

COTTINGHAM PARISH COUNCIL

MINUTES

The Annual Parish Meeting was held on Wednesday 6th April 2011 at the Village Hall Annexe, Berryfield Road, Cottingham, commencing at 7.00 pm.

PRESENT - Cllrs. Bowman (Chairman), Ashworth, Mrs. Irene Beadsworth, Hudson, Mrs. Pam Moore, Higgs (NCC/CBC), Mr. Marcus Simpson (Prospective Borough Councillor), P. T. Taylor (Clerk), PCSO Nathan Murray, prospective junior councillors and 5 members of the public.

1. Apologies for Absence & Acceptance were received from Cllrs. Davison, Davies, Swallow, Muir, PCSO Mark Tooley and Sgt. 203 Julie Mead and were accepted.
2. Chairman's Annual Report (2010/2011) - The Chairman presented his report, Appendix 'A'.
3. Presentation of Accounts (2010/2011) - The Clerk presented a Receipts & Payments Account and Bank Reconciliation as at 31st March 2011 (Appendix 'B'). The Council considered the variances in income and expenditure compared with financial year 2009/10 and accepted the accounts which showed an increase in balances to £26,452.04 which included £20,452.51 in relation to the Gratuity Fund.
4. Any Other Business - None.

The meeting closed at 7.22 pm.

Signed a true record -

_____ (Chairman)

_____ (Clerk)

_____ (Date)

COTTINGHAM PARISH COUNCIL

MINUTES

Action

A meeting of the Parish Council was held on Wednesday 6th April 2011 at the Village Hall Annexe, Berryfield Road, Cottingham, following the Annual Parish Meeting.

PRESENT - As Annual Parish Meeting but excluding the junior councillors.

1. Apologies for Absence & Acceptance - As Annual Parish Meeting.
2. Declaration of Interest for Items on Agenda - Cllrs. Mrs. Pam Moore and Mrs. Irene Beadsworth declared an interest in Item 11.
3. To Approve & Sign Minutes of Previous Meeting Dated 2nd March 2011 - The Chairman referred to Item 5 and stated that the Council supported the spirit of Mr. Bob Riley's campaign to deal with the parking of vehicles on grass verges in Berryfield Road. Subject to this amendment it was proposed by Cllr. Ashworth and seconded by Cllr. Mrs. Pam Moore that the minutes be accepted as a true record.
4. Matters Arising from Previous Minutes (Information Only) - The Clerk drew attention to Action Sheet 8 which indicated that the Council was waiting for Mrs. Pam Moore (Junior) to address the insurance implications of the hire of the recreation ground on 29th April 2011.
5. Constabulary Matters - PCSO Nathan Murray reported on the withdrawal of funding for Community Speedwatch and on the efforts to continue the initiative. The Council recorded its appreciation for the efforts of the force and in particular PCSO Mark Tooley in raising the standard of service to the village.
6. Public Participation -

At this point the Chairman opened the meeting for public participation

A member of the public asked for clarification on the background to the "Rockingham Road Development" (Item 8c) and on the "Land Rear of Council Owned Garage" (Item 10d) and this was provided by the chairman and Clerk.

Cllr. Heggs reported on his meetings with Sarah Barnwell (MGWSP/NCC) on the problem of parking on grass verges but he offered little hope of success.

Mr. Marcus Simpson discussed the implications of the Localism Bill with particular reference to the increased involvement of Parish Councils in planning matters.

At this point the Chairman closed the meeting for public participation

7. Youth Matters/Youth Club - The Council was informed that the sum of £2,500.00 was currently lodged with Corby Borough Council for Cottingham to provide play facilities for the young.

8. Planning -

a) Reports from Planning Committee Meetings - The Committee had met on 23rd March 2011 to consider the amendments to Condition 2 at the shop (11/00063/RVC). It was agreed to support the application and a site visit followed. The chairman asked for an update on the progress of the shop to be presented to the next Parish Council meeting. **Clerk**

b) Rockingham Road Development - Cllr. Davies had submitted a report indicating that, arising from the non-compliance with the Enforcement Notice, a report would be submitted to the Borough's Planning Committee on 19th April 2011.

9. Highways, Footpaths, Road Safety & Transport -

a) Report from Cllr. Davies (Road Safety Plan) - On behalf of Cllr. Davies the Chairman commented on the councillor's efforts to put pressure on the Highways Authority at a time when the budget allocations were being drawn up.

b) Parish Centred Map (Rights of Way) - The Clerk informed the Council that the map had now been received.

c) Parking on Grass Verges - Cllr. Hudson presented a comprehensive review of the position throughout the village (including photographs and legal opinion). The issue of dropped kerbs where required was discussed and the Council recorded its total support of the councillor.

10. Representational Matters

a) Quality Council Status - The Working Party had met on 9th March 2011 and efforts were being made to contact the coordinator at NCALC.

b) Village Plan - Monitoring - to be carried out on an annual basis.

c) Welcome Pack - Minor amendments being carried out before submission.

d) Parish Elections (5th May 2011) - The chairman informed the Council that eight persons had been nominated. He took the opportunity to thank Cllr. Mrs. Pam Moore for her many years of commitment and dedication to the Parish Council.

e) Emergency Contact - Arising from a request from Mrs. Suzanne Preston for a Lead Individual for the Neighbourhood Pride Emergency Plan Cllr. Hudson agreed to accept the appointment.

11. Village Maintenance

a) Village Walk 2011 - The Clerk reported on the progress converting the items identified on the walk into a Schedule of Work. **Clerk**

b) Litter Pick - Cllr. Hudson commented on his efforts to arrange the event and on the flytipping on the Old A427. **GH**

c) Refuse Bins at "Little Meadow" - Cllr. Mrs. Pam Moore expressed concern over the issue of bins not being emptied and resultant discharge of the contents on the public highway. **Clerk**

12. Finance -

a) To pass a Resolution to approve payments to be made as per Schedule circulated

<u>No.</u>	<u>Payee</u>	<u>Details</u>	<u>Amount(£)</u>
1000	Desboro' Baptist	Photocopying	12.48
1001	NCALC	Internal Audit Service	140.31
1001	NCALC	Annual Subscription (2011)	198.80
1002	Steve Morphy	Village Maint & The Dale (fallen Ash/fence)	455.00
1003	Cott/Mid VHMC	Hall Hire (2/2/2001)	11.00

The Parish Council resolved that the above payments be made.

b) Balances were given as -

(25th Mar)	(Gratuity Fund) Santander Account	£20,452.51
(3rd Mar)	Investment Account	£3,553.44
(28th Mar)	Current Account	£3,711.09

c) Income Details - The Clerk reported that the following had been received and promptly banked -

(22nd Mar) a)	Middleton Parish Council (1/3: 2/3)	£412.90
(22nd Mar) b)	East Carlton Parish Council (Shared Clerk)	£361.12
(28th Mar) c)	VAT	£1,206.03

12. Finance (continued)

(1st Apr) d) Northants County Council (Mowing) £529.94

d) Internal Audit - The Council was informed that this had been arranged for 19th April 2011 with the submission of the Annual Return to BDO Stoy Hayward by 15th July 2011.

e) Clerk's Salary (wef 1st April 2011) - The Clerk notified the Council that the relevant salary would be £5,073.59 (LCI SCP 24) and the Council accepted the details.

f) PAYE Arrangements - The Clerk drew the Council's attention to a recent instruction by HMRC that the Council should register as an employer and the payment of the Clerk's salary be administered with deductions at source.

Cllr. Hudson expressed the view that the Council employed other bodies and sought clarification on the implications. **Clerk**

g) Mandate - The Chairman expressed concern over the small number of signatories to cheque payments with the departure of Cllr. Mrs. Pam Moore and asked the Clerk to address the problem. **Clerk**

h) Acknowledgement - St. Mary Magdalene Church - Correspondence had been received thanking the Council for its contribution of £1,000.00.

i) Accounts & Audit Regulations 2011 - The regulations received recently removed the need for smaller councils to carry out a review of the effectiveness of its internal audit.

j) Urban Highway Grass Mowing - The Clerk referred to correspondence from NCC which stated that the amount payable to the Parish Council would be reduced to £476.95 in 2011 (cuts down from 4 to 3).

k) PWLB Payment - This was due on 1st April 2011 in the sum of £355.36.

13. Recreation Ground - no report.

14. The Dale - The Clerk informed the Council that he had received sufficient documentation to allow quotes to be sought for tree works. **Clerk**

15. Correspondence Circulated March 2011 -

* Minutes - Weldon Parish Council (7th March 2011)

* "Outlook" - CPRE (Winter 2011)

* Clerks & Councils Direct (March 2011)

15. Correspondence (continued)

- * Minutes - CPRE @ Cranford (8th February 2011)
- * Minutes - Rural Area Forum (16th December 2010)
- * Minutes - Gretton Parish Council (14th February 2011)
- * Minutes - East Carlton Parish Council (17th Jan & 23rd Feb 2011)
- * "Pocketeer" NCC re The Dale

In the light of recent problems caused by delay in circulation of items the Chairman asked that items capable of being submitted to him electronically should be actioned and posted on the web-site thereby allowing access by councillors where they feel appropriate. Other items will be presented at the next council meeting.

16. Date of Next Meeting - Wednesday 11th May 2011 following Annual Meeting of Parish Council.

Signed a true record -

_____ (Chairman)

_____ (Clerk)

_____ (Date)