

Minutes of Cottingham Parish Council held on Wednesday 2<sup>nd</sup> March 2022 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 T Mclean-Bowman  
Cllr C Bates  
Cllr A Mackie

Ms R Raj (Clerk)  
PC Brad Wilson  
Ward Cllr Kevin Watt  
1 member of the public present

	Action
<b>22/468</b> – Receive and approve apologies for absence. Cllr S Morphy.	
<b>22/469</b> – To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None received.	
<b>22/470</b> – To receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 2 <sup>nd</sup> February 2022. <b>RESOLVED</b> – The minutes to be signed by the Chair as a correct record of the meeting. Proposed Cllr Grayson and Seconded Cllr Davison, voted – all in favour (except 2 abstains)	
<b>22/471</b> – To note any matters arising from the minutes not included on this agenda Cllr Grayson passed contact details to The Clerk for a resident that works within the children's sporting sector. 22/258 b) The Clerk has the details from Little Stanion for an Android Tablet purchased to download the speed sign data. Discuss the details with Cllr Grayson regarding the purchase. 22/258 c) Cllr Grayson confirmed the letter agreed in last months meeting was not sent to Highways regarding the cables installed across the road on Corby Road. However, he contacted them and discovered some confusion as to the commissioning of this activity. It was agreed that CPC will not pursue this matter at this time. 21/424 Full survey of the broken street lights and dropped drains. Cllr Grayson has offered to assist Cllr Mackie. 22/459 a) Application to NNC for a Community Grant and supporting documents have been sent, there is no update on its success at this time. 22/459 b) Cllr Davison to circulate a report of the options as he sees them and convene a Zoom	

meeting for Cllrs to discuss and select preferred option(s). Cllr Davison to chase for the Wildlife Trust report and circulate when it is received.	
<p><b>22/472</b> – Report from North Northants Council.</p> <p>Cllr Watt supplied the following update –</p> <p>Last week NNC’s draft budget was approved. It was confirmed there will be a 2.99% increase on Council Tax and it has been agreed to supply families who use the school meal vouchers with these vouchers during the upcoming Easter Holidays.</p> <p>NNC have joined the Central Area Growth Board, which includes Cambridge and central England. There are several grants available for sport and art projects in conjunction with the Jubilee celebrations. (Details will be supplied to the Clerk)</p> <p>A public consultation will open shortly regarding kerb side garden waste collections.</p> <p>Cllr Watt will visit the Pen Green children and resource centre to address concerns they have surrounding funding.</p>	
<p><b>22/473</b> – Constabulary matters</p> <p>PC Wilson expanded on his monthly report which was shared with the council ahead of the meeting. PC Wilson confirmed he is attending Cottingham C of E primary school on 15<sup>th</sup> March for a half day parking and speed awareness session.</p> <p>Cllr Russell will continue to share the Police Alert emails as and when they arrive.</p>	
<p><b>22/474</b> – Public Participation</p> <p>Nothing from the public to discuss at this time.</p>	
<p><b>22/475</b> – Representative Matters</p> <p>a) Feedback from outside meetings attended by Councillors or The Clerk during January. Cllrs West-Robinson, Grayson and Curtis attended the Referendum count at Kettering.</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> <p><u>Finance Working Group</u> – The minutes from the meeting held on Monday 28<sup>th</sup> February were shared ahead of the meeting. Cllr West-Robinson ran through the main points. The Clerk has received a competitive quote from BHIB for the council’s annual insurance. The following proposals were made by the Finance Working Group –</p> <p><b>RESOLVED</b> – To authorize the purchase of the latest edition of ‘The Yellow Book’ at a cost of £147.99, taking advantage of any discounts that might be available.</p> <p>Proposed Cllr Mclean-Bowman and Seconded Cllr Grayson, voted – all in favour.</p> <p><b>RESOLVED</b> – To authorize the expenditure of £410 in order for The Clerk to register with SLCC to use the ‘Emma’ software Platform to upload completed CiCLA coursework.</p> <p>Proposed Cllr Grayson and Seconded Cllr Bates, voted – all in favour.</p> <p><b>RESOLVED</b> – to pay the CiLCA study hours which the Clerk is now not able to charged LSPC for February and March (i.e. 16.66 hours).</p> <p>Proposed by Cllr West-Robinson and Seconded Cllr Davison, voted – all in favour.</p> </li> <li> <p><u>Parish Council Website/Facebook</u> – The current website content is currently still largely geared toward Neighbourhood Plan information. It was agreed to keep the Q&amp;A on the site for the time being. However, Cllr Bates will rearrange the layout.</p> <p><b>RESOLVED</b> – Cllr Bates will now take over the responsibility of the website from Cllr Grayson. Thanks were extended to Cllr Grayson for all his work to date.</p> <p>Proposed Cllr Davison and Seconded Cllr West-Robinson, voted – all in favour.</p> </li> <li> <p><u>The Mill Community Hub Board of Trustees</u> – The next meeting is planned for 16<sup>th</sup> March. Work will hopefully start on the entrance splay this month.</p> </li> </ul>	<p>CLERK</p> <p>CLERK</p> <p>GWR</p> <p>CB</p> <p>CB</p>

<ul style="list-style-type: none"> <li>• <u>Village Hall Management Committee ("VHMC")</u> – Electrical inspections has been completed and passed. A meeting date TBC.</li> <li>• <u>Community Relations and Communications</u> – Facebook now has 272 connections and Cllr Bates is keeping the information board updated. The Clerk to check with the NNC neighborhood wardens how they link and update other local village Facebook pages.</li> <li>• <u>Friends of Green Spaces</u> – A zoom meeting is planned for Thursday 3<sup>rd</sup> March</li> </ul>	<b>CLERK</b>
<p><b>22/276</b> – Road Safety Group.</p> <p>Cllr Russell updated the council on points completed since the last meeting. White lines have now been completed by the school crossing and the sunken drain opposite the chapel on Corby Road has been filled in but the drain has not been raised.</p> <p>a) Cllr Grayson to discuss TVAS report circulated to the council ahead of the meeting in more detail.</p> <p>It was agreed to pass a copy to PC Wilson. The results have identified the need for a discussion regarding possible traffic calming measures on Corby Road. It was agreed this should be on a future meeting agenda.</p> <p>Cllr Curtis confirmed we have been allocated the Surface Velocity Radar (SVR) equipment for July and August. Details TBC.</p> <p>b) Feedback from Cllr Russell following the request to invite Highways to a council meeting to discuss a list of highway issues.</p> <p>Cllr Russell has fed back to Suzanne Preston regarding this request and will follow this up with Suzanne at the next Road Safety Working Group.</p>	<b>DG</b>          <b>TR</b>
<p><b>22/477</b> – Village Environment</p> <p>a) The Dale.</p> <p>Cllr Davison confirmed the pond is due for more clearance work in the coming months.</p> <p>b) Jubilee Tree Planting.</p> <p>No further update on this area at this time. Still awaiting a response from NNC regarding the grant application, and a meeting to consider the options and recommendations Cllr Davison is preparing. It was noted that, apart from well-rooted tree specimens, we will be unable to engage with volume tree planting until the next planting season later this year.</p> <p>c) Grazing agreement 2022.</p> <p>A revised grazing agreement has been agreed with the existing Grazier, with a couple of amendments from the previous agreements. The yearly cost is now £420 and the cattle allowed at any one time is now eight. The agreement will be signed by the Grazier and the Clerk for a further year.</p>	<b>OD</b>     <b>OD</b>     <b>GWR</b> <b>CLERK</b>
<p><b>22/478</b> – Planning</p> <p>a) The Neighbourhood Plan referendum results and next steps.</p> <p>The result of the Neighbourhood Plan referendum is 303 for and 23 against. There was an impressive 41% turnout which has been confirmed is well above average. The council would like to thank all those who did vote and to a few members of the community who went above and beyond to encourage people to cast their vote. NNC will formally adopt the plan at their next meeting on 14<sup>th</sup> April. The Clerk has been given a hard copy and electronic copy of the final plan and all the relating documents. These documents form a thorough archive which will be retained by the Clerk for reference as required by Cllrs and residents, and serve as the basis for the formal review of the Neighbourhood Plan in five years' time</p> <p>b) Outcome from Planning Committee meeting(s) held during the last month.</p>	<b>ALL</b>

Cllr Mclean-Bowman updated the council that the Spread Eagle’s latest applications for two let rooms in the old bar area have now been approved. This approval is conditional on the rooms being let as part of the Spread Eagle functioning as a public house business.																
<b>22/479 – Governance</b> a) Update on Asset Mapping Working Group set up to complete the work requested by NCALC. Cllrs Grayson, Curtis and Mackie and the Clerk met to discuss the project and share out the assets to record. A further meeting is planned for Monday 14 <sup>th</sup> April. The Clerk will apply for the grant available for completing the work. b) Financial Regs. Cllr West-Robinson has completed a review of the document adopted in 2020 and partly updated in draft form in 2021. Members of the FWG will consider this latest version and submit a final reviewed version to Council at the April meeting. c) Other policy /regs reviews planned and in progress. Cllr Grayson confirmed the Data Protection Policy is now on the Website.	<b>DG, MC, AM &amp; CLERK</b>      <b>GWR</b>															
<b>22/480 – Village Maintenance</b> Footpath Wardens Report. The footpath warden provided a verbal report via Cllr West-Robinson, summarising that there are no changes to the situation reported last month, and no areas for concern apart from persistently poor, muddy ground in certain areas and poor condition of some stiles.																
<b>22/481 – General</b> a) Land Behind the garage. Cllr West-Robinson reported that work has commenced on the title deeds, and that he will advise Council as the matter progresses. b) Her Majesty’s 70 <sup>th</sup> Jubilee Celebrations Thursday 2 <sup>nd</sup> to Sunday 5 <sup>th</sup> June. Cllrs West-Robinson and Grayson attended a second collaborative meeting with MPC. The main focus for the Councils will be the ‘Big Lunch’ on Sunday 5 <sup>th</sup> June on the Playing Field. This will be a free, ‘bring a picnic’ event for all residents of Cottingham and Middleton with live music from local performers, and some family and children entertainment. CPC have checked their insurance and can cover up to a 1,000 people for this type of event. It is understood that MPC are also checking insurance cover c) Consultation (NNC and Other). The Boundary Commission and consultation link has been shared on the website and Facebook. The green waste consultation mentioned by Cllr Watt this evening will also be shared as soon as this is open. d) Little Meadow, Oakley Park and Peasdale Hill Field. Nothing to report regarding the appeal date. Dogs are still loose from Oakley Park and causing a danger on the roads around the two villages.	<b>ALL</b>         <b>CB</b>															
<b>22/482 – Councilor and Clerk matters (e.g. training, holidays, anticipated absences)</b> This has already been covered in item 22/475 b)																
<b>22/483 – Finance</b> a) To pass resolution to approve payment to be made as per schedule circulated prior to the meeting <b>RESOLVED</b> – Proposed Cllr Davison and Seconded Cllr Mclean-Bowman, voted – all in favour.																
<table><tr><td>Payee</td><td>Details</td><td>Total Amount £</td><td>VAT@ 20%</td><td>Legal Authority</td></tr><tr><td>Rachel Raj</td><td>Expenses for February 2022</td><td>51.19</td><td>1.67</td><td>LGA 1972 s.112</td></tr><tr><td>VHMC</td><td>Village Hall Hire – January 22</td><td>18.00</td><td>-</td><td></td></tr></table>	Payee	Details	Total Amount £	VAT@ 20%	Legal Authority	Rachel Raj	Expenses for February 2022	51.19	1.67	LGA 1972 s.112	VHMC	Village Hall Hire – January 22	18.00	-		
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NNC	Returning Officer Fee – uncontested Election May 21	59.00	-		
SLCC	Registering for CiLCA upload onto Emma Platform	410.00	-		
SLCC	Purchase of book - Arnold-Baker on Local Council Administration 12 <sup>th</sup> Edition	125.00	-		
<p>b) Balances</p> <p>Balance of Unity Trust accounts as at 2<sup>nd</sup> March 2022 – Current Acc. £10,305.39 and Savings Acc. £15,000.92</p> <p>c) Income received – nothing received. Invoices sent – Urban Mowing Invoice for NNC - £476.95.</p> <p>d) Mowing contract renewal 2022.</p> <p><b>RESOLVED</b> – that the quotation for mowing during 2022/23 sent to council members ahead of the meeting be accepted and that Council produce a detailed specification of village maintenance work likely to be required during 2022/23. Proposed Cllr West-Robinson, no seconder recorded, vote - all in favour.</p>					
<p><b>21/484</b> – Correspondence received and circulated.</p> <p>An email from a resident was shared regarding the vegetation covering the pavement on Corby Road. Cllr Grayson agreed to follow up clearing this path with Suzanne Preston.</p> <p>An email has been received from a resident regarding a tree along the Jurassic Path that is looking dangerous. Cllr West Robinson agreed to follow this up.</p>					<p><b>DG</b></p> <p><b>GWR</b></p>
<p><b>21/485</b> – Close time and date of next meeting</p> <p>Meeting closed at 9.20pm.</p> <p>Next meeting confirmed for Wednesday 6<sup>th</sup> April 2022 at 7pm – meeting in the Village Hall Annex.</p>					

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

Date\_\_\_\_\_