

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

- Attendees: Cllr G West-Robinson (GWR) (Chair)
 Cllr A Mackie (AM)
 Cllr T Russell TR)
 Cllr D Grayson (DG)
 Cllr S Morphy (SM)
 Cllr M Curtis (MEC)
 Cllr O Davison (OD)
- Ms R Raj (Clerk)
 Mr S Morphy – Parish Maintenance Contractor
 Cllr Kevin Watts – NNC
 Three members of the public

	Action
<p>23/758 – Receive and approve apologies for absence.</p> <p>PC Brad Wilson.</p>	
<p>23/759 – 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 July. <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>23/760 – To receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 7th June 2023. RESOLVED – The minutes to be signed by the Chair as a correct record of the meeting subject to the deletion of 'Annual' in 23/747. Proposed Cllr Grayson and Seconded Cllr Russell, voted – all in favour except 2 Abstain.</p>	
<p>23/761 – Notes of matters arising from the minutes of previous Parish Council meetings not included on this agenda.</p> <p>None</p>	
<p>23/262 – Public Participation.</p> <p>The Chair welcomed the members of the public, two of whom have recently moved into the</p>	

village. Some discussion ensued regarding life in the village. It was noted by Cllrs that the process of providing readily accessible 'welcome pack' information is in the throes of being updated from a hard copy handout to a website based resource

2/763 – Finance.

a) To pass a resolution to approve payment schedule version 2 circulated prior to the meeting including missing invoice from VHMC for June's hall hire for £27.00

RESOLVED – Proposed Cllr and Seconded Cllr, voted – all in favour except 1 abstain.

Payee	Details	Total Amount £	VAT@ 20%	Legal Authority
Rachel Raj	Expenses for June 2023	55.39	1.66	LGA 1972 s.112
Wave	Dale Water Charge	36.95	-	
Charlotte Ahearn	Consultancy work - Website set up assistance	60.00	-	
Steve Morphy	Village mowing x 1 and 1 x back of garages	235.00	-	Highways Act 1980, ss. 43,50
	Mill Road hedge trim	60.00		
	Removal of unsafe branches in the Dale	60.00		
LE16	Newsletter Printing	94.00	-	
VHMC	Hall Hire	27.00	-	

b) Balances – Current A/c £17,532.03 and Savings A/c £15,249.73

c) Income Received - £85.40 interest received into the Savings account

Invoices Raised – None raised.

d) Update on spend to date –

The Clerk shared a new spreadsheet tool which tracks expenditure and income against budget. This will be supplied monthly ahead of each meeting and uploaded onto the website.

Cllr Russell complete a spot-check Audit during June which will be uploaded onto the website.

As the Clerk advised Council last month, having a qualified Clerk alters The Council's status under the Localism Act 2011. This, together with having over 75% of Cllrs elected rather than co-opted, makes Council eligible, under Sections 1 to 8, to declare General Powers of Competency (GPC). This will be discussed and included in the July meeting agenda.

RESOLVED to accept Cottingham Parish Council now qualifies for The General Power of Competency. Proposed Cllr Davison and Seconded Cllr Grayson, vote in favour.

23/764 – Report from North Northants Council.

Kevin Watt updated the meeting in respect of the proposed closure of Kettering Leisure Village which is owned jointly by Pheonix and Compass. After negotiations the Leisure Village is to remain open, however the Conference Centre will close.

A scheme is currently supporting farmers with food promoting plant-based diet which was passed.

The cost of home to school transport is costing approximately 14 million per year in the North of the county. Recommendations are being proposed which will then go to the Executive for approval.

Recently an area near Berryfield Road garages was sprayed and cleared, however some confusion arose and the incorrect garages were cleared. This will be rectified. It was noted that the garages are in a poor state and in need of repair. It was noted that some of the garages are used for storage instead of parking cars. Also some garages are owned by residents

<p>but some are still Council owned.</p> <p>A brief update in respect of Corby Rural changes and the shift to another Ward. There is an opportunity for people to give their opinion on the website. Once the changes happen there may be new Ward Cllrs in post.</p> <p>With regards to the bus service, Gretton will no longer be in the4 same Ward as Cottingham and this is one of the biggest users of the service. Further discussions to take place outside of the Council meeting.</p>	
<p>23/765 – Constabulary matters.</p> <p>Apologies for absence was received and noted from PC Wilson. The monthly crime report sent by PC Wilson was shared with the council ahead of the meeting.</p> <p>The next planned Police surgeries using the Beat Bus will be on Friday 14th July between 9:30 – 10:30 hours at Berryfield Road and between 11:00 - 12:00 hours at Stonepit Drive, Cottingham.</p>	
<p>23/766 – Summary reports / updates from sub-committees, working groups and portfolio.</p> <ul style="list-style-type: none"> • <u>Governance working group: Policies/Governance documents & reviews</u> Cllrs West-Robinson, Grayson and The Clerk met on 29th June to finalise a list for proposal to Council as to which policies & key documents we have (& need to review), and which we need to add to our suite of governance documents. A priority list for review, and reviewing actions by Cllrs was proposed and agreed. The first batch will be: Standing Orders (Cllrs Davison and Mackie), Risk Assessments (the Clerk), Financial Regulations (Cllr West-Robinson) and a Planning Register tool (Cllr Grayson to complete draft already started & pass to Planning Committee for populating). It was agreed that the policies which would be looked at first, suggestions/amendments by the identified Cllrs would be brought back to the next Council Meeting in September 2023. • <u>Planning Committee</u> The Planning Committee have not met since the last meeting. Further comments have been asked for in respect of 11a Water Lane with reference to the change of shared access to the plot. It was agreed that the Planning Working Group would convene (probably remotely) this week to address this issue and respond accordingly via letter. Correspondence has been received from North Northamptonshire Council in respect of an application under the Licensing Act 2003 on the premises of Cottingham and Middleton Village Annex by a member of the Mill Committee who made this application. The Parish Council have been asked to formally comment on this proposal. After discussions Council agreed to support this proposal and Cllrs West-Robinson and Morphy would address this by written correspondence on behalf of the Parish Council. Proposed Cllr Grayson and Seconded Cllr Mackie, 3 x further votes in favour and 1 abstain. • <u>Finance Committee</u> The Working Group met and notes were sent by Cllr West-Robinson ahead of today's 	<p>OD, AM, CLERK, GWR, DG,TM-B, MC.</p> <p>Planning Com</p> <p>GWR, SM</p>

meeting. The Terms of Reference was discussed and verbally approved at a previous meeting in 2023, but evidence of a minute to that effect can't be found. The proposal before Council is to rectify that by affirming adoption today. Proposed Cllr Grayson and Seconded Cllr Curtis.

In respect of the Section 137 Grants and Award Scheme, the Clerk has produced the revised application form for 2023/24 and the format was agreed by Cllrs. Proposed Cllr Grayson, seconded Cllr. Curtis

CLERK, DG

- Road Safety and Highways working group
The working group are next due to meet On 25th July 2023

- Communtiy engagement and Communications (incorporating PC Website)
Communication is n going between Councillors and Charlotte the website consultant where a couple of changes have been identified. This will include a sample content which will be carried out Charlotte and Clllr. West-Robinson.

GWR

- The Dale working group (and tree warden)
On the 12/06/in the absence of Cllr. Davison, the Clark liaised with Steve Morphy in respect of a reported unsafe branch of a tree in the Dale. Steve along with Cllr. Morphy went ot the site and Steve agreed to take down the unsafe branch the next day.

Cllr. Davison advised that maintenance work needs to take place in respect of the green space at the side of the church yard which has already been fenced and planting has begun. Further work needs to be carried out in respect of overgrown nettles and the extension of the hedge. Cllr. Davison reiterated that the best time to undertake the replanting work would be October/November 2023.

It was noted that the tree survey regarding the Dale has yet to be reviewed. Proposal that all Cllrs. Would read beforehand and feedback at the next meeting.

ALL

- FroGS
Cllr West-Robinson confirmed that the group is now well established with 27 members consisting of 10-12, in the absence of Cllr. Davison, the Clark liaised with Steve Morphy 23 regular members. A recent project on the bank next to the zig-zag path took place by the FroGS working group clearing the bank in readiness to plant shrubs etc. which was shown in a recent article in the Cottingham and Middleton Newsletter.

- Footpath Warden
The Footpath Warden's report was circulated ahead of the meeting. Concern was raised again in area GE5 of the map about the stile needing an extra step due to the height from the ground to the step. Cllrs were unsure as to the exact area where this stile was. It was agreed by Cllr Morphy to liaise with Sue Dixon and clarify this.

SM

- Mill Board & VHMC

A reminder of the forthcoming fete which will be held on 15th July 2023 on the school playing field jointly organized by the Mill, School and some residents of Middleton and Cottingham.

<p>Cllr Curtis confirmed that there will be a meeting on 11th July 2023 of the VHMC Trustees.</p> <p>Cllrs Curtis and Russell confirmed that the arrangements with the new caretaker is working well. Bookings are made via the caretaker either via email or phone.</p>	
<p>23/767 – Village Maintenance / environment including but not limited to:</p> <p>Steve reported that whilst recently mowing the village branches of a tree near the bench seat on the corner of Berryfield Road are now very low and obstructing the bench and also himself when mowing. Steve asked permission of the Council if these branches could be lightly trimmed. It was agreed that there is an H&S risk to this matter and that Cllr Davison would write a brief Risk Assessment and circulate to Cllrs after which the work can be carried out. Proposed Cllr Grayson and Seconded Cllr Mackie.</p> <p>Steve has also observed that the manhole to the entrance of the school has sunk considerably and in need of repair. Cllr Mackie to report this.</p>	<p>OD/Steve</p> <p>AM</p>
<p>23/768 – General Parish Council matters including but not limited to:-</p> <ul style="list-style-type: none"> • NNC Ward changes This was discussed earlier in the meeting. • Councillor Vacancy It was reported that the Parish Council have received in writing one expression of interest so far and will continue to seek other applicants. A deadline of closure of the expression of interest was set to 31st August 2023 and after the screening & interview process would occur. • Progressing the Section 137 Grant & Awards Scheme. This was discussed earlier in the meeting. • Bus Service update. Cllr Grayson gave an update confirming that finances are a lot healthier and funds will now run until the end of the year with the possibility of an injection of further funds by NNC later in the year. • CPC-owned-land – Update Cllr Grayson has no update. However, he has produced a set of maps of land either owned by the Council, and other areas which the Council maintain but don't own. Cllr Grayson to circulate the maps to all the Cllrs. • Speed Watch – July Cllrs West-Robinson, Curtis and Morphy to start the speed check on Corby Road, 6th July 	<p>DG</p>

<p>2023 at 11 a.m. All Cllrs to confirm their availability for further dates up until 22nd July 2023 when the equipment will be returned.</p> <ul style="list-style-type: none"> • Consultations Boundary Commissioning • Cllr and Clerk matters (planned absence, training etc) Please can all Cllrs let the Clerk know their holiday dates in advance of meetings. 	<p>ALL</p> <p>ALL</p>
<p>23/769 – Correspondence received by and circulated by The Clerk.</p> <p>All emails for the council have been shared over the month.</p>	
<p>23/770 – Close time and date of next meeting.</p> <p>Meeting closed at 20:57pm. The Parish Council do not meet in August therefore the next meeting will be Wednesday 6th September 2023 at 7.00pm</p>	

Signed Chairman _____ Date _____