

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

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

**7:00PM ON THURSDAY 21st MARCH 2024**

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

Clerks: N Pape/J Price

2 members of the public present/1 member of the public via Microsoft Teams

3870DECLARATIONS OF INTEREST

There were no declarations of interest.

3871 TO RECEIVE AND APPROVE APOLOGIES

Apologies received from Cllrs Booth, Kemp, Stubbs, Ward & Longbottom

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

3872 TO RECEIVE THE LOCAL POLICING REPORT

Crime statistics were distributed to Cllrs. A PCSO was not available to attend the meeting, Cllrs discussed recent crime issues and requested that future reports include information about drugs and domestic violence incidents.

**Resolved: that the PCSO be requested to include information about drugs and DV in future reports**

3873 10-MINUTE PUBLIC SESSION (THE PARISH COUNCIL WILL RESPOND TO QUESTIONS SUBMITTED IN ADVANCE OF THE MEETING BY MEMBERS OF THE PUBLIC

A question was raised relating to the possibility of a resident planting a memorial bush or tree within the Memorial Gardens. Cllrs agreed a cherry or walnut tree could be planted on the outer boundary of the Queen Elizabeth Memorial Garden.

**Resolved: that permission be granted for a cherry blossom or walnut tree to be planted on the outer boundary of the Queen Elizabeth Memorial Garden.**

3874 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

3874.1 Events Working Party meeting held on 29th January 2024

3874.2 Full Parish meeting held on 15th February 2024

3874.3 Events Working Party meeting held on 19th February 2024

3874.4 Planning Committee meeting held on 20th February 2024

3874.5 Personnel Committee meeting held on 21st  February 2024

3874.6 Personnel Committee meeting held on 29th February 2024

3874.7 Events Working Party meeting held on 4th March 2024

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

**Finance Issues**

3875 TO RECEIVE AN UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND FEBRUARY PAYMENTS

In advance of the meeting the Clerks had circulated details of the financial position of the Council, the Clerks advised the Council of the anticipated outturn position at the end of the financial year and answered questions raised by Cllrs.

**Resolved:**

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

3876 TO CONFIRM THE SCALE OF CHARGES FOR FAIRGROUND RIDES FOR 2024 EVENTS

3876.1 Clerk Pape reported that the internal auditor had suggested that fairground rides should be priced depending on size. The Events Working Party proposed the following fairground ride charges for 2024 events:

**Size under 30ft - £80**

**Size 30ft – 40ft - £150**

**Size over 40ft - £250**

**Resolved: that the proposed fairground rides scale of charges be approved for 2024 events**

3876.2 Clerk Pape informed Cllrs that, for 2023 events, local businesses had been given the opportunity to reserve their shop frontage; there had not been a charge for independent businesses. Non independent businesses had been charged £50 with this increasing to £80 to reserve an additional 3 metres into the road. Council resolved the same charges apply for 2024 events.

**Resolved: that businesses be given the opportunity to reserve their shop frontage at 2024 events; no fee for independent businesses, non-independent businesses to be charged £50 with this increasing to £80 to reserve an additional 3 metres into the road.**

3877 TO CONSIDER A QUOTATION FOR THE REPAIR OF PARISH COUNCIL OWNED BUS SHELTER ON THE PARKWAY

Clerk Pape reported that she was still awaiting a quote, Cllrs resolved to defer the item to the next meeting.

**Resolved: that the item be deferred to the next meeting.**

3878 TO CONSIDER FEEDBACK ON USAGE OF A BUS SHELTER AT THE BUS STOP ON THE SOUTH SIDE OF ENDYKE LANE

Clerk Pape reported that she had contacted EYMS to enquire how many people had boarded a bus using the bus stop on the south side of Endyke Lane. Data showed 19 people are believed to have boarded the bus at that section over a couple of months’ time period, these predominantly being elderly and concession pass holders. Cllrs resolved there was insufficient usage for a bus shelter to be installed.

**Resolved: that the proposal for a bus shelter on the south side of Endyke Lane be not progressed due to insufficient usage**

3879 TO CONSIDER QUOTATION FOR RIALTAS CLOUD

3879.1 The Clerks reported that a quote of £89.58pm had been received to enable the Clerks to access the Rialtas accounting system away from the office, Cllrs approved the quote

**Resolved: that the quote of £89.58pm for Rialtas Cloud be approved**

3879.2 The Clerks reported that, due to the level of Parish Council income and expenditure, it had become necessary for the Parish Council accounts system to be moved from Receipts & Payments to Income & Expenditure, a full day Rialtas consultancy had been arranged for 29th May 2024 at a cost of £535 & vat

**Resolved: that Council note the report**

3880 TO CONSIDER QUOTES FOR SUMMER PLANTING

Clerk Pape reported that a quote of £2400 had been received for summer planting of the Parish Council owned village baskets & tubs, the quote included the costs of erecting the hanging baskets, Cllrs approved the quote

**Resolved: that the quote of £2400 be approved**

3881 TO CONSIDER QUOTATION FOR WATERING

Clerk Pape reported the office had contacted 6 companies to request quotes for the watering of the Parish Council village plants, twice weekly, June – September 2024 in the following locations:

7 lamppost baskets , 4 floral towers,4 planters along Hallgate, along with the central circle within the Memorial gardens.

6 lamppost baskets, 11 planters and 22 hanging baskets along King Street.

1 lamppost baskets, 1 floral tower, 1 planter and 6 hanging baskets along Finkle Street

2 window boxes outside the Parish Council Office.

5 companies had declined to quote and one company had submitted a quotation to attend twice weekly @ £75 per visit totalling £150 per week plus vat. Cllrs approved the quote.

**Resolved: that the quote of £150 per week & vat be approved**

3881 TO CONSIDER APPLICATION FROM COTTINGHAM VILLAGE TRUST TO SUPPORT THE PROVISION OF PUBLIC TOILETS IN THE VILLAGE

Cottingham Village Trust had applied for a grant of £12754.89 for the provision of the public toilets on Market Green from 1/3/23 -289/2/24. Cllrs approved the grant, subject to sight of the recent accounts.

**Resolved: that the grant of £12754.89 be approved, subject to sight of the recent accounts**

**Governance Issues**

3882 TO CONSIDER APPOINTMENTS TO COMMITTEES/WORKING GROUPS

3882.1 Personnel Committee – 1 vacancy

3882.2 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.**

3883 UPDATE ON STRATEGIC PLAN

Cllrs reviewed the Strategic Plan and highlighted areas due for completion in 2024. It was agreed that a Task & Finish Group be established comprising of Cllrs Marten, Jump & Cantrell to monitor the implementation of the Strategic Plan and review the terms and conditions of the Small Grants Scheme.

**Resolved: that a Task & Finish Group be established comprising of Cllrs Marten, Jump & Cantrell.**

3884 WORK PLAN FOR TOWN CENTRE OFFICER

Clerk Price reported that the candidate offered the post of Town Centre Officer had declined the role. The role would be readvertised with a closing date for applications of 26th April 2024. In advance of the meeting Clerk Price had distributed a Work Plan for the role, this was approved by Cllrs.

**Resolved: that the Town Centre Officer role be readvertised and that the proposed work plan be agreed.**

**Events**

3885 TO CONSIDER REQUIREMENT FOR SPECIAL EVENTS INSURANCE/EVENT MANAGEMENT SUPPORT

3885.1 The Clerks reported that it was necessary to for the Parish Council to take out Special Events Insurance for both Cottingham Day and the Cottingham Christmas Festival. The office had contacted insurance brokers for quotes, these were yet to be received. It was also reported that the office had been advised by the insurers that anti-terrorism barriers must be present at the events. It was agreed that delegation be given to the Clerks to take out the appropriate insurance.

3885.2 The Clerks reported that they had met with the East Riding Council Visit East Yorkshire Events Team Tourism Events and Projects Manager for support & guidance relating to the Event Management Plan, they had also met with an Events Company.

**Resolved: that purchase of appropriate Special Events Insurance be delegated to the Clerks in consultation with Councillors**

**Village Issues**

3886 TO CONSIDER QUOTES FOR PLANTING THE MEMORIAL GARDENS CENTRAL CIRCLE

Clerk Pape reported that she obtained a quote for closer planting within the Memorial Garden central circle:

2 visits per year @ £792 & VAT per visit re the central circle to:

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

Cllr Duke proposed the quote be declined and the central circle be planted by himself and fellow Cllrs, this was approved with a budget of £500 twice per year for the purchase of soil and plants.

**Resolved: that a budget of £500 twice per year be approved for the planting of the Memorial Garden central circle, Cllrs to undertake the necessary works.**

3887 UPDATE ON QUEEN ELIZABETH MEMORIAL GARDEN

Clerk Pape reported that, further to the Priory Ward Cllrs delivering letters to residents enquiring if they would be willing to volunteer within the garden, 7 responses had been received. 5 residents had volunteered to help with manual tasks, 2 residents had sent donations – one of £60 and the other £200.

Cllrs requested a meeting be scheduled with the volunteers within the garden for the week commencing 8th April 2024, the Parish Office to confirm a date and time.

**Resolved: that the Parish Office schedule a meeting within the Queen Elizabeth Memorial Garden**

3888 UPDATE ON VILLAGE PLANTERS AND TUBS

Clerk Pape reported that Cllrs Ward & Marten would undertake an audit of the unused planters and tubs over the Easter period and would provide an update at the next meeting

**Resolved: that Cllrs Ward & Marten undertake an audit of the unused planters and tubs over the Easter period and provide an update at the next meeting.**

3889 UPDATE ON VILLAGE LITTER BINS

3889.1 Clerk Pape reported that East Riding Council had installed 2 double litter bins in front of the shops on The Parkway, East Riding Council had agreed to pay for these. Clerk Pape had requested that the removed bin be placed at the King George V Playing Fields, East Riding Council proposed trialling a chained up wheelie bin instead, this would provide a larger capacity, the bin would be monitored for 1 month and then feedback of usage forwarded to the Parish Office; Cllrs approved the proposal

**Resolved: that the proposal of a wheelie bin to be located at King George V Playing Fields be approved.**

3889.2 Clerk Pape reported that she was still awaiting authority from East Riding Council for additional litter bins to be installed on Grandad’s Park, outside the Memorial Gardens on Hallgate and at The Lawns.

3890 UPDATE ON VILLAGE WEEDING

3890.1 Clerk Pape reported that Cllr Ward had organised a Community weed and clean of Market Green for Sunday 24th March 2024.

**Resolved: that a Community weed and clean of Market Green take place on Sunday 24th March 2024.**

3891 TO PROVIDE UPDATE ON PROPOSED D-DAY CELEBRATIONS

3891.1 Clerk Pape reported that a meeting had taken place with a representative of the Cottingham Market Cooperative. The representative proposed to organise a sit down afternoon tea on Market Green (in the eventuality of inclement weather this would be relocated to the Civic Hall). Tickets would be sold by the Market Cooperative and be advertised on Facebook, A-boards and posters in local shops. The Parish Council would also advertise the celebrations in the Cottingham Times. It was suggested that the Local History Society and British Legion representatives be invited to attend. The Market Cooperative had invited Parish Cllrs to assist with the food preparations and seating; a small grant application will be submitted to the Parish Council for the purchase of tablecloths.

3892 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

3892.1 Cllr Casson reported on recent meetings he had attended: Dogger Bank South Offshore Wind Farms Local Liaison Committee meeting, Biowise site visit and the Wastewise Community Liaison meeting he had attended with Cllr Duke.

3892.2 Cllr Jump reported on the Northgate Allotment Association Annual General Meeting she had recently attended.

Resolved: that the reports be noted.

3893 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3861.1 Cllr Duke reported on: a visit to Worklink, Pharmacy provision within Cottingham, Telecom pole debate and a Stronger & Safer meeting.

3861.2 Cllr Redshaw reported on: pavements, roads, potholes, flooding, telecom poles, withdrawal of solar farm planning applications, devolution consultation, hospital parking, potential ecological emergency and Hull Freeport.

3861.3 Cllr Casson reported on: telecom poles, Shop Watch, potholes and Thwaite Hall

3861.4 Cllr Cantrell reported on: tree planting, a reinstated bus route from Bricknell Avenue to Castle Hill Hospital and the range of activities run by Fitmums. It was suggested that Fitmums could apply for a grant from the Parish Council.

3894 TO DISCUSS RECEIVED CORRESPONDENCE

Clerk Pape reported that the Society of Local Council Clerks had invited local Parish and Town Councils to apply for a free portrait of King Chales 3rd, Cllrs requested the portrait be ordered

**Resolved: that the Parish Office place an order for the portrait.**

3895 MEMBERS POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

3863.1 Cllr Graves reported that damaged fencing on Priory Road had resulted in a number of horses escaping from fields onto the road, the Parish Office will report this.

3863.2 Clerk Pape reported that the Councillor ID badges had been ordered.

**Items for next meeting:**

**Update on Queen Elizabeth Memorial Garden**

**Update on village planters and tubs**

**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**

**There was no other business and the Meeting closed at 8.47pm**

Signed ……………….…………………………………….

Chairman of the Cottingham Parish Council