

Minutes of Cottingham Parish Council held on Wednesday 6th July 2022 at 7pm at Cottingham Village Hall Annex, Berryfield Road, Cottingham.

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

Ms R Raj (Clerk)
Cllr K Watt
PC Brad Wilson
1 Member of the public

	Action
<p>22/561 – Receive and approve apologies for absence Cllr C Bates and Cllr M Curtis RESOLVED to approve the apologies for absents, vote requested by Cllr Davison. Proposed Cllr West-Robinson and Seconded Cllr Davison, Vote all in favour.</p>	
<p>22/562 – To receive declarations of interest under the Council's Code of Conduct related to business on the agenda Cllr Morphy declared a payment for approval on the schedule for June has a direct interest to her. <i>The Chair acknowledged this and, in accord with sections 4(t)iv, 14(b) and 14(g) of the Standing Orders, granted a dispensation permitting Cllr Morphy to remain in the meeting for that agenda item, but without a vote on it.</i></p>	
<p>22/563 – To receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 1st June 2022 RESOLVED – The minutes to be signed by the Chair as a correct record of the meeting. Proposed Cllr Grayson and Seconded Cllr Morphy, voted – all in favour with 2 abstained.</p>	
<p>22/564 – To note any matters arising from the minutes not included on this agenda 22/518 b – Cllr West-Robinson has followed up on the initial conversation between The Clerk and NNC Parks Officer regarding the enquiry from a resident on the ageing play park in the village. It was discussed that CPC could look into grants to replace some of the equipment. It was agreed Cllr Mclean-Bowman and The Clerk to follow this up and look into whether commencing a project to improve the play park is feasible. 22/518 – Cllr Davison has spoken with the former resident who requested a memorial tree or bench be installed in the dale. The resident has stated that she would prefer a bench. Council have not determined whether memorial benches are to be permitted in the Dale. Cllr Davison to return and explain this will be discussed in our October meeting.</p>	<p>TMB & CLERK</p> <p>OD</p>

<p>i. Cllr West-Robinson attended the Village Shop AGM and as agreed relinquished all but 1 of the shares previously purchased by the CPC.</p> <p>ii. Traveler issue with Tom Pursglove MP, meeting attended by Cllr West Robinson and The Clerk on Friday 1st July - unacceptable level of dogs attacking livestock and roaming. The meeting concluded that a joint communication will be formed by the MP and NNC and delivered to the relevant dog owners requiring them to improve fences and other measures to prevent the dogs exiting the sites.</p> <p>b) CPC Membership matters.</p> <p>Cllr Bates will be stepping down as a Cllr in due course. The Clerk to check the policy on filling the vacancy.</p>	<p>CLERK</p>
<p>22/569 – Reports from Sub-committees, working groups and portfolio holders not includes elsewhere on the agenda:</p> <ul style="list-style-type: none"> • <u>Finance Working Group</u> – Have not met in the last month, Cllr West -Robinson will send out possible dates for a meeting during August. • <u>The Mill Community Hub Board of Trustees</u> – No further update at this time. Still finalising the splay into the new green car park. • <u>Village Hall Management Committee (“VHMC”)</u> – Have held a meeting and are looking at the ground the hall occupies, how the link between the hall and school should be used and how the toilet facilities can be improved. • <u>Community Engagement and Communications</u> (incorporating PC Website) – Meeting between Cllrs West-Robinson and Bates to discuss the project to change CPC’s website platform & web services supplier. Cllr West-Robinson has received 2 quotations for this work. It was proposed, given the detailed nature of this matter, that an extraordinary meeting be convened. This meeting to be attended by a resident who has offered to assist in the transition and support going forward. Dates to be circulated. • <u>Friends of Green Spaces</u> – A date has been set for the next meeting. • <u>Road Safety Group</u> – The group met the previous night so the updated minutes have not yet been circulated. As soon as they are available, they will be shared. Suzanne Preston has requested confirmation if CPC would like to re-start their walk abouts with the wardens? <p>RESOLVED to request these restarts proposed Cllr Mackie and seconded Cllr Davison, voted – all in favour. The Clerk to reply to Suzanne.</p> <ul style="list-style-type: none"> • <u>The Dale Liaison Group</u> – After several incidents of the cows escaping from the Dale it is suggested the kissing gate hingers are reversed. Cllr Davison is dealing with this matter. All other points on the agenda will be discussed at a later meeting due to time constraints. • <u>Footpath Wardens report</u> – The monthly report has been received from the Footpath Warden. The majority of paths have since been cleared by our village maintenance contractor. The Clerk has written to NNC to clarify where their responsibilities to maintain Cottingham footpaths feature on their schedule. 	<p>GWR</p> <p>TR</p> <p>CLERK</p> <p>OD</p>
<p>22/570 – Planning Sub-Committee Meeting</p> <p>a) Meetings during June</p> <p>A meeting was held on Thursday 16th June and response letters were sent to NNC and uploaded onto the appeal panels portal.</p> <p>RESOLVED to approved the minutes, proposed Cllr Grayson and seconded Cllr Mackie, voted – all in favour (who attended the meeting). The minutes were signed by Cllr Grayson, Chair of that meeting.</p>	

b) Little Meadow, Oakley Park & Peasdale Hill Field – Update on appeal The appeals will be heard over two days at the end of July.																																			
22/571 – Village Environment a) A water leak reported at the end of Berryfield Road has now been dealt with by Anglia Water. b) The Clerk to look into renewing the posters and dog bag dispensers around the village. No further action on this has been take at this time.	CLERK																																		
22/572 – General Parish Matters a) Jubilee – Quick review and feedback. Deferred to later meeting if required b) Proposed First Aid Training from North Northants First Responders. Date has been set for Sunday 17 th July at 6.30pm. Hall availability to be confirmed by the Clerk. Enquiry as to whether Council will fund the hall hire and refreshments. RESOLVED – the cost for this training to be covered by Council: proposed Cllr West-Robinson and seconded Cllr Grayson, voted – all in favour. The Clerk to make the arrangement and advertise the event. c) Consultations (NNC and Other) Nothing to discuss at this time. d) Update on agreed action re: walkabout, drain measuring etc. Nothing further discussed at this time.	CLERK																																		
22/573 – Governance a) Policy and governance documents to be re-adopted 2022/23 as follows:- As there were no notable amends to make to the Standing Orders and Financial Regs it was RESOLVED to re-adopt these policies for 2022/23. Proposed Cllr West-Robinson and seconded Cllr Grayson, voted – all in favour. Prior to the meeting the Clerk identified and proposed to Council some minor amends to the current Risk Assessment. Conditional upon the proposed changes being incorporated into the document by Cllr Grayson, it was RESOLVED to re-adopt the Risk Assessment for 2022/23. Proposed Cllr West-Robinson and seconded Cllr Grayson, voted – all in favour. b) Terms of reference for Committee meetings Cllr Grayson has completed some work on the terms of reference for committees and working groups and is awaiting feedback before it is shared with the whole council for adoption. Defer to the September meeting. c) OLB Update. The draft OLB Plan shared by Cllr West-Robinson with the council ahead of the meeting was adopted. RESOLVED proposed Cllr Davison and seconded Cllr Mackie, voted – all in favour.	DG																																		
22/574 – Councilor and Clerk matters (e.g. training, holiday, anticipated absence) The Clerk confirmed a 2-week summer holiday booked - Monday 22 nd August – 5 th September 22																																			
22/575 – Finance a) To pass resolution to approve payment to be made as per schedule circulated prior to the meeting. RESOLVED – Proposed Cllr West-Robinson and seconded Cllr Russell, voted – all in favour (<i>Note: Cllr Morphy ineligible to vote</i>). <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 June 2022</td><td>65.06</td><td>2.50</td><td>LGA 1972 s.112</td></tr><tr><td rowspan="4">Steve Morphy</td><td>Village mowing</td><td>620.00</td><td>-</td><td rowspan="4">OSA 1906, s15</td></tr><tr><td>Beacon lighting cost</td><td>150.00</td><td></td></tr><tr><td>School field harrowing</td><td>120.00</td><td></td></tr><tr><td>Maintaining foot paths</td><td>260.00</td><td></td></tr><tr><td>LE16</td><td>Special Jubilee colored addition</td><td>142.00</td><td>-</td><td>LGA 1972 s.231</td></tr><tr><td>ACRE</td><td>Annual membership renewal</td><td>35.00</td><td>-</td><td></td></tr></table>	Payee	Details	Total Amount £	VAT@ 20%	Legal Authority	Rachel Raj	Expenses for June 2022	65.06	2.50	LGA 1972 s.112	Steve Morphy	Village mowing	620.00	-	OSA 1906, s15	Beacon lighting cost	150.00		School field harrowing	120.00		Maintaining foot paths	260.00		LE16	Special Jubilee colored addition	142.00	-	LGA 1972 s.231	ACRE	Annual membership renewal	35.00	-		
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Wave	Dale water charge	12.13	-	
NCALC	Annual Subscription	769.81	-	
VHMC	June hall hire	63.00	-	

In addition, a late invoice received from NCALC £81.60 was received and approved along with the above invoice for payment this month.

b) Balances

Balance of Unity Trust accounts as at 6th July 2022 –

Current Acc. £24,689.55 and Savings Acc. £15,022.01

- c) Income received – £41.20 from Western Power cheque still to be paid into the bank
12.95 interest received on the savings account.

Invoices raised – None

- d) Audits – The Internal Audit report was shared with Council ahead of the meeting.

RESOLVED to acknowledge its receipt and upload it onto the website. Proposed Cllr Mackie and seconded Cllr Grayson, voted – all in favour.

22/576 – Correspondence received and circulated

A letter has been received from the Air Ambulance for the council to consider. Consideration of this letter was deferred to the September meeting.

22/577 – Close time and date of next meeting

Meeting closed at 9.12pm.

Next Parish Council meeting agreed for Wednesday 7th September 2022 at 7pm which will be chaired by Cllr Grayson in the absence of Cllr West-Robinson.

ALL

Signed Chairman_____

Date_____