

# Coddenham Parish Council



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To All Parish Councillors

You are hereby summoned to attend the **Annual Parish Council Meeting** to be held on **Thursday, 12 May 2022, scheduled for 7.30pm**, when the under-mentioned business will be transacted.

*Sue Frankis*

Clerk to the Council and Proper Officer

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Thursday, 12 May 2022

## AGENDA

1. To **ELECT** the Chair, including signing of the Declaration of Acceptance of Office
2. To **ELECT** the Vice-Chair
3. To **APPROVE** apologies for absence
4. To **RECEIVE** any Declarations of Interest or Delegated Dispensation decisions or to **APPROVE** such dispensation requests as needed
5. PUBLIC FORUM:
  - a) to **RECEIVE** comments from residents of the parish on current agenda items
  - b) to **RECEIVE** reports from the County and District Councillors
6. To **RECEIVE and CONFIRM** the Minutes of the Parish Council meeting held on 17 March 2022
7. To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 17 March 2022
8. To **CONSIDER** parishioner request for 'horse rider' warning signs on Lower Road
9. To **CONSIDER** parishioner request for installation of a dog waste bin towards Bickers Hill
10. To **CONSIDER** any matters arising from the Annual Parish meeting held on 5 May 2022
11. To **CONFIRM** the continuing appointment of the Clerk to the Council as the Responsible Financial Officer
12. **FINANCE:**
  - a) to **APPROVE** the Schedules of Payments for April and May 2022
  - b) to **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports for 31 March and 30 April 2022
  - c) to **AGREE** VAT Reclaim of £420.70
  - d) to **AGREE** the Year End Accounts, including the Asset Register for 31 March 2022
  - e) to **ALLOCATE** the General Fund 31 March 2021
13. To **AGREE** Sections 1 and 2 of the Annual Governance and Accountability Return 2021/22

14. To **RECEIVE** the SALC 2021/22 Internal Audit Report and Recommendations
15. To **RECORD** the Council's ineligibility to use the General Power of Competence
16. To **ADOPT** the new 'Councillor Code of Conduct'
17. To **AGREE** to take out a Business Credit Card with a no annual fee, for use by the Clerk
18. To **AGREE** the Parish Council Response to the Community Governance Review
19. To **CONSIDER** planning matters, including receipt of the Planning Schedule 30 April 2022 and to **AGREE** the Parish Council response to the East Anglian GREEN consultation
20. To **RECEIVE** an update on the MSDC Business Rates Demand
21. To **AGREE** to dispose of records and documents in accordance with the Coddendam Parish Council Document Retention Policy 2020
22. To **RECEIVE** an update from the Coddendam Parish Council Highways Working Group and to **AGREE** actions as required
23. To **RECEIVE** the Churchyard Report, including findings of the quinquennial inspection report, church wall repairs and tree works and to **AGREE** actions as required
24. To **RECEIVE** the St Mary's Closed Churchyard Risk Assessment and to **AGREE** actions as required
25. To **RECEIVE** updates from the Mill Hill, Broom Hill and Allotment Working Groups, and to **AGREE** actions as required, including to **AGREE** funding for a Suffolk Wildlife Trust survey
26. To **RECEIVE** the report from the Coddendam Centre
27. Parish Plan, incorporating a Parish Survey
28. To **AGREE** a maintenance timetable in line with the Parish Council asset register
29. Parish Council Newsletter, including to **AGREE** expenditure for publication
30. Parish Council Website
31. To **AGREE** to fund FiLCA training for the Clerk
32. Parish Footpath Clearance and to **AGREE** the hourly rate of pay for the footpath assistant for 2022
33. To **RECEIVE** the Mill Hill Risk Assessment and to **CONSIDER** any Actions
34. The Queen's Platinum Jubilee
35. To **'CO-OPT'** a new Council member
36. 'Quiet Lanes' Scheme
37. To **CONFIRM** the date of the next meeting of the Parish Council, 14 July 2022
38. Matters raised by members, including matters for consideration at the next Parish Council meeting