

## CODDENHAM PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on 10 July 2024 at 7.30pm  
at the Coddenham Centre

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

**In attendance:** District Cllr. David Penny  
Ms M Burt, Clerk to the Parish of Coddenham  
8 Members of the Public

The meeting was chaired by Cllr. S Gregory.

**656** To RECEIVE Apologies for Absence

Apologies received from County Councillor Matthew Hicks.

**657** 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 Agenda Item 7. Cllrs. Gregory and Mills declared an interest in Agenda Item 4.

The meeting was adjourned.

**658** PUBLIC FORUM

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

Planning Application DC/24/02485 The Dukes Head Inn.

Members of the public expressed their objections in relation to this long running issue of planning. Objections included that

- (a) access to the proposed building site for the transportation of building materials is limited and from the car park.
- (b) access for emergency vehicles is inadequate with the proposed building being too far from any access point of fire engines and the car parking being tight for space especially with parked cars there. Attendance by two fire engines would necessitate one vehicle obstructing the highway.
- (c) the car parking/turning proposals were very tight and would result in cars reversing on the High Street and causing disruption to road users and neighbours.
- (d) in addition, there had been intimidating behaviour from the occupiers of the caravan currently parked on site resulting in the Police being called.

Cllr. Gregory stated that complaints had been made to Mid Suffolk District Council on many occasions regarding the dilapidation of the building but no enforcement action appears to have been taken.

### Closed Churchyard

A member of the public raised the issue of the state of the yew tree adjacent to the church door. Cllr. Mills responded that this tree would be professionally assessed and trimmed as necessary.

The question of the state of repair of the Churchyard wall was also raised and the lack of cutting of the grass area of Three Cocked Hat. Cllr. Mills reported that the Churchyard wall was to be inspected by a qualified professional shortly and necessary action would be taken. Cllr. Mills agreed to write to the parishioner with further details. With regard to Three Cocked Hat, the Council were following advice given by Suffolk Wildlife Trust, the verges were being cut to ensure sightlines remained clear for road users.

### Sizewell C

A member of the public complained at the inadequate signage directing traffic to Sizewell C avoiding Coddendam. The Council agreed to write to Sizewell C to request better signage and to report the possible non compliance of one of their contractors with existing signage. The Clerk will request details of this non compliance from the parishioner.

### (ii) to RECEIVE Reports from the Police & Crime Commissioner, County and District Councillors

No report had been received from the PCC but a written report from County Councillor Matthew Hicks had been circulated prior to the meeting.

District Councillor David Penny submitted a verbal report:

- (a) With regard to community transport, District Cllr. Penny advised that plans were proceeding to identify providers for both planned routes and on demand services. These providers would be required to cooperate closely to ensure the provision of a full service to all bus users.
- (b) Stowmarket Town Centre had been awarded £1.5 million to improve and revamp the area.
- (c) With the election of a new Government, planning regulations are likely to be amended and additional housing is likely to be a priority. MSDC would be recruiting further Planning Officers to accommodate an upsurge in applications. In addition, the planning regime for onshore windfarms is to be revised.

The meeting was reconvened.

### **659** (i) Planning Application DC/24/02485 - Erection of 1no single storey dwelling at Land to Rear of Dukes Head Inn, High Street, Coddendam

The Council discussed this application and concluded that it was inappropriate for the reasons well expressed by Councillors and parishioners. Cllr. Soanes was particularly concerned about access for emergency service vehicles and Cllr. Mills suggested that both the local Fire Officer and Highways Officer be invited to attend for a site visit, at which it was felt they would better understand the issues. Cllr. Denning agreed with this suggestion. The lack of any effective enforcement action by MSDC was highlighted and it was **AGREED** that a Freedom of Information Act 2000 request be made to find out what enforcement action had actually taken place in the past 5 years.

It was also felt the Council should object on grounds of it being an inappropriate development. Cllr. Whitehead felt that, should the application be granted, the disruption during building works would add to the difficulties already experienced by through traffic and residents on the High Street. He felt that any such grant of the application should include strict timeframes for construction work such as Monday to Friday only or perhaps Saturday mornings.

The Council unanimously **AGREED** to object to this application.

(ii) Planning Application DC/24/02608 - Erection of single storey front and rear extensions, replacement fenestration and conversion of and extension to existing outbuilding to home office at Hill Cottage, High Street, Coddenham, Ipswich Suffolk IP6 9PN.

The Parish Council unanimously **AGREED** to enter no objections to this application.

(iii) Planning Application DC/24/01666 - Construction of 16 x 405W solar panels on the roof of the cart lodge to the east of Willow Farm House

The Parish Council unanimously **AGREED** to enter no objections to this application.

**660** To RECEIVE and CONFIRM Minutes of the Parish Council meeting held on 14 March 2024

Subject to the amending of 2 typographical errors in the names of County Cllr Hicks and Cllr. Whitehead, the Minutes were unanimously **AGREED** to be a true and fair record of the meeting.

**661** To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 14 March 2024

(i) Minute 619(ii)(b) – Cllr Soanes had still to source an appropriate lock/chain device.

(ii) Minute 647(iv) – The Clerk had received confirmation that inoperable SID near “Thatched Barn” will be removed when the works at Rectory Road take place

(iii) Minute 648(ii)(b) – the replacement sign for Broom Hill had been sourced and will be installed as soon as possible.

(iv) Minute 648(ii)(e) – The additional water tanks and necessary accessories have been purchased and delivered to Cllr. Burton who will undertake the construction thereof.

(v) Minute 648(ii)(f) – The report regarding the tree inspections missed from the Year 1 tasks in the quotation from Eastwood Trees had yet to be received. The Clerk was requested to chase Eastwood for that report.

**662** To RECEIVE and CONSIDER the Report of the Highways Working Group

Cllr. Denning reported that the works to improve the correct channelling of HGVs at the Rectory Road/B1078 junction should be completed at the end of July. The Highways Working Group (HWG) had held discussions with Hemingstone Parish Council regarding a possible 40mph speed limit throughout the B1078 zone. Cllr. Denning also raised the lack of enforcement of the 20mph speed limit through the village and confirmed that the HWG was looking into speed restriction options. Discussion was had as to why the priority of vehicles over the bridge on Church Road was given to the traffic entering the village, rather than that leaving; this was due to the proximity of the junction with Sandy Lane.

The question of possible off-street parking for residents of the High Street was discussed but the chair stated that full consultation of the public would need to be held to gain ideas of what parishioners would want.

The question of persistent flooding on Low Road was discussed and Cllr. Denning reported that while some digging out of the ditches had been done, the resultant spoil had been left in a way which now blocks the run off of rainwater.

**663** 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

Cllr. Soanes confirmed that Working Party dates would be identified shortly. The bench repairs had been undertaken and the sign would be installed shortly. A replacement post for the kissing gate was required and the Clerk was asked to purchase such as soon as possible. Cllr. Soanes requested that the question of advertising signage being placed on Three Cocked Hat be added as an Agenda Item for the next Parish Council meeting.

There was still one allotment plot which was not being worked; the rent has been paid but the Parish Council need to set out a process for taking back unworked plots. It was **AGREED** that the Clerk would write to the allotment holder to say that if the plot was not brought into work, the council would serve notice to terminate the agreement.

Cllr. Soanes also stated that there would be an autumn litter pick.

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

Cllr. Burton agreed to request a quote from L A Burrell for repairs to the Churchyard wall. Cllr. Mills reported that the bench had now been painted by young volunteers and the replacement gateposts would shortly be installed. In addition, the yew tree was now in need of professional attention and the Clerk was asked to obtain a quotation from Eastwood Trees to undertake the necessary trimming works.

**665** To CONSIDER a Report on Footpaths and to AGREE Actions as Required

**(i)** Following the survey of footpaths recently undertaken, a report was made to MSDC. With the exception of a bridge which needed replacing, it has been reported that there is no budget available for any other items.

**(ii)** Cllr. Soanes reported that there is no clear sign on one of the footpaths which crosses the A14 that it does so and suggested a sign would be helpful. The Parish Council unanimously **AGREED** that this was not something the Council should be financing.

**(iii)** The blocked Footpath 14 was noted but, since there was an easier alternative to this path with Footpath 22A, no action would be taken to unblock Footpath 14.

**(iv)** Public Rights of Way through the Closed Churchyard – Cllr. Burton was still awaiting 6 witness statements to support this application. Councillors agreed to provide these as soon as possible.

**(v)** The question of undertaking an extra early cut of footpaths, prompted by complaints from parishioners was discussed. The council did not consider that long vegetation constituted blocking of these paths and a previous quote received from Hartleys to undertake such work was for £25 per hour using hand tools; it was estimated that such cutting of the footpaths would cost c£400 and, since this is unbudgeted expenditure, the Parish Council unanimously **AGREED** not to agree to such works being undertaken.

**666** FINANCE:

Prior to considering the Finance Reports, Cllr. Gregory wished to record the Parish Council's thanks to Cllr. Whitehead for the time and effort he had put in to updating and simplifying these reports and the help he had given to the Clerk since October 2023.

(a) to APPROVE the Schedule of Payments for April, May and June 2024

The Council unanimously **APPROVED** the above Schedules of Payment. The Council also unanimously **APPROVED** the Clerk reporting only Bank Transfers/Debit Card payments on these monthly Schedules and that Direct Debits would be reviewed and approved on an annual basis.

(b) to AGREE the Bank Statement Balances and to RECEIVE the Budget and Precept Reports for April, May and June 2024

The Council unanimously **APPROVED** the above items.

(c) to AGREE the 2023/24 Year End Accounts and AGREE the allocation of the General Fund

The Council unanimously **AGREED** the Year End Accounts and requested the Clerk to transfer the remaining reserve for street lighting costs of £420.78 to the General Reserve. A general discussion was had regarding the Reserve Accounts and whether these should be built up over time to enable the second PWLB loan to be paid off early (so that both loans were co-terminus). It was noted, however, that such early repayment would not reduce the amount to be repaid .

It was also **AGREED** that, as the September meeting was so close to the beginning of the month, the accounts would only be available to the end of July; the August, September and October accounts would be considered at the November meeting. Cllr. Whitehead reported that the budget lines on the Financial Monitoring Report were having to be manually allocated and requested that Councillors allocate any payment to the requisite budget line when submitting a request. In addition, the Council **AGREED** that monies are left unspent at year end should be transferred to reserves.

(d) to CONSIDER whether to apply for any additional CIL monies and the uses to which it should be put and AGREE actions as required

Suggestions made were for additional green spaces and Cllr. Burton reported that an informal approach had been made via a third party regarding a possible purchase of land adjacent to a current green space. No response had yet been received.

**667** To CONSIDER whether the Parish Plan should convert to a People and Place Plan (Neighbourhood Priority Scheme (NPS)) and AGREE action as required

A report had been circulated prior to this meeting.

**668** To CONSIDER whether CPC should undertake a Future Housing Needs Survey of parishioners and AGREE actions as required.

Cllr. Mills reminded the Council that no parishioners had volunteered to join a Housing Working Group established under the community plan and suggested that a survey of all parishioners be undertaken to elicit views on any possible future needs. He had prepared a first draft for consideration by councillors and, if the council wished to take this forward, the intention was that a final draft would be put before the council at the September meeting. The Council unanimously **AGREED** to Cllr. Mills taking this forward.

**669** To CONSIDER a periodic review of the Council's Policies and Regulations and AGREE such actions as required

Cllr. Gregory reported that a list of current Policies and Regulations had been produced which had been reviewed by her, Cllr. Mills and the Clerk. The Policies and Regulations had been grouped by topic. The Council **AGREED** to such a review being undertaken by Councillors on a rolling basis to the dates set out in the schedule circulated.

**670** Next Meeting to be CONFIRMED as 2 September 2024

(i) The Council unanimously **AGREED** to the date of the next meeting. Cllr. Burton stated that he would be unable to attend as he would be away on personal business.

(ii) The following are Matters Arising for the next meeting of the Parish Council:

(a) Community Infrastructure Levy and possible purchase of further green space.

(b) Housing Survey

(c) Signage on Three Cocked Hat or other Parish Council owned land.

There being no further business, the meeting closed at 21.30.

Signed:

Date:

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Meeting Date	Minute #	Action	Cllr./Clerk	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
10/07/24	24/25 647(iv)		All councillors	DB still awaiting 6 witness statements to support application from councillors
13/07/23	23/24 544 (vi)	Research possible products:	DB	
	allotment water supply		JS	
04/09/23	23/24 571(ii)	Research possible funding opportunities:		
	23/24 589 (ii)	To draft a piece for the Clerk to canvass the allotment holders for their views on the proposal:	JS	
14/11/23		Letters sent to Allotment Holders		
		Materials obtained: Work will commence in Spring 2024		
		3 <sup>rd</sup> tank proposed	MB	

14/03/24	23/24 619(ii)	3 <sup>rd</sup> & 4 <sup>th</sup> tank agreed.	DB	2 Water Collection tanks built and sited Feb 2024.
08/05/24	24/25 648(ii)(e)		DB	To be ordered and installed
10/07/24			MB/Working group	Necessary materials purchased and delivered to DB end June 2024
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
14/11/23	23/24 589(ii)	Churchyard wall to be repaired and weeds cleared	DB	LA Burrell to be asked for quote to undertake remedial work.
08/05/24	24/25 649			
14/11/23	23/24 589(ii)	Mitl Hill steps to be mended and bench to be weatherproofed	Working Party	Steps done; weatherproofing still outstanding  Done? Please confirm with Jane?  <b>COMPLETED</b>



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
14/03/24	23/24 619(i)	<ul style="list-style-type: none"> <li>● 3rd owl box to be reinstated</li> <li>● Contact MSDC to source hedging</li> <li>● Replace damaged sign</li> <li>● Snowberry to be coppiced</li> </ul>	Working group  MB  MB	Owl box reinstalled  Done  Sign ordered. To be delivered May/June 2024
08/05/24	648(ii)(b) &	Order hedging plants	Working group  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	

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	23/24 636	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	23/24 621	Result of UTB application & Barclaycard complaint	MB  MB	UTB Charge card received.  Complaint to be made to Financial Ombudsman re declining of Barclaycard application  Complaint made 29 Aug
08/05/24	24/25 647(iv)	Removal of non functioning highway sign	MB	Clerk to email County Cllr Hicks  MSDC agreed to remove white undertaking works at Rectory Road junction.  <b>COMPLETED</b>
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

10/07/24	24/25 640 (i)	Yew tree adjacent to church door needs attention	NM/MB	<p>NM to write to parishioner with details of works to be arranged</p> <p>Clerk to request quotation for said works. Quotation requested 11/07/24 and received 22 July and circulated to all Cllrs.</p>
10/07/24	24/25 640 (i)	Sizewell C traffic and lack of signage.	MB	<p>Clerk to request details from parishioner who raised this issue for further details.</p> <p>Clerk to draft letter of complaint to Sizewell C</p> <p>Clerk chased parishioner for details 23 July</p> <p>Sizewell C response circulated to all Cllrs.</p>
10/07/24	24/25 641	Latest Planning application at Dukes Head	MB	<p>Clerk to make a FoIA request of MSDC asking for details of enforcement action in last 5 years.</p> <p>FoIA Request made 11/07/24</p> <p>Response received 17 Aug 24 and circulated to Cllrs.</p>
10/07/24	24/25 643(v)	Missing tree inspection report	MB	<p>Clerk to chase Eastwood Tree Services for this report.</p>

				Inspection report received 22 July and circulated to all Cllrs.
10/07/24	24/25 645(ii)	Unworked allotment	MB	Clerk to write to allotment holder stating that if allotment not worked, PC would terminate Agreement  Allotment holder responded and agreed to work plot. JS to monitor progress.
10/07/24	24/25 648 (c)	Year End Accounts/Transfers to Reserve	MB	Street lighting costs of £420.78 to be transferred to General Reserve.  Monies left unspent for 2023/4 (final amount to be confirmed) be transferred to Reserves.
10/07/24	24/25 650	Future Housing Needs survey	NM/All Cllrs.	Survey to be drafted and comments made by 2 September meeting.
10/07/24	24/25 651	Periodic Review of PC's Policies and Regulations	All Cllrs	Rolling review of all P&Rs to be undertaken.

Abbreviations:

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