

Issued: 31<sup>st</sup> August 2023

To: All Cottingham Parish Councillors

From: Ms Rachel Raj, Clerk to Cottingham Parish Council

Dear Councillors

You are hereby summoned to a Parish Council Meeting of Cottingham Parish Council to be held in the Village Hall Annex, Berryfield Road, Cottingham, LE16 8XB on **Wednesday 6<sup>th</sup> September 2023** at 7pm when the following business will be transacted.

## **AGENDA**

- 23/777** Receive and approve apologies for absence
- 23/778** Receive declarations of interest under the Councils Code of Conduct relating to business on the agenda. *(Members should disclose any pecuniary interest in the business to be discussed and are reminded that, unless a dispensation has been granted by the Chair, the disclosure of a Disclosable Pecuniary Interest will require that member withdraws from the meeting room during the transaction of that item of business).*
- 23/779** Receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 5<sup>th</sup> July 2023.
- 23/780** Note of matters arising from the above minutes not included on this agenda for report only.
- 23/781** Public participation *(Parishioners are invited to address the council. The duration of this session is at the discretion of the Chair, but will normally not exceed 15 minutes. Speakers should address their representations through the Chair of the meeting).*
- 23/782** Finance.
- a) To pass a resolution to approve payments to be made as per schedule circulated prior to the meeting.
  - b) Balances.
  - c) Income Received / Invoices Raised.
  - d) Update on spend year to date.
- 23/783** Report from North Northants Council
- 23/784** Constabulary matters and Police Liaison update
- 23/785** Governance
- a) Consider the following with a view to acceptance & adoption (see item 23/766 in July's minutes):
    - i. reviewed Standing Orders.
    - ii. reviewed Financial Regulations
    - iii. reviewed Risk Assessment
    - iv. Planning Register tool
  - b) Agree the next group of policies & governance documents to be scheduled for review and brought to October's Council meeting.

**23/786**

Planning Committee

- a) Approve the minutes of the last Planning Committee meeting held on 22<sup>nd</sup> August 2023.
- b) Any further planning matters that require bring to Council's attention.
- c) Planning Committee Terms of Reference – review & clarify procedures

**23/787**

Summary reports / updates from sub-committees, working groups and portfolio holders

- Finance Committee
- Road Safety & Highways work group
- Community Engagement and Comms (incorporating PC Website) work group
- The Dale work group (and tree warden)
- Friends of Green Spaces (FroGS) work group
- Footpath warden
- The Mill Trustees Board & Village Hall Management Committee liaison

**23/788**

Village Maintenance / environment

**23/789**

General Parish Council matters including but not limited to:

- Councillor vacancy
- Speed Watch - July
- Consultations
- Cllr & Clerk matters (planned absence, training etc)

**23/790**

Correspondence to Council received by, and circulated by The Clerk

**23/791**

Close and date of next meeting:

Proposed October Parish Council Meeting **Wednesday 4<sup>th</sup> October 2023 at 7:00pm.**



Mrs R Faulkner

Clerk to Cottingham Parish Council.