

CODDENHAM PARISH COUNCIL MEETING  
Minutes of the Parish Council meeting held on 8 January 2025 at 7.30pm  
at the Coddenham Centre

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

**In attendance:** Ms M Burt, Clerk to the Parish of Coddenham  
County Cllr. Matthew Hicks (to item 3b)  
District Cllr. David Penny  
1 Member of the Public

The meeting was chaired by Cllr. Gregory.

**699** To RECEIVE apologies for absence  
Apologies had been received from Cllr Burton due to previous engagements.

**700** 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 relation to agenda item 7.

The meeting was adjourned.

**701** PUBLIC FORUM

(i) to RECEIVE Comments from Residents of the Parish on Current Agenda Items  
In advance of the reports from the county and district councillors, the chairman of The Coddenham Centre, speaking as a member of the public, asked to record his thanks for the continued support received from the parish council which had been agreed after robust discussions between the parties and to also record recognition of the challenges faced by the parish council.

(ii) To RECEIVE reports from the district and county councillors

Councillor Hicks accepted that the works undertaken at the junction of the B1078 and Rectory Road had not reflected the design concept initially presented to the parish council. The works undertaken comply with national standards. However, buff colouring to the road at that junction would be undertaken when weather conditions allow to define more clearly the exclusion zone for HGVs. Cllr. Whitehead suggested that more data on actual traffic flows would be helpful and suggested using counters to gather such data once the works had been completed. Cllr. Penny mentioned that the Sizewell C project had funds available which might help in this regard. Cllr Hicks said that the B1078 had been excluded from Sizewell C funding, as it is not a designated route. However, this might be reconsidered if there is evidence that it is being impacted by the project.

At the request of Cllr Soanes, Cllr Hicks agreed that funding is available to assist the Community Shop with upgrading the CCTV. Formal application needs to be made as soon as possible.

Cllr. Hicks reported that the 2025-26 county budget is now being set. He stated that 77p of each £1 raised is now spent on vulnerable people, leaving the remaining 23p to cover all other services provided. He also reported that central government's reform of local government and proposed devolution is being actively considered and more detailed plans would be unveiled shortly, the likelihood being that all areas currently with two tiers of local government moving to a unitary system.

Cllr. Penny reported that Suffolk County Council had a meeting on 9 January at which a decision would be taken as to whether Suffolk would ask to be in the first tranche of councils to adopt a unitary model. He stated that the district council had not been consulted on this issue and that the May 2025 election for Suffolk county councillors is likely to be abandoned, a move opposed by the district council. In addition, changes to a unitary system would necessitate a review of the joint plan. He also reported that it is hoped no increase in the district council element of council tax would be necessary in the next financial year and that community funding was still available for eligible projects.

The meeting was reconvened

**702** PLANNING

(i) Planning Application DC/25/00040 - Old Hall Farm - extension to existing agricultural storage barn. It was unanimously **AGREED** that the council would lodge no objection to this application

(ii) Planning Application DC/24/02485 - former Dukes Head – erection of a single storey dwelling. The parish council had vigorously objected to this application and it had been refused. However, the enforcement of two separate contraventions of planning are still outstanding. The clerk was requested to follow up on these with the relevant planning officer.

**703** MINUTES

To **RECEIVE** and **CONFIRM** minutes of the parish council meeting held on 6 November 2024. The minutes were unanimously **AGREED** to be a true and fair record of the meeting.

**704** MATTERS ARISING

To **CONSIDER** any matters arising from the minutes of the parish council meeting held on 6 November 2024

The clerk was requested to ensure that the latest report on the effectiveness of internal controls is posted on the council's website. The question of installing a defibrillator at Beacon Hill Services had been taken up with the businesses there. The Travelodge had declined to host such an item but Greggs had agreed to a defibrillator being attached to their external wall but declined to cover the cost of the defibrillator or the maintenance thereof. Some discussion was had as to whether the parish council should fund this shortfall. It was **AGREED** that

this was beyond the scope of council funds but the situation should be revisited with Greggs should a supply of free defibrillators become available again.

**705** HIGHWAYS

To RECEIVE and CONSIDER the Report of the Highways Working Group

A report from the highways working group was unavailable for circulation prior to the meeting. It was felt that there was a need for more data to reinforce the traffic issues in the parish. To this end, it was **AGREED** that Tim Passmore, Police & Crime Commissioner, should be contacted to request that lorry enforcement officers check that HGVs are not using the B1078 from east to west. In addition, it was **AGREED** that Mr Passmore should be invited to attend the council's next meeting in March 2025.

In addition, the possibility of taking NOX measurements was discussed and the possibility of such equipment being funded by the locality budget. Cllrs. Penny and Whitehead agreed to take this issue forward on a ward wide basis. Cllrs. Denning and Whitehead also agreed to prepare a draft of the proposed traffic/parking survey for the March meeting.

**706** 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.

Cllr. Soanes reported that the vandalised posts and signs had either been retrieved or replaced and the council unanimously **APPROVED** this purchase in retrospect.

(b) To RECEIVE the report from the green spaces working group and AGREE such actions as required.

A report on green spaces had been circulated prior to the meeting.

(c) To CONSIDER the issue of unworked allotment plots. Cllr. Soanes reported that the plot in question is still unworked. It was **AGREED** that the Clerk would draft a termination letter to be sent to the allotment holder.

(d) To CONSIDER the closed churchyard report and AGREE such actions as required.

A report on the closed churchyard had been circulated prior to the meeting. Cllr. Mills stated that the necessary repairs had been made to the shed, funded by the Gardemau Trusts. Grass cutting had been completed satisfactorily following a meeting with the contractor and that a "watching brief" should be kept on the state of repair of the table tomb.

(e) To CONSIDER what repairs are required to the churchyard wall

It was noted that getting a qualified engineer to undertake a survey to ascertain necessary repairs is proving problematic but two alternative engineers had been identified and it was **AGREED** that the Clerk would write to both firms and would email the one which had indicated that they might have availability in the Spring to make such a survey.

(f) to CONSIDER the claim for recognition of footpaths through the churchyard

Cllr. Burton had previously reported that the claim had been lodged with Suffolk County Council.

**707** FINANCE

(a) To APPROVE the Schedule of Payments for November and December 2024

The council unanimously **APPROVED** the above schedules of payments and the schedule of direct debits.

(b) To AGREE the bank statements and to RECEIVE the budget and precept report for November and December 2024

The council unanimously **APPROVED** the above items

(c) To CONSIDER the 2025/26 budget process

Cllr. Gregory stated that the budget for the next financial year is extremely tight. There are two large chunks of expenditure which were unavoidable, i.e. the Public Works Loans Board repayments and the clerk's salary and training. She reported that The Coddendam Centre still needs financial support but this will be limited to the same amount as budgeted for this year (with inflation). It was noted that Clause 7.3 of the Asset Transfer Agreement obligates the council to support The Coddendam Centre financially, subject to the process set out therein and this is not time limited.

Cllr. Whitehead proposed, Cllr. Soanes seconded approval of the budget and it was unanimously **AGREED** that this be approved. The clerk was reminded that the precept form must be with MSDC by the end of January 2025.

**708** POLICIES

Cllr. Gregory reminded councillors that the review of policies had been allocated and some require action by the March meeting. The clerk was requested to let Cllr. Gregory have details of the various risk assessments held and to add the emergency plan to the list of policies.

**709** NEWSLETTER

The content of the latest newsletter was confirmed and the cost of printing thereof was unanimously **APPROVED**. Delivery of the printed copies was requested as soon as possible

**710** LOCALITIES AWARDS

It was **NOTED** and **AGREED** that £500 had been received from MSDC in locality granted towards the costs of the 3Rs events in 2025 including the hiring of the location and publicity.

**711** PRIDE IN YOUR PLACE AWARDS

Various initiatives were considered by the council as possible subjects for an application for such grant funding including:

- Bramble clearing by a contractor on Broom Hill (£400)
- New benches on Broom Hill (£320 + VAT)
- New litter pickers warning sign (£56)

The Clerk was requested to ask the contractor for a formal quote for the bramble clearing. Forms to apply for such funding are available at the MSDC website.

**712** NEXT MEETING

- (i) The council unanimously **AGREED** the date of the next meeting as 6 March 2025.
- (ii) The following are matters arising for the next meeting of the parish council:
  - (a) Request for funding from SARS
  - (b) Roads/traffic
  - (c) Updated policies
  - (d) Risk assessments
  - (e) Parish events calendar –
    - a. VE Day 8 & 10 May
    - b. Fete 13 July
- (iii) Items for the annual parish meeting on 29 April 2025
  - (a) Housing survey
  - (b) Attendance of parish organisations at Parish events

There being no further business, the meeting closed at 21.00.

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 format claim including witness statements
10/07/24	24/25 647(iv)		All councillors	DB still awaiting 6 witness statements to support application from councillors Formal application submitted to SCC. To be discussed at their Jan 25 mtg.
14/11/23	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			L A Hurrell taking no further work. 2 other contractors asked to inspect and quote.
02/09/24	24/25 648(e)	Extensive repairs likely. PC to request advice from various organisations.	DB	Clerk wrote letters & emailed them 8 Nov 2024
			MB	Responses rec'd from Historic England & MSDC. DB identified expert firm to undertake survey/advise on future repairs.
			MB	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. 2 further firms were identified and written to on 9 Jan.

				Wright Consulting offered an appt in Feb 2025 which has tentatively been accepted.
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	DB to ascertain whether defib unit available at Beacon Hill. JW to ascertain whether MSDC could source such for business(es) at that location  Clerk to contact businesses Clerk emailed CEO of Travelodge & Greggs 10 Dec. Both firms responded – Travelodge no interest. - Greggs agreed to host but not finance. Clerk to contact

				Greggs again should free defibrillators become available.
08/05/24	24/25 647(iv)	Removal of non functioning highway sign	MB	Clerk to email County Cllr Hicks MSDC agreed to remove while undertaking works at Rectory Road junction. Chased for removal 16 Sept Lack of removal raised with Cllr. Hicks as part of letter re B1078/Rectory Road. Response chased 10 Dec. NM confirmed that this has been removed. <b>COMPLETED</b>
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 Bin has been attached to Footpath sign. To attach more firmly using cable ties.
	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. Clerk to draft letter of complaint to Sizewell C Clerk chased parishioner for details 23 July Sizewell C response circulated to all Cllrs. New MSDC contact taken over Sizewell C traffic issues. Details of issues sent to them 16/09/24.
	24/25 676(ii)		MB	



				Write re-branded SZC vehicles seen using High St. Issue raised with Bron Curtis, MSDC Complainants referred to SCG Highways Reporting Tool to strengthen impact. <b>COMPLETED</b>
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)		JS MB	To terminate contract if plot unworked end Dec 2024. Termination letter sent 10 Jan 25 Plot offered to resident on waiting list who has accepted. <b>COMPLETED</b>
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 NM/Other Parish Organisations NM	Report on outcome of survey circulated to Cllrs. 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. Review of listed polices to be identified at March meeting
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. 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. Planning Officer chased for latest developments 9 Jan 25.
06/11/24	24/25 687(iii)			
08/01/25	24/25 702(ii)		MB	
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	24/25 680(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 <sup>st</sup> draft prepared. Items for discussion presented to meeting on 16 Oct. <b>COMPLETED</b>
06/11/24	24/25 693(c)		SG/NM/JCW/MB	
08/01/25	24/25 706(c)		SG	Final draft to be presented to meeting in January 2025. Budget approved and Precept Form completed/sent to MSDC 10 Jan 25 <b>COMPLETED</b>
02/09/24	24/25 681(d)	Effectiveness of Internal Controls 2024/25	NM	Review to be done for 2024/25 Internal Audit. <b>COMPLETED</b>
06/11/24	694(d)		MB	Addition of formal process to review performance of contractors.
08/01/25				
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. Cllr Hicks confirmed works did not comply with design presented to PC but are legally compliant. Buff colour to be added to highlight restriction.
08/01/25	24/25 701(i)			
06/11/24	24/245 692	Newsletter	All Cllrs.	Articles to be submitted by end Dec 24 <b>COMPLETED</b>

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. Brushcutter to be offered for sale on eBay. Sold on eBay and £132 deposited to PC's bank acct.
08/01/25	24/25 701(i)	Data collection on traffic issues	Roads Working Group  MB	P&CC to be asked to ensure Lorry Enforcement Officers collect data regarding HGVs not using DLR. P&CC to be invited to attend March mtg.
08/01/25	24/25 705(i)	NOX measuring equipment	JCW	To take forward possibility of acquiring NOX measuring equipment using Localities Budget.
08/01/25	24/25 710(e)	Parish Events	All Cllrs	Volunteers required for VE Day celebrations and Village Fete.