

Minutes of Cottingham Parish Council held on Wednesday 1st December 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 C Bates
Cllr A Mackie

Ms R Raj (Clerk)

	Action
<p>21/420 – Receive and approve apologies for absence</p> <p>Cllr T Mclean-Bowman and Cllr S Morphy</p>	
<p>21/421 – To receive declarations of interest under the Council's Code of Conduct related to business on the agenda</p> <p>None received.</p>	
<p>21/422 – To receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 3rd November 2021.</p> <p>RESOLVED – That the minutes be signed by The Chair as a correct record of the meeting. Proposed Cllr Bates and Seconded Cllr Grayson, voted – all in favour (except 1 abstention)</p>	
<p>21/423 – To note any matters arising from the minutes not included on this agenda</p> <p>21/333 – Mr Freestone has tried to contact the owner of the field opposite side of the Jurassic path and has had no reply. Cllr West-Robinson agreed to write a formal letter recorded delivery letter to the Owner. Mr Freestone is also waiting for a response from CBC regarding the hand rail request on the steps they installed up the side of his field.</p> <p>21/374 b – Cllr West-Robinson has now passed on the PC's land deeds onto a solicitor we will wait for their response.</p> <p>21/373 – Laptop purchase has now been spec's Cllr West-Robinson and The Clerk's to make the purchase.</p> <p>21/418 – Meeting to discuss OLB subject with MPC via Zoom on Thursday 16th December at 5.30pm. Cllrs West-Robinson, Davison, Bates, Curtis and Russell and The Clerk included; Cllr West-Robinson agreed to set the meeting up.</p> <p>21/412 – GDPR was not included on this Agenda as agreed (an oversight by GWR). It will be dealt with as a <i>matter arising</i> during Governance discussions (see 21/430)</p>	<p>GWR</p> <p>CLERK & GWR</p> <p>GWR</p>
<p>21/424 – Report from North Northants Council</p> <p>Apologies received from Cllr Watt and Cllr Sims</p> <p>The number of street lights out within the village was noted. Cllr Mackie agreed to complete a full survey of the broken lights and dropped drains and report this to the relevant departments.</p>	AM

<p>21/425 – Constabulary matters</p> <p>Apologies from PC Wilson. PC Wilson sent his reported ahead of the meeting that was shared with the Council. Cllr Russell will continue to share the Police Alert emails as and when they arrive.</p>	
<p>21/426 – Public Participation</p> <p>No members of public present.</p>	
<p>21/427 – Representative matters</p> <p>a) Feedback from outside meetings attended by Councillors or the Clerk. Cllr Grayson attended a meeting regarding the Welland Wanderer Bus Service and shared the minutes and data ahead of this meeting. It was confirmed match funding is available for 2021-22 and we have agreed to continue to contribute in 2022/23. It is hoped NNC will take on the match funding. Alternative methods were also discussed – cycle paths, rail links and car sharing options. Cllr Grayson and Bates to consider means of raising residents’ awareness of the bus service. It was noted and remarked that Cllr Nick Richards from Wilbarston PC has been, and remains, instrumental in the management and continuity of this rural bus service. Cllr West-Robinson will communicate CPC’s thanks.</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"> • Road Safety Group – The Clerk has received information back that the installation of a separate pole will be needed on Mill Road for the School Speed Warning Sign. The Head of Cottingham C of E Primary School has agreed to cover half of this cost. The Clerk to firm up the quotation and confirm with school. The next Road Safety meeting is Wednesday 8th December. • Parish Council Website – Nothing to report RESOLVED agreed a Vote of Thanks to Cllr Bates for all his work on developing and updating the website. Proposed Cllr Grayson and Second Cllr West-Robinson, voted – all in favour. • The Mill Community Hub Board of Trustees – Cllr West-Robinson confirmed The Board has 9 out of 10 members. The constitution has been updated and the business plan will be reviewed in the New Year. Fund raising activity has re-commenced, with much more hoped for in 2022. • Cottingham Cum Middleton Village Hall Management Committee – Cllr Curtis updated a new boiler is booked for installation in January. The VHMC is looking into becoming a CIO type of charity. • Community Relations – Cllrs West-Robinson and Bates have completed the 1-page leaflet for new residents to direct them to the website for all the information they may need about the village and local area. • Finance Working Group (see also 21/434 d) Work on the budget for 2022/23 is at an advanced stage. It will be completed, and the 2022/23 Precept set, after the NNC budget is announced on 16th Dec. 	<p>GWR</p> <p>CLERK</p>
<p>21/428 – Village Environment</p> <p>a) The Dale maintenance update on fencing and broken gate replacement. The replacement gate has still not been fitted at the far end of the dale. Cllr Davison to request a time scale of completion from the farmer. The Pond fencing has been booked but no date supplied. The Clerk to chase the date.</p> <p>b) Friends of Green Spaces (FroGS) inaugural meeting held on 24th November. The meeting was well attended in person at the Annex and on Zoom. Notes of the minutes were circulated to the Council ahead of the meeting.</p>	<p>OD</p> <p>CLERK</p>

<p>c) Jubilee Tree planting action plan. It was agreed more information is required to enable a final discussion on where, how many and costs of planting trees to commemorate the Jubilee. Cllr Davison to prepare a plan for the next meeting, including options for planting at least one group as a wood.</p>	<p>OD</p>
<p>21/429 – Planning</p> <p>a) The Neighbourhood Plan for Cottingham The examiner’s report has been completed and received. It is perceived as a positive report, and has resolved a Cottingham/Middleton boundary issue raised during the process. RESOLVED to hold a full Council meeting to go through the whole report before the referendum is arranged. Proposed Cllr Grayson and seconded Cllr West-Robinson, voted all in favour.</p> <p>b) Outcome from Planning Committee meeting(s) held during the last month. Planning meeting held on 3rd November; additional questions were asked of NNC regarding the application being reviewed. No response came from NNC before the deadline to respond. RESOLVED to agree to accept and sign the Planning Committee meeting minutes at full Council meetings going forward. Proposed Cllr West-Robinson and seconded Cllr Davison, voted all in favour.</p>	
<p>21/430 – Governance</p> <p>RESOLVED to agree to appoint NCALC as The Council’s official Data Protection Officer and then register that with the ICO (information Commissions Office). Proposed Cllr West-Robinson and Seconded Cllr Curtis, voted - all in favour. The Clerk to Action this. Cllr Grayson is working on the policies for Committee and Working Groups. Work on the Asset register is in progress. GDPR – Cllr West-Robinson circulated a proposed policy (first created in 2018) for review. A brief discussion about our level of compliance showed that several positive actions have been taken, and highlighted those yet to complete. This includes ensuring that compliant data protection and storing arrangements are in place for the Clerk (including data backups). This will be easier to maintain once a dedicated CPC computer has been purchased. All relevant actions will be undertaken by Cllr West-Robinson and The Clerk. It was agreed to that the next Governance update will be on the March agenda.</p>	<p>CLERK DG</p> <p>GWR & CLERK</p> <p>GWR & CLERK</p>
<p>21/431 – Village Maintenance</p> <p>a) Footpath Wardens Report. Report circulated ahead of the meeting and contents accepted.</p> <p>b) Repair of the Bus Shelter at the top of Glover Court. Cllr Curtis has listed the materials and roughly costed these. The Clerk to attempt to get quotations for the work to be completed.</p> <p>c) Feedback from any maintenance activity. Nothing reported.</p> <p>d) Grit Bins – Purchase & installation, filling pre-winter. Nothing has been received from Highways therefore it was RESOLVED to order 4 Grit Bins at £65 + VAT each. Proposed Cllr Curits and Seconded Cllr Russell, voted - all in favour. And RESOLVED to purchase a pallet of grit to fill theses bins - 40 x 25kg bags at £4.96 per bag + VAT Proposed Cllr Davison and Seconded Cllr Mackie, voted - all in favour. The Clerk to action this.</p> <p>e) Dog fouling signage. Nothing to report at this time.</p>	<p>MC & CLERK</p> <p>CLERK</p>
<p>21/432 – General</p> <p>f) Update on the defibrillator – code & fobs. Letter has been drafted for residents to be delivered with 2 fobs per household. The Clerk to print and share the fobs, NHS booklets, letters and envelopes out for mail shot to be competed over Christmas period.</p> <p>g) Consultation (NNC and others)</p>	<p>CLERK GWR & CB</p>

<p>Nothing to report this month on any outstanding responses required.</p> <p>h) Jubilee Beacons Nothing to discuss at this time.</p> <p>i) Oakley Park (North & South) and Peasdale Hill Field Appeals were opened but shortly after postponed. Revised hearing dates will be in 2022. Will await further update.</p>																
<p>21/433 – Councilor and Clerk matters (e.g. training, holidays, anticipated absences)</p> <p>Nothing to report.</p>																
<p>21/434 – 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 Russell, voted – all in favour with 1 abstained.</p> <table border="1" data-bbox="76 577 1342 678"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>Total Amount £</th> <th>VAT@ 20%</th> <th>Legal Authority</th> </tr> </thead> <tbody> <tr> <td>Rachel Raj</td> <td>Expenses for November 2021</td> <td>105.64</td> <td>1.67</td> <td>LGA 1972 s.112</td> </tr> <tr> <td>George West-Robinson</td> <td>Chairman's annual expense payment</td> <td>100.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>It was also agreed for The Clerk to include the cost of Grit Bins and Grit quoted in 21/431 (d) above to be paid this month to ensure the order is delivered as soon as possible. Cllr Curtis is also ordering a spare Union Jack Flag for the village flag pole.</p> <p>b) Balances Balance of Unity Trust accounts as at 1st December 2021 – Current Acc. £14,906.38 and Savings Acc. £15,000 = Total £29,906.38.</p> <p>c) Income received – none received. Invoices made – none raised.</p> <p>d) Update on Preparatory work on Budget & Precept 2022/23. Nothing to vote on at this time awaiting the NNC budget to be revealed.</p>	Payee	Details	Total Amount £	VAT@ 20%	Legal Authority	Rachel Raj	Expenses for November 2021	105.64	1.67	LGA 1972 s.112	George West-Robinson	Chairman's annual expense payment	100.00			
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<p>21/435 – Correspondences received and circulated</p> <ul style="list-style-type: none"> • NCalc weekly Update. • Email to request an up-to-date electoral register. The Clerk will circulate details • All other relevant emails shared with The Council prior to this meeting. 	CLERK															
<p>21/436 – Close time and date of next meeting</p> <p>Meeting closed at 9.10pm. Next meeting confirmed for Wednesday 5th January 2022 at 7pm – meeting in the Village Hall Annex,</p>	ALL															

Signed Chairman _____

Date _____