

CODDENHAM PARISH COUNCIL MEETING
Minutes of the Parish Council meeting held on 14 November 2023, 7.30pm
at the Coddenham Centre

Present: Cllr S Gregory (Chair), Cllr Mills (Vice-Chair), Cllr Burton, Cllr Soanes, Cllr Whitehead, Cllr Denning

In attendance: Ms M Burt, Clerk to the Parish of Coddenham
11 Members of the Public

The meeting was chaired by Cllr S Gregory.

581 To RECEIVE Apologies for Absence
None

582 To RECEIVE any Declarations of Interest or Delegated Dispensation Decisions or to APPROVE Such Dispensation Requests as Needed
Cllr Whitehead declared an interest in Planning Application DC/23/04912 and was excluded from considering this matter as a Councillor.

The meeting was adjourned.

583 PUBLIC FORUM

(i) to RECEIVE Comments from Residents of the Parish on Current Agenda Items Planning Application DC/23/04773 & DC/23/04091– The Dukes Head Inn

The Councillors were thanked by a member of the public for the Council's previous objections to this application and were asked whether anything further was known which was not in the public domain. The Chair confirmed that the Council did not have any such information. The comments from the public were largely to support the (seemingly expired) Change of Use to a residence but to oppose the application for consent to install a Mobility Lift, particularly in light of the fact that no mention had been made of adaptations to the interior of the property to make it more accessible and the possible noise and vibration caused by use of such lift which was likely to adversely affect neighbouring properties. In addition, the comments from the public raised concerns with the application for consent to install an external wall/planters due to the impact on neighbouring properties and because it would be likely to add to the traffic difficulties on the High Street.

Concern was also expressed at the disrepair of the property, particularly the state of the windows, which were severely dilapidated and may constitute a danger to the public.

(ii) to RECEIVE Reports from the County and District Councillors

A report from County Cllr Hicks had previously been circulated.

The meeting was reconvened.

584 (i) Planning Application DC/23/04773 & DC/23/04091

The Council unanimously **RESOLVED** to submit an objection to the applications to install both an external mobility lift and external wall/planters and to request that enforcement action be taken by MSDC in respect of the disrepair of the site.

(ii) Planning Application DC/23/04912

The Council **RESOLVED** to submit a recommendation of no objection (three Councillors for, two councillors against and one abstention).

(iii) Planning Application DC/23/05329

The Council unanimously **RESOLVED** to submit a recommendation of no objection.

586 To RECEIVE and CONFIRM Minutes of the Parish Council meeting held on 4 September 2023 and the Extraordinary Meeting held on 4 October 2023

The minutes of the meetings, having been circulated to the Council prior to the meeting, were confirmed and signed as true and accurate records of the meetings.

585 To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 4 September 2023 and the Extraordinary Meeting held on 4 October 2023

(i) Re minute Surgeries-the Council unanimously **RESOLVED** to take no further action

(ii) Re minute Kissing gates-see below

(iii) Re minute Limes trees-see below

(iv) Re minute Mill Hill Trust-see below

(v) Re minute

586 To CONSIDER and APPROVE the 2024/25 Budget & Precept, including Consideration of The Coddendam Centre Funding Request

An update on the 2024/5 budget had been circulated just prior to the meeting so it was agreed that the final budget discussion should be rescheduled for the meeting in January. Cllr Mills reported that the draft Budget & Precept for 2024/5 had been prepared by the previous Parish Clerk, Mrs Frankis and it was proposed that there be a reduction to the funding for The Coddendam Centre but, under the terms of the Transfer Agreement, the Parish Council would act as a contingency funder in the case of insufficient funds. Cllr Mills also reported that it was proposed that increases in funding were likely to be required for training for the new Parish Clerk and the tree surgery required. It was noted that there was no proposed budget for Churchyard maintenance but that there was £4,000 in the Reserve Fund.

Cllr Whitehead asked that the requirement for a separate PWLB Contingency fund be placed on the agenda for the January meeting.

ACTION: CLERK TO INCLUDE APPROVAL OF BUDGET & PRECEPT 2024/5 AND CONSIDERATION OF PWLB CONTINGENCY FUND ON AGENDA FOR JANUARY MEETING

587 To RECEIVE and NOTE an Update to the Parish Plan

An update on the Parish plan had previously been circulated.

The Report had been circulated prior to the meeting. It was noted that Suffolk County Council had been tasked with redesigning the junction at Rectory Lane to reduce the number of large vehicles traversing Coddendam High Street East to West. The Council agreed that it would be pointless to continue with a community questionnaire and consultation pending sight of the SCC Highways revised drawings for the Rectory Road junction.

Discussion was had regarding the request from a Parishioner to replace the missing Deer Warning sign on B1078. The Clerk had ascertained that any such sign could only be erected at the Parish's expense, estimated at c£1,000.

The Council unanimously **RESOLVED** that such expense was unbudgeted and it would therefore not be undertaken and requested that the Clerk revert to the Parishioner.

ACTION: CLERK TO REVERT TO PARISHIONER.

589 BROOM HILL, MILL HILL, THREE COCKED HAT, ALLOTMENTS, FOOTPATHS

(i) to RECEIVE the Report from the Broom Hill Trust Council and to AGREE Actions as Required

Cllr Soanes reported that Sulphur Clover seeds would be planted in Spring 2024; this is a native wild plant indigenous to the area. She also reported that the revised Natural History Trail boards, funded by The Gardemau Trust and Suffolk County Council Locality budget, had gone to print.

ACTION: SULPHUR CLOVER SEED TO BE PLANTED IN SPRING 2024.

(ii) to RECEIVE the Report from the Green Spaces Working Party and to AGREE Actions as required

The Green Spaces report had been circulated prior to the Meeting.

Cllr Mills reported that saplings growing inappropriately by the churchyard wall had now been removed, as had the trees on the footpath to Mill Hill.

Cllr Burton reported that there was a brick loose at the bottom of the churchyard wall by the roadside which needed some minor repair and agreed to undertake this repair in the near future. Cllr Soanes reported that quotes were being obtained for repairs to the tombs and that the PCC were happy with the grass cutting. Cllr Soanes confirmed that materials to repair the kissing gate had been purchased and the work should be completed in the next few weeks; also materials to repair the footpath steps and weatherproof the bench on Mill Hill had been purchased and work would be undertaken shortly.

Cllr Burton confirmed that most of the materials to build the water collection 'stations' at the Allotments have been procured and a letter has been sent to Allotment Holders advising them of the work to be undertaken and that the siting of these 'stations' had yet to be decided but that they would not impede access to individual allotments.

Cllr Soanes also reported that two replacement lime trees for the Three Cocked Hat site would be provided by MSDC.

ACTIONS: CLLR MILLS AGREED TO PRODUCE THE REPORT ON THE CLOSED CHURCHYARD GOING FORWARD. CHURCHYARD WALL TO BE REPAIRED. KISSING GATE TO BE REPAIRED. FOOTPATH STEPS TO BE REPAIRED. BENCH TO BE WEATHERPROOFED. CLERK TO CHASE PROVISION OF LIME TREES WITH MSDC

(iii) To CONSIDER and DECIDE whether a separate Trust for Mill Hill should be created

Cllr Gregory reported that legal advice on this subject would cost in the region of £500 + VAT. The Council unanimously **RESOLVED** to revisit the issue once the outstanding PWLB loans have been repaid.

(iv) to CONSIDER and DECIDE awarding of contract for the maintenance of Parish Council green spaces for 2024

The quote from Hartleys had been previously circulated.

The Council unanimously **RESOLVED** to accept the quote from Hartleys, subject to amendment removing the cutting of the short grass areas in the Closed Churchyard.

ACTION: CLERK TO CONTACT HARTLEYS AND ACCEPT QUOTE, SUBJECT TO THE AMENDMENTS

(v) To CONSIDER and DECIDE the use of MSDC Grant Funding of £250

IT was noted that the Council had been afforded The Pride in Your Place grant from MSDC in the amount of £250.

The Council unanimously **RESOLVED** to provide one super guppy type bin, funded by The Pride in Your Place grant in the lay-by near the A140 junction and another smaller bin, funded out of CIL funds, on the Old Norwich Road, exact location to be determined.

ACTION: COUNCILLORS TO DECIDE EXACT LOCATION OF BINS

ACTION: CLERK TO ORDER BINS AND, ONCE INSTALLED, ARRANGE FOR MSDC WASTE MANAGEMENT TO EMPTY THEM

590 To CONSIDER and DECIDE possible use of CIL Funding

Cllr Soanes suggested that such funding should be used to support The Coddendam Centre (TCC) in replacing benches on the Recreation Ground providing wheelchair access was taken into account and preferably with items made of recycled plastic. Cllr Burton requested that a Health & Safety report on the state of the play equipment and other furniture should be requested from TCC. Cllr Mills agreed to speak with TCC.

ACTION: CLLR MILLS TO SPEAK WITH TCC IN RELATION TO PROPOSALS TO REPLACE THE BENCHES AND REQUEST SIGHT OF HEALTH & SAFETY REPORTS ON THE PLAY EQUIPMENT AND OTHER FURNITURE.

591 FINANCE:

(i) to APPROVE the Schedule of Payments for September and October 2023

The Council unanimously approved the September and October 2023 schedule of payments for £5,323.78 net of VAT.

(ii) to AGREE the Bank Statement Balances and to RECEIVE the Budget and Precept Reports for September and October 2023

The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports for October 2023 had been circulated to the Council prior to the meeting. Cllr Whitehead explained that an additional line had been inserted in the October report for Clerk's Home Expenses since these had been payable to Mrs Frankis. The Council unanimously agreed that the Bank Statements and Budget & Precept Reports for October were approved; the September Budget & Precept Report had not circulated and was deferred to the January 2024 meeting.

ACTION: SEPTEMBER BUDGET & PRECEPT REPORT TO BE INCLUDED IN JANUARY 2024 MEETING

592 To RECEIVE and APPROVE the Coddendam Emergency Resilience Plan and CONSIDER any actions required following Storms Babet & Ciaràn

Cllr Mills reported that Coddendam Community Response Group (CCRG) had contributed to the Plan but that MSDC was not in a position to do so at present, due to the aftermath of the recent bad flooding; this topic would be returned to in January 2024. There was a discussion about the frequent flooding of Lower Road and Cllr Mills raised the issue of perhaps fitting gates at either end of the road, to be closed in times of wet weather. Cllr Mills offered to check the viability with SCC Highways and asked that this issue be added to the Agenda for the next meeting.

ACTION: CLERK TO ADD THIS AS AN AGENDA ITEM. CLLR MILLS TO DISCUSS LOWER ROAD WITH SUFFOLK HIGHWAYS

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

The next meeting of the Parish Council is to be held on 3 January 2024, 7.30pm at the Coddendam Centre Meeting Room.

Cllr Burton gave his apologies in advance as he would be away on that date. Cllr Soanes expressed a preference for meetings to be held on Wednesdays in the future.

- (i) Donation to Citizens Advice Bureau
- (ii) Treatment of housing developments
- (iii) Funding of the Parish website
- (iv) Street lighting
- (v) Notice board sign
- (vi) Traffic mirror outside the Community Shop
- (vii) Lower Road flooding
- (viii) Grit Bin
- (ix) Risk Register
- (x) Resilience Plan
- (xi) Approval of 2024/5 Budget
- (xii) PWLB Contingency Fund
- (xiii) Effectiveness of System of Internal Controls

There being no other business, the meeting closed at 21:37.

Chair: _____

Date: _____

Meeting Date	Minute #	Action	Cllr/Clerk	Completed
13/10/22	22/23 415(ii)	To ask the Community Shop committee if CPC drop-in surgeries can be held at the weekend. Awaiting a response from the shop committee, to enable further discussions / decisions. The PCC are happy for CPC surgeries to be held in the Church, to coincide with the regular coffee mornings. To be picked up after the May election.	NM	
24/11/22	22/23 441		NM	
19/01/23	22/23 463			
16/03/23	22/23 491		NM	
14/11/23	23/24 585(i)	No further action required		NO FURTHER ACTION
16/03/23	22/23 480	To consider new sites for grit bins around the village. It was agreed to seek permission from TCC for CPC to install a grit bin the gateway of the recreation ground. Decision required re siting of bins	All Cllrs	
11/05/23	23/24 512		All Cllrs	

16/02/23	22/23 488	To repair the churchyard footpath by the 'kissing gate'.	NM	
13/07/23	23/24 550			
04/09/23	23/24 571(vii)	Questions have been raised with regards to accessibility and whether the gates should remain.		
14/11/23	23/24 589 (i)	The removal of the gates is likely to be a controversial matter and it was agreed to put the question out for consultation, before making a decision. Following feedback received from parishioners regarding the future of the 'kissing gates', the Council agreed retain and repair the gates; the works will be undertaken by the Working Group.		
11/05/23	23/24 520	To put together a formal PRoW claim for footpaths cutting through the churchyard.	DB	
		Contact MSDC to enquire about the availability of	SF	

		<p>two/three Lime trees.</p> <p>The Clerk continues to chase MSDC.</p> <p>JS to let Clerk have What 3 Word reference for location Clerk to order trees from MSDC</p>	<p>JS</p> <p>MB</p>	
13/07/23	23/24 544(iii)	Investigate whether the land known as Mill Hill can be added to the existing Broom Hill Trust and to look at the mechanics for doing this Cllr Gregory continues to seek legal advice.	SG	
04/09/23	23/24 559			
14/11/23	23/24 589(iii)	Deferred due to cost		DEFERRED
13/07/23	23/24 544(iv)	Prepare a schedule for the tree works with a two-year priority and obtain a quote from Eastwood Tree Services; this will be for 2024/25 budgetary purposes.	SF	04/09/23
13/07/23	23/24 544 (v)	Prepare a map of the footpaths to be cut and provide a schedule of which footpaths can be cut by	DB	COMPLETED
04/09/23	23/24 571(iii)			

		<p>mower and which require hand cutting.</p> <p>To forward the completed map to SCC and to ask they add those paths previously omitted to the 2024 cutting schedule. Prepare a Tender Invite to be distributed to contractors.</p>	SF	COMPLETED
13/07/23	23/24 544 (vi) allotment water supply	Research possible products.	DB JS	
04/09/23	23/24 571(ii)	Research possible funding opportunities.		
14/11/23	23/24 589 (II)	<p>To draft a piece for the Clerk to canvass the allotment holders for their views on the proposal.</p> <p>Letters sent to Allotment Holders</p> <p>Materials obtained. Work will commence in Spring 2024</p>	JS MB	
04/09/23	23/24 566	To undertake the Review of the Effectiveness of the Systems of Internal Controls.	JW	

04/09/23	23/24 570	To contact SCC to seek permission to install deer warning signs on Needham Road and to request a costing for the works.	SF	
14/11/23	23/24 588	Clerk to revert to parishioner with Council decision	MB	
04/09/23	23/24 571(iv)	To put together a proposal whereby the Parish Council requests to work with SCC to divert footpath 27.	DB	
04/09/23	23/24 571(vi)	To invite Vertas to submit a tender for the 2024 grass cutting. Vertas did not respond to request for quotation. MB contacted Vertas and requested a quotation. Quotation not provided within the requested timetable.	SF MB	NO FURTHER ACTION
04/09/23	23/24 575	To complete and submit the MSDC 'Pride in Your Place' grant application form.	SF	COMPLETED
04/09/23	23/24 578	Project Gigabit: to notify SCC of the poor broadband	SF	

		<p>service at Pipp's Ford.</p> <p>Clerk reverted to Pipp's Ford resident as no link found for Council to report poor service</p> <p>MB sent email to SCC Councillor Hicks to ask about proper channels</p>	<p>MB</p> <p>MB</p> <p>MB</p>	
14/11/2023	23/24 589 (iv)	Clerk to contact Hartleys and accept quote, subject to amendments	MB	COMPLETED
14/11/23	23/24 590	NM to speak to TCC re replacement of benches and other furniture on Recreation Ground	NM	
14/11/23	23/24 589(i)	Sulphur Clover seeds to be planted in Spring 2024	JS	
14/11/23	23/24 589(ii)	Churchyard wall to be repaired	DB	
14/11/23	23/24 589(ii)	Mill Hill steps to be mended and bench to be weatherproofed	Working Party	
14/11/23	23/24 589(ii)	Possible gates to be installed at each end of Lower Road NM to pursue with SCC	NM	

14/11/23	23/24 589(v)	Clerk to order new litter bins & arrange MSDC Waste Mgt to empty once in situ	MB	
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Abbreviations:

Cllr D Burton	DB	Cllr Rob Denning	RD
Cllr S Gregory	SG	Cllr Nick Mills	NM
Cllr Jane Soanes	JS	Cllr J Whitehouse	JW
Clerk, Sue Frankis	SF	Clerk, Maggie Burt	MB