



Cottingham Parish Council

Clerk's Address
6 Church Street
Cottingham
Market Harborough
LE16 8XG

Telephone: 07584 212067
Email: clerkcottinghampc@gmail.com

Minutes of Cottingham Parish Council Meeting held on Wednesday 6th September 2023 at 7:00 pm at Cottingham Village Hall Annex, Berryfield Road, Cottingham.

Attendees: Cllr G West-Robinson (GWR) (Chair)
Cllr D Grayson (DG)
Cllr T Russell (TR)
Cllr S Morphy (SM)
Cllr M Curtis (MC)
Cllr O Davison (OD)
Cllr T Mclean-Bowman (TMB)

1 vacant seat

Mrs R Faulkner (Clerk)
Mr S Morphy – Parish Maintenance Contractor (STEVE)
Cllr Kevin Watts – NNC
Mr Lennie McIlhatton and Mr Brian Houston – from Corby Safer Team (NNC)

	Action
<p>23/777 – Receive and approve apologies for absence.</p> <p>Cllr Mackie</p>	
<p>23/778 – To receive declarations of interest under the Council’s Code of Conduct related to business on the agenda.</p> <p><i>Cllr Morphy and West Robinson declared an interest in a payment for approval on the schedule for July. In accord with sections 4(t)iv, 14(b) and 14(g) of the Standing Orders, granted a dispensation permitting both Councillors to remain in the meeting for that agenda items, but without a vote.</i></p>	
<p>23/779 – To receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 5th July 2023.</p> <p>RESOLVED – The minutes to be signed by the Chair as a correct record of the meeting subject to the correction of the ‘Planning Working Group’ changed to ‘Planning Committee’ in 23/766. Proposed Cllr Grayson and Seconded Cllr Davison, voted – all in, except 1 Abstain.</p>	CLERK
<p>23/780 – Notes of matters arising from the minutes of previous Parish Council meetings not included on this agenda.</p> <p>Cllr Grayson confirmed the CPC Grants Award Scheme policy and application are now in a prominent place on the Parish Council’s website.</p>	

<p>23/764 – Cllr Watt clarified the correct NNC garages on Berryfield Road have now been cleared of weeds.</p> <p>23/767 – The H&S inspections of overhanging branches around the bench at the top of Berryfield Road has been completed by Cllr Davison and confirmed the go ahead to trim these branches away so they do not injure anyone.</p> <p>The stile flag by the footpath wardens report last month refer to the Middleton end of Jurassic path, Cllr Morphy agreed to contact Middleton Parish Council.</p>	<p>STEVE</p> <p>SM</p>																																							
<p>23/781 – Public Participation.</p> <p>None present</p>																																								
<p>22/782 – Finance.</p> <p>a) To pass a resolution to approve payment schedule circulated prior to the meeting including and additional invoice from VHMC for August Hall hire for £42.00*</p> <p>RESOLVED – Proposed Cllr Mclean-Bowman and Seconded Cllr Grayson, Voted, – all in favour, except 2 abstain.</p> <table border="1" data-bbox="145 846 1152 1160"> <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 July & August 2023</td> <td>102.08</td> <td>3.32</td> <td>LGA 1972 s.112</td> </tr> <tr> <td>Cllr West Robinson</td> <td>Chairman allowance</td> <td>100.00</td> <td>-</td> <td></td> </tr> <tr> <td>ACRE</td> <td>Membership 23-24</td> <td>42.00</td> <td>7.00</td> <td></td> </tr> <tr> <td>Steve Morphy</td> <td>Village mowing July & Aug 4 Village and 2 x back of garages</td> <td>880.00</td> <td>-</td> <td rowspan="2">Highways Act 1980, ss. 43,50</td> </tr> <tr> <td></td> <td>Topping the Dale</td> <td>120.00</td> <td></td> </tr> <tr> <td>Steve Morphy</td> <td>Refund of Plants purchased on behalf of FroGS</td> <td>205.00</td> <td>-</td> <td></td> </tr> <tr> <td>VHMC</td> <td>Hall Hire</td> <td>69.00*</td> <td></td> <td></td> </tr> </tbody> </table> <p>b) Balances – Current A/c £15,370.65 and Savings A/c £15,249.73</p> <p>c) Income Received - £493.72 from Middleton PC and Paid in cheque received from National Grid £41.20</p> <p>Invoices Raised – VAT return competed for £568.42</p> <p>d) Update on spend to date –</p> <p>The Clerk shared a Spend-to-Date spreadsheet which tracks expenditure and income against budget.</p> <p>It was agreed to show the figures that the council have received under the predicted income in red like the over spends in the expenditure section of the sheet.</p>	Payee	Details	Total Amount £	VAT@ 20%	Legal Authority	Rachel Raj	Expenses for July & August 2023	102.08	3.32	LGA 1972 s.112	Cllr West Robinson	Chairman allowance	100.00	-		ACRE	Membership 23-24	42.00	7.00		Steve Morphy	Village mowing July & Aug 4 Village and 2 x back of garages	880.00	-	Highways Act 1980, ss. 43,50		Topping the Dale	120.00		Steve Morphy	Refund of Plants purchased on behalf of FroGS	205.00	-		VHMC	Hall Hire	69.00*			<p>CLERK</p>
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<p>23/783 – Report from North Northants Council.</p> <p>Cllr Watt urged the PC to complete the consultation on ‘Walking Infrastructure’ as Cottingham is included in this plan. There is currently nothing in the budget to carry out this work but once the consultation is completed NNC can bid for grants to complete the work.</p> <p>Lennie has shared with The Clerk, who has sent to the whole council The Corby Safer Teams Update report from May to August, detailing their engagement with the local community which is mainly within Corby. Lennie also mentioned a national campaign ‘The Big Pic’ that begins w/c 18th September and asked if the council would like to take part. The Clerk explained this something usually completed on a joint operation with Middleton PC and local wombles and would follow this up and share with Suzanne Preston who co-ordinates the whole event if Cottingham is taking part.</p>	<p>CLERK</p>																																							

<p>Brian confirmed there have been no reports of anti-social behavior that their team have been asked to attend over the last 2 months in Cottingham.</p>	
<p>23/784 – Constabulary matters.</p> <p>The monthly crime report sent by PC Wilson was shared with the council ahead of the meeting. The report was discussed by PC Wilson but there is nothing concerning or anything he needs to expand on. PC Wilson did explain he plans to double check the anti-social behaviour figures again as his system has report none for any of the rural area’s he produces reports for. Cllr Mclean-Bowman brought to the attention the worrying information reported on the village WhatsApp group regarding a group of men posing as Highway men completing an unsatisfactory job and then demanding a payment from a Middleton resident. PC Wilson was not aware of this report and will follow this up if the details are sent to him.</p>	<p>TMB</p>
<p>23/785 – Governance</p> <p>a) Consider the following with a view to acceptance and adoption.</p> <p>i. Reviewed Standing Orders – Cllr Davison and Mackie have not completed the review this document’s review will be deferred till October’s meeting.</p> <p>ii. Reviewed Financial Regulations – Cllr West Robinson shared a review of these regs with the council ahead of the meeting and it was RESOLVED to adopt the policy based on the review. Proposed Cllr Grayson and Seconded Cllr Curtis, Voted - all in favour.</p> <p>iii. Reviewed Risk Assessment – The Clerk shared an updated Risk Assessment for 2023/24 with the Council ahead of the meeting and it was RESOLVED to adapt the Risk Assessment based on the update. Proposed Cllr West-Robinson and Second Cllr Russell, Voted - all in favour.</p> <p>iv. Planning Register Tool – It was discussed how the resister should look based on the previous register produced by Cllr Grayson for the website up to 2022. It was agreed to share the updating of this register from 2022 to current planning applications between the 4 Planning Committee Coordinators. It was discussed if the Planning Meeting Minutes are required to be store on the Website, The Clerk will confirm this information.</p> <p>b) Agree the next group of policies and governance documents to be scheduled for review and brought to future Council Meeting and who will review each policy on behalf of the council –</p> <p>GDPR – Cllr West Robinson (Decembers meeting)</p> <p>Freedom of Information – Cllr West-Robinson (Decembers Meeting)</p> <p>Privacy policy – Cllr West-Robinson (December Meeting)</p> <p>Training policy – Cllr Grayson (November Meeting)</p> <p>Code of Conduct – Cllr Grayson (November Meeting)</p> <p>New Complaints Policy – Cllr Curtis and The Clerk</p>	<p>OD & AM</p> <p>OD, AM, MC & TMB</p> <p>CLERK</p> <p>GWR GWR GWR DG DG MC & CLERK</p>
<p>23/786 – Planning Committee</p> <p>a) Approve the minutes of the last Planning Committee meeting held on 22nd August 2023. RESOLVED to accept the minutes as true presentation of the meeting, Proposed Cllr Curtis and Seconded Cllr Grayson, Voted - all in favour.</p> <p>b) Any further planning matters that require bring to the Council’s attention.</p>	<p>GWR & CLERK</p>

<p>Cllr West-Robinson and The Clerk have written to the owner of the Methodist Chapel to express concerns over the H&S risk the repair the building is currently in.</p> <p>c) Planning Committee Terms of Reference – review & clarify procedures.</p> <p>It was discussed and agreed following the terms of reference all member of the Council form the Planning Committee and the 4 Councillors who volunteered at the start of the year would be referred to as ‘Planning Committee Coordinator’s to cover any research and follow up work for the Planning Committee.</p>	
<p>23/787 – Summary reports / updates from sub-committees, working groups and portfolio.</p> <ul style="list-style-type: none"> • <u>Finance Committee</u> The FC have not met since the last meeting and the next meeting date will be agreed outside of the PC meeting. • <u>Road Safety & Highways working group.</u> The working group are next due to meet on 19th September 2023. Cllr Russell Shared the last set of minutes, there is nothing urgent to bring to the Council attention at this time. Cllr Grayson has shared data from the Corby Road speed sign with the Council. After discussing the use of this data, it was RESOLVED that the Council suspend collecting any further data from the machine, going forward it would be downloaded on an adhoc basis if the Council think it is necessary to pull a report. Proposed Cllr Grayson and Seconded Cllr Davison, Voted - all in favour. It is also noted the data needs obtaining from the new radar sign outside the school, The Clerk to contact Coeval. • <u>Community engagement and Communications (incorporating PC Website) –</u> Cllr West-Robinson and Charlotte are due to next meet in October. Cllr West-Robinson has also provided an article for the next newsletter on the FroGS work. • <u>The Dale working group (and tree warden)</u> The Cattle are due back into the dale in September as per the contract. It has been topped by Steve Morphy. The tree nursery area on the left as you enter the dale requires some careful weed and clearing. • <u>FroGS</u> The current project of planting on the bank next to the zig-zag path is making great progress. The group are looking into grant applications for future projects, in the meantime it was RESOVLED to move £250 from the village maintenance budget header over to the FroGS so they can continue the planting work and cover the cost of additional cost such as watering etc. Proposed Cllr West-Robinson and Seconded Cllr Mclean-Bowman, Voted - all in favour. • <u>Footpath Warden</u> The Footpath Warden’s report was circulated ahead of the meeting. Cllr Morphy confirmed where the broken stile discussed at the last meeting was located. This information will pass over to Middleton PC as it is their end of the Jurassic path. The Council RESOLVED to pass thanks onto Steve Morphy and Steve Marshall who have both undertaken voluntary path clearing in and around the village. • <u>Mill Board & VHMC</u> 	<p>CLERK</p>

<p>The Mill board are progressing moving the ownership of the village acre from the VHMC to the Mill Trust. Cllr Mclean-Bowman also shared information from The Royal George Pub who would like to arrange a fundraising race evening. It was suggested Cllr Mclean-Bowman passes the details onto Mr Medwell.</p>	<p>TMB</p>
<p>23/788 – Village Maintenance / environment.</p> <p>The tree warden to look at the lime trees at the bottom of the playfield as these are now pushing on the nets.</p> <p>Steve Morphy comments on a large pile of sticks and logs that are being left on Berryfield Road by the first set of garages which is restricting him mowing that patch of grass. Cllr Russell will speak to the person leaving the sticks.</p> <p>Its was reported to the council there had been some fly tipping onto the playing field from a house in Berryfield along the bottom of the field. Cllr West-Robinson has spoken to the residents and followed this up with a letter and they have agreed to move this by the end of September.</p> <p>The fly tipping onto the land behind the Council garage has also been addressed with the house responsible and this is also being dealt with by their contractor.</p>	<p>OD</p> <p>TR</p>
<p>23/789 – General Parish Council matters including but not limited to:-</p> <ul style="list-style-type: none"> • Councillor Vacancy The expression of interest received in writing was withdrawn during the summer, Cllr West-Robinson agreed to speak to this resident before we start a new process of trying to recruit again. • Speed Watch – July Cllrs Curtis summarized the recent speed watch sessions completed with the borrowed equipment. 6 cars were recorded travelling over 35mph. It was a disappointing result to only complete 3 seasons due to Councillors commitments. Cllr Curtis suggested he would request a different month next year. • Consultations The Clerk shared a list of live consultations and their closing date ahead of the meeting. • Cllr and Clerk matters (planed absence, training etc) Cllr Curtis and The Clerk are attending NCALC's annual conference on Saturday 7th October in Moulton. 	<p>GWR</p> <p>MC</p> <p>CLERK & MC</p>
<p>23/790 – Correspondence received by and circulated by The Clerk.</p> <p>Three correspondents were received by The Clerk over the month. Two have been addressed elsewhere in the minutes and third refers to a comment received regarding the Pizza van on the Spread Eagle Car Park, which has been investigated and no further action is required.</p>	
<p>23/791 – Close time and date of next meeting.</p> <p>Meeting closed at 9.02pm.</p> <p>The Parish Council next meeting will be Wednesday 4th October 2023 at 7.00pm</p>	<p>ALL</p>

Signed Chairman _____ Date _____