



Minutes of Cottingham Parish Council held on Wednesday 2nd November 2022 at 7:00 pm at Cottingham Village Hall Annex, Berryfield Road, Cottingham.

Attendees: Cllr G West-Robinson (Chair)
Cllr S Morphy
Cllr T Russell
Cllr Mclean-Bowman
Cllr Mackie
Cllr Curtis
Cllr Davison

Ms R Raj (Clerk)
Sarah Barnwell – NNC Highways Department
Mr S Morphy – Village Maintenance Contractor

	Action
22/621 – Receive and approve apologies for absence Cllr Bates and Cllr Grayson.	
22/622 – To receive declarations of interest under the Council's Code of Conduct related to business on the agenda None received.	
22/623 – a) To receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 7 th September 2022. RESOLVED – The minutes to be signed by the Chair as a correct record of the meeting. Proposed Cllr Morphy and Seconded Cllr Curtis, voted – 3 councils in favour present at this meeting. b) To receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 5 th October 2022. RESOLVED – The minutes to be signed by the Chair as a correct record of the meeting. Proposed Cllr Rusell and Seconded Cllr Mclean-Bowen, voted – 5 councils in favour present at this meeting.	
22/624 – Notes of matters arising from the minutes of previous Parish Council Meetings not included on this agenda. 22/609 – The Clerk has made contact either by letter or in person with the 3 properties who were highlighted in the last meeting as need to tend to overhanging garden shrubbery or removal of building rubble. It was agreed that a general communication to remind the whole village to keep paths clear for pedestrian and to park considerately in the next newsletter. 22/609 – The Clerk shared a reply from Cllr Sim's to Mr Morphy's question regarding the newly	GWR

<p>voted in charge for emptying green bins is £40 per bin not per household.</p> <p>22/607 – Cllr Mclean-Bowman confirmed information and screen shots were shared with Cllr Sims regarding the planning portals failure to inform the PC of a recent application. Cllr Mclean-Bowman agreed to follow up a response.</p> <p>22/591 – NCalc Environmental Conference – Cllr West-Robinson and Morphy would like to attend this online conference on 22nd November, The Clerk to get the log in details.</p> <p>22/611 – The Dale - Cllr West-Robinson has spoken to the Lawson family who understand the changes the Council plan to make to memorial tree fencing and will continue to liaises with the family on suitable tree plaques.</p>	<p>TMB</p> <p>CLERK</p> <p>GWR & CLERK</p>
<p>22/625 – Report from North Northants Council No Ward Councillors present at this meeting. Cllr Mackie relayed information he had received regarding the results of the recent consultation undertaken by NNC to charge residents to empty their Green Bin, the final voted was FOR this charge to be introduced.</p>	
<p>22/626 – Constabulary matters PC Wilson sent his apologies for the meeting and provide a report for October which was shared with the Council. PC Wilson has been taken off rural duties for the foreseeable future due to staff shortages elsewhere. Cllr Russell and Mclean-Bowen to follow up a car parted on the bend of High Street with PCSO Chris Mc Cllr West-Robinson noted the incident of an intruder in a garden on Church Street has not been included on PC Wilsons report. Cllr Russell continues to forward the Northamptonshire Police Alerts to Councillors</p>	<p>TMB & TR</p>
<p>22/627 – Public Participation No public present</p>	
<p>22/628 – Representative Matters feedback from outside meetings attended by Councillors or The Clerk during October. Cllr Curtis attended the NCalc AGM and shared a report with the council ahead of the meeting.</p>	
<p>22/629 – Reports from Sub-committees, working groups and portfolio holders not included elsewhere on the agenda:</p> <ul style="list-style-type: none"> • Road Safety and Highways Working Group <p>Cottingham highway matters – the meeting has been attended by Sarah Barnwell (SB), North Northants Council Highways Department. The Clerk sent Sarah a list of point which are currently on going within the village and Sarah agreed to work through this is and update on the current situation where applicable.</p> <ol style="list-style-type: none"> 1. Give way sign hidden on Mill Road and same conifer hedge now also covering the street lamp. – SB agreed to follow this up with the home owner 2. Give way sign Corby Road - missing wording, sign is currently blank. – SB to check if this is on the replacement list 3. Zebra crossing beacon lighting upgrade to LED's - promised at the meeting with Cottingham C of E school last year. – SB confirmed this is still on the list to complete and until funding is available to complete this work it can not progress at this time. 4. Potholes and sunken drain covers on Corby Road. – more work to be completed by Cllr Mackie and Curtis to remeasure the covers based on the NNC specification. It was discussed the Corby Road into the village where the majority of the issue are is possible classed as the lowest priority grade of road when highways are scheduling work. Using the data we collect from the speed warning sign we may be able to increase its grading. More work required surround this. 	<p>MC & AM</p>

<p>5. Removal of Hunting Lodge sign on the main road sign situated on the A427 – SB explained</p> <p>6. Ownership of trees at the top of Gover Court (right hand side) on highways land over hanging residents' gardens on Berryfield Road. – SB looked into this on google maps but felt land beyond the pavement edging stones is not highways land. Further investigation to take place.</p> <p>7. Pollarding of 2 trees on Rockingham Road opposite the bottom of Ripley Road entrance, again on highways land. – SB</p> <p>8. Clearing of leaves on the pavement on High Street, mainly Hunting Lodge side. – The Clerk has already reported this to Shared Services following Suzanne Preston’s advise. SB suggested this is also added to fix my street.</p> <p>9. Information on spring/summer path clearance program within the village. How is this work scheduled for completion or how do we action the work to be carried out promptly going forward. – SB is not able to share any further information on this schedule.</p> <p>SB also explained that work should be reported on Fix My Street so the history and requests can be tracked. If things do not meet the criterial when reported it may be that in the future the work will be prioritised based on history against a job/location.</p>	<p>CLERK</p>
<ul style="list-style-type: none"> • <u>Finance Working Group</u> – Met today to begin 2023/34 precept work, further meeting arranges for the 10th November. Grant policy document to be shared at the next PC meeting for full council approval. The Clerks 2022/23 salary finalised, Cllr West-Robinson to work through the increase and back pay with The Clerk over the coming month. • <u>The Mill Community Hub Board of Trustees</u> – Meeting planned in 2 weeks. No further update at this time. • <u>Village Hall Management Committee (“VHMC”)</u> – The Church will begin to hold a warm hub in the hall from 16th November then every Wednesday thereafter. The hall committee recently installed low energy lighting in the main hall. There is no further update at this time on the land registry query. On a positive note Cllr Curtis confirmed the hall could be transferred from the VHMC to the Mill. • <u>Community Engagement and Communications</u> (incorporating PC Website) – <ul style="list-style-type: none"> ○ Changing website platform & Web service suppliers. <p>We have agreed an hourly rate with the resident agreeing to assist Cllr West-Robinson, Grayson and Bates make these changes</p> <ul style="list-style-type: none"> ○ Coronation 6th May 2023 – preliminary ideas 	<p>GWR & CLERK</p>
<p>It was agreed to work with Middleton as before for the Jubilee celebrations. Cllr West-Robinson to speak to the MPC to see if they are in agreement and also to put out to the village via the newsletter for ideas and suggestion what to do on that date.</p> <ul style="list-style-type: none"> • <u>Friends of Green Spaces</u> – Update on Corby Road to Stonepit Drive path project. <p>The next meeting of Frogs is planned for 9th November at 6.30pm. The ownership of this land is still undetermined.</p> <ul style="list-style-type: none"> • <u>The Dale liaison group</u> <ul style="list-style-type: none"> ○ Queens Green Canopy – What are our plans? 	<p>GWR</p>
<p>A project plan on how and when we purchase and plant these trees in the newly fenced off area of the dale is requested, Cllr West-Robinson has agreed to assist Cllr Davison and Morphy complete their plan on Saturday morning.</p> <ul style="list-style-type: none"> ○ Memorial tree fencing – update <p>Cllr West-Robinson has spoken to the family who understand the changes being made.</p> <ul style="list-style-type: none"> ○ Other types of memorial in the Dale (e.g. furniture) <p>Cllr West-Robinson to update the resident making this enquiry and move this item to the December meeting.</p>	<p>SM, OD & GWR</p> <p>GWR</p>

<ul style="list-style-type: none"> • <u>Footpath Warden</u> <p>Our footpath warden advised the council they would not be providing a report this month. The paths are all currently clear. Thank you to Steve Marshall who recently cleared the path behind the church up to the dale.</p>	
<p>22/631 – Planning Sub-Committee Meeting</p> <p>a) Meetings during October. The minutes from the meeting held on 27th October were approved. Discussion regarding, the draft version of the councils response letter to application NC/22/00430/DPA. It was RESOLVED to respond to the application and include within one letter additional information for the planning department as to the background into this plot/application whist the PC completed their Neighbourhood Plan. Proposed Cllr West-Robinson, voted 4 in favour 3 against. A further application was received and a meeting agreed for Monday 14th November at 6pm.</p> <p>b) Little Meadow, Oakley Park & Peasdale Hill Field – no update at this time.</p>	GWR & CLERK
<p>22/632 – Village Environment/Maintenance</p> <p>a) Quotation on printing Dog Poo signs - The Clerk has received a quote for £75 + VAT to print 25 x A5 signs on 4mm Correx. It was agreed The Clerk would work on a design.</p> <p>b) School Sign update - no further update at this time.</p> <p>c) Winter preparation – grit bins. The bins are still full from last winter.</p>	CLERK
<p>22/633 – General Parish Matters</p> <p>a) Proposed First Aid Training from North Northants First Responders. The Clerk emailed to request new dates and is awaiting on a response.</p> <p>b) Consultation (NNC and Other) There are currently none outstanding to respond to.</p> <p>c) Update on agreed action re: walkabout, drain measuring etc. – was covered earlier during the Road Safety and Highways discussion.</p> <p>d) Warm space initiative – The Church plan to begin their warm space from Wednesday 16th November in the Village Hall.</p> <p>e) Register of interests – All councillors requested to make sure these are up-to-date via the link The Clerk has sent from the Returning Officer.</p> <p>f) Remembrance Sunday – The Clerk has ordered the wreath and the service is planed by the War Memorial as usual.</p>	CLERK ALL ALL & CLERK
<p>22/634 – Governance</p> <p>a) Terms of reference for Committee meetings Cllr Grayson has completed the work on the terms of reference for committees and working groups. To be shared with whole council for adoption. Defer to December’s meeting.</p> <p>b) CPC new S137 grants Policy – final changes are being made and then it will be shared with council for approval and adoption.</p> <p>c) Asset Mapping Project – Update from NCalc of positive feedback from the work completed by all the parishes.</p>	GWR
<p>22/635 – Councilor and Clerk matters (e.g. training, holiday, anticipated absence)</p> <p>a) The Clerk has booked a week’s holiday from Monday 21st November.</p> <p>b) It was agreed not to move the January meeting from Wednesday 4th January 2023</p>	
<p>22/636 – Finance</p> <p>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 Mackie, voted – all in favour.</p>	

Payee	Details	Total Amount £	VAT@ 20%	Legal Authority
Rachel Raj	Expenses for November 2022	59.24	-	LGA 1972 s.112
CPRE	Renewal of Membership	36.00	-	
Royal British Legion	Wreath purchase and donations to RBL	50.00	-	Section 137

It was **RESOLVED** not to renew CPRE subscription at this time and Cllr West-Robinson would convey this message back to CPRE regarding the political nature of their recent emails to non-political organisation such as a Parish Council. Voted 5 for and 2 against.

b) Balances

Balance of Unity Trust accounts as at 2nd November 2022 –

Current Acc. £16,321.27

Savings Acc. £15,044.73

c) Income received – VAT reclaim is now in the account £1,107.69.

Invoices raised – The Clerk will raise and post the grazing invoice for 2022.

GWR

CLERK

22/637 – Correspondence received and circulated including:

Letter received from Mr Masson, The Spread-Eagle Pub – letter was shared with the council and the contents noted. The Clerk to reply to acknowledge the letters receipt.

CLERK

22/638 – Close time and date of next meeting

Meeting closed at 9.25pm.

Next Parish Council meeting agreed for Wednesday 7nd December 2022 at 7pm.

Apologies already received from Cllr Mclean-Bowman and Russell. Cllr Curtis to confirm his attendance.

ALL

Signed Chairman _____

Date _____