CODICOTE PARISH COUNCIL

Members are hereby summoned, and the public invited to a meeting of CODICOTE PARISH COUNCIL which will be held on TUESDAY 30th September 2025 starting at 7:30pm at the John Clements Sports & Community Centre, Codicote

Simon Crosier

Simon Crosier

Clerk to the Council, 24th September 2025

AGENDA

1. Chair’s remarks.
2. To receive apologies and approve reasons for absence.
3. Presentations by and questions to District and County members.
   1. County Councillor Ralph Muncer to provide an update on whether the agreed Twenty’s Plenty plan is in alignment to what has been installed, and an update on the Parish Council owned bus shelters near Tower Road on the High Street.
   2. District Councillors Ralph Muncer and Steve Patmore to provide an update on major development sites, major site construction and to address the signage added to street furniture by Croudace Homes and Taylor Wimpey in respect of the Cowards Lane, The Vale and Heath Lane developments, along with an update on the bin Rationalisation Programme. To also address the outline planning application for 30 dwellings on land on the south side of Cowards Lane.
4. To fill one casual vacancy by co-option
   1. To resolve to proceed with the co-option process to fill one casual vacancy.
   2. To obtain nominations for the candidate(s) and carry out a vote.
   3. The appointed Councillor to sign the Declaration of Acceptance of Office in front  
      of the Proper Officer to take up their seat on Codicote Parish Council.
   4. The appointed Councillor to complete the Register of Members’ Interests form and   
       return to the Proper Officer.
   5. The appointed Councillor to sign the consent form for receiving the meeting summons and agenda in electronic form, should they so wish, and return it to the Proper Officer.
5. Public participation — members of the public are asked to register to speak: [clerk@codicote-pc.org.uk](mailto:clerk@codicote-pc.org.uk).
6. To receive declarations of interest in accordance with the council's code of conduct.
7. To approve the minutes of the meetings held on 29th July 2025.
8. Matters arising from the minutes not covered elsewhere.
9. To receive the Clerk's report on ongoing projects.
10. To receive reports from working parties:
    1. Neighbourhood Plan.
    2. Pavilion project. An update from Cllrs Bundy and Argent.
    3. Scout hut. An update from Cllr Kane, including actions for Council to consider and approve.
11. To discuss the Parish Magazine article for November 2025 and approve any actions.
12. To discuss ways in which the Parish Council can improve communication with residents   
    and approve any actions. Cllr Walby and Cllr Argent to provide an update.
13. To consider ideas for s106 funding should the development off Cowards Lane be given approval and approve any actions.
14. To set a date for the Policy & Resources Committee to meet and discuss the 2025/26 budget and approve any actions.
15. To discuss arrangements for the Remembrance Day parade and agree any actions.
16. Planning committee items:
    1. Chair to provide an update on relevant items.
    2. To consider planning applications received between 23rd and 30th September 2025 and approve any actions.
    3. To consider a Stop-Up application from a resident and approve any actions.
17. Environment/Recreation committee items:
    1. Chair to provide an update on relevant items.
    2. To consider an email received from Hewitsons Solicitors concerning amendments to the Cricket and Football Club leases and approve any actions.
    3. To consider an extra bin at the sports field where the path from Tower Road and the car park meet and approve any actions.
    4. To consider an email received from Codicote Youth Football Club concerning the delivery fees for the new container and approve any actions.
    5. To receive an update from the clerk on the litter bin handover from North Herts Council and approve any actions.
    6. To receive an update from the clerk on the JC car park lighting Shelly box installation and approve any actions.
    7. To consider relaying to the Cricket and Youth Team Football clubs that the pavilion must be kept tidy and that all areas must be accessible and approve any actions.
    8. To approve quotes for play area repairs in line with the play area inspection reports and approve any actions.
    9. To consider a request from Codicote Football Club to pay the annual rental fee by monthly Standing Order and approve any actions.
    10. To discuss a request from Codicote Tennis Club regarding the location of the previously agreed bench installation and approve any actions.
    11. To receive an update from the clerk on the planter rebuild and securing of septic tank covers and approve any actions.
18. Finance and Risk
    1. To note payments made and due under contract and to approve other payments.
    2. To consider fixing the cost of the Parish Council insurance policy for three years and approve any actions.
    3. To note the quarterly report on the Council budget v actual, spend.
19. Matters for consideration at future meetings.
20. AOB.

Date of next meeting: Tuesday 28th October 2025