



CODDENHAM PARISH COUNCIL MEETING

Minutes

Tuesday 27 February 2018

In Attendance: Cllr. Burton, (Chair), Cllr. Burgess, Cllr. J. Fawdry, Cllr. C. Hardy, Cllr. J. Keeble, Cllr. M. Lock Cllr. J. Soanes, Cllr. M. West and Mr Whitehouse, (Clerk).

1. To **RECEIVE** apologies for absence: Apologies were received from Cllr. A. Darell-Brown, Cllr. A. Fowler and Cllr. J. Peacock.
2. To **RECEIVE** any Requests for Dispensation on Declarations of Interest. None
3. To **RECEIVE** reports from Cllr Hicks, (SCC) and Cllr Passmore, (MSDC) and to **CONSIDER** comments from Parishioners on current agenda items. Cllr Passmore was not scheduled to attend. Due to inclement weather Cllr Hicks' was delayed and the item was deferred, pending his arrival.
4. To **RECEIVE** and **APPROVE** the Minutes of the Parish Council meetings, 28th November 2017 and 23rd January 2018. Both Received and Approved.
5. To **RECEIVE** and **APPROVE** the Minutes of the Parish Council meeting, 30th January 2018. Received and Approved.
6. To **RECEIVE** progress reports on matters arising from previous meetings. None.
7. To **CONSIDER** a proposal to Purchase items of Gymnasium Equipment. Cllr Lock outlined his proposal, comparing the three quotes, previously circulated, and recommended that Council accept the bid from Freshair Fitness as the most appropriate. Following discussion Council considered the proposal: that Parish Council contribute the requisite funds to facilitate the purchase and installation of the recommended items, which was unanimously **AGREED**.

Cllr Hicks arrived at this point and the Chair invited him to address Council. Cllr Hicks advised Council on his previously circulated report and responded to questions on the proposed Gyratory experiment, the consultation on School Transport policy and repairs to the speed indicator device on the approach to the village from the Henley direction on the B1078. Regarding the consultation on the Gyratory scheme, the proposed date for the 'drop-in' exhibition has been revised to the 27th April, from 3pm until 7pm, pending confirmation from the officers at Highways department, who also recommend that a 'feed-back' form of set questions be made available to villagers for their comments. Councillors requested a second collection point for villagers who may not be able to attend the drop-in at the village hall and the village shop was generally accepted as a suitable alternative. Cllr Lock agreed to coordinate with the Highways Department on the Drop-in event. Cllr Hardy advised on the probability of having an article in the Parish Council's newsletter.

8. To **CONSIDER** a proposal to Record Council Proceedings. In response to comments from Councillors, the Clerk advised on the legal position of recording meetings, with emphasis on the transparency agenda. Council considered various matters, during which the Clerk advised that future proceedings will be minuted in line with Council's concerns regarding the recording of individual councillor's names. Following discussion, the proposal, that all meetings of the Parish Council are audio recorded, with the recording being stored by the

clerk in accordance with data protection requirements and destroyed once the minutes of the meeting are agreed, was **REJECTED**.

9. To **CONSIDER** a proposal for Training of the Tree Warden. Cllr Hardy reported on the need for the Council's Tree Warden to have a basic knowledge of the various trees for which the Council is responsible and described two routes toward gaining this knowledge, a basic training course from the Arboriculture Association and attendance at the voluntary Suffolk Tree Wardens Forum meetings. Council considered the need for an annual survey inspection report of all trees on Parish Land and the Clerk was asked to investigate a form of contract, with quotes from three local agencies. Following discussion, the proposal, that Council meet the cost of the Tree Warden's attendance at an appropriate training course, was **REJECTED**.
10. To **RECEIVE** a report on the Recreation Ground Trees. Following Council's direction that the Clerk investigates the possibility of an annual Tree Survey contract, under item 9 above, this item was **DEFERRED** to a future meeting.
11. To **RECEIVE** a report on the Recreation Ground Pitch. Council discussed the two conflicting reports on the treatment required to maintain the football pitch area of the Recreation Ground. The general feeling was that if funds were available, the Council's current grounds maintenance contractors could address the issues raised in the report. The Clerk advised that Section 106 funding may be possible via the district authority, which he was asked to investigate and report to a future meeting. Councillors congratulated Coddensham Athletic Football Club on their recent promotion. The Item was **DEFERRED**.
12. To **RECEIVE** a report on the Village Street Lighting. In discussion regarding the provision of street lighting in the village Councillors touched on the history of the Council's policy of repairing faulty lamps until it is no longer economical to do so. As the costs of replacement are reducing and the savings in utility charges would indicate a return of investments within 5 years, it was considered appropriate to revisit the policy when a full analysis of replacement costs was available. The Clerk was asked to report to a future meeting. The report was **RECEIVED**.
13. To **RECEIVE** Minutes of the Churchyard Management Group. Cllr Hardy advised that the suggestion that the Churchyard Management Group and the Parish Council share a secure locked storage facility was currently on hold as it has not been possible to find a suitable unit. The report was **RECEIVED**.
14. To **RECEIVE** the Clerk's report. GDPR. The Clerk reported that Suffolk Association of Local Councils, in conjunction with other national bodies, was producing a 'toolkit' to assist local councils in their preparations for the implementation of the General Data Protection Regulations which come into force in May 2018. The Clerk will forward the email from SALC to all Councillors. SIDS. The two sites submitted to the Highways Department for assessment of suitability for speed indicator devices have been accepted. The Clerk will contact the local charities that have agreed to fund the purchase and the SIDS working group will prepare a report on the preferred devices. War Memorial. Council were advised that the war memorial is within the hereditament of the churchyard and as such it is already listed. The Clerk will write to Heritage England advising them of this. The report was **RECEIVED**.
15. To **RECEIVE** the Responsible Financial Officer's report. The RFO advised Council that the documents circulated as items 15a and 15b had been updated to the current date and were presented for verification. Cllr Hardy confirmed the reconciliation of the accounts. In response to a question regarding the absence of financial accounts in the report, the RFO reminded council of their decision to receive quarterly reports instead of monthly. The RFO advised Council that the fourth quarter, end of year, finance report would be considered by the Finance Working Group on 26th March and a report prepared for the Council meeting on the 19th April, in preparation for the annual audit. The Clerk agreed that the finance reports should be presented at an earlier point on agendas to facilitate full discussion. The report was **RECEIVED**.

16. To **NOTE** any Correspondence received before the meeting. The Clerk advised Council of an email received advising of the presence of moles on the bank behind the Hall where there are wild orchids. Following discussion, the Clerk was asked to take no action.
17. To **RECEIVE** questions from Councillors and **NOTE** agenda items for the next meeting. Cllr Hardy advised that a parishioner had approached him regarding a litter pick at the top of the High Street. Council asked whether Cllr Hardy would look into this.
18. To **CONFIRM** the date of the next meeting of the Parish Council.

Tuesday 19th April 2018

The Chair closed the meeting at 9.20pm