

CODDENHAM PARISH COUNCIL MEETING
Minutes of the Parish Council meeting held on 3 JANUARY 2024, 7.30pm
at the Coddenham Centre

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

In attendance: District Cllr David Penny
Ms M Burt, Clerk to the Parish of Coddenham (virtual attendance)
2 Members of the Public

The meeting was chaired by Cllr S Gregory.

594 To RECEIVE Apologies for Absence

The Council unanimously **RESOLVED** to receive the apologies of Cllr Burton for his absence on a personal matter.

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

Cllr Soanes declared an Interest as an Allotment Holder in relation to minute 602 below.

The meeting was adjourned.

596 PUBLIC FORUM

(i) to RECEIVE Comments from Residents of the Parish on Current Agenda Items

Planning Application DC/23/04091 The Dukes Head Inn. A member of the public questioned whether the most recent proposals were accurately captured in both writing and plans. There were no other objections to the revised proposals

Other. A member of the public requested that the updating and simplification of the CPC website be noted.

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

District Cllr Penny provided his report for December 2023, particularly highlighting the £2m Government funding available to support the Cosy Homes programme. He also reported that Coddenham had escaped the worst of the recent flooding. He made the Parish Councillors aware of meetings to be held in Debenham on 26 January 2024 between parishioners, Suffolk County Council, the district council and the Environment Agency to discuss the c1,000 flooded properties in Suffolk caused by Storm Babet. District Councillor Penny also advised that Council Tax was to be increased on second homes and holiday lets.

The meeting was reconvened.

597 (i) Planning Application

Planning Application DC/23/04091 – The Dukes Head Inn

The Parish Council unanimously **RESOLVED** to submit no further objections, provided the condition set out by Highways England was imposed.

(ii) Planning Application DC/23/04446 - Tyde Barn, The Green, Coddenham, Ipswich Suffolk IP6 9UN

It was noted that the Public Footpath sign to the west of the site had been knocked over. The Parish Council unanimously **RESOLVED** to make no objection to this application, provided that footpath access was not impeded and that comments of various other bodies regarding Rights to Way preservation, Ecological issues and access for fire and rescue were taken into account.

(iii) Planning Application DC/23/05322 - Coddenham Hall Cottage, Coddenham Hall Farm, High Street, Coddenham Ipswich, Suffolk

The Parish Council unanimously **RESOLVED** to submit no objections to this application.

(iv) Planning Application DC/23/05317 - Coddenham Hall Cottage, Coddenham Hall Farm, High Street, Coddenham Ipswich, Suffolk

The Parish Council unanimously **RESOLVED** to submit no objections to this application.

598 To RECEIVE and CONFIRM Minutes of the Parish Council meeting held on 14 November 2023

Cllr Soanes having previously requested an amendment be made to Min No. 589(i) to include the contribution of the Gardemau Trust and the Suffolk County Council locality budget to covering the cost of the updated Natural History Trail boards, this amendment was **AGREED** and the Minutes, as amended, were unanimously **AGREED** to be a true and fair record of the meeting.

599 To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 14 November 2023

It was **RESOLVED** that the Clerk should continue to chase County Councillor Hicks for a response on the request for a point of contact for residents to report broadband issues under Project Gigabit.

600 To CONSIDER The Coddenham Centre Funding Request

TCC had previously requested help with funding a dishwasher for TCC, which request had been considered under Min No. 105 of the Parish Council meeting held 27 October 2019. It was unanimously **RESOLVED** that the Parish Council should purchase the dishwasher for the amount of £3,202.00 plus VAT using CIL funds and donate it to TCC.

Cllr Soanes raised the question of whether CIL funds could also be used to help fund new furniture and equipment at the Recreation Ground. Cllr Mills advised that the annual inspection was due in February 2024 with the report being available in March 2024. It was **AGREED** to revisit this topic following receipt of that report.

601 To RECEIVE and NOTE an Update in relation to HIGHWAYS

(i) A report by the Highways Working Group was given by Cllr Denning. The Group had liaised with Suffolk County Council regarding proposed improvement to the junction at Rectory Road. Cllr Soanes requested that consultation with Hemingstone Parish Council be undertaken, given any changes would impact upon their parish. Use of ANPR cameras had been discussed with SCC.

(ii) With regard to Coddenham High Street, a discussion was had regarding the possibility of finding off road parking for residents but it was felt that the aim of any consultation should be to make the lives of residents easier, rather than those of drivers negotiating the High Street.

(iii) Cllr Denning requested that the owners of Coddenham Hall be required to cut down the hedge by the hump back bridge on the B1078 but it was considered that removal of existing hedges is not a matter for the Parish Council.

(iv) Cllr Mills reported that the question of gates at each end of Lower Road had been raised with SCC who had expressed a wish for this to be included in any consultation with residents. Cllr Soanes reported that it appeared the culverts may be blocked as water was not flowing as it should. Unfortunately, ownership of this area is not established. It was **RESOLVED** that the Parish Council should ask SCC to write to residents on Lower Road asking them to undertake any necessary maintenance.

(v) The question of a traffic mirror to be installed on the facade of the Community Shop was discussed but because of the likelihood of this being able to produce a glare which might adversely impact traffic, it was **RESOLVED** that this was not a matter for the Parish Council to take forward.

602 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

The above report was received prior to the meeting. A meeting was held with Suffolk Wildlife Trust who advised on future management of hedgerows, including infill recommendations. Further working party dates in February 2024 will be confirmed at a later date.

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

The issue of untended allotment plots was raised and what sanctions should be applied to ensure compliance. Cllr Soanes cautioned that the Winter was not a good time to identify lack of tending but this issue should be revisited in the Spring. Cllr Mills suggested that a letter be written asking plot holders to put their plot in order but agreed that a process needed to be devised for dealing with allotment holders who did not keep their plot in good order. It was **AGREED** that all allotment holders would receive a letter along with their invoice reminding them tht plots should be kept in good order.

603 To CONSIDER the Closed Churchyard Report and to AGREE Actions as Required

Cllr Mills reported that, as discussed at the last meeting, the Closed Churchyard wall requires some attention and some weed clearance was required and that this would be undertaken once Cllr Burton returned.

604 FINANCE:

(i) to APPROVE the Schedule of Payments for September & November 2023

The Council unanimously **APPROVED** the above Schedules of Payment.

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

A discussion was had regarding the reconciliation of the Reserve Account with the reserve amount as set out in the current Budget Report and Cllr Whitehead reported that this would be completed at the start of the next fiscal year.

(iii) A request had been made for a donation to Citizens Advice Bureau and the Council unanimously **RESOLVED** to make a donation of £100.

(iv) The Council unanimously agreed to **APPROVE** the Budget for 2024/5 as presented in draft form to the meeting

605 UPDATED RISK REGISTER:

The Council unanimously agreed to **POSTPONE** consideration of the revised Risk Register to the next meeting.

606 RESILIENCE PLAN:

Cllr Mills reported that the draft Resilience Plan had been prepared based on the district template and required completion of names in the appendices which Cllr Mills will discuss with the CCRG before submitting the plan to the district council for sign off.

The Council unanimously agreed to **APPROVE** the draft resilience plan for the Council as placed before the meeting and to authorise Cllr Mills to agree names to be included in the appendices with the CCRG before submitting the plan to the district council for sign off.

607 EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROLS:

Cllr Whithead requested that the report on the effectiveness of system of internal controls should be placed before the March meeting.

608 POTENTIAL DEVELOPMENTS:

A discussion was held on whether it was possible to develop a framework, in the interest of fairness, to provide a consistent approach to potential development applications but, after discussion, it was considered that it was difficult to do this as each will have individual characteristics and therefore such should be treated on a case by case basis within the planning rules.

609 GRIT BINS:

Cllr Soanes suggested that any new Grit Bin would best be placed where the greatest footfall was, i.e. where the path from TCC came downhill or at the Recreation ground gates. She requested that TCC should be requested to host the bin.

610 STREET LIGHTING:

The Clerk was asked to request an update on the street lighting upgrade from MSDC.

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

The next meeting of the Parish Council is to be held on Thursday 14 March 2024 at 19.30 at the Coddendam Centre Meeting Room and it was AGREED that the following matters should be included on the agenda.

- (i) Risk Register
- (ii) Review of Allotments
- (iii) Effectiveness of System of Internal Controls
- (iv) Plan update
- (v) A meeting with UKPN relating to network resilience (if possible)
- (vi) Newsletter
- (vii) Proposal to divert Footpath 27

There being no other business, the meeting closed at 21.27

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.	NM	
24/11/22	22/23 441	Awaiting a response from the shop committee, to enable further discussions / decisions.	NM	
19/01/23	22/23 463			
16/03/23	22/23 491	The PCC are happy for CPC surgeries to be held in the Church, to coincide with the regular coffee mornings.	NM	
		To be picked up after the May election.		
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.	All Cllrs	
11/05/23	23/24 512	It was agreed to seek permission from TCC for CPC to install a grit bin at the gateway of the recreation ground.	All Cllrs	
		Identification of exact location required re siting of bin	DB	

03/01/24	23/24 604	If site on TCC land, Clerk to write to TCC asking for permission	MB	
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	DB	

		cutting through the churchyard.		
		<p>Contact MSDC to enquire about the availability of 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>MSDC confirmed that trees will be provided and location identified to them. Trees should be available early 2024</p>	<p>SF</p> <p>JS</p> <p>MB</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	SG	
04/09/23	23/24 559	Clr Gregory continues to seek legal advice.		
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 mower and which require hand cutting.	DB	COMPLETED
04/09/23	23/24 571(iii)	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.	DB 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)	To draft a piece for the Clerk to canvass the allotment holders for their	JS	

		views on the proposal. Letters sent to Allotment Holders Materials obtained. Work will commence in Spring 2024	MB DB	
04/09/23	23/24 566	To undertake the Review of the Effectiveness of the Systems of Internal Controls.	JW	
03/01/24	23/24 606	CLr Whitehead requested consideration at March 2024 meeting.	MB – Add as Agenda Item	
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 not to pursue	MB	COMPLETED
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	Added as Agenda Item for March 2024 meeting
04/09/23	23/24 571(vi)	To invite Vertas to submit a tender for the	SF	

		<p>2024 grass cutting. Vertas did not respond to request for quotation.</p> <p>MB contacted Vertas and requested a quotation. Quotation not provided within the requested timetable.</p>	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	<p>Project Gigabit: to notify SCC of the poor broadband 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>SF</p> <p>MB</p> <p>MB</p> <p>MB</p>	
03/01/24	23/24 599	Clerk to chase for response	MB	
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 and weeds cleared	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	
03/01/24	23/24 601 (iv)	SCC to be requested to write to landowners/residents on Lower Road requesting undertaking of necessary maintenance to ensure proper water flow.	MB	
03/01/24	23/24 602 (ii)	Cllr Soanes to identify allotment plots in need of work	JS	

03/01/24	23/24 604 (iii)	Donation of £100 to be made to Citizens Advice Bureau	MB	
03/01/24	23/24 609	Street Lighting Upgrade – clerk to chase update. MSDC contractors should complete upgrade w/c 8 Jan 24	MB	COMPLETED
14/11/23	23/24 589(v)	Clerk to order new litter bins & arrange MSDC Waste Mgt to empty once in situ	MB	

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