



Minutes of Cottingham Parish Council Meeting held on Wednesday 1st November 2023 at 7:00 pm at Cottingham Village Hall Annex, Berryfield Road, Cottingham.

Attendees: Cllr G West-Robinson (GWR) - Chair
Cllr T Russell (TR)
Cllr S Morphy (SM)
Cllr M Curtis (MC)
Cllr O Davison (OD)
Cllr A Mackie (AM)
Cllr T Mclean-Bowman (TMB) – Joined the meeting late at item 23/817 (e)

1 vacant seat

Mrs R Faulkner (Clerk)
Mr S Morphy – Parish Maintenance Contractor (STEVE)
Mr Peter Crane

	Action
<p>23/812 – Receive and approve apologies for absence.</p> <p>Cllr Grayson</p>	
<p>23/813 – To receive declarations of interest under the Council’s Code of Conduct related to business on the agenda.</p> <p>Cllr Morphy declared an interest in a payment for approval on the schedule for November. 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 items, but without a vote.</p>	
<p>23/814 – To receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 4th October 2023.</p> <p>RESOLVED – The minutes to be signed by the Chair as a correct record of the meeting. Proposed Cllr Mackie and Seconded Cllr Russell, voted – all in favour, except 1 Abstain.</p>	CLERK
<p>23/815 – Notes of matters arising from the minutes of previous Parish Council meetings not included on this agenda.</p> <p>23/801 – Cllr Mackie confirmed he has reported all 5 street lights that were not working for maintenance. 2 have now been fixed and the other 3 still to-be-confirmed when they will be addressed.</p> <p>23/807 – Dale, the water trough has been set for winter by Cllr West-Robinson and Curtis</p> <p>23/807 – Footpath Warden, Cllr Morphy reported Middleton PC have confirmed that their broken stile will be replaced with a kissing gate by NNC in the near future.</p>	

23/786 – Methodist Chapel broken window have now addressed by the owner.																																				
<p>23/816 – Public Participation.</p> <p>None</p>																																				
<p>22/817 – Finance.</p> <p>a) To pass a resolution to approve payment schedule circulated prior to the meeting including the VHMC invoice received after the schedule was issued for £27.00.</p> <p>RESOLVED – Proposed Cllr Mackie and Seconded Cllr Davison, voted – all in favour, except 1 abstain.</p> <table border="1" data-bbox="145 539 1348 965"> <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 Faulkner</td> <td>Expenses for September 2023</td> <td>71.44</td> <td>1.66</td> <td>LGA 1972 s.112</td> </tr> <tr> <td>Steve Morphy</td> <td>Village mowing October Dale Topping Village Maintenance War Memorial, tidy-up and new bark chippings</td> <td>225.00 100.00 60.00 160.00</td> <td>-</td> <td>Highways Act 1980, ss. 43,50</td> </tr> <tr> <td>Bridget Wildman</td> <td>Refund of Plants purchased on behalf of FroGS</td> <td>92.96</td> <td>-</td> <td></td> </tr> <tr> <td>VHMC</td> <td>Hall Hire</td> <td>TBC</td> <td></td> <td></td> </tr> <tr> <td>Curtis Website</td> <td>Annual Charge for Hosting and Website maintenance</td> <td>195.00</td> <td></td> <td></td> </tr> <tr> <td>Royal British Legon</td> <td>Remembrance Sunday Wreath and Donation</td> <td>50.00*</td> <td></td> <td>Section 137</td> </tr> </tbody> </table> <p>*Cheque to be raised.</p> <p>b) Balances – Current A/c £12,502.59 and Savings A/c £15,353.30</p> <p>c) Income Received – £476.95 NNC Urban Mowing Grant 2023/24 and £420.00 – Grazing Invoice.</p> <p>Invoices Raised – None raised.</p> <p>d) Update on spend to date – The Clerk shared the Spend-to-Date spreadsheet which tracks expenditure and income against budget.</p> <p>Re: quotes for the tree work indicated as required by the recent tree survey, see the Dale section under section 822 below. The Clerk drew Council’s attention to the need to decide how monies to pay for this work will be allocated from within the current budget. As part of the spend on the playing field trees, this cost will be shared with Middleton PC, The Clerk to inform MPC of the additional costs before they complete their precept.</p> <p>e) Clerk Pension Scheme enrolment – Cllr West-Robinson has completed his research into options for starting a pension scheme and presented his findings to the council in a bullet point report. The Council discussed the options and RESOLVED to accept Cllr West-Robinsons recommendation to register with LGPS Local Government Pension Scheme. Cllr West-Robinson to make the necessary arrangements. The following proposal was put to the vote: <i>Rachel Faulkner, Clerk to Cottingham Parish Council, is designated by Cottingham Parish Council, a designating body as defined in Part 2 of Schedule2 of the Local Government Pension Scheme (Administration) Regulations, as eligible to be a member of the Local Government Pension Scheme from 1st April 2022.</i></p> <p>Proposed by Cllr Davison and Seconded by Cllr Mclean-Bowman, voted – all in favour.</p> <p>f) Preparation of 2024/25 budget proposals and Precept recommendations to be initially undertaken by the Finance Working Group and circulated to all Cllrs in advance of December’s meeting. Consideration to be given to the following aspects:</p> <ul style="list-style-type: none"> - Possibly splitting the payment for the tree work over the current and next financial year. - Possibly make provision for being required to shoulder some liabilities which are historically and currently NNC’s liabilities (e.g., village street light cost and maintenance) 	Payee	Details	Total Amount £	VAT@ 20%	Legal Authority	Rachel Faulkner	Expenses for September 2023	71.44	1.66	LGA 1972 s.112	Steve Morphy	Village mowing October Dale Topping Village Maintenance War Memorial, tidy-up and new bark chippings	225.00 100.00 60.00 160.00	-	Highways Act 1980, ss. 43,50	Bridget Wildman	Refund of Plants purchased on behalf of FroGS	92.96	-		VHMC	Hall Hire	TBC			Curtis Website	Annual Charge for Hosting and Website maintenance	195.00			Royal British Legon	Remembrance Sunday Wreath and Donation	50.00*		Section 137	<p>CLERK</p> <p>GWR</p> <p>FINANCE WORKING GROUP</p>
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<p>23/818 – Report from North Northants Council.</p> <p>Apologies send by Lenny McIlhatton and Brian Houston and confirmation they are still working on objectives such as ASBO cases and engagement in Corby and the surrounding areas.</p>	
<p>23/819 – Constabulary matters.</p> <p>Apologies send by PC Wilson. The Police monthly crime report sent by PC Wilson was shared with the council ahead of the meeting. No further comments made on this.</p>	
<p>23/820 – Governance</p> <p>Review and accept the following polices shared with the council ahead of the meeting –</p> <ul style="list-style-type: none"> • Training Policy – Cllr Grayson has reviewed this on behalf of the council and shared his notes ahead of the meeting. It was agreed Cllr West-Robison would incorporate these changes into the current policy and circulate ahead of the next meeting for adoption. • Member Code of Conduct – Cllr Grayson has provided comments ahead of the council meeting. It was agreed this governance document would be looked at in its entirety along with the Standing Orders. Council are mindful that NCALC strongly advise that in customizing such governance documents, Councils should adhere as closely as possible to the original model in order to ensure a high standard of compliance with the legal and regulatory requirements. • Complaint Procedure – The Clerk and Cllr Curtis have shared a draft version with the council ahead of the meeting. It was RESOLVED to accept and adopt this policy and add it to the council’s policy collection. Proposed by Cllr Russell and Seconded by Cllr Morphy, voted – all in favour. 	<p>GWR</p> <p>ALL</p> <p>CLERK</p>
<p>23/821 – Planning Committee</p> <p>Receive and approve for signature the minutes of the Planning Sub Committee Meeting held on Wednesday 4th October 2023.</p> <p>RESOLVED – The minutes to be signed by the Chair of The Planning Committee as a correct record of the meeting. Proposed Cllr Mackie and Seconded Cllr Curtis, voted – all in favour, except 1 abstain.</p> <p>Any further planning matters which require bringing to Council’s attention.</p> <p>The recent request to comment on the upcoming development - West Corby Sustainable Urban Extension - 17/00180/OUT: it was agreed that Cllrs Mclean-Bowman, Morphy and Mackie will be Council’s lead representatives for this matter. This will include attendance at meetings, information acquisition and coordination and reporting to Council. It was agreed a special CPC Planning Committee meeting be convened to share and discuss any information previously collected by the councilors who attended the original meeting approximately 3 year ago. The Clerk to arrange a suitable date.</p> <p>Regarding the upcoming appeal hearing for Peasdale, Ashley Road site, Cllr West-Robinson plans to attend the first of the two days (Wed 7th) on behalf of Cottingham PC</p>	<p>ALL and CLERK</p> <p>GWR</p>
<p>23/822 – Summary reports / updates from sub-committees, working groups and portfolio.</p> <ul style="list-style-type: none"> • <u>Finance Committee</u> Next meeting date agreed Friday 10th November at 10am in the Annex • <u>Road Safety & Highways working group.</u> Next meeting arranged Tuesday 7th November at 7pm at Cllr Russell home. 	<p>FC</p> <p>RS&HWG</p>

<ul style="list-style-type: none"> • <u>Community engagement and Communications</u> (incorporating PC Website) Next meeting arranged between Cllr West-Robinson, Charlotte and The Clerk on Wednesday 8th November at 6.30pm. Cllr West-Robinson and Mclean-Bowman agreed to meet up on Friday 10th November to draft the next newsletter article. • <u>The Dale working group (Cllrs Morphy and Davison) and tree warden (Cllr Davison)</u> Update on the quotations received to undertake work on the trees identified in the survey completed earlier this year – The Clerk is still waiting for 1 final quote to come in so all 3 quotes can be presented to the council. Confirmation required on which lime trees need work on the playing field, The Clerk to arrange a site visit with Steve Morphy. • <u>FroGS</u> The council should learn the outcome of the recent grant application submitted to Rockingham Forest in early November. Cllr West-Robinson reported that an application to the Woodland Trust for 315 free trees has been successful. Delivery in March 2024. The plan of action with these will be on December’s agenda for discussion. It was agreed that Cllrs West-Robinson and Davison will meet before December’s meeting to formulate options and proposals as to the disbursement of these free trees within the village. • <u>Footpath Warden</u> The Footpath Warden’s report was circulated ahead of the meeting. Nothing to discuss further on this month’s report. • <u>Mill Board & VHMC</u> The Mill board are planning a Christmas Fair on 2nd December in the Village Hall Annex. Cllr Curtis confirmed the first stage of The Mill carpark opening on Mill Road was completed. Removal of the hedge right around the corner and a new metal fence for the school boundary have been installed in agreement with the school. Cllr Curtis described an inspection NNC had completed in the Annex this week, as they own the land the Annex is built on. It was clarified that, whilst VHMC own the building, they lease the land beneath. 	<p>GWR & CLERK</p> <p>GWR & TMB</p> <p>CLERK</p> <p>GWR, OD</p>
<p>23/823 – Village Maintenance / environment.</p> <p>The Clerk shared the cost of purchasing a pallet of 40 bags of grit to refill the grit bins purchased by the council last year. It was RESOLVED to purchase a pallet load and refill our bins before the frost arrives. Proposed by Cllr Curits and Seconded by Cllr Russell, voted – all in favour. Cllr West-Robinson and the Clerk will distribute the grit to the CPC-owned bins (assisted by other parties tbc).</p> <p>The house on the corner of Berryfield and school/Annex car park has a bush over-hanging the path down to the play park. It was agreed The Clerk would write to the resident to ask them to address this.</p> <p>Council were notified by Cllr Davison that the owner of the Spread Eagle Car Park may contact the Clerk regarding the possibility of car park usage by the community. It was agreed that Council are receptive to all such correspondence and will consider each on the basis of community benefits, practicality and, where appropriate, terms.</p>	<p>CLERK</p> <p>CLERK</p>
<p>23/824 – General Parish Council matters including but not limited to,</p> <ul style="list-style-type: none"> • Councillor Vacancy It was agreed Cllrs West-Robinson, Davison and Russell will meet with Mr Peter Crane before the December meeting to discuss his application with this coming before the full 	

<p>council in December's meeting.</p> <ul style="list-style-type: none"> • Consultations The Clerk has forwarded all consultations received during the past month. • Welland Wanderer Bus Service, discuss the recent reports supplied by Cllr Grayson and Wilbarston PC Chair ahead of this meeting. The reports were acknowledged by the Council and it was commented that, notwithstanding a lack of certainty as to whether this service will be continued for another full year, provision for a contribution will probably be included in the budget for 2024/25 as in previous years. • Cllr and Clerk matters (planned absence, training etc) Nothing to report 	<p>GWR, OD & TR</p>
<p>23/825 – Correspondence received by and circulated by The Clerk.</p> <p>Email received from St Mary Magdalene church requesting a contribution towards their ground maintenance for the year 2023/24. It was RESOLVED that the PC would send the budgeted amount of £300. Proposed by Cllr Davison and Seconded by Cllr Mclean-Bowman, voted – all in favour.</p> <p>An email has been received by a resident on Ripley Road regarding a dangerous dog and graffiti on an outside wall of a neighboring property. The Clerk has responded already with details of action to take regarding the dog and the Council agreed Cllr West-Robinson and The Clerk will respond on behalf of the council to the other questions in the email.</p> <p>A letter has been received from Tom Pursglove regarding leveling-up. The Clerk will scan and circulate to the council.</p> <p>Weekly correspondence from NCALC have already be shared and any other relevant emails have been forwarded to the Council as and when they arrived.</p>	<p>CLERK</p> <p>GWR & CLERK</p> <p>CLERK</p> <p>CLERK</p>
<p>23/826 – Close time and date of next meeting.</p> <p>Meeting closed at 8.55pm. The Parish Council next meeting will be Wednesday 6th December 2023 at 7.00pm</p>	<p>ALL</p>

Signed Chairman _____ Date _____