

Coddenham Parish Council



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CODDENHAM PARISH COUNCIL MEETING **Minutes of the meeting held on 14 May 2020 at 7.30pm**

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

In attendance: Mrs Frankis, Clerk to the Parish of Coddenham
County Cllr Hicks
District Cllr Passmore
District Cllr Whitehead and

The meeting was held remotely in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the 2020 Regulations).

The meeting was chaired by Cllr Burton.

The Council agreed to add an agenda item to agree to adopt the CPC Remote Meeting Protocol.

1 To AGREE to Adopt the CPC Remote Meeting Protocol

The Council unanimously agreed to adopt the CPC Remote Meeting Protocol.

Cllr Burgess and Cllr Fawdry joined the meeting.

2 To RECEIVE Apologies for Absence

No apologies were received.

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

Cllr Burton declared an interest in agenda item number 13 – planning.

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

No comments were received.

5 To RECEIVE Reports from the County and District Councillors

A report for May 2020 had been received from County Councillor Hicks and circulated to the Council, prior to the meeting.

19:40 District Cllr Passmore joined the meeting.

Cllr Hicks advised that household recycling centres had re-opened today; on-line appointments have to be made before arriving at the centres.

Cllr Scoresby thanked Cllr Hicks for the daily Covid-19 Daily Bulletins published by Suffolk County Council; they are a useful information tool for the Coddenham Covid-19 Response Group.

19:42 County Cllr Hicks left the meeting.

A report for May 2020 had been received from District Councillors Passmore and Whitehead and circulated to the Council, prior to the meeting.

Cllr Hardy asked the District Councillors to pass on the Council's thanks to all MSDC key workers.

Cllr Fowler advised that the Community Asset Registration of the Duke's Head is not to be renewed and that the Parish Council will look for District Councillor support as and when planning applications come forward for development of the property; both District Councillors confirmed their continuing support for the Parish and the Council.

6 To RECEIVE an Update on the MSDC Business Rate Demand and to AGREE Actions as Required

Cllr Peacock advised that he has taken up the matter with the Valuation Office Agency (VOA) however he is finding it difficult to gain access to their personnel as their telephone lines aren't open to receive new enquiries and the on-line submission form, to challenge the valuation, can only be submitted by the present owner. He continues to wait for the VOA to return his telephone message.

Cllr Whitehead confirmed that MSDC will not be pursuing the Demand; the case is marked as 'not to be chased'. The District Councillors agreed to work together to support the Parish Council.

19:57 District Cllrs Passmore and Whitehead left the meeting.

19:57 The meeting was adjourned to allow Cllrs and the Clerk to join the nations show of appreciation for the NHS and key workers.

20:03 The meeting was re-convened.

7 To RECEIVE AND CONFIRM the Minutes of the Parish Council Meeting Held on 16 April 2020

The minutes of the meeting had been circulated to the Council prior to the meeting.

Cllr Hardy advised that he hadn't intended to leave the meeting but that Zoom had crashed on his laptop and by the time the matter had been resolved, the meeting had ended.

The minutes were then confirmed as a true and accurate record of the meeting.

8 To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting Held on 16 April 2020

Re. minute no: 19/20 230 (Planning Application DC/19/03497/FUL; planning applications at Debach Airfield)

The application was approved by East Suffolk Council on 15 April 2020; the application came to the attention of the Parish Council too late for it to submit any comments.

The Parish Council unanimously agreed to write:

i) to East Suffolk Council to request that Coddendam Parish Council be informed of any applications submitted in respect of Debach Airfield and to express concern at the parochial way in which the decision for approval was reached, without any recorded consultation with MSDC or adjacent parishes on the B1078;

ii) to Suffolk County Council Highways asking for an explanation of their decision not to raise objections to the application and to record the Parish Council's concern regarding the lack of any recording, recognition or assessment of the impact of the development on Coddendam;

iii) to Clopton Parish Council recording Coddendam Parish Council's interest in the traffic problems associated with the operations at Debach Airfield.

ACTION: The Clerk is to write to i) East Suffolk Council, ii) Suffolk County Council Highways and iii) Clopton Parish Council.

Re. minute no: 19/20 220

Cllr Scoresby advised that this matter will be considered at this meeting and not the July 2020 meeting.

9 To RECEIVE an Update from the Coddendam COVID-19 Response Group Representative

Cllr Scoresby advised that the website is receiving approximately 114 unique visitors every week. Numerous volunteers, of all ages, have come forward with offers of assistance but it appears the demands for help with shopping and the collection of prescriptions is shifting to the use of the website as a social platform for access to the electronic version of the Ten Village News, pew sheets for the Church Services and news about the VE DAY commemorations.

The Group has secured a second grant of £400.00 received from Neighbourly Community Fund which is being held in The Coddendam Centre CIO bank account, on behalf of the Group.

Cllr Scoresby expressed concerns regarding the cost of the Group's website and associated costs. As well as the initial set-up fee of £242.00, which had been funded by the Parish Council, there is an on-going, twelve month commitment to Byte Design for web support of £680.00.

Cllr Burton asked who the Byte Design contract is with; Cllr Scoresby advised there is no contract in place with Byte Design but that the works had been undertaken by them on what appeared to be a 'favour' basis.

Cllr Peacock asked Cllr Scoresby what value he thought a local platform had when the Covid-19 crisis is being so well covered by the district and county councils. Cllr Scoresby is aware that parishioners like that the site promotes local news and considers the project should continue.

10 To RECEIVE an Update from the CPC CIO Management Group Representative

There were no updates to report.

11 FINANCE:

(i) To APPROVE the Schedule of Payments for May 2020

The Council unanimously approved the Schedule of Payments for May 2020.

(ii) To AGREE the bank statements as at 30 April 2020

The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Report as at 30 April 2020 had been circulated to the Council, prior to the meeting. The Council agreed that the bank balances of £13,751.02 and £8,009.12 as reported agreed to the bank statements.

(iii) To AGREE the Year End Accounts as at 31 March 2020

Cllr Peacock asked for a recorded vote.

Cllrs Burgess, Burton, Fawdry, Fowler, Hardy and Scoresby voted to approve the Year End Accounts as at 31 March 2020, including the Asset Register totalling £16,927.29; Cllrs Groom and Peacock abstained from the vote.

(iv) To ALLOCATE the General Fund as at 31 March 2020

The General Fund at the year end was £11,678.84. The Council agreed six in favour and two abstentions to allocate the General Fund as follows:

Allotment Reserves	£127.50
CIL Reserves	£459.80
Locality Grant Reserve (noticeboard)	£2,200.00
General Reserve	£8,891.54

(v) To APPROVE Sections 1 and 2 of the 2019/2020 AGAR

A copy of the 2019/20 AGAR had been circulated to the Council prior to the meeting.

Cllr Peacock asked for a recorded vote.

Cllrs Burgess, Burton, Fawdry and Hardy voted to approve Section 1 of the 2019/20 AGAR; Cllrs Fowler, Groom, Peacock and Scoresby abstained from the vote.

Cllrs Burgess, Burton, Fawdry, Fowler and Hardy voted to approve Section 2 of the 2019/20 AGAR, including to 'Restate' the 2018/19 figures; Cllrs Groom, Peacock and Scoresby abstained from the vote.

ACTION: The Clerk is to forward the completed 2019/20 AGAR to the external auditor, PKF Littlejohn LLP.

(vi) To RECEIVE the SALC 2019/20 Internal Audit Report and Recommendations

A copy of the 2019/20 Internal Audit Report had been circulated to the Council, prior to the meeting.

The Clerk will address the recommendations therein as part of her monthly report.

- 12 To CONSIDER and AGREE a New CPC Digital Presence Platform
 Cllr Burton thanked Cllr Scoresby for his clear and concise report, circulated to the Council prior to the meeting.
 The Council unanimously agreed to change the Parish Council website provider from One Suffolk to Suffolk Cloud.
- 13 To RECEIVE the Clerk's Report
 A report had been circulated to the Council prior to the meeting.
- 14 To RECEIVE the Planning Schedule as at 30 April 2020
 The Clerk had circulated the Planning Schedule as at 30 April 2020 to the Council, prior to the meeting. Cllr Burton advised that the Duke's Head, High Street, Coddendam is to be removed from the MSDC Community Asset Register as from 13 July 2020; the Duke's Head Community Action Group has notified MSDC that they will not be nominating the asset for re-registration.
 Cllr Burton declared an interest, as he owns land adjacent to a site at Pipp's Ford which is currently under investigation by MSDC Planning Enforcement. MSDC has received a report of an alleged undertaking of the excavation of groundworks contrary to the non-discharge of archaeological condition 4 of planning permission 1378/12; the erection of close boarded double gates, boundary fencing and concrete posts in The River Gipping Special Landscape Area contrary to condition 8 of planning permission 1378/12; the laying of hardstanding at land adjoining the A14 slip-off to A140, Coddendam. MSDC Planning Enforcement has formally contacted the owner of the land to conduct a course of action.
- 15 To RE-CONSIDER and AGREE investment in the Information (Telephone) Box
 Cllr Scoresby considered there are higher priorities for Council expenditure at this time and asked the Council to agree to defer the re-painting of the Information Box until the next financial year; in order that the contractor would not be out of pocket, Cllr Scoresby advised of his intention to engage the services of the contractor to undertake works at his own property to the same budget value as that agreed for the re-painting of the Information Box.
 Cllr Fowler raised a point of order in that it had not been exactly six months since the Council had resolved to accept the quote for the re-painting of the Information Box, and so could not re-visit the matter at this time.
 The matter was deferred to the July 2020 meeting.
- 16 To ADOPT a Volunteer's Agreement – Terms of Reference
 The Council agreed to amend the point of contact to be the Clerk and not the Council. With this amendment in place, the Council unanimously agreed to adopt the Volunteer's Agreement.
ACTION: The Clerk is to amend the draft Volunteer's Agreement and issue a copy to Mr I Jeffrey and Mr C Hardy.
- 17 To AGREE to Suspend the CPC Co-option Policy; To AGREE to nominate candidates to fill Council Vacancies

21:06 Cllr Burgess left the meeting .

21:07 Cllr Burgess returned to the meeting.

The Council unanimously agreed to vote against suspending the CPC Co-option Policy; the proposal fell.

- 18 To ADOPT the CPC Filming, Videoing, Photography and Audio Recording Policy
 The Council unanimously agreed to adopt the CPC Filming, Videoing, Photography and Audio Recording Policy, as circulated to the Council prior to the meeting.
- 19 To ADOPT the CPC Electronic Communication and Social Media Policy
 The Council unanimously agreed to adopt the CPC Electronic Communication and Social Media Policy, as circulated to the Council prior to the meeting.

- 20 To ADOPT the CPC Information Security Incident Policy
The Council unanimously agreed to adopt the CPC Information Security Incident Policy, as circulated to the Council prior to the meeting.
- 21 To ADOPT the CPC Equality & Diversity Policy
The Council unanimously agreed to adopt the CPC Equality & Diversity Policy, as circulated to the Council prior to the meeting.
- 22 To ADOPT the General Power of Competence
The Council confirmed it met the conditions of eligibility and unanimously agreed to adopt the General Power of Competence.
- 23 To RE-AFFIRM Mrs Susan Frankis as CPC RFO, in Accordance with S.151 of the LGA 1972
The Council unanimously agreed to re-affirm Mrs Susan Frankis as the CPC RFO.
- 24 To RE-SCHEDULE the Annual Parish Meeting
The Council unanimously agreed to defer this matter and to review it inline with Government guidance when published.
- 25 To CONFIRM the Date of the Next Meeting of the Parish Council
The next meeting of the Parish Council will be held on 16 July 2020 at 7.30pm, via Zoom.
- 26 Matters Raised by Members, Including Matters for Consideration at the Next Parish Council Meeting
Cllr Peacock asked for an agenda item for the next Council meeting – MSDC Business Rates Demand.
Cllr Fowler asked for an agenda item for the next Council meeting – Parish Council noticeboard.
Cllr Scoresby asked for an agenda item for the next Council meeting – to discuss investment in the telephone box.

There being no other business, the meeting closed at 9.22pm.

SUMMARY OF ACTIONS:

8 To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting Held on 16 April 2020

ACTION: The Clerk is to write to i) East Suffolk Council, ii) Suffolk County Council Highways and iii) Clopton Parish Council.

11 FINANCE

(v) To APPROVE Sections 1 and 2 of the 2019/2020 AGAR

ACTION: The Clerk is to forward the completed 2019/20 AGAR to the external auditor, PKF Littlejohn LLP.

16 To ADOPT a Volunteer’s Agreement – Terms of Reference

ACTION: The Clerk is to amend the draft Volunteer’s Agreement and issue a copy to Mr I Jeffrey and Mr C Hardy.