Coddenham

Parish Council

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CODDENHAM PARISH COUNCIL MEETING

Minutes of the meeting held on 16 July 2020 at 7.30pm

Present: Cllr Burton (Chair), Cllr Fowler (Vice-Chair), Cllr Burgess, Cllr Fawdry, Cllr Groom, Cllr Hardy, Cllr Peecock, Cllr Scoresby

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

The meeting was held remotely 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 (the 2020 Regulations).

The meeting was chaired by Cllr Burton.

With reference to agenda item number 33, the Clerk advised that with reference to paragraph 4(2) of The 2020 Regulations, where an appointment would otherwise be made, or require to be made at an Annual Parish Council Meeting of a local authority, such appointment continues until the next Annual Meeting of the authority or until such time as the authority may determine.
The Council may vote on whether or not to hold a full Annual Parish Council Meeting in advance of May 2021 but cannot just vote for the appointment of the Chair. The Clerk advised that she had checked the minutes of the May 2020 meeting and confirmed that the above advice wasn't recorded nor the Council's decision to cancel the Annual Parish Council meeting, although the matter had been discussed and agreed. Therefore, it is subsequently minuted that due to the Covid-19 'lock-down' and in accordance with The 2020 Regulations, Coddenham Parish Council agreed to cancel the 2020 Annual Parish Council Meeting. As a result, the Chair and Vice-Chair will remain in post for an extended period (until May 2021).

27 To RECEIVE Apologies for Absence
Apologies were received from District Cllr Passmore.

28 To RECEIVE any Declarations of Interest or Delegated Dispensation Decisions or to APPROVE Such Dispensation Requests as Needed
Cllr Groom declared an interest in agenda item number 32 – To Consider SARS Grant Application as his wife is the fundraiser co-ordinator.

Cllr Hardy declared an interest in agenda item number 14 – Planning, as he is a neighbour to the Dukes Head.

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

With reference to agenda item number 15 - To re-consider and agree investment in the Information (telephone) Box, Mrs J Soanes raised her concerns that the Parish Council continues to delay authorisation for expenditure on the refurbishment of the Information Box. She considered that money should be spent without delay and that the Council should be more sensitive to the feelings and views of the community.

Cllr Burton advised that the matter would be considered at the meeting.

Mr A MacPherson noted the presence of the Parish Council's new website; he felt the new website was a distraction from the establishment of the communities new website. He advised that the Coddenham Centre would be undergoing a 'soft launch' this month. With reference to agenda item number 16 – To agree expenditure for a Parish Council noticeboard, Mr MacPherson advised that the CIO remains in support of the project but that the Parish Council should be mindful of other priorities to the Parish, such as football nets (since funded by a grant and £200 from the CIO reserves).

Cllr Fowler advised that the Parish Council website was not a new site but a replacement website, provided by an alternative web host.

30 To RECEIVE Reports from the County and District Councillors

Reports for June and July 2020 had been received from County Councillor Hicks and circulated to the Council, prior to the meeting.

Cllr Hicks expressed his financial support to the CIO, for funding future projects and to Mrs Soanes, for funding the refurbishment of the Information Box; he encouraged both to apply for grants available from his Locality Budget.

He advised that during the Covid-19 crisis, Suffolk had never run out of PPE and that Suffolk County Council had provided 2.3million individual items.

19:49 County Cllr Hicks left the meeting.

The report for July 2020 had been received from District Councillors Passmore and Whitehead and circulated to the Council, prior to the meeting.

31 To RECEIVE and CONFIRM the Minutes of the Parish Council meeting held on 14 May 2020

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

32 To CONSIDER any Matters Arising from the Minutes of the Parish Council Meeting Held on 14 May

With reference to minute number 20/21 12, Cllr Scoresby advised that the replacement website is now complete, access compliant and ready to go live; he proposed that the 'OneSuffolk' website be shut down. The Council unanimously agreed. Cllr Burgess thanked Cllr Scoresby for his work.

Cllr Peecock advised that he had submitted a further request to the Valuation Office Agency on 5 June 2020 but had received no response.

33 To RECEIVE an Update from the Coddenham Covid-19 Response Group Representative

Cllr Burgess advised that she had stepped up to the role as an interim measure following the resignation of Cllr Scoresby, from the Group. She advised there had been three meetings; one request from a parishioner to deliver a letter to the GP Centre; there had been no other calls for assistance; a second newsletter had been distributed (she thanked those Parish Councillors who had assisted with the house to house distribution of the newsletter); the Suffolk Community Fund grant has been spent, including on the expenditure for the provision of gifts to the community. She advised that some members of the Group have very negative views of the Parish Council and hold the view that the Council should have continued to provide a presence on the www.coddenham-parish.uk website, initially set up in support of the Covid-19 crisis. She advised that the immediate demand of the Group has past and that it is evolving into a community platform, no longer addressing the Covid-19 crisis related demands.

Cllr Scoresby advised that the original purpose of the Group has since been superseded by district and county council support.
The Council unanimously agreed that Cllr Burgess should continue as the Parish Council representative to the Group and thanked her for undertaking the role.
Cllr Burton referred to the letter sent by the Coddenham Covid-19 Response Group to the Clerk, dated 29 May 2020. As the letter appeared to be an expression of views and did not appear to require a response, the Council unanimously agreed to respond with a simple reply.
ACTION: The Clerk is to respond to the Coddenham Covid-19 Response Group.

34 To RECEIVE an Update from the CPC CIO Management Group Representative
There were no updates to report.

The Clerk asked if the CIO had submitted an application to the government grant scheme for community buildings, available in order to supplement the loss of hiring income during the Covid-19 lock-down. Mr MacPherson advised that the CIO had made a successful grant application.

35 FINANCE:

(i) To APPROVE the Schedules of Payments for June and July 2020
The Council unanimously approved the Schedules of Payments for June and July 2020.
ACTION: The Clerk is to forward details of the footpath budget and expenditure to Cllrs Burton and Hardy.

(ii) To AGREE the bank statements as at 31 May and 30 June 2020
The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports as at 31 May and 30 June 2020 had been circulated to the Council, prior to the meeting. The Council agreed that the bank balances of £12,511.34 and £8,009.12 and £11,629.09 and £8,017.11 as reported agreed to the bank statements.

(iii) To APPROVE the VAT Claim for the period 1 April to 30 June 2020
The Council unanimously agreed the VAT claim of £212.80

(iv) To RECEIVE the Budget and Precept Reports as at 31 May and 30 June 2020
The budget and precept reports, including a report of expenditure against budget, as at 31 May and 30 June had been circulated to the Council prior to the meeting.
Cllr Scoresby proposed that the Finance Working Group should meet quarterly to review the annual budget position. The Council unanimously agreed that the Finance Working Group should meet. Cllr Burton, Cllr Fawdry, Cllr Fowler, Cllr Scoresby and the Clerk agreed to meet on 5 August 2020 at 7.30pm.
Cllr Scoresby proposed that the budget report should include a forward looking forecast; the Council unanimously agreed.

(v) To AGREE to Vire £242.00 Expenditure from the 'Website' Budget to the 'S137' Budget
The Council unanimously agreed to vire £242.00 expenditure from the 'website' budget to the 'S137' budget.

(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
The Council unanimously agreed 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.

36 To AGREE the SALC Internal Audit 2019/20 Action Plan and Responses to Recommendations Raised
The Clerk had drafted an action plan and had circulated it to the Council, prior to the meeting. The Council unanimously agreed to accept the report and the recommendations therein.
ACTION: The Clerk is to put the recommendations raised within the action plan in place.

37 To RECEIVE an Update on the MSDC Business Rates Demand and to AGREE Actions as Required
This item was dealt with at minute number 32.

38 To RECEIVE the Clerk's Report
A report had been circulated to the Council prior to the meeting.

39 To AGREE the Clerk's Appointment to Burstall Parish Council and to AGREE Reimbursement of Resources
In accordance with the Clerk's contract, the Council unanimously agreed to permit her to accept the position of Clerk to the Parish of Burstall.

The Council unanimously agreed to share resources and for Burstall Parish Council to reimburse Coddenham Parish Council accordingly.

40 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
The Clerk had circulated the Planning Schedule as at 30 June 2020 to the Council, prior to the meeting.
The Council unanimously agreed to submit a recommendation of approval of planning application numbers DC/20/02460 and DC/20/02461, subject to the Planning Authority examining the application in its entirety and being satisfied that all application documents and reports meet the required legislation.
ACTION: The Clerk is to submit the Parish Council's recommendation and comments.

41 To RE-CONSIDER and AGREE investment in the Information (Telephone) Box
In consideration of the invitation made by County Cllr Hicks, to apply to him for a Locality Grant to fund the refurbishment of the Information Box, the Council agreed to underwrite the works, six in favour, one against and one abstention.
ACTION: The Clerk is to submit a grant application to County Cllr Hicks.

42 To AGREE Expenditure for a Parish Council Noticeboard
The Council unanimously agreed to spend the District Councillor Locality Budget grant, awarded to the Parish Council for the purpose of purchasing a noticeboard and landscaping the entrance to the recreation ground. Following the resignation of Cllr Fowler from his involvement of the project, Cllr Groom agreed to oversee the project.
ACTION: The Clerk is to order a new noticeboard.

20:49 Mrs J Soanes left the meeting.

43 To RECEIVE the Findings of the Review of the System of Internal Controls and to AGREE the Councillor to Undertake the Next Review
Cllr Fowler had undertaken the quarterly review of the System of Internal Controls; the Clerk had circulated a copy of the report to the Council, prior to the meeting.
Cllr Hardy agreed to undertake a review of the Asset Register against actual assets held.
Cllr Hardy agreed to undertake the next quarterly review.
ACTION: Cllr Hardy is to undertake a review of the Asset Register against actual assets held.

44 To CONSIDER Forming a Working Group to Prepare a Response to the LGA Code of Conduction Consultation
The Council unanimously agreed not to form a working group nor to submit a response.

45 To AGREE to Use Dedicated Councillor Email Addresses and to Publish Councillor Email Addresses
The Council unanimously agreed to set up dedicated councillor gmail addresses; Cllr Scoresby agreed to prepare guidelines on how to set up gmail addresses, for councillors to use if needed.
Councillors unanimously agreed to only publish the Clerk's email address.
ACTION: Councillors are to set up dedicated gmail addresses.

46 To AGREE Expenditure for Tree Works

The Council unanimously agreed to accept the quote for the tree works to be undertaken by TC Tree Services at Three Cocked Hat, at a cost of £680.00, subject to valid contractor insurance being in place.
ACTION: The Clerk is to place an order for the tree works to be undertaken at Three Cocked Hat, by TC Tree Services, subject to valid contractor insurance being in place.

Cllr Fawdry left the meeting.

47 Correspondence: to AGREE a Response to the Consultation for the Joint Police/Fire Station in Stowmarket

The Council unanimously agreed to support the proposal for the joint police/fire station in Stowmarket.
ACTION: The Clerk is to submit a response to the consultation for the joint police/fire station in Stowmarket.

48 To ADOPT an Accident Reporting Policy and Procedure

The Council unanimously agreed to adopt the Coddenham Parish Council Accident Reporting Policy and Procedure, as circulated to the Council prior to the meeting.

49 To ADOPT a Reserves Policy

The Council unanimously agreed to adopt the Coddenham Parish Council Reserves Policy, as circulated to the Council prior to the meeting.

50 To ADOPT a Media Policy

The Council unanimously agreed to adopt the Coddenham Parish Council Media Policy, as circulated to the Council prior to the meeting.

51 To ADOPT a Grant Awarding Policy

The Council unanimously agreed to adopt the Coddenham Parish Council Grant Awarding Policy, as circulated to the Council prior to the meeting.

52 To ADOPT an Investment Strategy

The Council unanimously agreed to adopt the Coddenham Parish Council Investment Strategy, as circulated to the Council prior to the meeting.

53 To ADOPT a Gifts and Hospitality Policy

The Council unanimously agreed to adopt the Coddenham Parish Council Gifts and Hospitality Policy, as circulated to the Council prior to the meeting.

54 To ADOPT a Community Engagement Strategy

The Council unanimously agreed to adopt the Coddenham Parish Council Community Engagement Strategy, as circulated to the Council prior to the meeting.

55 To ADOPT Revised Standing Orders and Financial Regulations in Accordance with the Amended Procurement Thresholds

The Council unanimously agreed to adopt the revised Coddenham Parish Council Standing Orders and Financial Regulations, as circulated to the Council prior to the meeting.

56 To ADOPT the Model Publication Scheme

The Council unanimously agreed to adopt the Coddenham Parish Council Model Publication Scheme, as circulated to the Council prior to the meeting.

57 Sizewell 'C' Traffic Route / B1078

Cllr Groom raised concerns regarding heavy traffic travelling through Coddenham.

ACTION: Cllr Groom and Cllr Peecock are to draft a letter of concern.

09:05 Cllr Fawdry re-joined the meeting.

58 To CONSIDER Suffolk Accident Rescue Service Grant Request (deferred from previous meeting)

The Council unanimously agreed to award a grant of £30.00 to the Suffolk Accident Rescue Service (SARS).

ACTION: The Clerk is to arrange for a payment of £30.00 to be made to SARS.

59 To APPOINT the Parish Council Chairman

With reference to the Clerk's statement at the start of the meeting, this was not a valid agenda item.

60 Parish Councillor Vacancy

The Clerk advised that following the resignation of Cllr Mitchell, no election was called to fill the vacancy. There are currently three vacancies all of which may be filled by co-option. The Clerk advised that parish councillor vacancies appeared to be a trend amongst all councils.

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

The next meeting of the Parish Council will be held on 17 September 2020 at 7.30pm, via Zoom.

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

Cllr Peecock asked for an agenda item to consider traffic speeds in Coddenham. The Council agreed to invite Cllr Passmore to attend the meeting to address the matter.

Cllr Fowler asked if the next meeting of the Council will be a Zoom meeting; Cllr Burton advised that Government advice is for Councils to continue to hold remote meetings if they can.

Cllr Fawdry asked if the Council knows what grant the CIO has received. Cllr Peecock advised that he will ask at the next CIO meeting.

Cllr Hardy asked the Council to consider the next Parish Council newsletter.

Mr A MacPherson advised that the CIO will be writing to the Parish Council with a strategic report and a report of their financial situation.

There being no other business, the meeting closed at 9.20pm.

Chairman:___________________________ Date:________________

SUMMARY OF ACTIONS:

33 To RECEIVE an Update from the Coddenham Covid-19 Response Group Representative
ACTION: The Clerk is to respond to the Coddenham Covid-19 Response Group.

35 FINANCE:
(i) To APPROVE the Schedules of Payments for June and July 2020
ACTION: The Clerk is to forward details of the footpath budget and expenditure to Cllrs Burton and Hardy.

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ACTION: The Clerk is to put the recommendations raised within the action plan in place.

40 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
ACTION: The Clerk is to submit the Parish Council's recommendation and comments.

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ACTION: The Clerk is to order a new noticeboard.

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ACTION: Cllr Hardy is to undertake a review of the Asset Register against actual assets held.

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ACTION: Councillors are to set up dedicated gmail addresses.

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ACTION: The Clerk is to place an order for the tree works to be undertaken at Three Cocked Hat, by TC Tree Services, subject to valid contractor insurance being in place.

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ACTION: The Clerk is to submit a response to the consultation for the joint police/fire station in Stowmarket.

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