

Minutes of Cottingham Parish Council held on Wednesday 5th April 2023 at 7:00 pm at Cottingham Village Hall Annex, Berryfield Road, Cottingham.

Attendees: Cllr G West-Robinson (Chair)
Cllr D Grayson (Vice-Chair)
Cllr O Davison
Cllr T Russell
Cllr M Curtis
Cllr S Morphy

Ms R Raj (Clerk)
PC Brad Wilson
2 members of the public

	Action
<p>22/715 – Receive and approve apologies for absence. Cllr Mclean-Bowman and Cllr Mackie <i>Note: There are currently 8 Cllrs and 1 Cllr vacancy</i></p>	
<p>22/716 – To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. Cllr Morphy declared an interest in a payment for approval on the schedule for April and a discussion and vote on the quotations received for the replacement of the Zig Zag path hand rail item 23/725. <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 those agenda items, but without a vote on them.</i></p>	
<p>22/717 – To receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 1st March 2023. RESOLVED – The minutes to be signed by the Chair as a correct record of the meeting. Proposed Cllr Davison and Seconded Cllr Grayson, voted – all in favour.</p>	
<p>22/718 – Notes of matters arising from the minutes of previous Parish Council meetings not included on this agenda. 22/680 – Cllr West-Robinson has written to NNC regarding the inaccurate information they passed onto to a Berryfield Road resident on regarding the responsibility of the maintenance surrounding the NNC owned garages.</p>	
<p>22/719– Report from North Northants Council. There is no representative from NNC present at the meeting.</p>	
<p>22/720 – Constabulary matters. The monthly crime report sent by PC Wilson was shared with the council ahead of the meeting. In addition to the report PC Wilson discussed the Police's new locally identified priorities for</p>	

<p>April, May and June – Road Safety, Drug Dealing and Misuse, Anti-social Behaviour and Nuisance Motorcycles if any of these are affecting Cottingham residents we are to inform him.</p>	
<p>22/721 – Public Participation. – 2 residents requested to speak.</p> <ol style="list-style-type: none"> 1. A resident from Rockingham Road enquired about getting the hedge between houses 14 and 36 Rockingham Road trimmed by height and depth. The Council explained that, after a recent visit by one of the owners of this field, the council were granted permission to cut the hedges depth to allow the cars parking in front to be further back off the road, but reducing the hedge height was not authorized. Cllr Morphy agreed to approach the farmers renting this field to enquire if they can gain this permission. It was noted that, even if permission is granted, this work cannot be undertaken until after bird nesting season, around the end of September. 2. An enquiry was also made on behalf of a neighbour as to whether it would be feasible to move the 30 mph speed sign on Rockingham Road further out of the village to include the last houses and farms on Rockingham Road. Cllr Grayson explained that permission had been requested and denied in the past by the Police. PC Wilson clarified that this would be a NNC Highways matter and he would be happy to endorse any requests the Parish Council made. The Road Safety and Highways working group will follow this up. 	<p>SM</p> <p>DG, TR & TMB</p>
<p>22/722 – Representative matters feedback from outside meetings attended by Councillors or The Clerk during March.</p> <p>Cllr West-Robinson has registered to receive the content of an HMRC payroll webinar and a Grant Projects for Youth Football Teams webinar.</p>	<p>GWR</p>
<p>22/723 – Reports from sub-committees, working groups and portfolio holders not included elsewhere on the agenda:</p> <ul style="list-style-type: none"> • <u>Community Engagement and Communications</u> (incorporating PC Website) – Cllr West-Robinson, Grayson, Morphy and The Clerk agreed a working group meeting in the village hall on Thursday 20th April at 6.30pm with Charley, our Wordpress specialist to look at the layout of the new Netwise platform. The Clerk to book the hall. • <u>The Dale</u> – <ul style="list-style-type: none"> ○ Tree Survey – has now been completed and Cllr Davison has received the report and highlighted a few key points. The Clerk to share the report with the rest of the council and then the whole report can be discussed at the June meeting. ○ Memorial bench – The location in the Dale was agreed and Mr Morphy will complete the concrete base and install the bench at the owner’s expense. The Memorial Seating Policy shared with the council ahead of the meeting was RESOLVED to be accepted and adopted, Proposed Cllr Grayson and Seconded Cllr Morphy, voted – all in favour. A copy with be sent to Mrs. Beadsworth for a signature ahead of the installation of her late husband’s bench. ○ Grazing Agreement – has been signed and returned to The Clerk. The agreement is for a year grazing as per the previous year’s terms. ○ Water supply into the dale – Mr Freestone has accepted the £40 per year charge the PC have offered to supply water to his field via the trough in the dale. The Clerk to raise the invoice. • <u>Footpath Warden</u> – Thanks were expressed to our Footpath Warden for the monthly report which was shared with Council ahead of the meeting. Cllr Grayson has agreed to walk the path the warden has requested GE5. 	<p>GWR, DG, SM & CLERK</p> <p>CLERK</p> <p>DG & CLERK SM</p> <p>CLERK</p> <p>CLERK</p> <p>DG</p>

<ul style="list-style-type: none"> • <u>FroGS</u> – The next meeting is planned for 6th April at 7.30pm. Cllr West-Robinson shared a brief update, the previous 2 meetings have welcomed some interesting guest speakers and the group is progressing well with its plans. • <u>Mill Board</u> – two upcoming events the Mill are taking the lead on are, an Attic sale (to run alongside a 2nd hand Clothes Sale which is not a Mill event) in the village hall on Sunday 23rd April at 10.30am, and the Villages' Summer Fete on Saturday 15th July. • <u>VHMC</u> – summary update from Cllr Curtis, the village hall deeds are ready to be transferred to The Mill. The hall trustees will meet, agree and minute this transaction to happen. • <u>Governance (added into this item)</u> – The newly created Section 137 Grant policy was RESOVLED to be adopted for the financial year 2023/24. Proposed Cllr Davison and Seconded Cllr Morphy, voted – all in favour. 	
<p>22/724 – Planning Sub-Committee.</p> <p>Approval of minutes of meeting held on 15th March, RESOLVED to accept the minutes, Proposed Cllr Morphy and Seconded Cllr West-Robinson, voted – all in favour.</p> <p>Cllr Davison attend the NNC Planning committee meeting where application NC/22/00443/DPA was discussed. The committee agreed to complete a site meeting regarding the parking issue which the PC have highlighted.</p> <p>The Clerk reported there has been no update regarding Ganders Farm appeal.</p>	
<p>22/725 – Village Environment/Maintenance</p> <ul style="list-style-type: none"> ○ School Sign update – The school sign has now been installed but still requires programing as per the school opening and closing times and term dates. The invoices agreed with Coeval – the sign purchase and 2 out of 3 installation visits are included in the April schedule of payments for approval. ○ Playing Field – The pitch will be marked out by the coach and parents of the youth football team on 15th April ready for their first training session on 18th April. Mr Morphy will do a cut just beforehand. ○ Village walk about comments and agree 2nd date for lower part of village. Friday 21st April at 10am meeting at the village shop. ○ Fence on the Zig Zag path between Corby Road and Stonepit Drive. The Clerk has collected 3 quotes for this work to be completed – Quote 1 - £1630.00 Quote 2 - £1822.00 Quote 3 - £2850.00 The 3 quotes were discussed and it was RESOLVED to accept Quotation 1, Proposed Cllr Davison and Seconded Cllr Curtis, voted - all in favour, except 1 abstained. The Clerk to thank all companies who provided a quote and update them of the final decision the council have made. 	<p>ALL</p> <p>CLERK</p>
<p>22/726 – General Parish Matters</p> <p>a) Land behind PC's garage.</p> <p>Information and advice received from Lamb and Holmes solicitors makes it clear that certain conditions and clauses within the Deeds render the sale of this impractical and unfeasible. Cllr Grayson has agreed to speak to the households who showed an interest in purchasing the land and update them on this final decision. Options and ideas regarding how this plot of land might be used to benefit Cottingham residents will be considered over the next few months, and in particular the members of Council's Friends of Green Spaces working group (FroGS) will be invited to put forward suggestions. Meanwhile the current mowing regime will continue.</p>	<p>DG</p>

<p>b) Coronation Event. Next meeting on Thursday 8th April with Middleton Parish Council to discuss details. Cllr West-Robinson, Grayson, Curtis and Morphy to attend. The Big Lunch is set for Sunday 7th May on the playing field with residents invited to bring a picnic and enjoy some live music. The Clerk has agreed to pay for the printed posters ad flyers and will share the cost with MPC</p> <p>c) Consultations (NNC and other). There have been 2 consultations received over the last month –</p> <ul style="list-style-type: none">• NNC Travelers land supply plan – Cllr West-Robinson to draft a response from Council• Police local identified priorities – individual responses suggested <p>d) Co-option of a new councilor for the vacant seat on the PC. Any residents who have expressed an interest will be asked to put this in writing to the Clerk by the end of May and this will be included on the June agenda.</p> <p>e) Agree the Annual Parish Meeting date for groups and residents of Cottingham – Date set as 31st May at 7pm – The Clerk to book the hall, Cllr West-Robinson, as current Council Chair, to coordinate and convene the relevant groups, organisations and individuals. All Cottingham residents will be invited through the usual comms channels.</p>	<p>CLERK</p> <p>GWR ALL</p> <p>ALL CLERK</p> <p>CLERK & GWR</p>																																																		
<p>22/727 – Councilor and Clerk matters (e.g. training, holiday, anticipated absence). Nothing to discuss.</p>																																																			
<p>22/728 – Finance</p> <p>a) To pass a resolution to approve payment to be made as per schedule circulated prior to the meeting. RESOLVED – Proposed Cllr West-Robinson and Seconded Cllr Grayson, voted – all in favour except 1 abstain</p> <table><tr><th>Payee</th><th>Details</th><th>Total Amount £</th><th>VAT@ 20%</th><th>Legal Authority</th></tr><tr><td>Rachel Raj</td><td>Expenses for March 2023</td><td>63.27</td><td>1.66</td><td>LGA 1972 s.112</td></tr><tr><td>Wave</td><td>Dale water charge</td><td>18.42</td><td></td><td></td></tr><tr><td>LE16 Communications</td><td>Spring 23 newsletter printing</td><td>94.00</td><td></td><td></td></tr><tr><td>Coeval</td><td>Inv 5093 – Sign and solar panel cost 642.00 Inv 5207 – First installation cost 642.00 Inv 5238 – Second installation cost</td><td>4,476.00 642.00 642.00</td><td>746.00 107.00 107.00</td><td></td></tr><tr><td>NCALC</td><td></td><td>713.89</td><td>41.40</td><td></td></tr><tr><td>Riverside Printers</td><td>Coronation leaflet and poster printing – shared MPC costs</td><td>246.00</td><td>41.00</td><td></td></tr><tr><td>VHMC</td><td>March Hall Hire</td><td>51.00</td><td></td><td></td></tr><tr><td>ACRE</td><td>Renewal of annual membership</td><td>42.00</td><td>7.00</td><td></td></tr><tr><td>Steve Morphy</td><td>Re installing the Speed Sign Pole (as er quote) Mowing Village Harrowing Playing Field Hedge Trimming – Millfield Ave</td><td>260.00 235.00 70.00 150.00</td><td></td><td>OSA 1906, s15</td></tr></table>	Payee	Details	Total Amount £	VAT@ 20%	Legal Authority	Rachel Raj	Expenses for March 2023	63.27	1.66	LGA 1972 s.112	Wave	Dale water charge	18.42			LE16 Communications	Spring 23 newsletter printing	94.00			Coeval	Inv 5093 – Sign and solar panel cost 642.00 Inv 5207 – First installation cost 642.00 Inv 5238 – Second installation cost	4,476.00 642.00 642.00	746.00 107.00 107.00		NCALC		713.89	41.40		Riverside Printers	Coronation leaflet and poster printing – shared MPC costs	246.00	41.00		VHMC	March Hall Hire	51.00			ACRE	Renewal of annual membership	42.00	7.00		Steve Morphy	Re installing the Speed Sign Pole (as er quote) Mowing Village Harrowing Playing Field Hedge Trimming – Millfield Ave	260.00 235.00 70.00 150.00		OSA 1906, s15	<p>CLERK</p>
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<p>b) Balances. Balance of Unity Trust accounts as at 5th April 2023 – Current Acc. £9,928.62 Savings Acc. £15,164.33 (includes £70.84 interest received)</p> <p>c) Income received – nothing received. Invoices raised – £476.95 urban grant payment from NNC Still to raise the shared costs invoice with Middleton Parish Council.</p> <p>d) Audit details confirmed and shared – Internal audit has been booked for 20th April over Zoom.</p> <p>e) Agree the Asset Register as at March 2023 – shared ahead of the meeting RESOLVED with one amendment to make to the register the council have agreed in principle to accept the register. Proposed Cllr Grayson and Seconded Cllr Davison, voted – all in favour.</p>	<p>CLERK</p> <p>CLERK</p>																																																		

<p>22/729 – Correspondence received and circulated including: All emails for the council have been shared over the month and there are none that require any discussion or response.</p>	
<p>22/730 – Close time and date of next meeting Meeting closed at 9.09pm. Annual Parish Council Meeting – Wednesday 3rd May 2023 at 6.30pm followed by Parish Council meeting agreed at 7:00pm.</p>	<p>ALL</p>

Signed Chairman_____

Date_____