

CODDENHAM ANNUAL PARISH COUNCIL MEETING
Minutes of the Annual Parish Council meeting held on 8 May at 7.30pm
at the Coddenham Centre

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

In attendance: County Cllr. Matthew Hicks
Ms. M Burt, Clerk to the Parish of Coddenham
1 Member of the Public

638 To ELECT the Chair, including signing of the Declaration of Acceptance of Office
Cllr. Gregory was unanimously elected as Chair to the Council and signed the Declaration of Acceptance of Office. The meeting was chaired by Cllr. S Gregory.

639 To ELECT the Vice-Chair
The Council unanimously elected Cllr. Mills as Vice-Chair

640 To RECEIVE Apologies for Absence
Cllr. Denning had submitted his apologies for absence which were accepted by the Council.

641 To RECEIVE any Declarations of Interest or Delegated Dispensation Decisions or to APPROVE Such Dispensation Requests as Needed
Cllr. Denning had submitted a Declaration of Interest to the Clerk in the matter of Planning application DC/24/01689.

Cllr. Mills and Cllr. Gregory declared an interest in Planning application DC/24/01666. Both were excluded from considering this matter as Councillors and it was noted that the meeting would not, therefore, be quorate in relation to discussion of this matter.

Cllr. Soanes declared an Interest as an Allotment Holder in relation to Agenda Item 8 and Cllr. Burton retrospectively declared an interest in respect of Agenda Item 9a).

The meeting was adjourned.

642 PUBLIC FORUM

(i) to RECEIVE Comments from Residents of the Parish on Current Agenda Items Planning Application DC/23/01689

A member of the public reported on a meeting which had been held with the architect working on this project and a Senior Planning Officer from MSDC. At this meeting, a copy of the transcript of which was provided to the Council, it was emphasised that this was an outline planning application only and the style and appearance of the proposed house would be covered in more detailed discussions if outline planning permission was granted.

(iii) to RECEIVE Reports from the Police & Crime Commissioner, County and District Councillors
County Cllr. Hicks had previously circulated his report. He confirmed that work by the Highways Dept on the redesign of the Rectory Road junction had proceeded. It had been concluded that visual narrowing of the junction by means of white lines and hatching and new signage was necessary and that this work would be concluded within the next 10-14 weeks at a cost (to SCC) of some £4,500. In relation to a query from Cllr. Burton at a previous meeting, County Cllr. Hicks had investigated the clearing of drains and gullies and it appears that their location maps for these was not complete. Cllr. Burton had sent details of those which appeared to be missing and County Cllr. Hicks agreed to have these added to SCC records. He would also review the programme of drain and gully clearance but emphasised that no amount of clearing would have

coped with the inundation of mud and debris from fields during the increased rainfall over the past six months.

Cllr. Soanes stated that she had been unable to contact the Public Rights of Way officer at SCC. County Cllr. Hicks invited Cllr. Soanes to email him the details of her findings as to blocked/damaged PRoWs and he would take this up with the relevant officer.

Cllr. Gregory requested an update on the roadworks at Otley Bottom which, whilst beyond the Coddendam Parish boundaries, was causing parishioners major delays. County Cllr. Hicks stated that there was a hold up on the works at present as a permit was needed from the Environment Agency since some of the land and infrastructure was not owned by SCC but that it was hoped that works would be undertaken in July 2024.

The meeting was reconvened.

644 (i) Planning Application DC/24/01689

Cllrs. Burton, Soanes and Whitehead expressed support for this application, whilst Cllr. Mills had no objection. The Council **AGREED** to support to application, provided that any grant of permission included the imposition of an adequate Traffic Management Plan.

(ii) Planning Application DC/24/1692

The Council unanimously **AGREED** to raise no objections to this application.

(iii) Planning Application DC/24/01666

The Council were inquorate and therefore no discussion was had on this application.

645 To RECEIVE and CONFIRM Minutes of the Parish Council meeting held on 3 January 2024

The Minutes were unanimously **AGREED** to be a true and fair record of the meeting.

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

Minute 624 – Grit Bins. Cllr. Mills advised that this matter has now been passed over to TCC/Day Foundation.

Minute 619(ii)(b) – Combination lock for allotments. Cllr. Soanes reported that she was pursuing purchase of an appropriate length/size of chain and would report back once it was purchased.

Minute 601(iv) – Gates to Lower Road. Cllr. Whitehead reported that this issue was still to be discussed by the Highways Working Group.

Minute 618(ii) – Moving the SID within the village to enhance compliance with the speed limit. Cllr. Whitehead reported that this issue was still to be discussed by the Highways Working Group.

It was noted that a number of additional outstanding items were for the Roads working group and Cllr. Whitehead was requested to take this forward with the Roads working group.

647 To RECEIVE and NOTE an Update in relation to HIGHWAYS

(i) A report by the Highways Working Group had previously been circulated by Cllr. Whitehead.

(ii) The question of traffic calming through the village, particularly passed the Church, was discussed and it was noted that any proposal such as ramps or bumps would need the general consent of parishioners.

(iii) The possibility of installing a 40mph zone beyond Three Cocked Hat and at the Hemingstone end of the village on B1078 was again discussed but it was felt unlikely that this road would comply with the density requirements for such a limit.

(iv) The clerk was requested to contact Cllr. Hicks and request removal by the Highways department of the non functioning speed indicator device situated at the north end of the village on the B1078 when the works to Rectory Road were being undertaken in the next few months.

648 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.

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

- a) Cllr. Soanes reported that two posts had been acquired for the new litter bins installed but that a further one was needed to replace that holding the dog waste bin at Old Norwich Road. The Clerk was requested to add that dog waste bin to the Asset Register.
- b) Cllr. Soanes also reported that a quotation for a new sign for Broom Hill had been sourced from Hudson Signs which replicated the existing (broken) sign at a cost of £216 inclusive of VAT. She advised that, although this quotation was higher than the one obtained from Signomatic, this company could not accurately replicate the existing sign. It was felt that replication of the existing sign was preferable and the Council unanimously **AGREED** to accept this higher quotation and to fund the cost from CIL monies and the Clerk was instructed to order the sign.
- c) Cllr. Soanes stated that the question of the possible rearranged layout of the allotment plots no longer required consideration.
- d) In addition, it was **AGREED** that the question of unmanaged allotment plots would be reviewed in July and appropriate action decided at the next meeting of the Council, if necessary. It was suggested that, should a plot or plots remain unworked, consideration might be given to making a Community Plot, for the good of the whole community.
- e) The provision of extra water collection equipment for the allotments was discussed and the Council unanimously **AGREED** that two further extension tanks should be ordered, at a cost of £190 (including VAT), the cost to come from the Allotment Reserve. The clerk was asked to order the tanks and arrange delivery to Cllr. Burton.
- f) The quotation from Eastwood Trees for the Year 2 priority works of £1,620 + VAT was unanimously **AGREED**, it having been ascertained that the quotation remained valid. With regard to the Year 1 Inspections on T4 and T7 included in the quotation; it had been ascertained that these had not been fully carried out and Eastwood Trees had been requested to complete these as soon as possible and let the Council have their report. It was noted that further works may be required as a result of these investigations.
- g) Cllr. Soanes reported that footpath 14 runs parallel to Footpath 22 for a short period on Mill Hill and is blocked by undergrowth as everyone uses the section of footpath 22 for that distance. However, since the blocked section of footpath 14 does not lead anywhere different to Footpath 22, there was no detriment and removing the blockage would not be pursued.
Cllr. Soanes also raised the issue of whether more warning signs need to be added to the footpaths which eventually led to crossing of the A14. It was **AGREED** that this issue would be added as an Agenda item for discussion at the next meeting.
- h) The clerk reported that no responses had been received from any party following the letters sent regarding the possible moving of Footpath 27. It was therefore unanimously **AGREED** that this issue is now closed.
- i) Cllr. Burton had already started to complete the necessary documentation to claim new PRoWs through the Closed Churchyard. Cllr. Mills supplied an Ordnance Survey map which Cllr. Burton required to proceed. The appropriate form would need to be accompanied by at least six witness statements recording usage of the pathways over the years. It was **AGREED** that Councillors would assist with identifying parishioners who could help with this.
- j) Cllr. Soanes advised that 120 hedging plants had been ordered from MSDC to complete the hedge at the bottom of Broom Hill. These would be delivered in Autumn 2024.
- k) Cllr. Soanes requested that the Clerk email County Cllr. Hicks to request that a redundant speed sign at the junction of the High Street and Cooper Road be removed.

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

The above report was received prior to the meeting. Cllr. Mills reported the posts to replace the existing rotten gateposts were available at a cost of £237.66 plus VAT and it was **AGREED** to order the posts with installation by the working party. Cllr. Mills reported that he intended to ask whether the suppliers could also provide some machinery to assist with the removal of the existing posts and installation of the new ones.

Cllr. Burton reported that L A Burrell Ltd had been asked to quote for the remedial works required to the Churchyard wall.

- 650** FINANCE:
(i) to APPROVE the Schedule of Payments for March and April 2024
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 March 2024
The Council unanimously **APPROVED** the above items.
(iii) The draft Reserves Policy having been approved at the previous meeting, the Council unanimously **AGREED** the final Reserves Policy now completed to show the reserve amounts as at 31 March 2024 and further **AGREED** that the Reserve Bank account should reflect the monies held in reserves. The clerk was requested to action these transfers.
(iv) The Annual Governance and Accountability Return (AGAR) was circulated prior to the meeting and **AGREED**.
(v) It was noted that a submission to reclaim VAT would be completed shortly.
(vi) Consideration of the Budget and Precept Reports for April and the Year End Accounts was deferred to the next meeting.
(vii) Cllr. Whitehead reported that a new, more transparent reporting format had been devised and would be implemented from April 2024.
- 651** UPDATED RISK REGISTER:
The Clerk was requested to amend the Asset Register to add the dog waste bin at Old Norwich Road and amend the entry regarding the holder of the brushcutter.
- 652** CIL:
The opening of District CIL Funding Bid Round 13 was discussed and what, if any, projects the Council would like to see funded by CIL monies. Amongst the ideas mooted were purchase of any available additional land to compliment current green spaces/community spaces and using any such land for woodland or orchard.
- 653** WEBSITE:
It was **AGREED** that the Clerk would take over the running of the Council website from 1 May 2024 to be paid at the current hourly rate.
- 654** GENERAL POWER OF COMPETENCE:
The Councillors **RECORDED** the ineligibility of the Parish Council to access the power of the General Power of Competence.
- 655** DATES OF THE NEXT MEETINGS OF THE PARISH COUNCIL:
(i) Councillors were reminded that the Annual Parish Meeting would take place on Wednesday 15 May 2024 and the next meeting of the Parish Council was on 10 July 2024 both at TCC, starting at 19.30.
(ii) The following are matters arising for the next meeting of the Parish Council
a) Consideration of Budget & Precept reports for April 2024 and Year End Accounts 23/24
b) Update on blocked/damaged footpaths from SCC PRoW Officer
c) Consideration of unmanaged allotment plots
d) Completion and consideration of tree inspections from Year 1 quotation from Eastwood Trees

- e) Possible warning signs on footpath(s) leading to A140 crossing
- f) Additional use of CIL Monies
- g) Parish Plan

There being no other business, the meeting closed at 21.37

Chair: _____

Date: _____

DRAFT

Meeting Date	Minute #	Action	Cllr./Clerk	Completed
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	Location agreed with TCC but will necessitate buying grit, rather than free delivery from SCC
14/03/24	223/24 624		MB	Clerk to investigate acquisition of grit with TCC and whether they will take responsibility for filling the grit bin if the PC purchase & instal it.
14/03/24	23/24 624	Approach to be made to Day Foundation re funding of grit bin		Acquisition/location of grit bin and any refill passed to TCC/Day Foundation. COMPLETED
11/05/23	23/24 520	To put together a formal PRoW claim for footpaths cutting through the churchyard.	DB	DB working on formal claim including witness statements

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 views on the proposal.	JS	
		Letters sent to Allotment Holders	MB	
		Materials obtained. Work will commence in Spring 2024	DB	2 Water Collection tanks built and sited Feb 2024.
14/03/24	23/24 619(ii)	3 rd tank proposed	DB	
08/05/24	24/25 648(ii)(e)	3 rd & 4 th tank agreed.	MB/Working group	To be ordered and installed
14/03/24	23/24 619(ii)	Acquisition of lock to far gate onto allotments	JS	JS to investigate provision of combination lock
08/05/24	24/25 646	JS still pursuing appropriate lock		
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
14/03/24	23/24 629		SG	

08/05/24	24/25 648(ii)(h)	Proposal submitted and approved	MB	<p>SG investigating land ownership where unknown.</p> <p>Clerk to write to residents, landowners & Creting St Mary PC once ownership ascertained.</p> <p>No responses received from landowners and a negative response from Creting St Mary PC.</p> <p>It was agreed that matter now closed. COMPLETED</p>
14/11/23	23/24 589(i)	Sulphur Clover seeds to be planted in Spring 2024	JS	COMPLETED
08/05/24	23/24 589(ii) 24/25 649	Churchyard wall to be repaired and weeds cleared	DB	LA Burrell asked for quote to undertake remedial work.
14/11/23	23/24 589(ii)	Mill Hill steps to be mended and bench to be weatherproofed	Working Party	Steps done, weatherproofing still outstanding
14/11/23	23/24 589(ii)	Possible gates to be installed at each end of Lower Road NM to pursue with SCC	NM	Roads Working Group to take forward
14/11/23	23/24 589(v)	Clerk to order new litter bins & arrange MSDC Waste Mgt to empty once in situ	MB MB	<p>MSDC will not agree to new bins until April 2024</p> <p>Clerk sent chasing email to MSDC 25/03/24</p> <p>Confirmation received 13/05/24 that bins are</p>

				added to emptying cycle COMPLETED
14/03/24	23/24 619(ii)	Revised Allotment Agreements to be drafted and sent Advertisements to be posted on website & FB to attract new allotment holders for plots available	MB	Letters and revised Agreements agreed and sent 15 March 2024 Advertisement posted and responses received Readvertised but no further responses. COMPLETED
14/03/24	23/24 619(i)	<ul style="list-style-type: none"> • 3rd owl box to be reinstalled • Contact MSDC to source hedging • Replace damaged sign • Snowberry to be coppiced 	Working group MB MB Working group	Owl box reinstalled Done Sign ordered. To be delivered May/June 2024
08/05/24	648(ii)(b) &	Order hedging plants	JS	Hedging plants ordered. Delivery Autumn 2024
14/03/24	23/24 618(ii)	Is it feasible to relocate SID as speed deterrent on regular basis Change of battery in SID	RD/JW -Roads working group	NM to contact Ian Thompson re change of battery
14/03/24	23/24 618(iii)	Does Rectory Road comply with criteria for 40mph limit?	RD/JW -Roads working group	
14/03/24	23/24 620	Churchyard path. Potholes require infill.	Working group	Gravel ordered and work completed by working group

		Crushed limestone to be ordered once date for repair agreed		COMPLETED
08/05/24	24/25 649	New gateposts to be installed	MB NM	Gateposts ordered May 2024 Arrange for appropriate machinery to instal new posts
14/03/24	23/24 621	Burstall PC reimbursement?	JW	COMPLETED
14/03/24	23/24 628	Parish Newsletter Summer edition	All Cllrs	Articles agreed and allocated
14/03/24	23/24 636	Additional Defibrillators	DB/JW MB	DB to ascertain whether defib unit available at Beacon Hill. JW to ascertain whether MSDC could source such for business(es) at that location Clerk to contact businesses
14/03/24	23/24 626	Resilience Plan to be submitted to MSDC	NM	COMPLETED
14/03/24	23/24 621	Result of UTB application & Barclaycard complaint	MB	UTB Charge card received. Complaint to be made to Financial Ombudsman re declining of Barclaycard application
14/03/24	23/24 632	CIL – Acquisition of benches the Recreation Ground	MB	Benches Ordered May 2024.
08/05/24	24/25 647(iv)	Removal of non functioning highway sign	MB	Clerk to email County Cllr Hicks
08/05/24	24/25 648(ii)(a)	Dog waste bin on Old Norwich Road – post to be replaced	Working Group	Post to be sourced and repair undertaken

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
Previous Clerk, Sue Frankis	SF	Clerk, Maggie Burt	MB

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