

ZCODDENHAM PARISH COUNCIL MEETING
Minutes of the Parish Council meeting held on 6 November 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: Ms M Burt, Clerk to the Parish of Coddenham
Two Members of the Public

The meeting was chaired by Cllr. Gregory.

684 To RECEIVE Apologies for absence
Apologies had been received from County Cllr. Hicks and District Cllr. Penny due to previous engagements.

685 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.

The meeting was adjourned.

686 Public Forum
(i)To RECEIVE Reports from the District and County Councillors
Reports had previously been circulated by District Cllrs. Penny and Whitehead.

A member of the public raised the issue of the changes which had been undertaken to the B1078/Rectory Road junction, as previously promised by County Cllr. Hicks. It was felt strongly that those alterations were inadequate to the task of reinforcing the Designated Lorry Route (DLR) which prohibits heavy goods vehicles from going westwards down Coddenham High St and that Suffolk County Council had not fulfilled its promises. He stated that there appeared to be increased traffic through the High Street including tipper lorries presumably en route to Henley Road. He also observed that the proposed quarry at Westerfield may result in a decrease in tipper lorry traffic through the village.

The Chairman of The Coddenham Centre (TCC) shared highlights of the annual report of the Centre, including an increase in revenue of 10%. He did, however, state that there was a likely shortfall of c£2500 in the current budget year. He outlined his view that TCC requires more resources to grow, including taking on an additional part time member of staff for c10 hours per week. He confirmed that the Centre is unaffected by the recently announced increase in Employers National Insurance since they enjoyed an ongoing exemption. He reported that the play equipment was bought in 2010 and would therefore need replacement in the near/medium term.

Also discussed was the recently announced MSDC Taxi/Bus service which currently does not include Coddendam. It is understood that this may change in Phase 2.

The meeting was reconvened

687 (i) Planning Application DC/24/04286 - Application for works to Trees in a Conservation Area - (G1). Hawthorn and hedges adjacent to the house - Coppice the hawthorn and reduce the height of the remaining trees by approximately 3m (T1) Larch - Section dismantle to near ground level. (T2) Sycamore - Section dismantle to near ground level and grind out the stump to facilitate replanting. It was unanimously **AGREED** to submit comments objecting to the felling of the Sycamore, unless it were to be declared dangerous by an expert in this field. It is a prominent tree within the Conservation Area and would alter the sight lines from around the village. The Clerk was requested to contact the Arboricultural Officer at MSDC in this regard. It was **AGREED** that there was no objection to the felling of the larch or other subjects of the application.

(ii) Planning Application DC/24/04261 - LBC – Replacement of side door The Old Post Office Cottage, High Street, Coddendam, Ipswich
It was unanimously **AGREED** to submit no objection to this application.

(iii) Dukes Head DC/24/02485 – It was noted that an enforcement case had been opened on 4 November 2024 as a result of two chasing letters following the Council’s comprehensive letter to Planning Enforcement of 13 September 2024.

(iv) Pipps Ford DC/21/05596 – The Parish Council had requested confirmation that a Condition of Planning (Condition 18) on the above application had been met. MSDC had responded that any such request would need to be accompanied by payment of £145. It was noted that Cllr Whitehead had, prior to the meeting, circulated details of which conditions had so far been discharged and it was noted that this did not include condition 18. Consequently, it was unanimously **AGREED** not to make any such payment.

(v) Possible Quarry Site at Westerfield/Witnesham – Cllr. Gregory reported that she had attended a meeting of a newly formed “Stop Westerfield Quarry” campaign, formed principally to oppose any planning application. A request for funding had been received from the campaign.
It was unanimously **AGREED** not to make any such payment unless and until full details of any planning application was received and could be reviewed. The Clerk was asked to respond to the organiser of the campaign, relaying this decision but asking to be kept informed.

688 To RECEIVE and CONFIRM Minutes of the Parish Council Meeting held on 2 September 2024

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

689 To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting held on 2 September 2024

It was noted that all matters arising and relevant actions were detailed in the appendix to the minutes of the meeting held on 2 September 2024.

690 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 the works undertaken to B1078/Rectory Road junction, it was **AGREED** that the Clerk would draft a letter to County Cllr. Hicks stating the dissatisfaction of the Parish Council and residents of the locality with the works actually undertaken, which differed from those proposed. In addition, despite previous promises, the redundant Speed Indicator Device near The Thatched Barn had still not been removed.

The question of the proposed roads survey was discussed and the question was raised as to who would be consulted in any such survey. Would it be confined to residents of the High Street or to the wider village or even the Parish as a whole? The Highways Working Group was asked to consider these issues in formulating a proposed survey to be considered at the next meeting on 8th January 2025. Cattle escaping from the water meadows below Coddendam House had been an issue several times over the summer, causing traffic build ups and the potential for a major accident. The Clerk reported that she had spoken with the grazier responsible for the cattle. They had now been removed to their winter quarters but the grazier's telephone number was now held in the Community Shop and by the Clerk in case of issues if and when the cattle return in 2025.

691 BROOM HILL, MILL HILL, THREE COCKED HAT, ALLOTMENTS AND FOOTPATHS
(a) To RECEIVE the Report from the Broom Hill Trust and AGREE such actions as required.

This was included in the Green Spaces report below.

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

Cllr. Soanes reported that there had been vandalism on Broom Hill with two black signs and several of the posts showing the walking trails having been removed/broken and discard in the area. In addition, the roundels on the kissing gates had been removed. Cllr. Soanes stated she would undertake a search for the missing items and report back to the Working Group.

The Clerk was requested to draft a letter of thanks to Mr Jefferies for his voluntary efforts at keeping the paths around the Allotment Gardens neat and tidy.

Cllr. Soanes also agreed to provide the Clerk with details of the Duke of Edinburgh Awards volunteers who had undertaken work around the village this summer so that appropriate letters of thanks could be issued.

(c) To CONSIDER the issue of unworked allotment plots

Cllr. Soanes reported that the one unworked plot previously reported had still not been attended to. The Clerk was instructed that, if nothing changes by the end of December, the contract should be terminated and the plot offered to the parishioner currently on the waiting list.

(d) To CONSIDER the quotation received from Eastwood Tree Services Ltd to undertake hedge cutting and coppicing on Broom Hill

The quotation received was considered and the Council unanimously **AGREED** to ask them to requote for just the coppicing of the snowberry, with the Council accepting responsibility for the disposal of all cuttings, and the coppicing of the sparse hedgerow to allow for replanting.

(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. The question of the standard of the works undertaken to rake off grass cuttings had been raised by parishioners and Councillors. Hartleys Garden Services had reported they had undertaken a second cut/rake but requested an additional £100 to cover the second raking. It was questioned as to whether the second raking had been undertaken and the Clerk was requested to ascertain from Mr Hartley whether this had indeed occurred. It was **AGREED** that the additional sum was not payable until the second raking had been completed to the Council's satisfaction. Cllr. Mills offered to speak to Mr Hartley direct if there was an impasse.

(e) To CONSIDER what repairs are required to the Churchyard Wall

A report on this issue had been circulated prior to the meeting. Given the possible cost of any such repairs, the Clerk was requested to draft a letter to be sent to various organisations asking for any expert advice and guidance they could give regarding any repairs required.

(f) to CONSIDER the Quote for Tree Survey in the Closed Churchyard

The Council unanimously **AGREED** to approve the quote of £300 from Eastwoods Tree Services Ltd to undertake such a survey.

(g) To CONSIDER a request for repairs to the shed in the Closed Churchyard.

It was noted that this shed is used to store items for use in the repair and maintenance of the Closed Churchyard. Cllr. Mills had ascertained that the Gardemau Trusts would cover the cost of any necessary repairs up to £140 which would be undertaken by volunteers. The Clerk was requested to place an order for the necessary materials at a cost of c£140 and to seek reimbursement from the Gardemau Trusts.

(h) To CONSIDER a Request to Erect Signage on Council owned land.
After some discussion, the Council unanimously **AGREED** the new Policy as drafted by the Clerk should be amended to allow for the signage of the Community Shop to remain in situ and it was **AGREED** that a specific approval be issued to the Community Shop under this policy. Subject to that change, the Council unanimously **AGREED** to the adoption of the policy.

692 NEWSLETTER

Articles for the next Newsletter should be submitted by the end of December 2024, for publication in early January 2025.

Suggested topics and contributors were:

Housing – Cllr. Mills

Roads – Cllrs. Denning & Whitehead

Churchyard Wall – Cllr. Burton

Green Spaces/Litter/Allotments – Cllr. Soanes

Footpath Application – Cllr. Burton

FOIA – Cllr. Gregory

Budget Proposals – Cllr. Whitehead

3 Rs -Cllr Mills

Dealing with Isolation-Cllr. Mills

Council Vacancies-Cllr. Gregory

The Joys of Volunteering- Cllr. Gregory.

693 FINANCE

(a) To APPROVE the Schedule of Payments for August, September and October

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, the next review being due in March 2025

(b) To AGREE the Bank Statements and to RECEIVE the Budget and Precept Report for August, September and October 2024.

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

(c) To CONSIDER the 2025/26 Budget Process

Cllr. Gregory highlighted that the main areas for discussion in the budget process were (1) that repairs to the churchyard wall may be required and may include significant expenditure; grants will be pursued but it is possible this may require a call on reserves and (2) any tree surgery required in FY2025/6. It was also noted that a meeting has been arranged with the Chairman and Treasurer of TCC to discuss funding for TCC FY 2025/6 so that a draft budget can be circulated for approval at the next meeting in January 2025.

(d) to CONSIDER removal of an Item from the Asset Register

The brushcutter currently owned by the Council is nearing the end of its useful life. The Clerk was therefore requested to write the brushcutter down to £Nil in the Asset Register

(e) To CONSIDER purchase of a new Litter Pickers warning sign

Cllr. Soanes reported that the sign previously identified at c£30 was no longer available and an alternative had been sourced, at a cost of c£56. It was unanimously **AGREED** not to pursue an additional sign.

694 AUDIT

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

The Report had been circulated prior to the Meeting. With the exception of the late publication of the Notice of Public Rights, which will necessitate stating non-compliance in the AGAR for 2024/25 in relation to that item, the external auditor reported no issues. The Council unanimously **APPROVED** acceptance of this report.

(d) Effectiveness of Internal Controls

Cllr. Mills had previously agreed to undertake this review in 2024/25 and his findings had been circulated prior to the meeting. The report was unanimously **ACCEPTED** and it was **AGREED** that, adopting the recommendation of the review, a formal process of monitoring the performance of Council appointed contractors should be added to the Council's processes.

695 HOUSING

A report on the outcome of the housing survey had been circulated prior to the meeting it was **AGREED** that the proposed actions of updating the Coddendam Plan should be undertaken in conjunction with the other parish organisations which own the Plan. Cllr. Mills agreed to report the findings to residents at the Annual Parish Meeting in 2025.

696 SECTION 14 FOIA

Cllr. Gregory reported that there had been a significant number of requests under the Freedom of Information Act 2000 in the last 12 months from two parishioners which had taken up a good deal of time of both the Clerk and Councillors and that this represented a cost to the taxpayer. Accordingly, the Clerk was now recording the amount of time spent on such matters including the costs involved. It was noted that Section 14 of the Freedom of Information Act permits rejection of certain requests and it was **AGREED** that future requests would be considered in the light of this Section of the legislation.

697 CHARITABLE DONATIONS

Two requests for donations had been circulated prior to the meeting, one from Lighthouse Women's Aid and another from the Citizens' Advice Bureau. The Council unanimously **AGREED** to make the following donations:

Lighthouse Women's Aid -- £50
Citizens' Advice Bureau - £100

698 The next meeting to be CONFIRMED as 8 January 2025

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

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

(a) Draft Budget

(b) Policy review dates

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

Signed: _____

Date: _____

Meeting Date	Minute #	Action	Cllr./Clerk	Completed
11/05/23 10/07/24	23/24 520 24/25 647(iv)	To put together a formal PRow claim for footpaths cutting through the churchyard.	DB All councillors	DB working on format claim including witness statements DB still awaiting 6 witness statements to support application from councillors Formal application submitted to SCC. To be discussed at their Jan 25 mtg.
14/03/24 08/05/24	23/24 619(ii) 24/25 646	Acquisition of lock to far gate onto allotments	JS MB	JS to investigate provision of combination lock JS still pursuing appropriate lock JS identified appropriate lock. Clerk to purchase Clerk to write to allotment holders with gate code. COMPLETED
14/11/23 08/05/24 02/09/24	23/24 589(ii) 24/25 649 24/25 648(e)	Churchyard to be repaired and weeds cleared Extensive repairs likely. PC to request advice from various organisations.	DB DB MB	LA Hurrell to be asked for quote to undertake remedial work. L A Hurrell taking no further work. 2 other contractors asked to inspect and quote. Clerk wrote letters & emailed them 8 Nov 2024 Responses rec'd from Historic England & MSDC. DB identified expert firm to undertake

			MB	<p>survey/advise on future repairs.</p> <p>Clerk wrote to firms end Nov/early Dec. Response 10 Dec - cannot take on work until March 2025. Further firm identified & written to 12 Dec.</p>
14/11/23	23/24 589(ii)	Possible gates to be installed at each end of Lower Road NM to pursue with SCC	NM RD/JCW	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 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	<p>DB to ascertain whether defib unit available at Beacon Hill. JW to ascertain whether MSDC could source such for business(es) at that location</p> <p>Clerk to contact businesses</p>

				<p>Clerk emailed CEO of Travelodge & Greggs 10 Dec.</p> <p>Both firms responded – Travelodge no interest.</p> <p>- Greggs referred elsewhere in org.</p>
08/05/24	24/25 647(iv)	Removal of non functioning highway sign	MB	<p>Clerk to email County Cllr Hicks</p> <p>MSDC agreed to remove while undertaking works at Rectory Road junction.</p> <p>Chased for removal 16 Sept</p> <p>Lack of removal raised with Cllr. Hicks as part of letter re B1078/Rectory Road. Response chased 10 Dec.</p>
08/05/24	24/25 648(ii)(a)	Dog waste bin on Old Norwich Road – post to be replaced	Working Group NM	<p>Post to be sourced and repair undertaken</p> <p>Bin has been attached to Footpath sign.</p> <p>To attach more firmly using cable ties.</p>
10/07/24	24/25 648 (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> <p>New MSDC contact taken over Sizewell C traffic issues.</p> <p>Details of issues sent to them 16/09/24.</p>
	24/25 676(ii)		MB	

				Write re branded SZC vehicles seen using High St. Issue raised with Bron Curtis, MSDC Complainants referred to SCC Highways Reporting Tool to strengthen impact.
10/07/24	24/25 663(ii)	Unworked allotment	MB	To write to allotment holder stating that if allotment not worked, PC would terminate Agreement Allotment holder responded and agreed to work plot. To monitor progress.
02/09/24	24/25 691(b)		MB	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. Monies left unspent for 2023/4 (final amount to be confirmed) be transferred to Reserves. £420.78 transferred 28/08/24 COMPLETED
10/07/24	24/25 668	Future Housing Needs survey	NM/All Cllrs.	Survey to be drafted and comments made by 2 September meeting. Mock-up of leaflets received & quote accepted. Printing expected 13/09/24.
06/11/24	24/25 695		NM	Report on outcome of survey circulated to Cllrs.

			NM/Other Parish Organisations NM	Update of Coddendam Plan to be undertaken. To report findings to 2025 APM
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 FoI revelation that such has not been taken to date. Letter sent 13/09/24. 2 chasers sent Response received 9 Nov stating DH not on At Risk Register but will be monitored. MSDC reported to have written to Developer and works will be monitored.
06/11/24	24/25 687(iii)			
02/09/24	24/25 677	Proposed Questionnaire on traffic matters	RD/JCW	Draft to be prepared
06/11/24	24/25 690	Proposed roads survey to be discussed further	RS/JCW	Further discussions required in Roads Wkg Group.
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)	Thanks to Duke of Edinburgh Award volunteers for help once tasks completed	JS MB	Supply contact details for volunteers

				Write to volunteers when tasks completed Letters sent 12 Dec24 COMPLETED
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.
06/11/24	24/25 693(a)		MB	Next review March 2025
02/09/24	24/25 680(c)	2025/26 Budget	MB	1 st draft prepared. Items for discussion presented to meeting on 16 Oct. COMPLETED
06/11/24	24/25 693(c)		SG/NM/JCW/MB SG	Final draft to be presented to meeting in January 2025.
02/09/24	24/25 681(d)	Effectiveness of Internal Controls 2024/25	NM	Review to be done for 2024/25 Internal Audit. COMPLETED
06/11/24	694(d)		MB	Addition of formal process to review performance of contractors.
06/11/24	24/25 687(v)	Possible Quarry site at Westerfield	MB	To respond that no consideration of financial support would be given to "Stop Westerfield Quarry" campaign until full details of planning application known. Email sent 7 November 2025 COMPLETED
06/11/24	24/25 690	Works to B1078/Rectory Road junction	MB	To write to Cllr Hicks giving details of PC's dissatisfaction with works undertaken in light of proposal. Letter sent 11 Nov 24

				Cllr Hicks agreed to check physically and revert. Cllr. Hicks reported to Roads Working Group following his review.
06/11/24	24/25 691(b)	Vandalism on Broom Hill	JS	To identify what needs to be replaced. Necessary materials identified & purchased Dec 24. COMPLETED
06/11/24	24/25 691(f)	Quote for Tree Survey of Closed Churchyard	MB	Quote for £300 accepted
06/11/24	24/25 691(g)	Repairs to storage shed, Closed Churchyard	MB NM	Order necessary materials and request repayment from Gardemanu. Ordered 14 Nov 24 Organise repairs Repairs carried out and funds rec'd from Gardemau COMPLETED
06/11/24	24/245 692	Newsletter	All Cllrs.	Articles to be submitted by end Dec 24
06/11/24	24/25 693(d)	Removal of item from Asset Register	MB	Query as to whether, as a parish asset, this should be sold rather than donated.