

Cottingham Parish Council



ANNUAL MEETING OF COTTINGHAM PARISH COUNCIL **HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM** **7PM ON THURSDAY 15th MAY 2025**

PRESENT: Councillors: Casson, Graves, Jump, Kemp, Kind, Larkin,
Longbottom, Marten, Porteus, Stather & Ward
Clerk: Price
5 members of the public present, 3 via Microsoft Teams

4207 ELECTION OF CHAIR FOR THE 2026/26 MUNICIPAL YEAR

It was proposed by Councillor Kind, seconded by Councillor Graves and agreed unanimously that Cllr Marten be elected as Chair.

Resolved: that Councillor Marten be elected Chair for the 2025/26 Municipal Year

4208 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE OR, IF NOT THEN RECEIVED, TO DECIDE WHEN IT SHALL BE RECEIVED

The Chairman's declaration of acceptance of office was received

4209 APOLOGIES FOR ABSENCE

There were no apologies

4210 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

There were no declarations.

4211 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 questions had been received.

4212 TO RECEIVE LOCAL POLICING REPORT

4212.1 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 referred to

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

Tel :01482 847623 E-mail : clerk@cottinghamparishcouncil.gov.uk

Website: www.cottinghamparishcouncil.org.uk

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

ongoing issues with nuisance motorbikes and cycles thefts, and reiterated their request for reports in the format provided previously.

Resolved: that the Clerk contact Humberside Police regarding the preferred report format and lack of attendance and escalates the matter if necessary.

4213 TO RECEIVE REPORTS FROM ERYC WARD COUNCILLORS

4213.1 Written reports from Councillors Redshaw, Cantrell and Casson had been circulated prior to the meeting. Councillor Duke submitted a verbal report. Parish Councillors raised questions in relation to the proposed CCTV cameras on Middledyke Lane/Orchard Park Road; and proposals to crush vehicles involved in fly tipping.

Resolved:

- i. **that the reports be noted, and**
- ii. **that letters of thanks be sent to those involved in the organisation of the VE Day celebrations.**

4214 APPOINTMENT OF VICE CHAIR FOR THE 2025/2026 MUNICIPAL YEAR

It was proposed by Councillor Graves, seconded by Councillor Kind and agreed unanimously that Cllr Casson be appointed as Deputy Chairman.

Resolved: that Councillor Casson be appointed Vice-Chair for the 2025/26 Municipal Year

4215 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 4215.1 Full Parish meeting held on 17th April 2025
- 4215.2 Planning Committee meeting held on 22nd April 2025
- 4215.3 Events Working Party meeting held on 29th April 2025

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

4216 REVIEW OF COMMITTEE/WORKING GROUP TERMS OF REFERENCE

- 4216.1 Planning Committee
- 4216.2 Personnel Committee
- 4216.3 Allotments Committee
- 4216.4 Finance Committee
- 4216.5 Events Working Party

Resolved: that with an amendment to the membership of the Finance and Personnel Committees to allow 6 members on each, the Terms of Reference be agreed.

4217 ELECTION TO COMMITTEES FOR THE MUNICIPAL YEAR 2025/26

- 4217.1 Personnel Committee (6 members)

Resolved: That Councillors Kemp, Ward, Larkin, Jump, Stather & Porteus be appointed as members of the Personnel Committee

- 4217.2 Allotments Committee

Resolved: That Councillors Ward, Larkin, Marten & Casson be appointed as members of the Allotment Committee

4217.3 Finance Committee

Resolved: that Councillors Kemp, Larkin, Kind, Jump, Stather & Porteus be appointed as members of the Finance Committee

4218 APPOINTMENT OF MEMBERS TO WORKING PARTIES FOR THE MUNICIPAL YEAR 2025/26

4218.1 Events Working Party

Resolved: that Cllrs Kemp, Casson, Jump & Larkin be appointed as members of the Events Working Party

4218.2 Neighbourhood Plan Steering Group

Resolved: that Cllrs Marten, Casson, Graves, Longbottom, Larkin, Kind, Jump & Stather be appointed as members of the Neighbourhood Plan Steering Group

4218.3 Environment Working Party

Resolved: that Cllrs Marten, Casson, Graves, Longbottom, Ward, Larkin, Kind, Jump & Stather be appointed as members of the Environment Working Party

4218.4 Flood Working Group

Resolved: that Cllrs Casson, Longbottom, Kind, Jump & Stather be appointed as members of the Flood Working Group

4218.5 Friends of Queen Elizabeth Memorial Garden

Resolved: that Cllrs Casson, Graves, Longbottom, Ward & Larkin be appointed to the Friends of Queen Elizabeth Memorial Garden

4218.6 Blue Plaque Assessment Panel

Resolved: that Cllrs Marten, Casson & Longbottom be appointed to the Blue Plaque Assessment Panel

4218.7 Strategic Plan Monitoring Group

Resolved: that Cllrs Marten, Kemp, Larkin, Kind, Jump & Stather be appointed to the Strategic Plan Monitoring Group

4218.8 Cottingham in Bloom Working Group

Resolved: that Cllrs Casson, Graves, Ward & Larkin be appointed to the Cottingham in Bloom Working Group

4218.9 Car Parking Charges Working Group

Resolved: that Cllrs Casson, Graves, Ward, Larkin, Kind, Jump, Stather & Porteus be appointed to the Car Parking Charges Working Group

4219 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES FOR THE 2025/26 MUNICIPAL YEAR

4219.1 ERNLLCA District Committee (2 representatives)

Resolved: that Cllrs Marten & Kemp be appointed as ERNLLCA representatives

4219.2 Yorkshire Coast Community Rail Partnership

Resolved: that Cllr Graves be appointed as YCCRP representative

4219.3 Volunteer Groups and Sports Clubs Network (ERYC)

Resolved: that Councillor Casson be appointed to the Volunteer Groups and Sports Clubs Network

4220 TO AGREE SIGNATORIES ON BANK ACCOUNTS

4220.1 Lloyds Account

Resolved: that Cllrs Casson, Jump, Kemp & Marten be approved as signatories on the Lloyds Account

4220.2 Nationwide Account

Resolved: that Councillors Casson, Jump and Marten be approved as signatories on the Nationwide Account

4221 DATES AND TIMES OF MEETINGS FOR THE 2025/26 MUNICIPAL YEAR

Resolved:

- i. **that the Parish Council meets at 7pm on the third Thursday of every month except August and December, and**
- ii. **that the Planning Committee meets every three weeks**

4222 TO REVIEW THE COUNCIL'S ASSET REGISTER

4222.1 An updated Asset Register had been circulated to the Council for review.

Resolved: that the report be approved and a further copy circulated with larger font and fewer columns to make it easier to read.

4223 TO REVIEW THE COTTINGHAM DAY RISK ASSESSMENT

4223.1 The Clerk referred to the revised Risk Assessment that had been created for Cottingham Day and advised that it identified hazards and actions to mitigate them. A Councillor suggested that the scores were reviewed to better reflect the impact of mitigating actions.

Resolved:

- i. **that the risks and mitigating actions be approved but the scores be reviewed by the Events Working Party, and**
- ii. **that Richard Moverley be thanked for his work on producing the Risk Assessment.**

4224 TO RECEIVE AN UPDATE ON THE STRATEGIC PLAN

4224.1 The Clerk referred to a monitoring report that had been circulated showing updated actions against priorities.

Resolved:

- i. **that the report be noted, and**
- ii. **that the Strategic Plan be submitted to Committees and Working Groups to ensure their proposals are focused on delivering the Strategic Plan priorities.**

4225 TO RECEIVE AN UPDATE FROM THE TOWN CENTRE OFFICER

4225.1 The Clerk submitted a report prepared by the Town Centre Officer outlining recent work, including the VE Day Celebrations on 8th May 2025, Cottingham in Bloom, the Cottingham Business Forum, connections with local care homes and arrangements for the Celebration of Older People's event to be held on 1st October 2025

Resolved:

- i. **that the report be noted, and**
- ii. **that consideration be given to holding a Children's event at Easter 2026.**

4226 TO RECEIVE AN UPDATE ON VILLAGE PLANTING

4226.1 The Clerk reported that following consultation with councillors the contract had been awarded to David Robert Garden Services. This included planters and hanging baskets and watering of the central bed in the memorial gardens. The contractor hoped to complete the planting by the early June 2025. Councillors commented on the condition of the ERYC planters and requested clarification on when they would be replanted.

Resolved:

- i. **that the report be noted**
- ii. **that the Clerk contacts ERYC regarding a timescale for replanting of planters around Market Green.**

4227 TO RECEIVE AN UPDATE ON THE BMX TRACK

4227.1 Councillor Casson referred to a recent meeting with the KGV Trust and ERYC about proposals for investment at the KGV site. A survey was required to determine the future of the BMX track

Resolved:

- i. **that the report be noted, and**
- ii. **that a survey be produced regarding the future of the BMX track.**

4228 TO RECEIVE FEEDBACK FROM THE NETWORK EVENING

Councillors commented that the format of the event had worked, but that attendance was very poor. Discussion took place about advertising the event and future formats.

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Resolved:

- i. **that suggestions for future events be considered at a future meeting of the Parish council;**
- ii. **that the proposed refresh of the Parish Council website is progressed as a priority.**

4229 REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

No reports had been received.

4230 TO DISCUSS RECEIVED CORRESPONDENCE

No correspondence had been received.

4231 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

Councillor Redshaw reported that Councillor Jump had been made an Honorary Alderman at the ERYC Annual Meeting in recognition of her long service

Future agenda items
AGAR
Monthly finance update

There was no other business and the Meeting closed at 8:00pm

Signed Chairman of the Cottingham Parish Council