

**MINUTES OF THE MEETING OF COTTESMORE PARISH COUNCIL, HELD
REMOTELY, ON 15 FEBRUARY 2021, USING THE ZOOM MEETING
PLATFORM**

196/20 PRESENT: Mr C Donovan (Chairman), Mr N Barker, Miss K Bull, Miss J Clegg, Mrs J Edwards, Mr R Gallacher, Mr J Meara, Mrs J Patient, Miss C Simmonds and Mr K Nimmons (Clerk).

197/20 APOLOGIES: Apologies were received from Mrs S Harvey (Ward Councillor).

198/20 DECLARATIONS OF UNREGISTERED DISCLOSABLE PECUNIARY INTERESTS IN AGENDA ITEMS AND REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A REGISTERED DISCLOSABLE PECUNIARY INTEREST

There were no unregistered disclosable pecuniary interests in agenda items to be declared or any requests for dispensations received from members.

199/20 CONSIDER THE CO-OPTION OF MISS KELLY BULL, MISS JADENE CLEGG AND MR ROBERT GALLACHER TO FILL THE THREE VACANCIES ON THE COUNCIL

In addition to providing Councillors with details about their experiences, qualities, skills and interests prior to the meeting, Miss Bull, Miss Clegg and Mr Gallacher introduced themselves and gave brief details of their backgrounds. It was proposed by Miss Simmonds, seconded by Mrs Patient and agreed that Miss Bull be co-opted on to the Council.

It was proposed by Mr Meara, seconded by Miss Simmonds and agreed that Miss Clegg be co-opted on to the Council.

It was proposed by Mr Donovan, seconded by Mrs Edwards and agreed that Mr Gallacher be co-opted on to the Council.

It was agreed that the Declaration of Acceptance of Office Forms be completed and signed later in the week, and the Notification of Disclosable Pecuniary Interests and Other Registrable Interests Forms be provided for completion and return to the Clerk.

200/20 PUBLIC TIME

Fifteen minutes are allocated to public time, as an opportunity for members of the public to bring matters to the attention of the Parish Council. On this occasion it was not taken up.

201/20 MINUTES OF MEETINGS

Minutes – 18 January 2021

It was proposed by Mr Meara, seconded by Mrs Patient and agreed that the **Minutes** of the meeting held on 18 January 2021 were correct, and be approved and signed.

202/20 MATTERS ARISING

Parish Council taking on the ownership of the Heath Drive Play Area

The Clerk reported that he had agreed to the site plan, as requested by the Council's solicitor, and is awaiting confirmation that the Land Registry Transfer document had been agreed by both solicitors, and is ready for signing.

Report of the Risk Related Inspection of the trees on Parish Council land

Mr Barker advised that the work is to be undertaken during the last week in February/first week in March.

Water collecting on the west side of the new build out on Main Street

The required work is still yet to be started.

Speeding traffic in the village and the implementation of the two outstanding items agreed in 2018

In the absence of Mrs Harvey there was no update on the two outstanding items.

It was agreed that residents be encouraged to report road safety incidents to the Parish Council so that a detailed log can be built up for use with future requests to RCC for the implementation of road safety actions.

The provision of allotments, including a survey of the trees, and a gate to access the Jubilee Gardens Open Space

It was agreed that quotations be obtained for a survey of the large trees only on the site.

A further quotation to install a gate between the allotments and the Jubilee Gardens Open space is awaited.

Mrs Edwards advised that a site layout and all plot numbers are awaited from Mr Barker.

Village Improvement Working Group

Mrs Edwards advised that as a requirement of the grant application for the refurbishment of the multi-court, planning permission is required and that fee is £117.00. Payment of this was agreed.

Registering with Land Registry the land surrounding, and on which the Community Centre is sited

The Clerk advised that he was waiting to see how the registration, with Land Registry, of the allotment land proceeds before determining the course of action.

Mr Donovan advised that the agreement between the Council, and the Football Club and the Scout Group, for the terms of access over Council land had been agreed and signed.

'Rubbish' deposited in the Heath Drive Play Area

It was agreed that a letter be sent to the resident who has deposited 'rubbish' in the Heath Drive Play Area.

Cleaning and smartening up the interpretation board

The Clerk advised that he has provided the manufacturer of the interpretation board with photographs of the damaged area and is awaiting a response.

Work required to the hedge on the west side of the Community Centre car park

Mr Barker will call and see the resident, whose boundary the hedge forms, tomorrow, to discuss exactly what work is to be carried out.

The Grounds Maintenance Contract for 2021

It was proposed by Mr Barker, seconded by Mrs Edwards and agreed that Biffa be awarded the Grounds Maintenance Contract for the coming season at a cost per cut of £480.16. This does not include the cost of hedge cutting and herbicide that is yet to be advised.

The Garden Maintenance Contract for 2021

It was agreed that a decision on the contractor for 2021 be delayed until a further quotation be obtained.

It was agreed that this quotation include the tidying of the 'garden' at the base of the Cottesmore sign opposite the church.

The Arrangements for a Litter Pick in the Spring

It was suggested that the litter pick take place in May, but that a final decision be taken at the March meeting.

In the meantime Mr Barker will obtain a quotation for purchase of the required equipment including pickers, high visibility jackets and bags.

Pay Role Provider

The Clark advised that he didn't yet have an update.

AGENDA ITEMS

203/20 DISCUSS ARRANGEMENTS FOR THE 2021 COUNCILLORS WALK

It was agreed that the walk would take place on Wednesday 4 August, beginning at 6.00 PM.

The Clerk will contact RCC to ask if they will be offering the very useful walk round with a Highways Officer prior to the Councillors walk.

204/20 AGREE A DATE FOR THE 2021 ANNUAL PARISH MEETING

It was agreed that the Annual Parish Meeting will take place, subject to Government guidance, in the village hall on Wednesday 28 April at 7.00 PM.

205/20 CONSIDER IF ANY UPDATES ARE REQUIRED TO THE FINANCIAL REGULATIONS

It was proposed by Mr Donovan, seconded by Mr Meara and agreed that no changes are required to the Financial Regulations, apart from any due to the impact of Brexit on the wording.

206/20 CONSIDER IF THE RISK ASSESSMENT SCHEDULE REQUIRES UPDATING

It was agreed that changes be made to Risk Assessment Schedule to include reference to, the Allotment Risk Assessment, business continuity in the event of

face to face meetings not being possible, and the use of a fireproof box for the storage of certain documents.

207/20 CONSIDER THE COUNCIL'S RESPONSE TO THE RCC DRAFT DESIGN GUIDELINES FOR RUTLAND AND SOUTH KESTEVEN CONSULTATION PROCESS

It was agreed that Councillors review the RCC Draft Guidelines and determine if a Parish Council response is to be submitted.

208/20 OTHER MEETINGS

Parish Council Forum held on 8 February 2021

This was attended remotely by Mr Meara and Mrs Patient. Two formal presentations had been given. One by Dr Sarah Furness, Lord Lieutenant of Rutland on 'Dying Matters in Rutland' and the other by Richard Shaw, Principal Design Officer, RCC, on the Rutland Design Guide Consultation.

209/20 CORRESPONDENCE

From RCC – Advising that Rutland County Council is undertaking public consultation on the Draft Design Guidelines for Rutland and South Kesteven between Friday 29 January and 11.59 PM on Friday 12 March 2021. This was covered under **207/20** above.

From RCC – Giving notification that Rutland County Council submitted the Rutland Local Plan 2018-2036 to the Planning Inspectorate for examination on Wednesday 3 February 2021. This was noted.

210/20 PLANNING

Observations

Installation of 5 No. replacement windows
Cottesmore Grange, 67 Main Street, Cottesmore. LE15 7DH.

It was agreed that the Council had no objections to this application.

Notice of Decision in Respect of a Section 211 Notice Proposing Work to a Tree or Trees in a Conservation Area

Reduce 2 no. low branches of 1 no. Yew (T1) over shed of 2 Mill Lane by 3m, and one low branch from neighbouring 1 no. Yew tree (T2) over garden of 2 Mill Lane.

Clatterpot House, 4 Clatterpot Lane, Cottesmore. LE15 7DW.

T1 – Cupressus Lleylandii – Fell to ground.

Clatterpot House, 4 Clatterpot Lane, Cottesmore. LE15 7DW.

Rutland County Council District Council decided not to exercise its powers to make a provisional Tree Preservation Order in these instances.

211/20 FINANCE

Income

Interest	0.32
Cottesmore Village Hall Trust – Ground Rent 2021	1.00
Rutland County Council – Grass Cutting 2020/21	2,474.77
Allotment fees for March 2021 and 2021/22	188.30

Expenditure	Net	VAT	Total
Roadman – January 2021			154.38
LRALC – Charitable Trusts & Parish/Town Councils training			50.00
LRALC – Internal Audit Service 2020-21			250.00
Ladywell Accountancy Services – PAYE Operation and RTI filing			69.00
Shouler and Son – Mr Hollis Land Agent	1,413.75	282.75	1,696.50
Clerk's Salary – January 2021			621.92
Clerk's Expenses – January 2021			18.00

Councillors expressed concern about the invoice amount from Shouler and Son and requested that a detailed breakdown of the time spent be requested. Subject to this, payment of the expenditure as detailed above, was proposed by Mr Donovan, seconded by Mrs Patient and agreed.

Account Balances

HSBC Community Account (as at previous meeting £1.29)	1.56
HSBC Business Money Manager (previous meeting £34,278.73)	34,083.05

Report on Bank Reconciliation Verification Check

Mr Barker reported that he was able to verify the bank reconciliation. Mrs Patient will provide the verification for the March meeting.

212/20 OPEN FORUM

Sports & Social Club

Mr Meara advised that the Sports & Social Club has now been vacated by the landlord, and that the Village Hall Management Committee are in discussions with the Football Club with regard to, the Licence being taken over by it, and agreeing a relationship that allows for its use for 'village functions'.

Mr Meara also advised that the HMS Cottesmore Bell is to be moved from behind the Sports & Social Club bar to the bar in the village hall.

Snow Warden

In response to questions raised, Mrs Patient advised that on previous occasions when the position of Village Snow Warden has been 'advertised', nobody has come forward.

It was suggested that the position of village grit bins, the contents of which are for use in public areas and not on private land, be publicised.

It was agreed that the subjects of a snow warden and grit bins be revisited at the September meeting.

Speeding on Rogues Lane

It was asked if hand held speed guns were available for use by Councillors. It was advised that they are, through the Community Speed Watch Programme, but this has been put on hold during the coronavirus outbreak.

213/20 NEXT MEETING

The next Parish Council meeting is scheduled to be held on Monday 15 March 2021 at 19.30.