



CODDENHAM PARISH COUNCIL MEETING Minutes Thursday 17 January 2019

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

1. To **RECEIVE** and **APPROVE** apologies for absence.

Apologies were received from Cllr. D Burton, Cllr. M. Lock, Cllr. M. West and Cllr Passmore, (MSDC). Cllr Hicks was not scheduled to attend on this occasion.

2. To **RECEIVE** any Declarations of Interest or delegated Dispensation decisions or **APPROVE** such dispensation requests as needed.

None received.

3. To **CONSIDER** comments from residents of the Parish on current agenda items.

Under Item 7, a parishioner welcomed the initiative to apply for a Charitable Status for the Hall, and asked what time period Council anticipated, should it agree to proceed. He also noted the recommended inclusion of the playing fields in the proposed charity and asked what steps will be maintained to ensure the playing field's ongoing sustainability for the children of Coddenham, and whether consideration had been given to the use of the established charities in the village.

Under Item 11, a parishioner expressed his support of the proposal that Council formulates a response to the consultation by EDF on the proposed highway works on junctions crossing the B1078.

4. To **RECEIVE** reports from Cllr Hicks and/or Cllr Passmore

Cllr Hicks' previously circulated report was received.

5. To **RECEIVE and CONFIRM** the Minutes of the Parish Council Meeting held on 4th December 2018.

Received and Confirmed

6. To **CONSIDER** Matters Arising from previous minutes of the Parish Council Meetings.

Cllr Hardy advised that the deadline for articles to be included in the Spring Newsletter was 25th March and that he was hoping to include an article about the upcoming Council Election. He suggested a photograph of the current Council Members should be included and the Chair asked Members to be prepared for this to be taken at the next meeting in February.

Cllr Keeble advised that the County Council had arranged for the clearance of the water course which runs below the carriageway at the junction of Spring Lane and Stone Street, and that the footbridge across the water course on Lower Road had been replaced.

7. To **RECEIVE** a report on the Management of the Community and Sports Centre.

Following opening remarks, the Chair suggested that an extraordinary meeting of the Council be arranged to give time to publish the report to parishioners and invite comments, prior to determining the Council's actions. Commenting that the report was clear about how to proceed and that individuals who were prepared to volunteer as Trustees had been identified, Cllr Fowler advised that Council should move on without delay. With reference to parishioners questions he

quoted advice in the report that transferring the management to an existing charity was more complicated and possibly more expensive than creating a new charitable trust. Cllr Soanes felt that it was important to have an extraordinary meeting specifically to deal with this issue. The Chair advised that Council and Parishioners should have proper notice of a proposal for consideration. Council agreed that a meeting should be called as soon as possible and the Clerk was asked to arrange this for January 24th. The Report was Received.

8. To **RECEIVE** the Clerk’s report.

Referring to the Staff Time Study, Cllr Peacock expressed his view that the data was insufficient for the purpose of determining the amount of time the clerk spends on duties related to the management of the Community Hall and that the data did not include the Caretaker’s and Booking Clerk’s duties. Referring to the methodology of the data collection, Cllr Peacock said it was little more than a list of duties taken from the Clerk’s job description and that it did not satisfy what Council had requested at a previous meeting. Cllr Darell-Brown suggested that a template could be provided, listing the duties to be recorded, to aid the Clerk in collecting further data. Cllr Soanes felt that Councillors should refrain from discussing staffing matters in open session and that the matter should be referred to the HR working Group.

The Clerk reported that he had received an email and a separate telephone call from concerned parishioners regarding the use of fireworks in the village. The parishioners suggested that an article be included in the next village newsletter requesting that anyone planning on having fireworks might arrange for notice to be given to enable people to make arrangements for pets/animals. It also suggested that the village email cascade, the village website, the Coddensham Facebook site and the Village Store could be used to disseminate the information. Council accepted the suggestions and an article will be placed in the Parish Newsletter.

The Report was Received.

9. To **RECEIVE** the Responsible Financial Officer’s report.

Cllr Fowler expressed his concern that the RFO had not provided the full details of all Receipts and Payments in the bank accounts and that he required these in order to determine whether the bank balances could be reconciled with the Council’s accounts. The RFO advised that, as Council had delegated the task of examining these records to the Finance and Budget Working Group, specifically to reduce the amount of time spent in detailed discussion at Council, he had provided in his report the summary of those details with a commentary of the discussions held at the working group meeting. He reiterated his concerns as the Council’s Data Controller, regarding the publication of personal details contained within the Receipts and Payments List, and advised that he would provide this data, quarterly, to the FBWG with a reminder that the data was confidential, and that a hard copy of the receipts and payments lists would be available at all quarterly Council meetings, with the relevant receipts and payments documentation, for inspection by any Councillor, if required.

The RFO advised that he had attempted over a number of months to satisfy differing requests for the financial information to be presented in varying formats. Following discussion, The Chair asked that the format presented to Council should be used in all future FBWG meetings and to any individual councillor who requested a copy. Cllr Fowler asked that he be supplied with the document.

Bank Accounts:

Bank Balances as at December 31st, 2018:

Main Account	£27,080.82
CPC Reserve Account	£43,958.21
Cash	£0.00
GRAND TOTAL	£71,039.03

Cllr Soanes examined the Bank Statements and certified that they matched the bank reconciliation account sheet. The report was Received.

10. To **RECEIVE** a Report on the Speed of Traffic in the Village.

The Clerk gave a verbal presentation of the report, a copy of which has been posted to the Council's website. The Report was Received.

11. To **CONSIDER** a proposal to respond to EDF Energy's proposals to upgrade the B1078 junctions with the A140 and the B1077.

Councillors expressed concerns that EDF's proposals to upgrade the junctions of the A140 and the B1077 implied that construction vehicles would be routed from the A140 along the B1078, through Coddendam, to the construction site at Sizewell. Cllr Hardy was concerned for the non-vehicle users if the upgrading led to an increase in traffic along the B1078. Following the discussion, Cllr Hardy was asked to investigate further and to prepare a report, in conjunction with the Highways Working Group, for the February Council Meeting.

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

Two applications were received which did not require consultation under the Council's Planning Policy.

13. To **RECEIVE** questions from Councillors and agenda items for the next meeting.

Cllr Soanes asked her fellow Councillors to refrain from sharing personal email addresses with anyone outside of the Parish Council. Cllr Fowler commented that a councillors email address was public information and should be available to parishioners to facilitate the business of the Council. The Clerk advised that some councils provide email accounts under a council domain and that these would be considered to be public information. Coddendam Parish Council uses Councillor's personal email addresses with the consent of each councillor and that these should not be forwarded to others or used in group emails, (other than as BCC lists), without their explicit consent. Council policy is that formal communication with the Council should be through the Parish Clerk.

Cllr Soanes welcomed the donation of £400 from the District Councillors Locality budget to update the information signs on the recreation ground and advised that she would progress the plans for these works and prepare an agenda item for Council in February. Cllr Soanes also noted that the wording on the signage re contact points may need further consideration because of the plans for a Charitable Trust.

Council noted that parishioners, Mr and Mrs Challis, had kindly removed a mattress which had been fly-tipped on the three cocked hat, to the Refuse Disposal site. The Chair asked the Clerk to convey the Council's thanks on behalf of the Community.

14. To **CONFIRM** the date of the next meeting of the Parish Council.

Thursday 24th January 2019 and Tuesday 19th February 2019

The Chair closed the meeting at 8.50pm