

Coddenham Parish Council



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To All Parish Councillors

You are hereby summoned to attend the **Parish Council Meeting** to be held on **Monday, 4th September 2023**, scheduled for 7.30pm, at the Coddenham Centre Meeting Room, when the under-mentioned business will be transacted.

Sue Frankis

Clerk to the Council and Proper Officer

AGENDA

1. **APOLOGIES:** To **RECEIVE** and **APPROVE** apologies for absence
2. **DECLARATIONS OF INTEREST:** To **RECEIVE** any Declarations of Interest or Delegated Dispensation decisions or to **APPROVE** such dispensation requests as needed
3. **PUBLIC FORUM:**
 - a) to **RECEIVE** comments from residents of the parish on current agenda items
 - b) to **RECEIVE** reports from the County and District Councillors
4. **PARISH COUNCIL MEETING**
 - a) To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 13th July 2023
 - b) To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 13th July 2023
5. **CODDENHAM CENTRE:** To **RECEIVE** the report from the CPC Coddenham Centre Representative
6. **FINANCE and BUDGET:**
 - a) to **APPROVE** the Schedules of Payments for August and September 2023
 - b) to **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports for July and August 2023
 - c) to **AGREE** to transfer £1.85 from precept budget heading 'Data Protection' to precept budget heading 'Waste Management'
 - d) To **CONFIRM** timeline and process and to **AGREE** meeting date of the Finance Working Group for 2024/25 Budget and precept.
7. **EXTERNAL AUDIT:** To **RECEIVE** the Notice of Conclusion of Audit and the External Auditor Report and Certificate 2022/23

8. **INTERNAL AUDITOR**: To **AGREE** the continuing appointment of SALC as the Parish Council's Internal Auditor
9. **PARISH COUNCIL INSURANCE**: To **AGREE** and **ACCEPT** the 2023 Insurance Renewal
10. **REVIEW OF THE EFFECTIVENESS OF THE SYSTEMS OF INTERNAL CONTROLS**: To **APPOINT** a councillor to undertake a review of the Effectiveness of the Systems of Internal Controls
11. **PARISH COUNCIL RECORDS**: To **AGREE** to dispose of Parish Council records in accordance with the Parish Council Records Management and Document Retention policy
12. **DEDICATED PARISH COUNCIL EMAIL ADDRESS**: To **AGREE** to use a dedicated gov.uk or .org parish council email address
13. **WEBSITE** - for **CONSIDERATION** and **DECISION**: revised structure and content of Parish Council website, as requested by Cllr Gregory
14. **HIGHWAYS**: To **RECEIVE** an update from the Coddtenham Parish Council Highways Working Group and to **AGREE** actions as required
15. **GREEN SPACES**
 - a) To **RECEIVE** the Report from the Broom Hill Trust and to **AGREE** actions as required
 - b) To **RECEIVE** the Report from the Mill Hill, Broom Hill and Allotment Working Group
 - c) For **CONSIDERATION** and **DECISION** - obtaining legal advice on inclusion of Mill Hill in Broom Hill Trust and renaming to Mill Hill and Broom Hill Trust, as requested by Cllr Gregory
 - d) To **RECEIVE** update on Suffolk Council footpath maintenance 2023, as requested by Cllr Gregory
 - e) For **CONSIDERATION** and **DECISION**: closed footpath at Pipp's Ford, as requested by Cllr Gregory
 - f) For **CONSIDERATION** and **DECISION**: review of the tender responses and award of contract for maintenance for 2024 of Parish Council green spaces and footpaths, as requested by Cllr Gregory
 - g) For **CONSIDERATION** and **DECISION**: maintenance of kissing gates, as requested by Cllr Gregory
 - h) To **RECEIVE** the Churchyard Report and to **AGREE** actions as required
16. **NOTICEBOARD**: For **CONSIDERATION** and **DECISION**: adoption by Parish Council of noticeboard on Green Hill, as requested by Cllr Gregory
17. **PLANNING**: To **CONSIDER** planning matters, including receipt of the Planning Schedule August 2023
18. **2024 VILLAGE FETE**: For **CONSIDERATION** and **DECISION**: proposed activities to be co-ordinated by the Parish Council. Allocation of responsibility for activities, as requested by Cllr Gregory
19. **MSDC's 'PRIDE IN YOUR PLACE'**: To **AGREE** subject of Coddtenham's request for grant funding, as requested by Cllr Mills
20. **CODDENHAM PARISH EMERGENCY RESILIENCE PLAN**: To **AGREE** to produce a Coddtenham Parish Emergency Resilience Plan, as requested by Cllr Mills
21. **CLERK RECRUITMENT**: **Update** – Recruitment process, as requested by Cllr Gregory
22. **SIZEWELL MEETING**: **Update** – feedback from 25th July meeting, as requested by Cllr Gregory

23. **PROJECT GIGABIT: Update** – any blackspots reported, as requested by Cllr Gregory

24. **NEXT MEETING.**

- a) To **CONFIRM** the date of the next meeting of the Parish Council, 16th November 2023
- b) To **CONSIDER** Matters raised by members, including matters for consideration at the next Parish Council meeting (including for **CONSIDERATION** and **DECISION**: Parish Council general view of potential new development of single or multiple residential or other e.g. renewable development in the parish)