

Minutes of Cottingham Parish Council held on Wednesday 2nd June 2021 at 7.00pm at Cottingham Village Hall Annex, Berryfield Road, Cottingham.

Attendees: Cllr G West-Robinson (Chair of the council)
Cllr D Grayson (Vice-Chair of the council)
Cllr O Davison
Cllr T Russell
Cllr A Mackie
Cllr S Morphy
Cllr T Mclean-Bowman
Cllr C Bates

Ms R Raj (Clerk to the council)

	Action
<p>21/324 – To receive and approve apologies for absence</p> <p>Received from Cllr Curtis</p>	
<p>21/325 – To receive declarations of interest under the Council's Code of Conduct related to business on the agenda</p> <p>None received.</p>	
<p>21/326 – To receive and approve for signature the minutes of the Annual General Meeting and the Parish Council meeting held on Wednesday 19th May 2021</p> <p>RESOLVED – That the minutes be signed by The Chair as a correct record of the meeting. Proposed Cllr Davison and Seconded Cllr Grayson, vote – all in favour.</p>	
<p>21/327 – To note any matters arising from the minutes not included on this agenda</p> <p>21/322 – National Litter Pick Month. The Clerk has completed the questionnaire confirming CPC will take part. A date to be agreed and collation of equipment we have between us.</p>	CLERK
<p>21/328 – Report from North Northants Council</p> <p>Apologies from Cllr Sims.</p>	
<p>21/329 – Constabulary matters</p> <p>Apologies from PC Brad Wilson. A report from PC Wilson was circulated ahead of the meeting. Cllr Russell will continue to sent the updates/alerts from Northampton Police.</p>	

<p>21/330 – Public Participation</p> <p>No members of public present.</p>	
<p>21/331 – Representative matters</p> <p>a) Feedback from outside meetings attended by Councillors or The Clerk. Cllr Davison attended a Northants ACRE Zoom on 2nd June which covered sustainability of land, litter picking and Good Neighbourhood Scheme. Cllr Davison will share a more in-depth report.</p> <p>b) Reports from sub-committees, working groups and portfolio holders not included elsewhere on the agenda. Including:</p> <p>i. Road Safety group – application for signs near school. No further update waiting for a response from Steve Barber, Highways, The Clerk to Chase. Next Road Safety Group meeting over Zoom on 9th June.</p> <p>ii. Community Relations Outline plan shared with the Council ahead of the meeting. A new welcome information pack for new residents was discussed, previous booklets to be given an overall. The Clerk to check with LSPC how they obtain their new resident information.</p> <p>iii. Governance: including</p> <p>1. NNC model Code of Conduct. RESOLVED – to adopt this Document. Proposed Cllr Grayson and Seconded Cllr Russell, vote – all in favour. All Councillors are required to sign a consent form.</p> <p>2. Commence review of Standing Orders & Finance Regs with a view to adoption in July. Separate notes regarding this sent ahead of the meeting.</p> <p>3. Risk Assessment – commence process to review assessment. Separate notes regarding this sent ahead of the meeting.</p> <p>4. Policies & other key documents to be created/amended/reviewed. Separate notes regarding this sent ahead of the meeting.</p>	<p>OD</p> <p>CLERK</p> <p>GWR CB CLERK</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>
<p>21/332 – Planning</p> <p>a) Report from Planning sub-committee - Nothing to report.</p> <p>b) The Neighbourhood Plan for Cottingham The Plan has been resubmitted to the New Authority. Their comments are due back by the first week of July.</p> <p>c) Land behind the PC garage Update at the July meeting. Cllr West-Robinson to look at the deeds and try to discuss with NNC.</p>	<p>DG</p> <p>GWR</p>
<p>20/333 – Village Maintenance</p> <p>a) Footpath Wardens Report Report circulated ahead of the meeting. The Clerk to find further information out regarding the damaged fence line on the right running along the Jurassic path opposite the new fence line.</p> <p>b) Use of the Bus Shelter at the top of Glover Court. Cllr Grayson to investigate which buses use the stop. The Road Safety Group to discuss the use of the bus stop by residents and confirm the cost of repair. Possibility of looking in to Grants available to replace the shelter if its required.</p>	<p>CLERK</p> <p>DG CLERK</p>

<p>c) Grass kerbed area at the bottom of Bancroft Road – (<i>carried forward from 19th May</i>) The Road Safety Group to speak to Highways regarding all the grass verbs around the village.</p>	<p>TR DG</p>
<p>20/334 – Village Environment</p> <p>a) The Dale - update on work done, planned or required; current issues In the future the Pond level requires raising. Further to the email received regarding planting trees to celebrate the queens Jubilee, potential locations in the dale to be discussed.</p> <p>b) Grazing Agreement renewal Research required as to if grazing is the best or only way forward for the dale. Discussion for the Friends of Green Spaces group.</p> <p>c) Proposed new working group ‘Friends of Green Spaces’ – parameters, membership, terms of reference etc. Advertise for residents who would like to take part in this group on the website and village website?</p> <p>d) Area of Outstanding Natural Beauty (AONB) – correspondence & research There is no update on this subject at this time, remove from forth coming agendas until there is.</p>	<p>OD, SM, MC</p> <p>OD SM</p> <p>CB GWR</p>
<p>21/335 – General (<i>including wellbeing, utilities, transport, services, other matters of import or impact</i>)</p> <p>a) Bus services The Welland Wander is back up and running post the last lockdown. The Council have paid their share of the costs for 2021/22 financial year and will continue to be updated by Cllr Nick Richards from Wilbarston PC.</p> <p>b) Defibrillator – code & fobs – Quotes in artwork to sort. The Clerk to check whether the defib has been registered with the correct organizations and work on artwork for the key fobs.</p> <p>c) Dog related issues Nothing to report</p> <p>d) Disaster Recovery Plan – update on discussions Nothing to report at this time. OD to discuss with MPC. MC to keep in the loop</p>	<p>CLERK</p> <p>OD MC</p>
<p>21/336 – Councillor and Clerk matters</p> <p>a) Councillor training The Clerk is waiting for confirmation Cllr Bates has been booked onto the Off to a Flying Start course on the 8th July. Also, to identify other future dates this course is running for other new Council members.</p> <p>b) Clerk’s CiLCA course No update at this time.</p>	<p>CLERK</p>
<p>21/337 – Finance</p> <p>a) To pass resolution to approve payment to be made as per schedule circulated prior to the meeting. RESOLVED – Proposed Cllr Davison and Seconded Cllr Bates, vote – all in favour. The significant increase in the Councillors insurance policy was highlighted and discussed. The explanation from the Broker how this was a blanket wide increase on all industry wide companies was shared with the council ahead of the meeting. RESOLVED - to accept the increase on this occasion and to research for a direct policy next year</p>	

ahead of the renewal date – Proposed Cllr Mclean-Bowman and Seconded Cllr Mackie, vote – all in favour.

CLERK

Payee	Details	Total Amount £	VAT@ 20%	Legal Authority
Rachel Raj	Expenses for May 2021	61.08	4.07	LGA 1972 s.112
Came and Co	Insurance renewal	643.68	-	
VHMC	Hall Hire for May Meeting	15.00	-	

b) Balance of Unity Trust account as at 2nd June 2021 – Current Acc £17,824.48 and Savings Acc £15,000 = Total £32,824.48.

c) Income received/raised – Nothing to report.

d) Update signatures on the Unitary Bank Account.

It was agreed to add Cllr West-Robinson to the bank manifest and include Cllr Mackie on to the internal audit trail.

e) Update on Internal Audit, review with a view to formal acceptance.

RESOLVED – to accept the internal audit and its comments made, Proposed Cllr West-Robinson and Seconded Cllr Grayson, vote – all in favour.

f) Annual Governance and Accountability Return (AGAR) – review with a view to formal acceptance.

RESOLVED – to accept the AGAR form and The Clerk filing this with PKF Littlejohn. Proposed Cllr West-Robinson and Seconded Cllr Grayson, vote – all in favour.

CLERK

21/338 – Correspondences received and circulated

- Acknowledge the latest NCALC update received for May/June, as per the comments in the update. All expressed their sincere thanks the Clerk for her work to the Council during all the lockdown periods.
- Email from the Police to complete a survey and ensure this is past to Jane for residents to also complete regarding their community.
- Email from highways regarding upcoming A14 road works/junctions' closures.
- The Clerk to continue to forward all relevant emails to the Council.

ALL

CLERK

CLERK

21/339 – Close time and date of next meeting

Meeting closed at 8.45pm.

Next meeting confirmed for Wednesday 7th July 2021 at 7pm – meeting in the Village Hall Annex.

ALL

Signed Chairman _____

Date _____