

Coddenham Parish Council



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CODDENHAM ANNUAL PARISH COUNCIL MEETING Minutes of the meeting held on 6 May 2021 at 7.36pm

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
1 member of the public

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.

- 175** To **ELECT** the Chair, including the signing of the Declaration of Acceptance of Office
Cllr Allan Fowler was duly elected as Chairman of Coddenham Parish Council. The Council resolved to allow Cllr Fowler to sign the Declaration of Acceptance of Office outside of the meeting.
- 176** To **ELECT** the Vice-Chair
Cllr Neil Scoresby was duly elected as Vice-Chairman of Coddenham Parish Council.
- 177** Apologies for Absence
No apologies were received.
- The Council agreed to include an agenda item, no. 20a, to consider the co-option of a new member to the Parish Council.
- 178** To **RECEIVE** any Declarations of Interest or Delegated Dispensation Decisions or to **APPROVE** Such Dispensation Requests as Needed
None were received.
- 179** To **RECEIVE** Comments from Residents of the Parish on Current Agenda Items
None were received.

180 To **RECEIVE** Reports from the County and District Councillors

District Cllr Whitehead advised the District Cllr report will be the same as that presented earlier at the Annual Parish meeting.

District Cllr Passmore advised that he and Cllr Whitehead had attended a presentation regarding the 'Valley Ridge Resort' proposals, for development on what was to have been the SnOasis ski resort site. The application has not yet been lodged but at this stage appears to be a far more suitable proposal. It is expected the application will be registered July 2021.

District Cllr Passmore, in his role as Police & Crime Commissioner, referred to the recent road blockage incident in Coddendam, when two 'blue-lights' had to turn around and find an alternative route; he has referred the matter to A.C.C.

Cllr Fowler asked if there were updates regarding the Pipp's Ford planning application. The District Cllrs have asked that if the Planning Officer is minded to recommend approval of the application, the application should be 'called in' for determination by the Planning Committee.

181 To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 18 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.

District Cllr Passmore left the meeting.

182 To **CONSIDER** any Matters Arising from the Minutes of the Parish Council Meeting held on 18 March 2021

There were none to consider.

183 To **CONFIRM** the Continuing Appointment of the Clerk to the Council as the Responsible Financial Officer

The Council confirmed the appointment of Mrs S Frankis, Clerk to the Council, as the Responsible Financial Officer.

184 To **CONFIRM** the Appointment of Parish Councillors to External Bodies

The Council unanimously agreed the appointment of Cllr Fowler as the Parish Council's SALC representative.

185 To **RECEIVE** an Update from the Coddendam Parish Council Highways Working Group and to **AGREE** Actions as Required

Cllr Scoresby asked if a date had been set for the meeting with County Cllr Hicks; the Parish Council continues to wait for Cllr Hicks to put forward a date(s). Cllr Scoresby advised there are increasing numbers of congestion issues on Lower Street and numerous heated exchanges between drivers.

County Cllr Hicks joined the meeting.

186 To **RECEIVE** an Update from the Coddendam Parish Council Coddendam Centre Management Group Representative

Cllr Peacock advised that he and Cllr Fawdry had attended a two hour meeting with Mr A Macpherson and Mr R Collins, with the Clerk in attendance, the previous day. The meeting had been very constructive; he felt a little clearer about the information to be received from the CIO, and when.

187 To **RECEIVE** a Report from the County Councillor

Cllr Hicks reflected on the last year and the way that Suffolk, as a county, has pulled together through the pandemic crisis. Suffolk County Council had been recognised in Parliament and highlighted as an example as a Council who had successfully secured and managed the procurement of PPE.

Cllr Fowler advised Cllr Hicks of the contentious points raised at the Annual Parish Meeting with regards to the proposed parking restrictions; parishioners had seen a Suffolk County Council highways surveyor investigating and plotting roads around the village, in particular, by the community shop; he

had advised them that double yellow lines were to be installed. Cllr Hicks reminded the Council that it had requested safety mitigation measures to be introduced and that nothing would proceed without the permission of the Parish Council and himself. He advised that the entire area had to be surveyed in order for possible double yellow line restrictions to be introduced on Crown Corner. Mr D McDonnell asked if there will be opportunities for parishioners to be consulted; he was advised there would be.

County Cllr Hicks left the meeting.

188 To **RECEIVE** the Churchyard Report, including Church Wall Repairs and Tree Works and to **AGREE** Actions as Required

Cllr Peacock advised that cutting of the short grass area had not started as cowslips are growing there. The footpaths are showing signs of wear but this is to be expected as there has been no rain. Cllr Groom has voluntarily carried out repairs to the gate.

189 FINANCE:

(i) to **AGREE** Purchase of a New Laptop for use by the Parish Clerk

The Council unanimously agreed the purchase of a new laptop.

ii) to **REAPPROVE** the Schedule of Payments for March 2021 and to **APPROVE** the Schedule of Payments for April 2021

The Council unanimously re-approved the Schedules of Payments for March 2021 (to include the purchase of a new laptop) for £1,692.94 net of VAT and April 2021, for £1,124.91 net of VAT.

(iii) to **AGREE** the Bank Statement Balances and to **RECEIVE** the Budget and Precept Reports as at 31 March and 30 April 2021

The bank statements had been scanned and circulated to the Council prior to the meeting; the Budget and Precept Reports, as at 31 March and 30 April 2021, had been circulated to the Council prior to the meeting. The Council agreed that the bank balances of £37,694.05 and £8,017.11 and £53,368.70 and £8,017.11 as reported agreed to the bank statements.

(iv) to **AGREE** to Vire £175 from Budget Heading 'Newsletter' to 'Memorial Statue' at the Year End 31 March 2021

The Council unanimously agreed to re-allocate £175 from budget heading 'newsletter' to 'memorial statue'.

(v) to **AGREE** VAT Reclaim

The Council agreed the VAT reclaim of £413.59.

(vi) to **AGREE** the Year End Accounts, including the Asset Register, as at 31 March 2021

A copy of the Year End Accounts had been circulated to the Council prior to the meeting. The Council unanimously agreed the Year End Accounts as at 31 March 2021. The Council unanimously agreed that the Asset Register should not include the speed watch gun as it no longer worked; the Council agreed to dispose of the device and to remove the item from the Asset Register.

190 To **AGREE** Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) 2020/21

A copy of the 2020/21 AGAR had been circulated to the Council prior to the meeting.

The Council unanimously approved Section 1 of the 2020/21 AGAR.

The Council unanimously approved Section 2 of the 2020/21 AGAR., including to 'Restate' the 2019/20 figures in accordance with 2.16 of the J.P.A.G Practitioners' Guide March 2020.

ACTION: The Clerk is to forward the completed 2019/20 AGAR to the external auditor, PKF Littlejohn LLP.

- 191** To **RECEIVE** an Update on the MSDC Business Rates Demand and to **AGREE** Actions as Required
 There were no updates.
 Cllr Peacock advised that he had offered to assist the CIO with their business rates challenge.
- 192** To **RECEIVE** the Clerk's / RFO Report
 The Report, having been circulated to the Council prior to the meeting, was received.
 Re. minute no: 2020/21 164 The Clerk asked District Cllr Whitehead to push MSDC to undertake a Coddensham Parish Council Governance Review without delay.
 Re. minute no: 2020/21 166 District Cllr Whitehead agreed the matter needs addressing and will pursue the issue.
- 193** To **ALLOCATE** the General Fund as at 31 March 2021
 The General Fund at the year end was £36,334.60. The Council agreed to allocate the General Fund as follows:
- | | |
|---|------------|
| Allotment Reserves | £95.94 |
| Tree Works Reserves (earmarked) | £320.00 |
| CIL Reserves (earmarked) | £-27.50 |
| PWLB Contingency Reserves (earmarked) | £7,000.00 |
| PWLB 2021/22 Repayment Reserves (earmarked) | £13,000.00 |
| PWLB 2022/23 Repayment Reserves (earmarked) | £13,000.00 |
| General Reserve | £2,946.16 |
- 194** To **RECEIVE** the SALC 2020/21 Internal Audit Report and Recommendations
 The SALC 2020/21 Internal Audit Report had been circulated to the Council prior to the meeting and was received. The Clerk will prepare a report to address the recommendations for consideration at the next Parish Council meeting.
- 195** To **CONSIDER** Planning Matters, including Receipt of the Planning Schedule
 The Planning Schedule as at April 2021, had been circulated and received by the Council, prior to the meeting.
 The Council unanimously agreed no objection to planning application DC/21/02360.
 Mr D McDonnell advised there is a new Facebook campaign regarding vandalism of the Shrubland Estate buildings; he called on the Parish Council to work with Barham and Hemingstone Parish Councils to address the matter. District Cllr Whitehead agreed to make enquiries.
 Cllr Scoresby asked if there was any movement on the restoration of the former Dukes Head building. Cllr Peacock advised that although planning permission has been granted for re-development, there appears to be no commencement of works. He expressed immense frustration that the site remains unsightly, despite the MSDC Enforcement Team serving a notice and the continual pursuance by the Parish Council to address the matter. District Cllr Whitehead agreed to pursue the matter with the MSDC Enforcement Officer.
- 196** To **ADOPT** a Grant Application Form as part of the Grant Policy
 The Council unanimously agreed to adopt the grant application form, as circulated to the Council prior to the meeting, subject to it being re-drafted to align with the Parish Council Grant Policy.
- 197** To **AGREE** to Co-opt a Member to Coddensham Parish Council
 The Parish Council unanimously agreed to co-opt Mr Robert Denning as a member of Coddensham Parish Council.
- 198** To **AGREE** the Hourly Rate of Pay for the Footpath Grass Cutting 2021 Schedule
 The Council unanimously agreed to set the rate of pay at £9.61 per hour for 31 ¼ hours. The contractor is to seek permission from the Parish Council if he considers it will take more hours to complete the works as per the Suffolk County Council schedule.

The Council agreed that landowners should be approached to clear public footpaths on their land and to so alleviate the burden on the taxpayer for these works to be undertaken.

ACTION: The Council is to furnish the Clerk with the details of the landowners, so that they can be contacted.

199 To **CONFIRM** the Date of the Next Meeting of the Parish Council

The next meeting of the Parish Council will be held on 15 July 2021, 7.30pm at the Coddendam Centre.

200 Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting

Cllr Peacock advised that he had received an irate email from Mr A MacPherson who had been unable to gain remote access to both the Annual Parish Meeting and the Annual Parish Council Meeting.

Cllr Fawdry advised she had been contacted by a parishioner raising concerns regarding intimidating livestock on the public footpath crossing land at Coddendam House.

ACTION: The Clerk is to contact SCC PRoW to ask if there is a duty on landowners to make a public footpath on their land a safe area for access.

The Council discussed the misunderstanding by parishioners of the installation of traffic restrictions, as raised at the Annual Parish Meeting. The Council agreed to publish a statement of facts to try to dispel any parishioner concerns.

There being no other business, the meeting closed at 21:23.

Chairman: _____

Date: _____

SUMMARY OF ACTIONS:

190 To **AGREE** Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) 2020/21

ACTION: The Clerk is to forward the completed 2019/20 AGAR to the external auditor, PKF Littlejohn LLP.

198 To **AGREE** the Hourly Rate of Pay for the Footpath Grass Cutting 2021 Schedule

ACTION: The Council is to furnish the Clerk with the details of the landowners, so that they can be contacted

200 Matters Raised by Members, including Matters for Consideration at the Next Parish Council Meeting

ACTION: The Clerk is to contact SCC PRoW to ask if there is a duty on landowners to make a public footpath on their land a safe area for access.