

CODDENHAM PARISH COUNCIL MEETING
Minutes of the meeting held on 15 July 2021 at 7.30pm

Present: Cllr Fowler (Chair), Cllr Denning, Cllr Fawdry, Cllr Groom, Cllr Scoresby (Vice-chair)

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

The meeting was chaired by Cllr Fowler.

The Council agreed to add an agenda item to consider a letter received from Mr I Jeffrey and to amend the heading of agenda item number 8.

201 Apologies for Absence

The Council resolved to receive the apologies received from Cllr Peacock for his absence due to a family commitment.

Apologies were received from County Cllr Hicks.

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

None were received.

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

None were received.

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

A report had been received from County Cllr Hicks and circulated to the Council prior to the meeting. District Cllr Whitehead presented a summary of the District Cllr report, as circulated to the Council prior to the meeting.

District Cllr Passmore presented a summary of his Police & Crime Commissioner report, as circulated to the Council prior to the meeting.

Cllr Fowler advised that the former Duke's Head site continues to look untidy and derelict despite a S.217 having been served by MSDC. He asked that the District Cllrs look into the matter.

Cllr Fowler asked if there was any news on the determination of the Pipp's Ford application; Cllr Whitehead advised that the application wasn't on the list for applications to be considered at the Planning Committee meeting scheduled for next week.

Cllr Scoresby thanked Cllr Hicks for his assistance in providing answers as to the reason for the disruption to last week's bus service.

Cllr Scoresby asked if there was update on the introduction of the ANPR sponsored units; Cllr Passmore advised that the units have been purchased and are ready to go however as there are ten units to be shared across Suffolk, it may take a while for Coddenham's turn.

7.50pm Cllr Passmore and Cllr Whitehead left the meeting.

- 204** To **RECEIVE** and **CONFIRM** the Minutes of the Annual Parish Council meeting held on 6 May 2021
The minutes of the meeting, having been circulated to the Council prior to the meeting, were confirmed and signed as a true and accurate record of the meeting.

District Cllrs Passmore and Whitehead left the meeting.

- 205** To **CONSIDER** any Matters Arising from the Minutes of the Annual Parish Council Meeting held on 6 May 2021
There were none to consider.

- 206** To **CONSIDER** any Matters Raised for Consideration by the Parish Council at the Annual Parish Meeting held on 6 May 2021
Matters raised had been dealt with at the Annual Parish Council meeting, which followed, held on 6 May 2021

- 207** To **RECEIVE** a Report from the Coddendam Centre
A bi-monthly report had been received from the Coddendam Centre prior to the meeting. Cllr Fowler advised that Cllr Peacock had advised him that he continues to await any accounts or financial reports from the Coddendam Centre. The Council agreed to include a standing agenda item to receive reports from the Coddendam Centre going forward.

- 208** To **RECEIVE** the Churchyard Report, including Church Wall Repairs and Tree Works and to **AGREE** Actions as Required
Cllr Fowler advised that Cllr Peacock had been very pleased to receive positive comments from the Suffolk Biodiversity Group, who had been impressed with the management and presentation of the churchyard, in particular the wild flowers. Cllr Scoresby advised that part of the churchyard boundary hedge needs addressing; he agreed to liaise with Cllr Peacock about attending to it themselves.

- 209** To **RECEIVE** an Update on the MSDC Business Rates Demand and to **AGREE** Actions as Required
There were no updates.

210 FINANCE:

(i) to **APPROVE** the Schedule of Payments for May, June and July 2021

The Council unanimously approved the May schedule of payments for £12,330.47 net of VAT, the June schedule of payments for £494.18 net of VAT and the July schedule of payments for £380.10 net of VAT.

(ii) to **AGREE** the Bank Statement Balances and to **RECEIVE** the Budget and Precept Reports as at 31 May and 30 June 2021

The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports, as at 31 May and 30 June 2021, had been circulated to the Council prior to the meeting. The Council agreed that the bank balances of £41,287.27 and £8,017.11 and £34,228.00 and £8,017.11 as reported agreed to the bank statements.

The Council agreed to transfer £6,575.92 from the PWLB 2021/22 Repayment Reserve to the 2021/22 General Fund.

- 211** To **AGREE** the SALC Internal Audit 2020/21 Action Plan and Responses to Recommendations Raised
The Council unanimously agreed to receive the SALC Internal Audit Plan as prepared by the Clerk and to carry out the actions as recommended.

- 212** To **AGREE** Coddendam Parish Council Effectiveness of Internal Audit Report 2021/22
The Council unanimously agreed the Effectiveness of Internal Audit Report 2021/22, as circulated to the Council prior to the meeting.
- 213** To **RECEIVE** the Findings of the Quarterly Review of the System of Internal Controls
The Council unanimously agreed to receive the findings of the quarterly Review of the System of Internal Controls as undertaken by Cllr Denning and circulated to the Council prior to the meeting.
- 214** Women’s Tour Cycling Event, Saturday 9 October 2021; Queen of the Mountains’ Stage - Coddendam
The Parish Council has been approached by MSDC asking it to co-ordinate Coddendam’s involvement with the cycling event. The Council agreed to reach out to all of the community groups in order that they can prepare for the event. Cllr Scoresby agreed to be the point of contact for the Parish Council; Cllr Groom offered to organise a litter pick in readiness for the event.
- 215** To **CONSIDER** Planning Matters
ACTION: The Clerk is to circulate the Planning Schedule as at 30 June 2021.
- 216** To **ADOPT** Updated Coddendam Parish Council Policies (appendix ‘A’)
The Council unanimously agreed to adopt the updated policies listed below, as circulated to the Council prior to the meeting:
- i) The Accident Reporting Policy and Procedure
 - ii) The Reserves Policy
 - iii) The Media Policy; Cllr Scoresby advised that in accordance with the Policy, a disclaimer has been added to the Parish Council website
 - iv) The Grant Awarding Policy; the Council agreed to remove the clause restricting applicants to make only one application per financial year and to amend the decision criteria to include ‘any previous or committed future financial support’
 - v) The Investment Strategy
 - vi) The Gifts and Hospitality Policy
 - vii) The Community Engagement Strategy; the Council agreed to amend bullet point 7 to read as follows – ‘The Council regularly reports and informs the residents, on the website, as well as publication in the Parish Council village newsletter and any other media opportunities’.
 - viii) Coddendam Parish Council Standing Orders
 - ix) Coddendam Parish Council Financial Regulations
 - x) The Publication Scheme
 - xi) The General Data Protection Policy
 - xii) The Risk Management Register 2021
- 217** To **RECEIVE** a Report on the Litter Pick and to **CONSIDER** making this a Permanent Event
Cllr Groom considered the event to be very successful; 8 large bags of rubbish and a fridge/freezer were collected, which were swiftly taken by MSDC.
The Council unanimously agreed to take part in the annual MSDC Spring Clean Event.
Cllr Fowler advised that the Coddendam Centre had recently reminded the Parish Council that council records stored at the Centre needed to be removed.
ACTION: Cllr Groom agreed to collect the files from the Centre and to take them to the Clerk, who will sort them in accordance with the Records Management and Document Retention Policy.
- 218** To **AGREE** to Dispose of Records and Documents in Accordance with the Parish Council Records Management and Document Retention Policy
The Council unanimously agreed to dispose of –
Unity Trust Bank Statements (last completed audit year) April 2019 to March 2020
VAT Returns (6 years) 01/04/2014 to 30/06/2014, 01/07/2014 to 30/09/2014, 01/10/2014 to 31/12/2014

and 01/01/2015 to 31/03/2015

Tenders for Grounds Maintenance Contracts (6 years) - carpark re-surfacing contract 2015

219 To CONFIRM the Date of the Next Meeting of the Parish Council

The next meeting of the Parish Council will be held on 16 September 2021, 7.30pm at the Coddendam Centre.

220 Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting

A letter had been received from Mr I Jeffrey with regards to Broomhill and the allotments which had been circulated to the Council prior to the meeting.

The Council will respond to the letter and will take action with regards to the allotments.

Cllr Scoresby asked for agenda items regarding the Parish Council newsletter and Lorry Watch to be included for the September 2021 meeting.

ACTION: The Clerk is to write to the owners of Coddendam House to ask them to cut back the overgrown hedges along the roadside boundary, in order that visibility be improved.

There being no other business, the meeting closed at 21:20.

Chairman: _____

Date: _____

SUMMARY OF ACTIONS:

215 To CONSIDER Planning Matters

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