

Issued: 26<sup>th</sup> May 2021

To: All Cottingham Parish Councillors

From: Ms Rachel Raj, Clerk to Cottingham Parish Council

Dear Councillors

You are hereby summoned to a Meeting of Cottingham Parish Council to be held in the Village Hall Annex, Berryfield Road, Cottingham, LE16 8XB on **Wednesday 2<sup>nd</sup> June 2021** at 7pm when the following business will be transacted.

## **AGENDA**

- 21/324** Receive and approve apologies for absence.
- 21/325** Receive declarations of interest under the Councils Code of Conduct relating to business on the agenda. *(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that member withdraws from the meeting room during the transaction of that item of business).*
- 21/326** Receive and approve for signature the minutes of the Annual General Meeting and Parish Council Meeting, both held on Wednesday 19th May 2021.
- 21/327** Note of matters arising from the above minutes not included on this agenda for report only.
- 21/328** Report from North Northants Council.
- 21/329** Constabulary matters.
- 21/330** Public participation *(Parishioners are invited to address the council. The duration of this session is at the discretion of the Chair, but will normally not exceed 15 minutes. Speakers should address their representations through the Chair of the meeting).*
- 21/331** Representative matters.
- a) Feedback from outside meetings attended by Councillors or the Clerk.
  - b) Reports from sub-committees, working groups and portfolio holders not included elsewhere on the agenda. Including:
    - i. Road Safety group – application for signs near school
    - ii. Community Relations: outline plan
    - iii. Governance: including
      - a. NNC model Code of Conduct
      - b. Commence review of Standing Orders & Finance Regs with a view to adoption in July
      - c. Risk Assessment – commence process based on new model
      - d. Policies & other key documents to be created/amended/reviewed
- 21/332** Planning.
- a) Report from Planning sub-committee
  - b) The Neighbourhood Plan for Cottingham.

c) Land behind the PC garage.

**20/333** Village Maintenance.

- a) Footpath Wardens Report.
- b) Use of the Bus Shelter at the top of Glover Court.
- c) Grass kerbed area at the bottom of Bancroft Road – *(carried forward from 19<sup>th</sup> May)*

**20/334** Village Environment.

- a) The Dale - update on work done, planned or required; current issues
- b) Grazing Agreement renewal
- c) Proposed new working group 'Friends of Green Spaces' – parameters, membership, terms of reference etc
- d) Area of Outstanding Natural Beauty (AONB) – correspondence & research

**21/335** General *(including wellbeing, utilities, transport, services, other matters of import or impact)*

- a) Bus services
- b) Defibrillator – code & fobs
- c) Dog related issues
- d) Disaster Recovery Plan – update on discussions

**21/336** Councillor and Clerk matters

- a) Councillor training
- b) Clerk's CiLCA course - update

**21/337** Finance

- a) To pass a resolution to approve payment to be made as per schedule circulate prior to the meeting.
- b) Balances.
- c) Income Received / Invoices Raised.
- d) Update signatures on the Unitary Bank Account.
- e) Internal Audit – review with a view to formal acceptance
- f) Annual Governance and Accountability Return (AGAR) - review with a view to formal acceptance *(carried forward from meeting on 19<sup>th</sup> May)*

**21/338** Correspondence received and circulated.

**21/339** Close and date of next meeting – Proposed Wednesday 7<sup>th</sup> July 2021



Ms R Raj  
Clerk to Cottingham Parish Council