



Minutes of Cottingham Annual Parish Council Meeting held on Wednesday 1st May 2024 at 7:00 pm at Cottingham Village Hall Annex, Berryfield Road, Cottingham.

Attendees: Cllr G West-Robinson - (GWR)
Cllr D Grayson - (DG)
Cllr A Mackie (AM)
Cllr T Russell (TR)
Cllr M Curtis (MC)
Cllr S Morphy (SM)
Cllr O Davison (OD)
Cllr P Crane (PC)

Mrs R Faulkner (Clerk)
Mr Steve Morphy - Village Maintenance Contractor (SKM)

	Action
<p>24/900 – Election of the Chair 2024/25</p> <p>RESOLVED to appoint Cllr West Robinson as Chairperson for council year May 2024 – May 2025.</p>	
<p>24/901 – Declaration and signed acceptance of Office</p> <p>Cllr West-Robinson signed the acceptance paperwork.</p>	
<p>24/902 – Election of the Vice Chair 2024/25</p> <p>RESOLVED to appoint Cllr Mackie as Vice- Chairperson for council year May 2024 – May 2025.</p>	
<p>24/903 – Declaration and signed acceptance of Office</p> <p>Cllr Mackie to sign the acceptance paperwork.</p>	AM & CLERK
<p>24/904 – – Receive and approve apologies for absence.</p> <p>Cllrs Mclean-Bowman.</p>	
<p>24/905 – 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 May. 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.</p>	
<p>24/906 – Confirmation of appointments to committees, working groups and portfolio/representative roles.</p>	

Committee / Working Group / Portfolio Role	Current incumbent(s)	Notes
The Dale liaison	Cllrs Davison & Morphy	Portfolio role
Tree Warden	Cllrs Davison & Morphy	Portfolio role
Friends of Green Spaces (FroGS)	Cllrs Grayson, Morphy, Davison & West-Robinson,	Working Group convened by Cllr GWR. All Cllrs are welcome to attend along with members of the public
Police liaison	Cllrs Maclean-Bowman & Russell	Portfolio role
Road Safety & Highways	Cllrs Grayson, Mackie, Maclean-Bowman & Russell Supported by Suzanne Preston NNC Officer	Working Group
Community Engagement & Communications (incorporating Website)	Cllrs Grayson, Morphy, West-Robinson & Crane	Working Group
The Mill Community Hub Board of Trustees	Cllrs Curtis	Representative role.
Cottingham cum Middleton Village Hall Management Committee	Cllrs Curtis & Russell	Representative role. Cllr West-Robinson also attends as a Mill representative
Finance Committee	Cllrs Curtis, Crane, Russell & West-Robinson	Committee. The Clerk's attendance is critical as RFO. Chair to be elected at first meeting.
Planning Committee	Cllrs Curtis, Davison, Mackie & Maclean-Bowman	Committee. All members of the council are invited to attend meetings. Chair to be elected at first meeting.
Footpath Warden	A non-Cllr Cottingham resident	Portfolio role held by a non-Cllr
Governance	Cllrs Grayson, West-Robinson & Mackie	Working Group. Clerk's involvement is critical as Clerk and Proper Officer
Signature of the payments	Cllr Grayson, Curtis, Davison and Mackie	
Audit of the monthly accounts	Cllr West-Robinson, Russell and Crane	

Cllr Mclean-Bowman's memberships above to be confirmed.
Clerk to action the Cllr Mackie being added to the bank mandate.

**TMB
CLERK & AM**

24/907 – Receive annual reports from committees, working groups and portfolio/representative roles.

Annual reports were distributed ahead of the meeting as follows:

Cllr West-Robinson circulated the following:

Chair

Friends of Green Spaces (FroGS)

Community Engagement and Communication (incl Website)

Finance Committee

The Clerk shared a report that showed year-end figures and details of spend against budget for 2023/24. A comprehensive report on the Road Safety and Highways was produced by Cllr Grayson and shared with the Council ahead of the meeting. The points in the report that need addressing will be agenda item in the future.

<p>RESOLVED the reports received where accepted by the council and will be available on the website.</p> <p>Cllr Davison, Mackie, Curtis and Mclean-Bowman to work of the Planning Committee over the last 12 months to be reported back to the Council in the June meeting.</p>	<p>OD, TMB, MC & AM</p>																																								
<p>24/908 – To receive and approve for signature the minutes of the Parish Council Meeting held on Wednesday 3rd April 2024.</p> <p>RESOLVED the minutes to be signed by the Chair as a correct record of the meeting.</p>																																									
<p>24/908a – Notes of matters arising from the minutes of previous Parish Council meetings not included on this agenda.</p> <p>Cllr Crane reported he has plans to meet with the Berryfield Road resident on Saturday 4th May to discuss the goal post and net on the playing field.</p>	<p>PC</p>																																								
<p>24/909 – Public Participation.</p> <p>Cllr Grayson has sent a reply to a land owner on Rockingham Road following their last correspondence which included Neighbourhood Plan questions.</p>																																									
<p>24/910 – Finance.</p> <p>a) To pass a resolution to approve payments to be made as per schedule circulated prior to the meeting.</p> <p>RESOLVED to accept the payments listed below.</p> <table border="1" data-bbox="145 1025 1042 1424"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>Total Amount £</th> <th>VAT @ 20%</th> </tr> </thead> <tbody> <tr> <td>Rachel Faulkner</td> <td>Expenses for April 2024</td> <td>51.59</td> <td>2.00</td> </tr> <tr> <td>Clear Council</td> <td>Insurance renewal from 1st June</td> <td>548.53</td> <td>-</td> </tr> <tr> <td>Steve Morphy</td> <td>Village Mowing x 2 Garage Mowing x 1 Field net put back-up</td> <td>458.35 100.00</td> <td>-</td> </tr> <tr> <td>Steve Morphy</td> <td>FroGS plant refund</td> <td>60.00</td> <td>-</td> </tr> <tr> <td>LE16</td> <td>Spring Newsletter printing</td> <td>100.00</td> <td>-</td> </tr> <tr> <td>NCALC</td> <td>Membership 2024/25</td> <td>493.13</td> <td>44.00</td> </tr> <tr> <td></td> <td>Internal Audit Charge</td> <td>264.00</td> <td>2.40</td> </tr> <tr> <td></td> <td>Data Protection Officer Services</td> <td>14.40</td> <td></td> </tr> <tr> <td>Steve Morphy</td> <td>Bide Awhile Project – Equipment Hire, Materials and balance of labour costs</td> <td>2,871.60</td> <td>-</td> </tr> </tbody> </table> <p>a) Balance - £33,572.27 as at 1st May 2024</p> <p>b) Income Received – Precept 23,769 19/04, 2 x NNC Rural Capital Community Grant -£2,500 26/4 and £760 30/4</p> <p>Invoices Raised – VAT reclaim for 23/24 - £2,143.18</p> <p>Middleton PC shared costs for 23/24 - £1,589.82</p> <p>Water Trough charge 24/25 - £40.00</p> <p>c) Comment on completed Internal Audit and acceptance of report if it has been received.</p> <p>The report was shared ahead of the meeting which was acknowledged and The Clerk will work through the actions listed and points discussed with the internal auditor.</p> <p>RESOLVED to accept the report.</p> <p>d) Resolution to approve and adoption of year-end accounts 31st March 2024.</p> <p>RESOLVED to accept the accounts for 2023/24 financial year which were shared with the council ahead of the meeting.</p> <p>e) Resolution to approve the completion of section 1 of the Annual Governance and Accountability Return 2023/2024.</p> <p>RESOVLED to accept the completed AGAR form 3 section 1 which will be signed by The Chair and Clerk.</p>	Payee	Details	Total Amount £	VAT @ 20%	Rachel Faulkner	Expenses for April 2024	51.59	2.00	Clear Council	Insurance renewal from 1 st June	548.53	-	Steve Morphy	Village Mowing x 2 Garage Mowing x 1 Field net put back-up	458.35 100.00	-	Steve Morphy	FroGS plant refund	60.00	-	LE16	Spring Newsletter printing	100.00	-	NCALC	Membership 2024/25	493.13	44.00		Internal Audit Charge	264.00	2.40		Data Protection Officer Services	14.40		Steve Morphy	Bide Awhile Project – Equipment Hire, Materials and balance of labour costs	2,871.60	-	<p>CLERK & GWR</p>
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<p>f) Resolution to approve the completion of section 2 of the Annual Governance and Accountability Return 2023/2024.</p> <p>RESOLVED to accept the completed Section 2 of the AGAR form 3 detailing the income and expenditure which will be signed by The Chair and Clerk.</p> <p>g) Approve the advertised dates for the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. From Monday 3rd June – 12th July 2024.</p> <p>The public Rights notice dates were amended from the agenda dates which The Council acknowledge.</p>	<p>CLERK & GWR</p> <p>CLERK</p>
<p>24/911 – Governance – Policies and other Governance Documents.</p> <p>a) Accept and adopt the new Safeguarding Policy</p> <p>RESOLVED to accept the completed policy supplied by Cllr West-Robison</p> <p>b) Accept and adopt the renewed Risk Assessment</p> <p>This was shared with the council ahead of the meeting.</p> <p>RESOLVED to agree this would be adopted, however some of the language will be checked for clarity.</p> <p>c) Agree to update and review the new model Financial Regulations (due end of April) for adoption in June meeting.</p>	<p>CLERK & GWR</p> <p>FWG</p>
<p>24/912 – General Parish Council matters including but not limited to:</p> <p>a) Grants update</p> <p>i. Rockingham Forest Vision - Bide Awhile project £4,788</p> <p>Cllr West-Robinson shared an update on this project with the council. The hard landscaping is complete and the planting will take place over the coming months.</p> <p>ii. Rural Community Capital Grant - War Memorial project £760</p> <p>Replacement fencing and how this will be installed to be agreed with Cllr Grayson, Curtis and The Clerk</p> <p>iii. Rural Community Capital Grant - Corby Road Bank project £2,500</p> <p>Cllr West-Robinson explained the plan for the bank landscaping to make it safer to tend to the plants.</p> <p>b) Neighbourhood Plan review</p> <p>The NDP expires 2031 and requires reviewing in 2026. Cllr Grayson has made a start on what will be required for the review Depending on the changes The Council may need to hold a second referendum. It was suggested that the work starts with the whole council in the September meeting. The Clerk to contact locality to see if there are any grants available to complete the work on the reviewed plan.</p> <p>c) Tree felled on Berry Road</p> <p>It was agreed to write to NNC Planning Committee regarding this. The letter to be written by the planning leads by 15th May.</p>	<p>DG, MC & CLERK</p> <p>OD, TMB MC & AM</p>
<p>24/913 – Correspondence to Council received by, and circulated by The Clerk</p> <p>a) Community Governance Review (CGR) – Response by 15th May</p> <p>b) NNC Planning Advisory Service Review 2024 – Response by 10th May to re email</p> <p>c) Strategic Town and Planning Forum – 14th May 2pm Kettering – no one can</p>	<p>CLERK OD, TBM & MC</p>
<p>24/914 – Close time and date of next meeting</p> <p>Meeting closed at 9.01pm.</p> <p>Next Parish Council meeting – Wednesday 5th June 2024 at 7pm</p> <p>Proposed move of the July meeting back 1 week to 10th July 2024 - AGREED</p>	<p>ALL ALL</p>

Signed Chairman _____

Date _____