

Coddenham Parish Council



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CODDENHAM PARISH COUNCIL MEETING **Minutes of the meeting held on 23 January 2020 at 7.30pm**

Present: Cllr Fowler (Vice Chair), Cllr Burgess, Cllr Fawdry, Cllr Groom, Cllr Mitchell

In attendance: County Cllr Hicks
District Cllr Passmore
District Cllr Whitehead
Mrs Frankis, Clerk to the Parish of Coddenham
2 members of the public

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The meeting was chaired by Cllr Fowler.

Cllr Fowler read aloud the notice regarding recording, filming, photography and use of social media at the meeting, in the interests of openness and transparency.

148 Apologies for Absence

The Council resolved to receive the apologies received from Cllrs Burton, Hardy, Peacock and Scoresby for their absences due to family commitments.

149 To RECEIVE any Declarations of Interest or Delegated Dispensation Decisions or to APPROVE Such Dispensation Requests as Needed

None received.

150 To CONSIDER Comments from Residents of the Parish on Current Agenda Items

Mr McPherson advised that he had been unable to find a copy of the draft minutes of the last Parish Council meeting on the Council's website; the Clerk advised they had been published.

151 To RECEIVE Reports from the County and District Councillors

Reports had been received from the County and District Councillors and circulated to the Council, prior to the meeting.

Cllr Passmore advised that:

2020/21 policing council tax will rise by 4.69%, an annual rise of £10 per household for Band 'D' properties. This will enable an uplift of 162 additional officers to be recruited over the next three years. Funding for 2 additional PCSOs has been approved;

2019 crime figures for Suffolk show a 44% increase in knife crime, a 5% increase of overall crime and a reduction in recorded crime;

Highways England has proposed to keep the Orwell Bridge open during adverse wind conditions of up to 70mph by reducing the speed limit of vehicles to 40mph. The scheme is to be put in place by autumn 2020;

The Northern Bypass consultation routes are to be published next week. Cllr Passmore is against all three proposed routes and believes there are alternatives to be considered, including improvements on the A14

CHAIRMAN.....DATE.....

and the Orwell Bridge which would mitigate some of the current issues. He intends to oppose any proposal.

Cllr Whitehead advised that;

The government New Homes Bonus, which peaked at £2.6million in 2016 is being phased out and will provide no source of finance by 2023. MSDC has worked hard to develop its own investment income streams and council tax has been annually increased by modest increments, below RPI. There will be an increase of 1.66% for 2020/21, adding only 28p rise per month to a Band 'D' property. The MSDC budget will also see council house rents increased by 2.7%.

7.45pm County Cllr Hicks arrived at the meeting.

The Community Grant Scheme bidding round ends on 31 January 2020.

Cllr Hicks advised that;

Suffolk Fire and Rescue Service has been rated 'Good' following an inspection by the Inspectorate of Constabulary and Fire & Rescue Services; Suffolk is in the top one third of the country;

SCC has identified a number of suitable mainstream schools to develop new Special Needs and Disability (SEND) units. In total, an additional 168 new specialist placements will be available for children and their families in Suffolk from September 2020;

SCC's Trading Standards continues to protect customers from rogue businesses following the successful prosecution of the director of Felixstowe company, Anchor Mobility Ltd;

The Ipswich Northern Bypass consultation paper will go to Cabinet, with a recommendation, on 25 February 2020;

A general review of Diversion Routes is due to be undertaken, the last one was carried out in 2010/11.

7.55pm Cllrs Hicks, Passmore and Whitehead left the meeting.

152 To RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 28 November 2019

The Minutes of the meeting, having been circulated to the Council prior to the meeting, were confirmed as a true and accurate record and were duly signed.

153 To CONSIDER Matters Arising from the Minutes of the Parish Council Meeting held on 28 November 2019

The Clerk had circulated a report with updates to the Council, prior to the meeting, including that following the recent councillor resignations, MSDC had not advised a by-election is to take place and so the Council go proceed to co-opt two members.

Re. minute no: 19/20 105 – Mr Collins has identified suitable nets but due to their semi-permanent nature, planning permission maybe required. Alternative sources of funding e.g. Football Association, District & County Cllrs Locality Budgets are being investigated for their purchase.

154 To RECEIVE an Update from the CPC CIO Management Group Representative and to RECEIVE Clarification of Minute No: 19/20 105

Cllr Fowler advised that the Parish Council's grant request to the Day Foundation, dated 9 December 2019, for £13,152.00, for the budget period 2021/22, was considered at their December meeting and deferred, with no definitive determination. The Day Foundation has previously made a commitment to award a grant to the Parish Council for 2020/21 but not 2021/22; it would therefore be prudent to mitigate any possible financial shortfall by setting the 2020/21 budget accordingly.

The Parish Council had received an email from Suffolk Legal to ask that they may close the file on the transfer of the community centre, as the legal transfer document will take a while to come through; a final account for settlement will be forthcoming.

Re. minute no: 19/20 105 – it had not been the intention of the Parish Council to pass on any insurance refund received from CAS, to the CIO but to make a commitment of expenditure of up to £1,200 to pay to the CIO for expenditure of/towards a replacement dishwasher, if the CIO is unable to secure full funding from other grant providers.

Mr McPherson had circulated minutes of the inaugural meeting of CIO Stakeholders and Trustees to the Council, prior to the meeting. The Council unanimously agreed the minutes were a useful tool and would appreciate to continue to receive them.

155 PLANNING:

To CONSIDER application no: DC/19/05762; FPA – erection of detached stable block, Long Meadow Barn, Needham Road, Coddendam

The Council unanimously agreed to submit a recommendation of refusal of planning application no: DC/19/05762 to MSDC, on the grounds that a) it is of the understanding that the site does not meet the size requirements to support four horses and b) traffic associated with the proposed development would create a safety hazard.

8.05pm The two members of the public left the meeting.

To CONSIDER application no: DC/20/00276 & DC/20/00277; HA & LBC – erection of single storey rear extension (following partial demolition of existing rear extension), 3 Church Cottages, Church Road, Coddendam

The Council unanimously agreed to submit a recommendation of no objection to planning application no:s DC/20/00276 and DC/20/00277.

ACTION: The Clerk is to submit the agreed comments to MSDC Planning.

156 FINANCE:

(i) To APPROVE the Schedule of Payments for December 2019 and January 2020

The Council unanimously approved the Schedules of Payments for December 2019 and January 2020.

(ii) To AGREE the bank statements as at 30 November and 31 December 2019

The Clerk advised that Cllrs Groom and Mitchell had confirmed the bank statement balances agreed with the balances reported to the Council.

(iii) To RECEIVE notification of VAT Reclaimed for the period 1 October to 31 December 2019, £1,455.70

The Clerk advised that the VAT Return for the fourth quarter 2019 had been submitted.

(iv) To AGREE an additional bank signatory

The Council unanimously agreed to add Cllr Fowler as the fourth Unity Trust Bank signatory.

ACTION: The Clerk is to arrange for Cllr Fowler to be added as a bank signatory.

(v) To AGREE to set up a DD mandate for the HP Instant Ink subscription

The Council unanimously agreed to transfer the DD mandate details from the Clerk's personal credit card to the Parish Council's bank.

ACTION: The Clerk is to transfer the DD mandate details from her own personal credit card to the Parish Council's bank.

(vi) To CONSIDER S137 request received from Suffolk Neighbourhood Watch

The Council had received a grant request for £50 from SNW. The Council were unclear as to what the scheme provided the parishioners of Coddendam and agreed to seek clarification.

ACTION: The Clerk is to seek clarification from SNW of what the scheme provides the parishioners of Coddendam.

157 To RECEIVE the RFO's Report

A report had been circulated to the Council prior to the meeting.

The Council unanimously agreed to adopt the proposed monthly accounting format as from 1 April 2020, as prepared by the Clerk/RFO.

- 158 To AGREE a Revised 2020/21 Budget, if Necessary and to Set the 2/-21 Precept
The Council unanimously agreed to revise the budget to £37,810.00 and to set the precept at £37,810.00.
ACTION: The Clerk is to forward the completed Precept Demand form to MSDC.
- 159 HIGHWAYS ISSUES:
(i) To CONSIDER Rights of Way signage at the bridge
The Clerk advised the matter had been reported to SCC who are arranging for the signage to be replaced.
(ii) To CONSIDER correspondence received re.
a) Traffic Issues o/s 3, School Road, Coddendam
The Council had received a request to support a parishioner's application to MSDC for traffic warning signage to be erected outside their house and double yellow lines to be installed. The Council unanimously agreed to support the request for signage but not the installation of yellow lines, as these could have a negative impact for users of the Community Shop.
ACTION: The Clerk is to respond to the parishioners to advise of its support for the installation of traffic warning signage but not the installation of double yellow lines.
b) Danecroft, High Street
The Council noted the correspondence received.
(iii) To CONSIDER usage of through roads by military vehicles
ACTION: The Clerk is to write to the Station Commanders of Wattisham Airfield and Rock Barracks Woodbridge, to request details of their policy on HGV usage on 'B' roads when 'A' roads could be used instead.
- 160 To AGREE to Undertake the Annual Internal Audit of the Accounting Records and Control System and to PREPARE the 'Internal Control Statement for the Year Ending 31 March 2020'
The Council unanimously agreed to assign the project to Cllr Peacock.
ACTION: Cllr Peacock is to undertake the annual internal audit of the accounting records and control system and to prepare the Internal Control Statement for the Year Ending 31 March 2020.
- 161 To CONSIDER AND AGREE Options for the Coddendam Parish Council Newsletter and Website
The Council agreed in favour of continuing to produce its own newsletter but to consider a revised format size and frequency and timing of publication.
The matter of the website was deferred.
- 162 To AGREE to Request MSDC Undertake a Community Governance Review
By coincidence, the Parish Council had recently received correspondence from Babergh and Mid Suffolk DC that it is the intention of the Chief Executive to bring a report to each district council in April 2020 recommending that a full Community Governance Review of all the parishes in the district areas be conducted during 2020. The Council unanimously supported the proposal.
- 163 To ADOPT the Coddendam Parish Council Tree Policy
ACTION: The Clerk is to circulate a revised draft Tree Policy to the Council, for adoption at the next Parish Council meeting.
- 164 Annual Coddendam Parish Council Tree Report
The matter was deferred.
- 165 To AGREE to Renew the OneSuffolk Website Hosting Subscription from 1 November 2019
The Council unanimously agreed to renew the OneSuffolk Website Hosting subscription.
- 166 To ADOPT Revised Coddendam Parish Council Financial Regulations

The Council unanimously agreed to adopt the revised Financial Regulations, as circulated to the Council, prior to the meeting.

ACTION: The Clerk is to publish the revised Financial Regulations on the Parish Council website.

167 To ADOPT Revised Coddensham Parish Council Standing Orders

The Council unanimously agree to adopt the revised Standing Orders, as circulated to the Council, prior to the meeting, and to recommend a policy that five days' notice will be given for the publication of a meeting agenda.

ACTION: The Clerk is to publish the revised Standing Orders on the Parish Council website.

168 To ADOPT the Coddensham Parish Council Records Management & Documentation Retention Policy

The Council unanimously agreed to adopt the Records Management & Documentation Retention Policy, as circulate to the Council, prior to the meeting.

ACTION: The Clerk is to publish the Records Management & Documentation Retention Policy on the Parish Council website.

169 To CONSIDER AND AGREE 2020/21 Coddensham Parish Council Meeting Dates

The dates for the Parish Council meetings for 2020/21 are as follows:

19 March 2020
14 May 2020
16 July 2020
17 September 2020
19 November 2020
21 January 2021
18 March 2021

170 To CONFIRM the Date of the Next Meeting of the Parish Council

The next meeting of the Parish Council will be held on 19 March 2020 at 7.30pm.

171 Matters Raised by Members, Including Matters for Consideration at the Next Parish Council Meeting

No matters were raised.

172 CONFIDENTIAL ITEM:

In pursuance of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the Council unanimously resolved to exclude the Press and Public for the next item on the agenda of business, on the grounds that it would likely be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

173 Staffing Matters

The Council considered staffing matters.

SUMMARY OF ACTIONS:

155 Planning:

To consider application no: DC/19/05762; FPA – erection of detached stable block, Long Meadow Barn, Needham Road, Coddensham

To CONSIDER application no: DC/20/00276 & DC/20/00277; HA & LBC – erection of single storey rear extension (following partial demolition of existing rear extension), 3 Church Cottages, Church Road, Coddensham

ACTION: The Clerk is to submit the agreed comments to MSDC Planning.

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ACTION: The Clerk is to seek clarification from SNW of what the scheme provides the parishioners of Coddendam.

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ACTION: The Clerk is to forward the completed Precept Demand form to MSDC.

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a) Traffic Issues o/s 3, School Road, Coddendam

ACTION: The Clerk is to respond to the parishioners to advise of its support for the installation of traffic warning signage but not the installation of double yellow lines.

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ACTION: The Clerk is to write to the Station Commanders of Wattisham Airfield and Rock Barracks Woodbridge, to request details of their policy on HGV usage on 'B' roads when 'A' roads could be used instead.

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ACTION: Cllr Peacock is to undertake the annual internal audit of the accounting records and control system and to prepare the Internal Control Statement for the Year Ending 31 March 2020.

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There being no other business, the meeting closed at 9.19pm.