

**MINUTES OF THE ANNUAL PARISH MEETING HELD REMOTELY BY ZOOM ON
THURSDAY 22 APRIL 2021 at 7:30pm**

Present:

Cllr David Armstrong (Chairman). Cllrs Bernard Allen, Mike Ayers, Linda Cox, Maggie George, Denise Masding, Nerissa McDonald, Bob O'Donnell, Theo Parkhouse, Wendy Parrett. Mrs Y Wellard (Clerk) Co. Cllr Maureen Dobson, Dist Cllr Betty Brooks, Dist Cllr Johnathan Lee, 6 residents of the Parish.

1. **Apologies for Absence.** Apologies were received from Mr and Mrs Turner.
2. **To receive and accept minutes from the APM held on 18 April 2019.**
Minutes of the previous Annual Parish Meeting were proposed as a true record by Cllr Parrett and agreed by all those present at the 2019 meeting.
3. **Matters Arising from the Minutes.**
Issues raised at the previous Parish Meeting had been addressed by the Parish Council at subsequent meetings and there were no further matters arising.
4. **Annual Reports of the Parish Council.**
 - a. **Chairman's Report.** The Chairman presented the annual report of the Parish Council which had continued to meet remotely throughout the Covid 19 restrictions during the last year. He thanked the County, District and Parish Cllrs for their support, all the volunteers who had helped to provide a support network for people affected by the crisis, Malcolm Baker for his work as editor of the Coddington Village News and Chairman of the Community Centre Trustees, the Clerk, the Allotment Group, all the volunteers helping with maintenance at the allotments and Glen Bower for his commitment to keeping the village free of litter. The Chairman also thanked the three Cllrs who had left during the year and welcomed Cllrs Masding, Ayers and Parkhouse. The new Local Minerals Plan for the next 15 years had now been formally adopted with the good news that the Coddington area was not included in the plans. Current major planning issues included the development of warehousing next to the A17 KnowHow site and the dualling of the Newark by-pass which would have an impact on the village from the A46/A17 intersection. An application had been submitted to NCC Rights of Way for the reinstatement of an ancient right of way from Beaconfield under the A1 to Newark. The Parish Council was conducting surveys on safer access to Stapleford Woods, the future of burials in the village and how £4,700 received from the Community Infrastructure Levy should be spent. (Chairman's Report in full – appendix 1).
 - b. **Allotment Working Group Report.** Cllr Parrett presented the Allotment Group's report on the continuing popularity of the allotments, there were no vacancies and several more names on the waiting list. Volunteers from the allotments had helped to install a new gate and overall the site was looking very well kept. (Allotment Group report in full – appendix 2).
 - c. **Finance Report.** Copies of the draft annual accounts had been circulated, and the Clerk highlighted some of the savings that had been made during the year as a result of Covid-19 restrictions on meetings and activities. The insurance of the Community Centre had been incorporated into the Parish Council's policy at a saving of c.£500 p.a. Money which had been budgeted for Christmas was vired to the remaining allowance for grants to provide a £1,000 donation towards the refurbishment of the Village Hall under Section 137 of the Local Government Act. The accounts would be published on the Parish Council web site, and be available for public inspection during the audit in June/July.

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

The Chairman, Mrs Pat Bartley reported a steady income from rents and investments of £19,500 in 2020. The outgoings were c.£10,000 which included £4,000 for relief, £3,000 for maintenance of the Alms Houses, £1,000 donation to Collingham Rural Advice Centre and £1,000 to the Collingham Food Pantry. Mrs Bartley reported the sad loss of John Pitchford as advisor for Coddington residents and that the services of 1 member of staff from the Citizens' Advice Bureau had been secured for Coddington for one day a week. The Trust had £290,000 worth of investments which was to provide funding for future generations, helping those who fall through the net for receiving state benefits.

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

Mike Cox, Chairman of the new CIO which was being set up reported on the scaled down activities of the Village Hall in 2020. Socially distanced working parties had continued as the Hall had remained open most of the time for those who were legally able to make use of it and more of the regular activities were now starting to return. Whereas cleaning had always been done by volunteers, a professional cleaning company had now been engaged to ensure that the Hall was Covid compliant. £36,200 was held in reserve towards the new toilet block, but the project was becoming more expensive and it had become difficult to access grant funding as most were going towards Covid recovery schemes, and were not available for new builds. The wall between the Hall and the Scout Hall had been rebuilt to make it safe with a contribution from the Scouts.

7. **Annual Report of Coddington Community Centre Association.**

The Chairman, Malcolm Baker reported that it had been a challenging 12 months with staff on furlough, but the Centre was now starting to welcome back users and take new bookings. The Chairman thanked the two members of staff, Ian for ensuring the safety of the building throughout closure and Marion for obtaining grants towards loss of income. Three new Trustees were welcomed, and appreciation expressed for the support of all the Trustees with thanks to Barry Wellard for his work with HMRC on furlough claims. The Centre was in discussions with the School on provision of an after-school club for which more storage space would be needed. With the agreement of the Parish Council, it was planned to reduce the number of changing and shower rooms to provide more space. Parking continued to raise some issues over conflict between Centre users and parents and the Chairman was liaising with NSDC Traffic Enforcement for clarification on the rules. Future plans included refurbished lighting in the sports hall to be more adaptable for functions as well as for sport, looking at the feasibility of battery storage of energy from the solar panels, installation of CCTV cameras and electricity charging points for cars, although this was currently very expensive. (Community Centre report in full - appendix 3).

8. **Open Forum.**

District Cllr Jonathan Lee:

The District Council was considering more investment in open spaces, particularly improvements at the Thorpe Close playing field. There appeared to be an increase in anti-social behaviour which should always be reported.

County Cllr Maureen Dobson:

Collingham Food Pantry was still supplying parcels to families in Coddington via the School and distribution had continued through the school holidays. Cllr Dobson thanked the Chairman and Clerk and all the volunteers who helped with organising the distribution of aid. Safer access to Stapleford Woods was being looked into by NCC Highways.

The County and District Cllrs left the meeting.

Residents of the Parish raised the following points:

- i.* Relief that the new Minerals Plan had been adopted without the inclusion of Coddington, and thanks to Cllr Dobson for her work on this.
- ii.* The close proximity of 50mph and 40mph signs along the C208 were confusing and the whole stretch should be 40mph.
- iii.* The footpath from Chapel Lane to Drove Lane had a dropped kerb on only one side of the C208 crossing. Being close to a bend in the road, a central reservation would slow traffic down and make crossing safer. The hedge leading to Footpath 3a on the north side of the road was overgrown and a steep drop from the road made access difficult.
- iv.* There were two places where water was flowing along the road – at the junction of Balderton Lane and Brownlow's Hill, and on Main Street near the bus shelter which STW seemed reluctant to deal with despite several reports.
- v.* Concerns about the dangerous staggered crossroads of Drove Lane and the A17. Cutting hedges back had made some improvement, but improvements should be kept in mind by the new Head of Highways, and could be looked at as part of the A46 work.

Results of Village Surveys:

- vi.* **Use of CIL Money** – suggestions from residents included more benches, outdoor adult exercise equipment, park improvements and activities for older children. It was suggested that a bench could be sited outside the Village Hall.
- vii.* **Future of Burials** - only 27 responses had been received, but several people expressed the opinion that Charity Land should be made available for burials when the churchyard was full, as their purpose was to benefit the village.
- viii.* **Safer Access to Stapleford Woods** – there had been a very strong response from residents in favour of a safer cycling and walking route to the woods, and Highways was considering options. This would also provide improved access to the sports field and reduce the number of cars there.

The meeting closed at 8:50pm

Appendix 1 – Chairman's Report

This has been a very different year for the Parish Council, as it has for everyone, with the coronavirus pandemic restricting our ability to hold our normal public meetings, with all meetings held remotely using Zoom until restrictions on social distancing are lifted. The prospects for this are currently looking good with the progress on vaccinations, including at the centre on Newark Showground. The reduction in vehicle traffic from lockdown restrictions has also delayed work by Highways on monitoring traffic on Brownlows Hill, so their work assessing the one-way system proposed in the petition presented to the County Council will take place when normal traffic levels have resumed. The Parish Council decided to keep the precept at the same level for next year given the financial pressures the pandemic has caused – with the increased house building in Coddington this has resulted in a small decrease in Council Tax for the Parish precept.

I would like to give thanks to the Parish, District and County Councillors for their hard work on everyone's behalf, and also the team of volunteers supporting people with shopping, prescriptions, IT support and keep in touch calls. Thanks are also due for the delivery of food parcels to families from the Collingham Area Food pantry, coordinated by the School and supported by a large donation from Coddington Trust Fund.

Thank you to Malcolm Baker who continues to voluntarily act as editor for Coddington Village News and also as Chairman of the trustees managing Coddington Community Centre, and to the Allotment Working Group who make sure this important facility in the village is well used and managed. The lease from the District Council for the Allotments has been renewed, helping ensure these remain available for future residents.

I would also give praise to Yvette for her commitment and professionalism in ensuring the Parish Council continues to operate smoothly and legally during these challenging times, and our handyman Glen Bower who has shown great commitment to helping keep the village tidy.

I would also like to say thank you to the three Parish councillors who retired over the past year, and the three new ones now filling the vacancies created:

Retiring councillors	New councillors
Malcolm Baker	Mike Ayers
Jill Mastin	Denise Masding
Lin Rowden-Allen	Theo Parkhurst

The most significant planning application in the village over the last year was for the development of a large light industrial development of seven large warehouses between the existing KnowHow warehouses and the Thorpe Oaks residential estate. This application has not reached the District Council’s Planning Committee yet, but there was a strong response from Thorpe Oaks residents objecting to the proposed development, including organising a petition of over 100 signatures at very short notice.

In the same area as the proposed industrial development we have now formally asked the rights of way officer at the County Council to progress the establishment of ancient rights of way leading to the route under the A1. This is a process that we know takes many years and is not guaranteed to succeed, even with significant evidence of historic usage.

There was confirmation of the good news on the County Council’s new Locals Minerals Plan, with the sand and gravel quarry at Coddington removed from the final version of the plan, which has now been adopted by the County Council and runs until 2036.

In another major development affecting Newark, Highways England has started consulting on the redevelopment of Newark Bypass into a dual carriageway – this is of general benefit to the Newark area, but our neighbouring village of Winthorpe is working hard to minimise the negative impact on the southern side of their village by keeping the road as far away from Winthorpe as possible.

Surveys of residents have been completed or are in progress on topics that are on the agenda for later in this meeting. The online surveys were completed using the same technology used for the Volunteering scheme in the village, developed for us by Leon LeBlanc. The surveys include:

- *Use of Community Infrastructure Levy Money*
- *The demand for a new Burial Ground in Coddington*
- *Improving the safety of access to Stapleford Woods*

Cllr David Armstrong

Appendix 2 – Allotment Group Report

All allotments occupied and worked well, inspection in April, 2 problem highlighted and being resolved. New gated required, allotment holders volunteer to do the task and it has been completed and painted. The area looking good, well worked and tidy. There were no vacancies this year but have a waiting list.

Cllr Wendy Parrett

Appendix 3 – Community Centre Report

The past 12 months have been a challenge for everyone, the community centre was closed in March 2020 and our staff put onto Furlough. We reopened as and when it was possible and then closed again. At this moment we are beginning to welcome back our users, our staff are on flexi-furlough. We intend to get them back to work fully as we open up. We also welcome some new bookings to the centre.

I would like to thank both Ian and Marion for the work that they have done to ensure public safety in the Community Centre and to ensure that we were included in all the grants available. Financially we have weathered the storm and are still in a good place. I would also like to thank Barry Wellard for looking after our responsibilities to HMRC.

Since the last report we saw Sheila Bache and Lin Rowden-Allen step down from the Board of Trustees for personal reasons and welcomed Mark Burrell, Jonathan and Anita Smith to the Board of Trustees. We also welcomed Maggie George as Parish Council representative.

I would also like to thank Mike Cox, Rev Louise Holliday and Clare Tewson, our long serving trustees for their service to the community centre.

We are aware of some users who will not be coming back, we thank them for their custom and wish them well in their future endeavours.

We have been in discussion with the school about using the centre for after school club but at the time it was not a financially viable position, and we could not provide the storage. We are hoping that this is revisited in the near future.

During the year we have ensured that the certification is up to date with the Legionella Risk Assessment and PAT testing being the latest items to be completed.

The use of the car park by the school parents became an issue again. During the year, the school requested permission to use an area for gathering as they needed to stop parents entering the school grounds in order to reduce potential contact and contamination. This was agreed to, and they took 8 spaces. When the school reopened in March 2021 there was a considerable amount of congestion, so the space used for gathering was reduced to 4. This was objected to by one individual. During the exchange of words, the person objecting raised the issue of the risk assessment. As the person was not able to put forward any valid points to give us the cause to reconsider, the issue went away.

The car park continues to be listed in the NSDC Traffic Regulation Order for monitoring by the Civil Enforcement Officers. I am currently liaising with the enforcement manager for parking to establish a working relationship and understand the process better.

Today I met with Mr Brian Rawlinson who explained to me that the wording of the TRO did not allow for the use of the car park by anyone who is not a customer of the Centre. He is currently amending the TRO and has agreed to make some small amendments for our car park. These amendments will allow for the trustees to give permission either by permit or a notice on the board outside the Centre. We will also have a list of users in the centre during weekdays.

I found out today that one of our users had to change their hours as they were unable to find a parking space.

We are currently looking into refurbishing the lighting in the centre as the fittings are not working to their best and coming to the end of their life. Particularly in the main hall where everything is in the roof and not accessible. The hall was initially built with sports activities in mind, this lighting does not work to well for parties and other entertainment activities. We are currently looking into refurbishing the main hall lighting to improve this with some lighting more suited to non-sports activities.

We are also looking into the feasibility of battery storage for our solar panels to further reduce running costs. We enquired with NSDC regarding the installation documents for the panels, this was unsuccessful, but we did get the contact details for the company that installed the panels and are in communication with them.

We are investigating the potential for a future installation of Electric Charging points for cars.

We are planning to install CCTV at the centre as the rear of the building is isolated and has an escape route over the fields.

Moving forward we are looking into converting the shower / changing rooms into storage as they are not used for their designed purpose. This will also help with the possible use of the centre by the school for after school club which needs further discussions.

The shrubs outside were installed as low maintenance, some of them are now out of control and need removing. We are looking into planting some more pleasing to the eye plants. I have identified a tree at the school end of the car park, which has died. With the permission of the Parish Council this needs to be removed. It is not planned to replace it as this will create a safer path for the school parents to access the bridge without crossing potentially moving cars on the car park.

We are making the transition to adopt a new governing document; the new charity is set up. On the 20th May we will have a meeting, AGM, to close the original charity. This has been placed in the Newark Advertiser as required by the original governing document.

We have several fund-raising ideas that we are working on in order to raise funds to allow us to continue with our plans. These are: table top sale days, live and local working with the village hall and an Xmas raffle.

Malcolm Baker, Chairman