of the Parish on Current Agenda Items
No items were raised.

(ii) To RECEIVE reports from the district and county councillors
County Cllr. Hicks was delayed at a previous meeting.

PCC Tim Passmore made his report and announced that it had been agreed that the first ever Suffolk trial of an Automatic Number Plate Recognition (ANPR) camera would be deployed in Coddenham to identify HGV vehicles ignoring the Designated Lorry Route (DLR) through Rectory Road in a westwards directions and to enable data supporting further action to be collected. The trial would last for three months, following which a decision would be made as to whether to roll out such cameras in Suffolk on a permanent basis. If adopted as a road traffic management measure following the trial, sanctions against HGV owners and drivers not complying with the DLR regulations could include prosecutions up to and including the removal of operators licences. The trial camera would be located by the bridge on the Needham Road as there was an existing power supply there. There was discussion as to whether this was the optimum site for the camera. PCC Passmore explained that the system required a power supply but, in the event that it was deployed on a permanent basis, it could probably be located elsewhere in the village in the future. Councillors thanked PCC Passmore for the planned

deployment of the trial ANPR camera which it was felt would provide much valuable data and would ultimately assist in traffic management issues in the parish.

In addition, PCC Passmore highlighted that (a) such issues as fly tipping were being addressed by the use of trail cameras and, while this was not currently an area of concern in the parish, should it become so there was assistance available; (b) the PCC budget was also being targeted at funding crime prevention action particularly involving youth crime and (c) fraud, especially online, is also to be targeted in the PCC plan which runs to March 2029 is fraud.

The District Council report had been circulated prior to the meeting and Cllr. Whitehead, as a District Councillor, reiterated that the local government reform currently underway would have a profound effect on how services would be delivered in future.

The meeting was reconvened.

736 PLANNING

(i) Planning Application DC/24/02485 - former Dukes Head – erection of a single storey dwelling. It was noted that the caravan on site had been removed. However, the remaining Enforcement Notice regarding general dilapidation had not been progressed by the Enforcement Planning Officer. The Clerk was asked to pursue this matter with the relevant officer.

The meeting was adjourned as County Cllr. Hicks had joined the meeting. The County Council report had been circulated prior to the meeting. Cllr. Hicks reported that the grass verges would be cut in accordance with the cutting timetable, a copy of which is available on the County Council's website.

The possibility of resurrecting the gyratory system proposal from 2018 was discussed and Cllr. Hicks had sent over his papers from the time to ensure that councillors were in possession of the full history.

Cllr. Hicks also reported that the Planning & Infrastructure Bill currently going through Parliament would significantly limit the requirement for National Infrastructure Projects (NSIPs) to consult locally.

Cllr. Hicks also explained that the County Council were trying to publicise the dangers of entering waters over the summer months.

Cllr. Hicks was asked to facilitate a meeting with Trading Standards regarding the enforcement of the DLR westwards and promised to chase the relevant parties if nothing was heard in the next week or so.

The meeting was reconvened.

737 MINUTES

To RECEIVE and CONFIRM minutes of the parish council meeting held on 6 March 2025.

The minutes were unanimously **AGREED** to be a true and fair record of the meeting.

738 MATTERS ARISING

To CONSIDER any matters arising from the minutes of the parish council meeting held on 6 March 2025.

(i) Cllr. Mills explained that he and Cllrs. Gregory and Whitehead had met with the MSDC specialist team and District Cllr. Penny regarding a possible Neighbourhood Development Plan (NDP). A discussion paper had been circulated prior to the meeting. Following some discussion, the council unanimously **AGREED** not to produce an NDP currently but would reconsider if circumstances changed.

- (ii) It was also **AGREED** that the new gateposts acquired for the Closed Churchyard would not be installed until after any works to the churchyard wall had been undertaken.
- (iii) The Clerk was asked to produce a list of policies to be reviewed at the 8 July meeting and send word copies to each councillor responsible for the review.

739 HIGHWAYS

To RECEIVE and CONSIDER the Report of the Highways Working Group

A report from the highways working group was unavailable for circulation prior to the meeting. Cllr. Denning reported that he and Cllr. Whitehead had met with an interested parishioner and they were suggesting a public meeting be convened at which viable options for alleviating traffic issues in Coddendam be explained. Any public meeting would lay out the full pros and cons of each option so that parishioners could state their preference from a fully informed position.

The options were:

- a) The status quo
- b) Full gyratory system
- c) Hybrid gyratory system

Following some discussion, the council **AGREED** no such meeting would be arranged until it had been ascertained whether funding would be available given the current re-organisation of local government and the movement of responsibility for highways to the mayoral authority. Cllr. Denning agreed that the Highways Working Group would produce a report setting out a summary of what was proposed in relation to the consultation.

There was some discussion as to whether any gyratory system would negatively impact upon the Community Shop.

Cllr. Burton had compiled a summary history of traffic management issues in Coddendam and measures taken and a copy of this would be uploaded to the PC website.

The question of the acquisition of a Nitrogen Oxide meter was postponed for discussion at the 8 July meeting.

The Council unanimously **AGREED** to the purchase of two replacement batteries for the Speed Indicator Device (SID) located in School Lane and to consider, at a later date, the possible acquisition of a further SID. The clerk was asked to contact Messrs Hardy and Johnson regarding the possibility of relocating the SID on a regular basis.

740 BROOM HILL, MILL HILL, THREE COCKED HAT, ALLOTMENTS AND FOOTPATHS

(a) To RECEIVE the report from the Broom Hill Trust and AGREE such actions as required.

The report had been circulated prior to the meeting.

(b) To RECEIVE the report from the green spaces working group and AGREE such actions as required.

A report on green spaces had been circulated prior to the meeting.

Cllr. Soanes reported that a parishioner had mowed the grass at the top of Mill Hill and it was unanimously **AGREED** that the clerk would write a letter of thanks.

It was **NOTED** that additional water collection capacity would be welcomed at the allotments and Cllr. Burton agreed to build such in the next month or so. The clerk was asked to order the materials required. It was **AGREED** that this would be funded from the allotment reserve with any shortfall to be funded from general reserve.

The two invoices for Eastwoods Tree Services presented prior to the meeting were **APPROVED**.

(c) To CONSIDER the closed churchyard report and AGREE such actions as required.

Cllr. Mills reported that it had been agreed with the Church Warden that the bug hotel would be located next to the compost bins.

In addition, it had been agreed between the Church Warden and a neighbouring parishioner that flints collected over years from the party wall would remain with the parishioner until such time

as they were needed to be reincorporated into the churchyard wall repairs. The clerk was asked to write to the parishioner concerned, thanking them for looking after this collection.

A discussion paper in relation to possible repair works the churchyard wall had been circulated prior to the meeting. The council unanimously **AGREED** that A C Wright Consulting be asked to undertake the tender process to identify contractors to undertake the necessary repair works including obtaining any necessary consents on the basis set out in the paper. Contractors are to be advised that their tenders should remain valid for a long enough period to allow funding to be obtained. It was **AGREED** that Cllr. Gregory and the Clerk would instruct A C Wright Consulting.

(d) to CONSIDER the claim for recognition of footpaths through the churchyard

Cllr. Burton had previously lodged the claim with Suffolk County Council and reported that nothing had been heard in this regard as at the date of the meeting. Cllr. Burton agreed to chase this response.

741 FINANCE

(a) To APPROVE the Schedule of Payments for April and May 2025

The council unanimously **APPROVED** the above schedules of payments and the schedule of direct debits.

(b) To AGREE the bank statements and to RECEIVE the budget and precept report for April and May 2025.

The council unanimously **APPROVED** the above items.

(c) To AGREE the 2025/26 Year End Accounts

Cllr. Soanes advised that the asset register was missing the replacement sign purchased for Broom Hill and that the previous signs had not been recorded. Subject to these amendments, the council unanimously **APPROVED** the above items.

(d) To APPROVE Section 1 and 2 of the draft AGAR Report4

The council unanimously **APPROVED** the above item and **AUTHORISED** signing of the same.

(e) To RECORD that the Community Infrastructure Levy (CIL) Report to 31 March 2025 had been submitted to MSDC

The council noted this submission.

(f) To AGREE the transfer of monies to Reserves

The council unanimously **APPROVED** the transfer of £2,638.95, being funds remaining from the year end accounts 2024-25 and £420.78, being excess Street Lighting Reserve, to the General Reserve.

(g) To AGREE the list of Direct Debits circulated prior to the meeting

The council unanimously **APPROVED** the above item.

(h) To AGREE the record of Expenditure over £500 circulated prior to the meeting

The council unanimously **APPROVED** the above item.

(i) To AGREE whether the council should hire out council assets

After a short discussion, it was **AGREED** that the council would not hire out council assets. It was **NOTED** that the council's marquees were stored at The Coddendam Centre and it was **AGREED** that, in return for this storage, TCC would continue to be permitted to use the marquees at no cost.

742 POLICIES

Draft standing orders had been circulated prior to the meeting based on the latest version published by the National Association of Local Councils (NALC). Following a discussion, it was **AGREED** that the Clerk would remain the designated provider of dispensations in relation to Section 13 (e) and (g) and that the amount in Section 18 (a)(v) would be £30,000.

743 NEWSLETTER

It was **AGREED** that drafts of articles would be produced in June and publication would be in July. Articles on the following topics:

- a) Update on the churchyard, including tree survey, wall and footpaths
- b) Highways and traffic
- c) Update on Local Government reform/devolution.
- d) Working together for the good of the community
- e) Financial outcomes

744 FETE – 13 JULY 2025

Volunteers to help run the Fete are still required particularly at the “Volunteering” table to advertise the advantages of volunteering for various parish organisations, including the Parish Council.

745 DOCUMENT RETENTION

The text of a letter to be sent to former councillors had been circulated prior to the meeting. With a minor grammatical change, it was **AGREED** that the clerk should send the letters to all former councillors who had been councillors within the last 12 years for whom an email or postal address is known with letters to home addresses within the village being hand delivered.

746 DISASTER RECOVERY

The council unanimously **AGREED** to the purchase of an external hard drive for the council’s laptop computer at a cost of c£45 to enable the clerk to back up the laptop in case of data breach or other data problems.

747 GENERAL POWER OF COMPETENCE

The council **AGREED** that it was ineligible to access the General Power of Competence.

748 NEXT MEETING

The council unanimously **AGREED** the date of the next meeting as 8 July 2025.

There being no further business, the meeting closed at 21.40.

Signed: _____

Date:

Meeting Date	Minute #	Action	Cllr./Clerk	Completed
11/05/23	23/24 520	To put together a formal PRow claim for footpaths cutting through the churchyard.	DB	Formal application submitted to SCC. Awaiting response
22/05/25	25/26 740(c)	Churchyard Wall Repairs	SG/MB	Report received from J. Halton-Farrow and further advice sought regarding tender process etc. AC Wright to be asked to undertake tender process on behalf of CPC
14/11/23	23/24 589(ii)	Possible gates to be installed at each end of Lower Road NM to pursue with SCC	RD/JCW	Roads Working Group to take forward
14/03/24	23/24 618(iii)	Does Rectory Road comply with criteria for 40mph limit?	RD/JW	
22/05/25	25/26 740(c)	New gateposts to be installed in churchyard		Installation deferred until after churchyard wall repairs
10/07/24	24/25 669	Periodic Review of PC's Policies and Regulations	All Cllrs	Rolling review of all P&Rs to be undertaken. Review of listed polices to be identified at March meeting Policies reviewed & adopted March meeting. Further tranche for July 2025 meeting

02/09/24	24/25 676(i)	Dukes Head – Enforcement Action	SG/MB	Write to MSDC requesting Enforcement Action in light of Fol revelation that such has not been taken to date. Letter sent 13/09/24. 2 chasers sent Response received 9 Nov stating DH not on At Risk Register but will be monitored. MSDC reported to have written to Developer and works will be monitored.
06/11/24	24/25 687(iii)			
08/01/25	24/25 702(ii)		MB	Planning Officer chased for latest developments 9 Jan 25. Chased Planning Officer again 14/3/25
22/05/25	25/26 736		MB	Planning Officer to be chased again
02/09/24	24/25 677	Proposed Questionnaire on traffic matters	RD/JCW	Draft to be prepared
06/11/24	24/25 690	Proposed roads survey to be discussed further	RD/JCW	
22/05/25	25/26 739	Likelihood of funding to be identified prior to any public meeting.	RD/JCW RD/JCW	Further discussions required in Roads Working Group. Report summarising proposals in relation to consultation to be produced.
02/09/24	24/25 677	Mtg with new MSDC contact re traffic issues	RD/JCW	Meeting to be arranged
02/09/24	24/25 677	Inadequate bus services serving parish	RD/JCW	Write to SCC contact, Simon Barnett.

02/09/24	24/25 680(a)	Direct Debits	MB	Diarise for details of DDs to be reviewed 6 monthly. Next review November 2025
08/01/25	24/25 701(i)	Data collection on traffic issues	Roads Working Group	P&CC to be asked to ensure Lorry Enforcement Officers collect data regarding HGVs not using DLR. P&CC to be invited to attend March mtg. ANPR camera to be installed on three month trial to identify infringement and collect data.
22/05/25	25/26 735(ii)			
08/01/25	24/25 705(i)	NOX measuring equipment	JCW	To take forward possibility of acquiring NOX measuring equipment using Localities Budget.
22/05/25	25/26 740(b)	Mill Hill	Clerk	Thank you letter to be sent to Stephen Griggs for mowing top of Mill Hill
20/05/25	25/26 740(b)	Allotments	Clerk	Materials to be ordered for extra 2 water collection units
22/05/25	25/26 740(c)	Churchyard Wall	Clerk	Thank you letter to N Baillie for collecting and holding flints from wall
22/05/25	25/26 745	Document Retention	Clerk	Letter to be sent to former Cllrs requiring compliance with Document Retention Policy.
22/05/25	25/26 746	Disaster Recovery	Clerk	HDD to be purchased to back up laptop.
22/05/25	25/6 735(ii)	ANPR Camera	Clerk	Chase PCC Passmore if camera not installed by 8 July 2025