CODDENHAM PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on 12 November 2025 at 7.30pm

at The Coddenham Centre

Present: Cllr. Gregory (chair), Cllr. Mills (vice-chair), Cllr. Denning, Cllr. Burton, Cllr. Soanes, Cllr. Whitehead

In attendance: County Councillor Matthew Hicks
District Councillor David Penny
PC Colin Gedney
Maggie Burt, Clerk
Two members of the public

778 To RECEIVE apologies for absence
None were received.

779 To RECEIVE any declarations of interest or delegated dispensation declarations or to APPROVE such declarations as needed
Cllr. Soanes declared an interest as an allotment holder in relation to agenda item 7.
Cllrs. Whitehead and Mills each declared a non-pecuniary interest in any item involving The Coddenham Centre (TCC), as Cllr. Whitehead is now a trustee of TCC and Cllr Mills, is due to become a trustee with effect from 1 December 2025.
It was noted that Cllrs Mills and Whitehead had been granted delegated dispensations for any item involving TCC when a parish council meeting would otherwise be inquorate pursuant to the Standing Orders and these dispensations, which had been circulated prior to the meeting, were **APPROVED** by majority (Cllrs Mills and Whitehead abstaining).

The meeting was adjourned.

780 PUBLIC FORUM
(i) To RECEIVE comments from Residents of the Parish on Current Agenda Items
None received.

(ii) To RECEIVE a report from PC Colin Gedney, Suffolk Police
PC Gedney was attending the meeting in his capacity as a member of the Suffolk Police Community Engagement Team. He explained that this team was small but very experienced in this aspect of police work as well as backing up the response teams as necessary.
PC Gedney stated that crime statistics in Suffolk are generally low and those for Coddenham particularly so.
PC Gedney is based in Stowmarket and can be contacted via the Suffolk Constabulary website or via the clerk. He encouraged residents to follow the team on the Facebook page which shows current activity.
In response to a question, PC Gedney said that 'neighbourhood watch' is being reconsidered and he would provide details when known.

(iii) To RECEIVE reports from the county and district councillors
County Cllr. Hicks had sent his November report earlier on the day of the meeting. Salient points were that the Suffolk County Council (SCC) budget was currently being set and 77p in every £1 is spent on vulnerable children and adults with the remaining 23p having to provide all other services. HM Government is suggesting an increase of 5% on all council budgets.

Cllr. Hicks reported that the Norwich to Tilbury pylon project is still not favoured by SCC which considers that an offshore route is viable and preferrable but believes that it is unlikely that this view will prevail. In order to take part in the consultation on the project, organisations must register with the Planning Inspectorate by 27 November 2025.
The Fire Service is offering visits to check and advise on ways to increase safety in the home, subject to criteria. He also reported that a relationship between The Benjamin Foundation and the SCC's recycling centres is helping to protect the environment and supporting people too. A key part is the repair and resale of white goods. Collected at Suffolk's Foxall Road, Ipswich and Bury St Edmunds recycling centres and repaired by The Benjamin Foundation, they are sold in their charity shops, giving them a second life and helping families access affordable appliances.

District Cllr. Penny's report had been circulated prior to the meeting. He reinforced the message of Fire Service inspections given by County Cllr. Hicks. At the last MSDC meeting, a community governance review was instigated, allowing parish councils to consider whether they have the correct number of councillors for their needs and whether amalgamation with neighbouring councils would improve services offered to parishioners. Cllr. Penny reported that there may be funding available for community projects to enhance nature recovery. Cllr. Mills asked about possible funding for increasing the extent and biodiversity of Coddenham's green spaces; Cllr. Penny responded positively, saying that of particular interest to MSDC would be a project to connect existing green spaces.

The meeting was reconvened.

781 PLANNING

The planning schedule circulated before the meeting was **CONSIDERED** and the following matters were discussed.

(i) DC/25/04480 - Hazelwood, School Road, Coddenham, Ipswich Suffolk IP6 9P
Erection of a single storey rear extension infill with same depth of 4840mm.
No objection

(ii) DC/25/04880 - Garage Cottage, Old Norwich Road, Coddenham, Ipswich Suffolk IP6 0P
Application for Listed Building Consent - Demolition of rear extension, side conservatory, garden outbuildings, annexe, and construction of a 1.5-storey rear extension, single-storey side extension, internal alterations to the cottage, replacement annexe and new cartlodge.
No objection.

(iii) DC/25/04879 - Garage Cottage, Old Norwich Road, Coddenham, Ipswich Suffolk IP6 0P
Demolition of rear extension, side conservatory, garden outbuildings, annexe, and construction of a 1.5-storey rear extension, single-storey side extension, internal alterations to the cottage, replacement annexe and new cartlodge.
No objection.

The potential application for an extension to Barham quarry was considered. It was noted that the operator/developer has called for pre-application comments from interested parties. Councillors expressed concerns regarding the very real prospect of increased HGV traffic through Coddenham parish resulting from any such extension. It was noted that Coddenham residents on the Old Norwich Road are pushing for the speed limit to be reduced to 40mph, for the residential section of the road, bringing it into line with the Barham section. It was understood that the existing planning permission/Traffic Management Plan (TMP) had been informally varied to institute a one way system for HGVs from the quarry to the existing Shrublands processing plant along Sandy Lane and via the B1078. Cllr Mills queried how this variation had come about, its terms and how it had been evaluated (if indeed it had). It was noted that the HGVs using the Sandy Lane/B1078 to access the Shrublands processing plant were causing the road surface to break up, were covering the roads with mud and dust and that the driving standards of some of the drivers were causing inconvenience to other road users in the parish. It was also noted that parts of Sandy Lane and the B1078 near Lime Kilns are unsuitable for heavy HGV use due to narrowness and sharp bends. In view of these concerns already occurring, the council considered it should contact the operator/developer and provide pre-application comments. It was **AGREED**

that the clerk was requested to write to (1) SCC to request further details of the variation and (2) the quarry operator/developer with pre-application comments.

782 MINUTES

To RECEIVE and CONFIRM minutes of the parish council meeting held on 3 September 2025.

The minutes were unanimously **AGREED** to be a true and fair record of the meeting.

783 MATTERS ARISING

To CONSIDER any matters arising from the minutes of the annual parish council meeting on 3 September 2025

The clerk was requested to obtain an update from (1) MSDC planning on the enforcement notice served on the owner of The Dukes Head which is due to expire on 21 November 2025, (2) from the Police and Crime Commissioner on the promised installation of an ANPR camera at the bridge on Church Road and (3) the pride in your place grant applied for.

784 HIGHWAYS

The notes of a meeting on 21 October 2025 attended by Cllrs Denning, Gregory and Whitehead with County Cllr Hicks and SCC highways and trading standards had been circulated prior to the meeting. This meeting covered several aspects of traffic issues being experienced by residents including HGVs failing to follow the designated lorry route along Rectory Road and the new proposed speed limits along the B1078 being instigated by the Sizewell C project.

One of the outcomes of the meeting had been the possibility of resurrecting the Lorry Watch scheme previously run in the village. Such a scheme would be run by volunteers with support from the parish council. Thorndon parish council had provided comprehensive, and generally positive, views from their experiences running such a scheme which would report unauthorised or dangerous HGV movements on an ad hoc basis, rather than having to convene at a particular day/time in the way that a speed watch group might. It was **AGREED** that an article be included in the newsletter in January 2026 requesting feedback/volunteers to ascertain whether it was feasible to re-establish Lorry Watch.

A further outcome from the meeting with SCC was the possibility of installation of a flashing warning sign at Lime Kilns corner and the clerk was asked to get an update from County Cllr. Hicks on that installation.

Resurrecting the previously proposed one way system for traffic through the village was again discussed, particularly in light of potential traffic increases resulting from Sizewell C and other infrastructure projects in the area. It was **NOTED** that there was no funding currently to support such a scheme.

The issue of parking at the junction of Blacksmiths Lane and School Road had been raised by a parishioner who was particularly concerned that the fire hydrant at that junction was being parked over, thus potentially impeding fire brigade access in the case of a fire. In addition, sightlines were obscured for vehicles exiting Blacksmiths Lane. It was **AGREED** that this subject would be raised in the next newsletter.

Another parishioner had raised the issue of damage to their property in the High Street due to vehicles scraping against the wall. The clerk was requested to contact SCC highways to request the replacement of damaged bollards on the High Street.

It was **NOTED** that, despite advice from the Sizewell C community relations team at the public meeting in the parish in July 2023, Sizewell C traffic under 3.5 tonnes will use the B1078 to access the Sizewell site and it was agreed that this would put further pressure of the B1078 through the parish. It was **AGREED** that the clerk should write to the Sizewell C project /WPP Consultants requesting the following be undertaken by the project to lessen the impact of additional Sizewell traffic on B1078/parish residents (1) reduction of the speed limit from A140 to the 30 limit at Coddenham (2) extending the 30 limit at Coddenham to beyond The Shrubberies (so that the SID may be used before entry into village) (3) reduction of the speed limit at Lime Kilns corner (4) installation of protective bollards in High St for those houses most at risk of damage.

785 BROOM HILL, MILL HILL, THREE COCKED HAT, ALLOTMENTS AND FOOTPATHS

(i) To RECEIVE the report from the Broom Hill Trust and AGREE such actions as required.

(ii) To RECEIVE the report from the green spaces working group and AGREE such actions as required.

The report on green spaces had been circulated prior to the meeting.

The question of whether the council could realistically use MSDC grant funding for acquisition of additional green space (if available) was considered but the view was that there was already more green space to be maintained than could adequately be managed by the current volunteers.
Cllr. Soanes requested that the council's thanks be extended to the Parochial Church Council (PCC) for the coffee and cakes provided at St Mary's Church to the litter pickers at the last event and it was **AGREED** to do so.
(iii) To CONSIDER the closed churchyard report and AGREE such actions as required
The closed churchyard report and an update on the closed churchyard wall repair project had been circulated prior to the meeting.
It was **NOTED** that the gates to the churchyard are severely in need of refurbishment and a qualified joiner parishioner had quoted to undertake the task for £1,000. It was **AGREED** to accept this quote for removal, repair and rehanging of the gates on the new posts which have already been acquired and the clerk was requested to accept the quote and ascertain the timetable for installation.
The churchyard wall repair project was discussed. It was noted that of the three tenders received, one tender had been received late and was for nearly double the amount of the other tenders and was therefore discounted. It was also **NOTED** that the other two tenders had been received from Herringbone Restoration Ltd (Herringbone) and F A Valiant & Son Ltd (Valiant) with Herringbone submitting the lowest tender price. It was **NOTED** that the council's consultant, AC Wright Consulting, had advised the council that their experience with both remaining tenderers was that both contractors could undertake the works proficiently and therefore the council unanimously **APPROVED** the appointment of Herringbone to undertake the works as the lowest price tenderer (subject to contract, funding and receipt of the required approvals).
It was also **NOTED** that both Herringbone and Valiant had proposed a traffic management plan using single file traffic past the church with traffic lights. Cllr. Soanes asked whether a completed road closure might be preferable to a traffic light system due to the emissions and noise from waiting traffic on both sides of the lights. The council acknowledged the possible inconvenience to residents and other road users but was of the view that advice should be sought from the traffic management consultant appointed by the contractor in due course and that an agreed traffic management plan should be included within the contract,
Cllr Denning suggested that further consideration should be given the possible removal of soil behind the churchyard wall to remove its retaining nature but it was **AGREED** that, while this seemed a good idea, this would be a separate project requiring separate planning and funding.
The clerk was asked to instruct AC Wright Consulting to (1) advise Herringbone of their successful tender (subject to contract, funding and approvals), (2) prepare an advice note for the PCC meeting in January 2026, (3) progress the required approvals including a faculty and (4) engage with diocesan architect.
It was **NOTED** that grant funding for the churchyard wall repair project did not appear to be available as the council is not generally regarded as an authorised recipient for most forms of heritage grant funding and therefore funding was likely to be required by way of donation and/or borrowing. It was **AGREED** that a project funding team consisting of Cllrs. Gregory, Mills, Soanes and Burton would take this forward.

786 FINANCE
(i) To APPROVE the Schedule for Payments for September and October 2025
The council unanimously **APPROVED** the above schedules.
(ii) To AGREE the bank statements and RECEIVE the budget and precept report for September and October 2025
The council unanimously **APPROVED** the above items with the exception of the Budget and Precept report for October 2025 which required some minor amendments to the reporting of spent and unspent MSDC grants.
(iii) To DISCUSS principles involved in setting 2026/27 Budget and Precept
The principles underlying a council budget and precept for 2026/27 were discussed and it was **AGREED** that, in general terms an inflationary increase of 4% would be applied unless there were line items where a greater increase was indicated. With regard to the churchyard wall, it was **NOTED** that funds had already had to be spent on the project which were unbudgeted in 2025/26. It was further **AGREED** that TCC should continue to be financially supported at similar level to currently (plus inflation). It was **NOTED** that the council Budget and Precept would be presented for consideration and approval at the January 2026 council meeting.
(iv) To **CONSIDER** the report of the External Auditor for the financial year 2025/26
The council unanimously **APPROVED** the report of the External Auditor which had been circulated prior to the meeting.

(v) To **REVIEW** the list of current Direct Debit payments

The council unanimously **APPROVED** the current list of Direct Debut payments which had been circulated prior to the meeting.

(vi) To **CONSIDER** the updated Asset Register

The council unanimously **APPROVED** the updated Asset Register which had been circulated prior to the meeting.

787 NEWSLETTER

It was **AGREED** that articles on the following topics are to be included in the next newsletter to be distributed in January 2026; copy for which should be sent to Cllr. Gregory by the end of the year.

(i) Churchyard Wall Repair Project – Cllr. Gregory
(ii) 3Rs events 2026 – Cllr. Soanes
(iii) Implications of Conservation Area & Listed Building status for planning & other purposes – Cllr. Mills
(iv) The role of a Parish Councillor – Cllr. Gregory
(v) Coddenham Emergency Plan - to be covered by CCRG newsletter
(vi) Fire Hydrant access and parking issues – Cllr. Burton
(vii) Quiet Lanes – Cllr. Denning
(viii) Lorry Watch – Cllr. Whitehead
(ix) Budget and Precept 2026/7– Cllr. Whitehead

788 POLICY REVIEW

The following, drafts of which having been circulated prior to the meeting, were reviewed and unanimously **APPROVED** for adoption:

(i) Data Protection Policy
(ii) IT Policy (superseding and incorporating) the Electronic Communication and Social Media Policy)
(iii) Information Security Incident Policy and Procedure
(iv) Privacy Notice for Website
(v) Privacy Statement
(vi) Publication Scheme (pursuant to the ICO Model Publication Scheme)
(vii) Record Management & Document Retention Policy
(viii) Subject Access Request Policy (amalgamating Procedure)
(ix) Personal Data Audit Impact Statement

The clerk was asked to send to councillors Word versions of those policies which are to be reviewed at 7 January 2026 meeting.

789 Freedom of Information Requests

The clerk presented a report on those FoIA requests received from April to October 2025 and the resultant costs to the council.

790 NEXT MEETING

The council unanimously **AGREED** the date of the next meeting as 7 January 2026 with the following items on the agenda:

(i) Liaison with other village organisations
(ii) The following policies:
    i. Equality & diversity – Cllr. Soanes
    ii. Disciplinary Policy & Procedure – Cllr. Mills
    iii. Grievance Policy & Procedure – Cllr. Mills
    iv. Lone Worker Policy – Cllr. Denning
    v. Health & Safety Policy – Cllr. Burton
    vi. Gifts & Hospitality Policy – Cllr. Whitehead
    vii. Accident Reporting Policy – Cllr. Burton
    viii. Councillor Code of Conduct – Cllr. Whitehead
    ix. Dignity at Work Policy – Cllr. Denning
    x. Safeguarding Policy – Cllr. Soanes

(iii) Consideration and approval of the council's budget & precept for FY 2026/27

(iv) To **CONFIRM** the dates of the 2026/27 meetings as:

i. 22 April 2026 - Annual Parish Meeting (To be held at Haysel House)
ii. 13 May 2026 – Annual Parish Council Meeting
iii. 15 July 2026
iv. 23 September 2026
v. 18 November 2026
vi. 6 January 2027
vii. 17 March 2027

There being no further business, the meeting closed at 21.40

Signed: _____ Date:

Meeting Date	Minute #	Action	Cllr./Clerk	Completed
11/05/23	23/24 520	To put together a formal PRoW claim for footpaths cutting through the churchyard.	DB	Formal application submitted to SCC. Awaiting response.
08/07/25	25/26 755(iii)			SCC acknowledged application. On priority list.
22/05/25	25/26 740(c)	Churchyard Wall Repairs		Report received from J. Halton-Farrow and further advice sought regarding tender process etc.
			SG/Clerk	AC Wright to be asked to undertake tender process on behalf of CPC. AC Wright instructed 29 May 25.
			Clerk	Report & Tender Analysis received 19 August 2025 and circulated.
03/09/25	25/26 769(iii)		Clerk	Mtg to be arranged to agree details of works.
			Clerk	Funding possibilities to be investigated. Contact NALC to see whether other PCs have faced same issues. SALC asked for information from other PCs in similar positions. No responses received.
			Clerk	Contact insurers to ascertain insurance coverage. Third Party Liability covered only.
12/11/25	25/26 758(iii)		Clerk	Instruct AC Wright to advise successful contractor (Herringbone)/prepare advice note for PCC

				meeting 28 Jan /progress required approvals incl. faculty/engage with diocesan architect. Emailed 17 Nov.
14/11/23	23/24 589(ii)	Possible gates to be installed at each end of Lower Road NM to pursue with SCC	RD/JCW	Roads Working Group to take forward
14/03/24	23/24 618(iii)	Does Rectory Road comply with criteria for 40mph limit?	RD/JW	
22/05/25	25/26 740(c)	New gateposts to be installed in churchyard		Installation to be undertaken once existing gates refurbished.
10/07/24	24/25 669 25/26 722 25/26 760	Periodic Review of PC's Policies and Regulations	All Cllrs	Rolling review of all P&Rs to be undertaken. Review of listed polices to be identified at March 2025 meeting Policies reviewed & adopted March 2025 meeting. Further tranche approved at July 2025 meeting GDPR policies to be considered Nov 25 meeting. Further tranche for consideration in January 2026.
02/09/24	24/25 676(i)	Dukes Head – Enforcement Action	SG/MB	Write to MSDC requesting Enforcement Action in light of FoI revelation that such has not been taken to date. Letter sent 13/09/24. 2 chasers sent Response received 9 Nov stating DH not on At Risk Register but will be monitored.

06/11/24 08/01/25 22/05/25	24/25 687(iii) 24/25 702(ii) 25/26 736(iii)		MB MB MB All Cllrs.	MSDC reported to have written to Developer and works will be monitored. Planning Officer chased for latest developments 9 Jan 25. Chased Planning Officer again 14/3/25 Planning Officer to be chased again Clerk chased for updates 16/4, 9/6, 30/6. Enforcement Notice served by MSDC 17 July, expires Nov 25. MSDC has asked for observations from PC as to progress with building clear up.
08/07/25	25/26 736(ii)	Dukes Head Appeal	SG/Clerk	Letter submitted to Planning Inspectorate supporting MSDC's refusal APP/D3505W/25/3365 960. No update on website as at 27/10/25.
02/09/24 06/11/24 22/05/25 22/05/25	24/25 677 25/26 690 25/26 739 25/26 739	Proposed Questionnaire on traffic matters Proposed roads survey to be discussed further Likelihood of funding to be identified prior progressing any public meeting. Report summarising proposals in relation to consultation to be produced.	RD/JCW RD/JCW RD/JCW RD/JCW	Draft to be prepared

02/09/24	24/25 677	Inadequate bus services serving parish	RD/JCW	Write to SCC contact, Simon Barnett.
02/09/24	24/25 680(a)	Direct Debits	Clerk	Diarise for details of DDs to be reviewed 6 monthly. Next review May 2026
22/05/25 03/09/25	25/26 745 25/26 776	Document Retention	Clerk Clerk	Letter to be sent to former Cllrs requiring compliance with Document Retention Policy. Update required for Sept 25 meeting Data breach reported to ICO'. Affected ex Cllrs disputing whether data breach has occurred etc. Response sent 9 Oct
22/05/25	25/26 735(ii)	ANPR Camera/data collection on roads	Clerk	Chase PCC Passmore if camera not installed by 8 July 2025. Chased 1 Sept 25, 1 Sept and 14 Nov.
08/07/25	25/26 755(iii)	Closed Churchyard	DB Clerk	Obtain quote for gate refurbishment. Quote for £1,000 received. Accepted 13 Nov.
08/07/25	25/26 757(iii)	Internal audit	NM	Statement of Control to be produced as at 31 March 2026
08/07/25 03/09/25	25/26 758 25/26 775	Community governance	SG/Clerk Clerk	Request community governance review. Draft agreed and sent 27 Oct.
03/09/25	25/26 765(i)	Westerfield Quarry	SG/Clerk	Draft of objections to be produced & circulated to cllrs. Submitted 12 Sept 25
03/09/25	25/26 772	Insurance	Clerk	Ascertain if broker used. Commence process of getting quotes for 2026 and beyond in Jan 26
03/09/25	25/26 773	Domain Name change	Clerk	~~Obtain detailed quote to undertake such.~~

			Clerk	~~New IT Policy to be written to cover new NALC guidelines~~ Once clerk email address issues resolved, ensure that cllrs. now using their new addresses.
03/09/25	25/26 768	Lime Kilns proposed speed limit	Clerk	SCC to be requested to undertake speed survey. Survey undertaken 5-13 Nov.
12/11/25	25/26 785(ii)	Litter pickers	Clerk	Letter of thanks to PCC for coffee & cake provided for litter pickers
12/11/25	25/26 781	Barham Quarry extension	Clerk/SG Clerk	Pre application comments to be made to operator/developer. Write to SCC to bottom out variation to planning permission
12/11/25	25/26 783	Pride in Your Place grant	Clerk	Request update from MSDC re PiYP grant applied for in Oct 25
12/11/25	25/26 784	Lime Kilns Corner	Clerk	Chase installation of flashing speed sign. Emailed MH 17 Nov.
12/11/25	25/26 784	Damaged Bollards in High St	Clerk	Report to Highways/MH Emailed 17 Nov. MH responded that SCC no longer fund such repairs.
12/11/25	25/26 787(vi)	Parking @ Blacksmiths Lane/School Road	DB	Article in Newsletter emphasising fire hydrant issue
12/11/25	25/26 784	Increased traffic from Sizewell & other projects	Clerk	Write to Sizewell & consultants re reducing speed limits locally & extending speed limits from current position on B1078 to The Shrubberies & at Lime Kilns corner.
12/11/25	25/26 788	Policy Review	Clerk	Send Word versions of policies to Cllrs for review.
12/11/25	25/26 784	Sizewell HGV issues	Clerk	Write to Sizewell & WPP consultants, copying MH &

				Highways, requesting items be included in project to lessen impact of additional traffic.