

MINUTES OF THE ANNUAL PARISH MEETING HELD ON THURSDAY 12 APRIL 2018
IN CODDINGTON VILLAGE HALL

Present:

Members: Cllr Linda Cox (Chairman).
Cllrs Bernard Allen, David Armstrong, Chris Gangel, Jane Hedge,
Mary Molloson, Bob O'Donnell, Wendy Parrett, Lyn Rowden-Allen,
Clerk: Mrs Y Wellard.
Public: 13 members of the Parish.

1. **Apologies for Absence.** Cllr Kerry Hamilton.
2. **To receive and accept minutes from the APM on 20 April 2017.**
Minutes of the previous Annual Parish Meeting were proposed as a true record by Cllr Gangel, seconded by Cllr Rowden-Allen, and agreed by those present at the 2017 meeting.
3. **Matters Arising from the Minutes.**
17/4b. Doug Lyne had been awarded the contract for mowing this year and would be asked to include the boundary paths of the allotments.
17/11. It was understood that **District Cllr Lee** had requested more visits by the road sweeping team.
17/11 Jo Horton (ViaEM) had visited the staggered crossroads at the junction of Drove Lane and the A17 and reported that there were no plans for changes based on the current accident rate at the site. It was noted that there has been a substantial increase in the number of cars using Drove Lane as a cut through to Balderton and the **Parish Council** would bring residents' concerns to the attention of the County Cllr again.
17/11 There had been a number of minor traffic accidents at The Plough crossroads. Cllr Gangel informed the meeting that the Parish Council had now purchased its own radar equipment which was regularly used by a team of speedwatch volunteers at sites around the village, including the C208 near The Plough crossroads.
4. **Annual Reports of the Parish Council.**
 - a. **Chairman's Report.** The Chairman presented the annual report on Parish Council activities during the year. Appreciation was expressed for all the work that had been done for the Coddington stage of the OVO Energy Cycling Tour and the financial support from Cllr Dobson and Cllr Lee which had helped to make this a successful event for the village. Carols Round the Tree had also been very well supported and Cllr Cox thanked Mrs Caputa for the participation of the school choir. The Parish Council had set up a Facebook page which provided valuable additional communication with residents, with thanks to Cllr Rowden Allen for her input on this. Cllr Cox thanked the County, District and Parish Councillors and the Clerk for their support, the Speedwatch volunteers, and Mr Malcolm Baker for his voluntary editing of the Coddington Village News. (Chairman's Report in full – appendix 1).
 - b. **Allotment Working Group Report.** Cllr Parrett presented the Allotment Group's report on changes made through the introduction of an Allotment Management Policy, regular inspections and improved communication with Allotment Holders. (Allotment Group report in full – appendix 2).
5. **Annual Report and Observations on the Parish Council's Accounts for the year ended 31 March 2018.**
Copies of the draft annual accounts were circulated, and the Clerk highlighted some of the financial activities of the year. The accounts are published on the Parish Council web site, and will be available for public inspection during June/July. There were no questions.
6. **Annual Report of Coddington Community Centre Association.**
The Chairman, Lin Rowden-Allen presented her report and circulated copies of the annual accounts. She thanked the previous Chairman, David Armstrong for his work in establishing

the financial stability of the Community Centre, Barry Wellard for his work as Treasurer, Ian Lawson the Centre Caretaker for his efficient management of maintenance work, the Clerk Marion Fox-Goddard who had recently taken on additional duties as booking clerk and all the Trustees for their support. (Full report and accounts – appendix 3).

7. **Annual Report of Coddington Village Hall Charity Trust Committee.**

The Chairman, Bernard Allen reported a successful financial year with a continuing programme of improvements to the hall. He thanked the team of volunteers for their weekly cleaning and maintenance, the secretary David Turner and the bookings clerk, Jane Hedge who was kept busy with a very full programme of bookings. He also thanked the W.I. and the Coddington Trust Fund for the provision of a wheelchair for users of the hall.

The secretary, Mr David Turner outlined the plans for the next stage of renovation and extension of the hall and reported a sound financial position with lettings income up by 30% in the last year.

8. **Annual Report of Coddington Trust Fund.**

The Chairman, Mrs Pat Bartley reported an income of £18,000 in 2017, from rents of the alms houses and farmland, and investment income. Expenditure for 2017 was approximately £5,000 in donations to people in need, £2,000 on maintenance of the alms houses and £2,000 donation to the Collingham Rural Advice Centre which provides advice and assistance to Coddington residents. The Trust Fund also funded the annual Senior Citizens' Christmas lunch, and Mrs Bartley thanked the W.I. for organising, cooking and serving the meal. An increase in the number of requests for help and advice had been observed in the past year.

9. **Annual Report of Coddington C of E Primary and Nursery School.**

The out-going Headteacher, Mrs Tamsin Caputa presented her final report and announced her successor as Mr Jonathan Brown who would take up his appointment from September. The school was at full capacity with 450 pupils currently speaking 13 different languages, 50 staff and 12 Governors. The temporary classrooms were to be replaced by two permanent classrooms during the summer thanks to 106 money from 'The Heights' housing development, but there would be no expansion of the school. A partnership with Christ Church Infant School had been set up and Coddington pupils were benefitting from wrap-around care with the Breakfast Club and After-school Club both fully booked. The school was also looking at the provision of holiday clubs in the future, possibly in conjunction with the Community Centre. Mrs Caputa reported that parking continued to be a problem; the installation of double yellow lines had helped, but they should have been extended. More visits from the Enforcement Team and for the police to issue tickets would be helpful. Mrs Caputa thanked the Parish Council for its support of the DARE programme; the dangers of internet grooming were present in all communities, and the school was doing all it could to raise awareness. There was also thanks for Coddington Trust Fund's help with funding of residential trips and other educational activities where needed. Community involvement and charity work were a strong feature of the school's ethics and rehearsals for an inter-generational choir were planned for a concert to be performed in June.

10. **Open Forum.**

Residents of the Parish raised the following points:

- i. **Had there had been any progress on the Thorpe Close 2 planning application?**
The Council had submitted its objections to the plans and assured residents that they would be kept informed of developments.
- ii. **Parking on the road outside The Plough causing a traffic hazard and on the pavement of Chapel Lane, obstructing a wheelchair user. Some cars are parking on the pavement of Brownlow's Hill for the whole day.**
These issues have been brought up with the police at the Safer Neighbourhood Group meeting and will continue to be highlighted by the Parish Council.

- iii. **The dangers of the staggered crossroads at the junction of the A17 and Drove Lane. There has been a big increase in the number of vehicles using Drove Lane as a cut through to avoid congestion.**
The Parish Council will continue to bring this to the attention of the County Cllr.
- iv. **An increase in the amount of litter, particularly in the dyke on the C208.**
The Parish Council is considering extra hours for the village handyman to deal with this.
- v. **Dog mess appears to be increasing.**
If observations of an offence are made at a regular time of day, the dog warden can be asked to monitor those times. Photographs can be submitted as evidence.
The location of dog bins should be reviewed; more bins are needed.
This will be on the next agenda for the Parish Council.
- vi. **There should be a one-way system for Main Street and Brownlow's Hill. Unable to see past parked cars, vehicles frequently have to reverse and buses get stuck.**
The Parish Council will need evidence and support from residents to campaign for this.
- vii. **Concerns that nothing is being done about a replacement Post Office and possible future loss of the village shop as well. Other villages have community involvement to provide these.**
This will stay on the Parish Council agenda.
- viii. **There should be a special commemoration to mark the centenary of the end of WW1.**
The Parish Council will follow up its plan for a display case in the church.

Members thanked Mrs Caputa for her strong leadership and collaboration with the Parish Council for the community involvement of Coddington School and wished her well in her new post.

The meeting closed at 8:50pm

Appendix 1 – Chairman's Report

This is my third and final report to the Annual Parish Meeting, as I will be stepping down as Chairman at the Annual Parish Council Meeting on May 3rd.

The great successes of the year were the OVO Energy Tour of Britain. Parish Councillors and Cllr. Lee helped to decorate the village led by Cllrs. Hedge and Parrett and Cllrs helped marshal. Cllrs Mrs Dobson and Cllr Lee also supported the event financially. It was a spectacular event and strongly supported by the village. The Carols round the tree continue to be a success and we hope will continue under the new leadership at the school. It really brings the community together. We all look forward to the new classrooms which are replacing the temporary buildings.

Parish Councillors attended and enjoyed the Dare Graduation. It is valued as a part of the support system for young people in navigating an ever-changing world.

Councillors have been working very hard on your behalf. I personally would like to thank them for their support and commitment.

There is a small but very effective Speed-monitoring Group led by Cllr. Gangel, supported by Cllrs Armstrong and O'Donnell. This Group would welcome volunteers as it does remind both residents and other traffic of the speed limits.

Cllr Rowden-Allen has set up a successful Facebook page, which is reported back to the Council each month. This is becoming a valuable communication tool.

A management committee runs the Community Centre, owned by the Parish Council. The Chairman is Cllr Rowden-Allen and the Parish Council representative is Cllr. Hamilton.

Cllrs Hedge and Parrett have been very proactive in the Allotment group. A very positive meeting has been held with the allotment holders to discuss issues and concerns with a very positive outlook. There is now a notice board and there will be provision for extra water. The Best Kept Village Competition judges did comment on the good standard of the allotments. The Parish Council has joined the Allotment Society, which

brings the benefits of gardening and legal advice. Cllr. Allen continues to play an active role in this Group. These allotments are greatly valued by the Parish Council and allotment holders. On July 6th the Council unanimously agreed that the permissive routes offered by Mr. Hounsfield and Hutchinson be accepted. Mr. Hounsfield also offered to create a culvert to bridge a dyke on the route. This is a generous offer and a good compromise. It will allow walkers circular routes within the village, which was a key consideration. We are waiting now to sign off the agreement. Councillors attended a meeting arranged by Cllr Dobson with VIA officer Jo Horton. Concerns were raised about traffic and safety issues within village. The 20mph speed limit has been agreed on Brownlow's Hill and we are waiting for this to be done. Safety measures were discussed at the Plough and C208 crossings. The yellow lines around Thorpe Close and Brownlow's Hill have been successful and support the bus services. The roads at both Thorpe Close and Brownlow's Hill are narrow and with increased car parking on roads access for the buses are difficult. CPC would not like to see any reduction in the bus services due to inaccessibility. We are also replacing some of the dog bins as they are in poor condition. Whilst we are aware that Coddington has been submitted as a site for gravel extraction. We wait for the publication of the New Mineral Plan. A planning group of Cllrs Cox, Armstrong Molloson and Hamilton supports the Council. Planning applications for the village has increased. Some of the applications objected to by this Council and District, have been accepted by the Inspectorate. The applications for social housing are being objected to on the grounds of location with other alternative options being given. We have entered the Best Kept Village Competition. These are the 2017 comments from the judge.

'Excellent map. Lovely private gardens everywhere. The area around the Green is particularly attractive with convenient benches. Attractive entrances to the village. From Newark, the primary school provides an attractive setting with good hedges and well-maintained grounds. The village hall is also attractively presented with fine flower beds. The Church grounds are well-cared for. Allotments in excellent condition. Disappointingly – the verge on Chapel Lane is completely overgrown. The playing fields are in a fine condition. The two pubs -The Plough and the Inn on the Green have good car parks and attractive outside appearances. Post Office/ General Store good'. 'An encouraging standard in a very competitive Section'.

Benches at the Millennium Garden and on C 208 are being mended. A new bench has been purchased for the C208, the old one repaired and put in Page's Wood. My thanks to Malcolm baker for editing Coddington Village News and for support of District Councillor Lee and County Councillor Dobson And finally to thank the clerk for her work ,commitment and professionalism as Clerk to the Parish Council. I would like to encourage you to attend Parish Council meetings, see how it works and perhaps even consider becoming a Councillor.

Appendix 2 – Allotment Group Report

Coddington Parish Council Allotment Committee members are, the Chairman, the Vice Chairman, Cllrs. Allen, Hedge and Parrett.

2 years ago Cllr. Jane Hedge and Cllr. Wendy Parrett attended an annual meeting in Lincoln of the National Allotment Society and realised that our terms and conditions of the allotment agreement needed updating to be in line with the NAS and the committee updated the agreement. It was signed and accepted by the allotment holders.

Last year, Cllrs. Hedge and Parrett again attended the annual meeting and now with an updated agreement that was based on the NAS guide lines, it was decided that we should, as a Parish Council, apply to be members but we still needed an Allotment Management Policy, this has now been done and agreed by all allotment holders from January 2018.

The Council applied to be members of the NAS and were accepted. We receive a quarterly magazine full of useful tips and information for allotments holders, we also have their support in maintaining the allotments and access to their legal team if ever it is required.

The allotment land is rented from N&S DC so we have put in place a scheme to monitor all allotments quarterly to keep a good standard and with allotment holders' permission take regular photographs for our records as evidence of their use and standards.

We held a meeting at Wellgreen to update allotment holders of these changes and to listen to their views. It was well attended and from the meeting it was suggested that a notice board was erected that could be used for the allotment holders. This has now been done.

A request was also made for an additional water trough. This will be discussed by the allotment committee.

A suggestion from an allotment holder was that any surplus produce could be donated to the food bank.

The Allotment Committee.

12.4.18

Appendix 3 – Community Centre Report and Accounts

The year following our last Parish meeting has been a time of change and continued growth for the Community Centre. At our AGM held last November David Armstrong stepped down as Chairman of the Association and I would like to take this opportunity to pay tribute to David's hard work on behalf of the Community Centre and the Trustees. David has steered us through some very difficult challenges to the success we enjoy today. In May Kerry Hamilton joined the Trustees as the Parish Council representative and Marion Fox-Goddard took up her post as our new Clerk, later in the year taking on the added responsibility of Booking Clerk. In September Ben Casey also became a Trustee having been nominated by David and in July we look forward to welcoming Malcolm Baker as a Trustee. A new schedule of planned maintenance has been set up and implemented by Barry Wellard and the Centre Manager Ian Lawson. In addition to general maintenance, sewage pumps have been replaced, the dyke has been cleared, the car park has been jet washed and designated parking spaces marked with a white T. Next month the floor in the main hall will be re varnished. And it is hoped that sky light blinds will be added to the main hall in the next couple of months. Unhappily in September of last year the Centre was broken into with windows, doors and lockers vandalised, the damage amounting to £1,400.00 was covered by insurance. On a lighter note Marion has introduced new booking forms for the centre which is now virtually fully booked in the evenings throughout the week. With weekends still proving popular for parties and long term hirers, a new Yoga class has been introduced on Saturday mornings. On December the 17th the Centre hosted Live and Locals "Wind in the Willows" which was very well received by all who attended but sadly made a loss as attendees numbered only 32, perhaps due to its proximity to Christmas or the late start of 7.00pm as it was aimed at a young audience. On May 19th at 4.00pm we will once again host a Live and Local show "Reynard the Fox" which is aimed at adults with young children hopefully the earlier start time of 4.00pm will be more appealing. Plans are well underway for the Centres Midsummer Fun Day which will be held on Saturday 21st July from 1.00pm to 4.00pm. Financially the year 2016/17 shows the Community Centre making a profit of £835.00. At the next Trustee meeting the Trustees will discuss whether we need to increase our hire fees to cover increase costs in wages and maintenance. I wish to thank all the Trustees for their support especially those who volunteer to provide leave cover for our Centre Manager. A big thank you to Barry Wellard who does a great job as our Treasurer, and to Marion Fox Goddard who has become an essential part of our team. Lastly I would like to thank the Parish Council for their continuing support of the Community Centre and its Trustees.

Lin Rowden-Allen

Chairman Coddington Community Association

	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012
Income						
Category	Grand Total					
Hirings	£19,671.38	£19,307.92	£22,280.40	£24,100.87	£17,035.60	£16,579.55
Donations					£620.00	
Adjustments						£18.04
Savings Interest		£8.71	£9.43	£7.32	£7.17	
Solar Panels	£906.34					
Refund	£703.75					
Grand Total	£21,281.47	£19,316.63	£22,289.83	£24,108.19	£17,662.77	£16,597.59

	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012
Expense						
Category	Grand Total					
Cleaning / Toiletries	£517.75	£30.59	£290.00	£50.00	£111.78	£302.62
Maintenance		£1,735.64	£2,260.49	£2,135.82	£2,436.62	£2,919.97
Caretaker Wages	£7,336.89	£6,511.86	£6,314.96	£5,979.96	£5,979.96	£5,950.37
Electricity	£2,485.72	£853.74	£1,689.56	£1,599.96	£1,599.96	£1,566.64
Gas	£1,567.97	£2,711.55	£2,682.47	£2,258.25	£3,135.00	£3,434.22
Refuse Collection	£567.36	£1,850.44	£1,832.01	£1,655.25	£1,419.35	£1,008.22
Mobile Phone	£115.45	£562.16	£555.92	£393.74	£791.50	£741.29
Water	£171.69	£111.24	£110.07	£107.25	£105.33	£326.94
Insurance	£1,727.09	£77.61	£171.46	£184.98	£279.70	£123.55
Stationery	£104.59	£1,879.52	£1,855.25	£1,823.94	£635.00	£490.00
Postage						£132.04
Annual Services		£19.44				£78.83
Fundraising Costs	£281.75					£3,725.96
Misc		£1,450.70			£132.00	£428.99
						£304.50
Refunds / Adjustments						0
Broadband	£30.00					£206.46
Unpaid cheque				£80.50	£146.00	£135.50
PAYE		£30.00	£70.49	£195.87	£223.80	£91.15
Mood Lighting		£700.00	£900.00	£700.00	£750.00	
Entertainment				£70.00		
Floor Maintenance			£228.40			
Repairs/ Maintenance	£4,934.58		£403.94			
Clerks Wages	£605.56		£45.27			
Grand Total	£20,446.40		£1,680.00			
		£25.00				
		£18,853.99	£22,065.57	£18,253.95	£17,746.00	£21,662.75
Balance	£835.07	£835.07	£224.26	£5,854.24	-£83.23	-£5,065.16

