

# Coddenham Parish Council



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To All Parish Councillors

You are hereby summoned to attend the **Parish Council Meeting** to be held on **Monday 2 September 2024**, scheduled for 7.30pm, at The Coddenham Centre, when the under-mentioned business will be transacted

Maggie Burt

Clerk to the Council and Proper Officer

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## 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:**

a) To **RECEIVE** comments from residents of the parish on current agenda items

b) To **RECEIVE** reports from the County and District Councillors

4. **PLANNING:**

To **CONSIDER** planning matters, including receipt of the current Planning Schedule.

5. **PARISH COUNCIL MEETING:**

a) To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 10 July 2024

b) To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 10 July 2024

6. **HIGHWAYS:**

a) To **RECEIVE** an update from the Highways Working Group and to **AGREE** actions as required

b) To **CONSIDER** undertaking a survey of parishioner views on options for roads and traffic in the parish and **AGREE** actions as required

c) To **CONSIDER** whether to make a submission for funding for improvements to the Bus Service in the area and **AGREE** actions as required

7. **GREEN SPACES and ALLOTMENTS:**

a) To **RECEIVE** the Report from the Broom Hill Trust and to **AGREE** actions as required

b) To **RECEIVE** the Report from the Mill Hill, Three Cocked Hat and Allotments Working Groups and to **AGREE** actions as required

c) To **CONSIDER** the ongoing management of unworked allotment plots and to **AGREE** actions as required

d) To **RECEIVE** the Churchyard Report and to **AGREE** actions as required

e) To **CONSIDER** the quotation from L A Hurrell for repairs to the churchyard wall

f) To **CONSIDER** and **AGREE** the annual contract for maintenance of Green Spaces and to **AGREE** actions as required

g) To **CONSIDER** and **AGREE** the quotation from Eastwood Tree Services for trimming of the yew tree adjacent to the Church door

- h) To **CONSIDER** the inspection reports on trees T4 and T7 and **AGREE** actions as required
  - i) To **CONSIDER** adding signage to PC owned land and **AGREE** actions as required
8. **HOUSING**  
To **CONSIDER** the proposed Future Housing Needs Survey and **AGREE** actions as required
9. **FINANCE**
- a) To **APPROVE** the Schedules of Payments for July 2024
  - b) To **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Report for July 2024
  - c) To **AGREE** a timeline for 2025/26 Budget process
10. **AUDIT**
- a) To **CONSIDER** the report of the Internal Auditor for 2023/24 and **AGREE** such actions as required.
  - b) To **APPOINT** SALC as the Internal Auditor for 2024/25
  - c) To **CONSIDER** the Report from the External Auditor for 2023/24 and **AGREE** such actions as required
  - d) To **AGREE** a Councillor to be appointed to undertake a review of the Effectiveness Internal Controls
11. **INSURANCE**  
To **AGREE** and **ACCEPT** the 2023/24 Insurance renewal following receipt of coverage/premia details for ongoing arrangement
12. **NEXT MEETING**
- a) To **CONFIRM** the date of the next meeting of the Parish Council as 6 November 2024
  - b) To **CONSIDER** matters raised by members, including matters for consideration at the next Parish Council meeting