



### CODDENHAM PARISH COUNCIL MEETING

#### Minutes

#### Thursday 28 November 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. M. Lock, Cllr. J. Peacock, Cllr. J. Soanes, Cllr. M. West, Mr Whitehouse, the Parish Clerk.

1. To **RECEIVE** and **APPROVE** apologies for absence. No apologies were **Received**. It was noted that Cllr Hicks attended the previous meeting and was therefore not required to attend on this occasion.
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 raised his concern that there was little support in the community for the provision of adult gymnasium equipment on the recreation ground and requested that the Council should not spend money from the precept on the project. Miss Kendall, advocating for the installation, advised Council that she had raised £250 to fund the equipment and that she had assurances from 2 local charities that they would contribute to the project on condition that the Parish council also do so.

The Clerk reported a telephone conversation with Cllr Hicks who was content with Council's revisions of the draft letter regarding the proposed experimental gyratory road scheme and that he was still in discussion with Suffolk Highways regarding the format of the drop-in session provisionally scheduled for the first Friday evening in February 2018. Cllr Hicks also commented on the lack of response from the Highways team responsible for reviewing potential sites for Speed Indicator Devices. The Clerk advised him of a recent submission and Cllr Hicks will follow up on this matter. Council noted the previously published report from Cllr Hicks.

Cllr Soanes requested that Item 12 be brought forward. **AGREED**.

4. **Item 12.** To **CONSIDER** a proposal that the Parish Council contribute a sum towards Adult Outdoor Gym Equipment on the recreation ground. Cllr Lock presented his report and proposed that the Parish Council contribute a sum of not more than £2000 towards the supply and installation of Adult Outdoor Gym Equipment on the recreation ground, to be funded through the Community Infrastructure Levy or Local Community Grant. In discussing the merits of providing the proposed equipment Cllr Burgess asked about matters of Health and Safety in the installation of the items. Miss Kendall advised that her partner was fully qualified and insured to complete the task. Cllr Burton commented that the final installation should be fully checked before handover. Cllr Fawdry asked what liability the Council would have if someone was injured whilst using the equipment. Cllr Lock replied that use was subject to the same rules and regulations as the current children's play equipment. Cllr Peacock asked whether there had been any survey of the demand and was advised that a limited survey had been conducted.

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## Item 4 cont./

He asked for clarification on ownership of the equipment and Cllr Lock replied that he expected it to become part of the Parish Council's assets. Cllr Peacock asked for details of the size and number of items intended to be situated on the recreation ground and was advised that these matters would be determined as the project progressed. Cllr West welcomed the project but asked to see plans of the proposed items indicating the precise area where they would be installed, before any final decision was made. He also felt that, if a professional company supplied and fitted the equipment councillor's concerns on Health and Safety and confidence in the installation would be addressed. Miss Kendall circulated example photographs of the equipment under consideration. Addressing the matter of funding, Cllr Lock proposed that the Community Infrastructure funds could be used for this purpose. The Chairman then drew Council's attention to a number of other suggestions which had been submitted to the Clerk and suggested that the current proposal needed more details in light of the questions asked by councillors. Cllr Fowler proposed that a Playground Working Group be asked to work up a proposal in detail, including financial requirements, for presentation at a future meeting. **AGREED.** Cllrs Darrell-Brown, Lock and Soanes accepted nominations to form the Working Group. Cllr West **proposed** that Council agree in principle to an expenditure of up to £2000 as an expression of the Council's commitment. **AGREED.** The Clerk was asked to draft a letter to the local charities reporting the resolution. The Playground Working Group also agreed to assess the other suggestions for CIL funding.

5. **Item 4.** To **APPROVE** the Minutes of the Parish Council meeting held on 12<sup>th</sup> October 2017.  
**APPROVED.**
6. **Item 5.** To **RECEIVE** progress reports on matters arising from previous meetings. Cllr Hardy reported on the work recently undertaken at the allotments including the repair of the steps at the top of Love Lane, the trimming of the hedge on both sides of Love Lane and a general tidying of the site. He reported that a rota is being prepared to share the burden of grass cutting, trimming the Love Lane hedge and various other communal tasks.
7. **Item 6.** To **CONSIDER** recommendations from the Policy Review Group. Cllr Fowler introduced the item which was deferred from last meeting. 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. The proposal to amend Standing Order 24, removing section a) i) "inspect any land and/or premises which the council has a right or duty to inspect; or" was **AGREED.** The proposal to appoint a minimum of two sitting councillors as council officers without remuneration was deferred to a future meeting.
8. **Item 7.** To **RECEIVE** the Minutes of the Churchyard Management Committee and **CONSIDER** matters arising. Cllr Hardy raised two matters at the request of the Churchyard Management Group. The first dealt with the contractual arrangements for grass cutting on the wildflower area. Following discussion the Clerk was asked to write to the contractors to confirm arrangements for next years cutting. Cllr West requested that the Clerk raise the matter of the depth of cutting around the Community Hall grassed areas as some of the raised patches appear to have been 'scalped'. Cllr Hardy then addressed the Churchyard Group's proposal to share a secure container for gardening equipment belonging to both the Parochial Church Council and the Parish Council. Following discussion, Cllr Hardy was asked to draft a detailed proposal, including costings, for a future meeting.
9. **Item 8.** To **CONSIDER** a proposal that the Parish Council aims to be a Quality Council within two years. Further to discussions at the recent Councillor's Training Cllrs Burton proposed that the council should work toward the first stage of the Quality Council Award, aiming to achieve Quality Status within two years. Following discussion the Policy Review Group was asked to consider the scheme in detail and to report to Council at a future meeting.

10. **Item 9.** To **RECEIVE** a verbal report from the Human Resources Working Group - proposal to adopt an Appraisal Process for Council staff. Cllr Burgess outlined the philosophy of a staff appraisal scheme and emphasising that it was a vehicle to encourage and support the council's staff in developing their potential. She reported that the Human Resources Working Group were seeking further advice on how best to introduce the scheme across the staff group and that a full report would be prepared for a future meeting.
11. **Item 10.** To **RECEIVE** a report on the up to date discussions with the Trustees of the Day Foundation following a verbal presentation by the Day Foundation Working Group. Cllr Fawdry advised that she had been in discussions with the Day Foundation regarding the level of charges on the outstanding Public Works Board loans and that they would look favourably at a request for a donation toward meeting these costs over a two-year period. She advised that the charity would require that any donation would be conditional on writing down the Council's precept for the coming two years and their contribution appearing in the budget. Cllr Burgess was concerned that there would be a negative reaction to the council having to raise the precept after that period. Cllr Fawdry felt that two years would be sufficient to find a more permanent solution such as charitable status for the hall. Cllr Fowler **PROPOSED:** To approach the Trustees of the Day Foundation, in writing, for a donation of £13152 in the precept year 2018/19 and for a donation of £13152 in the precept year 2019/2020. Such donation to be applied to the repayment to the Public Works Loan Board during those years. **AGREED.**
12. **Item 11.** To **RECEIVE** a report on the Management and Reporting of the Community Infrastructure Grant. Council noted the conditions and responsibilities attached to the use of the Community Infrastructure grant including the timetable for reporting and **RECEIVED** the report as previously published.
13. To **CONSIDER** the Council's Budget Review and Precept requirement for 2018/19. Cllr Burton reported on the meeting of the Finance Working Group last week and its consideration of the proposed budget for 2018/19 which resulted in a reduction of £14,128 from the total annual precept of the last two years. Councillors asked questions on a number of individual cost codes and the reason for the reduction in the level of required precept. Cllr Burton explained that the management of Council finances over the last few years had achieved the planned increase in the level of funds expected to be held in reserve to an amount greater than the minimum 25 per cent of annual turnover, which meant that there was no need to budget for that particular code on this occasion. Cllr Burton proposed that Council agree the projected budget figures for 2018-19 and set the precept at £42,494. **AGREED.** In light of the resolution under Item 11, (Item 10), 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.
14. To **CONSIDER** Planning Applications and to **NOTE** Planning Decisions. Council **NOTED** the reported Planning Decisions. No requests for consultation were received.
15. To **RECEIVE** the Clerk's report. The Clerk reported that the Council's website administrator had written to advise that he had developed an alternative model to the Village Website which is currently hosted within the Council's One-Suffolk site and would cease to administer the One-Suffolk site from the end of December. The Clerk recommended that Council agree to maintain the current One-Suffolk site for parish council business with links to the new Coddham Village website. **AGREED.**  
The Clerk presented a draft schedule of dates for the coming year to March 2019. Council suggested a number of changes to the draft and asked that a revised schedule be prepared for the next meeting.
16. To **RECEIVE** the Responsible Financial Officer's report.  
The RFO reported that he had reviewed the need for four bank accounts and recommended that the Council's funds be consolidated into one current account and one reserve account, thereby saving a cost of £72 per annum in bank fees. Cllr Burton proposed that Council accept the recommendation. **AGREED.**

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Item 16 cont./

**Bank Accounts:**

All Bank Balances as at November 21st 2017:

Main Account	£ 57,320.78
Sports Hall Account	£ 5,137.35
CPC Reserve Account	£ 251.38
Sports Hall Contingency Account	£ 8,646.52
<b>GRAND TOTAL</b>	<b>£ 71,356.03</b>

The RFO reported that the Grounds Maintenance Contractor had completed all scheduled grass cutting on the recreation ground but that the football team had been asking for extra cuts prior to their match days, which would cost an extra £39 per visit. Following discussion Council **AGREED** that the cost of any further cuts for this season should be met by the football club.

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

17. To **NOTE** any Correspondence received before the meeting. The Clerk tabled the previously circulated list of correspondence. Cllr Burton suggested that the East Anglian Air Ambulance Service be invited to speak at the Annual Parish Meeting in May. **AGREED**. Cllr Burton suggested that the History Club would be an appropriate respondent to the request for information from Historic England on the War Memorial. The Clerk was asked to refer the correspondence to Mr Pelling. All other items were **NOTED**.
18. To **RECEIVE** questions from Councillors and **NOTE** agenda items for the next meeting. Cllr Hardy asked for information on the progress of the application for site suitability on the Speed Indicator Device. The Clerk reported that he had referred the matter to Cllr Hicks to ask for his help in progressing the issue. Cllr Keeble advised that the drains on Lower Road had recently been flushed out by the water authority, thereby reducing the probability of flooding over the coming months. Cllr Darell-Brown Asked that notices, articles, etc for the Spring Newsletter be passed to her and that a report on the newsletter be placed on the agenda for the January meeting.
19. To **CONFIRM** the date of the next meeting of the Parish Council.

**Tuesday 23rd January 2017**

The Chairman closed the meeting at 9.10pm.