

Cottingham Parish Council



MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM
7PM ON THURSDAY 20th NOVEMBER 2025

PRESENT: Councillors: Marten, Casson, Graves, Jump, Kemp, Larkin, Porteus, Stather, Ward
 Clerk: J Price
 6 members of the public present plus 2 online

4336 APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Longbottom and Kind.

Resolved: that apologies be accepted.

4337 DECLARATIONS OF INTEREST

4337.1 To record any declarations of pecuniary or non-pecuniary interests by any member in respect of items on this agenda.

No declarations were received

4337.2 To note dispensations given to any member of the Council in respect of the agenda items listed below

4338 PUBLIC QUESTIONS

The Clerk reported that no written questions had been received.

4339 TO RECEIVE LOCAL POLICING REPORT

4339.1 Crime data for Cottingham Parish for October 2025 had been circulated to Councillors in advance of the meeting.

4339.2 Two representatives of Humberside Police attended and reported on crime and ASB in the parish and answered councillors questions.

Resolved: that the report be noted.

4340 TO RECEIVE REPORTS FROM ERYC WARD COUNCILLORS

4340.1 Written reports from Councillors Duke, Casson, Cantrell & Redshaw had been circulated prior to the meeting. Cllr Cantrell answered questions raised by Councillors relating to the Health Inclusion vehicle.

Resolved: that the reports be noted

4341.2 To review arrangements for presentation to the Parish Council

Resolved: that reports continue to be taken as read.

4340.3 To consider suicide prevention

Councillor Cantrell referred to the Talk Suicide website, which aims to raise awareness of free suicide prevention training available from the Zero Suicide Alliance.

Resolved: that the report be noted**4341 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES**

- 4341.1 Website Working Group meeting held on 2 October 2025
- 4341.2 Planning Committee held on 7 October 2025
- 4341.3 BMX Track Working Group held on 7 October 2025
- 4341.4 Parish Council held on 16 October 2025
- 4341.5 Neighbourhood Plan Steering Group held on 17 October 2025
- 4341.6 Blue Plaque Assessment Panel held on 27 October 2025
- 4341.7 Environment Working Party held on 28 October 2025
- 4341.8 Planning Committee held on 28 October 2025
- 4341.9 BMX Track Working Group held on 28 October 2025
- 4341.10 Finance Committee held on 6 November 2025

Resolved: that all minutes/notes be adopted as a true record**Financial Matters****4342 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE OCTOBER PAYMENTS**

4342.1 The Clerk advised that the financial position of the council, budget and October transactions had been considered in depth by the Finance Committee who recommended approval.

Resolved:

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

4343 TO AGREE THE SCALE OF CHARGES FOR THE HUMAN FRUIT MACHINE**Resolved: that the charge for the Human Fruit Machine be agreed at £1 for three attempts****4344 TO CONSIDER OFFERING FREE ROCK SALT TO LOCAL BUSINESSES**

4344.1 The Clerk referred to the agreement in previous years to provide a free bag of rock salt to local businesses. Reedkleen will deliver rock salt to businesses for £4.46 per bag. Councillors had suggested that this be continued but only activated when bad weather was forecast.

Resolved: that retailers are contacted about the opportunity to obtain a free bag of rock salt but that delivery is only activated by the Parish Office once bad weather is forecast.

Administration

4345 TO NOTE THE RESPONSES FROM ERYC AND THE DEPARTMENT FOR TRANSPORT REGARDING STREETWORKS IN COTTINGHAM

4345.1 The Clerk submitted letters that had been received from the Department for Transport and ERYC in response to the Parish Council's letter requesting better management of street works, which set out the statutory framework and current arrangement for co-ordination, but recognised the value of community feedback into the review of legislation and guidance..

Resolved: that the responses be noted.

4346 TOWN AND PARISH COUNCIL SUGGESTIONS FOR EAST RIDING OF YORKSHIRE COUNCIL SCRUTINY IN 2026/27

4346.1 The Clerk submitted a request from ERYC for topics of a strategic nature affecting the wider area which could be put forward for scrutiny. Councillors suggested the concerns about streetworks as referred to in the previous item.

Resolved: that the Parish Council submits the streetworks concerns as a possible scrutiny topic for 2026/27.

4367 TO AGREE THE CHRISTMAS FESTIVAL RISK ASSESSMENT

4367.1 The Clerk submitted the draft risk assessment for the Christmas Festival. Councillors referred to a number of scores that needed to be reviewed, but felt that the mitigating actions proposed were robust and appropriate.

Resolved: that the Christmas festival risk Assessment be agreed subject to the amendments to the scoring.

4368 BMX UPDATE

4368.1 To receive update on the bike track

Councillors reported on recent meeting between the Parish Council, officers from ERYC, ERYC Ward Councillors and representatives of the bike track support group to discuss the most recent inspection report, identify next steps and also the possibility of applying for commuted sums to fund its improvement. Councillors were attending a couple of meeting with contractors which had been arranged by the Bike Track support group to get some ideas about future options for the track layout and surfaces. A councillor reported on proposals to further reduce the shrubbery and trees around the perimeter of the site to improve sightlines.

Resolved: that the report be noted

4368.2 To agree risk assessment for bike track

Councillors considered the draft and noted that some of the scores needed to be amended.

Resolved: that the Bike Track risk assessment be agreed subject to amendments to the scoring.

4369 TO CONSIDER ARRANGEMENTS TO COMMEMORATE REMEMBRANCE DAY 2026

4369.1 A Councillor proposed that the Parish Council considered options for decorating the village in the run up to Remembrance Day 2026 , for example by installing large poppies around Market Green. It was proposed that option be considered by the Events Working Group.

Resolved: that the issue be referred to the Events Working Group for detailed consideration.

4370 TO RECEIVE AN UPDATE ON THE STRATEGIC PLAN

4370.1 The Clerk referred to a monitoring report that had been circulated showing updated actions against priorities, and reported that the Strategic Plan Group would be meeting in December 2025 to review priorities for 2026/27.

Resolved: that the report be noted

4371 TO RECEIVE AN UPDATE FROM THE TOWN CENTRE OFFICER

4371.1 The Clerk submitted a report prepared by the Town Centre Officer outlining recent work, including the Cottingham Business Forum, Cottingham ghost walks, and a December late night shopping event as well as proposals for events in 2026/27.

Resolved:

- i. **that the report be noted,**
- ii. **that the proposed events for 2026/2027 be agreed, and**
- iii. **that the Town Centre Officer be thanked for her work**

4372 TO AGREE ARRANGEMENTS FOR THE NETWORK EVENING

4372.1 The Chairman referred to a proposal that the Network Evening in 2026/7 took the form of an Awards Ceremony to recognise work of individuals and groups in the parish.

Resolved: that the proposal for an Awards Ceremony be agreed and the detailed arrangements be delegated to the Events Working Group

4373 TO CONSIDER ISSUES AT THE ENTRANCE TO THE MILLBECK WILDLIFE AREA

4373.1 A councillor referred to the fact that the entrance to the Millbeck Wildlife Area needed building up and sought suggestions for funding or other solutions. A resident agreed to forward details of a contractor working on local development projects that might be able to assist and a Councillor suggested Biowise might be able to supply larger chippings.

4373.2 Ward Councillors referred to issues with the two bridges into the Playing Fields which had now been inspected by ERYC officers to establish what repairs were necessary.

Resolved: that the report be noted

4374 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

No reports were submitted to the meeting.

4375 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

Items for the next meeting:

Bike track update
 Budget
 Millbeck Wildlife Area
 Strategic Plan

4376 EXCLUSION OF THE PRESS AND PUBLIC

Resolved: that the public and press be excluded from the Meeting for the consideration of the following matters on the grounds that it involves the likely disclosure of confidential information as defined in Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

4377 TO CONSIDER THE PARISH COUNCIL'S RESPONSE TO DSAR REQUEST

The Clerk provided anonymised details of the request, the action taken to date, proposed next steps and possible consequences.

Resolved: that the report be noted.

4378 TO CONSIDER A PROPOSAL FROM PERSONNEL COMMITTEE TO REVIEW PENSION CONTRIBUTIONS DURING STAFF'S PROBATIONARY PERIOD

The Clerk referred to a proposal from the Personnel Committee that the reduced rate of pension contributions during staff's probationary period be discontinued and that all staff receive the same contribution from their start date.

Resolved: that the reduced rate of pension contributions during staff's probationary period be amended so that all staff receive the same contribution from their start date.

There was no other business and the Meeting closed at 8:05pm

Signed Chair of Cottingham Parish Council