

Cottingham Parish Council



FULL PARISH AND FINANCE MEETING OF COTTINGHAM PARISH COUNCIL **HELD AT COTTINGHAM METHODIST CHURCH** **7:00PM ON THURSDAY 24th JUNE 2021**

PRESENT: Councillors: Abel (Chairman), Casson, Green, Jump, Medini, Kemp, Moore, Cantrell & Duke
Clerk: Matthew Kay
Deputy Clerk: Nicola Pape
4 members of the public

3343 DECLARATIONS OF INTEREST

No interests were declared

3344 TO RECEIVE AND APPROVE APOLOGIES

Apologies received from Cllrs Kind & Knight

Resolved: Apologies accepted

3345 TO RECEIVE LOCAL POLICING REPORT

3345.1 Cllr Medini informed Councillors he, along with Cllrs Green & Jump, had attended a meeting with Sgt Neil Taylor, who requested that the Parish Council contact PCSO Mike Dale by 1st July 2021 with our top 3 priorities of what the Parish Council would like the Police to focus on. It was agreed Councillors will email Clerk, Matthew Kay, with their ideas

Resolved: Councillors to email ideas to Clerk Matthew Kay for collation

3345.2 Cllr Medini informed Councillors that, as a whole, crime rates had reduced in Cottingham but members of the public are not always reporting crime – Cllr Green stressed the importance of crime being reported so that a crime reference number can be generated

3345.3 Cllr Green informed Councillors that the Police are concerned with residents posting inaccurate information regarding the police on social media sites. Cllr Cantrell informed Councillors she had attended a Police Surgery on 23rd June 2021, it was

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acknowledged by PCSO Mike Dale that the surgery could have been better advertised and social media could be utilised more effectively in the future

3345.4 Cllr Jump stressed the importance that individual Parish Councillors must not harass the Police, the Parish Council and Police must work as a team. Cllr Abel reiterated that when Police representatives attend Parish Council meetings they do so as a courtesy, and should not be harassed by the public as in previous meetings

3345.5 Clerk Matthew Kay informed Councillors that the CCTV cameras were now fully operational and the Police are delighted with the quality of images. Cllr Medini requested an update on the CCTV be included within the Parish Council article in the Cottingham Times, Cllr Cantrell requested an update also be placed on the Parish Council website

Resolved: Clerk Matthew Kay to include CCTV update in the Cottingham Times and Parish website

3345.6 Cllr Green enquired if any CCTV equipment was still in the Civic Hall, Cllr Abel confirmed not

3346 PUBLIC SESSION (10-MINUTE OPPORTUNITY FOR PUBLIC PRESENT TO RAISE MATTERS)

Parishioners raised questions regarding the Parish electoral system and how the Parish Council communicates with residents

3347 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

3347.1 Annual Meeting of the Council held on Thursday 27th May 2021

3347.2 Planning Committee meeting held on Tuesday 1st June 2021

Cllr Casson requested an amendment to item 3340.1 from the Annual Meeting of the Council held on Thursday 27th May 2021. Amendment agreed – Clerk Matthew Kay to amend the Minutes

Resolved: That all minutes be adopted as a true record/Clerk Matthew Kay to amend 3340.1

3348 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL AND APPROVE PAYMENTS

3348.1 Clerk Matthew Kay provided an update on the current financial position and answered questions from Councillors regarding the budget

Resolved: On a unanimous vote the schedules showing receipts and payments made during the month of May 2021 were approved

3348.2 Cllr Casson suggested that funds currently held in reserve be used towards Capital Projects to benefit local residents. It was agreed that Councillors email Clerk Matthew Kay with suitable ideas. Cllr Jump also requested that Clerk Matthew Kay advertise that local

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organisations can contact the Parish Council to apply for grant funding (to be included within Cottingham Times article). Cllr Medini suggested a Capital Projects Committee be formed. Cllr Casson requested Capital Projects be an ongoing agenda item

Resolved: Councillors to email Clerk Matthew Kay with ideas for Capital Projects

Resolved: Clerk Matthew Kay to advertise grant funding available to local organisations within the Cottingham Times

3349 TO ACKNOWLEDGE RECEIPT OF INTERNAL AUDIT REPORT AND APPROVE & AUTHORISE SIGNATURE OF THE ANNUAL RETURN FOR THE 2020/2021 FINANCIAL YEAR

3349.1 Clerk Matthew Kay apologised to Councillors for the items marked in the red category in the internal audit report, the asset register needs updating and a new, modern risk database needs installing (this will cost £100 which is within the purchasing power limits of the Clerk)

Resolved: Clerk Matthew Kay to update asset register and purchase new risk database

3349.2 Clerk Matthew Kay explained the AGAR to Councillors and brought their attention to Q5 on Page 4. Matthew will answer “no” to this question and provide an explanation as to why to the external auditor

3349.3 Cllr Green again thanked the Clerk and Deputy Clerk for their continued hard work during the Covid pandemic

Resolved: On a unanimous vote the Annual Return for the 2020/2021 financial year was approved & signed and the Annual Governance Statements agreed

3350 TO AGREE TRANSFER OF CHRISTMAS LIGHTS

Clerk Matthew Kay informed Councillors that in a previous tax year £10,000 (under Capital Projects suggested by Cllr Mike Harness and Cllr Ann Abel) had been put aside to purchase additional features for the Cottingham Christmas Lights. The features have been purchased and Councillors agreed these be gifted to the Cottingham Christmas Lights team (Parish Asset register to be updated to reflect this)

Resolved: Christmas Lights features purchased to be gifted to Cottingham Christmas Lights and Parish asset register to be updated

3351 TO DISCUSS COMMITTEE/WORKING PARTY STRUCTURE INCLUDING MEDIA GROUP & CLERKING

3351.1 Councillors discussed the current Committees/Working Parties and agreed that the following be disbanded:

Councils Against Car Parking Charges.
Culture Working Party.

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Memorial Gardens Working Party.
Thwaite Working Party.

It was agreed that a new Social Media Group Working Party be set up, comprising of Cllrs Jump, Kemp & Cantrell. Cllr Green was concerned as to the information that could be placed on Parish Social media sites, Clerk Matthew Kay will contact ERNLLCA for a standard document to be used and will distribute to Councillors

Resolved: Clerk Matthew Kay to contact ERNLLCA

3351.2 Cllr Kind had informed Cllr Abel that he wished to step down from the Personnel Committee – Cllr Medini was voted in as his replacement

3351.3 Cllr Abel enquired if any other Councillors wished to be removed from/added to any existing Committees/Working Parties and adjustments were made to reflect these changes – Parish Office to update list and place in village noticeboards

Resolved: Parish Office to update list of Councillors/Committees/Working Parties and place list in village noticeboards

3351.4 Councillors discussed Clerking of future additional meetings (those outside of Planning, Full Parish and Events). Clerk Matthew Kay informed Councillors both himself and the Deputy Clerk were prepared to attend additional meetings, either day or evening, but was conscious that time for attending these would obviously have to be taken off in lieu and he was concerned of the build up of time generated from extra meetings as this is not the procedure at the moment. It was agreed that the Chair of the said Committees/Working Parties would email an agenda to the Parish Office to be distributed to the relevant members. There has been confusion as to who is a member of the Neighbourhood Plan Steering Group. Cllr Abel requested Cllr Casson, as Chairman, provide the Parish Office with an updated list of Parish Council and non-Parish Council members

Resolved: Cllr Casson to provide Parish Office with list of Neighbourhood Plan Steering Group members

3352 TO APPROVE FUTURE MEETINGS AND CONFIRM DELEGATED POWERS

3352.1 As the government has presently extended Covid lockdown restrictions until 19th July, Clerk Matthew Kay proposed that the next Full Parish Meeting be scheduled for Thursday 29th July (allowing more time for vaccinations to be administered). Cllr Green felt the Parish Office, at this moment in time, has insufficient space for meetings to be social distanced so it was agreed that Cottingham Methodist Church be hired on this occasion)

Resolved: Full Parish Meeting of 29th July 2021 to take place at Cottingham Methodist Church

3352.2 Clerk Matthew Kay suggested to Councillors that the Planning Meeting of 6th July 2021 be held via Zoom with the Clerk having delegated powers to act on recommendations made at this meeting, Councillors were in agreement with this proposal

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Resolved: Planning Meeting 6th July 2021 to be held via Zoom with delegated powers for the Clerk

3353 TO RECEIVE UPDATE ON HALLGATE CLOSURE

3353.1 Cllrs Jump & Kemp had distributed approximately 130 questionnaires to traders enquiring if they would be in support of the closure of Hallgate at various suggested times. 10 replies received so far (closure date for suggestions 10th July 2021). Local residents will be consulted after this date

3353.2 Cllr Abel enquired if Councillors were in favour of the proposed closure, Cllr Green felt such a closure could encourage a café culture, help community spirit and so would be good to trial

3354 TO DISCUSS THE 2022 PLATINUM JUBILEE

3354.1 Cllr Green suggested hiring a steam train to take all local primary school children for a day trip to Scarborough, with suggestions that local business could be asked to supply food for a picnic lunch on the train creating a memorable day for the children. Cllr Green will obtain quotes

Resolved: Cllr Green to obtain quotes

Cllr Green left the meeting

3354.2 Cllr Jump informed Councillors that the Civic Hall has been made available if the Parish Council wished to hire it for the Jubilee weekend and that the Events Working Party could look at suggestions to arranging an event

3354.3 Cllr Casson suggested commemorative spoons be purchased for local school children – Parish Office to obtain quotes. Cllr Casson also suggested that additional trees could be planted around the village to mark this occasion, Cllr Abel stressed trees would need to be of suitable height, origin and disease resistant. It was agreed that Councillors will assess their wards for suitable areas and email Clerk Matthew Kay with the details

Resolved: Councillors to email Clerk Matthew Kay with suitable areas for new trees

3355 TO DISCUSS KINGFISHER GUIDEBOOK

Clerk Matthew Kay informed Councillors he had been contacted by Kingfisher Visitor Guides to enquire if the Parish Council wished to advertise again in their “Welcome to Hull and East Yorkshire 2021/22” book, the cost would be £695 & VAT. Matthew explained that in a previous edition the Parish Council had launched a photography competition receiving only one entry. Cllr Abel informed Councillors that local businesses had not been interested in taking copies of previous editions printed. Councillors agreed not to place an advertisement, agreeing funds could be better utilised. Clerk Matthew Kay to contact Kingfisher

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Resolved: Clerk Matthew Kay to contact Kingfisher to decline offer to advertise

3356 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

3356.1 Cllr Jump had attended a webinar run by the Orsted Hornsea Four Stakeholder Engagement Team and read out the following to Councillors:

“DCO date has been pushed back due to additional work being done, off the Flamborough and Filey coast, to further mitigate any effects on the seabirds (Kittiwakes, Razorbills and Guillemots). Some delay also due to the impact of Covid. Consultations have continued but by remote means. There has been, and continues to be, a great deal of feedback and public interest. Construction due to start late 2023 or early 2024 with electricity being produced in 2027 and the site is viable for 37 years.

Amended construction access via the A164 is out for consultation with ERYC, Ramblers, cycling organisations, farmers, walking groups and many more. This access is for construction traffic carrying out the cable laying. The cable route is Leconfield, Bishop Burton, Walkington and then across to Bentley, crossing the A164 at Dunflat Road. The new layout will reduce the risk of HGVs queuing back onto the A164 while waiting to access the site. The cable will be installed under the A164 using horizontal drilling. ERYC have agreed, in principle, to all these changes in light of the major roadworks due to the upgrade of the A164 and to the Jock’s Lodge interchange.

Footpaths/PRoW – Skidby 10 will not be affected by the changes in access. Unfortunately, the Skidby 16 will be closed and then diverted, as agreed by ERYC. However, the new route will include countryside views and woodlands with screening of the sub-station. In the autumn the geotechnical boring will start and hopefully will also see the application (DOC) finally being submitted to Government”

3356.2 Cllr Casson had attended an ERYC Planning Liaison Meeting and stated various changes are to come into effect including 1st Time Buyers & affordable housing criteria, along with business classifications and planning decision criteria. Cllr Casson requested Clerk Matthew Kay send a detailed list of changes to Councillors, Cllr Abel also requested Matthew print and laminate the information to be displayed in the Parish Council office

Resolved: Clerk Matthew Kay to forward details to Councillors

3356.3 Cllr Jump requested that Clerk Matthew Kay place an A3 poster in the noticeboard situated outside the Co-op supermarket providing details of the ERYC Local Plan Update Consultation. Cllr Casson requested Matthew also refresh the Parish Council Facebook page with the details on a weekly basis. Cllr Medini informed Councillors ERYC is holding a roadshow at Beverley Leisure Centre on 14th July 12pm-7pm and requested Clerk Matthew Kay also advertise this, the blueprint covers up to 2039 and residents need to be informed

Resolved: Clerk Matthew Kay to advertise ERYC Local Plan Update Consultation

3357 TO RECEIVE REPORT FROM ERYC COUNCILLORS

There was nothing further to report

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3358 TO DISCUSS RECEIVED CORRESPONDENCE

3358.1 Cllr Abel informed Councillors that there had been an assault in the alleyway behind the Tiger pub/John Fords, sadly resulting in a member of the public being hospitalised. The brewery are very concerned and have installed temporary gates in the alleyway, a Planning Application will be submitted to ERYC as this is a conservation area

3358.2 Cllr Abel informed Councillors that following a car accident the Parish Planter situated on Bricknell Avenue had to be removed by ERYC waste management and is beyond repair. Cllr Casson requested quotes be obtained for a new planter, Cllr Duke suggested an insurance claim be submitted

Resolved: Parish Office to obtain quotes for new planter/look into insurance claim

3358.3 Clerk Matthew Kay updated Councillors on the ERYC Welcome Back Fund – in principle ERYC have agreed to install 2 benches and 2 picnic tables on Grandad's Park and a further 2 benches on West Green, however ongoing maintenance costs for the future would have to be met by the Parish Council

3359 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

Cllr Casson requested a further 2/3 public access noticeboards be erected in the village. Cllr Abel informed Councillors that the noticeboard damaged previously in an accident on Market Green is due to be installed on Finkle Street in the next few weeks. Cllr Cantrell suggested that an old noticeboard located on Beck Bank could be utilised. Noticeboards will be discussed in further detail at the next Full Parish Meeting on 29th July

Items for next agenda:

Noticeboards (Cllr Casson)

Capital Projects (Cllr Casson)

Delegated Powers (ongoing)

There was no other business and the Meeting closed at 9:00pm

Signed
Chairman of the Cottingham Parish Council