

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

**214/20 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, Mrs S Harvey (Ward Councillor) and Mr K Nimmons (Clerk).

**215/20 APOLOGIES:** There were no apologies.

**216/20 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**

Mr Barker, Mrs Edwards and Miss Simmonds each declared an unregistered disclosable pecuniary in the item on Allotments under Matters Arising. There were no other unregistered disclosable pecuniary interests in agenda items to be declared or any requests for dispensations received from members.

**217/20 GUEST SPEAKER – ADAM ROSS OF i-DESIGN FURNITURE – SKATEBOARD EQUIPMENT – THE PROBLEM, POSSIBLE SOLUTIONS AND COSTS**

Adam outlined the various construction options for a skate park, along with possible dimensions and costings. One idea would be to start with a layout that can be added to. He thought it was important for potential users to be involved in the project.

Mr Donovan advised that no proposals had been put forward to the Council by the resident's group looking into this, following the meeting last September. It was agreed that Adam and Rob de la Porte be invited to attend the next Village Improvement Group meeting, to discuss the next steps.

**218/20 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. There were six members of the public in attendance but on this occasion it was not taken up.

**219/20 MINUTES OF MEETINGS**

**Minutes – 15 February 2021**

It was proposed by Mrs Patient, seconded by Mr Barker and agreed that the **Minutes** of the meeting held on 15 February 2021 were correct, and be approved and signed.

## **220/20 MATTERS ARISING**

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

The Clerk reported that the Land Registry Transfer document, TP1, had been Executed as a Deed by the Council, with the signing by Mr Donovan and Mr Meara, and returned to the Council's solicitor for Execution as a Deed by Prowting Homes Wolds Limited and Longhurst Group Limited.

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

Mr Barker advised that the contractor engaged had let him down. He will arrange for a quotation to be provided by an alternative contractor, with a view to the work being carried out in September.

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

Mrs Harvey reported that the drainage issue cannot be resolved imminently as there are utilities underneath and the location needs to be re-surveyed. Consequently, the work will not be undertaken until into the next financial year, and the item is to be removed from the agenda until September.

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

Mrs Harvey advised that Councillor Stephenson is to follow up to obtain a date for implementation of the two outstanding items.

Minutes of the Traffic, Transport and Pedestrian Safety Group meeting held on 9 March had been circulated. Items covered included, the Reporting of 'Near Misses', Community Speed Watch and the Streetlight Problem Outside Kendrew Barracks.

Mr Meara offered to be the contact for reporting of near misses.

There is demand within the village for participation in a Community Speed Watch programme. It was pointed out that there is a waiting list of Rutland villages wishing to take part and it could be a number of years before Cottesmore got to the top. It is not possible to submit a request for inclusion until the Council has the name of a resident who would be willing to act as the co-ordinator, along with a number of volunteers. It was proposed by Mr Meara, seconded by Miss Simmonds, and agreed, with Mr Barker against, that in principle, subject to identifying the required volunteers, an application be submitted for inclusion on the list.

Mr Meara confirmed that the area by the bus stop, immediately outside the Main Gate at Kendrew Barracks, belongs to the MoD and, as such, the lamps are its responsibility. The Commandant has been reminded of the issue.

### **Allotments, including a survey of the trees, a gate to access the Jubilee Gardens Open Space and the car park**

Nine trees have been identified for survey. Quotations are to be obtained for this. It was proposed by Mr Donovan, seconded by Miss Clegg and agreed that, in the meantime, for reasons of health and safety, a budget of £500.00 be set for work to crown lift those trees that need it.

It was proposed by Mr Donovan, seconded by Miss Clegg and agreed that Mr Barker will provide a quotation for the construction of six parking spaces (as opposed to four) plus one for disabled.

In response to requests from a number of allotment holders for permission to erect a shed it was agreed that the following stipulations are to apply -

- only one shed per plot
- maximum size of 6 feet by 4 feet
- it should be sound and in good condition
- it should be of a colour that fits with the rural environment
- it is to be positioned on the plot where and as indicated

In arriving at the above, the Council is conscious of the site being in the Conservation Area and overlooked by residents, and wants it to look as smart as possible, and in no way an eyesore.

It was also stated that items left in the shed are done so at the allotment holder's risk, and the Parish Council is in no way responsible for the shed or contents.

It was proposed by Mrs Patient, seconded by Mr Donovan and agreed that £117.00 be budgeted for the fee required if planning permission is required for the installation of a pond and community hub building.

It was agreed that the siting of a toilet be considered when more information about the options has been obtained.

As the Council has not been notified, by RCC, of the adoption of Jubilee Gardens, Mr Donovan demanded a meeting be organised involving, himself, Mrs Harvey, the RCC Director with responsibility, and the Clerk. This would be to ensure that the Council has a full knowledge and understanding of the situation prior to any decision being made about the access to the Jubilee Gardens Open Space. Mrs Harvey is to arrange the meeting.

#### **Village Improvement Working Group**

Planning permission is required for the new floodlights to be installed as part of the project to refurbish the multi-court. It was proposed by Mr Donovan, seconded by Mr Barker and agreed that, due to this, the project be undertaken in two phases, with the new floodlights as phase two, and everything else under phase one. Three quotations will be obtained for each phase.

Mrs Edwards advised that a grant application has been submitted to Anglian Water for funding of the allotment community hub, and a bio diversity grant application submitted to Severn Trent for funding to install a pond on the allotment site.

Three quotations are being obtained for installing the pond.

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

The Clerk advised that there was no further update on this item.

#### **'Rubbish' deposited in the Heath Drive Play Area**

Mr Barker advised that the 'rubbish' has been removed.

#### **Cleaning and smartening up the interpretation board**

The Clerk is to follow this up, as there has been no response from the manufacturer.

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

Mr Barker is yet to contact the resident.

### **The Grounds Maintenance Contract for 2021, including the possible inclusion of grass cutting on Exton Road**

Mr Barker will contact Biffa with the details for the hedge cutting and herbicide, in order that a costing can be provided.

It was proposed by Mr Meara, seconded by Mrs Patient and agreed that Biffa cut, a mowers width, each side of the footway along Exton Road, from the village to the bakery, every four weeks, at a cost of £22.75 per cut.

It was agreed that Mr Barker would obtain a costing from Biffa to cut the footpaths in the allotment, and that in the meantime they would be monitored.

### **The Garden Maintenance Contract for 2021**

It was proposed by Miss Bull, seconded by Miss Simmonds and agreed that Elms Landscapes retain the contact for garden maintenance for the coming season at an increase of £7.50 (4.9%) per visit compared to 2020.

A request to include the 'garden' at the base of the village sign, opposite the church, within the amount quoted, is to be submitted.

### **The Arrangements for a Litter Pick in the Spring**

Mr Barker hasn't yet obtained quotations for the required equipment.

Mrs Harvey will check with RCC with regard to borrowing equipment.

It was suggested that RCC will collect the rubbish picked and that there is no need to purchase any equipment as it could possibly be borrowed.

### **Pay Role Provider**

It was proposed by Miss Bull, seconded by Mr Barker and agreed that Hills Accountants, of Oakham, be appointed to run the payroll at an annual fee of £240.00.

### **Update to the Financial Regulations**

The Clerk advised that Brexit has had no effect on any wording, as the thresholds, referred to under 11.1 c), remain in place post-Brexit.

### **Updating of the Risk Assessment Schedule**

It was proposed by Miss Simmonds, seconded by Mrs Patient and agreed that the circulated Risk Assessment Schedule, updated to incorporate the suggestions made at the February meeting, be accepted.

### **The siting of a football goal on the grass area, adjacent to the village hall**

Mr Barker will install the football goal in April.

### **Update from the liaison meeting held with representatives of the Village Hall Management Committee**

Mr Donovan gave a report of the meeting held on 10 March that included items on the proposals for the Sports & Social Club and re-opening of the village hall.

### **The 2020 Certified Inspection Report on the play areas and multi-court and the actions required**

Mr Barker will lay the required wood chip in April.

## **AGENDA ITEMS**

### **221/20 DISCUSS THE PROCEDURES FOR BUDGETING AND DETERMINING SPECIFICATIONS FOR COUNCIL PROJECTS**

Mr Barker outlined the procedures to be followed when, determining the specifications for Council projects, and setting budgets, in order to reduce the risk of a budget being exceeded.

### **222/20 CONSIDER THE CLERKS SALARY**

It was proposed by Mr Donovan, seconded by Mr Barker, and agreed that the Clerk's salary be increased by 4p an hour, to be based on the National Association of Local Councils rate, as opposed to the National Joint Council rate. This is to be backdated to April 2020.

### **223/20 CONSIDER THE INVENTORY SCHEDULE AS AT 15 MARCH 2021**

A review of the inventory schedule, which had been circulated, was undertaken. It was proposed by Mrs Edwards, seconded by Mrs Patient and agreed that the circulated schedule was representative of the assets held by the Council.

### **224/20 CONSIDER THE SETTING UP OF A PARISH COUNCIL FACEBOOK PAGE**

Miss Clegg suggested the setting up of a Parish Council Facebook page. It was agreed that Miss Clegg and Miss Bull look in to this and report back at the April meeting.

### **225/20 DISCUSS THE SETTING UP OF A YOUTH CLUB**

Miss Clegg expressed an interest in having involvement in the running of a village Youth Club. Mrs Edwards will provide contact details to Miss Clegg of an individual interested in setting up a Club.

### **226/20 OTHER MEETINGS**

#### **Village Hall Management Committee meeting held on 8 March 2021**

Mrs Patient had circulated a copy of the minutes that included items on the Sports & Social Club and an update on the financial situation.

### **227/20 CORRESPONDENCE**

From a resident – Asking if the Parish Council own or owned the land on which the football pitches are situated, and as they are now fenced off, what plans the Council have to provide alternative recreation facilities in the village. The land that has been fenced off does/did not belong to the Parish Council and as such there are no plans to replace it, although the Council is giving consideration to a number of projects that will provide more recreational facilities.

It was also asked if the Parish Council can put hardcore, or similar, down through the various kissing gates. The Clerk will advise RCC as the responsibility for this falls on it.

From a resident – Asking for communication/a meeting with the residents of Jubilee Gardens regarding changes to the open space boundary fencing and access for grass cutting, and asking if there are still plans for a hawthorn hedge. Also, wanting to know where the community hub is to be sited. It was suggested that most of this had been addressed during a conversation between the resident and Mrs Edwards. It was likely that the community hub would be situated on the northern side of the allotment site, but this would possibly be subject to planning permission that will be required.

From a resident – Raising a number of issues including dog mess on pavements and verges, litter on Rogues Lane and speeding vehicles. This was noted and the Clerk will respond.

From FCC Communities Foundation – Advising that a grant of up to £41,485.06 towards the eligible costs of refurbishing the multi-court has been allocated. The conditions applicable were also set out. This was noted,

From CPRE – Request to renew annual membership for £36.00. It was proposed by Mrs Patient, seconded by Miss Simmonds and agreed that this be renewed.

From Citizens Advice Rutland – Providing an update on its work, key statistics from the last client survey, and asking if the Council are able to provide a donation to support the services provided. It was proposed by Miss Clegg, seconded by Mrs Patient and agreed that a donation of £150.00 be made.

From an allotmentee – Requesting permission to erect a 6 x 4 shed at Plot No. 3. This was dealt with under **220/20** above.

## **228/20 PLANNING**

### **Full Planning Permission**

Demolish existing garage and replace with single story side extension which will provide an additional room and new garage  
57 Westland Road, Cottesmore. LE15 7DS.

### **Refusal of Planning Permission**

First floor rear extension to dwelling and associated internal alterations.  
33 Sheepdyke, Cottesmore. LE15 7DU.

## **229/20 FINANCE**

### **Income**

Interest	0.29
Allotment fees for March 2021 and 2021/22	1,134.20

### **Expenditure**

	<b>Net</b>	<b>VAT</b>	<b>Total</b>
Roadman – February 2021			154.38
Rasell's Nurseries – Fruit trees/stakes/guards	202.93	9.16	212.09
Rutland County Council – Planning application			117.00
Land Registry – Registration of Allotment Lease			40.00
CPRE – Membership renewal			36.00
Mrs J Edwards – Postage			2.69

Mitsi Landscapes – Measure and plot allotmts.	800.00	160.00	960.00
Mitsi Landscapes – Turf Footpaths	3,577.80	715.56	4,293.36
FCC Recycling (UK) Ltd – Third Party Cont.			4,459.64
Mr Hollis – Allotment Rent due Jan. and April			500.00
Clerk's Salary – February 2021 and back pay			644.80
Clerk's Expenses – February 2021	60.29	8.46	68.75

Payment of the expenditure as detailed above, was proposed by Mr Meara, seconded by Mrs Patient and agreed.

### **Account Balances**

HSBC Community Account (as at previous meeting £1.56)	1.05
HSBC Business Money Manager (at previous meeting £34,083.05)	23,729.34

### **Report on Bank Reconciliation Verification Check**

Mrs Patient reported that she was able to verify the bank reconciliation. Miss Simmonds will provide the verification for the April meeting.

### **230/20 OPEN FORUM**

#### **Kendrew Barracks Commandant**

Mr Meara advised that the Commandant at Kendrew Barracks is due to retire. He has obtained the name of the new Commandant, and will make contact with him when he is in position.

#### **Adoption of Jubilee Gardens and s106 monies**

Mr Meara enquired about the s106 monies earmarked for traffic improvements resulting from the Jubilee Gardens development. The Clerk is to investigate.

#### **Church clock dial restoration**

In response to a resident asking if the church clock dial could be restored, Mrs Patient advised that the Parochial Church Council had obtained a quotation of just under £8,000.

#### **Dog bag dispenser for outside the cemetery**

Mr Barker requested that a dog bag dispenser be obtained for outside the cemetery. This will be included for consideration at the April meeting.

#### **Planning application on the Greetham Quarry site**

Mr Donovan wanted to know why the Parish Council hadn't been consulted on the planning application for one million square feet of warehousing and housing on the Greetham Quarry site.

### **240/20 NEXT MEETING**

The next Parish Council meeting is scheduled to be held on Monday 19 April 2021 at 19.30.

