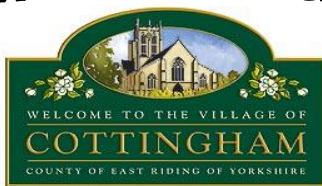


# Cottingham Parish Council



**MEETING OF COTTINGHAM PARISH COUNCIL & FINANCE**  
**HELD AT 9 THE COTTAGES, MARKET GREEN, COTTINGHAM**  
**7:00PM ON THURSDAY 16<sup>th</sup> MAY 2019**

**PRESENT:** Councillors: Abel (Chairman), Casson, Green, Harness, Jump, Medini, Kind, Knight, Duke and Moore  
 Clerk: Kay  
 Deputy Clerk: Pape  
 Two members of the public

3121 DECLARATIONS OF INTEREST

Cllrs Medini and Knight declared an interest in the small grant application for Olivia Robinson

3122 TO RECEIVE AND APPROVE APOLOGIES

No apologies received

3123 TO ELECT CHAIRMAN, DEPUTY CHAIRMAN, AND APPROVE COMMITTEE/GROUP STRUCTURE

3123.1 Cllr Abel elected as Chairman

3123.2 Cllr Casson elected as Deputy Chairman

3123.3 Committee/Group structures agreed by the Councillors

3124 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

3124.1 Full Parish & Finance meeting held on Thursday 18<sup>th</sup> April 2019

3124.2 Events Working Party meeting held on Friday 26<sup>th</sup> April 2019

3124.3 Planning Committee meeting held on Tuesday 30<sup>th</sup> April 2019

**Resolved: That the minutes above be adopted as a true record**

*The Parish Council Office: 9 The Cottages, Market Green, Cottingham, East Yorkshire HU16 5QG*

*Tel: 01482 847623 E-mail : clerk@cottinghamcouncil.org*

*Website: www.cottinghamparishcouncil.org.uk*

*Chairman: Councillor Ann Abel Tel: 01482 875489 Clerk: Matthew Kay*

3125 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL AND APPROVE PAYMENTS

The Clerk answered queries from Councillors regarding receipts and payments

**Resolved: On a unanimous vote the schedules showing receipts and payments made during the month of April 2019 were approved**

3126 TO APPROVE SMALL GRANT REQUESTS

3126.1 Olivia Robinson requested £50 to attend a youth meeting in Brazil

**Resolved: Grant £50 approved**

3126.2 John Moverley requested £50 for hire of photography display stands

**Resolved: Grant £50 approved**

3127 TO RECEIVE UPDATE ON TRAFFIC SURVEY/APPROVE QUOTE

The Clerk informed Councillors that a quote had been received to carry out a seven day Automatic Traffic Count – 5 locations would cost £890 and 7 locations would cost £1175. The Councillors agreed that the number of locations should be increased to include Inglemire Lane, Bricknell Avenue and Middledyke Lane. The Councillors also agreed that the survey should be conducted in the autumn, avoiding school holidays. The Councillors agreed to a provisional booking being made if the cost was £1700 or below

**Resolved: The Clerk to obtain a quote to cover the additional locations and secure provisional booking if the cost is £1700 or below**

3128 TO RECEIVE UPDATE ON PUBLIC SESSIONS

Clerk Matthew Kay informed the Councillors that he had contacted Goole Town Council and ERNLCCA to obtain advice on running public sessions. Both had recommended that public sessions be held at the start of the Full Parish Meetings. ERNLLCA have forwarded standard guidelines – the Councillors agreed that the public sessions should commence at the next Full Parish Meeting of 20<sup>th</sup> June 2019

**Resolved: Public sessions to commence at the Full Parish Meeting of 20<sup>th</sup> June 2019**

## 3129 TO APPROVE MARKET GREEN BUS SHELTER QUOTATIONS

3129.1 The Clerk informed the Councillors that he had received like for like quotations – one for £680 and one for £950 – and that he was still awaiting permission from ERYC to carry out the work. The Councillors agreed to give the contract to Be Primed at the lower quote of £680. Cllr Harness requested that ERYC be chased for permission

**Resolved: Clerk Matthew Kay to contact Be Primed and chase ERYC for permission**

3129.2 Cllr Jump informed the Councillors that although the connection had been fitted within the bus shelter for the new lighting, the lighting had still not been installed. Cllr Jump will chase ERYC

**Resolved: Cllr Jump to chase ERYC re installation of lighting**

3129.3 The Councillors discussed ways to make the bus shelter more appealing to the public/future proofing the bus shelter

## 3130 TO DISCUSS TRAIN STATION PARKING CHARGES

Cllr Kind informed the Councillors that he had met with the Regional Manager of Northern Rail, who had suggested that the parking meters could be removed. Cllr Kind requested that the Clerk send a letter to Pete Myers, Territory Manager at Northern Rail, to request the parking meters are removed - Cllr Kind will provide the Parish Office with a contact address for Pete Myers

**Resolved: The Clerk to send letter to Northern Rail – Cllr Kind to provide contact address**

## 3131 TO DISCUSS EAST RIDING BUS SHELTER CLEANING

3131.1 Cllrs Jump and Green informed the Councillors that, due to budget cuts, ERYC did not have the funds to pay for the cleaning of the bus shelters.

Cllr Abel informed the Councillors that in the last financial year the Parish Council had paid for both the Parish's and ERYC's bus shelters to be cleaned.

The Clerk informed the Councillors that the cost to clean each shelter is £25 – this would result in an additional cost of £400 if the Parish Council were to pay for the cleaning of the ERYC bus shelters.

**Resolved: £400 cost to be paid to clean the ERYC bus shelters – The Clerk to organise the cleaning**

3131.2 Cllr Duke suggested that the Parish Council approach the bus companies to request a contribution towards the cleaning of the shelters and Cllr Green suggested that the bus companies also provide timetables for the bus shelters. The Councillors agreed to both these suggestions – The Clerk to contact the bus companies

**Resolved: The Clerk to approach the bus companies to request a contribution towards the costs of cleaning the bus shelters and for timetables to be provided for the bus shelters**

### 3132 TO DISCUSS “WHAT’S ON” BOOKLET

The Clerk informed the Councillors that he had attended a Social Prescriber Network Meeting – Cllrs Jump and Medini had also attended. The “What’s On” booklet is a directory of local groups which would be delivered to local households. A Cottingham version of the booklet with approximately 100 entries is ready to go to print and the cost for this would be £2000. The Parish Council had been asked for a contribution towards the cost. Cllr Kind suggested removing the entry advertising Cottingham Parish Council in the “Welcome to Yorkshire” book and contributing towards the “What’s On” booklet instead. The Councillors discussed their concerns that the booklet could become outdated quickly. Cllr Duke suggested that in the future a digital board could be installed in Cottingham with local advertising. The Councillors agreed to contribute £250 towards the cost of the booklet

**Resolved: Parish Council to contribute £250 towards production of Cottingham’s “What’s on” booklet**

### 3133 TO CONFIRM WEBSITE DECISION

The Clerk informed the Councillors that following the last Full Parish Meeting of 18<sup>th</sup> April 2019, three further quotes had been requested. The Councillors agreed to offer the contract to Diony. Cllr Green enquired how long it will take to get the Parish Website up to date – Clerk Matthew Kay informed the Committee this would take approximately one month

### 3134 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

There were no reports from outside organisations

### 3135 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3135.1 Cllr Mathieson informed the Councillors that a further train service will soon be passing through Cottingham and the Councillors discussed the implications on traffic

3135.2 Cllr Medini informed the Councillors that posters are available from the Fire & Rescue Service which include a contact number for the public to report anti-social behaviour. The posters have proved successful in local areas. Cllr Green will forward a copy to the Parish Office

**Resolved: Cllr Green to forward copy of the poster to the Parish Office**

3136 TO DISCUSS RECEIVED CORRESPONDENCE

3136.1 The Clerk informed the Councillors that an invitation has been received from the Hull Folk Dance Club to attend their Tea Dance at the Civic Hall on 29<sup>th</sup> June. Cllr Abel accepted the invitation

**Resolved: Parish Office to contact the Hull Folk Dance Club**

3136.2 The Clerk informed the Councillors that training was available via ERNLLCA for new Councillors – various times and locations available

**Resolved: The Clerk to forward training information to Cllrs Moore, Green, Medini and Duke**

**Exclusion of the Public: The Council will decide if, due to the confidential nature of the business to be conducted, it is advisable in the public interest that the public and press be excluded**

3137 TO CONFIRM, ADOPT AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON FRIDAY 26<sup>TH</sup> APRIL 2019 AND APPROVE RECCOMENDATIONS

**Resolved: That the above minutes be adopted as a true record**

3138 TO AGREE THE CO-OPTION PROCESS FOR CASTLE WARD

The Councillors discussed the co-option and agreed that a deadline be set for applications of Friday 24<sup>th</sup> May at 4pm. Advertisement for the applications to be placed on the Parish Notice Board and the Parish website. Applications to be submitted online or handed in at the Parish Office. The Councillors agreed that the applications will be discussed at a meeting on Tuesday 4<sup>th</sup> June at 6.30pm

**Resolved: Parish Office to advertise co-option, applications to be received by Friday 24<sup>th</sup> May at 4pm and to be discussed at a meeting Tuesday 4<sup>th</sup> June at 6.30pm**

3139 MEMBERS' POINTS OF INFORMATION AND AGENDA TIMES FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

**Air Pollution Survey**

**Utilisation of £3000 grant**

**Police surgeries**

**There was no other business and the Meeting closed at 8.45pm**

Signed .....

*Chairman of the Cottingham Parish Council*