

Minutes of Cottingham Parish Council held on Wednesday 6<sup>th</sup> October 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)  
Cllr O Davison  
Cllr T Russell  
Cllr. M. Curtis  
Cllr A Mackie  
Cllr S Morphy  
Cllr Mclean-Bowman

Ms R Raj (Clerk)  
PC Brad Wilson

	Action
<p><b>21/383</b> Receive and approve apologies for absence</p> <p>Cllr C Bates.</p>	
<p><b>21/384</b> – To receive declarations of interest under the Council's Code of Conduct related to business on the agenda</p> <p>None received.</p>	
<p><b>21/385</b> – To receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 1<sup>st</sup> September 2021.</p> <p><b>RESOLVED</b> – That the minutes be signed by The Chair as a correct record of the meeting subject to the changes discussed and these amendments being completed. Proposed Cllr Davison and Seconded Cllr Mackie, voted – all in favour except 1 abstained.</p>	
<p><b>21/386</b> – To note any matters arising from the minutes not included on this agenda</p> <p>21/333 – Cllr West-Robinson has contacted Mr Freestone regarding the broken fence opposite his new fence line on the Jurassic path. Mr Freestone will try to contact the land owner on the PC behalf. Cllr Russell to also speak to Highways regarding their role in this path safety/clearance. Cllr Grayson will also share his Walking Group Contact with The Clerk as another possible contact. 21/373 – Cllr West-Robinson to spec a new Laptop for The Clerk as agreed. 21/374 b. – Cllr West-Robinson is now in possession of the PC's land deeds and will arrange for the deeds of the land behind the garage to be shown to a solicitor who has agreed to assist in this matter.</p>	<p><b>TR &amp; DG</b> <b>GWR</b> <b>GWR</b> <b>GWR</b></p>
<p><b>21/387</b> – Report from North Northants Council</p> <p>Apologies received from Cllrs Watt, Sims and Nichol. A report/update chased and will follow. Issues highlighted with 'Fix my Street' non response by Cllr Grayson. The Clerk to write to all Ward Councillors to request they investigate the issue on behalf of the PC.</p>	<p><b>CLERK</b> <b>CLERK</b></p>

<p><b>21/388 – Constabulary matters</b></p> <p>Cllr Russell forwarded a report from PC Brad Wilson ahead of the meeting.  PC Wilson expanded on the crimes listed on his September report and described the new ‘Beat Bus’ he has available to book to attend village events and carry out surgeries. PC Wilson carried out a surgery at the Village shop on 27<sup>th</sup> September.  Cllr Russell will continue to share the Police Alert emails as and when they arrive.</p>	
<p><b>21/389 – Public Participation</b></p> <p>No members of public present.  Cllr Mackie had been asked by a resident of Rockingham Road to represent her complaint about the hedgerow growing over the path. Cllr Mackie agreed to check where the growth is coming from and report back.  Cllr Grayson highlighted the street light out on Ripley Road that has now been reported by several residents on ‘Fix my Street.’ The Clerk passing this onto the Ward Councillors (21/387)  Cllr Machie agreed to carry out an audit of the village regarding street lights and grit bins. The Clerk to pass on the information John Adams had for both.</p>	<p><b>AM</b></p> <p><b>CLERK</b></p> <p><b>AM</b></p> <p><b>CLERK</b></p>
<p><b>21/390 – Representative matters</b></p> <p>a) Feedback from outside meetings attended by Councillors or the Clerk.  No Meetings attended.</p> <p>b) Reports from sub-committees, working groups and portfolio holders not included elsewhere on the agenda -</p> <ul style="list-style-type: none"> <li>• Road Safety Group – Report from the latest Road Safety Meeting circulated ahead of the meeting. It was agreed to turn off the Speed Signs coming into the Village for 4 weeks to compare the data.  It was confirmed that we are eligible to continue to use the services of Speed Watch, and will pursue when we can next borrow the equipment  Cllr Mackie to measure the dropped drain levels particularly along Corby Road and it was agreed pot holes to be discussed at the next meeting.</li> <li>• Parish Council Website – Cllr Grayson updated the council on the latest work completed. He also explained Cllr Bates is taking on more duties related to the website and is able to make updates and changes without using an external company. It is requested that the council pass any feedback onto Cllr Bates.  Cllr Bates has concluded that the cost of adding a facility to count ‘hits’ is prohibitive</li> <li>• The Mill Community Hub Board of Trustees – Two of the members of The Mill board, Cllr West-Robinson and Mrs. Jo Leaming have now joined the VHMC to help the 2 committees work collaboratively towards common goals such as developing greater use of the Village Hall Annex, and raising funds for both charities.</li> <li>• Cottingham Cum Middleton Village Hall Management Committee – date of next meeting TBC.</li> <li>• Community Relations – The test Facebook page is now up and running. The Information Packs for new residents is an ongoing project.</li> </ul>	<p><b>ROAD SAFETY GROUP</b></p> <p><b>MC</b></p> <p><b>AM</b></p> <p><b>GWR</b></p> <p><b>CB</b></p>
<p><b>21/391 – Planning</b></p> <p>a) The Neighbourhood Plan for Cottingham  Cllr Grayson updated the council. The consultation finishes on Friday 8<sup>th</sup> October. An inspector has been appointed for the Plan. Council will consider whether another public open day is required in light of the Examiner’s findings and recommendations.</p> <p>b) Update regarding Ashley Road planning matters and appeals.  Update from Cllr West-Robinson and copy of letter sent on Council’s behalf.</p>	<p><b>ALL</b></p>

<p>Planning meeting agreed for Tuesday 19<sup>th</sup> at 6.30pm. The Clerk to invite the Council, book the room and advertise the meeting. A formal letter to be sent to the Planning Department enquiring why the Parish Council were not informed about the latest application for the Carvan Park on Rockingham Road.</p> <p>c) GWR has responded to Cllr Watt's invitation to contribute comments to the NNC review of the Planning Dept.</p>	<p><b>CLERK</b> <b>GWR</b></p>
<p><b>21/392 – Governance</b></p> <p>a) Finance Regulations to approve the amended version sent to the Council ahead of the meeting. <b>RESOLVED</b> – To accept changes made to the Financial Regulations after one final amend is made and emailed to the council by Cllr West-Robinson and unanimous confirmation by all Cllrs is received by email. Proposed Cllr Davison Seconded Cllr Bates, vote – all in favour. <b>RESOLVED</b> – To apply to Unity Bank for a charge card for The Clerk to enable expenses to be paid direct from the Councils current bank account. Proposed Cllr Mclean-Bowman and Seconded Cllr Davison, voted – all in favour.</p> <p>b) Risk Assessment and Asset Register. Carried forward with a draft to be completed by the next meeting. Also, a complete list of policies to complete Cottingham PC portfolio of policies compiled.</p>	<p><b>GWR</b></p> <p><b>CLERK</b> <b>GWR,</b> <b>DG &amp;</b> <b>CLERK</b></p>
<p><b>21/393 – Village Maintenance</b></p> <p>a) Footpath Wardens Report. Report circulated ahead of the meeting and contents accepted. The Clerk to write to Mr Freestone regarding the request to install a handrail by the new steps installed at the side of his field.</p> <p>b) Use of Bus Shelter at the top of Glover Court. Carry forward to the next meeting. Cllr West-Robinson, Russell and Curtis to review what is required.</p> <p>c) Feedback from maintenance activity Steve Morphy reported litter and dog mess was less evident then reported last month. It was also highlighted that a tree at the Corby Road bus stop is leaning over. Cllr Curtis to investigate and report back.</p>	<p><b>CLERK</b> <b>TR&amp;MC</b> <b>GWR</b></p> <p><b>MC</b></p>
<p><b>21/394 – Village Environment</b></p> <p>a) The Dale – Quotes required to re-fence the area around the pond. One quote received Cllr Davison to strive to obtain a further quote to compare. <b>RESOLVED</b> - To spend up to a total of £1,100 on repairs to the fencing in this area. Proposed – Cllr Davison and Seconded Cllr Grayson, vote - all in favour.</p> <p>b) Other Green spaces – respondents to email. Cllr West-Robinson has received a good response to the article include in the latest News Letter, date of the first meeting tbc.</p> <p>c) Jubilee Tree Planting. Woodland Trust regarding the supply of the trees further information to follow. Quote received to fence an area of the dale to protect the trees by Cllr Davison who will also look into the cost of individually protecting each tree with tubing.</p>	<p><b>OD</b></p> <p><b>GWR</b></p> <p><b>OD</b></p>
<p><b>21/395 – General</b></p> <p>a) Defibrillator – code &amp; fobs. The Clerk to place the order for the fobs and confirmed the fob will be worded 'Cottingham Defib Cabinet Code C159X' and not include '&amp; Middleton', this will be left out due to the font size of the text being too small if Middleton is included.</p> <p>b) Rural Parish Council Forum – Update shared by Cllr West-Robinson</p>	<p><b>CLERK</b> <b>GWR</b></p>
<p><b>21/396 – Councilor and Clerk matters</b></p> <p>a) Councillors Training Cllr Mclean-Bowman requested to attend Planning Nut and Bolts course, The Clerk to find out the dates of the next courses. The Clerk to attend an Audit Course.</p>	<p><b>CLERK</b></p>

The Clerks CiCLA course meeting via Zoom are now complete The Clerk to register with 'Emma' platform required to upload her course work over the next 12 months. This costs of this will be shared with Little Stanion PC - £410 which has previous agreed by council.

**CLERK**

b) Clerk's Holiday.

**CLERK**

The Clerk to look into holiday dates to ensure all holiday is taken during the required time period.

**21/397 – Finance**

a) To pass resolution to approve payment to be made as per schedule circulated prior to the meeting.

**RESOLVED** – Proposed Cllr Grayson and Seconded Cllr Curtis, vote – all in favour.

Payee	Details	Total Amount £	VAT@ 20%	Legal Authority
Rachel Raj	Expenses for September 2021	51.59	1.67	LGA 1972 s.112
NCALC	'Off to a Flying Start' course – attended by Cllrs McLean-Bowman and Morphy	88.00	-	
VHMC	Hall Hire for 23/08 and 01/09 meetings	21.00	-	
British Legion	Section 137 – Wreath and Donation	50.00	-	
Steve Morphy	Cuts completed during September Trimmed hedge/bushes Millfield, 27/08/21	410.00 150.00	-	
Owen Davison	Expenses – Krystal annual domain name renewal	8.39	1.40	
Wave	Water charge for Dale trough	46.44		

In addition to last months schedule of payments £18 of Bank Charges and £355.36 Publics Works Loans have been paid out of the bank via Standing Orders.

b) Balances

Balance of Unity Trust accounts as at 6<sup>th</sup> October 2021 –

Current Acc. £17,965.93 and Savings Acc. £15,000 = Total £32,965.93.

c) Income received – £4,265 from NRSA for the School 20mph Slow Sign for Mill Lane.

£2,308.99 VAT reclaim from 2020/21 accounting year.

Invoices made – £350 Grazing charge for 2021 – to Mr S Medwell

Agree a date for the next Financial Working Group Meeting TBC over email with all members.

**21/389 – Correspondences received and circulated**

- NCALC weekly Update
- Booklets received from Sport England Active at Home
- Bus Service consultant letter from Cllr Grayson to be approved and sent by The Clerk.

**CLERK**

**21/399 – Close time and date of next meeting**

Meeting closed at 9.10pm.

Next meeting confirmed for Wednesday 3<sup>rd</sup> November 2021 at 7pm – meeting in the Village Hall Annex,

**ALL**

Signed Chairman \_\_\_\_\_

Date \_\_\_\_\_