

5 May 2026

To Cllrs: Allen Chamberlain, Jeff Lawton, Grant Lethby (vice-chairman), Brian Murchie, Andrea Smith, John Wiblin (chairman)

Councillors are respectfully summoned to attend the **ANNUAL MEETING of COTTERED & THROCKING PARISH COUNCIL** on **Monday 11 MAY 2026** at **6.30pm** in **Cottered Sports Pavilion** for the transaction of business in the agenda below. The meeting is open to members of the public and press. All relevant information can be found here: www.cotteredpc.org.uk



Clerk to the Council

clerk@cotteredpc.org.uk

AGENDA

26.38 ELECTION OF CHAIRMAN

To elect a chairman for 2026-27 and sign Declaration of Acceptance of Office

26.39 ELECTION OF VICE-CHAIRMAN

To elect a vice-chairman for 2026-27 and sign Declaration of Acceptance of Office

26.40 APOLOGIES

To receive and accept apologies for absence

26.41 DECLARATIONS OF INTEREST

- I. To receive declarations of interest from councillors on items on the agenda
- II. To receive written requests for dispensations for declarable interests; and
- III. To grant any requests for dispensation as appropriate

26.42 PUBLIC PARTICIPATION

To allow members of the public and councillors to raise matters of concern

26.43 MINUTES OF PREVIOUS PARISH COUNCIL MEETING

To approve the Minutes of the Cottered and Throcking Parish Council meeting held on [Monday 9 March 2026](#) as an accurate record of proceedings

26.44 STAFFING COMMITTEE MEMBERSHIP

To appoint members to serve on the committee for the forthcoming council year

26.45 COUNCIL POLICIES

- I. To review and agree council [policies and documents](#);

Standing Orders; Code of Conduct; Financial Regulations; Finance and Management Risk Assessment; Complaints Procedure; Publication Scheme; Accessibility Statement; Privacy Policy; Fixed Asset Listing; Staffing Committee Terms of Reference

- II. To consider Draft policies: IT Policy, Grant Donation Policy, Training and Development Policy

26.46 COUNCILLORS' REPORTS

To receive reports from parish, district and county councillors on activities undertaken in the parish

26.47 FINANCE

- I. Audit requirements for the year ending 2025/26 if approved, to be signed by the chairman
 - a) To approve the Annual Accounts 2025/26
 - b) To approve the Annual Internal Audit Report 2025/26
 - c) To approve the Annual Governance Statement 2025/26
 - d) To approve Accounting Statements 2025/26
 - e) Dates for the period for the Exercise of Public Rights (Wed 3 June - Tues 14 July 2026)
- II. To authorise [payments](#) made in accordance with the budget
- III. To note [receipts](#)
- IV. Bank reconciliation and statement verification
- V. To confirm insurance arrangements for insurable risks
- VI. To review subscriptions to outside bodies
- VII. To review expenditure under the Local Government Act 1972, s137
- VIII. To agree East Herts Council to arrange 2026 playground inspection

26.48 PLANNING

To receive Planning [Report](#) and current Planning Applications

26.49 HIGHWAYS

- I. Results of residents' views on vehicle speeds, 20mph and pedestrian crossing in Cottered
- II. To consider hosting a meeting on highways issues in the parish with the MP and County Cllr

26.50 DRIVESAFE INITIATIVE

- I. To receive an update on Community Drivesafe
- II. To consider an "HGV Watch" community-driven scheme

26.51 PARISH ASSETS

- I. To note playground inspection and nominate councillor to inspect within one week
- II. To consider results of bench inspection and arrange repairs
- III. To inspect 2 trees in July: 23 Sycamore if bearing foliage and 74 English Oak condition of foliage

26.52 SPORTS PAVILION

- I. To draft a specification and agree 3 contractors to quote
- II. To obtain quotes for planting/landscaping plan
- III. To confirm if vehicle owners at the pavilion have been contacted
- IV. To discuss parish council support for Cottered Fun Day 23 August 12-6pm
- V. To confirm track gate access arrangements
- VI. To receive risk assessment

26.53 COTTERED PARISH TRUST (RECREATION GROUND TRUST)

To receive an update on the work of the Trust

26.54 FOI DISCLOSURE LOG

The council maintains a disclosure log of requests received under the Freedom of Information Act 2000 and Environmental Information Regulations 2004

Date	Request Summary	Outcome/Action
06 Feb 26	Various Cottered Parish Trust annual reports, minutes, professional reports, advice and consultations regarding easements and wayleaves, parish council minutes	Provided references to publicly available documents on the website. Broader request for advice sought in relation to the making of decisions refused under s12

26.55 CLERK HOURS

To note hours worked: March 29 hours, April 29 hours

26.56 CLERK'S REPORT

Items for information only

26.57 DATES OF NEXT MEETINGS

Date proposed	Meeting	Venue
Monday 13 July 2026	Parish Council Meeting 7.30pm	The Sports Pavilion Cottered SG9 9QW
Monday 14 September 2026	Parish Council Meeting 7.30pm	
Monday 9 November 2026	Parish Council Meeting 7.30pm	
Monday 11 January 2027	Parish Council Meeting 7.30pm	
Monday 8 March 2027	Parish Council Meeting 7.30pm	
Monday 10 May 2027	Parish Council Annual Meeting 6.30pm followed by Annual Parish (Community) Meeting 7.30pm	

Members of the public and the press are warmly welcomed but are reminded that, unless invited to do so by the Chairman, they are only permitted to speak during public participation