

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 **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
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:**
 - a) To **CONSIDER** planning matters, including receipt of the current Planning Schedule.
 - b) To **CONSIDER** the position regarding Enforcement at The Dukes Head
5. **PARISH COUNCIL MEETING:**
 - a) To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 8 January 2025
 - b) To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 8 January 2025.
6. **HIGHWAYS:**
 - a) To **RECEIVE** an update from the Highways Working Group and to **AGREE** actions as required
 - b) To **RECEIVE** a draft Highways Survey and **AGREE** actions as required
7. **GREEN SPACES:**
 - 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** updated Risk Assessments for volunteers on the Green Spaces and Litter Picking and **AGREE** actions as required
8. **CLOSED CHURCHYARD**
 - a) To **RECEIVE** the report regarding the Closed Churchyard and **AGREE** actions as required

- b) To **CONSIDER** the latest report following a visit by a qualified expert on repairs necessary to the Churchyard wall and **AGREE** actions as required

9. **FINANCE**

- a) to **APPROVE** the Schedules of Payments for January and February 2025
- b) to **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports for January and February 2025

10. **POLICY REVIEW**

To **CONSIDER** the following 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

11. **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.

12. **ANNUAL PARISH MEETING**

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

- a) Organisational Updates
- b) Coddenham Plan 2 years on
- c) Other points raised by parishioners

13. **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

14. **RECREATION GROUND PLAY EQUIPMENT**

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

15. **CHARITABLE DONATION**

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

16. **SLCC**

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

17. **INTERNAL AUDIT**

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

NEXT MEETING

- a) To **CONFIRM** the date of the next meeting of the Parish Council as 21 May 2025
- b) To **CONSIDER** matters raised by members of the public, including matters for consideration at the next Parish Council meeting