

# Cottingham Parish Council



**MEETING OF COTTINGHAM PARISH COUNCIL**  
**HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM**  
**7PM ON THURSDAY 17<sup>th</sup> APRIL 2025**

**PRESENT:** Councillors: Casson, Jump, Kemp, Larkin, Marten, Porteus, Stather & Ward  
 Clerks: Price  
 1 members of the public present, 3 via Microsoft Teams

4184 DECLARATIONS OF INTEREST

Councillor Jump declared a non pecuniary interest in minute 4191.1 as she is a member of the Memorial Club. Councillor Casson declared a non pecuniary interest in minute 4191.2 as he had been working with Working For Health on the Cottingham in Bloom project.

4185 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Graves, Kind and Longbottom

4186 TO RECEIVE LOCAL POLICING REPORT

4186.1 No representatives of the police were in attendance but PC Batch had forwarded a report showing a range of crime data for Cottingham Parish. Councillors asked that the report be split between North and South Cottingham and be presented in the previous format.

**Resolved: that the Clerks request reports similar to the previous format and split between the North and South wards.**

4187 TO RECEIVE REPORTS FROM ERYC WARD COUNCILLORS

4187.1 Written reports from Councillors Redshaw and Casson had been circulated with the agenda. Parish Councillors raised questions in relation to the Wastewise proposals and noted that hearing aid batteries were now available from the library.

**Resolved: that the reports be noted.**

4188 PUBLIC QUESTIONS

No questions had been received.

4189 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 4189.1 Planning Committee meeting held on 11 March 2025  
 4189.2 Full Parish meeting held on 20 March 2025  
 4189.3 VE Day Working Party meeting held on 31 March 2025  
 4189.4 Planning Committee meeting held on 1 April 2025

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

**4190 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE MARCH PAYMENTS**

4190.1 The Clerk submitted a report setting out details of the financial position of the Council and answered Cllr questions. She confirmed that there was a significant underspend on grants due to limited applications in 2024-25.

**Resolved:**

- i. **that the schedules showing receipts and payments made during March 2025 be approved, and**
- ii. **that Cllrs confirmed sight of the monthly bank reconciliations.**

**4191 TO CONSIDER GRANT REQUESTS**

*Councillor Jump declared a non pecuniary interest in the following item insofar as she is a member of the Memorial Club.*

4191.1 Cottingham Memorial Club Trust Limited – The application and supporting papers had been circulated with the agenda. The Club was requesting funding for new seating and improvements to the car park.

**Resolved: that a grant of £3,000.00 be awarded to Cottingham Memorial Club Trust Limited towards new seating and improvements to the car park area.**

*Councillor Casson declared a non pecuniary interest in the following item insofar as he worked closely with the applicant on a variety of projects.*

4191.2 Working for Health – Growing Together - Cottingham in Bloom. The application and supporting papers had been circulated with the agenda. The application related to planters, herb racks compost and a bowser.

**Resolved: that a grant of £5171.00 be awarded to Working for Health towards the costs of the Growing Together - Cottingham in Bloom project.**

**4192 TO REVIEW THE SMALL GRANTS SCHEME**

4192.1 The Chair referred to the Small Grants Scheme which had introduced a simplified process for applying for grants of up to £50. He suggested that the amount needed to be reviewed in light of general price increases. Councillors suggested that £100 seemed a sensible revised amount, but that the Finance Committee should be asked to consider the issue and make a recommendation to a future meeting of the Council. It was also suggested that grant applications under this scheme should be considered by the Finance Committee prior to being submitted to the Council for a decision.

**Resolved:**

- i. **that the Finance Committee considers the appropriate amount of grant to be available through the Small Grant Scheme and makes a recommendation to the Council, and**
- ii. **that applications for Small Grants be considered by Finance Committee prior to being submitted to the Council for a decision.**

4193 TO NOTE THE INSURANCE PREMIUM FOR 2025-26

4193.1 The Clerk reported that the Parish Council was in the last year of a three year deal with Zurich Municipal. A composite quote had been received which included cover for the two large events, and offered a reduction on paying for each element separately, compared with costs in 2024-25.

**Resolved: that the insurance premium of £7,614.59 for 2025-26 be noted.**

4194 TO REVIEW THE PARISH COUNCIL'S FINANCIAL REGULATIONS

4194.1 The Clerk submitted the Parish Council's Financial Regulations which had been amended to reflect revised wording around procurement requirements. A Councillor suggested that revised arrangements for considering grant applications should also be reflected.

**Resolved:**

- i. **that the amended Financial Regulations be agreed, and**
- ii. **that revised arrangements for considering grant applications be added.**

4195 TO REVIEW THE PARISH COUNCIL'S STANDING ORDERS

4195.1 The Clerk submitted the Parish Council's Standing Orders which had been amended to reflect the changes to Financial Regulations and wording around Code of Conduct complaints. A Councillor referred to the use of Chair and Deputy Chair throughout the document and enquired whether the Parish Council was proposing to adopt this usage.

**Resolved:**

- i. **that the amended Standing Orders be agreed, and**
- ii. **that Chair and Vice Chair be used to refer to those roles in future.**

4196 TO APPROVE A CCTV POLICY FOR THE PARISH COUNCIL

4196.1 The Clerk advised that it had not been possible to prepare a draft policy for this meeting, and that discussions were also underway with the Police to develop a protocol for them to access images at the Council offices. Both of these documents would be submitted to a future meeting. She confirmed that at present the links to Hessle were working so that recordings could be accessed if required.

**Resolved: that the policies be submitted to a future meeting of the Council.**

4197 TO CONSIDER THE PARISH COUNCIL RESPONSE TO THE ERYC WARD BOUNDARY REVIEW

4197.1 The Clerk referred to the Ward boundary review and reported that Cottingham High School had not provided any information about pupil numbers from Dunswell. Councillors discussed the proposals to include Dunswell with Woodmansey and felt this would be a loss as Dunswell is part of the Cottingham community. The proposal to include Skidby

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

*Tel : 01482 847623 E-mail : [clerk@cottinghamparishcouncil.gov.uk](mailto:clerk@cottinghamparishcouncil.gov.uk)*

*Website: [www.cottinghamparishcouncil.org.uk](http://www.cottinghamparishcouncil.org.uk)*

*Chairman: Councillor Kevin Casson Tel: 01482 849674 Clerks: N Pape/J Price*

Parish was supported with a suggestion that the internal Cottingham North and South boundary could be amended if it was necessary to equalise numbers between wards.

**Resolved: that the comments of Cottingham Parish Council be submitted to the Local Government Boundary Commission for England.**

#### 4198 TO DISCUSS HALLGATE MEMORIAL GARDENS MAINTENANCE

4198.1 The Clerk referred to recent comments about the maintenance of the Memorial Gardens and suggested that the contract be reviewed to clearly establish responsibility for different elements. Councillors referred to recent work on the gardens including painting of the railings and edging and identified further actions that would continue to improve the area.

**Resolved:**

- i. that a site be identified for a tool store;
- ii. that consideration be given to locating a compost bin in the rear right hand corner of the Gardens;
- iii. that work to refurbish the benches continues;
- iv. that Worklink be asked to clear the two beds at the front of the Gardens;
- v. that the wording on the WWI plaques is restored;
- vi. that the lights on the gates are repaired;
- vii. that the Royal British Legion be approached to establish whether any names need to be added to the plaques
- viii. that a fourth rose bush be purchased for the central circle to commemorate VE Day, and
- ix. that a review of longer term maintenance be referred to the Environment Working Group.

#### 4199 TO CONSIDER QUOTES FOR SUMMER PLANTING

4199.1 The Clerk advised that the previous supplier of plants had retired and that it had been necessary to develop a specification and advertise for a new supplier. Quotes had been requested from 5 companies for the provision of plants, installation of hanging baskets and twice weekly watering. Three quotes had been received, one was awaited and one company had decided not to quote.

**Resolved:**

- i. that the award of the contract for summer planting and watering be delegated to the Clerk in consultation with Parish Councillors, and
- ii. that a letter of thanks be sent to the previous contractors thanking him for his many years of service to the Parish.

#### 4200 TO RECEIVE AN UPDATE ON THE BMX TRACK

4200.1 The Chair referred to a recent meeting about the use of commuted sums which had considered options for sports facilities in the parish. The BMX site might be included in wider proposals for KGV and these would be considered again at a meeting in early May. Other sites were being considered, but issues of land ownership and permissions needed to be resolved as well as the suitability of the proposed sites.

**Resolved: that the report be noted.**

#### 4201 TO RECEIVE AN UPDATE ON THE KING STREET BUS SHELTER PROPOSAL

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

*Tel : 01482 847623 E-mail : [clerk@cottinghamparishcouncil.gov.uk](mailto:clerk@cottinghamparishcouncil.gov.uk)*

*Website: [www.cottinghamparishcouncil.org.uk](http://www.cottinghamparishcouncil.org.uk)*

*Chairman: Councillor Kevin Casson Tel: 01482 849674 Clerks: N Pape/J Price*

4201.1 The Clerk informed the Parish Council that she had submitted an application to ERYC for funding towards a new bus shelter on King Street outside Hallgarth Residential Home. The Parish Council would be expected to make a contribution to the costs if the application was successful.

**Resolved: that the report be noted.**

#### 4202 TO RECEIVE UPDATE ON TOWN CENTRE PROJECT

4202.1 The Clerk submitted a report prepared by the Town Centre Officer outlining recent work, including arrangements for the VE Day Celebrations on 8<sup>th</sup> May 2025 and the Annual Parish Meeting to be held on 23 April 2025.

**Resolved: that the report be noted.**

#### 4203 TO APPROVE THE VE DAY RISK ASSESSMENT

4203.1 The Clerk submitted a draft risk assessment for the VE Day event for members' consideration.

**Resolved: that the risk assessment be approved.**

#### 4204 REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

No reports had been received.

#### 4205 TO DISCUSS RECEIVED CORRESPONDENCE

No correspondence had been received.

#### 4206 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

Progress with the BMX track  
Memorial Garden Lights  
CCTV Policy

**There was no other business and the Meeting closed at 8:25pm**

Signed ..... Chairman of the Cottingham Parish Council