

Minutes of Cottingham Parish Council held on Wednesday 3<sup>rd</sup> November 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 S Morphy  
Cllr T Mclean-Bowman

Ms R Raj (Clerk)  
PC Brad Wilson

	Action
<p><b>21/402</b> Receive and approve apologies for absence</p> <p>Cllr A Mackie</p>	
<p><b>21/403</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>21/404</b> – To receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 6<sup>th</sup> October 2021.</p> <p><b>RESOLVED</b> – That the minutes be signed by The Chair as a correct record of the meeting. Proposed Cllr Curtis and Seconded Cllr Bates, voted – all in favour.</p>	
<p><b>21/405</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 fence along the Jurassic path we are awaiting a reply.</p> <p>21/389 – Cllr Grayson reported the broken light on Ripley Road has finally been fixed.</p> <p>21/374 b – Cllr West-Robinson will pass on the PC's land deeds once he has gone through them.</p> <p>21/373 – Laptop purchase research for The Clerk's new machine is still on going.</p> <p>21/389 – Overgrown Shrubbery on the path on Rockingham Road has been discussed with the resident where the shrubbery is growing from and they will arrange to have this cleared.</p> <p>21/319 – The drop kerb by 71 Berryfield Road has been schedule in for completion over the next few weeks.</p> <p>21/393 c – The tree on Corby Road (by the bus stop) requires pruning Cllr Davison to look and speak with Steve Morphy regarding completing this work.</p>	<p><b>GWR</b> <b>GWR</b></p> <p><b>OD</b></p>
<p><b>21/406</b> – Report from North Northants Council</p> <p>Apologies received from Cllrs Sims.</p>	

<p><b>21/407 – Constabulary matters</b></p> <p>PC Wilson reported there are no crimes or antisocial behaviour listed for October in Cottingham. A report to cover general information will be forward after the meeting. PC Wilson still has to complete his leaflet drop of his information/contact details postcard. If the village require the beat bus dates need to be forward to PC Wilson as soon as possible.</p> <p>Cllr Russell will continue to share the Police Alert emails as and when they arrive.</p>	
<p><b>21/408 – Public Participation</b></p> <p>No members of public present.</p>	
<p><b>21/409 – Representative matters</b></p> <p>a) Feedback from outside meetings attended by Councillors or the Clerk.</p> <p>Cllr West-Robinson attended a NNC meeting with Cllr Howes and shared his notes alongside notes from NCALC.</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. Cllr Grayson is struggling to connect to the sign on Corby Road Via Blue Tooth.</li> <li>• Parish Council Website – Cllr Bates updated the council on the latest work completed adding a separate tab for Planning Minutes. It was confirmed there is still the requirement for ongoing maintenance cost via Curtis Web Design.</li> <li>• The Mill Community Hub Board of Trustees – Cllr West-Robinson confirmed the board of Trustees is now back up to full capacity and fundraising will start to re commence. There is also a plan to start work on the entrance off Mill Road very soon.</li> <li>• Cottingham Cum Middleton Village Hall Management Committee – Cllr Curtis updated from the latest meeting which took place on 2<sup>nd</sup> November. Two new members have joined the committee. The committee are looking into changing their charity status and replacing the current boiler.</li> <li>• Community Relations – Cllr West-Robinson and Bates have met during the month and discussed The Information Welcome Packs for new residents. This pack will be held predominately online so the information can be kept up to date with a 1 page leaflet for new residents printed directing them to the website. The next article planned for the newsletter from the PC will be on the subject of ‘Communication’ and it is requested the rest of the council members pass their feedback on the article back before it is printed.</li> </ul>	<p><b>DG</b></p> <p><b>GWR CB</b></p>
<p><b>21/410 – Planning</b></p> <p>a) The Neighbourhood Plan for Cottingham</p> <p>It was <b>RESOLVED</b> to hold the update by Cllr Grayson on this item in Camera.</p> <p>Proposed Cllr Grayson and Seconded Cllr Russell, voted – all in favour.</p> <p><b>RESOLVED</b> to thank Cllr Grayson for all his hard work to date and ongoing with our Neighbourhood Plan.</p> <p>Proposed Cllr West-Robinson and Seconded Cllr Bates, voted – all in favour.</p> <p>b) Outcome from Planning Committee meeting held since last month.</p> <p>Planning meeting held on 19<sup>th</sup> October – response letter sent to NNC</p> <p>Planning meeting held this evening – further information required Cllr Davison will strive to receive additional clarification.</p> <p>Discussion re: Planning Sub-Committee Minutes being brought to full Council for formal approval and signature by Chair of the Sub-Committee Chair.</p>	<p><b>OD</b></p>
<p><b>21/411 – Finance Working Group</b></p> <p>a) Recent meetings – general update.</p> <p>The 3 items to focus on going forward – Insurance policy - seek additional quotes, Update Asset Register and look into a new Grants Policy going forward.</p>	

<p>b) Preparatory work on Budget and Precept 2022/23. Work is progressing on budget setting which will complete the precept figure. Additional meeting set for Tuesday 9<sup>th</sup> at 10.30am and an extraordinary meeting for the full council to approve the final version agreed for Thursday 18<sup>th</sup> at 6.30pm it is suggested this meeting will be in Camera. The Clerk to look into if this is the correct process to take.</p>	<p><b>FWG</b> <b>ALL</b> <b>CLERK</b></p>										
<p><b>21/412 – Governance</b> Financial Regs will be uploaded onto the website once completed. The Asset Register and Risk Assessment are still to be update and completed. GDPR also to be included on next month’s agenda.</p>	<p><b>GWR</b> <b>CLERK</b></p>										
<p><b>21/413 – Village Maintenance</b></p> <p>a) Footpath Wardens Report. Report circulated ahead of the meeting and contents accepted. The Clerk and Cllr Mclean-Bowman to approach Mr Spalding regarding a broken stile on the footpath that runs through his field.</p> <p>b) Repair of the Bus Shelter at the top of Glover Court. To be updated next month.</p> <p>c) Feedback from any maintenance activity Nothing reported.</p> <p>d) Discuss the installation of Parish Council owned Grit Bins The Clerk to wait on the response from Highways but at the same time make enquiries to purchase Grit Bins and Grit.</p> <p>e) Dog fouling signage. Research on sign costings to be carried out.</p>	<p><b>CLERK &amp; TMB</b> <b>MC, TR &amp; GWR</b></p> <p><b>CLERK</b></p> <p><b>CLERK</b></p>										
<p><b>21/414 – Village Environment</b></p> <p>a) The Dale maintenance update of fencing and broken gate replacement. Cllr Davison not able to get another quote and, to mitigate health and safety risks, the pond fencing needs to be completed asap. It was <b>RESOLVED</b> that the Clerk confirm the work to Mr S Morphy to complete. Proposed (Cllr not recorded) and Seconded (Cllr not recorded), Voted – 1 abstention, remaining votes in favour.</p> <p>b) Friends of Green spaces. First meeting date arranged in the Village Annex and over Zoom for Wednesday 24<sup>th</sup> November.</p> <p>c) Jubilee Tree Planting. To be included on the December agenda.</p>	<p><b>CLERK</b></p> <p><b>ALL</b></p> <p><b>CLERK</b></p>										
<p><b>21/415 – General</b> Update on the defibrillator – code &amp; fobs.  Fobs have arrived and are ready for distribution, a letter to accompany them required, Communications team to draft letter and The Clerk to look at purchasing envelopes and printing etc.</p>	<p><b>CLERK</b> <b>GWR &amp; CB</b></p>										
<p><b>21/416 – Councilor and Clerk matters (e.g. training, holidays, anticipated absences)</b>  Nothing to report.</p>											
<p><b>21/417 – Finance</b></p> <p>a) To pass resolution to approve payment to be made as per schedule circulated prior to the meeting. <b>RESOLVED</b> – Proposed Cllr Bates and Seconded Cllr Davison, voted – all in favour.</p> <table border="1" data-bbox="86 1980 1286 2078"> <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 October 2021</td> <td>47.59</td> <td>1.67</td> <td>LGA 1972 s.112</td> </tr> </tbody> </table>	Payee	Details	Total Amount £	VAT@ 20%	Legal Authority	Rachel Raj	Expenses for October 2021	47.59	1.67	LGA 1972 s.112	
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Rachel Raj	Expenses for October 2021	47.59	1.67	LGA 1972 s.112							

St Marys Church	Donation pre-agreed in 2021/22 budget	300.00	-		
VHMC	Hall Hire October meetings	27.00	-		
PKFLittleJohn	External Audit charge	360.00	60.00		
Curtis Website Design	Annual maintenance and technical support	150.00	-		
	Annual hosting service	45.00			
Zephyr	Spare flag pole part	30.00	5.00		

b) Balances  
Balance of Unity Trust accounts as at 3<sup>rd</sup> November 2021 –  
Current Acc. £16,560.74 and Savings Acc. £15,000 = Total £31,560.74.

c) Income received – £350.00 Grazing charge.  
Invoices made – none raised.

d) During this discussion the matter of Cllrs obtaining copies of then updated electoral roll was raised.  
Clerk to progress this

**CLERK**

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**21/418** – Correspondences received and circulated

- NCALC weekly Update.
- Email from St Mary's Magdalen Church regarding path work.
- Email from Resident.
- Email from NCALA – Operation London Bridge. Cllrs volunteered to join a sub group with Middleton PC - Cllrs West-Robinson, Davison, Bates, Curtis and Russell and The Clerk.

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**21/419** – Close time and date of next meeting

Meeting closed at 9.02pm.  
Next meeting confirmed for Wednesday 1<sup>st</sup> December 2021 at 7pm – meeting in the Village Hall Annex,

**ALL**

Signed Chair of Cottingham Parish Council \_\_\_\_\_

Date \_\_\_\_\_