

Coddenham Parish Council



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To All Parish Councillors

You are hereby summoned to attend the Parish Council Meeting to be held on **Thursday 16 July 2020**, scheduled for 7.30pm, when the under-mentioned business will be transacted.

This meeting is to be held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. As a member of the public, if you would like to attend the meeting via remote access, please contact the Clerk by 5pm on Wednesday, 15 July 2020.

Sue Frankis

Clerk to the Council & Proper Officer

CODDENHAM PARISH COUNCIL - ORDINARY MEETING

Thursday 16 July 2020

AGENDA

- 1) To **RECEIVE** apologies for absence.
- 2) To **RECEIVE** any Declarations of Interest or Delegated Dispensation decisions or to **APPROVE** such dispensation requests as needed
- 3) To **CONSIDER** comments from residents of the Parish on current agenda items
- 4) To **RECEIVE** reports from the County and District Councillors
- 5) To **RECEIVE and CONFIRM** the Minutes of the Parish Council meeting held on 14 May 2020
- 6) To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 14 May 2020
- 7) To **RECEIVE** an update from the Coddenham COVID-19 Response Group representative
- 8) To **RECEIVE** an update from the Coddenham Parish Council Coddenham Centre Management Group representative
- 9) FINANCE:
 - i) to **APPROVE** the Schedules of Payments for June and July 2020
 - ii) to **AGREE** the bank statement balances as at 31 May and 30 June 2020
 - iii) to **APPROVE** the VAT claim for the period 1 April to 30 June 2020
 - iv) to **RECEIVE** the Budget and Precept reports as at 31 May and 30 June 2020
 - v) to **AGREE** to vire £242.00 from the 'website' budget heading to the 'S137' budget heading
 - vi) to **AGREE** to vire £200.00 from the 'Clerk's Pension' budget heading and £59.94 from the 'Professional Fees' budget heading to the 'Waste Management' budget heading

- 10) To **AGREE** the Suffolk Association of Local Councils Internal Audit 2019/20 action plan and responses to recommendations raised
- 11) To **RECEIVE** an update on the MSDC Business Rates Demand and to **AGREE** actions as required
- 12) To **RECEIVE** the Clerk's Report
- 13) To **AGREE** the Clerk's appointment to Burstall Parish Council and to **AGREE** reimbursement of resources
- 14) To **RECEIVE** the Planning Schedule as at 30 June 2020, and to **AGREE** a response to planning application numbers DC/20/02460 and DC/20/02461
- 15) To **RE-CONSIDER and AGREE** investment in the Information (Telephone) Box
- 16) To **AGREE** expenditure for a Parish Council noticeboard
- 17) To **RECEIVE** the findings of the Review of the System of Internal Controls and to **AGREE** the councillor to undertake the next review
- 18) To **CONSIDER** forming a working group to prepare a response to the LGA Code of Conduct Consultation (deadline for response 17 August 2020)
- 19) To **AGREE** to use dedicated councillor email addresses and to publish councillor email addresses
- 20) To **AGREE** expenditure for tree works
- 21) Correspondence: to **AGREE** a response to the consultation for the Joint Police/Fire Station in Stowmarket
- 22) To **ADOPT** an Accident Reporting Policy and Procedure
- 23) To **ADOPT** a Reserves policy
- 24) To **ADOPT** a Media Policy
- 25) To **ADOPT** a Grant Awarding Policy
- 26) To **ADOPT** an Investment Strategy
- 27) To **ADOPT** a Gifts and Hospitality Policy
- 28) To **ADOPT** a Community Engagement Strategy
- 29) To **ADOPT** revised Standing Orders and Financial Regulations in accordance with the amended procurement thresholds
- 30) To **ADOPT** the Model Publication Scheme
- 31) Sizewell 'C' traffic route / B1078
- 32) To **CONSIDER** SARS grant request (deferred from previous meeting)
- 33) To **APPOINT** the Parish Council chairman
- 34) Parish Councillor vacancy
- 35) To **CONFIRM** the date of the next meeting of the Parish Council – 17 September 2020 at 7.30pm
- 36) Matters raised by members, including matters for consideration at the next Parish Council meeting