



CODDENHAM PARISH COUNCIL MEETING

Minutes

Thursday 12 October 2017

In Attendance: Cllr. D Burton, (Chair), Cllr. Burgess, Cllr. A. Darell-Brown, Cllr. J. Fawdry, Cllr. A. Fowler, Cllr. C. Hardy, Cllr. J. Keeble, Cllr. J. Soanes, Cllr. M. West, Cllr Hicks, (SCC) and Mr Whitehouse, the Parish Clerk.

1. To **RECEIVE** and **APPROVE** apologies for absence. Apologies were **Received** and **Approved** from Cllr Lock, Cllr Peacock and Cllr Passmore.
2. To **RECEIVE** delegated decisions on Requests for Dispensation on Declarations of Interest. None received.
3. To **CONSIDER** an Adjournment to allow residents of the parish to speak on current agenda items and to **RECEIVE** reports from Cllr Hicks. **AGREED.**
A parishioner commented on the long list of items in the annual Inspection Report for the Play Area and volunteered to work on as many as possible. Cllr Hicks addresses his previously circulated report asking that Council note the consultation regarding the proposal for a bypass from Saxmundham to Wickham Market, currently on the Suffolk County Council website. He also asked that Council place a link on their website to the County's Fire prevention Strategy on the unattended use of white goods in the home. Cllr Hicks then presented the draft letter regarding the proposed experimental gyratory road scheme, which Council had previously asked to see prior to its distribution. Cllr West asked for clarification of the restriction on the weight limit on Rectory Road, referred to in the draft letter, and the Chairman advised that the weight limit was only restricted in one direction. Council discussed the time-table for the consultation exercise. Cllr Hicks suggested that the letter should be distributed early in the new year. Council considered that the planned drop-in consultation event should be scheduled for the first Friday evening in February 2018. Councillors agreed to send comments on the content of the letter to the Parish Clerk for collation.
4. To **APPROVE** the Minutes of the Parish Council meeting held on 5th September 2017. Subject to an amendment of item 5, to clarify that any future report to council on the adult exercise equipment on the recreation ground would be presented by Mrs Kendall, the minutes of the Parish Council meeting were **Approved.**
5. To **CONSIDER** Matters Arising from previous minutes of the Parish Council Meetings. Cllr Fowler asked whether the Clerk had advised SALC of the appointments of himself and Cllr Peacock as representatives at the SALC meetings. The Clerk advised that it was a matter outstanding and would be done asap.
The Clerk provided an update on the numbers attending the Councillors Training session, advising that eight extra places had been booked from representative of three other parish councils. Cllr Burges volunteered to arrange refreshments on each of the training evenings.

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Item 5 cont./

Cllr Fowler asked whether any response had been forthcoming from the County on the submission of the application for a suitable site for the Speed Indicator Device. Clerk advised that no response had yet been received. Cllr Keeble advised that the EADT had reported a reduction in both 'average' and 'top' speeds in other villages and that it may be necessary to request other sites as it is reported that circulating the SID around the village is more effective in influencing driver behaviour.

6. To **CONSIDER** the Terms of Reference and Meeting Schedules for the Community Centre Management Committee. (Cllr Fowler)
Cllr Fowler drew Council's attention to the requirement for the Hall Committee to meet at least six times in a year. Following discussion Council **AGREED** to ensure that the schedule for next year was compliant with the Committee's Terms of Reference.

7. To **CONSIDER** Planning Applications and to **NOTE** Planning Decisions, including those received after publication of this agenda.

The clerk reported that an appeal has been made to the Secretary of State against the decision of Mid Suffolk District Council to refuse planning permission for the change of use of barn to form a single dwelling and demolition of a second barn at Little Choppins Stud.

DC/17/04597. The Parish Council considered this application and decided neither to support nor object to the proposed works.

8. To **RECEIVE** the Annual Inspection Report for the Recreation Ground Play Area.

In consideration of Mr West's offer of assistance in the maintenance of the playground equipment, the Chairman proposed a Vote of Thanks to Mr West for his contribution over the last year, which was **AGREED** unanimously. Cllr West suggested that Council determine the limit of funds available for any work required. The Chair advised that current financial regulations allowed for expenditure up to £250, in consultation between the Chair and the Clerk, if works were required before the next scheduled Council meeting.

Cllr Burges asked for clarification of the timescale for spending the Community Infrastructure Levy grant. The Chair advised that there was a five year period in which the grant should be allocated to an appropriate project. Cllr Burgess requested that the Clerk diarise the CIL grant for review in the budget discussions for 2019/20

Council **Received** the Report.

9. To **RECEIVE** the Clerk's report. The Clerk presented his report as published.

The Clerk reported on the General Data Protection Regulation (GDPR) which come into effect in May 2018 and requested Council's agreement that he attend a seminar on the new regulations at a cost of £25, plus vat. **AGREED**.

Council **Received** the Clerks report.

10. To **RECEIVE** a Report on the Conclusion of the Annual Audit.

The Responsible Financial Officer reported that the External Audit of the Council's accounts for the 2016/17 year was completed on 26th August 2017 and the Notice of Conclusion of the Annual Audit has been posted at the Village Hall and on the Village Website in accordance with the statutory requirements. The Chair proposed that Council **Accept** and **Approve** the annual Return and the Certificate of Completion. **AGREED**.

Council **Received** the report.

11. To **RECEIVE** the Responsible Financial Officer's report and **UNDERTAKE** the Independent Bank Reconciliation for the current period.
- The RFO presented the 1st and 2nd Quarters of the Council's accounts based on the new Cost Centres and Codes, and reported the following recommendations from the recent meeting of the Finance Working Group:
- a) The Finance Working Group has reviewed the 2017/18 budget allocations within the new accounts Cost Heading and Codes. A number of adjustments were made and the attached report, (Item 11a), of the 1st and 2nd Quarters of Accounts is based on these new codes.
- b) The FWG recommends the following matters to Council for consideration:
- that Council **CONSIDER** that the costs for maintenance and repair of the car park be recorded under the Community and Sport Hall cost centre, rather than the Estate Management cost centre; **AGREED**
 - that Council **CONSIDER** that the costs for maintenance and repair of the recreation ground be recorded under the Community and Sport Hall cost centre, rather than the Estate Management cost centre; **NOT AGREED**
 - that Council **CONSIDER** a virement in the sum of £4500 from the Elections Reserve to the General Reserve; **NOT AGREED**
 - that Council **CONSIDER** a proposal to reallocate 30% of the costs of the Parish Clerk, (Salary, Income Tax, National Insurance and Pension payments) to the Community and Sports Hall cost centre. **AGREED**
 - that Council **CONSIDER** a proposal to reallocate 50% of the costs of the Council's Insurance premiums to the Community and Sports Hall cost centre. **AGREED**
- c) The Community Centre Management Committee are not scheduled to meet until November 8th, and will therefore it is unable to recommend to the Council an Annual Budget, by 31 October, as required under its Terms of Reference, unless an Extraordinary Meeting of the Committee is called. The Finance Working Group recommend that Council suspends the requirement for this deadline as the Committee will meet before the scheduled meeting of the FWG on 20th November. **AGREED.**

Bank Accounts:

All Bank Balances as at September 30th 2017:

Main Account	£ 58,052.48
Sports Hall Account	£ 4,058.18
CPC Reserve Account	£ 251.38
Sports Hall Contingency Account	£ 8,646.52
Total in Banks	£ 71,008.56
Cash	£ 0.00
GRAND TOTAL (Banks and Cash)	£ 71,008.56

Cllr Keeble reviewed the Council's Bank Reconciliation document against the Bank Statements and certified them as balanced.

Cllr Fowler raised a concern that the full bank statements published on the Council's website as previously agreed, show personal information. Council agreed that the background documents to be published in future should not include the bank statements. The Clerk immediately removed them from the website.

Council **Received** the RFO's report.

12. To **CONSIDER** any Correspondence received before the meeting.
 The Clerk received a request to follow up on a long-outstanding report of two street lamps not working in Green Hill. Unit 24 is still outstanding. Unit 25 was re-lamped on 16/8/17.
 The Clerk has received details of the Local Boundary Commission's consultation on an 'Electoral Review of Mid Suffolk: Draft Recommendation', giving internet links to the Commission's website, which will be published on the Council's website.
 The Clerk has received a complaint from an allotment holder regarding the management of a neighbours allotment. This matter is currently under review, the results of which will be reported at a future Council meeting.
 The Chairman added that a recent inspection of the allotments found some erosion to the steps at the top of Love lane and that the Council's hedging along the length of Love Lane required trimming to allow for pedestrian passage to and from Broom Hill. He asked for suggestions as to how to address these issues. Cllr Soanes commented that matters of health and safety with regard to the steps should be a matter for the Parish Council, as Landlord. Cllrs Fowler and Hardy suggested that a working group of allotment holder be arranged to address the non-Health and Safety matters before the next Parish Council meeting in November.
13. To **RECEIVE** questions from Councillors and agenda items for the next meeting.
 Health and Safety matters on the Allotments.
 Title Deeds for Broomhill, and the Three Cocked Hat.
14. To **CONSIDER** recommendations from the Policy Review Working Group to amend Standing Orders.
 Following a brief discussion Council agreed to defer this item until the next meeting.
15. To **RECEIVE** the Minutes of the Churchyard Management Group.
 Council **RECEIVED** the Minutes of the Churchyard Management Group and deferred discussion of the referred matters until the next meeting.
16. To **CONFIRM** the date of the next meeting of the Parish Council.
 The next meeting of the Parish Council was set for **Thursday 28th November 2017**

The Chairman closed the meeting at 9.05pm.