To All Parish Councillors

You are hereby summoned to attend the **Parish Council Meeting** to be held on **Thursday 6 March 2025**, 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

## AGENDA

1. **APOLOGIES:**

To **RECEIVE** and **APPROVE** apologies for absence

1. **DECLARATIONS OF INTEREST**:

To **RECEIVE** any Declarations of Interest or Delegated Dispensation decisions or to **APPROVE** such dispensation requests as needed

1. **PUBLIC FORUM:**
2. to **RECEIVE** comments from residents of the parish on current agenda items
3. to **RECEIVE** reports from the County and District Councillors
4. **PLANNING**:
   1. To **CONSIDER** planning matters, including receipt of the current Planning Schedule.
   2. To **CONSIDER** the position regarding Enforcement at The Dukes Head
5. **PARISH COUNCIL MEETING:**
6. To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 8 January 2025
7. To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 8 January 2025.
8. **HIGHWAYS:**
9. To **RECEIVE** an update from the Highways Working Group and to **AGREE** actions as required
10. To **RECEIVE** a draft Highways Survey and **AGREE** actions as required
11. **GREEN SPACES:**
12. To **RECEIVE** the Report from the Broom Hill Trust and to **AGREE** actions as required
13. To **RECEIVE** the Report from the Mill Hill, Three Cocked Hat and Allotments Working Groups and to **AGREE** actions as required
14. To **CONSIDER** updated Risk Assessments for volunteers on the Green Spaces and Litter Picking and **AGREE** actions as required
15. **CLOSED CHURCHYARD**
16. To **RECEIVE** the report regarding the Closed Churchyard and **AGREE** actions as required
17. To **CONSIDER** the latest report following a visit by a qualified expert on repairs necessary to the Churchyard wall and **AGREE** actions as required
18. **FINANCE**
19. to **APPROVE** theSchedules of Payments for January and February 2025
20. to **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports for January and February 2025
21. **POLICY REVIEW**

To **CONSIDER** the Council’s policies and regulations and, in particular, those updated Policies presented and **AGREE** actions as required

Community Engagement – Cllr. Burton

Media – Cllr. Denning

Remote Meeting Protocol – Cllr. Gregory

Dispensation – Cllr. Gregory

Standing Orders – Clerk

Investment Strategy – Cllr. Whitehead

Grant Awarding – Cllr. Whitehead

Risk Management Strategy – Cllr. Mills

Tree Management – Cllr. Soanes

Risk Assessment Management – Financial – Cllr. Mills

Risk Management Register – Cllr. Mills

Awareness Checklist for Councillors - Clerk

1. **NEWSLETTER**

To **AGREE** the production date of the next Newsletter as July 2025 with the first draft articles to be produced in March 2025 and finalised in May 2025.

1. **ANNUAL PARISH MEETING**

To **NOTE** the suggested Agenda Items for the Annual Parish Meeting:

1. Organisational Updates
2. Coddenham Plan 2 years on
3. Other points raised by parishioners
4. **LOCAL GOVERNMENT REFORM**

To **CONSIDER** how the latest activity on Local Government Reform and Devolution may affect the Parish Council and **AGREE** actions as required

1. **RECREATION GROUND PLAY EQUIPMENT**

To **CONSIDER** the refurbishment and/or enhancement of the playground equipment on the Recreation Ground and **AGREE** actions as required

1. **CHARITABLE DONATION**

To **CONSIDER** making a donation to SARS and **AGREE** actions as required

1. **SLCC**

To **CONSIDER** renewal of membership of SLCC for 2025 and **AGREE** actions as required

1. **INTERNAL AUDIT**

To **APPROVE** the appointment of SALC as the Internal Auditor for 2024/25.

**NEXT MEETING**

1. To **CONFIRM** the date of the next meeting of the Parish Council as 21 May 2025
2. To **CONSIDER** matters raised by members of the public, including matters for consideration at the next Parish Council meeting