

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 7 January 2026 scheduled for 7.30pm, at The Coddenham Centre, when the under-mentioned business will be transacted

Maggie Burt
Clerk to the Council and Proper Officer

AGENDA

1. **APOLOGIES**

To **RECEIVE** and **APPROVE** apologies for absence

2. **DECLARATIONS OF INTEREST**

To **RECEIVE** any Declarations of Interest or Delegated Dispensation decisions or to **APPROVE** such dispensation requests as needed

3. **PUBLIC FORUM**

- To **RECEIVE** comments from residents of the parish on current agenda items
- To **RECEIVE** reports from the County and District Councillors

4. **PLANNING**

- To **CONSIDER** the Planning Schedule for December 2025 and to **AGREE** actions as required
- To **CONSIDER** the latest update regarding the Duke's Head and to **AGREE** actions as required

5. **PARISH COUNCIL MEETING**

- To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 12 November 2025
- To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 12 November 2025.

6. **HIGHWAYS**

To **RECEIVE** an update from the Highways Working Group and to **AGREE** actions as required

7. **GREEN SPACES**

- To **RECEIVE** the Report from the Broom Hill Trust and to **AGREE** actions as required
- To **RECEIVE** the Report from the Mill Hill, Three Cocked Hat and Allotments Working Groups and to **AGREE** actions as required
- To **CONSIDER** possible application for monies under the scheme "£2 million for Mid Suffolk biodiversity and nature recovery" to enhance the green spaces in the parish

8. **CLOSED CHURCHYARD**

- To **RECEIVE** the report regarding the Closed Churchyard and **AGREE** actions as required
- To **RECEIVE** the report regarding the Closed Churchyard wall project and **AGREE** actions as required

9. **FINANCE**

- To **APPROVE** the Schedules of Payments for November and December 2025

- b. To **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports for November and December 2025
- c. To **RECEIVE** the report of grants received and expenditure thereof and **AGREE** actions as required
- d. To **RECEIVE** and **APPROVE** the council's proposed budget and precept for FY 2026/27
- e. To **NOTE** the application for a Price in Your Place grant to cover the cost of enhancing the footpaths through Broom Hill.

10. COMMUNITY GOVERNANCE REVIEW

To **CONSIDER** a request under the Community Governance Review recently announced by MSDC to reduce the number of member seats on the Council from 11 to 9.

11. FOIA REQUESTS

To **CONSIDER** a revised report on the receipt of FoIA requests and to **AGREE** actions as required

12. CHARITABLE DONATIONS

To **CONSIDER** requests for charitable donations from local charities and to **AGREE** such actions as required.

13. POLICY REVIEW

To **CONSIDER** drafts of the following policies and to **ADOPT** the same

- 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

14. LIAISON WITH VILLAGE ORGANISATIONS

To **CONSIDER** the liaison between the Parish Council and other village organisations and to **AGREE** actions as required

15. MEETING DATES

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

16. NEXT MEETING

- a. To **CONFIRM** the date of the next meeting of the Parish Council as 18 March 2026
- b. To **CONSIDER** matters raised by members of the public, including matters for consideration at the next Parish Council meeting