

Coddenham Parish Council



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CODDENHAM PARISH COUNCIL MEETING **Minutes of the meeting held on 19 March 2020 at 7.30pm**

Present: Cllr Burton (Chair), Cllr Fowler (Vice-Chair), Cllr Burgess, Cllr Fawdry, Cllr Hardy, Cllr Mitchell, Cllr Scoresby

In attendance: Mrs Frankis, Clerk to the Parish of Coddenham
14 members of the public

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The meeting was chaired by Cllr Burton.

The Council resolved to include additional agenda items as follows:

- To CONSIDER Comments from Residents of the Parish on Current Agenda Items, and
- To APPOINT a Coddenham Parish Councillor to Liaise with the Community as a Response to the COVID-19 situation

174 Apologies for Absence

The Council resolved to receive the apologies received from Cllrs Groom and Peacock for their absences; they are self-isolating according to Government COVID-19 advice.

Apologies were received from District Cllr Tim Passmore.

175 To RECEIVE any Declarations of Interest or Delegated Dispensation Decisions or to APPROVE Such Dispensation Requests as Needed

Cllr Hardy declared an interest in agenda item 32.

176 To CONSIDER Views from Members of the Public and Councillors to be Passed to MSDC Planning Officer in Response to his Suggestion that Planning Permission be Granted for One Dwelling in the Garden of the Dukes Head Linked to Refurbishment of the Pub Building

Cllr Burton advised that a MSDC Planning Officer had contacted the Parish Council to ask that it assists in garnering the views of Coddenham parishioners with regards to planning applications relating to the Dukes Head. The Parish Council has facilitated an opportunity for the views of the parishioners to go back to MSDC.

Parishioners questioned why MSDC continues to pursue the development of a residential unit in the garden of the Dukes Head when the Planning Inspectorate has refused permission on grounds of access. Parishioners were opposed to any divergence from the findings and decisions of the Appeal and consider that these should be upheld going forward with any other applications. Parishioners were frustrated by the behaviour of the Planning Officer which they considered was untenable by his apparent continuing disregard for the findings of the Appeal. Representatives of the Dukes Head Pub Group expressed a view that questioned if the pub could go forward as a pub. There was an overwhelming view that parishioners would continue to object to any of the proposals put forward to date however they were mindful that the site could be suitable for conversion to a dwelling, with access from the High Street and not the unmade track at the rear once the period of registration as a community asset expired.

ACTION: The Clerk is to forward a response to MSDC.

177 To CONSIDER Comments from Residents of the Parish on Current Agenda Items

Mr A McPherson, Chair of the Coddendam Centre CIO, thanked the Parish Council for allowing the meeting to be held. He considered that amid the COVID-19 crisis, we shouldn't lose sight of the asset that is the Coddendam Centre. With regards to agenda item 16, the MSDC Locality Award Application, he advised that the CIO would not support the Council's successful grant application [for the tidying up of the entrance to the recreation ground and the installation of a new noticeboard for use by the Parish Council and the CIO, and the relocation of the 'Timeline' board (presently erected at the rear of the recreation ground)]. The CIO considered there were more urgent items the grant money should be applied to; Cllr Fowler explained that the grant awarded to the Parish Council could only be spent on the project that it was applied for, namely a new noticeboard and landscaping to the entrance of the recreation ground. If the grant is not spent on the project for which it was awarded for, the funds will have to be returned to the District Councillors.

A member of the public asked why the Parish Council precept for 2020/21 had increased by 22%. The Clerk and Cllr Burton advised that the standing grant application had been submitted to The Day Foundation, such grant to be applied to the repayments of the Council's borrowing from the Public Works Loan Board (for the building of the Coddendam Centre), for the financial year 2021/22 but that to date no decision had been made by The Day Foundation. In order to mitigate the financial impact of the grant not being awarded, the Council had resolved to precept 50% of the loan payment, £6,576.00, in the financial year 2020/21, and will do the same for the financial year 2021/22 if needed.

A representative of the Coddendam Community Shop advised that parishioners are looking to the Parish Council to lead and co-ordinate Coddendam's response to the greatest crisis to hit the country since WWII, to help fund and set up a village website and to co-ordinate a flyer drop to every household in the parish, in order to raise awareness and to deliver a web presence. Council was further reminded of the Civil Contingencies Act 2004.

178 To RECEIVE Reports from the County and District Councillors

Reports for February and March 2020 had been received from County Councillor Hicks and circulated to the Council, prior to the meeting.

179 To APPOINT a Coddendam Parish Councillor to Liaise with the Community as a Response to the COVID-19 Situation

The Council unanimously agreed to appoint Cllr Scoresby.

Three members of the public left the meeting.

180 To RECEIVE AND CONFIRM the Minutes of the Parish Council Meeting Held on 23 January 2020

The minutes of the meeting, having been circulated to the Council prior to the meeting, were confirmed as a true and accurate record and were duly signed.

181 To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting Held on 23 January 2020

Re. minute no: 19/20 132 - The Council unanimously agreed to spend £450.00 in support of the build and initial hosting of a central community hub website to facilitate the community response to the COVID-19 situation; the Parish Council will be the primary co-ordinator of the website. In the long term, and subject to further resolution of the Council, the website could form the foundation for a new Parish Council and community website.

Five members of the public left the meeting.

Re. minute no: 19/20 161 - Cllr Burgess advised that seven adverts @ £15 each had been secured for publication in the next issue of the newsletter. In consideration of the current COVID-19 situation, the Council agreed to issue due invoices but will not pursue bad debts.

- 182 To RECEIVE and CONFIRM the Minutes of the Planning Committee Meeting Held on 17 February 2020
The minutes of the meeting, having been circulated to the Council prior to the meeting, were confirmed as a true and accurate record of the meeting.
- 183 To CONSIDER any Matters Arising from the Minutes of the Planning Committee Meeting held on 17 February 2020
There were no matters arising.
- 184 To RECEIVE an Update from the CPC CIO Management Group Representative
In the absence of Cllr Peacock, Mr McPherson advised that the Coddendam Centre would likely be impacted by the COVID-19 situation with a severe threat of loss of hiring income; revenue has dried up and bookings been cancelled.
- 185 FINANCE:
(i) To APPROVE the Schedule of Payments for February and March 2020
The Council unanimously approved the Schedules of Payments for February and March 2020.
- (ii) To AGREE the bank statements as at 31 January and 29 February 2020
The Clerk advised that Cllrs Mitchell and Scoresby had confirmed the bank statement balances agreed with the balances reported to the Council.
- (iii) To AGREE to Renew the SLCC Membership
The Council unanimously agreed to renew the SLCC membership at a cost of £100.00
Action: The Clerk is to renew the SLCC membership.
- 186 To CONSIDER S137 Requests from (i) Suffolk Neighbourhood Watch and (ii) SARS
(i) The Council had received a grant request from SNW. The Council agreed 5 in favour, 1 against and 1 abstention to awarding a grant of £30.00 to the Suffolk Neighbourhood Watch Association (SNW).
ACTION: The Clerk is to arrange a payment of £30.00 to the SNW.
- (ii) The Council agreed to defer the consideration of the grant request received from Suffolk Accident Rescue Service (SARS).
- 187 To RECEIVE and APPROVE the Financial Risk Assessment and Management Report for the Period 1 April 2019 to 31 March 2020
The Clerk had undertaken the Financial Risk Assessment and circulated a copy of the Management Report to the Council, prior to the meeting. The Council unanimously agreed to approve the Management Report.
- 188 To RECEIVE and APPROVE the Internal Control Statement for the Year Ending 31 March 2020
The Council unanimously approved the Internal Control Statement for the Year Ending 31 March 2020.
- 189 To RECEIVE AND APPROVE the Internal Control Report as at February 2020
The Council unanimously approved the Internal Control Report as at February 2020. Cllr Fowler agreed to undertake the next review of the system of internal control and to prepare the subsequent report due June 2020.
- 190 To RECEIVE the Clerk's Report
A report had been circulated to the Council prior to the meeting.

The Clerk advised that a Business Rates Demand had been received from MSDC totalling £16,954.95, for rates applied to the Coddendam Community Centre for the period 1 April 2017 to 31 October 2019. An application for Small Business Rates Relief had been successful however an alternative application for Discretionary Rate Relief had been declined.

ACTION: The Clerk is to appeal the MSDC decision and to request the assistance of the district councillors in resolving the matter.

Should the situation arise whereby any possible restrictions the COVID-19 crisis may pose to the running of the Parish Council, the Council unanimously agreed to devolve the discharge of all Council functions to the Clerk; the delegation will require the liaison with the Chair and Vice-Chair.

191 MSDC Locality Award Application

In recognition of the opposition from the CIO to the landscaping of the entrance to the recreation ground and the erection of a new noticeboard, for use by the Parish Council and the CIO, to be funded with the grant awarded to the Council by the District Councillors, the Council unanimously agreed to establish the timeframe for the expenditure of the grant in order that the matter may be held over to the July meeting.

ACTION: The Clerk is to establish the timeframe for the expenditure of the Locality Grant awarded to the Parish Council.

The Council agreed to accept the Locality Award from MSDC Councillors of £2,200; the grant has been received and is held in the Council's bank account.

Five members of the public left the meeting.

192 To CONSIDER and APPROVE a Claim for Expenses Received from Mr I Jeffrey

The Council had received a claim for expenditure incurred by Mr I Jeffrey, for repairs to Parish Council gardening equipment, totalling £318.97. However, the receipts accompanying the claim included parts and repairs to a chainsaw; the Council does not own a chainsaw.

ACTION: The Clerk is to check that the parts and repairs for the chainsaw were indeed for Parish Council owned equipment.

The Council voted six in favour and one abstention to reimbursing Mr Jeffrey for his expenditure incurred, subject to the verification of the claim for parts and repairs to the chainsaw, up to £318.97. The Parish Council was unable to make a payment of £120.00, as requested by Mr Jeffrey, to be made to the parishioner who had assisted him at times due to the restrictions, statute and laws imposed upon the Parish Council.

ACTION: Subject to the verification of the claim for parts and repairs to the chainsaw, the Clerk is to arrange a payment of up to £318.97 to be made to Mr Jeffrey.

193 To CONSIDER and AGREE Appointment of Mr I Jeffrey to Manage Broom Hill and Mr C Hardy to Manage Mill Hill (Terms of Reference)

The Council unanimously agreed to appoint Mr Jeffrey to manage Broom Hill and Mr Hardy to manage Mill Hill, subject to their acceptance of Terms of Reference. Cllr C Hardy declared an interest and abstained from voting.

ACTION: The Clerk is to draft Terms of Reference and forward copies to Mr Jeffrey and Mr Hardy for their acceptance.

Cllr Mitchell left the meeting.

194 To AGREE the 2020/21 Norse Grounds Maintenance Contract

The Council unanimously agreed to instruct Norse to carry out item numbers 5 and 9 of the Contract for the year 2020/21.

ACTION: The Clerk is to instruct Norse to carry out item numbers 5 and 9 of the Contract, for the year 2020/21.

- 195 To ADOPT the Risk Management Strategy 2020
The Council unanimously agreed to adopt the Risk Management Strategy 2020, as circulated to the Council prior to the meeting.
- 196 To ADOPT the CPC Privacy Statement
The Council unanimously agreed to adopt the CPC Privacy Statement, as circulated to the Council prior to the meeting.
- 197 To ADOPT the CPC Privacy Notice for Staff, Councillors & Role Holders
The Council unanimously agreed to adopt the CPC Privacy Notice for Staff, Councillors & Role Holders, as circulated to the Council prior to the meeting.
- 198 To ADOPT the CPC 'General' Privacy Notice (for publication on the website)
The Council unanimously agreed to adopt the CPC 'General' Privacy Notice, as circulated to the Council prior to the meeting.
- 199 To ADOPT the CPC SAR Procedure
The Council unanimously agreed to adopt the CPC SAR Procedure, as circulated to the Council prior to the meeting.
- 200 To ADOPT the CPC SAR Policy
The Council unanimously agreed to adopt the CPC SAR Policy, as circulated to the Council prior to the meeting.
- 201 To ADOPT the CPC Grievance Policy & Procedure
The Council unanimously agreed to adopt the CPC Grievance Policy & Procedure, as circulated to the Council prior to the meeting.
- 202 To ADOPT the CPC Disciplinary Procedure
The Council unanimously agreed to adopt the CPC Disciplinary Procedure, as circulated to the Council prior to the meeting.
- 203 To ADOPT CPC Disciplinary Rules
The Council unanimously agreed to adopt the CPC Disciplinary Rules, as circulated to the Council prior to the meeting.
- 204 To ADOPT the CPC Dispensation Policy
The Council unanimously agreed to adopt the CPC Dispensation Policy, as circulated to the Council prior to the meeting.
- 205 To ADOPT the CPC Allotment Garden Tenancy Agreement
Cllr Hardy declared an interest and abstained from the vote.
The Council unanimously agreed to adopt the CPC Allotment Garden Tenancy Agreement, as circulated to the Council prior to the meeting.
- 206 To ADOPT the CPC Tree Policy
The Council unanimously agreed to add 'to the Clerk' at the end of the 'Inspection Regime' sentence and to then adopt the CPC Tree Policy, as circulated to the Council prior to the meeting.
- 207 Annual CPC Tree Report
The Council unanimously agreed to phase the works to be carried out as prioritised within the report; priority one works to be undertaken immediately, and priority two and three works to be undertaken within six to twelve months. The Council agreed to request a revised quote to show priority one works only.
- 208 To CONFIRM the date of the next meeting of the Parish Council

The next meeting of the Parish Council will be held at the Coddendam Centre on 16 April 2020 at 7.30pm.

- 209 Matters Raised by Members, Including Matters for Consideration at the Next Parish Council Meeting
 Cllr Fawdry advised that the two damaged stiles have been replaced.
 Cllr Fowler advised that the Government has suggested that the AGAR be undertaken sooner rather than later.

Cllr Scoresby considered the repaint of the community 'information' telephone box should be deferred to the next financial year (2021/22); he deemed that the Council shouldn't be proceeding with low priority expenditure such as the £340 in the budget for the painting of the information box when there are serious financial issues such as the MSDC Rates and the Day Foundation funding uncertainty. Cllr Scoresby was reminded that the expenditure had already been agreed by the Council and that if the matter were to be re-visited, there would need to be a 6 month wait before doing so, as regulations stipulate. The Council was mindful that there is likely to be a delay to the work being undertaken.

There being no other business, the meeting closed at 9.42pm.

SUMMARY OF ACTIONS:

176 To CONSIDER Views from Members of the Public and Councillors to be Passed to MSDC Planning Officer in Response to his Suggestion that Planning Permission be Granted for One Dwelling in the Garden of the Dukes Head Linked to Refurbishment of the Pub Building

ACTION: The Clerk is to forward a response to MSDC.

185 FINANCE:

(iii) To AGREE to Renew the SLCC Membership

Action: The Clerk is to renew the SLCC membership.

186 To CONSIDER S137 Requests from (i) Suffolk Neighbourhood Watch and (ii) SARS

ACTION: The Clerk is to arrange a payment of £30.00 to the SNW.

190 To RECEIVE the Clerk's Report

ACTION: The Clerk is to appeal the MSDC decision and to request the assistance of the district councillors in resolving the matter.

191 MSDC Locality Award Application

ACTION: The Clerk is to establish the timeframe for the expenditure of the Locality Grant awarded to the Parish Council.

192 To CONSIDER and APPROVE a Claim for Expenses Received from Mr I Jeffrey

ACTION: The Clerk is to check that the parts and repairs for the chainsaw were indeed for Parish Council owned equipment.

ACTION: Subject to the verification of the claim for parts and repairs to the chainsaw, the Clerk is to arrange a payment of up to £318.97 to be made to Mr Jeffrey.

193 To CONSIDER and AGREE Appointment of Mr I Jeffrey to Manage Broom Hill and Mr C Hardy to Manage Mill Hill (Terms of Reference)

ACTION: The Clerk is to draft Terms of Reference and forward copies to Mr Jeffrey and Mr Hardy for their acceptance.

194 To AGREE the 2020/21 Norse Grounds Maintenance Contract

ACTION: The Clerk is to instruct Norse to carry out item numbers 5 and 9 of the Contract, for the year 2020/21.