

Cottingham Parish Council



MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM
7PM ON THURSDAY 16th OCTOBER 2025

PRESENT: Councillors: Marten, Casson, Jump, Kemp, Ward, Kind, Graves,
 Larkin and Porteus
 Clerk: N Pape
 5 members of the public present plus 1 online

4320 APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Longbottom and Kind.

Resolved: that apologies be accepted.

4321 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.

4322 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.

4322.1 A resident had submitted a question asking why the Parish Council meetings are not videoed and placed on a You Tube channel. Cllrs resolved to refer this to the Personnel Committee for consideration

4322.2 A resident had submitted a question asking why, when joining Parish Council meetings via Microsoft Teams, the “comments” are turned off for online attendees. Cllrs agreed that, as Parish Council Meetings are meetings held in public, not public meetings, it would be inappropriate for members of the public to make comments during the meeting

Resolved: that the questions and responses be noted

4323 TO RECEIVE LOCAL POLICING REPORT

4323.1 Crime data for Cottingham Parish for September 2025 had been circulated to Councillors in advance of the meeting.

4323.2 The PCSO present reported that whilst there had been a reduction in calls for service relating to ASB, shoplifting and nuisance motorbikes at the flood attenuation lagoons off Middledyke Lane, there had been a spate of ASB issues in the KGV area of Cottingham. There had also been reports of Subaru vehicles racing in the Inglemire Lane area. The PCSO encouraged members of the public to report traffic offences via Operation Snap.

4324 TO RECEIVE REPORTS FROM ERYC WARD COUNCILLORS

4324.1 Written reports from Councillors Duke, Casson, Cantrell & Redshaw had been circulated prior to the meeting. Cllrs Casson & Duke answered questions raised by Councillors relating to Yorkshire in Bloom and affordable housing.

Resolved: that the reports be noted

4325 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

4325.1 Planning Committee held on 16 September 2025

4325.2 Full Parish held on 18 September 2025

4325.3 Events Working Group held on 29 September 2025

4325.4 Finance Committee held on 7 October 2025

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

Financial Matters

4326 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE SEPTEMBER PAYMENTS

4326.1 The Clerk advised that the financial position of the council, budget and September transactions had been considered in depth by the Finance Committee who recommended approval.

Resolved:

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

4327 TO RECEIVE CONCLUSION OF AUDIT CERTIFICATE FROM THE EXTERNAL AUDITOR

4327.1 The Clerk submitted the certificate of conclusion of audit received from the External Auditor and reported that no issues had been raised. It was agreed copies will be provided to any person on payment of £1.50 for each copy of the Annual Governance & Accountability Return. Councillors thanked the Clerks for their effective management of the Council's finances.

Resolved:

- i. **that the report be noted**
- ii. **that copies will be provided to any person on payment of £1.50 for each copy of the Annual Governance & Accountability Return**

Administration

4328 LICENSING ACT 2003 – REVIEW OF THE STATEMENT OF LICENCING POLICY 2026-2031

4328.1 Councillors considered the review, it was agreed the Parish Council submit comments supporting the simplification of outdoor trading and pavement licences, increasing the number of TENs allowed per year for licenced premises and enabling longer-term licences for recurring festivals and events

Resolved: that the Parish Council submit comments supporting the simplification of outdoor trading and pavement licences, increasing the number of TENs allowed by year for licensed premises and enabling longer-term licences for recurring festivals and events

4329 BMX UPDATE

4329.1 To receive update on the bike track

Cllr Marten reported that the directional signage had been installed and that RoSPA were due to reinspect the track on 17th October. The Clerk reported that the BMX track & Youth Facility survey closes on 22nd October, 367 had been completed as of 16th October. Cllr Casson reported that, whilst the contractor had completed the remedial repair works, future repairs would be necessary. An emergency entrance had been created at the rear of the track and additional fencing had been installed. Cllr Casson proposed a discussion takes place with the riders to discuss the flow of the track. Cllr Jump reiterated the requirement of weekly inspections

4329.2 To agree risk assessment for bike track

Councillors considered the draft and agreed that the scores be reviewed by the BMX Track Working Group prior to resubmission to the Full Council for approval.

Resolved: that the BMX Track Working Group consider the bike track risk assessment in further detail

4330 HOSPITAL PARKING UPDATE

4330.1 The Clerk reported that Andy Haywood, Group Chief Strategy, Partnerships and Digital Officer, NHS Humber Health Partnership will attend a meeting with Cllrs on 20th November 2025 to discuss the Parish Council's concerns regarding 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.

4331 TO RECEIVE AN UPDATE ON THE STRATEGIC PLAN

4331.1 The Clerk referred to a monitoring report that had been circulated showing updated actions against priorities.

Resolved: that the report be noted

4332 TO RECEIVE AN UPDATE FROM THE TOWN CENTRE OFFICER

4332.1 The Clerk submitted a report prepared by the Town Centre Officer outlining recent work, including Yorkshire in Bloom, the Cottingham Business Forum, the Celebration of Older People's event, Cottingham ghost walks in October and a December late night shopping event as well as applications for grants towards the events

Resolved:

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

4333 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

4333.1 YCCRP

Cllr Graves reported that he and Cllr Marten had attended the YCCRP launch of their book entitled 'Carry Your Case, Sir?' at Bridlington station on 3rd October 2025

4334.2 Yorkshire in Bloom

Cllr Casson reported he had attended the Yorkshire in Bloom awards ceremony on 25th September 2025, Cottingham Parish Council/ Working for Health CIC entered Britain in Bloom and achieved a Silver Gilt award. Cllr Casson proposed that local businesses are encouraged to participate in Yorkshire in Bloom 2026, with the Parish Council potentially paying their entry fees. Councillors expressed their thanks to all the volunteers who had worked tirelessly to achieve the award.

4334 TO DISCUSS RECEIVED CORRESPONDENCE

4334.1 The Clerk reported there a place had become available at the ERNLCCA conference of 21st October 2025, it was agreed that Cllr Casson would attend

Resolved: that Cllr Casson attend the ERNLCCA conference on 21st October 2025

4334.2 The Clerk reported that an invitation had been received from the Rector of St Mary's Church to attend their Remembrance Service on Sunday 9th November at 10.30am. It was agreed that Cllrs Marten, Jump, Kemp, Graves, Stather, Casson, Porteus, Ward & Larkin will attend

Resolved: that Cllrs Marten, Jump, Kemp, Graves, Stather, Casson, Porteus, Ward & Larkin attend the Remembrance Service at St Mary's Church on Sunday 9th November

4334.3 The Clerk reported that East Riding Council, at the Government's request, is due to undertake its annual snapshot of the number of people sleeping rough in the East Riding. Councillors had been invited to participate in the undertaking of the snapshot on the evening of Thursday 6th November 2025 into the morning of Friday 7th November 2025. Cllrs did not wish to take part.

Resolved: that Cllrs do not wish to take part in the rough sleeper snapshot 2025

4335 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

Items for the next meeting:

BMX update
Memorial Gardens maintenance 2026

There was no other business and the Meeting closed at 7:45pm

Signed Chair of the Cottingham Parish Council