

Coddenham Parish Council



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CODDENHAM PARISH COUNCIL MEETING

Minutes of the meeting held on 17 September 2020 at 7.30pm

Present: Cllr Burton, Cllr Fowler, Cllr Burgess, Cllr Fawdry, Cllr Groom, Cllr Peacock, Cllr Scoresby

In attendance: Mrs Frankis, Clerk to the Parish of Coddenham
County Cllr Hicks
District Cllr Passmore
Two members of the public

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)", and the "Health Protection (Coronavirus Restrictions) (No2) (England) (Amendment) (No4) Regulations 2020".

The meeting was chaired by Cllr Fowler.

The Council agree to include an agenda item to consider the Council's insurance renewal for 2020/21.

68 To RECEIVE Apologies for Absence
No apologies were received.

69 To RECEIVE Personal Statements from Councillors
Cllr Burgess read aloud a personal statement, which concluded with her resignation. Ms Burgess remained present at the meeting, as a member of the public.
Cllr Burton read aloud a personal statement, which concluded with his resignation. Mr Burton left the meeting.
The Clerk advised that as the Chairman had resigned the meeting should now be chaired by Cllr Fowler as Vice-Chair, if he was in agreement. The Council should then consider adding two additional agenda items to agree to appoint a new Chair and Vice-Chair.
Cllr Fowler took the Chair.
The Council agreed to add two additional agenda items to appoint a Chair and Vice-Chair to Coddenham Parish Council.

70 To APPOINT a Chair to Coddenham Parish Council
The Council voted unanimously in favour of appointing Cllr Fowler as Chairman to Coddenham Parish Council.

71 To **APPOINT** a Vice-Chair to Coddendam Parish Council

The Council voted four in favour of appointing Cllr Scoresby as Vice-Chairman to Coddendam Parish Council; there was one abstention.

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

None were received.

73 To **RECEIVE** Comments from Residents of the Parish on Current Agenda Items

Mr Galbraith that as a Church Warden he would like to report back to the Parochial Church Council (PCC) with regards to the letter sent by the Parish Council Clerk to the secretary of the PCC. He advised that the recently renovated churchyard tomb had not required a Faculty but a List B application, which had been submitted as a joint application for works to be carried out on/in the Church at the same time.

Mr D McDonnell expressed his regret of the demise of the Churchyard Maintenance Group (CMG). He advised he was happy to move on however non-Parish Council members of the Group wanted to know why the Council had acted as it did when it did and asked for a response to his letter of 2 September 2020, sent to the Parish Council.

74 To **RECEIVE** Reports from the County and District Councillors

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

Cllr Hicks advised that he had made grant awards to the Parish Council for the refurbishment of the Information Box and the Coddendam Centre. Cllr Scoresby thanked Cllr Hicks for the grant awarded to the Parish Council.

Cllr Scoresby advised that the single decker bus has been withdrawn for school travel to Debenham High School meaning that all students travelling on the double decker are unable to distance themselves from each other. Cllr Hicks advised that Suffolk County Council is following Government guidance which means that students don't need to wear face masks on 'closed contract' transport however he recognised that the withdrawal of the single decker bus was making it difficult for students to socially distance; he agreed to take the matter up.

20:00 County Cllr Hicks left the meeting.

Cllr Passmore recognised that Councillors had been shocked by the earlier resignations of Cllrs Burton and Burgess and, without taking sides, offered his assistance to the Parish Council should the Council need it.

As the Police & Crime Commissioner, Cllr Passmore advised that the recent Kesgrave shooting had not been related to County Lines; the number of County Lines has reduced to 23 and are mainly focussed in the west of the district. He advised there have been 9,500 incidents of domestic abuse crimes, an increase of approximately 25% on the three year average. He also advised that funding has been forthcoming meaning that 55 officers can be recruited for the next 2 years, putting Suffolk in a better position.

Cllr Peacock raised the issue of traffic speeds in Coddendam and the damage caused to residents vehicles, in particular one vehicle that has been hit by passing traffic within a matter of a few months; he asked Cllr Passmore to reiterate the Constabulary's stance on speeding traffic within areas of concern in Coddendam. Cllr Passmore advised that a 20mph speed limit is deemed to be self-regulatory however he agreed to raise the issue of enforcing the 20mph speed limit in Coddendam with the Chief Constable and to respond via the Clerk.

20:12 Cllr Passmore left the meeting.

75 To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 16 July 2020

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

76 To **CONSIDER** any Matters Arising from the Minutes of the Parish Council Meeting held on 16 July 2020
With reference to minute number 20/21 32, Cllr Scoresby advised that the replacement website has been launched and the One Suffolk site taken down, with a re-direction to the Suffolk Cloud site.

With reference to minute number 20/21 57, Cllr Peacock had drafted a submission to the Planning Inspectorate, with regards to Sizewell C traffic issues which the Council unanimously agreed to submit.

ACTION: THE CLERK IS TO SUBMIT THE AGREED SUBMISSION TO THE PLANNING INSPECTORATE.

77 To **RECEIVE** and **CONFIRM** the Minutes of the Extraordinary Parish Council Meeting held on 13 August 2020 – both ‘Public’ and ‘Confidential’ Versions

The public and confidential versions of the minutes of the meeting, having been circulated to the Council prior to the meeting, were confirmed and will be signed as a true and accurate record of the meeting.

78 To **CONSIDER** any Matters Arising from the Minutes of the Extraordinary Parish Council Meeting held on 13 August 2020

With reference to minute number 20/21 67, the Clerk is to draft a letter of response to Mr McDonnell’s letter of 2 September 2020.

ACTION: THE CLERK IS TO DRAFT A LETTER OF RESPONSE TO MR MCDONNELL’S LETTER OF 2 SEPTEMBER 2020, AND TO CIRCULATE IT TO COUNCILLORS FOR COMMENTS AND REVISIONS BEFORE SENDING IT.

79 To **RECEIVE** an Update from the Coddensham Covid-19 Response Group Representative

Due to the sudden resignation of Cllr Burgess, no update was available.

There shall be an agenda item to consider the appointment of a Parish Council representative at the next Parish Council meeting.

80 To **RECEIVE** an Update from the CPC CIO Management Group Representative

Cllr Peacock advised that the meeting due to be held last week had been re-scheduled for 18 September.

20:20 Mr McDonnell left the meeting.

81 FINANCE:

(i) To **APPROVE** the Schedules of Payments for August and September 2020

The Council unanimously approved the Schedules of Payments for August and September 2020.

The Council recognised the need to look at the management of the footpath grass cutting.

(ii) To **AGREE** the bank statements and to **RECEIVE** the Budget and Precept Reports as at 31 July and 31 August 2020

The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports as at 31 July and 31 August 2020 had been circulated to the Council prior to the meeting. The Council agreed that the bank balances of £10,379.33 and £8,017.11 and £9,606.56 and £8,017.11 as reported agreed to the bank statements.

(iii) To **RECEIVE** the Report from the Finance Working Group

The report of the Finance Working Group had been circulated to the Council prior to the meeting. The next meeting of the Group is to be held on 8 October 2020.

(iv) To **AGREE** to Vire Budget and Budget Headings ‘Broom Hill’, ‘Mill Hill’ and ‘Three Cocked Hat’ to the ‘Footpath Assistant’ Budget and Budget Heading

The Council unanimously agreed to vire the budget and budget headings ‘Broom Hill’, ‘Mill Hill’ and ‘Three Cocked Hat’ to the ‘Footpath Assistant’ budget and budget heading for ease of reporting.

(v) To **AGREE** the Parish Council 2020/21 Insurance Renewal

The Council unanimously agreed to accept the insurance renewal with a three year long term agreement of £367.08 per annum.

82 To **RECEIVE** an Update on the MSDC Business Rates Demand and to **AGREE** Actions as Required

Cllr Peacock advised he had experienced significant difficulties engaging with the Valuation Office Agency but they have now agreed a claim for a re-evaluation of the rateable value of the Coddendam Centre, up to October 2019, can be registered.

He advised that he had historically sought a reason from the Parish Council as to why no business rates had been charged against the Community Centre but that his enquiries had always been dismissed.

The Council acknowledged there is now a need to be transparent as the demand against the Parish Council could have a possible effect on the precept; the Council agreed to publicise details of the matter on the website.

ACTION: THE COUNCIL IS TO PUBLICISE THE DETAILS OF THE MSDC RATES DEMAND AND THE POSSIBLE EFFECT ON FUTURE PRECEPT DEMANDS

83 To **RECEIVE** the Clerk's Report

A report had been circulated to the Council prior to the meeting.

The Council agreed, that due to the cost implication, a copy of the 12th Edition of the Charles Arnold-Baker on Local Council Administration would not be purchased at this time.

84 To **AGREE** the Clerk's 2020-21 National Salary Award

The Council unanimously agreed to accept the National Joint Council for Local Government Services new pay scales for 2020-21 to be implemented from 1 April 2020.

20:30 Mr Galbraith left the meeting.

85 To **RECEIVE** the Planning Schedule as at 31 August 2020

The Clerk had circulated the Planning Schedule as at 31 August 2020 to the Council, prior to the meeting.

86 To **RECEIVE** the Findings of the Review of the System of Internal Controls and to **AGREE** the Councillor to Undertake the Next Review

Former Cllr Hardy had agreed to undertake the Review but the findings had not been forthcoming before his resignation.

Cllr Scoresby agreed to undertake the next review.

87 To **CONSIDER** and **AGREE** the Publication of the Parish Council Newsletter

Cllr Scoresby advised that he and the Clerk had been exploring the possibility of working with the In Touch publication; they are waiting to hear back from the editor.

In the meantime, the Council recognised the importance of circulating an up to date report to the Parish.

ACTION: CLLR SCORESBY IS TO DRAFT A TEMPLATE TO BE PUBLISHED AS AN AUTUMN / XMAS EDITION.

88 To **AGREE** Portable Appliance Testing of all Parish Council Electrical Assets

This agenda item had been requested by a councillor who has since resigned.

89 Traffic Speeds in Coddendam

Cllr Peacock asked the Clerk to remind Cllr Passmore of his earlier commitment.

90 'Quiet Lanes Suffolk' Scheme

As this item had been taken on by a councillor who has since resigned, Cllr Fowler agreed to research the scheme.

91 To RECEIVE the Churchyard Report

Cllr Peacock advised that the Churchyard has had the annual grass cut and that the herbage has been removed. Cllr Groom asked how much this had cost; the Clerk confirmed that Norse had undertaken the works at a cost of £120.51.

Cllr Peacock advised that the Parish Council has no intention of stopping anyone wishing to help maintain the Churchyard from doing so but the Council has a legal responsibility which appears to have historically been taken on by the Churchyard Maintenance Group. As the Parish Council has a precepted responsibility, it had felt it needed to take back full charge of the legal responsibilities. He advised he can find no record of what, if any, split of responsibility may have been agreed between the Parish Council and the Church Council.

ACTION: CLLR PEECOCK IS TO DRAFT A REPORT ON HOW THE COUNCIL MAY PROCEED.

92 To DECLARE Parish Councillor Vacancies

The Council declared three Casual Vacancies due to the resignation of Cllr Hardy, Cllr Burgess and Cllr Burton.

ACTION: THE CLERK IS TO NOTIFY MSDC OF THE CASUAL VACANCIES DECLARED BY THE PARISH COUNCIL.

93 To AGREE the Volunteer Role of Mr C Hardy

Cllr Fowler agreed to speak to Mr Hardy regarding the matter.

94 To AGREE the Re-Location of an Existing Dog Litter Bin

Cllr Fowler advised that he had been approached by a member of the public who had highlighted the placement of three dog litter bins at the recreation ground all within approx. 100 yds of each other. The Council agreed to relocate one of the bins but that further information as to which one was needed.

95 To CONFIRM the Date of the next Parish Council Meeting

As Cllr Fawdry would be unable to attend a meeting on 19 November, the Council unanimously agreed to schedule the next meeting of the Parish Council for 17 November 2020.

96 Matters Raised by Members, Including Matters for Consideration at the Next Parish Council Meeting

Cllr Fowler asked for an agenda item to consider the Local Government Boundary Commission consultation on draft recommendations on division boundaries for Suffolk County Council.

Cllr Fawdry asked for an agenda item to consider additional bank signatories following the loss of two signatories with the resignation of Cllrs Burgess and Burton.

Cllr Peacock agreed to join the Finance Working Group.

Cllr Fawdry asked for an agenda item to consider the membership of Parish Council working groups.

Cllr Groom advised that an order had been placed for a new noticeboard and was awaiting delivery.

There being no other business, the meeting closed at 21:21.

Chairman: _____

Date: _____

At some point during the meeting Ms Burgess left however the time was not noted.

SUMMARY OF ACTIONS:

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

ACTION: THE CLERK IS TO SUBMIT THE AGREED SUBMISSION TO THE PLANNING INSPECTORATE.

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ACTION: THE CLERK IS TO DRAFT A LETTER OF RESPONSE TO MR MCDONNELL'S LETTER OF 2 SEPTEMBER 2020, AND TO CIRCULATE IT TO COUNCILLORS FOR COMMENTS AND REVISIONS BEFORE SENDING IT.

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ACTION: THE COUNCIL IS TO PUBLICISE THE DETAILS OF THE MSDC RATES DEMAND AND THE POSSIBLE EFFECT ON FUTURE PRECEPT DEMANDS.

87 To CONSIDER and AGREE the Publication of the Parish Council Newsletter

ACTION: CLLR SCORESBY IS TO DRAFT A TEMPLATE TO BE PUBLISHED AS AN AUTUMN / XMAS EDITION.

91 To RECEIVE the Churchyard Report

ACTION: CLLR PEECOCK IS TO DRAFT A REPORT ON HOW THE COUNCIL MAY PROCEED.

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ACTION: THE CLERK IS TO NOTIFY MSDC OF THE CASUAL VACANCIES DECLARED BY THE PARISH COUNCIL.