



**CODDENHAM PARISH COUNCIL
MINUTES
7.30pm, Tuesday 27th November 2018**

In Attendance: Cllr. Burton, (Chair), Cllr. Burgess, Cllr. Darell-Brown, Cllr. Fawdry, Cllr. Fowler, Cllr. Keeble, Cllr. Lock, Cllr. Peacock, Cllr. Soanes, and Mr Whitehouse, (Clerk), and one member of the public.

Item 1, To **RECEIVE** and **APPROVE** apologies for absence. Apologies were received and accepted from Cllr. Hardy, Cllr. West and Cllr Passmore.

Item 2, To **RECEIVE** any Requests for Dispensation on Declarations of Interest. No declarations were received.

Item 3, To **CONSIDER** comments from residents of the Parish on current agenda items. None received.

Item 4, To **RECEIVE** a report from Cllr Hicks. Cllr Hicks addressed various matters in his report and commented on the possibility of funding for organisations like the Citizens Advice Bureaux. In reply to a comment on the Government's austerity programme, Cllr Hicks reported that money is trickling down but that County Council needed long term sustainable funding. The NHS cost are increasing in line with the life expectancy figures. Referring to the fourth item in his report, the recent consultation on school admissions criteria, Cllr Hicks advised that representatives from Coddenham and a number of other villages were scheduled to meet with a Cabinet Member from the County, Cllr Jones, The Report was **Received**.

Item 5, To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council Meeting held on 18th October 2018. Subject to an amendment to item 10, regarding the disclosure of tendering companies' details prior to a decision on contracts, Council confirmed that the minutes were a true record of proceedings and the copy was signed by the Chairman.

Item 6, To **CONSIDER** Matters Arising from previous minutes of the Parish Council Meetings. Cllr Peacock asked for a progress report on the use of timesheets. The Clerk advised that he was recording details of work done against time and that a report would be prepared for the January meeting. The Clerk was asked to ensure that hall staff were included in the report.

Item 7, To **CONSIDER** the Council's Budget Review and Precept for 2019/20. Cllr Burton reported on the recent meeting of the Finance and Budget Working Group, (FBWG), and its deliberations on the proposed budget for 2018/19, which resulted in a recommended budget of £30,872, an increase of £1,530.00 from the annual precept last year. He explained that the FBWG recommend a transfer of £1,100 from next year's reserves to reduce an expected 8.96% increase to 5.21%. Councillors asked questions on a number of individual cost codes and the reason for the increase in the level of required precept. Members of the FBWG explained that the figures included an assumed increase of 2% on the national salaries agreement. Council were also advised on the level of both free and earmarked reserves The FBWG recommended that all of the estimated out-turn figures in the Hall Budget to be

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carried forward into next year's reserves should be earmarked for expenditure in the same cost codes. In consideration of the reserved funds for staff pension payments Council agreed that the Hall staff code should not be earmarked, to keep it in line with other staff pension code. Cllr Fowler commented that a review of the insurance contract at the end of the current period in September 2019 should result in further savings. Cllr Burton proposed that Council agree the projected budget figures for 2019-20 and set the precept at £30,872.
AGREED.

Item 8 To **RECEIVE** the Clerks Report. The Clerk presented his report adding that the District Council had announced the 17th January as the date for the collection of Christmas Trees. In considering the possibility of a replacement clothing bank for the car park, Council welcomed the proposal that the East Anglian Air Ambulance and the Salvation Army would benefit from the local collection. Council agreed that the largest bin possible would be useful in relieving the overflow problems. The Clerk advised that the internet broadband had been upgraded to unlimited access at a reduced monthly payment. The Chairman thanked the Clerk for his efforts in renegotiating the Broadband contract to a cheaper and enhanced service. The Report was **Received**.

Item 9, To **RECEIVE** the RFO's report. The Clerk presented the report and requested that the Water company, Wave, (previously known as Anglian Water), be added to the list of Direct Debit arrangements **Agreed**. The RFO's report was **Received**.

Item 10, To **RECEIVE** a report on the Council's Community Infrastructure Levy. The Clerk presented a report on the expenditure of Community Infrastructure funds for the current year to date. Council agreed that the date for reporting the allocation of funds for the Outdoor Gymnasium should be the date of the resolution rather than the date of purchase. With this amendment, Cllr Soanes proposed that Council resolve to contribute £1531 from the Community Infrastructure Levy fund toward the cost of the Outdoor Gymnasium. Cllr Lock seconded the proposal which was **Carried** unanimously. The Report was **Received**.

Item 11, To **CONSIDER** a proposal to make a grant application to the Day Foundation for 2020-21. The Chair asked for the proposal to be moved. Cllr Fowler proposed and Cllr Fawdry seconded the proposal. The proposal was **Agreed**, unanimously.

Item 12, To **CONSIDER** a report on the Dukes Head. The Chair asked for the proposal to be moved. Cllr Peacock proposed and Cllr Fowler seconded the proposal. The proposal was **Agreed**, unanimously.

Item 13, To **CONSIDER** a proposal to establish two new Committees. Cllr Burton introduced a report on the establishment of a Finance Committee and a Human Resources Committee, as recommended by the Suffolk Association of Local Councils. In discussion, Councillors considered whether there was any value in creating the formality of two new committees when the current working groups were working as required for a small council. Cllr Fowler felt that the Finance Committee was unnecessary as the responsibilities of the council could be met by returning to a system of reporting the financial transactions to each meeting rather than quarterly. Council agreed that the RFO should report to each meeting until the end of this financial year and review the time required. The Chair asked if any councillor was minded to propose the motions required to establish the two committees and in the absence of such, declared both as **Not Agreed**.

Item 14, To **CONSIDER** a Quote for the Replacement of Street Lighting. Councillors noted that the existing street lights were still functional and that expenditure of £11,000 was not good value for the money whilst the lights were working. It was agreed that Council would continue to follow current policy of waiting until a particular light had failed and revisit the matter at a future date.

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Item 15, To **RECEIVE** a report From the Community Hall Working Group. Cllr Fowler circulated a paper suggesting that Council engage a consultant to report on the alternative management options for the Community Hall. Cllr Soanes asked why the Working Group had not followed procedure to have the Council's previous decision on this proposal rescinded and was advised that it was not considered necessary in light of the evident support amongst councillors. The Chair advised that the procedure had to be followed. In consideration of a request that an extraordinary meeting be called to deal with this proposal, the Chairman agreed and asked the Clerk to make the necessary arrangements. Extraordinary Meeting to be held on Tuesday 4th December.

Item 16, To **CONSIDER** a proposal to underwrite the cost of producing a Community Event. Cllr Lock advised Council that the Keepers Daughter Theatre Company would be staging a production of 'A Christmas Carol on the 22nd December at the Community Centre and that there was a possibility that the ticket sales may not cover the cost of the £300. He proposed that Council covers any shortfall from the remainder of the funds raised at the Summer fete. Cllr Fowler seconded the proposal which was carried unanimously.

Item 17, To **RECEIVE** the Annual Play Inspection Report. Council discussed various items on the report, noting that the Basket Swing required adjustments to comply with new regulations and that the signs on the recreation Ground need to be replaced with updated information. Cllr Burton undertook to investigate the possibility of lowering the ground level below the basket swing and Cllr Soanes and Cllr Lock agreed to re-write the wording of the signs. The clerk was asked to obtain quotes for one large sign and three smaller signs. Cllr Lock undertook to contact Freshair Fitness with regard to the gymnasium equipment's compliance with BS EN 16630 regulations.

Item 18, To **CONSIDER** Planning Applications and to **NOTE** any Planning Decisions, including those received after publication of this agenda. None received and no planning decisions reported.

Item 19, To **RECEIVE** questions from Councillors and agenda items for the next meeting. Cllr Keeble advised that the footbridge across the watercourse at Lower Road had been damaged beyond safe use and that the Clerk had reported it to the County. The bridge has been taped off and warning signs put up to prevent walkers from using it until it is repaired. The clerk was asked to set an item on the agenda to receive a report on the options for Charitable Trust.

Item 20, To **CONFIRM** the date of the next meeting of the Parish Council.

Thursday **17th January** was confirmed as the date of the next meeting.

The meeting closed at 9.30pm.