

# Cottingham Parish Council



**EXTRAORDINARY MEETING OF COTTINGHAM PARISH COUNCIL**  
**HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM**  
**6PM ON WEDNESDAY 6<sup>TH</sup> AUGUST 2025**

**PRESENT:** Councillors: Casson, Graves, Jump, Larkin, Porteus, Stather & Ward  
 Clerk: J Price  
 3 Members of the Public

4342 DECLARATIONS OF INTEREST

4342.1 There were no declarations of interest.

4342.2 No dispensations had been requested.

4343 TO RECEIVE AND APPROVE APOLOGIES

Apologies had been received from Councillors Kemp, Kind, Longbottom and Marten.

4344 TO CONSIDER SCALE OF CHARGES FOR COTTINGHAM CHRISTMAS FESTIVAL 2025 TRADERS

4344.1 The Clerk referred to a proposal from the Events Working Goup regarding the charges for stalls and attractions at the Christmas Festival. In light of feedback the process had been reviewed and a small reduction was proposed. Following discussion the proposed charges were agreed they also proposed that the first 5 charities applying for a stall should be offered a discounted price of £50.

**Resolved:**

**i) that charges for Cottingham Christmas Festival be agreed as follows:**

<b>CHRISTMAS FESTIVAL 2025</b>	<b>Charge</b>	<b>Electric</b>
<b>Market stall</b>	<b>£85</b>	<b>£45</b>
<b>Drinks unit</b>	<b>£165</b>	<b>£55</b>
<b>Food unit up to 3m x 3m</b>	<b>£165</b>	<b>£55</b>
<b>Food unit over 3m x 3m</b>	<b>£250</b>	<b>£55</b>
<b>Static van up to 2.5m</b>	<b>£55</b>	<b>£55</b>
<b>Static van 2.5m to 8.5m</b>	<b>£85</b>	<b>£55</b>
<b>Static van 8.5m upwards</b>	<b>£170</b>	<b>£55</b>
<b>Civic Hall table</b>	<b>£40</b>	<b>n/a</b>
<b>Ride under 30ft</b>	<b>£80</b>	<b>n/a</b>
<b>Ride 30ft – 40ft</b>	<b>£150</b>	<b>n/a</b>

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*Chair: Councillor Julia Marten Tel: 01482 843399 Clerks: N Pape/J Price*

**Shop frontage reservation fees:****Independent shop - no charge. Non-Independent shop £50****ii) that the first 5 charities applying for a stall be offered a reduced charge of £50****4345 TO CONSIDER WORDING OF BMX TRACK SIGNAGE/BMX TRACK PUBLIC SURVEY QUESTIONNAIRE**

4345.1 The Chairman referred to draft documents circulated before the meeting including a proposed survey and examples of signage from other bike and BMX track. The Clerk referred to an offer of help from British Cycling. Councillors suggested that any suggestions for amendments or additions should be forwarded to the office and comments sought from British Cycling. The BMX Working Group should agree the final wording. It was also suggested that the Working Group be expanded to include interested residents as soon as possible.

4345.2 It was noted that Councillors are currently undertaking regular checks of the site and there was to be a ROSPA inspection of the site in the week commencing 11 August 2025.

**Resolved:**

- i. **that Councillors be requested to submit suggested amendments to the survey by 8 August 2025;**
- ii. **that the representative from British Cycling be asked to comment on the survey and proposed signage;**
- iii. **that the Clerks be delegated authority to approve the final wording of the survey and signage following consultation with the BMX Working Group, and**
- iv. **that interested residents be invited to join the Steering Group.**

**4346 TO AGREE THE INSTALLATION OF WI-FI AND PURCHASE OF LAPTOP FOR CCTV MONITORING**

4346.1 The Clerk referred to a quotation received from VIZSEC and explained that an additional WiFi access point would be required to enable access to the CCTV recordings, and that it was proposed to purchase a dedicated laptop to enable the camera operation to be checked and recordings access by Humberside Police as a back-up to the exiting arrangements with Hessle Town Hall which were to be maintained. The Clerk advised that relevant policies would be submitted to the September meeting of the Parish Council for consideration.

**Resolved:**

- i. **that the quotation from VIZSEC for an additional Wi-Fi point be accepted, and**
- ii. **that the HP250 G9 Notebook laptop be purchased.**

**There was no other business and the meeting closed at 6.45pm**

Signed ..... Chair of Cottingham Parish Council