

Coddenham Parish Council



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CODDENHAM PARISH COUNCIL MEETING

Minutes of the meeting held on 28 November 2019 at 7.30pm

Present: Cllr Burton (Chair), Cllr Fowler (Vice Chair), Cllr Burgess, Cllr Fawdry, Cllr Groom, Cllr Hardy, Cllr Peacock (JP) & Cllr Scoresby (NS)

In attendance: Mrs Frankis, Clerk to the Parish of Coddenham
District Cllr Whitehead
1 member of the public

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Before the start of the meeting, Cllr Burton asked the Council to remember Mr Michael West, former Parish Council member and Chairman, who had recently passed away.

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

The Council unanimously agreed to include an additional agenda item – ‘To Declare Councillor Vacancies’.

122. To Declare Councillor Vacancies

Coddenham Parish Council declared two councillor vacancies following the recent resignation of Cllr Alix Darell-Brown and Cllr Caroline MacDonald. The Clerk advised that she had notified MidSuffolk District Council (MSDC) and had published the details on the Parish Council website.

Cllr Peacock asked the Council to establish the procedure for reducing council member numbers.

ACTION: THE CLERK IS TO CONTACT MSDC TO ESTABLISH THE PROCEDURE FOR REDUCING COUNCIL MEMBER NUMBERS.

123. Apologies for Absence

The Council resolved to receive the apologies received from Cllr Mitchell for her absence due to a family commitment.

Apologies were received from County Cllr Hicks.

124. To Receive any Declarations of Interest or Delegated Dispensation Decisions or to Approve Such Dispensation Requests as Needed

None made.

125. Public Forum

No matters were raised.

126. To Receive Reports from the County and District Councillors

Cllr Whitehead advised that:

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

Thurston Parish Council has recently adopted their Neighbourhood Plan. MSDC is keen for parishes to undertake their own Neighbourhood Plans however the cost and time implications are recognised; MidSuffolk Leisure Centre is offering free swimming lessons for children over the Christmas holiday period, 20 December 2019 to 5 January 2020;

Suffolk Recycling Centres are offering sessions on community recycling via the Suffolk Recycling website. Cllr Peacock referred to the Untidy Site Notice requested to be served on the Dukes Head site and that the problem continues; Cllr Whitehead agreed to pursue the matter with the MSDC Planning Enforcement Officer.

Cllr Peacock referred to the increasing volumes of traffic in High Street and Church Road and asked that traffic calming measures be considered; Cllr Whitehead agreed to look into the matter.

A report had been received from County Cllr Hicks prior to the meeting, and circulated to the Council.

127. To Receive and Confirm the Minutes of the Parish Council Meeting held on 17 October 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.

128. To Consider Matters Arising from the Minutes of the Parish Council Meeting held on 17 October 2019

Re. minute no: 19/20 101 remains outstanding.

ACTION: CLLR PEECOCK IS TO DRAFT A LETTER OF EXPRESSION OF CONCERN FOR THE CLERK TO FORWARD TO DISTRICT CLLRS WHITEHEAD AND PASSMORE

Re. minute no: 19/20 112 Cllr Hardy advised that an audit of the dog litter bins has shown there are nine bins.

Re. minute no: 19/20 117 The Clerk advised there would be a £3 monthly fee for a Unity Trust Bank credit card. She advised that the initial need for a card had been resolved and that going forward, a card would probably not be needed.

Re. minute no: 19/20 111 The Clerk advised that Suffolk County Council has contacted Mr & Mrs Darell-Brown regarding the overgrown hedges, within the boundaries of their property, obscuring visibility for road users.

ACTION: THE CLERK IS TO CONTACT SUFFOLK COUNTY COUNCIL REGARDING AN UPDATE ON THEIR REQUEST TO MR & MRS DARELL-BROWN.

129. To Receive and Confirm the Minutes of the CaSH Committee Meeting held on 17 October 2019

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

130. To Receive an Update on the Transfer of Coddtenham Community Centre and Make any Decisions Necessary, Including Details of the Agreement Cl. 7.5 and Schedule 2, as Amended, Namely the 'Balance'

Cllr Peacock advised the transfer had been satisfactorily concluded and any residual matters were being dealt with.

The Clerk advised the final electricity bill of ~£500 had been received today.

Cllr Scoresby advised he is dealing with the transfer of the BT account and the final bill for the Council.

Mr A McPherson advised that at this time, the CIO want the Parish Council to retain the O2 account for the Coddtenham Centre Clerk.

Cllr Burton advised that the current Grounds Maintenance contract ends March 2020, with an option to extend it for a further two years. The CIO has confirmed they would like to 'buy into' the Council's contract. Cllr Fowler advised that it appears the Council may have been charged for works not carried out; he considers there may be an avenue to negotiate a refund for works not undertaken by the contractor but which have been charged and paid for.

ACTION: THE CLERK IS TO CONTACT NORSE TO ESTABLISH WHAT WORKS HAVE BEEN UNDERTAKEN AND CHARGED FOR.

A report received from Mr A McPherson, prior to the meeting, had been circulated to the Council.

The Council agreed to pay a sum up to the value of £2,945 to the CIO, in line with Clause 7 and Schedule 2 of the Agreement, on receipt of the actual invoices and receipts paid.

131. To Nominate a Councillor to Act as the Parish Council's Representative on the New CIO Management Group – the First Meeting 17 December 2019

The Council agreed to appoint Cllr Peacock as the Parish Council's representative.

132. To Receive a Paper and Agree in Principle to CPC Providing a Community Web Platform for use by the PC, Community Shop, Community Website and Other Community Organisations

Cllr Burton had circulated details of the proposal (an agenda paper), having been approached by the Community Shop, to the Council prior to the meeting. The Council agreed to defer the matter to after the agenda item to consider the 2020/21 budget later in the meeting.

133. To Accept Quotation for Re-Painting / Repairing the Info Box

The Council voted 7 in favour and 2 abstentions to accepting the quote received from Mr D Thurlow to repaint the Info Box at a labour only cost of £320.00. The works will be undertaken during the financial period 2020/21.

ACTION: THE CLERK IS TO ACCEPT THE QUOTE RECEIVED FROM MR D THURLOW.

134. Planning:

(i) To consider application no: DC/19/05112; FPA – erection of footbridge over the R.Gipping over existing brick abutments, upstream of Baylham Mill

The Council unanimously agreed to submit a recommendation of approval of planning application no: DV/19/05112 to MSDC.

(ii) To note the MSDC Decision Notice for application no: DC/19/04207

The Clerk advised that MSDC had granted application no: DC/19/04207 on 28 October 2019.

135. Finance:

(i) To approve the Schedule of Payments for November 2019

The Council unanimously approved the Schedule of Payments for November 2019.

(ii) To agree the bank statement as at 31 October 2019

The Clerk advised that Cllr Peacock had confirmed the bank balances agreed with the balances reported to the Council.

(iii) To receive notification of VAT Reclaim for the period 1 April to 30 June 2019, £505.41 and for the period 1 July to 30 September, £714.32

The Clerk advised that the VAT Returns for the second and third quarters 2019 had been submitted, refunds had been received of £505.41 and £714.32.

(iv) To consider and agree to de-register VAT No: 823 357 238 and to apply to claim back VAT as an organisation not registered for VAT (VAT 126)

The Council unanimously agreed to de-register VAT No: 823 357 238 and to claim back VAT as an organisation not registered for VAT (VAT 126) , as from 1 April 2020.

ACTION: THE CLERK IS TO DE-REGISTER VAT NO: 823 357 238 AND TO ARRANGE FOR THE COUNCIL TO RECLAIM VAT AS A NON-REGISTERED ORGANISATION.

(v) To agree to submit a grant application for £13,152 to the Day Foundation for the budget period 2021-22

The Council unanimously agreed to submit a grant application for £13,152 to the Day Foundation, for the budget period 2021-22.

ACTION: THE CLERK IS TO SUBMIT A GRANT APPLICATION FOR £13,152 TO THE DAY FOUNDATION FOR THE BUDGET PERIOD 2021-22.

(vi) To agree the CIL Report for the period ending 31 March 2019

The Clerk had prepared and circulated the CIL Report as at 31 March 2019 to the Council, prior to the meeting. The Council unanimously agreed the Report; the total CIL retained at the year-end, 31 March 2019, was £459.80.

ACTION: THE CLERK IS TO SUBMIT THE SIGNED CIL REPORT AS AT 31 MARCH 2019 TO MSDC AND TO PUBLISH THE REPORT ON THE PARISH COUNCIL WEBSITE.

136. To Consider and Agree the 2020-21 Budget & Precept

21:05 District Cllr Whitehead left the meeting.

21:15 Mr A MacPherson left the meeting.

After considerable debate, the Council unanimously agreed a budget of £28,424.00; the precept will be agreed at the Parish Council meeting to be held on 23 January 2020.

137. To Consider and Agree Options for the Coddensham Parish Council Newsletter

The Council agreed to defer this item and to consider it at the Parish Council meeting to be held on 23 January 2020.

138. To Consider and Agree the SCRIBE Subscription

The Council unanimously agreed not to renew the SCRIBE subscription as from 1 April 2020.

139. To Receive the 2019 Annual Play Inspection Report

Cllr Fowler advised that the 2019 Annual Play Inspection Report had been received and passed to the CIO.

140. To Receive the Minutes of the STOP Meeting Held on 15 October 2019

The minutes of the STOP meeting, held in 15 October 2019, had been circulated to the Council, prior to the meeting.

141. To Reconsider and Agree LCPAS Subscription

Re. minute no: 19/20 87 The Clerk advised she had recently learnt that the business structure of LCPAS was changing; the service would provide email and telephone support only and no training opportunities. In consideration of this update, the Council agreed to suspend Standing Order 7 in order to reverse their resolution to join LCPAS. The Council would not be joining LCPAS.

142. To Consider and Agree Parish Councillor Dedicated E-mail Addresses

The Council agreed to defer this matter.

143. To Consider and Agree Repairs to the Churchyard Wooden Posts and Direction Sign

The Council unanimously agreed to undertake the necessary repairs to the Churchyard wooden posts and direction sign.

144. To Confirm the Date of the Next Meeting of the Parish Council – 23 January 2020 at 7.30pm

The next meeting of the Parish Council is to be held on 23 January 2020 at 7.30pm.
Cllrs Burton and Hardy gave their apologies, as they be unable to attend the meeting.

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

Cllr Hardy had circulated an update report on the Speed Indicator Device (SID) to the Council, prior to the meeting. He advised that the batteries have been replaced free of charge and the device is working fine.

146. Highways Issues:**(i) To consider Rights of Way signage at the bridge**

Cllr Burton advised the matter needs to be reported to Suffolk County Council.

(ii) To consider correspondence received –

- a) Traffic issues o/s 3, School Road
- b) Danecroft, High Street

The Council agreed to defer this item and to consider it at the Parish Council meeting to be held on 23 January 2020.

147. To Receive the Clerk's Report

The Clerk had circulated her report to the Council prior to the meeting.

SUMMARY OF ACTIONS:**122. To Declare Councillor Vacancies**

ACTION: THE CLERK IS TO CONTACT MIDSUFFOLK DISTRICT COUNCIL TO ESTABLISH THE PROCEDURE FOR REDUCING COUNCIL MEMBER NUMBERS.

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There being no other business, the meeting closed at 10.00pm