

## **MINUTES OF THE ANNUAL MEETING OF CODDINGTON PARISH COUNCIL** **held at 7:00pm on 4 May 2017 in the Village Hall.**

### **Present:**

Members: Cllrs Cox (Chairman), Allen, Armstrong, Gangel, Hamilton, Hedge, Molloson, O'Donnell, Parrett, Rowden-Allen.

In Attendance: Mrs Y Wellard (Clerk), District Cllr Payne.

### **1. Apologies for Absence.**

Apologies were received from Cllr Dobson and Cllr Lee who would both be arriving later.

### **2. Election of Officers.**

a. **Chairman.** Cllr Gangel proposed, seconded by Cllr Rowden-Allen, that Cllr Cox be elected as Chairman of Coddington Parish Council for her third year. The vote in favour was unanimous.

b. **Vice-Chairman.** Cllr O'Donnell proposed, seconded by Cllr Allen that Cllr Armstrong be elected as Vice-Chairman for the coming year. The vote in favour was unanimous.

c. Cllr Cox and Cllr Armstrong signed Declarations of Acceptance of Office.

### **3. Election of Members to Working Groups.**

a. **Allotments.** Proposed by Cllr Rowden-Allen, seconded by Cllr Armstrong, it was unanimously agreed that Cllr Allen, Cllr Parrett and Cllr Hedge would continue on the Allotment Group in addition to the Chairman and Vice Chairman (ex-officio).

b. **Planning.** Proposed by Cllr Cox, seconded by Cllr Armstrong, it was agreed that Cllr Molloson and Cllr Hamilton would work alongside the Chairman and Vice Chairman on the Planning Information Group.

### **4. Election of Representatives.**

#### **a. Coddington Trust Fund (2).**

Cllr Molloson agreed to continue as the Parish Council's elected representative for a third year of her four year term as a Trustee. Proposed by Cllr Molloson, seconded by Cllr Parrett, Mr Frank Elliott was unanimously elected for a new 4 year term of office. It was agreed that Cllr O'Donnell would be the reserve representative.

#### **b. Coddington Village Hall Charity Trust Committee (1).**

Proposed by Cllr Molloson, seconded by Cllr Hedge, it was unanimously agreed that Cllr Rowden-Allen would represent the Parish Council on the Village Hall Committee.

#### **c. Coddington Community Association (1).**

Proposed by Cllr Allen, seconded by Cllr Armstrong, it was agreed that Cllr Hamilton would be the Parish Council's CCA representative.

#### **d. NALC - Newark Area Committee (2).**

Proposed by Cllr Armstrong, seconded by Cllr Gangel, it was agreed that Cllr Cox and the Clerk would continue as the NALC representatives for the Parish Council.

#### **e. Safer Neighbourhood Group (2).**

Proposed by Cllr O'Donnell, seconded by Cllr Hedge, it was agreed that the Parish Council would be formally represented by Cllr Gangel and Cllr Parrett. As SNG meetings are open, all Members of the Council have the option to attend.

f. **Newark Healthcare Consultative Group (2)**

Proposed by Cllr Armstrong, seconded by Cllr Parrett, it was unanimously agreed that Cllr Cox and Cllr Gangel would represent the Parish on this group.

4. **Annual Reviews.**

a) **Standing Orders.**

In addition to changes agreed at the Parish Council meeting on 6 April 2017, a further amendment for clarification to SO12 Planning Matters was proposed by Cllr O'Donnell, seconded by Cllr Molloson and agreed as follows:

*The Full Council deals with all planning applications and related issues, with a minimum of six Members to be present for any decision on planning applications. A Working Group, elected annually, shall be delegated to examine the details of applications and consultations, and to provide the Council with information and recommendations for consideration.*

b) **Financial Regulations.**

Proposed by Cllr Rowden-Allen, seconded by Cllr Parrett, the finance regulations were agreed as amended at the April 2017 Parish Council meeting.

c) **Risk Assessment.**

Proposed by Cllr Gangel, seconded by Cllr Parrett, the Risk Assessment was agreed without change to the content. The Chairman proposed that the format should be altered to include provision for a tick list to show that checks had been carried out. The **Chmn**, and **Clerk** would liaise to produce a new style document for circulation and approval.

d) **Asset Register.**

The Community Centre had been added to the list of Parish Council assets at the buildings insurance value of £985,107. Proposed by Cllr Parrett, seconded by Cllr Armstrong, the list of assets was agreed as correct.

e) **Chairman's Allowance.**

Proposed by Cllr Parrett, seconded by Cllr O'Donnell, it was agreed that the Chairman's allowance would remain at £125 p.a.

5. **Confirmation of Meetings from June 2017 – May 2018.**

Parish Council meetings would continue to be held on the first Thursday of every month except August and December when no scheduled Council meetings would take place. Meetings will be held in the Community Centre other than the Annual Parish Meeting on Thursday 19 April 2018, the Annual Parish Council Meeting on 3 May 2018 and the precept meeting on 7 December 2017 which would all be in the Village Hall. **Cllr Hedge** noted the bookings for the Village Hall, and the **Clerk** would confirm Community Centre dates with the CCA Booking Clerk.

The meeting closed at 7.25 pm.