

MINUTES of the MEETING of CODDINGTON PARISH COUNCIL
Thursday 5 November 2020 at 7:30pm via ZOOM

Present: Cllrs Armstrong (Chairman), Cox, George, McDonald, O'Donnell, Parrett
Mrs Y Wellard (Clerk)
Co. Cllr Dobson, Dist. Cllr Lee

1. Apologies for Absence.

Apologies were received from Cllr Rowden-Allen, Cllr Allen and Dist. Cllr Brooks.

2. Declarations of Interest.

There were no declarations of interest.

3. Public Contributions.

No members of the public were present.

4. County and District Councillors.

Cllr Dobson reported that the traffic count for the one-way petition on Brownlow's Hill had been put on hold for the time being, as traffic was considerably lighter than normal during Covid restrictions. The siding of the footway along the C208 had been reported and was on the list for action by Highways. The school crossing patrol was back in operation, a temporary appointment having been made to provide a two-person crossing. Cllr Dobson suggested that the Parish Council should make enquiries to see if anyone was interested in taking on crossing duties at The Plough crossroads.

Cllr Cox and Cllr Parrett said that since being first reported in 2014, there was still frequently a strong smell in the area around Greenfields, but having met with the new management team, it appeared that they would not accept responsibility, saying that the smell was caused by stagnant water in the dyke. Cllr Lee said that he had raised the matter again with Environmental Health who would refer it to the Environment Agency. **Cllr Dobson** said that she would request a camera inspection by the flood alleviation team at Highways.

Cllr Dobson left the meeting

Cllr Lee advised that activity in the field behind Old Hall Gardens had been checked by the Enforcement Officer. Most of the work being done was remedial from the previous tenant and Cllr Cox said that the owner had confirmed that the field would only be used for horses. The new traveller site on Balderton Lane was a temporary arrangement as the District Council had failed to provide sufficient pitches in their five year plan but was hoping to find sufficient accommodation by next year. A survey of residents on whether part of the Thorpe Close playing field should be turned into a car park for residents had shown only 2 people in favour of a change of use.

5. Planning and Consultations.

a. Planning Application 20/01923/HOUSE – 46 Beckingham Road.

There were no objections to the plans.

b. NSDC Consultation on Residential Parking.

The draft Residential Cycle and Car Parking SPD had been previously circulated. Cllr Cox raised a question about the future provision of electric charging points for terrace housing where there is no rear vehicular access.

c. Planning Consultations and Correspondence.

Cllrs felt that the outline drawings for some planning applications were not sufficient to provide an accurate street view of a proposed new build. Some applications do include an architect's impression of the finished project and the **Clerk** would ask Planning if they could always provide a more detailed drawing for an assessment of the overall impact on the surroundings.

A consultation on admission arrangements for Newark Academy would be circulated by the **Clerk**.

6. Approval of the October Minutes.

As a question had been raised about minute 8d on financial support for the Community Centre, the Clerk proposed the following addition for clarification:

.....the Clerk would send details of the Parish Council's grants application policy *in order for the Trustees to submit a formal application and the required information for consideration by the Council.*
Proposed by Cllr McDonald, seconded by Cllr O'Donnell, the revised minutes were agreed.

7. Matters Arising from the Minutes.

5d. Street Naming - The developers had agreed the Parish Council's suggestion of changing the name of the new development behind Post Office Row from Hough's Old Yard to Hough's Yard.

7. Brownlow's Hill Landscaping – NSDC confirmed that replacement trees and hedging would be planted over the winter/spring season and future maintenance was to be discussed.

It was noted that some of the front gardens of the new houses had been tidied.

Beaconsfield Drive Trees – It was reported that some of the overhanging branches had been cut back. Persimmon had responded and would be carrying out a tree survey at the Old Fountain site.

11iii. Remembrance Service – There would be no services at the church or the Air Museum due to the month-long national lockdown which had just been announced. The Chairman would contact the Church Warden to arrange to place the Parish Council's poppy wreath in church. It was suggested that poppies could be displayed on lamp posts through the village next year. The Clerk would obtain costs from the Royal British Legion with a view to placing an early order for 2021.

11iv. Soft Landscaping at The Plough – The Planning Officer was unable to give an update on the planting schedule, but drew attention to Clause 13 of the appeal decision which stated that *'The approved soft landscaping shall be completed during the first planting season following the commencement of the development within its respective phase'*.

8. Finance.

a. To receive and accept accounts for October 2020.

Proposed by Cllr George, seconded by Cllr O'Donnell, the cash book for October which had been previously circulated was approved. The Clerk was reminded to obtain an update from Santander on the burial fund.

b. Approval of Expenditure at 5 November 2020.

Approval of the following payments was proposed by Cllr Cox, seconded by Cllr McDonald:

Zoom fees November	14.39
D Lyne mowing Aug & Sept.	888.00
Royal British Legion (Chmn's Allowance)	40.00

9. Administration.

a. Review of Standing Orders, Finance Regulations and Risk Assessment.

The following changes and additions were proposed:

- St Ord 1 *Where required for health and safety, all meetings shall be held virtually, in line with current legislation.*
- St Ord 2 *The Annual Parish Meeting may be postponed or cancelled if public meetings are not recommended for health and safety reasons.*
- St Ord 10 There will be an annual appraisal *of the Clerk* by the Chairman and Vice Chairman..... *Appraisals of other employees will be carried out by the Clerk.*
- St Ord 19 Four members shall constitute a quorum of an ordinary meeting. *At the Annual Parish Council meeting and for all planning matters, six members shall constitute a quorum.*
- St Ord 21 All payments shall be made by order of the Council *including electronic payments.*and *all payments* entered on the monthly payment of accounts.
- St Ord 22 *Where required for health and safety reasons, all meetings may be held virtually, following the agreed Virtual Meetings Procedure.*
- Fin Reg 6.4 *Payments may be made by BACS or internet banking, provided that the instruction for each payment and accompanying invoices are signed by two authorised bank signatories, and reported to the Council at the next ordinary meeting.*

b. Parish Council Vacancies

Members received a letter of resignation from Cllr Jill Mastin due to commitments of a new employment. It was agreed that following the 14 day publication of a casual vacancy notice, vacancies for co-option would be advertised in the CVN and on social media with a closing date of 31st December. Virtual interviews would be held on the evening of 7th January before the start of the Parish Council meeting.

c. CIL Money and NSDC Grant Funding.

Suggestions for the use of CIL money included improvements to footpaths and provision of outdoor fitness equipment. The Clerk would provide further details and costs for discussion at the precept meeting. The 2021 grants from NSDC were for 'safer' projects and it was suggested that the provision of CCTV security cameras at the Community Centre should be considered. The Clerk would obtain details of quotes.

d. Annual Precept Meeting.

It was agreed that the meeting would be held virtually on Tuesday 1st December at 2pm for the discussion of next year's budget and the use of CIL and NSDC grant funding.

e. Coddington Community Centre.

Cllr George delivered the following report from the Trustees' Chairman:

- The outreach Post Office service would continue throughout the current lockdown as would school activities and Spotlight on Learning.
- A new 'fogger' had been purchased and was being used for regular deep cleaning of the building.
- Gas safety servicing had been carried out.
- The CCA was looking at the possibility of storing energy from the solar panels to heat water.
- The damaged downpipe had been repaired.
- Fencing along the dyke was rotting and needed to be replaced.
- Quotes for CCTV ranging from £1,500 to £2,500 had been obtained.
- The Chairman felt that the cost of the recent Legionnaires' prevention upgrade and the gas safety servicing should be paid for by the Parish Council as landlords.

The Clerk would check the terms of the lease and ask for advice from NALC on the Parish Council's legal responsibilities as owner of the Community Centre.

f. Allotments.

It was noted that Cllr Parrett agreed to make arrangements for the trees which had been planted along the eastern boundary to be moved to other locations.

g. Footpaths and Open Spaces.

- i. It was reported that the annual inspection of footpaths had been carried out. The Clerk would send a letter of thanks to Mr and Mrs Dethick and forward their reports to the Rights of Way Team at NCC.
- ii. A branch which appeared to have been cut from a tree in a garden behind the Millennium Garden was lying across the bench. The Clerk would ask the owner to arrange for its removal.
- iii. Two paving slabs from the base of the Coddington Village sign on the Millennium Garden had been removed. It was agreed to plant bulbs in their place.
- iv. Green paint had been daubed on the bench on the C208. The Clerk would arrange for the seat to be cleaned.

h. Christmas Decorations and School prizes.

To conform with current social distancing restrictions, Cllr Parrett, with the help of her husband would put the Christmas lights up in the Community Centre trees. The Clerk would inform the school that although there was no large Christmas tree this year, there would still be two £10 book token prizes from the Parish Council for the best decorations, which would be hung on the Community Centre trees.

i. Clerk's Salary Recommendation.

It was confirmed that the Clerk's incremental step to Point 13 on the NJC salary scale, as agreed at the October Parish Council meeting, would be effective from 1st April 2021.

j. Burial Ground Questionnaire.

The draft survey on future provision for burials was approved for publication on the website, Facebook and in the CVN. Replies would be submitted online or by hand to the Community Centre and Village Hall post boxes.

k. Greenfields.

The ongoing problem of smell was referred to the County and District Cllrs as reported in minute 4.

10. Correspondence and Matters for Immediate Attention or the Next Agenda.

- i. A letter was received from the Village Hall Committee requesting a contribution towards the cost of the new extension. The Clerk would request further information in line with the Council's grants policy for consideration at the next meeting.
- ii. It was agreed that Cllr Cox would attend an online NALC training course on social media for Cllrs.
- iii. The Clerk would circulate information on Neighbourhood Plans for future consultation.
- iv. Cllr Parrett would sow yellow rattle seed during the winter in grassed areas where wild flowers can be sown next year.

Date of the Next Parish Council Meeting:

Thursday 7 January 2021 at 7:30pm via ZOOM.

The meeting closed at 9:25pm