

CODDENHAM PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on 3 September 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
County Cllr. Matthew Hicks
District Councillor. Penny
1 Member of the Public

762 To RECEIVE apologies for absence

None were received.

763 To RECEIVE any declarations of interest or delegated dispensation declarations or to APPROVE such declarations as needed

Cllr. Soanes declared an interest as an allotment holder in relation to agenda item 7.

The meeting was adjourned.

764 PUBLIC FORUM

(i) To RECEIVE comments from Residents of the Parish on Current Agenda Items

As chair of The Coddenham Centre, Mr Macpherson expressed the organisation's appreciation for the collaboration of the parish council with regard to the s106 application for funds to resurface the tennis courts. He confirmed that the surface had a three year warranty but an expected lifespan of 20-25 years.

(ii) To RECEIVE reports from the county and district councillors

County Cllr. Hicks reported that:

The Development Order for the Norwich to Tilbury pylons was submitted on 29 August 2025. He reiterated that SCC opposed this development.

The move back to Suffolk of the fire control centre had been completed in 18 months.

Under current Local Government Reform (LGR) proposals, the fire and police services would report to the new Mayor in 2027.

Thatched roof fires had increased in 2025, presumably due to the high temperatures, and the prevention team would be visiting at risk properties if necessary.

Cllr. Hicks confirmed, with regard to a proposed 20mph speed limit at Lime Kilns corner, SCC was prepared to fund a speed survey to gather appropriate data but that there were a lot of legal hoops to be jumped through in order to lower a speed limit and costs could be up to £12,000.

Cllr. Denning asked whether there would be funding available for a consultation on the traffic issues on Coddenham High Street and Cllr. Hicks responded that he could not confirm either way but that there was a possibility.

Cllr. Penny's report had been circulated earlier on the day of the meeting. Cllr. Penny reminded the council that the Community Infrastructure Levy (CIL) programme had recently been changed to a rolling one. On LGR, he reported that MSDC is backing three unitary bodies to cover Suffolk and Norfolk and that Coddenham would sit in the eastern area in such a scenario. He confirmed that Pride in Your Place grants were still available and that £250-£5000 was available under this scheme on a first come, first served basis.

The meeting was reconvened.

765 PLANNING

(i) SCC/0093/25SC – Westerfield Quarry

It was **NOTED** that the council was not a statutory consultee for this application but the implications of increased large lorry and other traffic movements needed to be considered. Cllr. Gregory pointed out that the Traffic Management Plan failed to consider all the ramifications of increased HGV and other traffic in the wider neighbourhood especially along the B1078 through Coddendam. It was **AGREED** that the council would submit comments to SCC and the clerk was requested to draft such and submit it to councillors for consideration.

(ii) DC/25/03016 – Alterations and two storey rear extension - Sunny Brae, Blacksmiths Lane, Coddendam, Ipswich Suffolk IP6 9T

No objections were raised.

(iii) DC/25/03593 - Notification of works to trees in a Conservation Area - Holbeck House, Church Road, Coddendam, Ipswich Suffolk IP6 9PY

No objections were raised.

766 MINUTES

To RECEIVE and CONFIRM minutes of the parish council meeting held on 8 July 2025.

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

767 MATTERS ARISING

To CONSIDER any matters arising from the minutes of the annual parish council meeting on 22 May 2025

The clerk was requested to contact PCC Passmore for an update regarding the promised installation of an ANPR camera at the bridge in Coddendam on the B1078 and to contact Hartleys Garden Services regarding the autumn grass cutting and transfer of the resultant green hay.

Cllr. Burton reported that a parishioner had expressed an interest in refurbishing the existing gates to the closed churchyard but that personal circumstances had meant no quote had yet been obtained for the work.

768 HIGHWAYS

No report had been circulated prior to the meeting. Cllr. Denning reported that signage near the bridge on the B1078 had been made illegible due to overgrown vegetation and signs having been hit by traffic and pushed back into the hedge. The clerk was requested to report this to SCC highways department.

The proposed decrease in the speed limit at Lime Kilns was discussed and it was **AGREED** that the implementation of a reduced speed limit should be investigated further and Cllr. Hicks would be requested to arrange for the speed survey to take place.

The possibility of installing a nitrous oxide meter had been investigated but the costs of undertaking such to British Standards and the lack of professional expertise to analyse the results precluded pursuing this. The council unanimously **AGREED** not to pursue this further.

Replacement batteries for the Speed Indicator Device (SID) were discussed and the council unanimously **AGREED** to make such a purchase as and when the two parishioners who deal with the SID advise that the current batteries need replacement.

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

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

The report had been circulated prior to the meeting. Cllr. Soanes reported that new hedging and tree saplings had been ordered from MSDC under their free scheme and would be delivered for planting in December 2025

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

It was reported that Cllrs. Mills and Soanes were due to meet with Hartleys Garden Services to discuss the cutting of the green hay and some further clearance work on Broom Hill which would hopefully be covered by a "Pride in your Place" grant. It was also reported that the next litter pick had been arranged for 20 September 2025 and the next green spaces working parties were scheduled for 16 and 25 October 2025.

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

The closed churchyard report and the tender analysis undertaken by A C Wright Consulting regarding the necessary repairs to the churchyard wall had been circulated prior to the meeting.

Cllr. Mills reported that, while the instruction to undertake the work and the resultant invoice had been approved in line with policies, the quote of £550 + VAT for the work to the trees in the closed churchyard had been overlooked. The council unanimously **APPROVED** this quote retrospectively.

The repairs to the churchyard wall had been tendered and the analysis received from A C Wright Consulting. It was planned that the relevant councillors would meet with A C Wright Consulting to discuss the various options in detail and Cllr. Mills proposed to produce a list of questions prior to such a meeting. The clerk was requested to arrange a meeting of approx. one hour with A C Wright Consulting.

It was noted that Cllr Mills had undertaken some investigation in relation to possible funding sources for the repairs but had, thus far, been unable to identify any available to parish councils (as opposed to parochial church councils or district councils). The clerk was asked to contact NALC to see whether they could identify any parish councils which had been faced with similar issues to ascertain what funding might be available, if any. It was **NOTED** that if grant funding cannot be identified, the alternative was to apply for a Public Works Loans Board (PWLB) loan. There was some discussion as to whether local charities might be able to contribute to the costs.

The clerk was asked to contact the insurers to ascertain the insurance coverage with regard to the council's responsibilities in relation to the churchyard.

770 FINANCE

(i) To APPROVE the Schedule for Payments for July and August 2025

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

(ii) To AGREE the bank statements and RECEIVE the budget and precept report for July and August 2025

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

771 INTERNAL & EXTERNAL AUDIT 2024-25

(i) Cllr. Gregory reported that the internal auditor had agreed to amend their report to the effect that the council's website held a full suite of GDPR policies and was therefore compliant.

(ii) The clerk reported that a typographical error in the prior year's asset figure included in the AGAR for 2024/5 had been identified by the external auditor. This in no way affected the current year's figures but the auditor's report (not yet received) would be qualified to reflect this. The approval of the external auditor's report was deferred to the November meeting.

772 INSURANCE COVER

The clerk was requested to start the process of obtaining quotes from insurers for the year 2026-27 and beyond as the current cover expires on 1 October 2026. It was unclear whether or not a broker had been employed last time and the clerk was asked to ascertain this.

773 DOMAIN NAME

It was **NOTED** that the Practitioner's Guide 2025 (governance and accountability for smaller authorities in England) has been amended to require councils to use only council owned (as opposed to free) domain names with effect from March 2026. The clerk was requested to obtain a detailed quote from our current website host, Suffolk Cloud, to effect a smooth transition the website to a .gov.uk domain name by the date and for all the creation of 10 mailboxes for use by the clerk and councillors. In addition, a new policy is required to be adopted to be written to cover the responsibilities and actions required of councillors and staff based upon NALC guidelines and the clerk was requested to prepare a draft for review

774 s106 APPLICATION BY THE CODDENHAM CENTRE

The application for s106 funding by The Coddenham Centre for the resurfacing of the current tennis courts was notified.

775 COMMUNITY GOVERNANCE REVIEW

A draft letter to be sent to MSDC requesting a Community Governance Review was circulated prior to the meeting and the council **APPROVED** the wording thereof. The clerk was requested to send the letter to MSDC once the window for such applications opens on 25 October 2025.

776 POLICY REVIEW

Cllr. Gregory updated the council as regards the previous request to former councillors to destroy/delete retained council documentation . It was noted that such documentation would, inevitably, contain personal data. Cllr. Gregory confirmed that professional advice had been sought which indicated that a data breach had occurred by the council and former councillors in relation to retained documentation including personal data. It was reported that two former councillors had been written to by the clerk again and advised that a data breach would be reported if they did not respond within 48 hours. As no such response was received within the timeframe, the data breach was reported to the ICO on 22 August 2025.

A number of policies had been reviewed by councillors and circulated prior to the meeting and considered with the following outcomes:

- (i) Filming, Videoing, Photographic and Audit Recording at Council Meetings – **APPROVED**
- (ii) Model Financial Regulations – **APPROVED**
- (iii) Electronic Communications and Social Media – **APPROVED**
- (iv) List of Contractors & Reviewing Performance – **APPROVED** with the following responsibilities:
 - a. SALC – clerk
 - b. Waste Management/MSDC – Cllr. Gregory & clerk
 - c. Hartleys Garden Services/Eastwood Tree Services – Cllrs. Soanes & Mills
 - d. Footpaths & Street Lighting – Cllr. Gregory & clerk

777 NEXT MEETING

The council unanimously **AGREED** the date of the next meeting on 12 November 2025 with the following items on the Agenda:

- Meeting Dates for 2026-27
- 2026-27 Budget v1
- External Audit
- Direct Debits
- Suffolk Cloud/ domain name
- Freedom of Information requests

There being no further business, the meeting closed at 21.00

Signed: _____



Date: _____

12/11/2025.