

Cottered & Throcking Parish Council



3 July 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 **COTTERED & THROCKING PARISH COUNCIL MEETING** on **Monday 13 JULY 2026** at **7.30pm** in **The Sports Pavilion, Cottered** 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

26.58 APOLOGIES

To receive and accept apologies for absence

26.59 INTERESTS

- 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

26.60 ELECTION OF VICE-CHAIRMAN

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

26.61 PUBLIC PARTICIPATION

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

26.62 MINUTES OF PREVIOUS PARISH COUNCIL MEETING

To approve the Minutes of the Annual Meeting of Cottered and Throcking Parish Council held on [Monday 11 May 2026](#) as an accurate record of proceedings

26.63 RURAL POLICING

To receive update from officers if present, or the clerk

26.64 COUNCIL POLICIES

To consider, review and agree council policies and documents

To review the draft Grant Donation Policy circulated to councillors and decide whether to adopt

26.65 COUNCILLORS' REPORTS

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

26.66 FINANCE

- I. To authorise payments made in accordance with the budget
- II. To note receipts
- III. Bank reconciliation and statement verification

IV. To agree payments made by the council as sole trustee of Cottered Parish Trust. In order to recover VAT as a Section 33 body for non-business activities in compliance with VAT notice 749, the net amounts to be reimbursed to the council by Cottered Parish Trust £2148.84 (£1790.70 + vat) for pipework materials

26.67 PLANNING

- I. To receive Planning [Report](#) and current Planning Applications
- II. To receive update on ref: 3/24/0966/OUT - Appeal for up to 600 dwellings, land north of A507
- III. To discuss carport and parking at 10-17 Stocking Hill (Area Estates Ltd)
- IV. To discuss if update required for East Herts Village Hierarchy Study

26.68 HIGHWAYS

- I. Request from resident to fund and install a safety mirror at the junction of Stocking Hill/A507
- II. To receive an update on request for highways safety improvements in the parish

26.69 DRIVESAFE INITIATIVE

To receive an update

26.70 PARISH ASSETS

- I. To note playground inspection and nominate a councillor to inspect within one week
- II. To receive an update on bench repairs
- III. To receive update and agree if action required for damaged tree opposite 'Layston'
- IV. To consider removal of Elderberry trees at playing field gate entrance
- V. Review requirements for grass cutting and strimming in the parish

26.71 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 parked at the pavilion have been contacted
- IV. To agree pavilion hire rates for private event hire, £15ph recommended
- V. To agree pavilion hire rates for general/ charitable/ inclusive hires, £5ph recommended
- VI. To receive risk assessment
- VII. To consider use of pavilion for display of local interest items ie books, documents, photos
- VIII. Consider shared agreement with village hall for Sunday Youth FC pitch and pavilion hire

26.72 COTTERED PARISH TRUST

To receive an update on the work of the Trust

26.73 CLERK HOURS

To note hours worked: May 29 hours (includes holiday), June 29 hours

26.74 CLERK'S REPORT

Items for information only

26.75 DATES OF NEXT MEETINGS

Date proposed	Meeting	Venue
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	The Sports Pavilion Cottered SG9 9QW
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