

# Coddenham Parish Council



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To All Parish Councillors

You are hereby summoned to attend the **Annual Parish Council Meeting** to be held on **Wednesday 8 May 2024**, 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

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## AGENDA

1. **ELECTION OF CHAIR & VICE CHAIR:**  
To **ELECT** the Chair & Vice Chair, including signing of the Declaration of Acceptance of Office
2. **APOLOGIES:**  
To **RECEIVE** and **APPROVE** apologies for absence
3. **DECLARATIONS OF INTEREST:**  
To **RECEIVE** any Declarations of Interest or Delegated Dispensation decisions or to **APPROVE** such dispensation requests as needed
4. **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
5. **PLANNING:**  
To **CONSIDER** planning matters, including receipt of the current Planning Schedule
6. **PARISH COUNCIL MEETING:**
  - a) To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 14 March 2024
  - b) To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 14 March 2024
7. **HIGHWAYS:**  
To **RECEIVE** an update from the Highways Working Group and to **AGREE** actions as required
8. **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** and **APPROVE** expenditure on a new sign for Broom Hill to replace the damaged one
  - d) To **RECEIVE** the Churchyard Report and to **AGREE** actions as required and to **CONSIDER** and **APPROVE** expenditure of £237.66 + VAT for 2 no. wooden gateposts to be installed in the Closed Churchyard.
  - e) To **CONSIDER** changing the layout of allotment plots at Love Lane in response to a request from an Allotment Holder and to **AGREE** actions as required
  - f) To **CONSIDER** and **APPROVE** the provision of further water collection equipment at the allotments
  - g) To **CONSIDER** and **APPROVE** the Year 2 quote from Eastwood Tree Surgery and to **AGREE** actions as required

9. **FOOTPATHS**

- a) To **REVIEW** the proposed diversion of Footpath 27 in light to responses received from landowners and other interested parties and to **AGREE** actions as required
- b) To **CONSIDER** making a formal application to claim for footpaths running through the Closed Churchyard and to **AGREE** actions as required

10. **FINANCE**

- a) to **APPROVE** the Schedules of Payments for March and April 2024
- b) to **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports for March and April 2024
- c) to **AGREE** a VAT Reclaim of £1,813.21
- d) to **AGREE** the Year End Accounts, including the Asset Register as at 31 March 2024
- e) to **CONSIDER** and **AGREE** transfers
  - i. from the Reserves in the amount of £1900 allocated for tree works and £3329.28 allocated for streetlighting upgrades
  - ii. into the Reserves in the amount of £6575.92 to be allocated to PWLB Contingency, £4315.16 to be allocated to CIL and £500 to be allocated to General
- f) to **ALLOCATE** the General Fund as at 31 March 2024
- g) to **RECLASSIFY** the Reserves into the following categories: Green Spaces, Allotments, CIL, PWLB Contingency, Training and General

11. **AGAR:**

To **AGREE** Sections 1 and 2 of the Annual Governance and Accountability Return 2023/24

12. **CIL:**

To **CONSIDER** applications to be made under CIL Bid Round 23 and to **AGREE** actions as required.

**DEADLINE FOR APPLICATION - 31 MAY 2024**

13. **WEBSITE MAINTENANCE:**

To **IDENTIFY** and **APPROVE** a Councillor to take on those maintenance items of the website not undertaken by the clerk from 30 April 2024

14. **GENERAL POWER OF COMPETENCE:**

To **CONSIDER** and **RECORD** the ineligibility of the Parish Council to access the power of the General Power of Competence

15. **NEXT MEETING**

- a) To **CONFIRM** the date of the next meeting of the Parish Council as 10 July 2024
- b) To **CONSIDER** matters raised by members, including matters for consideration at the next Parish Council meeting