



### CODDENHAM PARISH COUNCIL MEETING

#### Minutes

#### Thursday 27<sup>th</sup> July 2017

Prior to opening the meeting the Chairman announced that he intended to bring forward item 10 to be considered immediately following, item 4.

1. To **RECEIVE** and **APPROVE** apologies for absence. **Apologies** for absence were **RECEIVED** and **APPROVED** from Cllr Darell-Brown
2. To **RECEIVE** delegated decisions on Requests for Dispensation on Declarations of Interest. None received. Cllr Soanes declared an interest in item 6, Notice Boards on Council Land, and Cllr Hardy declared an interest in item 12, Planning Applications.
3. To **CONSIDER** an Adjournment to allow residents of the parish to speak on current agenda items and to **RECEIVE** reports from Cllr Hicks and Cllr Passmore. **AGREED**  
Cllr Passmore addressed each of the items on his July Update report, displayed on screen. On the Dukes Head pub he felt that the owners were unlikely to gain permission for a change of use. In reply to a question from Cllr Lock on enforcement of Speed Restriction Cllr Passmore outlined the process. A parishioner commented that an enforcement team had been present at the top of the High Street prior to the beginning of the current roadworks and that a significant number of offenders had been caught. It is expected that the Enforcement Team will revisit the site when these cases have been processed. Cllr Passmore advised that matters of Parking Enforcement should be passed to the District Council within 18 months. Cllr Passmore was asked to comment on reports that the weights information from BIFFA regarding missing airman from Bury St Edmunds was wrong. He replied that the whole case was still subject to review. Cllr Passmore completed his presentation and left the meeting at 7.50pm.  
Cllr Hicks addressed each of the items on his previously circulated report, displayed on screen. To facilitate Cllr Hicks' contribution, the Chair directed the meeting to Agenda item 5, Matters Arising, points 2 and 3, under which Cllr Hardy tabled a report regarding the sites he and Cllr Keeble had reviewed around the village. Cllr Hicks advised that where required he would look to fund the cost of replacing posts needed to hold any Speed Indicator Devices if agreed. Cllr Hardy recommended that these matters be deferred until the September meeting of Council to allow for an assessment of the proposal for the experimental gyratory scheme. **AGREED.**  
Cllr Hicks left the meeting at 8.00pm  
The Chairman noted a question from a parishioner regarding item 7, asking whether the Council was taking over control of the management of the Hall from the Hall Committee. The Parishioner also commented on the expenditure of the Clerk's salary related to the budget and asked why the Hall Committee had agreed to the purchase of the new chairs. Cllr Soanes took the opportunity to comment that the chairs had not been purchased with Council funds but donated to the Council at nil cost. The Parishioner also commented that the Council should cover any deficit suffered by the Village Shop if it is threatened with closure as a result of the road works. The Chairman reconvened the meeting at 8.05.

4. Item 10. To **CONSIDER** a proposal on the timing and duration of Council meetings. In Cllr Darell-Brown's absence Cllr Hardy **Proposed** that Council meetings be restricted to finish by 9.pm. Seconded by Cllr Soanes. After a full discussion during which it was suggested that the Policy Review Group consider matters related to the management of the agenda, the proposal was put to the vote and **AGREED**.
5. Item 4. To **APPROVE** the Minutes of the Parish Council meeting held on 27<sup>th</sup> June 2017. Subject to the amendment of item 15 to replace 'Working Group' with 'Policy Review Group', the minutes of the Parish Council meeting were **Approved**.
6. Item 5. To **CONSIDER** Matters Arising from previous minutes of the Parish Council Meetings.
- a) Proposed Gyrotory Scheme and the imminent long term closure of the B1078 – The Clerk advised that he is awaiting further information on the consultation exercise.
  - b) Provision of Traffic Speed Signs. – Considered during the adjournment and deferred until September meeting
  - c) Speed-Watch group. Considered during the adjournment and deferred until September meeting
  - d) Councillors' Training Programme. Deferred to Item 13, Clerk's Report.
  - e) Policy Review Working Group - full review of Council's Standing Orders. Deferred until November meeting
  - f) Human Resources Group - full review of Staff Salaries. See Notes Deferred until November meeting.
  - g) Notices for road closures. The Clerk reported that he had been unable to illicit any formal response on the level and timing of notifications from County.
7. Item 6- To **CONSIDER** a proposal to give Retrospective Permission to place notice boards on Council land at the Three Cocked Hat. Cllr Soanes left the meeting. The Chair asked for comments, and Cllr West proposed that Council move to the vote. Seconded by Cllr Burgess. Agreed. The substantive motion was put to Council by Cllr Burton. **AGREED**. Cllr Soanes returned to the meeting.
8. Item 7 - To **CONSIDER** a proposal to delegate authority to the Clerk to negotiate contract agreements. During discussion the Council agreed to a proposal from Cllr Fawdry, seconded by Cllr Soanes, to amend the proposal to read: That Council **RESOLVES** to delegate authority to the Bookings Administrator, in consultation with the Chair or ex-officio members of the Hall Committee, to determine individual contractual arrangements for any hire or let of the Community and Sports Hall facilities, subject to the proposed Pilates contract being confirmed and a scale of discounts to be agreed by the Hall Management Committee and That Council **REQUIRES** the Clerk to report the outcome of any such negotiations to the next scheduled Council and Hall Committee Meetings. **AGREED**
9. Item 8- To **CONSIDER** a proposal to adopt the 'Supper at Seven' events as a Council enterprise. During discussion the Council agreed to amend the proposal to read: That Council **RESOLVES** to organise the 'Supper at Seven' events as a council activity for the purposes of fund raising to benefit the financing of the Community and Sports Hall and wider community events and, That Council **RESOLVES** to appoint a working group to manage the production of the event on behalf of the Council. Proposed by Cllr Lock and seconded by Cllr Burgess. **AGREED**. Cllr Lock accepted a nomination to act as coordinator for the Working Group.

- 10. Item 9 To **CONSIDER** a proposal for a working group to explore how Councillors can provide practical support to the Clerk. In view of the amendment to the minutes of the last meeting, referring this matter to the Policy Review Group, the item was withdrawn.
- 11. To **CONSIDER** a proposal to promote the use of the tunnel under the A14 to Barham and Needham Market. Cllr West described the tunnel and explained that it could be used by walkers and cyclist seeking to avoid the alternative routes across the A14 dual carriageway. Council discussed practical steps to implement the proposal and the Clerk was asked to make contact with Baylham parish to open a dialog on the matter.
- 12. To **CONSIDER** Planning Applications and to **NOTE** Planning Decisions, including those received after publication of this agenda. Cllr Peacock noted that the planning authority’s website was reporting that two of the applications on the agenda had been determined. The Clerk reported that the planning Authority had been asked to explain why the deadlines given on the consultation letters had been foreshortened. In the absence of the planning officer who was on annual leave, it appears that the amalgamation of the two authorities and the renewed web reporting system has resulted in some administrative miss-timings regarding these two applications.  
Council considered each of the other items on the agenda as shown in the published paper, and resolved to support each of them without comment.
- 13. To **RECEIVE** the Clerk’s report. The Clerk presented his report as published.  
The Clerk reported that he had arranged a set of provisional dates for a course over four evenings in October and November and that Clerks in a number of neighbouring councils had indicated a degree of interest in attending. The Clerk was asked to co-ordinate attendance from others where possible and a level of 50% discount in the individual costs to Councillors and Staff from other parishes was suggested. Council **Received** the report.
- 14. To **RECEIVE** the RFO’s report and **UNDERTAKE** the Independent Bank Reconciliation for the current period. In line with the Council’s recent decision to receive a quarterly report of accounts, following each meeting of the Finance Working Group, a full report was not published for this meeting. The Clerk presented the current bank balances and a statement of reconciliation with the Council’s accounts which Cllr Soanes examined and signed as in order.  
The RFO presented a new list of account headings in four cost centres each with a set of cost codes related specifically to the cost centre. The Chairman asked council to consider whether there were any omissions from the list and it was suggested that cost codes for staff pensions should be included under the appropriate centres. Clerk advised that the amendments would be made and the Council transactions would be reported under the new heading, quarterly, from the September meeting.

**Unity Bank Accounts Balances as at July 23rd 2017:**

Main Reserve Account	£251.35
Main Current Account	£35,744.20
SH Contingency	£8,644.43
SH Current Account	£3173.94
<b>Total Financial Assets</b>	<b>£47,814.92</b>

- 15. To **CONSIDER** any Correspondence received before the meeting. All matters addressed in items above.

16. To **RECEIVE** questions from Councillors and agenda items for the next meeting.  
SALC weekly email bulletins to be forwarded to all councillors.  
Cllr Soanes asked whether a 'bouncy castle' could be sited on the bowling green for an upcoming private event. Given the solid surface and the lack of confidence that weights would be sufficient to hold down the structure, it was considered that the risks associated were too great to agree to this request.  
Cllr Lock was concerned by the repeated over-filling of the grey refuse bin on the car park which has had to be emptied by extra call outs on two occasions recently.  
Cllr Hardy asked that the Newsletter be considered at the September meeting.  
Cllr Fawdry asked that the Day Foundation's involvement in the reduction of the precept be considered at the next meeting. Following discussion Cllr Fawdry agreed to produce a briefing note.  
Cllr Fowler asked that the Dukes Head Support Group be invited to the next meeting to update the Council on the current situation. Clerk to arrange.  
Cllr Fowler asked that a proposal to allow the District Authority to use the Hall for Parish Council elections at nil cost, be considered at the next meeting. Cllr Fowler to draft a proposal.
17. To **CONFIRM** the date of the next meeting of the Parish Council. **Tuesday 5<sup>th</sup> Sept 2017**  
The Chairman closed the meeting at 9.15pm.