Coddenham

Parish Council

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CODDENHAM PARISH COUNCIL MEETING
Minutes
Thursday 18 April 2019

In Attendance: Cllr D. Burton, (Chair), Cllr I. Burgess, Cllr J. Fawdry, Cllr. A. Fowler, Cllr C. Hardy, Cllr J. Keeble, Cllr. M. Lock, Cllr. J. Peecock, Cllr T. Passmore, (MSDC), Mr Whitehouse, (Clerk) and 5 parishioners.

1. To **RECEIVE** apologies for absence.

Apologies were received and approved from Cllr A. Darell-Brown, Cllr J. Soanes and Cllr. M. West.

2. To **RECEIVE** any Declarations of Interest or Delegated Dispensation decisions or to **APPROVE** such dispensation requests as needed.

None declared.

3. To **CONSIDER** comments from Residents of the Parish on current agenda items

Item 5: Mr MacPherson advised Council that the application for a Charitable Incorporated Organisation was underway. The prospective Trustees have taken a survey of the Community Hall – All OK. The Trustees note the advice from Birketts regarding conflict of interest in representing both parties to a conveyance.

At this point the Chair advised the meeting that he was bringing forward item 13, (Planning Applications), to afford Cllr Passmore the opportunity to contribute to the discussion on development to the rear of the Dukes Head public house.

13. To **CONSIDER** Planning Applications and to **NOTE** Planning Decisions, including those received after publication of this agenda.

Council have been asked to comment on the application for planning permission to build a Bungalow in the garden to the rear of the Dukes Head public house. Cllr Passmore advised that it was contra to District Council policy to develop public houses to residential use, although he would be guided by the Parish Council's wishes in this. Cllr Peecock then explained the details of his previously circulated, suggested response to the Planning Authority on the application currently under consideration and recommended that Council did not support the application. Cllr Hardy agreed with the proposed response and added that, with regard to the Dukes Head, the building was deteriorating and Council would need to have some positive ideas on it's future use. Cllr Lock asked whether the Parish Council should consider compromising with regard to a suitable proposal for housing on the site. Cllrs Burgess and Fowler agreed. Cllr Passmore commented that, should Council agree to an application to develop the public house as residential, they could request a condition that no further development takes place on the site. Chair summarised the Council's position and one of recommending refusal of the current application, based on Cllr Peecock's drafted response. Cllr Passmore suggested that, should the Planning Officer recommend approval of the application, he could have the case referred to committee. Cllr Peecock volunteered to represent the Council at any such committee should it be necessary. Agreed.

The Clerk advised Council that planning permission on application reference DC/19/00834, erection of a single-story side/rear extension at Glebe Barn, was refused.

4. To **RECEIVE** reports from Cllr Hicks and/or Cllr Passmore

Cllr Passmore updated the Council on Community Grants, the visits by PCSO to local parishes and the recent change to parish boundaries, advising that he was keen to maintain community identity.

The Chair asked for Comments on Cllr Hick's previously circulated report. Cllr Hardy raised the issue of the Sizewell C traffic consultation scheduled for summer 2019. The Chair requested that a provisional agenda item be placed on the agenda for the July meeting. The report was Received**.**

5. To **RECEIVE and CONFIRM** the Minutes of the Parish Council Meeting held on 21st March 2019.

The minutes were Received and Confirmed with one abstention.

6. To **CONSIDER** Matters Arising from previous minutes of the Parish Council Meetings.

Cllr Burgess advised that there were still no volunteers to maintain the Info Box and suggested that an advertisement be placed in the shop window. The Chair suggested that it could be raised at the Annual Parish Meeting.

7. To **RECEIVE** the Clerk's report.

Cllr Fowler was concerned that the documents on the engagement of Birketts were not provided to Councillors. The Clerk advised that following a telephone call to Birketts, advising that the Council wished to engage them in the matter of the Community Hall, Birketts had supplied three documents, a Terms of Business Acceptance Form; a Matter Details schedule; and a tri-fold printed folder of their Terms and Conditions of Business. The Clerk and Cllr Burton subsequently attended a meeting at Birketts offices on 9th April, when the Chair had outlined the Council's requirements in more detail and the Clerk signed the Terms of Business Acceptance form. Cllr Peecock commented that there was information available which could reduce the cost if shared with Birketts. Cllr Fowler suggested that the Community Hall Working Group meet to firm up the brief and provide clear direction for Birketts. The Clerk was asked to contact Birketts for an update on costs to date and to provide copies of document to all councillors. The Report was Received.

At this point the Chair advised the meeting that he was bringing forward item 11, (School Bus Provision).

11. To **RECEIVE** a report on School Bus Provision

Cllr Burgess introduced the report on behalf of Cllr Darell-Brown, commenting that the issue related to existing families with younger siblings of children already attending Debenham High School. As parents choose to send the younger sibling to the same school, and the County's transport policy only provids transport to the closest school, (Claydon High), parents face either a £600 per year charge for a seat on the bus that the older sibling current has free access to or to follow the bus, which has vacant seating, on route to the school. Cllr Fawdry suggested that a request that virement of the cost allocated to the younger sibling for transport to Claydon High School be made to enable the child to use the provided bus to Debenham High. A parishioner currently affected by the policy commented that she has applied for a seat on the school bus to Debenham and been advised that there are no guaranteed places available. She will if necessary, and at cost to her career drive her younger child to school. Cllr Hardy was concerned that an extra vehicle was being put on the road unnecessarily and asked whether details of the comparative costs for both busses were available. He added that when children stay later at school for clubs, etc., public transport was available from Debenham to return them to Coddenham, but there was no equivalent service from Claydon. Cllr Fowler commented that there was an education charity in the village which may be of assistance to parents if needed. Cllr Peecock proposed sending Cllr Darell-Brown's letter to the County and Cllr Hicks requesting their comments. Agreed. The report was received.

8. To **RECEIVE** the RFO's report

The Report was Received having previously been checked by the Finance Working Group. Concerns were expressed by several councillors that the report omitted

- Copies of the bank statements and there it was not possible to confirm the bank reconciliation.
- A full list of the purchases and receipts for the whole year was not included
- Items from the Asset Register that had been purchase in year e.g. SID

Regarding the Asset Register the chair requested that all councillors send corrections to the clerk within one week so that he can update the register. Agreed

Councillors also expressed concern that the explanatory notes to accompany the RFO report did not include an item as regards the late payment of the March 2019 salaries due to technical issues setting up the payments.

It was requested that the RFO report be re-submitted to the May meeting

Cllr Peecock note that the council's financial standing orders did not contain the NALC updates published in July 2018. It was requested that updated financial standing orders be placed before council for adoption at its May meeting.

9. To **RECEIVE** a report from the Council's Working Group on the future of the Community and Sports Centre.

Cllr Burton outlined recent developments, noting that the project was a work in progress. The Report was Received.

At this point the Chair advised the meeting that he was bringing forward item 12, (Coddenham Food Stores), and asked Mrs Thomas to address the Council.

12. To **RECEIVE** a verbal report on the closure of the Coddenham Food Stores.

Mrs Thomas advised Council that no commercial enterprise had been identified which would be willing to take on the shop. Consideration of running the shop as a community venture was being explored further and the Day Foundation had agreed to provide a small grant to join the Punkett foundation to take the project forward. The Chair thanked Mrs Thomas for her efforts to date and suggested that a provisional item be placed on the May agenda for a further report. Agreed. The report was received

10. To **RECEIVE** an update report on Staff Timesheets

Cllr Burgess introduced the report and asked for Council's comments. Following discussion, the Chair summarised Council's opinion that table one be used for staff timesheets. Agreed. The report was received.

11. To **RECEIVE** questions from Councillors and agenda items for the next meeting.

Agenda Item (in camera) – Concerning Application of section 117 LGA 1972 – Cllr Peecock.

Reminder that when the HR working group is re-formed in May the chair of the council cannot be a member – Cllr Fawdry

Request that all items on agenda dealing with transport issues to be cross-referenced with recent reports on climate change – Cllr Hardy.

In recognition of the 47 years' service provided by Michael West as a councillor a card will be available for signing in the village shop – Cllr Burges

12. To **CONFIRM** the date of the next meeting of the Parish Council.

Cllr Burton reminded Council of the Annual Parish Meeting on Thursday 25th April and confirmed the date of the next meeting of the Parish Council as **Thursday 16th May 2019**

The Chairman Closed the meeting at 9:10pm