

MINUTES OF THE MEETING OF CODDINGTON PARISH COUNCIL
held on 4 January 2018 at 7:30 pm at Coddington Community Centre

Present:

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

Clerk: Mrs Y Wellard.

In Attendance: Dist Cllr Lee, 5 members of the public.

1. Apologies for Absence.

Apologies for absence were received from Cllr Hamilton, Co. Cllr Dobson and Dist. Cllr Payne.

2. Declarations of Interest.

Cllr Allen declared an interest in the Local Minerals Plan

3. Public Contribution.

Mr Brian Bobby asked whether there was any update on NSDC's proposal for housing on the site of the Parkes Close garages. Cllr Lee reported that no planning application had been submitted to date and that he intended to call a public meeting, inviting NSDC officers to speak directly to residents. Cllr Molloson requested a copy of the survey showing occupancy of the garages, which **Cllr Lee** said he would supply.

The Clerk tabled a letter from Newark & Sherwood Homes in response to the Parish Council's request for clarification on the future of the Parkes Close garages, in which they stated that no letters had been sent to tenants of the garages on Parkes Close and Thorpe Close. This contradicted a letter received by Mr Bobby from N&S Homes dated 25 August 2017 stating their intention to develop the site of the garages, and offering alternative provision to garage tenants. The **Clerk** would respond to Rebecca Rance, N&S Homes Chief Executive.

Members of the public left the meeting.

4. County and District Councillors.

Cllr Lee reported the following:

- Recent traffic accidents at the Community Centre car park, The Plough crossroads and the A17 / Stapleford Lane roundabout.
- The cost of any additional dog bins at Thorpe Oaks must be met by the Parish Council. NSDC will contact the Clerk to discuss replacement of the litter bin within the children's play area. Cllr Cox reported that the litter bin at the Brownlow's Hill bus stop had been damaged. The **Clerk** would enquire about a replacement.
- There had been no progress on finding a new site for recycling bins, due to staffing changes at NSDC. **Cllr Lee** will pursue.

Cllr Dobson had supplied the following updates:

- Mike Keeling, VIA, had inspected the footways along the C208 and on Newark Road and had logged work needed, but with no guarantee of when it will be done.
- The routes of the permissive footpaths at Beaconfield should be finalised in time for an announcement in the March CVN. The **Clerk** will send a letter of thanks to the landowners.

Cllr Lee left the meeting.

5. Approval of Minutes of the Parish Council Meeting held on 2 November 2017.

The minutes were proposed as correct by Cllr Rowden-Allen, seconded by Cllr Allen and agreed.

6. Matters Arising from the Minutes.

6. The Chmn advised that the plans for the Village Hall renovations had now been approved.

6. The Clerk was awaiting a reply from Andrew Clifford re planting the Jubilee Oak at Page's Wood.

9a. Costs for a new sign at the Community Centre would be made available for consideration before the next Parish Council meeting.

9c. It was reported that the area where a drainage channel had been dug out across the verge of the C208 was very wet, possibly an underground leak. STW had been out to inspect, but no solution had been found yet.

9f. Cllr Hedge had made further enquiries among residents living close to the area at the end of Parkes Close where a new bench had been requested, and reported that some residents felt that the area would be better used as extra parking space. Cllrs suggested that the bench would not be a good use of Council funds as only a few people would benefit from a seat in that location. Cllr Allen said that he would also speak to residents of the estate to canvas opinion on where a bench would be most widely used e.g. at the end of Morgan's Close near the children's play area. Cllr Parrett suggested that the bench on the Millennium Garden could be repaired and the seat that had already been purchased could be used on the C208 to replace the broken bench between the Community Centre and the A1.

9g. Carols Round the Tree had been a successful event, with £33 collected in donations, and a donation of £20 from Cllr Lee. Cllr Dobson had donated mulled wine, some of which was left over, and together with surplus disposable cups and napkins, would be saved for use next year. The Clerk would send thank you letters to all those involved in the event.

10. Cllr and Mr Molloson had attended the Remembrance Service at the Air Museum and laid a wreath on behalf of the Parish Council.

10. The letter from Robert Jenrick MP re his proposed bill on illegal Traveller encampments had been circulated to Cllrs who agreed their support for his campaign. The Clerk would reply to Mr Jenrick, confirming that the Parish Council shares his views on this topic.

7. Planning and Consultations.

a. Local Minerals Plan.

Cllr Allen left the room during discussion of this item.

i) Issues and Options Consultation.

A response to the questions on Issues and Options had been drafted by the Planning Group and circulated to members. Cllr O'Donnell suggested that some of the answers needed more evidence to back them up. It was agreed that the Planning Group would re-visit the questions and draft a revised response for agreement.

ii) C.A.G.E.

A letter had been received from Robert Campbell asking for the Parish Council's continued support of the group by funding their use of the Village Hall for public meetings and by closer liaison and sharing of information. Council Members agreed that up to 6 meetings in the Village Hall would be paid for by the Parish Council and that there should be a flow of agreed public information between the Parish Council and CAGE.

b. Iron gates, Newark Road - two storey side extension, single storey annexe and garage.

Concerns were expressed about the visual impact of the proposed extensions on the character of the building. It was felt that the impact would be reduced by existing shrubbery and trees to the front of the property, and that it should be a condition of approval that this screening was maintained. Cllr Molloson expressed concern that as the development was concentrated at the front of the house, the trees may not survive the effects of the construction work, and that the condition of the trees should be carefully monitored. Cllr Parrett suggested that approval of the granny flat should be conditional on its specification as an annexe to the main house only, so that it could not become a separate dwelling in the future.

The application was approved by a vote of 6 in favour and 3 against.

c. Yew Tree Way.

Members felt that the response from NSDC to the Parish Council's concerns about the management of TPOs at Yew Tree Way was disappointing. It was agreed to go ahead with the proposed complaint to the Ombudsman (minutes of the Parish Council meeting held on 2 November 2017).

d. Planning Correspondence.

i) Amended Core Strategy Examination.

The hearing was due to take place on 1st and 2nd February. The Planning Group's draft comments on NSDC's final document were agreed for submission to the hearing.

ii) Review of CIL.

Cllrs noted that the revised CIL charges previously consulted on came into force from 1st January.

iii) Extension at 24 Post Office Row.

The NSDC Planning Enforcement Officer had inspected the side extension and had ordered a retrospective planning application to be submitted by 9th January.

iv) Approval of work to protected trees

Cllrs noted that permission had been granted by NSDC to fell or reduce a number of protected trees at Beaconsfield Grove and expressed concern at the number of trees which were being lost. It was felt that there should be more consultation with the Parish Council prior to decisions, which could allow the option of independent advice on important trees. The Clerk would write to Lee Robinson, NSDC to express the Parish Council's concerns about the general management of trees by the Planning Department.

8. Finance.

a. To receive and accept accounts for November / December 2017.

Proposed by Cllr O'Donnell, seconded by Cllr Parrett, the cash book entries for November and December were approved and signed by the Chmn.

b. Approval of Expenditure at 4 January 2018.

The following invoices were tabled for approval:

Clerk's salary, November / December	768.56
Admin expenses October – December 2017	91.91
Handyman's salary and expenses November / December	333.50
Community Centre hedge cutting.	420.00
Allotments and Page's Wood hedge cutting	300.00
J Wilkins – electrical testing, Community Centre	717.60
Coddington School DARE programme donation	250.00
Willsons printers – December CVN	446.00
CPRE membership 2018	36.00
Chairman's Account – poppy wreaths	34.00
Expenses for Carols Round the Tree	53.44

Cllr Allen questioned the high cost of electrical testing at the Community Centre. It was explained that this included an inspection and report on the whole building, parts of which required the use of scaffolding for access. Proposed by Cllr Molloson, seconded by Cllr Parrett, the invoices listed above were approved for payment.

c. Approval of the 2018/19 Budget.

The 2018/19 budget prepared by the Clerk had been previously circulated and discussed. It was proposed by Cllr Armstrong, seconded by Cllr O'Donnell and unanimously agreed to accept the budget figures.

d. 2018/19 Precept.

Cllrs welcomed an announcement by the Government that referendum principles will not be extended to parish and town councils in 2018/19, but evidence of restraint should be shown when setting the annual precept. Proposed by Cllr Molloson, seconded by Cllr Rowden-Allen, a 2% increase on a band D property was proposed and unanimously agreed in order to maintain the level of income prior to parish boundary changes in 2014.

RESOLVED to set the 2018/19 precept for Coddington Parish at £14,900.

e. Purchase of Traffic Monitoring Equipment.

Cllr Gangel reported that there was now a pool of 5 or 6 volunteers to help with speed monitoring and that the use of the equipment borrowed from Hawtonville Community Association had proved effective. There was a reminder that the £50 fee for the loan of the equipment had still not been paid. Similar equipment could be purchased from Unipar Services of Kent for a special offer price of £805 + VAT. There would also be an annual cost of c£120 for re-calibration of the equipment. It was proposed by Cllr O'Donnell, seconded by Cllr Armstrong and on a majority vote, it was agreed to purchase the monitoring equipment at this price. Cllr Allen abstained from the vote.

9. Administration.

a. Coddington Community Centre.

- i) The new CCA Chmn, Cllr Rowden-Allen reported on the AGM at which new officers were elected – Andrew Clifford as Vice Chmn and Barry Wellard as Treasurer. The CC Clerk, Marion Fox-Goddard had now taken on responsibility for bookings, and a maintenance schedule had been set up by Ian Lawson and Barry Wellard. It was confirmed that all damage caused by the recent break-in was covered by insurance and most of the repairs had been completed. Bookings continued to be good, and there was a healthy bank balance of £24,000.
- ii) The pre-Christmas performance of Wind in the Willows was very well received, although attendance was disappointing. The ticket sales had not covered the cost of the performance, but nevertheless it was felt that it was a worthwhile community event which should be repeated.
- iii) Car parking continues to cause problems at school drop off and pick up times. The Parish Council gave its agreement to painting clearer T markings for the parking bays.

b. Footpaths, Trees, Open Spaces.

- i) The Chmn reported that a new tenant had taken over the field behind Old Hall Gardens. The secondary fencing around the field had been removed and the caravans had gone. The new tenant intended to create a yard at the top of the field and to erect fencing either side of the footpath. Some residents of Old Hall Gardens have styles from their gardens into the field, and will be reminded that they have no right of access without permission.
- ii) A quotation for the 2018 mowing contract had been received from Ulyett Landscapes. It was agreed that a second quote should be requested by the Clerk from Doug Lyne.
- iii) Correspondence had been received from a resident concerning permitted work to an ash tree at Valley View, questioning ownership of the tree. The Clerk would forward the letter to the Planning Department.

c. Allotments.

- i. The Chmn and Clerk had met with the holder of allotment 5b to discuss his complaint against the council's decision not to invite him to renew his rental agreement. He said that he had been in hospital and had not received the warning letters sent earlier in the year. He also pointed out that his plot had been reduced in size without consulting him. The Clerk had obtained advice through NALC from the Allotment Society which cautioned that the Parish Council's paperwork should be in order, with accurate records and photographs of all inspections before any eviction action was taken. As this was not the case, Cllrs agreed that the Clerk would inform the allotment holder in writing that his right of renewal would be reviewed in 6 months' time, when his application to erect a shed would also be considered.
- ii. The Clerk presented a draft Allotment Policy for approval, setting out the devolved responsibilities of the Allotment Group and the procedure for handling breaches of the Allotment Holders' Agreement. The policy was adopted by unanimous agreement, and the Clerk would send a copy to each allotment holder.
- iii. A new pro-forma for allotment inspection reports was approved for use by the Allotment Group. It was suggested that the categories of excellent, good and poor should be more objective, possibly using a scale of 1-10. The Allotment Group will make recommendations after trialling the form at the next inspection.
- iv) As there had been no increase in rents for the last two years, a small increase for 2018 was proposed by Cllr Armstrong, seconded by Cllr Rowden-Allen and agreed. The base rate of £5.50 would be increased to £6 with the corresponding multiples of £12, £18, and £24 depending on the size of the plot. The Clerk would send out the 2018 invoices together with copies of the new policy and the allotment holders' agreement, highlighting the agreement clauses on the maintenance of grass paths and the use of produce for personal consumption only. Cllr Parrett, as an allotment holder, abstained from the vote.

With the time approaching 2130 hrs, Cllr Armstrong proposed an extension of the meeting which Cllrs agreed in order to complete the agenda.

d. Data Protection.

- i) From 25 May 2018, a new General Data Protection Regulation comes into force, replacing the Data Protection Act of 1998. Policies will be reviewed over the coming months to ensure the Parish Council meets its legal requirements. NALC has commissioned a GDPR 'Toolkit' for member councils which will offer practical action plans, templates and other useful documents.
- ii) All councils will be required to appoint an independent Data Protection Officer. NALC is looking at a number of options including providing a list of trusted suppliers or arranging one supplier to provide a national service which NALC members can access.
- iii) The question of dedicated council email addresses for all clerks and council members has been raised under the new GDPR. If clerks and councillors use personal email addresses for council business, there is no assurance that the council is in compliance with the Public Records Act. **Cllr Armstrong** will look into setting up dedicated council email addresses for all members which can also be accessed by the Clerk and deleted when no longer applicable.

e. Staff Appraisals.

The Clerk left the room for members to discuss performance.

- i) Members agreed by a majority of 7:2 that there would be no increase in the Clerk's salary this year. The Clerk would meet with the Chmn every 6 months to discuss progress on targets, and staff appraisals by the full Council would in future be done at the November meeting, prior to setting the budget for the following year. Members wished to record that they valued the work of the Clerk.
- ii) The Council was very happy with the work of the village handyman. The increase in the minimum wage from April 2018 had been included in the budget.

10. Correspondence.

An invitation to the Coddington School DARE graduation ceremony on January 25th at 9:30am.

11 Matters of Immediate Note and the Next Agenda.

- Cllr Rowden-Allen reported that the agenda for Parish Council meetings was now appearing on the Council's Facebook page.
- The Chmn proposed re-visiting a suggestion raised a few years ago for a one-way traffic system on Main Street and Brownlow's Hill.

12. Date of the Next Meeting and Annual Meetings.

The next Parish Council meeting will be held on Thursday 1 February 2018 at 7:30pm in the Community Centre.

Cllr Hedge would confirm to the Clerk whether the Village Hall was available for the Annual Parish Meeting at 7:30pm on the 19th or 12th April, and also for the Annual Parish Council Meeting at 7:00pm on Thursday 3rd May, followed by the Ordinary Parish Council Meeting.

The meeting closed at 9:50 pm.