



Minutes of Cottingham Parish Council held on Wednesday 1<sup>st</sup> June 2022 at 7:00pm at the Cottingham and Middleton Village Hall Annex, Berryfield Road, Cottingham.

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

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

	Action
<b>22/521</b> – Receive and approve apologies for absence Cllr C Bates.	
<b>22/522</b> – 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>	
<b>22/523</b> – To receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 4 <sup>th</sup> May 2022 <b>RESOLVED</b> – 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. To receive and approve for signature the minutes of the Annual Parish Council Meeting held on Wednesday 4 <sup>th</sup> May 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.	
<b>22/524</b> – To note any matters arising from the minutes not included on this agenda 22/518 b – The Clerk followed up with the Head of Parks at NNC for the Corby area the comments from a concerned resident regarding the children’s play park. The Head of Parks stated that NNC have no plans to update the park or pass the responsibility onto CPC. It was also stated that the park is checked weekly by a member of NNC and annually by a qualified contractor. Cllrs expressed dissatisfaction with this response, not least due to concerns regarding risks to health and safety due to the age and outdated nature of the equipment.	

<p>Proposed by Cllr Davison, a further letter is written to NNC to follow up on the age of the park equipment and include the Ward Councillors.</p> <p>22/500 – OLB Meeting has been arranged with MPC at 6.30pm on 15<sup>th</sup> June at the village annex.</p> <p>22/515 – A draft quotation has been received from our village maintenance contractor, clarification on some wooden posts is needed before the quote can be finalised.</p> <p>22/518 – Cllr Davison has not spoken with the resident who has enquired about planting a memorial tree or bench. Agreed action: Cllr Davison will contact the former resident to discuss the options discussed at council in May.</p>	<p><b>GWR &amp; CLERK ALL</b></p> <p><b>GWR</b></p> <p><b>OD</b></p>
<p><b>22/525</b> – Report from North Northants Council</p> <p>Apologies received from Cllr Watt and The Warden Team.</p> <p>Comms were received from The Warden Team and shared with the council.</p>	
<p><b>22/526</b> – Constabulary matters</p> <p>PC Wilson spoke to the May report circulated before the meeting. With regard to the recent increased police presence in Cottingham, he explained that the police can provide only basic information due to this matter being an ongoing investigation. He assured council that, as soon as he is permitted to divulge more details, he will contact CPC’s police liaison representatives and update them.</p> <p>Recent speed enforcement plans were rained off and another date will be booked in.</p> <p>Cllr Russell continues to forward the council the Northamptonshire Police Alerts</p>	
<p><b>22/527</b>– Public Participation</p> <p>The Clerk has shared some photos of two RSJs that have been left at the bottom of Stonepit Drive following a recent house extension. A resident had expressed their concerns for children’s safety and requested the advertisement board was also removed from the paths fencing. Cllr West-Robinson agreed to follow this up direct with household concerned.</p>	<p><b>GWR</b></p>
<p><b>22/528</b> – Representative Matters</p> <p>Feedback from outside meetings attended by Councillors or The Clerk during May.</p> <p>The Clerk shared an overview of a Zoom course completed on ‘<i>Creating accessible council documents and content</i>’ and will share the presentation with the Community Engagement and Communications Working Group (“CECWG” - Cllrs West-Robinson, Bates and Morphy). It was felt that this will contribute positively to plans for replacing the website software platform.</p> <p>Cllr West-Robinson attend a HMRC web seminar on PAYE year end procedures.</p>	<p><b>CLERK</b></p>
<p><b>22/529</b> – Reports from Sub-committees, working groups and portfolio holders not included elsewhere on the agenda:</p> <ul style="list-style-type: none"> <li>• <u>Finance Working Group</u> (“FWG”) – met on 16<sup>th</sup> May and the minutes have been circulated. The FWG will continue to develop proposals for the introduction of a grants and award scheme for community projects within the parish.</li> <li>• <u>The Mill Community Hub Board of Trustees</u> – Update provided from Cllrs West-Robinson, Davison and Curtis. The Trustees are hoping to implement that part of the project which will provide car park facilities on the Village Acre space.</li> <li>• <u>Village Hall Management Committee</u> (“VHMC”) – Cllrs Curtis and Russell, in consultation with the other existing members and Trustees, will arrange a meeting of the Committee as part of the process to achieve a change of charitable status.</li> <li>• <u>Community Engagement and Communications working group</u> (“CECWG”) – Updating the website software platform was discussed. Costings to be obtained.</li> <li>• <u>Friends of Green Spaces</u> (“FroGS”) – Follow up meeting to be arranged-. Plans on some projects are in the early stages, including completing the scheme to walk, identify and</li> </ul>	

<p>document the parish's green spaces. The school are keen to take part in the FroGS group.</p> <ul style="list-style-type: none"> <li>• <u>Road Safety and Highways Group</u> – The group have not met again since the last meeting. Cllr Curtis shared the information and link to the training video with the council. When Cllrs wishing to assist in the speed watch have completed the training, they should inform Cllr Curtis so a timetable can be arranged for manning the radar speed gun.</li> <li>• <u>The Dale Liaison Group</u> – The meter has been read for the pipe feeding the trough in the next field. However, while the sheep are not in that field, this will be turned off pending a request from the land owner. It was agreed that the fencing around the two memorial trees in the Dale be removed and, if necessary, provided with a modern means of protection. <b>NB</b> The Chair and Clerk to communicate this decision to the relative of the person in whose memory these two trees were planted. Future planting of memorial trees will not use fencing as a method of protection.</li> <li>• <u>Footpath Wardens report</u> – The report was received and circulated. The report demonstrates an urgent need to trim and clear most of the paths. The Clerk to investigate with NNC if and when Cottingham's footpaths are scheduled to be cleared. Cllr Grayson to research land owners' legal responsibilities. Council will formulate a communications strategy to ensure that in future this annual problem is dealt with by NNC and landowners in a timely manner and in full compliance with their legal responsibilities.</li> </ul> <p>Meanwhile, it was recognised that this will take time and that most of these paths are already overgrown and nigh impassable. Accordingly it was agreed that, given that CPC's 2022/23 budget includes specific provision for footpath clearing, our village maintenance contractor be commissioned to carry out a one-off piece of work to clear all the footpaths with a <b>GE</b> designation.</p>	<p><b>ALL</b></p> <p><b>OD&amp;SM</b></p> <p><b>GWR &amp; CLERK</b></p> <p><b>CLERK &amp; DG</b></p> <p><b>GWR &amp; CLERK</b></p>
<p><b>22/530</b> – Planning Sub-Committee Meeting</p> <p>a) Meetings during May</p> <p>One meeting has been held (Thursday 19<sup>th</sup> May) and a response letter was uploaded onto the appeal panels portal. A further three applications have been received since. It was agreed to hold a Planning Sub-Committee on Thursday 16<sup>th</sup> June at 6.30pm. The Clerk to book the hall and advertise the meeting.</p> <p>b) Little Meadow, Oakley Park &amp; Peasdale Hill Field – Update on appeal</p> <p>No update at this time. There have been further reports of loose dogs from Oakley Park. PC Wilson clarified that when each such incident occurs it should also be reported to Environmental Services.</p> <p>It was also noted work has taken place on a house in Ripley Road that may not have the correct planning permission, Cllrs Davison and Mackie agreed to follow up,</p>	<p><b>ALL</b></p> <p><b>OD&amp;AM</b></p>
<p><b>22/531</b> – Village Environment</p> <p>Trees on Glover Court verge at the rear of Berryfield Road houses are causing issues – Cllr West-Robinson to follow this up with Highways as the owner of the house on Berryfield, who would like to have them reduced, has been told by NNC Highways Dept. that the trees on that Highways-owned verge are not their responsibility.</p> <p>It was reported by our village maintenance contractor that the instances of uncollected dog mess around the village is increasing. The Clerk to look into renewing the posters and dog bag dispensers around the village.</p>	<p><b>GWR</b></p> <p><b>CLERK</b></p>
<p><b>22/532</b> – General, Consultation (NNC and Other)</p> <p>Nothing outstanding currently to comment on at this time.</p>	

<p><b>22/533 – Governance</b>  The following documents to be reviewed and adopted in the July meeting –  Standing orders  Financial Regs  Risk Assessment  Please can all councilors read over and high light any amends they think maybe required.</p>	<b>ALL</b>																																			
<p><b>22/534 – Councilor and Clerk matters (e.g. training, holiday, anticipated absence)</b>  Some Cllrs may be unable to attend meetings in July and September. Formal apologies to be provided nearer the respective dates.  Cllr Curtis expressed a wish to attend a NCALC course ‘Land and Property Registration’ The Clerk to book.  The Clerk also confirmed a 2-week holiday in August.</p>	<b>CLERK</b>																																			
<p><b>22/535 – 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 Grayson and Seconded Cllr Davison, voted – all in favour (<i>Note: Cllr Morphy ineligible to vote</i>).</p> <table border="1" data-bbox="87 813 1323 1099"> <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 May 2022</td> <td>65.06</td> <td>2.50</td> <td>LGA 1972 s.112</td> </tr> <tr> <td>Steve Morphy</td> <td>Village Mowing</td> <td>430.00</td> <td>-</td> <td>OSA 1906, s15</td> </tr> <tr> <td>*BHIB</td> <td>Annual Insurance</td> <td>503.64</td> <td>-</td> <td></td> </tr> <tr> <td>**CPRE</td> <td>Annual membership renewal – fee tbc</td> <td>36.00 or 50.00</td> <td>-</td> <td></td> </tr> <tr> <td>VHMC</td> <td>Hall Hire April and May</td> <td>75.00</td> <td>-</td> <td></td> </tr> <tr> <td>Cllr West-Robinson</td> <td>Refreshments for the Annual Parish Meeting</td> <td>11.31</td> <td>-</td> <td></td> </tr> </tbody> </table> <p>*This payment was approved at the May meeting and the payment was made at the end of May when the insurance renewal was due. This is more than previously quoted by The Clerk as the quotation had expired and a new one created, however this is still over £200 saving from the renewal price quoted by the previous provider.  ** It was agreed to send CPRE the basic price of £36 for the annual subscription.</p> <p>b) Balances  Balance of Unity Trust accounts as at 1<sup>th</sup> June 2022 –  Current Acc. £25,895.15 and Savings Acc. £15,009.06</p> <p>c) Income received – None  Invoices raised – None</p> <p>d) Audits – nothing received from the internal audit so AGAR forms cannot be completed yet.</p>	Payee	Details	Total Amount £	VAT@ 20%	Legal Authority	Rachel Raj	Expenses for May 2022	65.06	2.50	LGA 1972 s.112	Steve Morphy	Village Mowing	430.00	-	OSA 1906, s15	*BHIB	Annual Insurance	503.64	-		**CPRE	Annual membership renewal – fee tbc	36.00 or 50.00	-		VHMC	Hall Hire April and May	75.00	-		Cllr West-Robinson	Refreshments for the Annual Parish Meeting	11.31	-		
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<p><b>22/536 – Correspondence received and circulated.</b>  a) Letter received from Village Shop Committee requesting CPC consider gifting back to the shop all but one of their sixty shares to enable the shop to release money tied up in the current share scheme. Also requesting a member of the council attends the AGM on Tuesday 7<sup>th</sup> June.  <b>RESOLVED</b> – to accept this request.  Proposed Cllr Mackie and Seconded Cllr Russell, voted – all in favour (except 1 abstain)  The Clerk to respond to the shop committee and Cllr West-Robinson agreed to attend the AGM on behalf of the council.</p> <p>b) Email received from LE16 newsletter editor Jane Smith requesting the council confirm if they would like to continue with the bi monthly printing of the newsletter as comments have been made by some residents that this is an unnecessary expense. This view was strongly refuted by all Cllrs on the grounds that, as well as reaching residents without access to network connection,</p>	<b>CLERK GWR</b>																																			

the single copy delivered to each household is often read by multiple members of that household. The Clerk to confirm to LE16 that the printing costs form part of council's budget and there is no intention to alter this situation.	<b>CLERK</b>
<b>22/537</b> – Close time and date of next meeting Meeting closed at 8.58pm. Next Parish Council meeting agreed for Wednesday 6 <sup>st</sup> July 2022 at 7pm.	<b>ALL</b>

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

Date \_\_\_\_\_