

# Cottingham Parish Council



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

**PRESENT:** Councillors: Marten, Casson, Jump, Kemp, Graves, Longbottom, Kind, Porteus, Stather & Ward  
 Clerk: Pape  
 6 members of the public present

4323 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Larkin.

**Resolved: that apologies be accepted**

4323 DECLARATIONS OF INTEREST

Declarations of interest – Member Code of Conduct. To record any declarations of pecuniary or non-pecuniary interests by any member in respect of items on this agenda.

4323.1 Cllr Casson declared a personal interest in minute 4330 - To consider grant request from HWRA on behalf of Men in Sheds.

4324 PUBLIC QUESTIONS

To consider matters raised in advance of the meeting per Minute reference 3607.1. In accordance with Standing Order 3e the period for public questions shall not exceed 10 minutes.

No public questions had been submitted

4325 TO RECEIVE LOCAL POLICING REPORT

4325.1 Crime data for Cottingham Parish June-July 2025 had been circulated to Councillors in advance of the meeting.

4325.2 The PCSOs present provided an update on theft incidences and provided information on the ShopWatch initiative in Hessle.

4325.3 Information submitted by the East Riding Council Anti-Social Behaviour Team for the period 1<sup>st</sup> October 2024 – 31<sup>st</sup> March 2025 was circulated to Cllrs. A Councillor requested further background information including how the data compared to previous statistics.

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

**Resolved: that the Clerk contact the East Riding Council Anti-Social Behaviour Team to request a more detailed data analysis.**

**4326 TO RECEIVE REPORTS FROM ERYC WARD COUNCILLORS**

4326.1 Written reports from Councillors Casson, Cantrell & Redshaw had been circulated prior to the meeting. Cllrs Casson & Redshaw answered questions raised by Councillors relating to the reports.

**Resolved: that the reports be noted**

**4327 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES**

- 4327.1 Full Parish meeting held on 19<sup>th</sup> June 2025
- 4327.2 Planning Committee meeting held on 24<sup>th</sup> June 2025
- 4327.3 Personnel Committee meeting held on 8<sup>th</sup> July 2025
- 4327.4 Finance Committee meeting held on 8<sup>th</sup> July 2025

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

**Financial Matters**

**4328 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE JUNE PAYMENTS**

4328.1 The Clerk advised that the financial position of the council, budget and June transactions had been considered in depth by the Finance Committee who recommended approval.

**Resolved:**

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

**4329 TO CONSIDER ANY AMENDMENTS REQUIRED TO THE PARISH COUNCIL EARMARKED RESERVES**

4329.1 The Clerk reported that the Internal Auditor had recommended that the Council reviews its reserves and considers establishing additional earmarked reserves. The Finance Committee had considered the recommendation of the Auditor in depth and identified a number of budget lines where earmarked reserves would be appropriate. The Parish Council also noted that an earmarked reserve had been established for the £3000 received from the KGV Trust towards the BMX Track.

**Resolved: that the following earmarked reserves are established:**

**BMX Track - £10,000**  
**Election - £20,000**  
**Website - £5,000**  
**Street furniture - £15,000**  
**Building Maintenance - £10,000**  
**Events - £10,000**

**4330 TO CONSIDER GRANT REQUEST FROM HWRA ON BEHALF OF MEN IN SHEDS**

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4330.1 A grant application for £9112.50 had been submitted by HWRA on behalf of Cottingham Men in Sheds for the excavation and connection of utilities. The Finance Committee had discussed the application in depth and recommended approval by Council.

**Resolved: that the Parish Council approved the grant of £9112.50, an initial payment of 90% (£8201.25) with the remaining 10% (£911.25) being paid on receipt of a satisfactory project report and payment receipts**

#### 4331 TO CONSIDER PROPOSED REVISIONS TO THE FINANCIAL REGULATIONS

4331.1 The Clerk submitted revised Financial Regulations which had been amended to reflect the section on grant awards and also updated terminology relating to the Chair.

**Resolved: that the updated Financial Regulations be agreed**

### Administration

#### 4332 TO CONSIDER QUOTE FOR VILLAGE PLANTING MAINTENANCE

4332.1 The Clerk referred to a quote circulated prior to the meeting regarding village planting maintenance. The quote of £120 per month would include pruning, weeding, shaping of plants, deadheading flowers, application of suitable feeds, watering planters and 6 monthly cleaning of the planters; Councillors approved the quote.

**Resolved: that the quotation of £120 per month for village planting maintenance be approved**

#### 4333 TO CONSIDER REPLACING VILLAGE ENTRANCE PLANTERS

4333.1 Cllrs discussed replacing the village entrance planters, some are in a greater state of disrepair than others. The Clerk reported that the Broxap steel planters ordered in 2024 to replace the planters on Endyke Lane and Bricknell Avenue were still available to order costs being £675 plus £100 delivery charge each. Councillors agreed new planters be ordered for Dunswell Road and Hull Road.

**Resolved: that new planters be ordered for Dunswell Road and Hull Road**

#### 4334 TO ESTABLISH A WEBSITE WORKING GROUP

4334.1 The Clerk reported that the Finance Committee had considered options for purchasing a new website, it was agreed that a Working Group be established to look into the options in further detail, website providers will be invited to meet with the Working Group to provide demonstrations.

**Resolved: that a Website Working Group be established, members comprising of Cllrs Stather, Ward, Kemp, Kind & Larkin**

#### 4335 TO AGREE DATES FOR THE OFFICE CHRISTMAS SHUTDOWN

4335.1 The Clerk reported that in previous years, as detailed in the staff contracts, that staff were expected to attend both Cottingham Day and the Cottingham Christmas Festival with the staff being compensated for this work with extra time off over the Christmas and New Year period when the office is closed. It was agreed the office be

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closed from Tuesday 23rd December 2025 until Thursday 1st January 2026, reopening on 2 January 2026; staff would also be given the option to take Monday 22<sup>nd</sup> December as annual leave.

**Resolved: that the office be closed from Tuesday 23rd December 2025 until Thursday 1st January 2026, reopening on 2 January 2026; staff would also be given the option to take Monday 22<sup>nd</sup> December as annual leave**

4336 TO RECEIVE AN UPDATE FROM THE KGV BMX CONSULTATION MEETING AND CONSIDER NEXT STEPS

4336.1 It was noted that there had been a very good attendance, including lots of young people, at the consultation meeting regarding the future of the BMX track. Some excellent ideas had been put forward along with evidence that the track is supported. Cllr Marten wished it to be minuted that it was regrettable that, prior to the meeting, young people and their parents had been made anxious and upset by misinformation posted on non-Parish Council social media and confirmed that the Parish Council would be working with local residents to find a way forward as quickly as possible. It was agreed that a Councillor BMX Track Working Group be established with a meeting of the group to be convened week commencing 21<sup>st</sup> July 2025.

**Resolved: that a BMX Track Working Group be established, members comprising of Cllrs Marten, Casson, Porteus, Longbottom, Ward & Larkin with a meeting of the group to be convened week commencing 21<sup>st</sup> July 2025**

4337 TO RECEIVE AN UPDATE ON THE STRATEGIC PLAN

4337.1 The Clerk referred to a monitoring report that had been circulated showing updated actions against priorities. Councillors requested a meeting of the Strategic Plan Monitoring Group be convened, it was also recommended that staff resourcing be assessed in relation to the required actions within the plan being achievable.

**Resolved:**

- i. **that the report be noted,**
- ii. **that a meeting of the Strategic Plan Monitoring Group be convened**
- iii. **that staff resourcing required to implement the Strategic Plan be assessed after the meeting of the Strategic Plan Monitoring Group**

4338 TO RECEIVE AN UPDATE FROM THE TOWN CENTRE OFFICER

4338.1 The Clerk submitted a report prepared by the Town Centre Officer outlining recent work, including Cottingham in Bloom, the Cottingham Business Forum, arrangements for a Cottingham Playday Event on 7<sup>th</sup> August 2025, arrangements for the Celebration of Older People's event to be held on 1<sup>st</sup> October 2025, Cottingham ghost walks in October and a December late night shopping event

**Resolved:**

- i. **that the report be noted, and**
- ii. **that the Town Centre Officer be thanked for her work**

4339 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

4339.1 There were no reports to note

4340 TO DISCUSS RECEIVED CORRESPONDENCE

4340.1 The Clerk reported that an invitation had been received for Councillors to attend the Wastewise Community Liaison meeting on 18<sup>th</sup> September 2025

4341.1 The Clerk reported that an invitation had been received for Councillors to attend the East Riding Council Town & Parish Meet & Greet meeting on 18<sup>th</sup> September 2025

4341 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

4341.1 Councillors wished it to be minuted that they thanked the staff for their hard work in the efficient running of the office and for ensuring the success of Cottingham Day

4341.2 Councillors requested a meeting of the Environment Working Group be convened

**There was no other business and the Meeting closed at 7:48pm**

Signed ..... Chair of the Cottingham Parish Council