To All Parish Councillors

You are hereby summoned to attend the **Parish Council Meeting** to be held on **Thursday 14 March 2024**, scheduled for **7.30pm**, at the Coddenham Centre Meeting Room, when the under-mentioned business will be transacted

Maggie Burt

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:**
4. to **RECEIVE** comments from residents of the parish on current agenda items
5. to **RECEIVE** reports from the County and District Councillors

1. **PLANNING**: To **CONSIDER** planning matters, including receipt of the current Planning Schedule
2. **PARISH COUNCIL MEETING**
3. To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 3 January 2024
4. To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 3 January 2024
5. **HIGHWAYS**
6. To **RECEIVE** an update from the Coddenham Parish Council Highways Working Group and to **AGREE** actions as required
7. **GREEN SPACES**
8. To **RECEIVE** the Report from the Broom Hill Trust and to **AGREE** actions as required
9. To **RECEIVE** the Report from the Mill Hill, Three Cocked Hat and Allotments Working Groups and to **AGREE** actions as required
10. To **RECEIVE** the Churchyard Report and to **AGREE** actions as required
11. To **CONSIDER** and **APPROVE** a review of allotment management, confirm the communication with allotment holders re upkeep and to **AGREE** actions as required, including under what circumstances will action be taken to recover an allotment and agree actions as required
12. To **CONSIDER** possible participation in the Open Garden event in June 2024 and to **AGREE** actions as required
13. to **APPROVE** the applications by the council to MSDC for a payment of £500 as a Locality Award and to SCC for the same amount towards revision of the Coddenham circular walks leaflets
14. **FINANCE**
15. to **APPROVE** theSchedules of Payments for December 2023, January and February 2024
16. to **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports for December 2023, January 2024 and February 2024
17. to **CONSIDER** and **APPROVE** the application for a new Barclaycard Account for the clerk following closure of the previous account
18. to **CONSIDER** and **APPROVE** the addition of Cllr Whitehead as an authorised signatory to the Bank Accounts
19. to **CONSIDER** and **AGREE** what level of individual items of expenditure the Parish Council should report in light of the lack of guidance in the Transparency Code
20. to **CONSIDER** and **AGREE** aReservespolicy
21. **RISK REGISTER**: To **CONSIDER** and **APPROVE** the revised risk register for the Council
22. **EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROLS:** To **CONSIDER** and **APPROVE** the report on the effectiveness of system of internal controls
23. **GRIT BINS:** To **CONSIDER** expenditure on a new grit bin in the village at the entrance to the Recreation Ground (as confirmed with TCC) and to **AGREE** actions as required
24. **STREET LIGHTING**: To receive an **UPDATE** on the proposed works to be undertaken to the street lighting
25. **RESILIENCE PLAN:** To receive an **UPDATE** of the Parish Resilience Plan including a meeting with UKPN relating to network resilience (if possible)
26. **PARISH PLAN**: To receive an **UPDATE** of the current status of Plan working groups including an **UPDATE** on the proposed recycling event in March 2024
27. **PARISH NEWSLETTER:** To **CONSIDER** and **APPROVE** items for inclusion in the next Parish Newsletter
28. **DIVERSION OF FOOTPATH**: To **CONSIDER** a proposal to divert Footpath 27 and **AGREE** actions as required
29. **SLCC MEMBERSHIP:** To **CONSIDER** and **APPROVE** renewal of the Parish Council’s membership for 2024/25 and to **CONSIDER** and **APPROVE** a response to SALC’s Membership Survey, completion of which is due by 29 March 2024
30. **FREEDOM OF INFORMATION ACT REQUESTS:** To **PROVIDE** an **UPDATE** onany FOIA requests received
31. **CIL:** To **CONSIDER** an application for CIL funding to replace two picnic tables for the Recreation Ground at a cost of £437.57 per unit excluding VAT and **AGREE** actions as required
32. **WEBSITE MAINTENANCE:** To **IDENTIFY** and **APPROVE** a Councillor to take on those maintenance items of the website not undertaken by the clerk from 30 April 2024
33. **CCRG AND TVN:** To **CONSIDER** and **APPROVE** the Parish Council’s representative on the CCRG and the Editor and Producer of TVN updates for the future
34. **DEER WARNING SIGNS**: To **CONSIDER** a request from a parishioner for the purchase and installation of a deer warning sign on the B1078 exiting the village towards Hemingstone and **AGREE** actions as required
35. **DEFIBRILLATORS:** To **CONSIDER** whether there are any additional possible sites for the installation of a defibrillator to take advantage of the Community Defibrillator Scheme being run by the Department of Health & Social Care providing match funding for 1900 community external defibrillators
36. **NEXT MEETINGS**
37. To **CONFIRM** the date of the Annual Meeting of the Parish Council to be held at 7.30pm on 8 May 2024 and the Annual Parish Meeting at 7.30pm on 15 May 2024, both meetings to be held at The Coddenham Centre
38. To **CONSIDER** and **APPROVE** the following dates for Parish Council Meetings, all to be held at The Coddenham Centre, starting at 7.30pm:

10 July 2024

2 September 2024

6 November 2024

8 January 2025

6 March 2025

1. To **CONSIDER** matters raised by members, including matters for consideration at the next Parish Council meeting