

Coddenham Parish Council



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CODDENHAM PARISH COUNCIL MEETING

Minutes of the meeting held on 18 March 2021 at 7.30pm

Present: Cllr Fowler(Chair), Cllr Fawdry, Cllr Groom, Cllr Peacock, Cllr Scoresby (Vice-chair)

In attendance: Mrs Frankis, Clerk to the Parish of Coddenham
County Cllr Hicks
District Cllr Passmore
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)", and the "Health Protection (Coronavirus Restrictions) (No2) (England) (Amendment) (No4) Regulations 2020".

The meeting was chaired by Cllr Fowler.

- 146** To **RECEIVE** Apologies for Absence
No apologies were received.
- 147** To **RECEIVE** any Declarations of Interest or Delegated Dispensation Decisions or to **APPROVE** Such Dispensation Requests as Needed
None were received.
- 148** To **RECEIVE** Comments from Residents of the Parish on Current Agenda Items
None were received.
- 149** To **RECEIVE** Reports from the County and District Councillors
District Cllr Whitehead presented a verbal report to the Council.
District Cllr Passmore advised that he and Cllr Whitehead have submitted a request to the planning officer assigned to the Pippis Ford re-development application that unless they are minded to refuse the application, it go to Committee.

Cllr Fawdry joined the meeting.

Cllr Passmore referred to the recent road blockage incident in Coddenham, when two 'blue-lights' had to turn around and find an alternative route; he expressed confidence that the matter should lead to better highways enforcement. He advised there have been numerous cases of dog theft in the past year; it is believed there are two main organised groups carrying out the thefts. He asked the Council to publicise the matter.

Cllr Peacock expressed his frustration with the authorities and DVLA with regards to the time it is taking for the abandoned vehicle in the High Street to be removed; Cllr Passmore agreed to look into the matter.

Reports for February and March 2021 had been received from County Councillor Hicks and circulated to the Council, prior to the meeting.

Cllr Hicks advised there are now 28 lateral flow test sites across Suffolk, meaning that nearly all households can take a car ride for no longer than about 10 minutes, (driving at 30mph) to get a test. He advised that he has met with Suffolk County Council (SCC) Highways, who have agreed to develop a Traffic Order, looking at parking restrictions on the corner of High Street, near to the Community Shop; the Order can take 18-24 months to complete. The white lines are to be re-marked as a matter of priority. The Parish Council thanked Cllr Hicks for funding the projects.

Cllr Peacock considered that SCC Trading Standards appear to be reluctant to become involved in resolving HGV violations than sending out letters; Cllr Hicks advised there is to be a review of the Lorry Watch Scheme.

Cllrs Hicks, Passmore and Whitehead left the meeting.

150 To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 19 January 2021
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.

151 To **CONSIDER** any Matters Arising from the Minutes of the Parish Council Meeting held on 19 January 2021
There were none to consider.

152 To **RECEIVE** an Update from the Coddtenham Parish Council Highways Working Group and to **AGREE** Actions as Required
There were no updates further to those presented by Cllr Hicks.

153 To **RECEIVE** the Churchyard Report, including Church Wall Repairs and Tree Works and to **AGREE** Actions as Required
Cllr Peacock advised that the Yew trees are due to be trimmed within the next couple of weeks. The sourcing of quotes for the wall repairs remains outstanding.

154 To **RECEIVE** an Update from the Coddtenham Parish Council Coddtenham Centre Management Group Representative
Cllr Peacock advised he had received an update from the CIO late this afternoon, which had been subsequently circulated to the Council. The Council agreed to propose a meeting date of 5 May 2021 at 4pm for Council representatives to meet with the CIO, and to ask for pro-forma year end accounts well in advance of the meeting.

155 FINANCE:
(i) To **APPROVE** the Schedules of Payments for December 2020 and January 2021
The Council unanimously approved the Schedules of Payments for February 2021, for £409.96 net of VAT and March 2021, for £1,306.09 net of VAT.
(ii) To **AGREE** the Bank Statement Balances and to **RECEIVE** the Budget and Precept Reports as at 31 January and 28 February 2021
The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports, as at 31 January and 28 February 2021, had been circulated to the Council prior to the meeting. The Council agreed that the bank balances of £40,096.69 and £8,017.11 and £39,655.86 and £8,017.11 as reported agreed to the bank statements.

(iii) To **AGREE** to Budget Heading Virements as per the Clerk's / RFO Report

The Council unanimously agreed to re-allocate funding from budget headings with an overall over budget forecast as at 28 February 2021, to those displaying an over spend as detailed in the Clerk's Report.

156 To **RECEIVE** an Update on the MSDC Business Rates Demand and to **AGREE** Actions as Required
There were no updates.

157 To **RECEIVE** the Clerk's / RFO Report
The Report, having been circulated to the Council prior to the meeting, was received.

158 PLANNING:

(i) to **CONSIDER** Planning Matters, Including Receipt of the Planning Schedule

The Planning Schedule, as at March 2021, had been circulated and received by the Council, prior to the meeting. The Council unanimously agreed no objection to planning application DC/21/01449.

(ii) to **CONSIDER** Planning Application Numbers SCC/0005/21MS/VOC, 0006 and 0007

The Council unanimously agreed to support Cllr Peacock's comments and recommendations as those of the Parish Council.

ACTION: Cllr Peacock is to draft a response to be submitted to Suffolk County Council.

(iii) to **RECEIVE** and **CONFIRM** the Minutes of the Parish Council Planning Committee Meeting Held on 4 March 2021

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.

(iv) to **CONSIDER** any Matters Arising from the Minutes of the Parish Council Planning Meeting Held on 4 March 2021

ACTION: The Clerk is to forward a copy of the Parish Council's response to the Pipp's Ford application to Cllr Scoresby, for publication on the Parish Council website.

159 To **AGREE** the CIL Statement as at 31 March 2021

The CIL Statement as at 31 March 2021, having been circulated to the Council prior to the meeting, was agreed.

ACTION: The Clerk is to publish the CIL Statement as at 31 March 2021 on the Parish Council website and submit a copy to Mid Suffolk District Council.

160 To **AGREE** the Award of the Parish Council Grounds Maintenance Contract for 2021/22, including the Footpath Contract

The Council had received only one tender for the grounds maintenance contract from Norse, which the Council accepted. The Council agreed to put item 2 in abeyance for 2021/22, as Cllr Peacock has volunteered to undertake the regular cutting of the short grass area in the churchyard.

ACTION: The Clerk is to accept the Norse contract, put item 2 in abeyance and to give instructions that item 1 is to be undertaken during the first week of September 2021, the precise date of which is to be given to the Council prior to the works being carried out.

The Council unanimously agreed to offer the 2021/22 footpath cutting program, in accordance with the SCC schedule, to Mr A Soanes, and to ask if he can undertake the works for the same price as SCC funds the works for.

ACTION: The Clerk is to ask Mr A Soanes if he will be able to undertake the SCC Schedule of works for the same price as SCC funds the Parish Council.

161 To **AGREE** the Appointment / Re-Appointment of the Internal Auditor for 2021/22

The Council unanimously agreed to re-appoint SALC as the internal auditor.

162 To **AGREE** to Purchase a RBLI ‘Tommy’ Statue

The Council agreed to purchase a statue, facing right, with the message “Coddensham Remembers”, to be stored at the Church but to remain a Parish Council asset. The cost of £210 will be met by CIL funding, if permissible, otherwise funds will be vired from the budget heading ‘newsletter’.

ACTION: The Clerk is to order a statue and to ask MSDC if the purchase of the statue can be met with CIL funds.

163 To **AGREE** Street Lighting Lightening-Up Times

The Clerk advised that street lights can only be switched off at night-time if a Central Management System (CMS) has been fitted to a column, at a cost of £450 each; only one column has a CMS fitted. The cost of installing CMSs would not make the expenditure viable.

ACTION: The Clerk is to report unit 17 as having a daylight burning fault.

164 To **AGREE** to Request a Coddensham Parish Council Governance Review

The Council unanimously agreed to request a Governance Review from MSDC, with a view to reducing the number of councillor seats due to the extenuating change of circumstances.

ACTION: The Clerk is to request a Governance Review.

165 To **AGREE** to Re-new the Clerk’s SLCC Membership

The Council unanimously agreed to re-new the Clerk’s SLCC membership.

ACTION: The Clerk is to re-new the SLCC membership.

166 To **CONSIDER** Parish Street Cleansing

The Parish Council had received a complaint regarding the roadside litter along the B1078 and asking that the Parish Council clears it. The Clerk has reported the matter to MSDC, the responsible council, who have responded saying that unless the road is closed, they will not clear the rubbish.

ACTION: The Clerk is to again ask MSDC to clear the rubbish and to make the necessary arrangements to required.

The Parish Council had received correspondence from a parishioner advising that dog waste is being left in bags by the dog waste bin, Green Hill and not being put in it. This is a matter to be dealt with by MSDC; there is a link to MSDC and SCC on the Parish Council website homepage for complaints and issues to be reported directly.

167 To **AGREE** the 2021 Internal Control Statement, including the Quarterly Internal Control Report

The 2021 Internal Control Statement, including the quarterly Internal Control Report, having been circulated to the Council prior to the meeting, were agreed.

168 To **AGREE** the Risk Assessment and Management (Financial) 1 April 2020 to 31 March 2021

The Risk Assessment and Management (Financial) 1 April 2020 to 31 March 2021, having been circulated to the Council prior to the meeting, was agreed.

169 To **AGREE** the Risk Management Strategy 2021

The Risk Management Strategy 2021, having been circulated to the Council prior to the meeting, was agreed.

170 To **ADOPT** a Grit Bin Policy

The Council considered it would be unnecessary to adopt a Grit Bin Policy; details of how to request a bin to be re-filled would be published on the Parish Council website.

171 To **AGREE** Emergency Tree Works at Broom Hill

The Council agreed the works had to be undertaken as a paid emergency.

- 172** To **AGREE** a Revised Date for the Annual Parish Council Meeting
The Council unanimously agreed to set the Annual Parish Meeting for 7pm on 6 May 2021 and the Annual Parish Council Meeting for 7.30pm on 6 May 2021.
- 173** To **CONFIRM** the Date of the Next Meeting of the Parish Council
The next meeting of the Parish Council will be the Annual Parish Council meeting to be held virtually on 6 May 2021 at 7.30pm.
- 174** Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting
Cllr Scoresby had circulated a draft timetable and structure for the Spring newsletter to the Council, prior to the meeting. Cllrs were asked to take ownership of the tasks assigned to them.

Cllr Fawdry advised that a green bin has appeared at Three Cocked Hat; Cllr Groom considered it had probably come from the churchyard.

There being no other business, the meeting closed at 21:20.

Chairman: _____

Date: _____

SUMMARY OF ACTIONS:

158 PLANNING:

(ii) to **CONSIDER** Planning Application Numbers SCC/0005/21MS/VOC, 0006 and 0007

ACTION: Cllr Peacock is to draft a response to be submitted to Suffolk County Council.

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ACTION: The Clerk is to again ask MSDC to clear the rubbish and to make the necessary arrangements to required.

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