

# CODICOTE PARISH COUNCIL

## Minutes of the Meeting held on Tuesday 31st May 2016 in the Peace Memorial Hall which commenced at 7:30pm

### PRESENT:

Chairman: Councillor Steve Sanders  
Councillor David Connold  
Councillor Helena Gregory  
Councillor Ben Knapper  
Councillor Colin Mackrill  
Councillor Felicity Moody  
Councillor John Warwick

IN ATTENDANCE: District Councillor Jane Gray, Mike Smith, Graham and Brenda Dovey

1. **APOLOGIES FOR ABSENCE:**  
Councillors Mark Ireland and Caroline Tinner (other commitments) Lorraine Ellis (sick leave)
2. **PUBLIC PARTICIPATION:**  
Mike Smith enquired when the website was likely to be updated and requested a copy of the 2016/17 Parish budget. Councillor Sanders will look into this in the absence of the Clerk. Brenda Dovey enquired if we currently have a street cleaner.
3. **TO PRESENT THE JANE BROWN MEMORIAL BOWL:** Acting Chair Steve Sanders briefly explained that the memorial bowl was awarded each year in memory of ex-Parish Chair Jane Brown to an individual, or individuals, who worked tirelessly for the benefit of the parish. Councillor Warwick was asked to present the bowl to Graham and Brenda Dovey.
4. **TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT:**  
None received.
5. **MINUTES OF THE MEETING HELD ON 26th APRIL 2016:**  
To take the minutes as read and approve them as a true and accurate record. Proposed by Councillor Warwick and seconded by Councillor Mackrill. The minutes were then duly signed by the Chairman.
6. **MATTERS ARISING FROM THE MINUTES OF 26th APRIL 2016:**  
Declaration of interests arising from the March meeting of the Full Council:  
Councillor Moody stated that she was happy with the transcript of the meeting and confirmed that in her opinion the minutes of the March meeting were not a true representation of the discussion; she further requested that a copy of the transcript be attached to the minutes. This was agreed. It was felt that a meeting to discuss declaration of interests would be helpful.
7. **TO REVIEW THE COUNCIL'S RESPONSE TO THE LOCAL PLAN:**  
The response agreed by Council has been signed by the Chairman and posted to NHDC. It was agreed that the Council would hold a public meeting to keep residents informed of all updates; NHDC issue their agenda on July 8th when the sites will be identified, the Local Plan will be decided upon on July 20th. NHDC will hold their own meeting at Letchworth Leisure Centre on July 20th. There followed a discussion

on the format of the Parish Council meeting and whether raising a petition would be beneficial. These decisions will be governed when more information is available. Councillor Sanders queried the role of the County Council, District Councillor Jane Gray reported that they have no direct role, however infrastructure issues will be their concern.

8. **TO DISCUSS COVER DURING THE CLERK'S ABSENCE:**

Councillor Sanders reported that the Chairman has exhausted all avenues in looking for cover during the Clerk's absence. It was discussed whether we rejoin HAPTC, however it is unclear precisely what they would offer us in the eventuality of this happening again. Councillor Sanders stated that there are two main issues: taking of minutes, issuing agendas etc (he thanked Councillor Gregory for fulfilling this role), and manning the office. Councillor Warwick felt that the Councillors could cover some sessions for opening the office. It was resolved that a decision would be made when we have more information on what HAPTC can offer and when our Clerk is likely to return.

9. **TO REVIEW THE COUNCILLOR VACANCY:**

Councillor Sanders announced that Councillor Grant had resigned and he thanked her in her absence for all the hard work she has done in her years in office, especially on the Environment Committee. Councillor Gregory explained to Council the process of filling the vacant position.

10. **TO DISCUSS THE REQUEST FOR AN AIR AMBULANCE ON THE SPORTS FIELD ON VILLAGE DAY:**

The village day committee has requested that the air ambulance land on the Bury Lane sports field on Village Day. Councillor Sanders expressed concern over safety issues: if the helicopter is on 'standby' and has to leave in a hurry there could be safety implications. Subject to further information the Council expressed themselves happy with the idea;

- Councillor Gregory to check with the Clerk regarding insurance.
- Councillor Sanders to check with NHDC.
- Councillor Moody to check with Charlie Unwin regarding safety implications and what controls the Village Day Committee will have in place, invite their safety officer to the next Recreation Committee meeting.

11. **TO AGREE PAYMENTS IN LINE WITH THE PRESENTATION OF INVOICES FOR PAYMENT:**

Concern was expressed that in the absence of the Clerk invoices for payment may be accruing; Councillor Sanders will check in the office.

12. **REPORTS OF COMMITTEES:**

**Planning Committee Meeting** – Councillor Gregory requested that in order to get the Planning Committee minutes signed off would Council agree to a single proposer; if a Councillor had any queries we could resort to the recording. Council agreed.

- Planning 3rd May 2016 - proposed by Councillor Warwick
- Planning 17th May 2016 - proposed by Councillor Sanders

**Environment Committee Meeting** – No meeting has taken place, the date for the next meeting is 16th June 2016.

**Recreation Committee Meeting – 24th May 2016:** To present the minutes to Council and to take them as read and to approve them as a true and accurate record. The minutes were proposed by Councillor Moody and seconded by Councillor

Connold. Councillor Mackrill reported that due to time constraints we need to complete the Football Club lease agreement; it was agreed to hold an extraordinary meeting of the Recreation Committee on Wednesday 8th June. The minutes were then duly signed by the Chairman of the Recreation Committee.

**Peace Memorial Hall report:** No meeting has taken place this month.

**The minutes of the Annual Meeting of the Parish Council:** These were proposed by Councillor Warwick and seconded by Councillor Connold, then duly signed by the Chairman.

The Chairman thanked everyone for attending, the meeting then closed.

**Signed..... Chairman**

**Date..... 2016**