Cottingham Parish Council



#### **FULL PARISH MEETING OF COTTINGHAM PARISH COUNCIL**

##### **HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM**

**7:00PM ON THURSDAY 15th FEBRUARY 2024**

**PRESENT:** Councillors: Casson (Chairman), C Cantrell, Duke, Graves, Marten, Ward & Stubbs

Clerk: N Pape

3 members of the public present/no members of the public via Microsoft Teams

3839DECLARATIONS OF INTEREST

Cllr Stubbs declared a non-pecuniary interest in agenda item 3841 and left the room during this agenda item.

3840 TO RECEIVE AND APPROVE APOLOGIES

Apologies received from Cllrs Jump, Kemp & Longbottom

**Resolved: that apologies be noted and accepted**

3841 TO CONSIDER APPLICATIONS FOR CO-OPTION TO THE PARISH COUNCIL:

The Clerk explained that there was a need to fill a casual vacancy that had arisen due to the resignation of a councillor from Croxby Ward. As no-one had requested an election, ERYC had advised that the Parish Council could fill the vacancy by co-option. As the Parish Council had only recently advertised for another Co-option there were 2 previous applications and 1 new application to consider.

The Clerk confirmed that details of the candidate’s applications had been circulated to all members before the meeting and that they had had an opportunity to consider the content and that the meeting would now proceed to a vote.

The Clerk read out the number of votes received by each candidate.

**Resolved: that Tracey Booth be co-opted onto Cottingham Parish Council.**

3842 TO RECEIVE LOCAL POLICING REPORT

Crime statistics had been distributed to Cllrs prior to the meeting. PCSO Mike Dale was in attendance and gave an overview of recent crime issues affecting the village.

3843 10-MINUTE PUBLIC SESSION (THE PARISH COUNCIL WILL RESPOND TO QUESTIONS SUBMITTED IN ADVANCE OF THE MEETING BY MEMBERS OF THE PUBLIC

There had not been any questions submitted by members of the public.

3843 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

3843.1 Personnel Committee meeting held on 10th January 2024

3843.2 Events Working Party meeting held on 15th January 2024

3843.3 Full Parish meeting held on 18th January 2024

3843.4 Planning Committee meeting held on 30th January 2024

3843.5 Neighbourhood Plan Steering Group meeting held on 31st January 2024

**Resolved: That all minutes/notes be adopted as a true record.**

**Finance Issues**

3844 TO RECEIVE AN UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE JANUARY PAYMENTS

In advance of the meeting the Clerk had circulated details of the financial position of the Council, she answered questions raised by Cllrs.

**Resolved:**

1. **proposed by Councillor Marten, seconded by Councillor Casson and agreed unanimously that the schedules showing receipts and payments made during the month of January 2024 be approved, and**
2. **that the monthly bank reconciliations be approved.**

3845 TO CONFIRM THE SCALE OF CHARGES FOR STATIC VANS FOR 2024 EVENTS

The Clerk reported that the internal auditor had suggested that static vans should be priced depending on size. The Events Working Party proposed the following static van charges for 2024 events:

up to 2.5m £50

2.5m – 8.5m £80

8.5m upwards £160

Council approved the proposed static van charges

**Resolved: that the proposed static van scale of charges be approved for 2024 events**

3846 TO CONSIDER A QUOTATION FOR THE REPAIR OF PARISH COUNCIL OWNED BUS SHELTERS ON ENDYKE LANE AND THE PARKWAY

3846.1 The Clerk reported that a quote of £587 had been received to repair the bus shelter on Endyke Lane – 4 polycarbonate windows would be installed, Cllrs approved the quote.

**Resolved: that the quote of £587 to repair the bus shelter on Endyke Lane be approved**

3846.2The Clerk reported that East Riding Council had requested the Parish Council consider funding repairs to the bus shelter on The Parkway. Cllrs Marten & Ward will assess the bus shelter and report their findings to the parish office.

**Resolved: that Cllrs Marten & Ward assess the damage to the bus shelter on The Parkway**

3847 TO CONSIDER FEEDBACK FROM RESIDENTS REGARDING THE PROVISION OF A BUS SHELTER AT THE BUS STOP ON THE SOUTH SIDE OF ENDYKE LANE

The Clerk reported that Cllr Cantrell had delivered letters to the local residents to enquire if they would be in favour of the installation; the office had received two replies, both in favour, however one of the residents had requested that no sides be fitted within the shelter. Cllrs further discussed the quotes for shelter options, Cllr Marten enquired if it would be possible to ascertain how many residents use the bus stop. It was agreed that the parish office would contact the bus companies to request information on how many residents use the bus stop and the item be discussed in further detail at the next Full Parish Meeting on 21st March 2024.

**Resolved: that the parish office contacts the bus companies to request information on how many residents use the bus stop and the item be discussed in further detail at the next Full Parish Meeting on 21st March 2024.**

3848 TO CONSIDER THE PROVISION OF A DOUBLE LITTER BIN ON THE PARKWAY

3848.1 The Clerk reported she had contacted East Riding Council to seek permission/costings for double litter bins to be installed, to replace the single bins, near The Parkway shops. Costings for a double litter bin had been received - £576.99 & VAT per bin with an additional installation fee of £130 & VAT. East Riding Council had suggested they may have a spare bin which could be used and therefore the Parish Council would only need to pay the installation fee. Councillors agreed that the spare bin be installed if possible and a request be sent to East Riding Council for the existing bin be moved to the King George V playing fields

**Resolved: that the parish office contacts East Riding Council**

3848.2 Cllrs discussed other areas within the village that would benefit from the installation of additional litter bins. Cllrs requested the parish office contacts East Riding Council to enquire if an additional bin could be placed on Grandad’s Park, Hallgate outside the Memorial Gardens and on the bus stop post outside The Lawns. Cllrs also requested that quotes be obtained to repair the litter bin located on Newgate Street close to Carrington Avenue. It was also noted that numerous litter bins within the village require painting.

**Resolved: that the parish office contact East Riding Council to seek permission/costings for additional bins.**

**Resolved: that the parish office obtain quotes to repair the litter bin located on Newgate Street close to Carrington Avenue.**

3849 TO CONSIDER QUOTATION FOR INTERNET ACCESS POINT FOR MEETING ROOM

The Clerk reported that a quote of £716 & VAT had been received to install an internet access point within the office meeting room, as the works are required for the successful steaming of Parish Meetings Cllrs approved the quote

**Resolved: that the quote be approved**

3850 TO CONSIDER QUOTATION FOR MEMORIAL GARDEN MAINTENANCE 2024

The Clerk reported that the following quotes had been received for works within the Memorial Gardens during 2024:

£155 & VAT per month to:

* Cut the grass fortnightly throughout the growing season
* Prune hedges mid-season and winter
* General weed control as required (inc. circle)

2 visits per year @ £592 & VAT per visit re the central circle to:

* Remove the old plants
* Rake over the area
* Supply and plant new bedding plants

Whilst Cllrs approved the quote of £155 & vat per month they wished for a revised quote re the planting of the central circle to include closer planting with the aim of reducing the amount of weeds.

**Resolved: that the quote of £155 per month & vat be approved**

**Resolved: that a revised quote be obtained regarding the planting of the central circle**

3851 TO CONSIDER THE PURCHASE OF RADIOS AND CABLES FROM THE SCOUTS

The Clerk reported that a quote of £500 had been received from the Cottingham Scouts to purchase the 2 way radios and cables used for Cottingham Day and the Christmas Festival. The Parish Council currently pays £200 per annum to hire the radios for the events. Cllrs approved the quote.

**Resolved: that the quote of £500 be approved**

**Governance Issues**

3852 TO CONSIDER THE ESTABLISHMENT OF A FLOOD WORKING GROUP

The Clerk reported that historically members of the Parish Council had formed a Flood Working Group, Cllr Jump had requested this be re-established and she be a member of the group. Cllrs agreed that the Flood Working Group be re-established with the members being Cllrs Casson, Duke, Cantrell and Jump.

**Resolved: that the Flood Working Group be re-established with the members being Cllrs Casson, Duke, Cantrell and Jump**

3853 TO CONSIDER APPOINTMENTS TO COMMITTEES/WORKING GROUPS

3828.1 Personnel Committee – 1 vacancy

3828.2 Neighbourhood Plan Working Group

Cllrs agreed to defer the item to the next meeting and invite Cllrs Longbottom & Booth to consider whether they wish to be nominated to both the Personnel Committee and Neighbourhood Plan Working Group.

**Resolved: that the item be deferred to the next meeting and Cllrs Longbottom & Booth be invited to consider whether they wished to be nominated to either vacancy.**

**Village Issues**

3854 TO CONFIRM DATE AND VENUE FOR “NETWORK EVENING”

The Clerk reported that the Civic Hall had availability to accommodate a Network Evening on either 17th April 2024 or 22nd May 2024 5.30pm – 8.30pm. Cllrs agreed to host the evening on 17th April – Parish Office to confirm the booking with the Civic Hall and organise the event

**Resolved: that a Network Evening be confirmed for 17th April 2024**

3855 TO CONSIDER VILLAGE CENTRE WEEDING

Cllr Ward reported that numerous parts of the village have weeds growing around tress and benches. Cllrs discussed local groups which may be eager to help with weeding the areas. Cllr Ward will take photos of the areas and report back to the office

**Resolved: that Cllr Ward send photos of the areas which require weeding to the parish office**

3856 TO CONSIDER UNDERTAKING A FURTHER RECREATION SURVEY

Cllr Casson informed Cllrs that the previous recreational survey of parishioners had been undertaken in the summer of 2019, the survey had been delivered to 9000 properties and the office had received many responses.. Cllr Casson suggested a new survey be conducted as s106 commuted sums monies could potentially be applied for from East Riding Council for the purchase of Youth/Adult exercise equipment. Cllrs agreed a new survey be conducted and discussed the most appropriate questions to be included. It was agreed that Cllrs Casson & Marten would meet with the Clerks and Administration Assistant to confirm the wording of the new survey.

The Clerk reported that quotes had been obtained to print 9000 A4 leaflets folded to A5. The lowest priced quote was £349 with the additional option for the leaflets to be distributed for £39 per 1000. Cllrs approved the quote for the printing and distribution costs and also requested a further 1000 leaflets be ordered for Cllrs to deliver to local businesses. Cllrs agreed that the survey also be made available on social media and the village noticeboards.

**Resolved:**

1. **that a new recreational survey be undertaken,**
2. **that Councillors Casson and Marten work with the parish office to agree wording, and**
3. **that the quotation for printing and delivery of the survey be accepted.**

3857 TO CONSIDER PROPOSALS FOR D-DAY CELEBRATIONS

3857.1 The Clerk reported that she had contacted the organiser of the weekly Thursday market to enquire if they had any plans to commemorate the day, it had been confirmed they would like to hold a seated afternoon tea party and had asked for Cllrs to volunteer their help on the day; Cllrs Marten, Casson and Duke confirmed their availability to help. Cllr Stubbs enquired if the tea party could be extended into the evening with the possibility of hiring a band/singers. The Clerk reported that that British Legion had also offered their help. Cllr agreed to consider further proposals at the next meeting.

**Resolved: that Cllrs Marten, Casson and Duke will assist with the afternoon tea, Cllrs will discuss further proposals at the next meeting.**

3857.2 Cllrs discussed the success of previous shop frontage display competitions and agreed a D-Day Best Dressed Shop Frontage Competition be organised with prizes of 1st place £150, 2nd place £75 and 3rd place £50. Voting forms will be distributed to the local businesses.

**Resolved: that a D-Day Best Dressed Shop Frontage Competition be organised with prizes of 1st place £150, 2nd place £75 and 3rd place £50**

3858 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

No reports were submitted.

3859 TO RECEIVE AN UPDATE ON THE TOWN CENTRE OFFICER RECRUITMENT PROCESS

The Clerk reported that funding of £8000 had been secured from East Riding Council towards the staffing costs, the funds would be paid in 2 instalments conditional on targets being achieved. The position had been advertised with a closing date for applications of 21st February 2024.

3860 TO CONSIDER PROPOSAL FOR A GREEN MARKET “THE GREEN SCENE” / VOUCHER SCHEME USING POSSIBLE GRANT FUNDING

The Clerk reported that Cllrs Casson, Cantrell and Duke had recently met with the ERYC Local Growth Programme Manager, to discuss potential funding options. Further to the meeting he had contacted the office to suggest applying for funding once the Town Centre Officer had been recruited.

3861 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3861.1 Cllr Duke reported on: a visit to Worklink with Cllrs Casson and Cantrell, bi-elections in Anlaby & Beverley and loneliness issues affecting local residents.

3861.2 Cllr Redshaw reported on: traffic issues on Millhouse Woods Lane; a passed motion regarding special needs playgrounds, bus services, flooding issues, Telecommunications poles, Devolution drop-in event and parking facilities at Castle Hill Hospital.

3861.3 Cllr Casson reported on: flooding issues, the ERYC Communities and Environment Town & Parish Council event he had attended with Cllr Jump and a motion regarding soft plastics recycling centres.

3861.4 Cllr Cantrell reported on: pharmacy provision, 20mph road schemes, reinstatement of bus services and the Emotional Wellbeing Hub currently based in Hessle.

3862 TO DISCUSS RECEIVED CORRESPONDENCE

3862.1 ERYC – Council Tax Support Review Panel

Details of the review panel had been distributed to Cllrs in advance of the meeting. Cllrs resolved that they had not been provided with sufficient information to make an informed decision and would not be commenting on the review.

**Resolved: that the Council would not be commenting on the review.**

3862.2 Clerk Pape reported four residents had volunteered to help maintain the QE Memorial Garden, a further two residents had offered a monetary donation.

3862.3 Clerk Pape reported that an invitation had been extended to all Cllrs to attend a Crime Prevention and Community Safety Event on 11th April 2024, Cllrs Casson and Duke confirmed they would attend.

**Resolved: that Cllrs Casson & Duke attend the Crime Prevention and Community Safety Event on 11th April 2024.**

3862.4 Clerk Pape reported that Cottingham North Ward Cllr Phil Redshaw had contacted residents of Millhouse Woods Lane to gauge their interest in forming a Community Speedwatch Group. Cllr Redshaw enquired if the volunteer activities could be covered under the Parish Council’s insurance policy, the Parish Office will contact the insurance company for clarification.

**Resolved: that the parish office contact the insurance company**

3863 MEMBERS POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

**Items for next meeting:**

**To consider quotes for the planting of the Memorial Gardens central circle**

**Update on Queen Elizabeth Memorial Garden**

**Update on village planters and tubs**

**To consider installing a bus shelter on Endyke Lane**

**To consider repairs to the bus shelter on The Parkway**

**To consider appointments to the Personnel Committee and Neighbourhood Plan Working Group**

**Update on D-Day celebrations**

**Update on Strategic Plan**

**Update on village litter bins**

**Update on village weeding**

3864 **Exclusion of the Press and Public: It is recommended that the public and press be excluded from the Meeting for the consideration of the following matters on the grounds that it involves the likely disclosure of confidential information as defined in Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.**

**Resolved: that the press and public be excluded from the meeting**

3865 TO CONSIDER THE RECOMMENDATION OF THE PERSONNEL COMMITTEE IN RESPECT OF THE DEPUTY CLERK’S PAY SCALE PROGRESSION

Cllr Marten reported that currently the contract of the Deputy Clerk specified that the hours paid for her work in her role as Clerk were within a salary scale range, with annual progression through the range dependant on a satisfactory annual appraisal, however her hours worked in her role as Deputy Clerk were paid as a fixed salary point. It was proposed that her hours worked as Deputy Clerk be amended to a salary scale range with annual progression through the range dependant on a satisfactory annual appraisal with an additional proposal that this be backdated to 1st April 2023.

**Resolved: that the Deputy Clerk salary be amended to a salary scale range with annual progression through the range dependant on a satisfactory annual appraisal, this being backdated to 1st April 2023**

**There was no other business and the Meeting closed at 9.15pm**

Signed ……………….…………………………………….

Chairman of the Cottingham Parish Council