

CODDENHAM PARISH COUNCIL MEETING  
Minutes of the Parish Council meeting held on 2 September 2024 at 7.30pm  
at the Coddenham Centre

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

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

The meeting was chaired by Cllr. Gregory.

**671** To RECEIVE Apologies for absence  
No apologies were received.

**672** To RECEIVE any Declarations of Interest or Delegated Dispensation Declaration or to APPROVE such Dispensation Requests as Needed  
Cllr. Soanes declared an interest as an Allotment Holder in relating to Agenda Item 7.

**673** Public Forum  
As County Cllr. Hicks had been delayed, the Public Forum was deferred to await his arrival.

**674** (i) Planning Application DC/24/03151 - Erection of rear first floor extension, alteration to rear roof, re-roof dwelling and extension with slate, reconstruction of north gable end wall, opening increase to front/rear windows and construction of vehicular gates - Laburnum House, Love Lane, Coddenham, Ipswich Suffolk IP6 9PP

The Parish Council unanimously **AGREED** to submit no objection to this application.

(ii) Planning Application DC/24/03750 - Application for works to Trees in a Conservation Area - Amberstone, High Street, Coddenham, Ipswich Suffolk IP6 9PN

The Parish Council unanimously **AGREED** to submit no objection to this application.

(iii) Consultation on Criteria for Part 2 of the Local Plan.

Cllr. Mills reminded the Parish Council that the above consultation period expires on 30 September. It was **AGREED** that Cllrs. Mills and Gregory would comment on this on behalf of the Parish Council.

(iv) Consultation on Experience of the Planning System

The consultation period for this expires on 20 September. It was **AGREED** that Cllr. Gregory would be delegated to comment on behalf of the Parish Council.

The Meeting was adjourned.

Public Forum

(i) To RECEIVE Reports from the District and County Councillors

Reports had previously been circulated by District Cllrs. Penny and Whitehead.

Cllr Penny reported that, at the recent District Council meeting, proposed changes to the recycling system had been discussed, in particular moving to kerbside metal and glass collections. He also reported that the upcoming Call for Land Forum had generated a good deal of interest and a larger venue was being sought to accommodate delegates.

County Cllr. Hicks stated that he would circulate his written report for September following the meeting. In relation to his August report, he highlighted that there had been an increase in funding to cover the provision of extra staffing for children under the Special Education Needs & Disabilities (SEND) category. On the Norwich to Tilbury pylons route, he reported that Suffolk, Essex and Norfolk County Councils had all raised objections to the land route and that there was a possibility that, if the project were delayed until after 2025, the cost of undersea cabling might become more affordable.

He also reiterated a warning about throwing Lithium batteries into household waste as they can overheat and burst into flames. It is thought that the recent large fire at Sackers Recycling plant at Needham Market had been started in this way. He also

warned of rogue traders operating in this locality, targeting elderly people and defrauding them of £000's for unnecessary works to their homes. He called for everyone to make sure any elderly or vulnerable relatives or friends were not caught out in this way.

He also apologised that the works to alter the junction of Rectory Road and Sandy Lane had not been started and explained this was due to supply chain issues. Work was now expected to be completed by the end of September 2024.

(ii) To RECEIVE comments from Residents of the Parish on Current Agenda Items

Attending members of the public asked about the recent changes to the school bus service. County Cllr. Hicks explained that the County Council's statutory obligation is to transport school pupils to their nearest available school. The concept of "catchment areas" no longer applied. He also explained that previously any spare seats on the school buses could have been purchased for pupils who went to that school but for whom it was not their nearest available school. However, the County Council had recently minimised both the routes and vehicles to fit their statutory obligations, which has resulted in increased occupancy of seats, thus reducing any spare seats for purchase. A question

was asked as to whether, in the event the nearest school did not have an available space, free transportation would be given for pupils to attend their second option school, even if this were not the nearest available school. Cllr. Hicks stated that only the nearest available school was covered for free transportation.

A member of the public queried why Parish Councils Agendas and Minutes were no longer being posted on the Noticeboard in the High Street. The Clerk responded that this particular Noticeboard was quite small and previously Council notices had been posted over or been removed. All Parish Council notices are posted on the website, on the official Noticeboard beside the Recreation Ground and on the Community Noticeboard at Green Hill. The Clerk had also started to post notices in the Community Shop, instead of the High Street board. Cllr. Gregory stated that the Parish Council is only obliged to post any notices on the official notice board and the website.

A member of the public suggested that any plans to survey parishioners on traffic issues in and around the village should be delayed until the changes in the junction at Rectory Road/Sandy Lane had bedded in and any lessons could be taken from the efficacy of the changes. In addition, the question of the cutting and clearing of footpaths in the parish was raised. Cllr. Gregory explained that the footpaths were cut by Suffolk County Council and the Parish Council had no influence on when this was done. The wider question of grass cutting in the Closed Churchyard and at Three Cocked Hat was also raised. Cllr. Gregory explained that, on advice from the Suffolk Wildlife Trust and in order to allow an increase in biodiversity, Three Cocked Hat would be cut every 3 years.

The meeting was reconvened.

**675** To RECEIVE and CONFIRM Minutes of the Parish Council Meeting held on 10 July 2024

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

**676** To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 10 July 2024

(i) Minute 641(i) – Cllr. Gregory reported that a Freedom of Information application had been made and a response received from MSDC which indicated that Enforcement Action had not been taken against the owner/developer of the Dukes Head. She agreed that the Parish Council would again request appropriate Enforcement Action be taken.

(ii) Minute 640 – Additional signage had been requested of Sizewell C to ensure no Sizewell traffic used the B1078 through the village. The letter also raised a query regarding a local plant hire firm using the High Street; Sizewell C responded that the firm in question were not one of their sub-contractors.

(iii) Minute 645(ii) – replacement of the post for the kissing gate has been deferred for the present as it is sturdier than first thought.

(iv) Minute 646 – it transpires that L A Hurrell are taking on no further work at present. They gave names of other firms in this field of work who have been contacted to ask for quotes to undertake the repair works. Cllr. Burton reported that such visits are in hand.

(v) Minute 646 – Cllr. Mills reported that the replacement gateposts were ready to be installed once the ground had softened somewhat.

(vi) Minute 646 – a quote for the work required on the yew tree adjacent to the Church porch had been received.

(vii) Minute 646 – Cllr. Soanes reported that the lock and chain for the allotment gate had been delivered and would be installed as soon as all allotment holders had been advised. This was to cover new allotment holders since the original letter had been sent.

(vii) Minute 647(iv) – Cllr. Burton is still awaiting witness statements from 6 parishioners who have used the footpaths over the past 25 years.

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

The report had been circulated prior to the meeting. After some discussion regarding the issue of traffic calming and the changes planned to B1078/Rectory Road junction, Cllr Denning agreed to approach Suffolk County Council to request their ideas for reducing the incidents of speeding in and around the village.

The issue of traffic management at Three Cocked Hat was raised due to a number of incidents there and on the approach to the bridge into and out of the village. Again, trimming of the hedgerows in that vicinity was required. It was **AGREED** that the Clerk would report this via the SCC Highways reporting tool. Cllr. Denning also reported that the Highways Working Group would be working with Hemingstone Parish Council on the issue of speed limits on the B1078. It was also **AGREED** that the repositioning of the sign by the Community Shop would be reported via the SCC Highways reporting tool.

Cllr. Denning also proposed that drafting of a questionnaire for residents of the High Street asking for their views on the provision of off road parking, such draft to be reviewed by the Parish Council before any further action is taken.

Cllr. Denning suggested that a working party undertake the work needed to restore the drainage on the Lower Road but it was felt this should be left to the landowner.

Cllr. Denning also reported that no response had been received from the Police and Crime Commissioner on the question of an ANPR camera.

It was **AGREED** that a meeting should be set up with Bron Curtis of MSDC on traffic issues, particularly since she had recently taken over MSDC responsibility for the issues of Sizewell C traffic on the B1078.

It has been reported that a pick up and a minibus badged “SZC” on their sides had been seen using the High Street; it is assumed these vehicles are owned by Sizewell C and it was **AGREED** that the Clerk should write to Sizewell C to reiterate the need for them to use the designated route only.

Cllr. Denning also proposed that the council follow the earlier suggestion from a parishioner that any questionnaire on additional traffic measures in the village

should be deferred until the works at the B1078/Rectory Road junction had bedded in.

The issue of funding for the improvement of the bus service was discussed. Lack of communication from the bus operators when buses were diverted caused a real problem for parishioners who use the bus service, as does the lack of provision of any late bus service. Cllr. Mills advised that the SCC contact for such issues was Simon Barnett and he should be approached on these issues. There had also been an approach from a parishioner regarding the speed limit on Hollow Lane, particularly in light of the high verges and lack of passing places on some stretches.

**678** BROOM HILL, MILL HILL, THREE COCKED HAT, ALLOTMENTS AND FOOTPATHS

(a) To RECEIVE the Report from the Broom Hill Trust Council and AGREE such actions as required.

The above report was received prior to the meeting.

(b) To RECEIVE the Report from the Green Spaces Working Group and AGREE such actions as required.

Cllr. Soanes reported that the next Litter Pick had been arranged and publicised. MSDC had previously supplied warning signs for such activity but no longer did so. Cllr Soanes requested that CPC purchase a fourth sign to protect the litter pickers. The Clerk had found a reasonable substitute on Amazon for c£30 and the Council unanimously **AGREED** to the purchase.

Cllr. Soanes also reported that a post was still required for the new dog waste bin at Old Norwich Road. Cllr. Mills agreed to supply one.

The Council have had 2 volunteers this summer who, as part of the Duke of Edinburgh Award, have undertaken various tasks in the village. It was unanimously **AGREED** that the Council would write to both volunteers when they had finished their tasks recording the Council's thanks.

(c) To CONSIDER the issue of unworked allotment plots

Cllr. Soanes reported that one plot remained unworked and agreed to monitor the plot currently in question and, it was **AGREED** that if the situation had not improved by the end of December, the contract would be terminated and offered to the parishioner currently on the waiting list.

(d) To CONSIDER the Closed Churchyard Report and AGREE such actions as required.

The report on the Closed Churchyard had been circulated prior to the meeting.

Cllr. Burton requested that the efforts of a parishioner in keeping the Closed Churchyard paths cut should be recognised and the Council unanimously **AGREED** to do so.

(e) To CONSIDER the Annual Contract for Grounds Maintenance

The Council unanimously **AGREED** to accept the quote from Hartleys Garden Services for 2024/25 Grounds Maintenance.

(f) To CONSIDER the Quotation for Trimming of Yew Tree Adjacent to Church Porch

The Council unanimously **AGREED** to accept the quote from Eastwood Tree Surgery.

(g) To CONSIDER the Inspection Reports on trees T4 and T7 and AGREE Actions as Required

The Council unanimously **AGREED** the inspection reports and requested the Clerk to diarise re-inspection of T4 in 12 months, as recommended by Eastwood Tree Surgery.

(h) To CONSIDER a Request to Erect Signage on Council owned land.

After some discussion, the Council unanimously **AGREED** that a new Policy should be written restricting such signage for short term use for non-commercial signs for charities and voluntary organisations which must be erected no sooner than 10 days before an event and removed immediately afterwards. The Clerk was requested to write to Retreat East conveying this decision and pointing them to SCC for any direction signage they require.

**679** To CONSIDER the Proposed Future Housing Needs Survey and AGREE Actions as Required

A draft of the survey had been circulated prior to the meeting.

Cllr. Mills explained that this survey was to assess input from parishioners as an update to the Coddendam Plan. The Council unanimously **AGREED** the concept, questions, timeline and costs outlined. Cllr. Whitehead agreed to undertake an audit of the responses. The Clerk was requested to ask Banana Print to produce a quote for printing and mock up of the questionnaire and explanatory leaflet.

**680** FINANCE

(a) To APPROVE the Schedule of Payments for July

The Council unanimously **APPROVED** the above Schedule of Payments and the Schedule of Direct Debits. The Council **AGREED** to review the list of Direct Debits on a 6 monthly basis, commencing March 2025

(b) To AGREE the Bank Statements and to RECEIVE the Budget and Precept Report for July 2024.

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

(c) to AGREE the Timeline for the 2025/26 Budget Process

The Council unanimously **AGREED** the following Timeline:

The Clerk and Cllr. Whitehead will meet end September/early October to discuss the way forward. Presentation of a 1<sup>st</sup> draft in mid October at a meeting between the Clerk and Cllrs. Gregory, Mills and Whitehead on 16 October 2024.

Presentation of the draft Budget at the council's meeting on 06 November 2024, with the final Budget to be approved at the meeting to be held on 08 January 2025.

**681** AUDIT

(a) To CONSIDER the Report of the Internal Auditor for 2023/24 and AGREE such Actions as Required

The Report had been circulated prior to the Meeting. The Internal Auditor marked 2 items as partially met. One item was the Insurance for 2023/24 not having been approved. This was due to the fact that the policy details had not been received in time for the meeting in September 2023 and the item not being added to the Agenda for subsequent meetings.

The second was regarding the Transparency Code. This requires Councils with a turnover of less than £25,000 to report expenditure over £100 on a monthly basis. Councils with a turnover of over £250,000 are required to report expenditure over £500 on a quarterly basis. However, the Code is silent on Councils with a turnover of between £25,000 and £250,000, into which category Coddenham falls. It was therefore agreed at the meeting on 14 March 2024 (Minute 621(vi)) that, as a matter of good practise, Coddenham Parish Council would report expenditure over £500 on a quarterly basis although there is no obligation for it to do so. The Council therefore believe this item has been fully met and will contact the internal auditor and ask them to change their comment.

(b) To APPOINT SALC as Internal Auditor for 2024/25

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

(c) To CONSIDER the report of the External Auditor for 2023/24

This report has yet to be received.

(d) To AGREE a Councillor to the Appointed to Undertake a Review of the Effectiveness of Internal Controls

Cllr. Mills agreed to undertake this role in 2024/25.

**682** INSURANCE

To AGREE and ACCEPT the 2023/24 Insurance renewal

The Council unanimously **AGREED** the above item.

The Council also unanimously **AGREED** to add the insurance renewal for 2024/25 to the Agenda for the next meeting.

**683** The next meeting to be CONFIRMED as 6 November 2025

(i) The Council unanimously **AGREED** the date of the next meeting.

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

- (a) Insurance renewal 2024/25
- (b) Housing survey outcome
- (c) Effectiveness of internal controls
- (d) Closed Churchyard wall repairs
- (e) Draft Budget
- (f) Policy review dates

There being no further business, the meeting closed at 21.35.

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Signed: \_\_\_\_\_

Date:



| 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)<br>allotment water supply | Research possible products:  | DB<br>JS         | 2 Water Collection tanks built and sited Feb 2024.                             |   |
| 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               |  |   |
| 14/03/24     | 23/24 619(ii)                            | Materials obtained. Work will commence in Spring 2024  | DB               |  |   |
| 08/05/24     |  | 3 <sup>rd</sup> tank proposed  |                  |  |   |
| 10/07/24     | 24/25 648(ii)(e)                         | 3 <sup>rd</sup> & 4 <sup>th</sup> tank agreed.   | DB               |  | To be ordered and installed                                     |
|              |  |  | MB/Working group |  | Necessary materials purchased and delivered to DB end June 2024 |
| 02/09/24     |  |  | Working Group/DB |  | Work in progress  |

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| 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      |  | MB                         | JS still pursuing appropriate lock<br>JS identified appropriate lock.<br>Clerk to purchase<br>Clerk to write to allotment holders with gate code. |
| 14/11/23 | 23/24 589(ii)  | Churchyard to be repaired and weeds cleared  | DB                         | LA Hurrell to be asked for quote to undertake remedial work.  |
| 08/05/24 | 24/25 649      |  |                            |   |
| 02/09/24 | 24/25 648(e)   |  | DB                         | L A Hurrell taking no further work. 2 other contractors asked to inspect and quote.   |
| 14/11/23 | 23/24 589(ii)  | Possible gates to be installed at each end of Lower Road<br>NM to pursue with SCC                  | NM                         | Roads Working Group to take forward   |
| 14/03/24 | 23/24 618(ii)  | Is it feasible to relocate SID as speed deterrent on regular basis<br><br>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<br>NM                   | Gateposts ordered May 2024<br>Arrange for appropriate machinery to instal new posts   |
| 14/03/24 | 23/24 636      | Additional Defibrillators  | DB/JW                      | DB to ascertain whether defib unit available at Beacon Hill.  |

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|          |                  |   | MB            | JW to ascertain whether MSDC could source such for business(es) at that location<br><br>Clerk to contact businesses   |
| 14/03/24 | 23/24 621        | Result of UTB application & Barclaycard complaint       | MB<br><br>MB  | UTB Charge card received. Complaint to be made to Financial Ombudsman re declining of Barclaycard application<br>Complaint made 29 Aug  |
| 08/05/24 | 24/25 647(iv)    | Removal of non functioning highway sign                 | MB            | Clerk to email County Cllr Hicks<br>MSDC agreed to remove while undertaking works at Rectory Road junction.   |
| 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 | 24/25 648 (i)    | Yew tree adjacent to church door needs attention        | NM/MB         | NM to write to parishioner with details of works to be arranged<br>Clerk to request quotation for said works. Quotation requested 11/07/24 and received 22 July and circulated to all Cllrs.<br>Quote accepted 05/09/24 |
| 10/07/24 | 24/25 648 (i)    | Sizewell C traffic and lack of signage.                 | MB            | Clerk to request details from parishioner who raised this issue for further details.<br>Clerk to draft letter of complaint to Sizewell C  |

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| 02/09/24 | 24/25 676(ii) |   | MB | Clerk chased parishioner for details 23 July<br>Sizewell C response circulated to all Cllrs.<br>New MSDC contact taken over Sizewell C traffic issues.<br>Details of issues sent to them 16/09/24.<br>Write re branded SZC vehicles seen using High St. |
| 10/07/24 | 24/25 659     | Latest Planning application at Dukes Head | MB | Clerk to make a FOIA request of MSDC asking for details of enforcement action in last 5 years.<br>FOIA Request made 11/07/24<br>Response received 17 Aug 24 and circulated to Cllrs.  |
| 10/07/24 | 24/25 661     | Missing tree inspection report            | MB | Clerk to chase Eastwood Tree Services for this report.<br>Inspection report received 22 July and circulated to all Cllrs.<br><b>COMPLETED</b>   |
| 10/07/24 | 24/25 663(ii) | Unworked allotment                        | MB | Clerk to write to allotment holder stating that if allotment not worked, PC would terminate Agreement<br>Allotment holder responded and agreed to work plot. JS to monitor progress.<br>Clerk to terminate contract if plot unworked end Dec 2024.      |
| 10/07/24 | 24/25 666 (c) | Year End Accounts/Transfers to Reserve    | MB | Street lighting costs of £420.78 to be transferred to General Reserve.  |

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|          |                       |  |               | Monies left unspent for 2023/4 (final amount to be confirmed) be transferred to Reserves.<br>£420.78 transferred 28/08/24                    |
| 10/07/24 | 24/25 668             | Future Housing Needs survey  | NM/All Cllrs. | Survey to be drafted and comments made by 2 September meeting.<br>Mock-up of leaflets received & quote accepted. Printing expected 13/09/24. |
| 10/07/24 | 24/25 669             | Periodic Review of PC's Policies and Regulations                           | All Cllrs     | Rolling review of all P&Rs to be undertaken.   |
| 02/09/24 | 24/25 676(i)          | Dukes Head – Enforcement Action  | SG/MB         | Write to MSDC requesting Enforcement Action in light of Fol revelation that such has not been taken to date.<br>Letter sent 13/09/24         |
| 02/09/24 | 24/25 674(iii) & (iv) | Planning Consultation / Experience of Planning                             | SG/NM<br>NM   | Response to this due by 30/09/24<br>Response to this due by 20/09/24   |
| 02/09/24 | 24/25 677             | Proposed Questionnaire on off street parking                               | RD/JCW        | Draft to be prepared   |
| 02/09/24 | 24/25 677             | Mtg with new MSDC contact re traffic issues                                | RD/JCW        | Meeting to be arranged   |
| 02/09/24 | 24/25 677             | Inadequate bus services serving parish                                     | RD/JCW        | Write to SCC contact, Simon Barnett.   |
| 02/09/24 | 24/25 678(b)          | Purchase 4 <sup>th</sup> warning sign re Litter Pickers                    | MB/JS         | Options investigated, quote received and forwarded to JS   |
| 02/09/24 | 24/25 678(b)          | Thanks to Duke of Edinburgh Award volunteers for help once tasks completed | JS<br>MB      | Supply contact details for volunteers<br><br>Write to volunteers when tasks completed  |

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| 02/09/24 | 24/25 678(f) | Accept quote from Hartleys for 2025 but for Churchyard & Broom Hill only | MB | Quote accepted 09/09/24   |
| 02/09/24 | 24/25 660(i) | Request from Retreat East to put up signage on TCH                       | MB | Write to Retreat East declining request. Emailed 09/09/24. Write new policy to accept only applications from charities/voluntary organisations. |
| 02/09/24 | 24/25 680(a) | Direct Debits not to be reported monthly                                 | MB | Diarise for details of DDs to be reviewed 6 monthly.  |
| 02/09/24 | 24/25 680(c) | 2025/26 Budget   | MB | 1 <sup>st</sup> draft to be done and presented to meeting on 16 Oct with SG/NM/JCW.   |
| 02/09/24 | 24/25 681(d) | Effectiveness of Internal Controls 2024/25                               | NM | Review to be done for 2024/25 Internal Audit.   |
| 02/09/24 | 24/25 681(a) | Contact Internal Auditor re Transparency Code comment                    | MB | Request reconsideration of "Partially Met" comment. Emailed 06/09/24.   |