Coddenham

Parish Council

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CODDENHAM PARISH COUNCIL MEETING
Minutes
Tuesday 5th September 2017

In Attendance: Cllr. D Burton, (Chair), Cllr. Burgess, Cllr. A. Darell-Brown, Cllr. J. Fawdry, Cllr. A. Fowler, Cllr. C. Hardy, Cllr. J. Keeble, Cllr. M. Lock, Cllr. J Peecock, Cllr. J. Soanes, Cllr. M. West, and Mr Whitehouse, the Parish Clerk.

1. To **RECEIVE** and **APPROVE** apologies for absence. Apologies were received from Cllr Hicks, (SCC).

2. To **RECEIVE** delegated decisions on Requests for Dispensation on Declarations of Interest. None received. Cllr Peecock declared a non-pecuniary interest in item 11, Planning Application DC/17/04165.

3. To **CONSIDER** an Adjournment to allow residents of the parish to speak on current agenda items and to **RECEIVE** reports from the Dukes Head Support Group and Cllr Hicks. **AGREED**
The Chair invited Mrs Thomas of the Dukes Head Support Group to present an update on the current position. Mrs Thomas referred Council to her previously circulated report and added that the owners of the site had met recently with MSDC, to propose a way forward. They are drafting a scheme that will offer more parking and release some land for starter homes at the rear of the site. Recognising that, as the freehold owners, they would need to do substantial works to the pub and grounds, they have suggested that the Support Group might manage the pub on a long lease. The Support group are awaiting further details and they will update pc and community when they know more. Councillors commented that this was a step forward and welcomed further updates from the Support Group. The Chairman thanked Mrs Thomas for her presentation.
The Chairman then confirmed that Council had read Cllr Hick's previously circulated report, which was **Received.**

4. To **APPROVE** the Minutes of the Parish Council meeting held on 27th July 2017. The minutes of the Parish Council meeting were **Approved**.

5. To **CONSIDER** Matters Arising from previous minutes of the Parish Council Meetings.
The Chairman reminded Council that the position of Council representative to the Suffolk Association of Local Councils was still vacant. Cllr Fowler and Cllr Peecock were appointed to share this position. The Chairman then asked whether there was any progress on the report scheduled for September to raise funds for adult exercise equipment on the recreation ground. Cllr Soanes advised that work was still in progress and that Ms Kendall is expected to report to a future PC meeting later in the autumn. The Chairman reminded Council that the community infrastructure levy grant of £1200 had to be spent on an infrastructure project to avoid clawback. Cllr Peecock advised that there was a 5-year timescale to spend the money. Other councillors suggested that the money could be used towards the adult exercise equipment.

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a. A14 Tunnel. The Clerk reported on his conversations with with the Chairman of the Baylham Parish Meeting, Cllr John Field, and the ex-Footpaths Officer, Mr Ron Philpot. Councillors commented on the value of promoting the use of the footpath, including the development of closer working relations with a neighbouring parish, following which Cllr Hardy accepted a suggestion that he coordinate further developments via the Highways and Footpaths Group. Cllr Hardy noted that his involvement in the project had given him a greater awareness of the extent of the boundaries of the parish and invited others to join him in 'walking the bounds'
b. Speed Indicator Devices. Cllr Hardy and Cllr Keeble gave a briefing on their survey of potential sites for the placement of a speed indicator device and reported that they had submitted an assessment form for a site on School Road which is a crossing point for pedestrians. The clerk advised that he is awaiting a response from the Suffolk Road Safe Partnership.
c. Parish Council Newsletter. Cllrs Hardy, Burgess and Darell-Brown presented an update on the production of the next edition of the newsletter, previously circulated, and added that any advertisements should be forwarded to Cllr Burgess. Adverts are costed at £25 with a discount to £45 for two and £80 for four. Cllr Hardy asked his fellow councillors to consider articles for submission and accepted a suggestion that the promotion of the A14 Tunnel should be included.
d. Councillors Training. Referring to the previously circulated report the Clerk advised Council that dates for the training course had been set. Council discussed options for any individuals who could not attend all four evening sessions and asked whether it was possible to invite any local residents who might be considering standing for election to Council in the future. The Clerk was asked to investigate this with the SALC Trainer. Chair advised that refreshments would be provided on each of the evenings.

6. **To CONSIDER** a PROPOSAL for setting meeting dates up to and including the next Annual Meeting of Full Council
Council agreed the following dates for scheduled meetings of the Parish Council:
Thursday 12th October 2017, **Tuesday 28th November 2017, Thursday 18th January 2018, Tuesday 27th February 2018, Thursday 19th April 2018**
The Annual Parish Meeting will be held on **Thursday 26th April 2018**
The Annual Meeting of the Parish Council, followed immediately by an Ordinary Meeting of the Parish Council, will be held on **Thursday May 17th 2018.**

7. To **CONSIDER** a PROPOSAL to charge for the casual use of Internal Hall Facilities. Following discussion, Council agreed, with one abstention, to recommend to the Hall Committee that a charge of £20 for the use of the Hall toilets by organised groups such as Car Rallies, Ramblers, etc., be added to the Table of Charges.

8. To **CONSIDER** recommendations from the Policy Review Working Group to amend Standing Orders. Council considered the detailed changes to sections 3, 12 and 15 of the council's Standing Orders, previously circulated, which were agreed unanimously.

9. To **CONSIDER** a PROPOSAL to hold discussions with the Day Foundation regarding the Coddenham Sports and Community Centre. Cllr Fawdry addressed Council on the need to open discussions with the Day Foundation regarding the future of the Community and Sports Hall. Cllr Darell-Brown asked for clarification of the need for the discussions. The Chair agreed to provide Cllr Darell-Brown with a briefing paper of the history of discussions to date, and commented that the

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proposal was only to open formal discussions, with a view to providing a report to Council for consideration. Following further discussion, Council **RESOLVED**, with one abstention, to establish a working group, comprising Cllr Fawdry, Cllr Fowler, Cllr Lock and Cllr Peecock to open discussions with the Trustees of the Day Foundation with regards to the future of the Coddenham Sports and Community Centre and to report back to the Parish Council.

10. To **CONSIDER** a PROPOSAL to introduce a nil cost charging band for the letting of the Council's Community and Sports Hall for the sole purpose of conducting elections for Coddenham Parish Councillors. Following discussions, Council **RESOLVED**, with one abstention, to introduce a charging band into the scale of charges of the Council Community and Sports Hall namely Letting the Hall Facilities for the sole purpose of conducting elections for Coddenham Parish Councillors and further **RESOLVED** that the charge for such a letting be nil.

11. To **CONSIDER** Planning Applications and to **NOTE** Planning Decisions, including those received after publication of this agenda. Council noted the decisions reported in the background papers.
DC/17/03868. Council noted the Chairman's comments that this application had been incorrectly addressed and that the application related to a barn at Lime Kiln Farm on the Needham Road. Notwithstanding, Council **RESOLVED** to support the application without comment.
DC/17/ 04165. Council considered this application and **RESOLVED** with one abstention, to support the application without comment.

12. To **RECEIVE** the Clerk's report. The Clerk presented his report as published.
Council considered the matter of inviting the representative of the District and County Authorities to alternate meetings and asked the Clerk to provide a report on attendance at the Annual Meeting of Council.
The Clerk gave an update on the progress of the application to amend the Alcohol License for the Community Hall, currently with the License Officer at MSDC.
The Clerk advised that he had reported two areas of flooding concern to the Highways Authority and a broken inspection cover on the High Street to Anglian Water, which may take up to three months to be repaired due to road closure notifications. Council asked the Clerk to report two other matters on Church Road to the appropriate authorities.
The Clerk advised Council on the regulations regarding Fly-tipping and the general disposal of waste.
The Clerk reported on recent developments regarding the alterations to the bus services through Coddenham. Due to the new timetable being printed with errors, the previous timetable has been reinstated. Councillors noted that the proposed changes would have been advantageous to Coddenham passengers.
The Clerk advised Council on the East Anglian Tree Forum. Cllr Hardy agreed to check his diary for his availability to attend.
Council **Received** the Clerks report.

13. To **RECEIVE** the Responsible Financial Officer's report and **UNDERTAKE** the Independent Bank Reconciliation for the current period.
The RFO advised that he had responded to two matters of clarification from the external auditor and that the final report was imminent. The RFO presented a copy of the External Auditors recommended Risk Assessment Strategy, which the Council reviewed as appropriate to need.
The Chair proposed that Council **ADOPT** the strategy. **AGREED**

The RFO presented the current bank balances and a statement of reconciliation with the Council's accounts which Cllr Lock examined and signed as in order.

Bank Accounts:
All Bank Balances as at August 31st 2017:

Main Account	£	34,356.36
Sports Hall Account	£	2,172.13
CPC Reserve Account	£	251.35
Sports Hall Contingency Account	£	8,645.43
Total in Banks	**£**	**45,425.27**
Cash	**£**	**0.00**
GRAND TOTAL (Banks and Cash)	**£**	**45,425.27**

The RFO presented an up to date copy of the Council's accounts in the new format, alongside a copy of the previous format for comparison. Cllr Fowler commented that the new format was a 'work in progress' and that further adjustments would be necessary to complete the transition. The Clerk advised that the next meeting of the Finance Working Group would focus on allocating the current budget against the new cost centres and heading, in preparation for the setting of next year's budget and precept.
Council **Received** the RFO's report.

14. To **CONSIDER** any Correspondence received before the meeting.
The Clerk advised that he had received a copy of the forthcoming Babergh and Mid Suffolk Joint Local Plan briefing sessions with Town and Parish Councils and Parish Meetings. A hard copy of the consultation document is available in the Community Centre and a link to the electronic version will be published on the Council's website.

15. To **RECEIVE** questions from Councillors and agenda items for the next meeting.
Terms of reference and meeting schedules for the Community Centre Management Committee, Cllr Fowler.

16. To **CONFIRM** the date of the next meeting of the Parish Council.
the next meeting of the Parish Council was set for **Thursday 12th October 2017**

The Chairman closed the meeting at 9.05pm.