

# Coddenham Parish Council



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To All Parish Councillors

You are hereby summoned to attend the **Annual Parish Council Meeting** to be held on **Thursday 22 May 2025**, 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

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## AGENDA

1. **ELECTION OF CHAIR & VICE CHAIR:**  
To **ELECT** the Chair and Vice Chair, including signing of the Declaration of Acceptance of Office
2. **APOLOGIES:**  
To **RECEIVE** and **APPROVE** apologies for absence
3. **DECLARATIONS OF INTEREST:**  
To **RECEIVE** any Declarations of Interest or Delegated Dispensation decisions or to **APPROVE** such dispensation requests as needed
4. **PUBLIC FORUM:**
  - a) To **RECEIVE** comments from residents of the parish on current agenda items
  - b) To **RECEIVE** reports from the County and District Councillors
5. **PLANNING:**
  - a) To **CONSIDER** planning matters, including receipt of the current Planning Schedule and **AGREE** actions as required
  - b) To **CONSIDER** the position regarding enforcement of possible planning breaches at The Dukes Head and **AGREE** actions as required
  - c) To **CONSIDER** whether the Council wishes to produce a Neighbourhood Development Plan and **AGREE** actions as required
6. **PARISH COUNCIL MEETING:**
  - a) To **RECEIVE** and **CONFIRM** the Minutes of the Parish Council meeting held on 6 March 2025
  - b) To **CONSIDER** any matters arising from the Minutes of the Parish Council meeting held on 6 March 2025
7. **HIGHWAYS:**
  - a) To **RECEIVE** an update from the Highways Working Group and to **AGREE** actions as required
  - b) To **RECEIVE** a summary history of traffic management issues in Coddenham and **AGREE** actions as required
  - c) To **CONSIDER** undertaking a monitoring programme to gather data regarding HGV usage of the B1078 westwards through the village and **AGREE** actions as required
  - d) To **CONSIDER** the purchase of an emissions meter to measure emissions on roads within the parish
  - e) To **CONSIDER** the replacement of the two batteries for the Speed Indicator Device (SID) and servicing the unit and **AGREE** actions as required
  - f) To **CONSIDER** rehangng of the SID near the Blacksmiths Lane end of the Recreation Ground and possible relocation to other sites within the village on a regular basis and **AGREE** actions as required

8. **GREEN SPACES:**

- a) To **RECEIVE** the Report from the Broom Hill Trust and to **AGREE** actions as required
- b) To **RECEIVE** the Report from the Mill Hill, Three Cocked Hat and Allotments Working Groups and to **AGREE** actions as required
- c) To **CONSIDER** and **APPROVE** additional water collection equipment for the Allotment Gardens
- d) To **CONSIDER** and **APPROVE** a risk assessment for volunteers on Mill Hill and **AGREE** actions as required
- e) To **CONSIDER** and **APPROVE** quotes from Eastwood Trees for a survey of Three Cocked Hat and tree works at the Closed Churchyard.

9. **CLOSED CHURCHYARD:**

- a) To **RECEIVE** the report regarding the Closed Churchyard and **AGREE** actions as required
- b) To **CONSIDER** the Schedule of Works produced following a visit by a qualified expert on repairs to the churchyard wall and **AGREE** actions as required

10. **FINANCE:**

- a) To **APPROVE** the Schedules of Payments for March and April 2025
- b) To **AGREE** the bank statement balances and to **RECEIVE** the Budget and Precept Reports for March and April 2025
- c) To **CONSIDER** and **APPROVE** the year end accounts, including the asset register as at 31 March 2025 and **AGREE** actions as required including transfers to and from reserves as required
- d) To **CONSIDER** and **APPROVE** sections 1 and 2 of the Annual Governance and Accountability Return 2024/5 and **AGREE** actions as required
- e) To **REVIEW** and **APPROVE** the list of monthly direct debits and **AGREE** actions as required
- f) To **REVIEW** and **APPROVE** the record of expenditure over £500 and **AGREE** actions as required
- g) To **CONSIDER** whether the Council should hire out certain of its assets and to **APPROVE** any charges as required

11. **POLICY REVIEW:**

To **CONSIDER** the Council's Standing Orders as presented and **AGREE** actions as required

12. **NEWSLETTER:**

To **AGREE** the articles to be produced, responsibility and timetable as follows:

Articles/Responsibility

- Churchyard – Cllr. Mills
- Roads & Traffic – Cllrs. Whitehead & Denning
- Local Government Reform – Cllr. Whitehead
- Working together – Cllr. Soanes
- Financial Outcomes – Cllr. Whitehead
- Inserts
  - Housing Survey – Cllr. Mills
  - Emergency Plan – Cllr. Mills
- Others

Timetable :

- Articles to Cllr. Gregory by 30 June
- Distribution w/c 14 July

13. **FETE:**

To **IDENTIFY** volunteers to assist at the Fete to **AGREE** any other actions as required

14. **DOCUMENT RETENTION:**

To **REVIEW** text of a letter in relation to the Council's Documentation Retention Policy and **AGREE** actions as required

15. **DISASTER RECOVERY:**

To **CONSIDER** the purchase of an external hard drive for the Council's laptop on which to back up data to mitigate against any loss of such data

16. **GENERAL POWER OF COMPETENCE:**

To **CONSIDER** and **RECORD** the ineligibility of the Parish Council to access the power of the General Power of Competence

17. **NEXT MEETING:**

- a) To **CONFIRM** the date of the next meeting of the Parish Council as 8 July 2025
- b) To **CONSIDER** matters raised by members of the public, including matters for consideration at the next Parish Council meeting