

CODDENHAM PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on 8 July 2025 at 7.30pm

at the Coddenham Centre

Present: Cllr. Gregory (Chair), Cllr. Mills (Vice-Chair), Cllr. Soanes, Cllr. Whitehead, Cllr. Burton,
In attendance: Ms M Burt, Clerk to the Parish of Coddenham
County Cllr. Matthew Hicks
Two Members of the Public

749 To RECEIVE apologies for absence

Apologies were received from District Cllr. David Penny and Cllr. Denning

750 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.

The meeting was adjourned.

751 PUBLIC FORUM

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

The two residents present made representations to the council relating to the appeal lodged with the planning inspectorate in relation to the refusal of planning permission for the former Duke's Head public house site (appeal number APP/D3505W/25/3365960). Both were in favour of the council lodging representations supporting the dismissal of the appeal. The chair reminded the meeting that representations could only be to support the reasons for refusal by Mid-Suffolk district council (MSDC).

The lack of enforcement action against the owner of the former Dukes Head inn was raised by members of the public. A discussion ensued during which the past and ongoing efforts of the parish council to resolve these issues were explained and it was indicated that pressure would continue to be applied to the district council planning department to resolve the issues as soon as possible.

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

County Cllr. Hicks reported that:

Suffolk County Council (SCC) had taken the library service back in house as proposed cuts to the service by the out sourced provider were unacceptable.

On Local Government Reform (LGR), the situation was still fluid with the county council favouring one unitary authority and the Suffolk district councils now favouring three.

Central government was planning to curtail the time for National Significant Infrastructure Projects (NSIPs) to consult and this was a concern to SCC

District Cllr. Whitehead reported that, with regard to LGR, a definitive map showing the proposed borders of the three unitary authorities was not, as yet, resolved.

The meeting was reconvened.

752 PLANNING

(i) APP/D3505/W/25/3365960 – Dukes Head – Appeal to Secretary of State

Cllr. Gregory had circulated a draft response to be sent to the planning inspectorate to support MSDC's refusal to grant permission to build a single storey dwelling to the rear of the Dukes Head. It was **AGREED** that all attempts would be made to encourage the planning inspector to visit the site in order to understand the issues.

(ii) Cllr. Gregory reported the efforts made to pressure MSDC planning enforcement team to undertake enforcement action to limit the deterioration of the Dukes Head and the build up of rubbish, particularly to the rear.

753 MINUTES

To RECEIVE and CONFIRM minutes of the annual parish council meeting held on 22 May 2025.

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

754 MATTERS ARISING

To CONSIDER any matters arising from the minutes of the annual parish council meeting on 22 May 2025

- (i) The efficacy of the Speed Indicator Device (SID) in keeping speeds through the village lower was discussed and the two parishioners who currently look after the SID were thanked for their efforts. It was noted that the possibility of moving the SID to different locations on a regular basis is being investigated to strengthen its impact. It was noted that acquiring replacement batteries for the SID had been raised and was being investigated.
- (ii) The possible purchase of a Nitrous Oxide (NO₂) meter was currently being investigated, subject to grant funding being available. Cllr. Burton recommended that, in the first instance, it would be helpful to find out the British Standard for roadside measurement of NO₂.
- (iii) Cllr. Burton reported that the application to recognise the footpaths through the churchyard had been acknowledged by SCC as on the priority list and would be dealt with in due course.

755 HIGHWAYS

It was **AGREED** that County Cllr. Hicks should be updated on the decisions made in the May 2025 council meeting.

756 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.

A report had been circulated prior to the meeting. Cllr. Soanes reported in addition that there was a need for temporary fencing next to the kissing gate where brambles had been removed.

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

Cllr. Soanes requested that the clerk contact MSDC regarding acquiring more hedging plants to replace those which have not survived during the hot weather and to infill in a few places.

The quotation from Eastwood Tree Services for tree works required at Three Cocked Hat was considered and **APPROVED** and the clerk was requested to contact Eastwood to ascertain when the works would be started.

Cllr. Soanes also reported that the dates for the next green spaces working parties had been agreed as 16 and 25 October 2025 and a provisional date for the next litter pick was 20 September 2025.

The clerk was requested to contact Hartleys Garden Services to ascertain a provisional date for the cutting of the green hay in the closed churchyard and to contact The Coddensham Centre and church wardens to find out whether they wanted to accept green hay again this year. One bed of the last remaining free plot in the allotments had been let to a parishioner. This is a particularly large plot and there remain two beds on that plot which are available.

(iii) To CONSIDER the closed churchyard report and AGREE such actions as required
Cllr. Mills reported that a bug hotel had been built and had been furnished by children attending the recent forest church.

The gates onto Church Road may need refurbishment before they can be installed on the new gateposts following the churchyard wall repairs. Cllr. Burton offered to ask a parishioner who is a joiner to quote for this work.

757 FINANCE

(i) To APPROVE the Schedule for Payments for May and June 2025

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

(ii) To AGREE the bank statements and RECEIVE the budget and precept report for May and June 2025

The council unanimously **APPROVED** the above items

(iii) To REVIEW and APPROVE the record of expenditure of £500

Subject to the addition of the Public Works Loans Board repayment, the council unanimously **APPROVED** the above item.

(iv) To NOTE the submission of the CIL report 2024-25 to MSDC

The submission of this report was duly **NOTED**.

758 INTERNAL AUDIT

(i) To CONSIDER and APPROVE the Internal Audit Report and Certificate for 2024-25

Cllr. Gregory requested that the clerk contact the Internal Auditor to clarify the comments made regarding the council's GDPR content on the website. It is the council's belief that a full suite of policies has been adopted by the council are on available for viewing on the website. The suggestion of a specific Freedom of Information Act procedure was noted and the update of the Model Financial Regulations was deferred to the meeting on September 2025. Subject to the resolution of the above, the report was **APPROVED**.

(ii) To CONSIDER and APPROVE the reappointment of SALC as Internal Auditor for 2025-26

The council unanimously **APPROVED** the reappointment of SALC as Internal Auditor for 2025-26.

(iii) To APPOINT a councillor to produce the Statement of Internal Controls as at 31 March 2026.

Cllr. Mills **AGREED** to do so.

759 COMMUNITY GOVERNANCE

It was noted that the full complement of parish councillors would be currently 11 but difficulty in recruitment has resulted in just six serving councillors at present. It was noted that the quorum for meetings was, therefore, four rather than the statutory minimum of three and it was agreed that this, therefore, presented a real risk to being able to continue to hold regular quorate meetings especially if councillor numbers were to fall any further. It was, therefore, **AGREED** that the clerk (with the chair) approach MSDC and request a community governance review with the end in mind to reduce the council size to nine councillors.

760 POLICY REVIEW

A number of policies had been reviewed by councillors and circulated prior to the meeting with the outcomes below:

- a. Electronic Communication & Social Media – review outstanding-deferred to September meeting
- b. Complaints – APPROVED
- c. Public Participation in Council Meeting – It was noted that these matters were covered by the Standing Orders adopted by the council and therefore it was AGREED that this protocol was unnecessary
- d. Internet Banking – APPROVED
- e. Reserves – APPROVED
- f. Financial Regulations – DEFERRED to September meeting
- g. Statement of Internal Controls – APPROVED
- h. Grant Application Form – APPROVED subject to minor amendments including updating clerk's address, removal of the reference to the general power of competence (not applicable) and clarification around adequate financial controls of applicants.
- i. Grant Awarding Policy – already approved March 2025
- j. Co-Option Procedure – APPROVED

761 NEXT MEETING

The council unanimously **AGREED** the date of the next meeting on 3 September 2025.

There being no further business, the meeting closed at 21.35

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	SG/MB	Report received from J. Halton-Farrow and further advice sought regarding tender process etc. AC Wright to be asked to undertake tender process on behalf of CPC. AC Wright instructed 29 May 25.
			MB	Update required.
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 deferred until after churchyard wall repairs
10/07/24	24/25 669	Periodic Review of PC's Policies and Regulations	All Cllrs	Rolling review of all P&Rs to be undertaken. Review of listed policies to be identified at March meeting Policies reviewed & adopted March meeting. Further tranche for July 2025 meeting

				GDPR policies to be considered Nov 25 meeting
02/09/24	24/25 676(i)	Dukes Head – Enforcement Action	SG/MB	Write to MSDC requesting Enforcement Action in light of Fol 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. 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.
06/11/24	24/25 687(iii)		MB	
08/01/25	24/25 702(ii)			
22/05/25	25/26 736(iii)		MB	
08/07/25	25/26 736(ii)	Dukes Head Appeal	SG/MB	Letter submitted to Planning Inspectorate supporting MSDC's refusal APP/D3505W/25/336 5960
02/09/24	24/25 677	Proposed Questionnaire on traffic matters	RD/JCW	Draft to be prepared
06/11/24	25/26 690	Proposed roads survey to be discussed further	RD/JCW	
22/05/25	25/26 739			
				Agreed to be deferred until further clarity on local government devolution.

22/05/25	25/26 739	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	
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	MB	Diarise for details of DDs to be reviewed 6 monthly. Next review November 2025
08/01/25 22/05/25	24/25 701(i) 25/26 735(ii)	Data collection on traffic issues	Roads Working Group	P&CC to be asked to ensure Lorry Enforcement Officers collect data regarding HGVs not using DLR. P&CC to be invited to attend March mtg. ANPR camera to be installed on three month trial to identify infringement and collect data.
08/01/25	24/25 705(i)	NOX measuring equipment	JCW	To take forward possibility of acquiring NOX measuring equipment using Localities Budget.
22/05/25	25/26 745	Document Retention	Clerk	Letter to be sent to former Cllrs requiring compliance with Document Retention Policy.

				Update required for Sept 25 meeting
22/05/25	25/26 735(ii)	ANPR Camera	Clerk	Chase PCC Passmore if camera not installed by 8 July 2025.
08/07/25	25/26 755(ii)	Closed Churchyard	Clerk	Contact Hartleys - proposed date for green hay cutting. Once known, email TCC and PCC re green hay requirement
08/07/25	25/26 755(iii)	Closed Churchyard	DB	Obtain quote for gate refurbishment
08/07/25	25/26 757(i)	Internal audit	SG/Clerk	Contact Internal Auditor regarding comments on GDPR content of website
08/07/25	25/26 757(iii)	Internal audit	NM	Statement of Control to be produced as at 31 March 2026
08/07/25	25/26 758	Community governance	SG/Clerk	Request community governance review