

CODDENHAM PARISH COUNCIL MEETING

Minutes of the meeting held on 16 September 2021 at 7.30pm

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

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

The meeting was chaired by Cllr Fowler.

221 To **RECEIVE** Apologies for Absence
None were received.

222 To **RECEIVE** any Declarations of Interest or Delegated Dispensation Decisions or to **APPROVE** Such Dispensation Requests as Needed
None were received.

223 To **RECEIVE** Comments from Residents of the Parish on Current Agenda Items
Mr A MacPherson queried the accuracy of minute number 21/22 207 and asked the Council to amend the record to say that the Council had received the 30 April 2021 and 30 June 2021 accounts by 31 July 2021.

Mr A MacPherson advised that as the quarterly temporary chair of the CCRG, the CIO had invited Suffolk Wildlife Trust to look at the flora and fauna within the parish, including the Parish Council owned Broom Hill. He asked if a working group could be convened during the last quarter of this year to work at Broom Hill, in response to anecdotal observations over the last twelve months. The Council advised that in response to recent correspondence received from Mr I Jeffrey, the volunteer worker overseeing Broom Hill, an offer of assistance had been made on two occasions by the Clerk and in addition by Cllr Peacock but to date no response had been received. The Council advised that it has been unable to organise working groups over the past eighteen months due to restrictions imposed by the pandemic.

224 To **RECEIVE** Reports from the County and District Councillors
A report had been received from County Cllr Hicks, circulated to the Council prior to the meeting and published on the Parish Council website.

Cllr Peacock referred to his email recently sent to Cllr Hicks regarding the installation of electric charging points in rural areas. He asked if there is any possibility of lobbying Government to argue for the loosening of planning restrictions to allow for the installation of solar panels on Listed Buildings, in light of Suffolk County Council's 'green' commitments; Cllr Hicks advised that this would be something for the district councillors to address.

Mr A MacPherson advised that the Coddendam Centre is part of an environmental strategy and will be applying for funding for the installation of electrical charging points in the Coddendam Centre car park. Cllr Scoresby asked if there were any updates on the Designated Lorry Route (DLR) consultation; Cllr Hicks advised that the consultation is expected to start in October 2021.

7.52pm County Cllr Hicks left the meeting.

District Cllrs Passmore and Whitehead presented a summary of the District Cllr report, as circulated to the Council at the start of the meeting.

Cllr Passmore advised that the recent delays of waste collection were unacceptable and reassured the Council that they are pursuing the matter.

Cllr Peacock advised that the second anniversary of the 'untidy site' notice served on the Duke's Head, by the MSDC planning department, is fast approaching yet the site continues to be unsightly; no enforcement appears to have been undertaken by MSDC. Cllrs Passmore and Whitehead agreed to look into the matter.

ACTION: The Clerk is to email Cllrs Passmore and Whitehead to ask them to seek an update from the MSDC planning department.

Cllr Fowler advised that the Parish Council has received thanks for the work it and the District Cllrs undertook to support the neighbours of the proposed Pipp's Ford development application; MSDC recently refused the application.

8.07pm Cllr Passmore and Cllr Whitehead left the meeting.

- 225** To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 15 July 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.
- 226** To **CONSIDER** any Matters Arising from the Minutes of the Parish Council Meeting held on 15 July 2021
The Clerk referred to Mr A MacPherson's query regarding the accuracy of minute number 2021/22 207 and his comments made earlier in the meeting. The Clerk advised that an account summary for the Coddendam Centre as at June 2021 had been received by the Council on 19 July 2021 (after the 15 July 2021 meeting); no 2020/21 year end accounts have been received to date.
- 227** To **RECEIVE** an Update from the Coddendam Parish Council Highways Working Group and to **AGREE** Actions as Required, including the Suffolk County Council Lorry Watch Scheme and Designated Lorry Route and Group Membership
Cllr Fowler advised that the Highways Working Group recently met, concentrating on the proposal for the installation of double-yellow lines around Crown Corner, Coddendam. The Council unanimously agreed to request that Suffolk County Council commences procedures to enable the implementation of a scheme for the provision of parking restrictions in the parish of Coddendam. The Scheme should be in the form of double-yellow lines limited solely to the edge of the west bound lane of the B1078 around Crown Corner in the centre of the village of Coddendam, adjacent to the footway as described in plan drawing S4255/GA/001, dated June 2021, Revision A. This plan should be further revised to reflect this amendment. Taking in account the sensitive location, the installation should be Conservation Area Grade Lines, as described in the Suffolk County Council Conservation Manual Part 2, para. 2.5.3.
Cllr Peacock advised this will be the start of a very long consultation process.
ACTION: The Clerk is to instruct Suffolk County Council in accordance with the Parish Council's resolution.

Cllr Fowler advised that he has reminded Cllr Hicks about the repainting of the road markings, works which remain outstanding.

228 To RECEIVE a Report from the Coddendam Centre Management Group Representative

There were no updates.

The Council is scheduled to consider the 2022/23 budget and precept at the November meeting and so will require any financial requests from the Coddendam Centre CIO before then. In accordance with the Parish Council Grant Awarding Policy, adopted July 2021, the Coddendam Centre CIO will be required to complete and submit a grant application form, for consideration by the Parish Council.

ACTION: The Clerk is to forward a copy of the Parish Council Grant Awarding Policy and Application Form to the Coddendam Centre CIO and to set out the timescale for submission.

229 To RECEIVE the Churchyard Report, including Church Wall Repairs and Tree Works and to AGREE Actions as Required

Cllr Peacock advised that the grass is due to be cut and cleared tomorrow; the delay has been due to rain.

Cllr Peacock advised that the fallen tree at Broom Hill is being dealt with by our arboriculturist.

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

There were no updates.

231 FINANCE:

(i) to APPROVE the Schedule of Payments for August and September 2021

The Council unanimously approved the August schedule of payments for £907.36 net of VAT and the September schedule of payments for £712.33 net of VAT.

2 members of the public left the meeting.

(ii) to AGREE the Bank Statement Balances and to RECEIVE the Budget and Precept Reports as at 31 July and 31 August 2021

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 2021 had been circulated to the Council prior to the meeting. The Council agreed that the bank balances of £33,844.23 and £8,017.11 and £32,873.20 and £8,017.11 as reported agreed to the bank statements.

(iii) to AGREE to vire £5 from the Budget Heading 'Data Protection' to the Budget Heading 'Web Fees'

The Council unanimously agreed to vire £5 from the budget heading 'Data Protection' to the budget heading 'Web Fees'.

232 To CONSIDER Planning Matters, including Consideration of Application Number DC/21/04768

The Parish Council unanimously agreed to object to planning application number DC/21/04768 and to submit a recommendation of refusal.

ACTION: Cllr Peacock is to draft a response for the Clerk to submit to MSDC.

The Council noted the MSDC refusal of planning application number DC/21/00487.

233 To RECEIVE the Notice of Conclusion of Audit and the External Auditor Report and Certificate for 2020/21

The Council of received the Notice of Conclusion of Audit and the External Auditor Report and Certificate for 2020/21.

The Clerk expressed her disappointment regarding the comment on 'other matters' made by the external auditor, "The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment"; the Clerk had not known it was necessary to include the word

'restated' in Box 9 of the 2020 column of figures on Part 2 of the AGAR, believing that including it at the top of the column would suffice.

- 234** To AGREE to Remove the Toshiba Laptop from the Fixed Assets Register and to Dispose of
The Council unanimously agreed to remove the Toshiba laptop from the Fixed Assets Register. Cllr Fowler agreed to store the laptop until such time that the Council considers it secure to dispose of it.
ACTION: The Clerk is to update the Fixed Assets Register.
- 235** To AGREE to Dispose Records and Documents in Accordance with the Parish Council Records Management and Document Retention Policy
The Council unanimously agreed to dispose of records and documents as listed and circulated to the Council prior to the meeting.
- 236** Women's Tour Cycling Event, Saturday 9 October 2021; Queen of the Mountains' Stage - Coddendam
Cllr Scoresby presented an update.
The Council mandated Cllr Scoresby to further encourage village organisations and groups to apply for grant funding to put on events.
The Council unanimously agreed that as the event is to be televised, the village should be seen to be looking at its best and so it was agreed that Cllr Scoresby should ask MSDC / SCC to ensure the verges are cut and looking tidy.
- 237** Autumn / Winter 2021 Parish Council Newsletter
The Council unanimously agreed to publish a Christmas / Winter edition of the Parish Council newsletter and for it to be ready for signing off at the November 2021 Council meeting.
- 238** General Public Rights of Way Matter, including Signage at Broom Hill and Mill Hill
Cllr Fowler advised that neither Broom Hill or Mill Hill have designated signage of ownership and disclaimers. The Council unanimously agreed to seek costings for appropriate signage and to apply to the District Cllrs Locality Budget for a grant to meet the costs of the project.

8.53pm The member of the public left the meeting.

In response to recent calls for the need for additional attention to be paid to Broom Hill, the Parish Council agreed to invoke number 3 of the Norse Schedule.

ACTION: The Clerk is to contact Norse with instructions to cut the grass at Broom Hill asap.

ACTION: The Clerk is to ask Norse to provide a tender for the annual upkeep of Broom Hill and Mill Hill.

- 239** To AGREE the 2021/22 Insurance Renewal
The Council unanimously agreed to accept the insurance renewal premium offer of £367.08.
- 240** To CONFIRM the Date of the Next Meeting of the Parish Council
The next meeting of the Parish Council will be held on 18 November 2021, 7.30pm at the Coddendam Centre.
- 241** Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting
Cllr Scoresby agreed to check the Parish Council owned grit bins in preparedness for the winter season.

The members of the 2022/23 Finance Working Group (Cllr Fawdry, Cllr Fowler, Cllr Peacock, Cllr Scoresby and the Clerk) will meet on 3 November at 7.30pm via Zoom to consider the 2022/23 budget and precept demand.

ACTION: The Clerk is to set up a Zoom meeting for 3 November 2021 at 7.30pm.

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

Chairman: _____

Date: _____

SUMMARY OF ACTIONS:

224 To RECEIVE Reports from the County and District Councillors

ACTION: The Clerk is to email Cllrs Passmore and Whitehead to ask them to seek an update from the MSDC planning department.

227 To RECEIVE an Update from the Coddensham Parish Council Highways Working Group and to AGREE Actions as Required, including the Suffolk County Council Lorry Watch Scheme and Designated Lorry Route and Group Membership

ACTION: The Clerk is to instruct Suffolk County Council in accordance with the Parish Council's resolution.

228 To RECEIVE a Report from the Coddensham Centre Management Group Representative

ACTION: The Clerk is to forward a copy of the Parish Council Grant Awarding Policy and Application Form to the Coddensham Centre CIO and to set out the timescale for submission.

232 To CONSIDER Planning Matters, including Consideration of Application Number DC/21/04768

ACTION: Cllr Peacock is to draft a response for the Clerk to submit to MSDC.

234 To AGREE to Remove the Toshiba Laptop from the Assets Register and to Dispose of

ACTION: The Clerk is to update the Assets Register.

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

ACTION: The Clerk is to set up a Zoom meeting for 3 November 2021 at 7.30pm.