



CODDENHAM PARISH COUNCIL MEETING

Minutes

Tuesday 23 January 2018

In Attendance: Cllr. Burgess, (Chair), Cllr. A. Darell-Brown, Cllr. J. Fawdry, Cllr. A. Fowler, Cllr. C. Hardy, Cllr. J. Keeble, Cllr. M. Lock, Cllr. J. Peacock, Cllr. J. Soanes, Cllr. M. West, Mr Whitehouse, (Clerk) and two parishioners.

1. To **RECEIVE** apologies for absence. Cllr. D Burton.
2. To **RECEIVE** delegated decisions on Requests for Dispensation on Declarations of Interest. Cllr Darell-Brown declared an interest in a matter under Item 13, Planning Applications, but did not request dispensation. To **CONSIDER** comments from residents of the parish on current agenda items and to **RECEIVE** reports from Cllr Hicks and Cllr Passmore.
Cllr Hicks reported on updates to his December and January reports, previously circulated. On the Suffolk School Travel consultation he advised that Suffolk County Council are required to make £2M of saving and to do so they are looking at every budget. Cllr West asked whether the County would fund individual fares for children when there was no bus services suited to their journey. Cllr Hicks thought this possible and suggested that this could be included in a response to the consultation. The Chair suggested that Councillors post their comments to the Clerk for compilation into a Council response. Cllr Hicks also updated the Council on the proposed Gyrotory Scheme. The Highways department will be booking the Community Hall for the drop-in consultation day. Cllr Hicks raised the question of how Coddenham will decide on the proposal. The Highways department want to be sure that there is a clear mandate which will minimise the possibility that it will be abandoned after a short period. Councillors suggested that it be discussed at the Annual parish Meeting in April, that Poll cards are available on the drop-in day and at the Village Shop, and that an article is written for the newsletter. Cllr Hicks suggested that Council nominate a contact to channel consultations through to him. Cllr Lock agreed to liaise with Cllr Hicks on responses to the consultation.
Cllr Passmore addressed Council on his January report. He focussed on the merger between Babergh and Mid Suffolk District Councils and the difficulties involved in bring them together. Car parking is proving difficult and there are suggestions that a new multi-story car park may be required. The District Council element of Council Tax is rising by less than 1% but the policing element will be 6.8%. On the need for a Northern Bypass Cllr Passmore reported that the Orwell Bridge may be closed tomorrow for the third time this month. Councillors suggested that high-sided vehicles could be diverted, leaving the majority of traffic still able to use the bridge and that traffic speed could be reduced to 30mph. Cllr Passmore commented that these suggestions were being considered but that there were difficulties involved with each. Cllr Hardy expressed his disappointment that the County are considering a new car park rather than initiatives to discourage staff from private car use. Cllr west asked whether the Park and Ride at the top of Norwich Road could be re-opened. A parishioner asked for clarification on other matters on the agenda which the Council noted for further discussion.

3. To **APPROVE** the Minutes of the Parish Council meeting held on 28th November 2017.
 Following discussion draft Minute 7 was amended to read: *“Following discussion the proposal to amend Standing Order 15 was withdrawn and a policy was adopted to deal with requests for consultation on planning applications following the general principles outlined in the report.”*
 Minute 13 was amended to add after AGREED, *“in light of the resolution under Item 11, Council discussed arrangements for adjusting the budget if the grant application was successful and it was agreed that the matter could be dealt with at the next meeting in January.”*
 Approval of the Minutes was **deferred** to next meeting pending redrafting.
4. To **RECEIVE** progress reports on matters arising from previous meetings.
 Cllr Burgess reported that Miss Jacques has advised she wants to retire from looking after the Village Info Box. Miss Jacques intended to do so last year but as there was no one else to take over she agreed to continue and has done so for a further twelve months. Mr James Chapman has volunteered to take over the task and Miss Jacques is now able to step back.
 Cllr Burgess raised a matter regarding the provision of gifts of appreciation from Council to parishioners who had provided voluntary service to the Community. The Clerk has been advised that there is no power in the Local Government Act 1972 or other legislation which allows parish councils to give gifts of appreciation funded from the public purse. Cllr Hardy suggested that individual councillors might make a personal contribution toward a gift when the occasion arose. Cllr Burgess advised that Cllr Lock had offered to fund a gift from the proceeds of the Supper at Seven events which the Clerk advised was possible using funds which had not yet been transferred to the Council accounts.
 Council agreed with the Chair’s suggestion that it formally record its appreciation and that the Clerk write to thank Miss Jacques for her extended efforts in looking after the Info Box over the last two years.
5. To **CONSIDER** a Schedule of Meetings for 2018/19.
 Following discussion Cllr Fowler **PROPOSED** that this item be deferred until the meeting on 19th April. **Agreed**
6. To **RECEIVE** a Verbal Report on Discussions with the Trustees of the Day Foundation and Consider Recommendations on the Precept.
 Cllr Fawdry advised that the Day Foundation were meeting on January 25th and were minded to agree to the Council’s request for funding, possibly on a recurring basis whilst consideration is given to the possibility of running the Hall as a Charity or a Trust. Councillors discussed the practical difficulties in making a decision to revise the agreed precept before the deadline of January 31st, following which it was agreed that a further meeting of Council should be arranged for Tuesday 30th January to deal with any response from the Day Foundation.
7. To **CONSIDER** a recommendation on the Supper at Seven Events from the Community and Sports Hall Committee.
 Cllr Lock introduced the report and Proposed that Council accept the recommendation of the Community and Sports Hall Committee. Seconded by Cllr Soanes. **Agreed**
8. To **RECEIVE** a Verbal Report on the Parish Council Spring Newsletter from the Parish Newsletter Working Group.
 Cllr Hardy advised Council that the deadline for articles for the newsletter was March 31st to ensure that copies were available for the Annual Parish Meeting, but that earlier submissions would be appreciated. Cllr Darrell-Brown asked that notices of Births Deaths and Marriages be sent to her, but only from relatives of the families concerned.
9. To **RECEIVE** a report from Cllr Lock and Cllr Soanes on the suggestions for expenditure of the Community Infrastructure Grant. The Report was **Received**.

10. To **CONSIDER** proposals to purchase items from the Community Infrastructure Levy. Following discussion the Chair put the **Proposal** to purchase a Picnic Bench to the meeting, which was **Agreed**. A second proposal, to contribute a sum of £1531 toward the purchase and installation of outdoor gym equipment, was discussed, during which the ownership and risk management of the equipment was raised. Council concurred that it would need to purchase and take ownership responsibility for the equipment under the Council's insurance. Cllr Fowler reminded Council that expenditure of more than £3000 required three quotations. The Chair **proposed** that the item be deferred to next meeting, pending receipt of two further quotations for the gymnasium equipment. **Deferred.**
11. To **CONSIDER** a proposal to adopt an Appraisal Process for Council Staff. Cllr Burgess introduced the report as read and put the proposal to Council. **Agreed**
12. To **CONSIDER** any Planning Applications and to **NOTE** Planning Decisions. Cllr Darell-Brown left the meeting. Councillors made no comment on application DC/18/00207 and Noted the decision to refuse planning permission on application DC/17/03242. Cllr Darell-Brown returned to the meeting.
13. To **RECEIVE** the Clerk's report.
Speed Indicator Devices. Council discussed the Highways department's rejection of the request to assess a single site on School Road. Cllr Hardy advised that he was hoping to discuss the Highways Department's response with the manager and that he and Cllr Keeble would prepare applications for further sites as requested.
Standing Items for Working Groups and Committees. Councillors were concerned that the agenda for Council meetings was already very full and that standing items on each working group would increase the time required with little benefit.
 The report was **Received**.
14. To **RECEIVE** the Responsible Financial Officer's report.
Bank Accounts:
 All Bank Balances as at December 31st, 2017:
- | | |
|---------------------|-------------------|
| Main Account | £48,733.24 |
| CPC Reserve Account | £8,901.18 |
| GRAND TOTAL | £57,644.42 |
- In Response to a comment from Cllr Peacock, The RFO reported that the Council's four bank accounts had been consolidated into two accounts on January 1st, 2018. Cllr Peacock expressed a concern that the details of the last quarter's transactions for the recently closed, Hall current account were not included in the report. The RFO referred Council to paper 15) a) i) for full details of expenditure for the year to date on each cost code, including the Community Hall. He advised that the background documents 15) d) and 15) e), showing recent transactions and statements, were made available to Councillors as evidence of the account balances at the dates stated, rather than complete records of transactions. Cllr Soanes reviewed the account balances and certified them as reconciled. The report was **Received**.
15. To **NOTE** any Correspondence received before the meeting. The Clerk reported that a renewal notice for Council's advert in the Six Village News had been received. Council referred the item to the Hall Committee.
16. To **RECEIVE** questions from Councillors and **NOTE** agenda items for the next meeting.
17. To **CONFIRM** the date of the next meeting of the Parish Council.

Tuesday 30th January 2018 and Tuesday 27th February 2018

The Chair closed the meeting at 9.25pm