

Cottingham Parish Council



MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM
7PM ON THURSDAY 18th SEPTEMBER 2025

PRESENT: Councillors: Marten, Casson, Jump, Kind, Graves, Larkin, Porteus,
 Clerk: J Price
 8 members of the public present plus 2 online

4290 APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Longbottom, Kemp, Stather and Ward.

Resolved: that apologies be accepted

4291 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.

No declarations were received.

4292 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

4293 TO RECEIVE LOCAL POLICING REPORT

4293.1 Crime data for Cottingham Parish for August 2025 had been circulated to Councillors in advance of the meeting.

4293.2 The PCSO present reported that there had been a reduction in calls for service relating to nuisance motorbikes at the flood attenuation lagoons off Middledyke Lane and a reduction in ASB at KGV; a suspect had been identified for a recent restaurant burglary. Councillors noted that there was a new Inspector and requested that he attended a future meeting to introduce himself. Councillors enquired about the potential for youth diversionary activities and it was suggested the Police should discuss options with the KGV Trust.

Resolved:

- i. that the new Inspector covering Cottingham be invited to attend a future meeting, and**

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- ii. **that the Police contact the KGV Trust regarding the possibility of youth diversionary activities being organised at the site.**

4294 TO RECEIVE REPORTS FROM ERYC WARD COUNCILLORS

4294.1 Written reports from Councillors Duke, Casson, Cantrell & Redshaw had been circulated prior to the meeting. Cllrs Cantrell, Casson & Redshaw answered questions raised by Councillors relating to flags; the road condition at Queensway and Keswick Gardens and the Highways capital replacement programme.

Resolved: that the reports be noted

4295 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 4295.1 Events Working Group held on 12 June 2025
- 4295.2 Events Working Group held on 3 July 2025
- 4295.3 Planning Committee held on 15 July 2025
- 4295.4 Full Parish held on 17 July 2025
- 4295.5 Events Working Group held on 21 July 2025
- 4295.6 BMX Working Group held on 24 July 2025
- 4295.7 Allotments Committee held on 30 July 2025
- 4295.8 Blue Plaque Assessment Panel held on 5 August 2025
- 4295.9 Planning Committee held on 5 August 2025
- 4295.10 Extraordinary Meeting of the Parish Council held on 6 August 2025
- 4295.11 Environment Working Group held on 6 August 2025
- 4295.12 Planning Committee held on 26 August 2025
- 4295.13 Extraordinary Meeting of the Parish Council held on 26 August 2025
- 4295.14 Events Working Group held on 1 September 2025
- 4295.15 Allotments Committee held 2 September 2025
- 4295.16 Extraordinary meeting of the Parish Council held on 5 September 2025
- 4295.17 Finance Committee held on 9 September 2025

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

Financial Matters

4296 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE JULY AND AUGUST PAYMENTS

4296.1 The Clerk advised that the financial position of the council, budget and July and August transactions had been considered in depth by the Finance Committee who recommended approval.

Resolved:

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

4297 TO CONSIDER GRANT REQUESTS

4297.1 A grant application for £6000.00 had been submitted by Hallgate and King Street Christmas Lights. Two representatives of the group attended to answer members'

questions clarifying that the move to energy efficient lights was continuing. The Finance Committee had discussed the application in depth and recommended approval by Council.

Resolved: that the Parish Council approve the grant of £6000.00

4297.2 A grant application for £6000.00 had been submitted by Cottingham West End Christmas Lights. One representative of the group attended to answer members' questions, noting that the new electricity supply should be in place in the next few weeks. The Finance Committee had discussed the application in depth and recommended approval by Council.

Resolved: that the Parish Council approve the grant of £6000.00

4298 TO CONSIDER A RECOMMENDATION FROM THE FINANCE COMMITTEE TO COMMISSION A NEW WEBSITE

4298.1 The Chair of the Finance Committee reported on the procurement process for a new website. A number of quotations had been obtained from possible providers, and the Website Working Group had received a presentation from one company. Having considered the proposal in detail, the Finance Committee had no hesitation in recommending that the Parish Council moved to Aubergine.

Resolved:

- i. that the Parish Council's website is moved to Aubergine;
- ii. that the forms, consultations and poll module at a cost of £50 + VAT per annum and Online Payments module at a one-off cost of £500 + VAT be included;
- iii. that the Clerks liaise with Aubergine regarding timelines and scoping, and
- iv. that the Website Working Group continues to be involved in design and content development.

4299 TO CONSIDER A RECOMMENDATION FROM THE EVENTS WORKING GROUP IN RESPECT OF SECURITY FOR THE CHRISTMAS FESTIVAL

4299.1 The Clerk referred to a quote circulated prior to the meeting setting out costs for security for the Christmas Festival. In response to a question from a councillor, the Clerk advised that two quotes had been received and had been considered by the Events Working Group. The quote from the existing provider was recommended due to their experience with the event, despite being slightly more expensive.

Resolved: that the quotation of £2723.20 + VAT from VP Security and Cleaning Service Limited be approved.

4300 TO CONSIDER A RECOMMENDATION FROM THE EVENTS WORKING GROUP REGARDING THE HIRE OF AN ICE RINK FOR THE CHRISTMAS FESTIVAL

4300.1 The Clerk submitted details of a proposed ice rink for the Christmas Festival. She advised that a grant application had been submitted to cover the cost. If the grant was successful the activity would be free to use, if not, then a charge would be made to help cover the cost. The outcome of the grant application would be known in the next few weeks.

Resolved: that the quotation of £3200 for the hire of a synthetic ice rink be approved.

4301 TO CONSIDER A QUOTATION FOR HANGING BASKETS FOR 2026

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4301.1 The Clerk submitted a quote from the current contractor for seasonal planting of ornamental baskets/tubs for the summer and autumn 2026.

Resolved: that the quotation of £3800.00 from David Robert Gardening Services for the replanting of baskets and tubs for summer and autumn 2026.

4302 TO CONSIDER A RECOMMENDATION FROM THE ALLOTMENTS COMMITTEE THAT PLOT FEES FOR 2026 BE INCREASED TO £48 PER PLOT

4302.1 The Clerk reported that the Allotments Committee had considered plot fees and had recommended an increase of £3 to £48 per year. The CNAA subscription would remain the same at £6 per year.

Resolved: that the allotment fee for 2026 be agreed at £48 per year.

4303 TO NOTE THE LOCAL GOVERNMENT PAY AGREEMENT 2025/26

4303.1 The Clerk submitted details of the recently agreed NJC pay award, noting that it was applied automatically from April 2025 in line with staff contracts.

Resolved: that the local government pay award be noted.

Administration

4304 TO CONSIDER BULB PLANTING IN THE VILLAGE

4304.1 A Councillor had requested the purchase of bulbs for planting in verges and around street furniture over the next few weeks - crocuses, miniature daffodils etc. It was noted that approval would be required from ERYC for specific locations.

Resolved:

- i. **that a budget of £500 be agreed for additional bulb planting, and**
- ii. **that Councillors send in details and photos of suggested locations**

4305 TO RECEIVE THE FINAL REPORT OF THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND ON ERYC WARD BOUNDARIES AND CONSIDER PROPOSALS IMPACTING ON COTTINGHAM PARISH

4305.1 The Clerk referred to the recommendations in the final report including the retention of 11 parish councillors, but a change to parish ward representatives with Castle Ward reduced by 1 and Millbeck ward increased by 1, and the creation of a new Cottingham North and Skidby ward at the ERYC level. The proposals would come into effect at the 2027 election.

Resolved: that the report be noted.

4306 TO RECEIVE AN UPDATE ON THE BMX TRACK

4306.1 Councillors reported that the work to create 3m safety zone had been completed, although some areas were fractionally less than 3 metres, although British Cycling had advised that this was permissible in the lower areas. Fencing works were planned for the following days, additional signage showing directional routes was being prepared. Once

the planned work was completed a date for a further ROSPA survey would be confirmed and a date for it to reopen could be agreed.

Resolved:

- i. **that the progress be noted, and**
- ii. **that the staff and Councillor Casson be thanked for their work on this matter.**

- 4307 TO CONSIDER A REQUEST FROM ERYC TO SUPPORT PROPOSED SCHEMES IN THE COTTINGHAM LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN 2024 - 2034

4307.1 The Clerk submitted a report from ERYC setting out the Cottingham Local Cycling and Walking Infrastructure Plan 2024 – 2034 and sought councillors views on the schemes included. A Councillor referred to some rights of way near the A1079 that had been closed due to development works and signage wasn't accurate.

Resolved:

- i. **that the Plan be agreed and signed by the Chair, and**
- ii. **that the Public Rights of Way Officer at ERYC be advised of the issues with rights of way near the A1079.**

- 4308 TO CONSIDER A RECOMMENDATION FROM THE PLANNING COMMITTEE THAT A LETTER BE SENT TO THE LOCAL MP AND MAYOR TO SEEK THEIR ASSISTANCE IN IMPROVING THE CURRENT SYSTEM OF GRANTING LICENSES FOR ROADWORKS

4308.1 A Councillor referred to the recommendation from the Planning Committee and read out a proposed letter to be sent to ERYC, central government and the Mayor of the Hull and East Riding Combined Authority.

Resolved: that the content of the letter be agreed and it be sent to the Leader of East Riding Council, the Acting Chief Executive and Executive Director of Communities and Environment at ERYC, Diana Johnson MP, the Minister for Housing and Planning, the Secretary of State for Housing, Communities and Local Government and the Combined Authority Mayor.

- 4309 TO DISCUSS THE INTRODUCTION OF INCREASED PARKING CHARGES AT CASTLE HILL TO A) AGREE A LETTER IS SENT TO THE CEO OF THE HOSPITAL TRUST VOICING COUNCIL'S CONCERN AT THE IMPACT ON THE ROADS AROUND THE HOSPITAL AND B) INVITING THE CEO TO ATTEND A MEETING WITH COUNCIL TO DISCUSS POTENTIAL SOLUTIONS

4309.1 Councillors discussed the impact of the increased charges at Castle Hill Hospital, noting that local roads and car parks did not have the capacity to cope with the probable additional parking demand as people sought to avoid the charges.

Resolved: that a letter is sent to the CEO of the Hospital Trust voicing the parish council's concern at the impact on the roads around the hospital and inviting the CEO to attend a meeting with council to discuss potential solutions.

- 4310 TO CONSIDER A REQUEST FROM A WARD COUNCILLOR FOR A PRIDE EVENT IN THE VILLAGE

4310.1 The Chair referred to a request from a ward councillor to consider a PRIDE event in Cottingham. Councillors discussed the proposal noting that the Parish Council did not have the capacity to organise any additional large events but would happily support a proposal

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from a third party organisation, but did not want to undermine the success of Beverley's event which had only been established for one year. The ward councillor advised that ERYC officers were keen to investigate an event, as was the Cross Keys.

Resolved: that Councillor Kind meets with the ward councillor and interested parties to discuss further.

4311 TO CONSIDER DRAFT CCTV POLICIES

The Clerk submitted a draft CCTV Policy and a draft CCTV Privacy Impact Assessment. She explained that both were based on Hessle Town Council's documentation as they shared some infrastructure with Cottingham. She noted that signage and permissions needed to be updated. A protocol agreement with Humberside Police was in preparation and would be submitted to a later meeting for consideration.

Resolved:

- i. **that the CCTV Policy and CCTV Privacy impact Assessment be agreed, and**
- ii. **that signage and permission agreements be updated.**

4312 TO CONSIDER THE FEEDBACK FROM MHCLG REGARDING HYBRID MEETINGS

4312.1 The Clerk submitted a document summarising the feedback and recommendations from MHCLG regarding hybrid meetings which proposed permitting local authorities to develop their own locally appropriate policies, if they decide to hold remote meetings and for parish councils to be enabled but not required to implement proxy voting schemes, for any of their meetings, in the context of member absences for serious or long-term illness or becoming a new parent.

Resolved:

- i. **that the report be noted, and**
- ii. **that the issue is revisited once the legislation is enacted.**

4313 TO NOTE A REQUEST FROM THE ER LIEUTENANCY TO PROMOTE NOMINATIONS FOR HONOURS FROM THE EAST RIDING AREA

4313.1 The Clerk submitted details of a request from the ER Lieutenancy team requesting the Parish Council promotes the opportunity to nominate individuals for honours

Resolved:

- i. **that the report be noted, and**
- ii. **that the Parish Council puts the advert in notice boards and social media.**

4314 TO RECEIVE AN UPDATE ON THE STRATEGIC PLAN

4314.1 The Clerk referred to a monitoring report that had been circulated showing updated actions against priorities. She had added a column to identify which Committee/Working Group would be responsible for each action. It was suggested that actions relating to the Town Centre Officer would come under the Events Working Group.

Resolved:

- i. **that the report be noted,**
- ii. **that actions relating to the Town Centre project would report to the Events Working Group**

4315 TO RECEIVE AN UPDATE FROM THE TOWN CENTRE OFFICER

4315.1 The Clerk submitted a report prepared by the Town Centre Officer outlining recent work, including Cottingham in Bloom, the Cottingham Business Forum, arrangements for the Celebration of Older People's event to be held on 1st October 2025, Cottingham ghost walks in October and a December late night shopping event as well as applications for grants towards the events and noticeboards.

Resolved:

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

4316 TO CONSIDER MECHANISMS FOR PROMOTING THE WORK OF THE PARISH COUNCIL

4316.1 Councillors referred to the need to more effectively promote the work of the Parish Council to ensure that residents were properly informed. The Clerk reported that the new website would improve the opportunities for promoting activity and could potentially link with the social media sites. Councillors proposed that any promotional material should be forwarded to the Clerks to ensure it complied with the Social Media Policy.

Resolved: that the Clerks investigate scope for improved promotion of the Parish Council's work.

4317 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

4317.1 There were no reports to note

4318 TO DISCUSS RECEIVED CORRESPONDENCE

4318.1 No correspondence had been received.

4319 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

4319.1 A ward Councillor referred to the recent announcement that The Lawns and Feren's Hall sites had been sold.

4319.2 Items for the next meeting:

- BMX update
- Hospital Parking
- Report from YCCRP visit
- Update on Yorkshire in Bloom

There was no other business and the Meeting closed at 8:24pm

Signed Chair of the Cottingham Parish Council