

CODDENHAM PARISH COUNCIL MEETING

Minutes of the Annual Parish Council meeting held on Tuesday 26 May 2026 at 7.30pm

at the Coddenham Centre

Present: Cllr. Gregory, Cllr. Mills, Cllr. Soanes, Cllr. Whitehead, Cllr. Denning

In attendance: District Cllr. Penny

Maggie Burt, Clerk

No Members of the Public

826 To ELECT the Chair, including signing of the Declaration of Acceptance of Office.

Cllr. Gregory was unanimously re-elected as Chair to the council.

The meeting was chaired by Cllr. S Gregory.

827 To ELECT the Vice-Chair

The council unanimously re-elected Cllr. Mills as Vice-Chair

828 To RECEIVE apologies for absence

Apologies were received from County Cllr. Keogh and Cllr. Burton.

829 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 their interests in relation to The Coddenham Centre and Cllr. Denning declared his interest in relation to the Day Foundation.

The meeting was adjourned.

830 PUBLIC FORUM

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

Cllr. Gregory reported that she had had a detailed email from a parishioner regarding speeding traffic on the High Street and requesting for traffic calming measures to be considered. Recently there had been two cars damaged badly enough to be written off and a cat was killed on the road. It was **RESOLVED** to add a request for traffic calming measures to the ongoing list of requests to SCC Highways.

ii) To RECEIVE reports from the county and district councillors

District Cllr. Penny advised that the allocation of District Councillors to each of the three proposed unitary bodies had been discussed at a meeting on 20 May 2026. A new map showing the proposed boundaries had been released and Coddenham is in the Needham Market & Creting ward. An email from the CEO of MSDC had been received regarding the upcoming event at Shrublands which reported that the Safety Advisory Group had been involved and prospective numbers of attendees had been revised. Cllr. Whitehead stated that a copy of the Traffic Management Plan had been requested. In light of recent loud music having emanated from Shrublands on two separate occasions in May 2026 for a number of hours on each occasion, the PC will respond to the CEO to seek further clarification of the mitigation plans in place for this event, to alert him to the noise

nuisance already experienced and express the very real concerns felt regarding the impact of such number on local roads. The clerk was requested to post the CEO's email and the PC's response to the parish website.

District Cllr. Whitehead and Cllr. Mills reported having virtually attended the Suffolk County Council meeting last week. The issue of traffic holdups when the Orwell Bridge was closed was discussed and it had been raised that the previous Northern Bypass proposal should be resurrected. This was agreed by that meeting but with the proviso that all options would be looked at. Any resulting plan should be ready in autumn 2026 (possibly September). District Cllr. Penny stated that the Green Party might support a "cut and cover" option to produce a second river crossing.

The meeting was reconvened.

831 PLANNING

The current Planning Schedule had been circulated prior to the meeting.

- (i) Cllrs. Gregory and Whitehead reported having attended a further presentation by Brett Group regarding the proposed extension to Barham Quarry to update residents on the proposals to be included in the impending planning application. It was confirmed that traffic would continue to use the existing routes. A letter to Brett providing feedback was presented to the meeting and approved with the clerk to send the letter to Brett.
- (ii) SCC/0093/25SC- Land east of Westerfield/Witnesham Road (B1077), Westerfield, Ipswich, Suffolk, IP6 9AJ for Extraction and processing of sand and gravel
SCC has reported it is considering a Regulation 25 notice regarding this application. It was **AGREED** that the PC would raise the objection that none of its previous objections had been addressed and the clerk was requested to action. It was **NOTED** that MSDC intend to respond too.

832 MINUTES

To RECEIVE and CONFIRM minutes of the parish council meeting held on 18 March 2026 and the extraordinary parish council meeting held on 13 May 2026

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

833 MATTERS ARISING

To CONSIDER any matters arising from the minutes of the parish council meeting on 18 March 2026

Cllr. Mills reported that an acquisition of new gates for the churchyard was ongoing.

The clerk reported that an email had been received regarding the Community Governance Review the consultation period for which had been extended to 19 June 2026. Posters to this effect would be displayed on notice boards and in the shop to elicit any responses from parishioners to the proposal the reduce the number of parish councillor seats from 11 to 9.

834 HIGHWAYS

As previously reported, a parishioner has volunteered to act as co-ordinator for the resurrected Lorry Watch scheme and the clerk was asked to arrange for his training as soon as possible. In the meantime, Cllrs. Denning and Whitehead will devise a letter to be hand delivered to all households on High Street and Church Road to encourage more volunteers to participate as well as a poster for use online and on the notice boards as well as preparing an article for the July newsletter.

The clerk was also requested to chase up the installation of the ANPR camera near the bridge with PCC Passmore.

Cllr. Gregory advised that a meeting had been held with the Asset Support Technician (Drainage) of MSDC regarding the flooding issues on Lower Road. He had been helpful and had suggested a further visit following heavy rain to better explore the problems as well as promising to engage further with the SCC enforcement team.

The Roads Group are to prepare a paper designed to inform our new County Councillor, Gary Keogh, of the traffic issues outstanding with Highways.

This list comprises:

- Speed limit reduction from A140 to the 30 mph zone on Coddendam's west boundary
- Extending the current 30mph zone to beyond The Shrubberies on B1078
- 40mph speed limit on Old Norwich Road
- Speed cushions on School Road and High Street
- Repair/replacement of bollards on Lower Road and High Street
- Drainage along Lower Rd/ Spring lane

The inadequacy of the bus service to and from Coddendam was raised. Anecdotal evidence has been provided that bus drivers are on occasion avoiding driving through the High Street in Coddendam and taking Rectory Road, Hemingstone instead. These variations of the bus routes have, at the very least, inconvenienced Coddendam residents. It was **AGREED** that Cllr. Soanes would ask affected parishioners for more details and that such should be reported by the clerk to Simon Barnett of SCC.

836 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 regarding Green Spaces had been received and circulated prior to the meeting.

Cllr. Soanes advised that the plot holder of Plot 4a was relinquishing the plot so it and the other available plot (8b) would be advertised.

It was **AGREED** that the clerk should write to the holder of plots where structures were overheight to request compliance with the Tenancy Agreement. Failure to comply will result in refusal to renew agreement(s) for next year.

In addition, it was **AGREED** that Blackthorn Landscapes would be asked to quote for work to cut back the bramble and snowberry on the upper slopes of Broom Hill. Cllrs. Mills and Soanes agreed to meet with the contractor to show him where this work is required.

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

Cllr. Mills reported that identification of replacement gates was underway and that refurbishment of the remaining benches was ongoing.

Cllr. Gregory advised that a draft JCT (minor works) contract had been proposed by Wright Consulting with the chosen contractors, Herringbone and circulated prior to the meeting. It was **RESOLVED** that the form of the proposed JCT contract be agreed with the proviso that the traffic management plan be subject to approval by the PC before the contract became unconditional. The clerk was asked to respond to Wright Consulting. A meeting regarding identifying funding sources had been held and Cllr. Mills was pursuing funding opportunities with local organisations.

837 FINANCE

- (i) To APPROVE the Schedule for Payments for March and April 2026

The council unanimously **APPROVED** the above schedules which had been circulated prior to the meeting.

- (ii) To AGREE the bank statements and RECEIVE the budget and precept report for March and April 2026

The council unanimously **APPROVED** the above items which had been circulated prior to the meeting.

- (iii) To REVIEW Year End Accounts including the Asset Register and AGREE the transfers to Reserves

The council unanimously **AGREED** the transfer of £1,980 from the remaining £2,071.39 surplus as at the end of the financial year 2025/6 to the Green Spaces Reserve and the balance of £91.39 to the General Reserve. The council also unanimously **AGREED** the transfer of £420.78 from the street light reserve to the General Reserve.

The council unanimously **APPROVED** the asset register as at 31 March 2026 which had been circulated prior to the meeting.

- (iv) To REVIEW and APPROVE the list of Direct Debits

With the amendment of the Unity Trust Bank monthly bank charge from £6 to £7, the council unanimously **APPROVED** the list, which had been circulated prior to the meeting.

- (v) To REVIEW and APPROVE a Statement on the Effectiveness of Internal Control

The council unanimously **APPROVED** the statement

- (vi) To REVIEW and APPROVE the Neighbourhood CIL Expenditure Report for 2025-26

The council unanimously **APPROVED** the report

- (vii) To CONFIRM the arrangements for insurance cover

The council unanimously **CONFIRMED** these arrangements but noted that the insurance policy would require renewal in October 2026.

- (viii) To REVIEW expenditure under s137 of the Local Government Act 1972

The council unanimously **APPROVED** the report which had been circulated prior to the meeting save it was noted that the donation to SARS had been made in April 2025 (not March 2025)

- (ix) To REVIEW and APPROVE purchase of new technology for the Clerk's Office

The council unanimously **APPROVED** the purchase of these items as set out on the report that which had been circulated prior to the meeting.

838 To CONSIDER and APPROVE Sections 1 & 2 of the Annual Governance and Accountability Return 2025-26

The council has been informed that the latest guidance on completion of this return requires Assertion 11 to be a positive if the council does not hold any trust fund monies. It was **AGREED** that the AGAR 2025-26 should be amended to reflect this, duly signed and the revised version posted to the website.

839 To CONSIDER and APPROVE the report from the internal auditor for the financial year 2025-26

The audit report which had been circulated prior to the meeting was duly **NOTED** and **APPROVED** save that it was **NOTED** that it included a recommendation that the council annually update the website accessibility statement and Pear Space (who manages the website) had been requested for a quote to do so for which the quote was £70pa. It was **AGREED** that this was unnecessary expenditure.

840 POLICY REVIEW

a) The following policies which had been circulated prior to the meeting were reviewed and unanimously **APPROVED** for adoption:

- (i) Standing Orders
- (ii) Financial Regulations
- (iii) Statement of Internal Control
- (iv) Reserves Policy
- (v) Risk Management Strategy - Other
- (vi) Risk Management Strategy – Financial

- b) In accordance with Standing Order 5, the prior **REVIEW** and **APPROVAL** of the following was **CONFIRMED**
- (i) Council's Complaints Procedure (Minute 760(b))
 - (ii) Council's policies and procedures in respect of GDPR and DPA legislation (Minute 788(i), (iii), (vii), (viii) and (ix))
 - (iii) Council's policy for dealing with press and media (Minute 776(iii))
 - (iv) Council's employment policies and procedures (Minutes 722 & 803)
- c) The council unanimously **APPROVED** the revised policy review schedule which had been circulated prior to the meeting.

842 OTHER ARRANGEMENTS

In accordance with Standing Order 5, the council **REVIEWED** the following:

- (i) Arrangements with other local authorities, bodies and businesses
- (ii) Representation on or work with external bodies and arrangements for reporting back
- (iii) Council's subscriptions to other bodies

The council unanimously **APPROVED** these arrangements.

843 NEWSLETTER

The next newsletter will be published in July in conjunction with that of the CCRG/other village organisations. It was **AGREED** that articles on the following topics would be included:

- Roads/ Lorry Watch– Cllrs Whitehead and Denning
- Latest from Barham quarry/Brett Group – Cllr. Gregory
- 3Rs including MSDC's new recycling arrangements – Cllr. Mills
- Green Spaces including meeting with Suffolk Wildlife Trust – Cllr. Soanes
- Financial outturn – Cllr. Whitehead

Articles/photos are required to be submitted to the chair by end of June.

844 NEXT MEETING

The council unanimously **AGREED** the date of the next meeting on 15 July 2026 with the following items on the Agenda:

- (i) New pads for defibrillator
- (ii) Village boundary sign

The council unanimously **AGREED** the dates of the subsequent meetings including the next Annual Parish Council Meeting as follows:

23 Sept 2026

18 Nov 2026

6 Jan 2027

17 March 2027

12 May 2027 (APCM)

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.
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.
26/05/26	26/27 836(iii)		Clerk	Contact insurers to ascertain insurance coverage. Public Liability only. Respond to Wright Consulting re JCT (Minor Works). Investigate funding
	26/27 836(iii)		NM	
14/11/23	23/24 589(ii)	Possible gates to be installed at each end of Lower Road	RD/JCW	Roads Working Group to take forward

		NM to pursue with SCC		
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 25/26 722 25/26 760	Periodic Review of PC's Policies and Regulations	All Cllrs Clerk	Rolling review of all P&Rs to be undertaken. Review of listed policies 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 Updated Schedule to be reviewed 26 May 26. Approved.
26/05/26	26/27 840(c)			
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
06/11/24	24/25 687(iii)		MB	
08/01/25	24/25 702(ii)			

22/05/25	25/26 736(iii)		MB MB	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. Property for sale January 2026.
08/07/25	25/26 736(ii)	Dukes Head Appeal	SG/Clerk	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			
22/05/25	25/26 739	Likelihood of funding to be identified prior progressing any public meeting.	RD/JCW	
		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.

				Agenda item 26 May 26
02/09/24	24/25 680(a)	Direct Debits	Clerk	Diarise for details of DDs to be reviewed 6 monthly.
26/05/26	26/27 837(iv)			Next review May 2026 Approved. Next review Nov 26
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
03/09/25	25/26 776		Clerk	Data breach reported to ICO. ICO responded – no action.
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. Update Apr 26 – camera to be installed Jun/Jul 26. Chase PCC Passmore
26/05/26	26/27 834		Clerk	
08/07/25	25/26 757(iii)	Internal audit	JCW	Statement of Control to be produced as at 31 March 2026
26/05/26	26/27 840(a)			Approved
08/07/25	25/26 758	Community governance	SG/Clerk	Request community governance review. Draft agreed. To be sent between 25 Oct- 7 Nov, Submitted 26 Oct 25.
03/09/25	25/26 775		Clerk	Postponed due to local elections. New poster published 26/05/26
03/09/25	25/26 765(i)	Westerfield Quarry	SG/Clerk	Draft of objections to be produced & circulated to cllrs. Submitted 12 Sept 25
26/05/26	26/27 831(ii)			Reg 25 consultation. Respond to SCC that previous objections have not been addressed.

03/09/25	25/26 772	Insurance	Clerk	Ascertain if broker used. Commence process of getting quotes for 2026 and beyond Broker not used previously. Zurich won't quote until July 26
18/03/26	25/26 813	Lorry Watch	Clerk/RD	Clerk to contact 1 volunteer to ask them to be coordinator. RD to contact previous complainers to encourage participation in LW scheme
26/05/26	26/27 834		Clerk Roads group	To arrange training for co-ordinator. To produce letter for High Street & Church Road residents asking for further volunteers plus poster
18/03/26	25/26 813	Speed Issues	Clerk	Contact Police to request official speed camera team on School Road. Emailed 19/3, chased 3/3, 13/4& 5/5. Response from Camera Safety team.
18/03/26	25/26 813	Lower Road	Clerk	Clerk to contact SCC Highways regarding raising roadway. Emailed 19/3/26. Mtg 18/5 Technician to revisit after heavy rain.
18/03/26	25/26 813	Village Boundary Sign	Clerk/Wkg Party NM	Wkg Party to repair existing sign near Cooper Road. Clerk to investigate more substantial village boundary signs. Local Parish Clerks emailed 19/3/26. Sign repaired.

				NM to investigate funding options.
18/03/26	25/26 814(iii)	Allotments	Clerk	TA to be revised. Unworked plots (4c & 4b) to be rent free for 1 year – Clerk to effect refunds. Refunds to be processed end of March 26. Refunds made.
18/03/26	25/26 818	New Office Tech	Clerk	New tech to be investigated/purchased to replace existing. Printer ordered 20/3. Rec'd 23/3. Application for cashback made 23/3/26. Cashback rec'd. New Samsung A26 and shredder purchased. Added to Asset Register
18/03/26	25/26 813	Traffic calming	Clerk	To contact SCC to investigate traffic calming measures on School Road. Emailed 30/3, chased 13/4. Revisit after May election.
18/03/26 26/05/26	25/26 814 26/27 836(ii)	Allotments	Clerk	Letter to be sent to all holders re fences. – Done Letter to be sent to allotment holder re overheight structure. Comply or no renewal.
18/03/26	25/26 815(i)	Replacement gates – churchyard	NM	To investigate replacement gates and coordinate with Church Warden re installation
26/05/26	27/26 830(ii)	Event at Shrublands	Clerk JS	Email from CEO of MSDC and our response to be posted on website. Gather info from parishioners affected

26/05/26	26/27 836(ii)	Allotments	Clerk	Available plots to be advertised
26/05/26	26/27 836(ii)	Broom Hill	Clerk	Blackthorn Landscapes to quote for cutting back bramble/snowberry
26/05/26	26/27 838	AGAR 25-26	Clerk	Post revised version on website
26/05/26	26/27 843	Newsletter	Various	Articles for July Newsletter to be produced by end June 26
26/05/26	26/27 831(i)	Barham Quarry	SG/Clerk	Letter to be sent to Brett Aggregates re CPC requests
26/05/26	26/27 834	Traffic Issues o/s	Roads Group	Produce explanatory paper for CC Keogh
26/05/26	26/27 834	Bus Service	JS/Clerk	Raise parishioner issues with bus svcs.