CODDENHAM PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on 23 September 2026 at 7.30pm

at the Coddenham Centre

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

In attendance: Tim Passmore, Police and Crime Commissioner (PCC)
District Cllr. Penny
Maggie Burt, Clerk
2 members of the public

856 To RECEIVE apologies for absence

Apologies were received from Cllr. Burton due to personal circumstances.

857 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 interests in all matters pertaining to The Coddenham Centre and Cllr. Denning declared an interest in all matters pertaining to the Day Foundation and to the planning application at Vicarage Farm (agenda item 4).

The meeting was adjourned.

858 PUBLIC FORUM

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

A member of the public raised the issue of inconsiderate parking on School Road and called for restrictions to be placed on parking in this area.

The question of the non-attendance of the current County Councillor for the Bosmere Division at parish council meetings was raised given that Suffolk County Council (SCC) are the relevant authority for traffic and parking issues. The chair reported that his lack of engagement is preventing the council from moving forward with any plans for alleviating current problems as SCC Highways require County Councillor support for any plans.

The lack of progress on the Lorry Watch scheme was also raised and particularly the issue of the Trading Standards office being unwilling to accept photographs of HGVs apparently contravening the DLR as their advice is to merely note and report the date, time and registration number of the offending vehicles.

A member of the public raised concerns regarding the lack of fire breaks in the areas around Coddenham and that the grass on the bank outside the churchyard wall had not been cut. Cllr. Mills and Soanes agreed to seek advice on fire prevention matters.

The fact that the council will probably have to take out a loan to cover the cost of the repairs to the churchyard wall was raised and Cllrs. Gregory and Mills explained that grant funding had been investigated but none had been identified for this particular project thus far. Cllrs. Gregory and Mills confirmed that the state of the wall which is a retaining wall for the churchyard above the roadway has

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caused concerns from a health and safety aspect and a properly accredited conservation engineer had been consulted.
PCC Passmore reported on the trial of the ANPR camera which was situated at the approach to the bridge. The results had proved revelatory and confirmed the technology worked. PCC Passmore stated that one 44 tonne lorry had been captured making 27 trips in contravention of the DLR and 16 other HGVs has been captured committing more than nine contraventions. PCC Passmore reported that he was investigating the introduction of the technology for formal enforcement purposes in Coddenham and elsewhere but the details and authorisations were still to be worked out and he would report back further in due course.

ii) To RECEIVE reports from the county and district councillors

District Cllr. Penny reported that:

- Mid Suffolk District Council (MSDC) had an appointed a specific planning enforcement officer in relation to the Shrublands estate and the former Fisons Plant in Bramford.
- the interruption to the Local Government Reorganisation (LGR) had left staff morale low.
- a scheme was being put into place to encourage landowners to undertake increased flood resilience.

The meeting was reconvened.

859 PLANNING

(i) DC/26/03615 - Vicarage Farm

Cllr. Denning was excluded from this discussion due to a conflict of interests. The council **RESOLVED** to object on the same grounds as previously.

(ii) SCC/0123/26MS – Barham Quarry Extension

The council **RESOLVED** not to object to this application provided the conditions outlined in the email from Brett Aggregates dated 17 September 2026 (in response to the council's feedback on the proposed application for extension of the quarry) were conditions of the application being granted plus the imposition of a 40mph speed limit on Old Norwich Road.

860 MINUTES

To RECEIVE and CONFIRM minutes of the parish council meeting held on 16 July 2026.

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

861 MATTERS ARISING

To CONSIDER any matters arising from the minutes of the parish council meeting on 16 July 2026

Shrublands Event – the clerk was requested to chase Mark Emms regarding the independent report on the performance of the Strategic Action Group (SAG) with regard to the event on the Shrublands Estate in July 2026. In addition, the clerk was requested to contact Suffolk Highways to arrange the removal of roadside signs still in evidence in Sandy Lane.

862 HIGHWAYS

(i) Lorry Watch – the clerk was requested to contact the co-ordinator by letter to find out whether he wanted/was able to continue as co-ordinator on the basis that, if he is unable to continue, the council would take another approach.

ii) Leaflet/poster – this was deferred until the next meeting.

(iii) In the absence of any communication from County Cllr Keogh since May 2026, it was **RESOLVED** that the council would write to the Cabinet Member for Transport and Highways of SCC, Mr Christopher Hudson, and raise with him all the outstanding traffic issues and request his assistance in resolving them.

(iv) The issue of parking on School Road was discussed and the clerk was requested to write to the owner of the beauty therapy salon at the Old Chapel to enlist their help in encouraging clients to park at The Coddenham Centre whenever possible. In addition, leaving of bins on School Road for longer than required was becoming an issue and Cllr. Mills **AGREED** to include articles on the topic in the next Ten Village News (TVN) and newsletter.

863 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

It was **NOTED** that a report had been circulated prior to the meeting. Cllr. Soanes reported that a quote had been received from Blackthorn Landscapes for £425 + VAT to cut back the bramble growth on the upper slopes of the woodland on Broom Hill. It was **AGREED** that this quote should be accepted but that the work should be delayed until Spring 2027.

It was **NOTED** that surplus green hay from the cutting of the churchyard due shortly was to be offered to residents via a post on the website and on the village website and Facebook page on a first come, first served basis.

It was **AGREED** that the vacant allotment plots will be advertised in the new year.

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

It was **NOTED** that a report had been circulated prior to the meeting. Cllr. Mills reported that the gateposts originally acquired for the then existing gates (which ultimately proved unrepairable) were not adequate for the new replacement gates. Quotes for new gate posts had been received from the makers of the gates, Countryside Gates & Fencing Ltd at £914 ex VAT. A quote from Shrubland Woodland Products had also been received of £323 ex VAT and it was **AGREED** to accept the latter and order the gate posts forthwith.

With regard to the previous application for the churchyard footpaths to be officially recognised, SCC had requested further evidence. The clerk was requested to contact Cllr. Burton for a copy of the original application and resubmit it to SCC.

With regard to the churchyard wall repair project, the council has received an updated quote increased from £61,924.50 (incl. contingency) to £69,885.20 ex VAT (£63,532+ 10% contingency ex VAT) from Herringbone Restoration Limited who have agreed to hold that price until works are completed (assuming Spring 2027 commencement). It was **NOTED** that this was still the cheapest price received from the three tenders sought. The council **APPROVED** the acceptance of this revised quote detailed above.

It was **NOTED** that detailed documentation had been circulated to councillors prior to the meeting, including the original report and statement of works from Wright Consulting, their assessment of the tenders, a draft JCT contract, a cumulative report of all prior reports submitted to council on this project, a detailed report prepared for this meeting and an analysis of the impact on the precept of any additional loan (together **report and budget**). In addition, councillors had received a draft Application for Borrowing Approval and draft Application for Loan (together **applications**). The council confirmed that no source of grant funding has yet been identified to cover the cost of these repairs and therefore a loan from the Public Works Loans Board (PWLB) was to be applied for in an amount of up to £75,000 ex VAT to cover the cost of the works and the project management of the contract for works. It was **NOTED** that, with the help of a grant of up to £10,000 awarded from the Day Foundation and use of the existing reserve dedicated to the repayment of the PWLB loans, the proposed repayments of any new loan would not result in an increase of precept.

Cllr. Mills queried whether the grant required from the Day Foundation would be less than the maximum amount awarded and Cllr. Gregory confirmed that hopefully this was the case.

The above report and budget and applications were unanimously **APPROVED** by the council and

the clerk was authorised to submit the applications in due course.
It was **AGREED** that a specific area be set up on the council's website so that parishioners may easily access all the documentation relating to the project.

864 FINANCE

(i) To APPROVE the Schedule for Payments for July and August 2026

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

(ii) To AGREE the bank statements and RECEIVE the budget and precept report for July and August 2026

Subject to an amendment to the totals on the Grants Movement worksheet which had an error in the code and did not add up correctly, the council unanimously **APPROVED** the above items.

(iii) The application for Neighbourhood CIL monies from The Coddenham Centre was deferred to the next meeting.

(iv) It was **NOTED** that Pride in Your place grant funding in an amount of £5000 had been gratefully received from MSDC towards the cost of the new churchyard gates and it was **AGREED** that council would cover the remaining costs of £432.67 in excess of the grant.

(v) It was **NOTED** that the council had applied for a locality grant of £375 from MSDC to cover the cost of the 3Rs events.

865 INSURANCE

It was **NOTED** that the current three year all risks insurance arrangements expired on 1 October 2026. It was **NOTED** that details of the all risks insurance quotations received had been circulated prior to the meeting. It was **AGREED** to accept the quotation from Zurich Municipal for a three year long term agreement commencing 1 October 2026 replacing the current policy on the same terms at £390.71pa. In addition, the clerk was requested to get a quote from Zurich for asset insurance to cover the churchyard wall for full rebuild costs for churchyard wall once the repairs had been affected.

867 EXTERNAL AUDIT

It was **NOTED** that further questions had been received from the External Auditor and accordingly the final report had not yet been received. This item was deferred until the next meeting.

868 COUNTY COUNCIL REPRESENTATION

It was **NOTED** that there had been a complete lack of engagement experienced by the council from the new county councillor for the Bosmere Division, Mr Gary Keogh, since May 2026 when he had been elected and a canvassing of other clerks within Bosmere Division showed they were experiencing similar lack of engagement. It was **AGREED** that a formal complaint should be made under the Councillor Code of Conduct relating to lack of transparency and respect.

869 POLICY REVIEW

A draft complaints policy had been circulated prior to the meeting and was and unanimously **APPROVED** for adoption with the inclusion of the proposed amendments circulated by Cllr Gregory prior to the meeting which dealt with inclusion of a data protection complaints process. The clerk was requested to upload to the website.

870 WEBSITE

Details of the proposed new template devised by Pear Space had been circulated prior to the meeting. This new template is designed to be more secure and offers additional features which will help

council to conform to transparency and accessibility guidelines. It is built on the .gov.uk framework and is more easily recognisable as a government site. The cost of the transfer of the existing site is a one-off price of £150, a discount of 50%, with the £120pa hosting fee remaining the same, subject to annual increases.
It was **AGREED** that council would request a move to the new template at the above quoted discounted price.

871 NEXT MEETING

The council unanimously **AGREED** the date of the next meeting on 18 November 2026 with the following items on the Agenda:

i) Possible fire break(s) in the green spaces
ii) External audit
iii) TCC CIL application
iv) Budget-TBC
v) Direct debits
vi) SID
vii) Emergency plan
viii) Community governance review.
ix) Policy review schedule

There being no further business, the meeting closed at 21.28

Signed: _____ Date:

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