

CODDENHAM PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on 7 January 2026 at 7.30pm

at the Coddtenham Centre

Present: Cllr. Gregory (Chair), Cllr. Mills (Vice Chair), Cllr. Denning, Cllr. Whitehead, Cllr. Soanes

In attendance: Maggie Burt (Clerk)

2 Members of the public

791 To RECEIVE apologies for absence

Apologies were received from Cllr. Burton, County Cllr. Hicks and District Cllr. Penny.

792 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. Mills and Whitehead declared an interest in all discussions pertaining to The Coddtenham Centre as trustees.

The meeting was adjourned.

793 PUBLIC FORUM

(i) To RECEIVE comments from Residents of the Parish on Current Agenda Items

Both members of the public attending wanted to raise issues regarding the increasing traffic, both HGV and other, on the B1078 and the likelihood of further increase from the developments at Sizewell C and Barham Quarry. Cllr. Gregory assured them that the parish council were seeking mitigations, including speed restrictions and would continue to do so.

In addition, the question of bus travel up and down the High St was raised following an incident where a bus driver had refused to reverse his vehicle to help clear a traffic jam where a lorry and the bus had met head on. This had been cleared eventually but only by a resident using his initiative and opening his driveway to allow traffic to clear. It was **AGREED** that the clerk would write to Suffolk County Council to ask that all bus operatives be reminded of the need for give and take in order to resolve such situations and to ascertain whether the bus driver's assertion that he was not allowed to reverse his vehicle was correct.

(ii) To RECEIVE reports from the county and district councillors

County Cllr. Hicks had circulated his report on the Thredling Division prior to the meeting. Cllr. Whitehead, in his role as district councillor, reminded the council that the consultation on devolution issued by Mid-Suffolk District Council (MSDC) ended on 11 January 2026 and that there was a County Council meeting on 12 January at which the question of delaying the 2026 local elections would be discussed. He also advised that the new Innovation Centre in Stowmarket had been topped out and is due for completion in June 2026. He also mentioned a fund of some £30,000 will be available for project within a five mile radius of Stowmarket.

The meeting was reconvened.

794 PLANNING

(i) The Planning Schedule for December 2025 had been circulated prior to the meeting.

(ii) The Dukes Head – Cllr. Gregory confirmed that the appeal by the developer to the Secretary of State to reverse MSDC's refusal of planning permission to erect a dwelling to the rear of the property had been turned down and that the Dukes Head is now up for sale.

(iii) DC/25/05315 – St.Mary's, Church Road, Coddtenham - Notification of works to trees in a Conservation Area. This application was discussed and it was **AGREED** that the PC would object to the tree works to the sycamore as it was such a dominant feature of the landscape within the conservation area, unless the tree was actually dangerous. It was further **AGREED** that the council would ask the MSDC tree officer to consider

issuing a tree preservation order (TPO) on the sycamore and the black poplar by the hump backed bridge and further be invited to visit the village to inspect other significant trees.

795 MINUTES

To RECEIVE and CONFIRM minutes of the parish council meeting held on 12 November 2025.

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

796 MATTERS ARISING

To CONSIDER any matters arising from the minutes of the annual parish council meeting on 12 November 2025

The clerk was asked to contact County Cllr. Hicks to request updates on the variation of planning permissions with regard to HGV use from Barham quarry of Sandy Lane and the Needham Road (B1078), the flashing speed sign for Lime Kilns corner and possible funding for renewal/replacement of metal bollards along the High Street. The clerk was also asked to copy the letter sent to Sizewell C/Suffolk CC/Brett Aggregates to Hemingstone parish council to ascertain whether a joint working party would be appropriate and to chase for responses to that letter where they were outstanding.

797 HIGHWAYS

Cllr. Denning raised the question of whether, if the ANPR camera were installed at the bridge (as promised), there was any real need for resurrect the lorry watch scheme. It was NOTED that the January newsletter would request volunteers for the lorry watch scheme to come forward. The clerk was asked to chase PCC Passmore in respect of the provision of an ANPR camera.

798 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 Green Spaces report had been circulated prior to the meeting. Cllr. Soanes queried whether the current grounds maintenance budget line was the correct budget line against which to record costs for the churchyard wall repair project. Cllr. Soanes reported that the proposed cost of £700 for clearing of brambles on Broom Hill should be covered by the Pride in Your Place funding applied for (£500) so a further £200 was required from the grounds maintenance budget for the year. This expenditure was **AGREED**. Cllr. Soanes also requested the sum of up to £250 be spent on replacing the dog waste bin on the Old Norwich Road. This expenditure was **AGREED**. Cllr. Soanes advised that the new hedging plants ordered from MSDC had been received by them and would be delivered shortly. A parishioner raised the untidy state of some allotment plots and the structures thereon. A discussion was had on this matter and it was **AGREED** that the Clerk would write to all allotment holders reminding them of their obligations under the terms of the Agreement.

(iii) 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

It was **AGREED** to defer this issue until more is known about the proposed grant scheme.

A request from a parishioner to be allowed to take fallen wood on Broom Hill was discussed but declined on the basis that if permission was given to one, it must be given to all and this would disrupt the wildlife habitat being promoted by the council in its green spaces. The clerk was requested to contact the parishioner concerned and advise of the decision.

(iv) To CONSIDER the closed churchyard report and AGREE such actions as required

Cllrs. Mills and Soanes reported that the benches in the closed churchyard had been inspected and all bar one could be refurbished in situ. One bench is in need of more in depth work which would necessitate removal from its current site. The clerk was requested to contact the parochial church council (PCC) to ask when such work would be convenient.

The project to repair the churchyard wall was discussed and it was confirmed that A C Wright Consulting had been instructed to prepare an advice note for submission to the next PCC meeting on 28 January 2026. The question of the traffic disruption which would be caused by traffic light installation to facilitate the works was raised and the council considered that perhaps full closure of the road would be a better option, noting the considerable disruption caused recently when a temporary traffic light was installed at the same site for fibre optic cabling. It was **AGREED** that the council should rely upon the advice of the experts in such matters. It was noted that the PCC are considering excavation behind the wall to eliminate/reduce the pressure placed in it by being a retaining wall and this was the subject of discussions between the PCC and their structural engineers.

799 FINANCE

(i) To APPROVE the Schedule for Payments for November and December 2025

The council unanimously **APPROVED** the above schedules.

(ii) To AGREE the bank statements and RECEIVE the budget and precept report for November and December 2025

The council unanimously **APPROVED** the bank statements but elected to **DEFER** consideration of the November and December budget and precept reports to the March 2026 meeting. It was **AGREED** that the council should request permission from MSDC to carry forward unused grant funding to the next financial year.

(iii) To CONSIDER the council's proposed budget and precept for FY 2026/27

The proposed Budget and Precept for 2026/27 was **APPROVED** and the clerk was instructed to submit the completed precept form to MSDC before the end of January 2026.

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

This application has been lodged with MSDC and posters to elicit views from parishioners have been published.

801 To CONSIDER a revised report on the receipt of FoIA requests

The report had been circulated prior to the meeting and it was **AGREED** to keep such requests under review.

802 To CONSIDER requests for charitable donations from local charities

It was **AGREED** to make the following donations pursuant to s137:

Citizens Advice Bureau, Ipswich - £50

St Elizabeths Hospice - £50

The clerk was also requested to investigate when the council had last donated to SARS and CAB and Cllr. Mills agreed to write to Community Together, East Anglia as a potential donee in the next financial year.

803 POLICY REVIEW

The following draft policies had been circulated prior to the meeting and were reviewed and unanimously **APPROVED** for adoption

- (i) Equality & Diversity
- (ii) Disciplinary Policy & Procedure
- (iii) Grievance Policy & Procedure
- (iv) Health & Safety Policy
- (v) Gifts & Hospitality Policy
- (vi) Accident Reporting Policy
- (vii) Councillor Code of Conduct
- (viii) Dignity at Work Policy
- (ix) Safeguarding Policy

Consideration of the following policy was deferred until the March 2026 meeting

- (i) Lone Worker Policy

It was **AGREED** that all policies would be on a rolling review basis and the clerk would update the Policy Review Schedule to reflect this.

804 To CONSIDER the liaison between the Parish Council and other village organisations

It was **AGREED** that the following councillors would be responsible for liaison with the following village organisations:

- (i) Community shop – Cllr. Soanes
- (ii) Day Foundation – Cllr. Whitehead
- (iii) TCC – Cllr. Gregory
- (iv) SALC – Cllr. Mills
- (v) CCRG/collective liaison – Cllr. Gregory
- (vi) Gardemau Trusts – Cllr. Soanes

With regard to council leads on other topics, the current responsibilities will remain the same.

805 To CONSIDER the proposed meeting dates for 2026/27

The following the meeting dates were **APPROVED**:

- 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

806 NEXT MEETING

The council unanimously **AGREED** the date of the next meeting on 18 March 2026 with the following items to be included on the agenda:

- a) Budget and Precept Reports for November and December 2025
- b) Possible application for monies under the scheme “£2 million for Mid Suffolk biodiversity and nature recovery”
- c) Lone Worker Policy

There being no further business, the meeting closed at 21.30

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.
03/09/25	25/26 769(iii)	Churchyard Wall Repairs	Clerk	Advice Note sent to PCC 13 Jan 26
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	Clerk	Co-ordinate with parishioner who is refurbishing gates.
07.01.26	25/26 796(iv)	Periodic Review of PC's Policies and Regulations	Clerk	Update Policy review Schedule to institute rolling review of all policies Lone Worker Policy to be completed

07/01/26			Clerk	
22/05/25	25/26 736(iii)	Dukes Head – Enforcement Action		Enforcement Notice served by MSDC 17 July, expired Nov 25. Property now for sale
22/05/25	25/26 739	Report summarising proposals in relation to consultation to be produced.	RD/JCW	Agreed to be deferred until further clarity on local government devolution.
02/09/24	24/25 677	Mtg with new MSDC contact re traffic issues	RD/JCW	Meeting to be arranged
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 26 meeting
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. PCC awaiting installation info from contractor.
08/07/25	25/26 757(iii)	Internal audit	NM	Statement of Control to be produced as at 31 March 2026
03/09/25	25/26 775	Community governance	Clerk	Request sent and acknowledged. Posters published Dec 25

03/09/25	25/26 772	Insurance	Clerk	Ascertain if broker used. Commence process of getting quotes for 2026 and beyond
07/01/26	25/26 793(i)	Highways	Clerk	Write to SCC re bus/lorry incident on High St.
07/01/26	25/26 794(iii)	Planning	Clerk	MSDC Tree Officer to be asked to consider issuing TPO on sycamore, black poplar and visit village to inspect other significant trees.
07/01/26	25/26 796	Highways	Clerk	Request updates on flashing speed sign/how planning variation on B1078 was approved/possible funding for High St bollards
07/01/26	25/26 796	Highways	Clerk	Chase any non responses to letter regarding increases in traffic from Sizewell C/Barham Quarry extension
07/01/26	25/26 796	Green Spaces	Clerk	Order post, fixing & postcrete for dog waste bin, Old Norwich Road
07/01/26	25/26 796(iv)	Closed Churchyard	Clerk	Contact PCC to ascertain when it would not be convenient for 1 bench to be removed
07/01/26	25/26 797(ii)	Finance	NM	Request permission from MSDC for c/f unused grant funding.
07/01/26	26/26 797(iii)	Finance	Clerk	Precept Form to be completed and submitted before 31 Jan 26