

Cottingham Parish Council



MEETING OF COTTINGHAM PARISH COUNCIL HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM 7PM ON THURSDAY 15th JANUARY 2026

PRESENT: Councillors: Marten, Casson, Graves, Jump, Longbottom, Larkin,
Porteus, Stather, Ward
Clerks: N Pape/J Price
1 member of the public present plus 5 online

4379 DECLARATIONS OF INTEREST

4379.1 To record any declarations of pecuniary or non-pecuniary interests by any member in respect of items on this agenda.

No declarations were received

4379.2 To note dispensations given to any member of the Council in respect of the agenda items listed below

4380 APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Kemp and Kind.

Resolved: that apologies be accepted.

4381 TO RECEIVE LOCAL POLICING REPORT

4381.1 Crime data for Cottingham Parish for December 2025 had been circulated to Councillors in advance of the meeting.

4381.2 PCSO Freer from Humberside Police attended and reported on crime and ASB in the parish and answered councillors questions.

4381.3 Neighbourhood Watch Groups/Community Projects data from 1st April 2025 to 30 September 2025 provided by East Riding Council was circulated to Councillors, a Councillor requested that thanks be extended to East Riding Council for the report.

Resolved:

- i. **that the report be noted, and**
- ii. **East Riding Council be thanked for the report.**

4382 TO RECEIVE REPORTS FROM ERYC WARD COUNCILLORS

4382.1 Written reports from Councillors Duke, Casson, Cantrell & Redshaw had been circulated prior to the meeting. A request had been submitted from Cllrs Duke & Cantrell that verbal accounts of the reports be permitted during meetings. It was noted that at the Full Parish meeting of 20th November 2025 it had been resolved that reports continued to be taken as read, but that it was intended to publish the reports as part of the meeting packs once the new website was live.

4382.2 A Councillor requested that the content of the reports be specific to Cottingham

Resolved: that reports continue to be taken as read.

4383 PUBLIC QUESTIONS

4383.1 The Clerk reported that no written questions had been received

4383.2 The Clerk informed Cllrs of the winners of the recent Best Dressed Shop Frontage Competition:

1 st Place:	Knit One Stitch One	£150 voucher
2 nd Place:	Cafe Norah	£75 voucher
3 rd Place:	Red Cross	£25 voucher

A member of the public present was invited to draw the winning entries at random

4384 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 4384.1 Bike Track Working Group held on 28 October 2025
- 4384.2 Bike Track Working Group held on 13 November 2025
- 4384.3 Bike Track Working Group held on 17 December 2025
- 4384.4 Blue Plaque Assessment Panel held on 17 November 2025
- 4384.5 Events Working Party held on 3 November 2025
- 4384.6 Events Working Party held on 27 November 2025
- 4384.7 Finance Committee held on 8 December 2025
- 4384.8 Full Council meeting held on 20 November 2025
- 4384.9 Planning Committee held on 18 November 2025
- 4384.10 Planning Committee held on 2 December 2025
- 4384.11 Planning Committee held on 16 December 2025
- 4384.12 Planning Committee held on 6 January 2026
- 4384.13 Strategic Planning Monitoring Group held on 11 December 2025

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

Governance Matters

4385 TO ESTABLISH AND AGREE TERMS OF REFERENCE AND APPOINT MEMBERS TO A COMPLAINTS COMMITTEE

Resolved:

- i. that with an amendment the Terms of Reference be agreed, and
- ii. that all Councillors be appointed to the Complaints Committee, the quorum shall be three Councillors.

4385.1 TO CONSIDER A REQUEST TO APPOINT CLLR PORTEUS TO THE STRATEGIC PLAN MONITORING GROUP

4385.2 It was proposed by Cllr Ward, seconded by Cllr Jump, and agreed unanimously that Cllr Porteus be appointed to the Strategic Plan Monitoring Group for the remainder of the 2025/2026 Municipal Year

Resolved: that Cllr Porteus be appointed to the Strategic Plan Monitoring Group for the remainder of the 2025/2026 Municipal Year

4386 TO AGREE THE UPDATE TO THE STRATEGIC PLAN FOR 2026/27

4387.1 A copy of the proposed update had been circulated to Councillors in advance of the meeting. Cllrs approved the proposed actions for 2026/27. The Clerk advised the 2026/27 budget should be aligned to meet the priorities

Resolved: that the proposed updated 2026/27 Strategic Plan be approved

Financial Matters

4387 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE NOVEMBER PAYMENTS

4387.1 The Clerk advised that the financial position of the council, budget and November transactions had been considered in depth by the Finance Committee who recommended approval. The Clerk responded to a question raised by a Cllr regarding the cost of the allotment water bill

Resolved:

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

4388 TO RECEIVE THE INTERNAL AUDITOR'S INTERIM RPEORT

4388.1 The Clerk submitted the interim internal audit report noting that no issues had been identified

Resolved:

- i. **that the report be accepted;**
- ii. **that the auditors comments regarding the very high standard of accounts and governance arrangements be noted, and**
- iii. **that the Clerks be thanked for their hard work, commitment and accuracy**

4389 TO AGREE THE PARISH COUNCIL'S BUDGET FOR 2026/27

4389.1 A draft budget/proposed precept for 2026/27 had been circulated to Cllrs in advance of the meeting. The draft budget had been thoroughly reviewed by the Finance Committee which recommended its approval.

Resolved: that the Parish Council agrees the following:

- i. **the report on the budget;**
- ii. **the budget for the 2026-27 financial year (appendix 1), and**
- iii. **the General Reserve and Ear Marked Reserves (section 7)**

4390 TO AGREE THE PRECEPT DEMAND FOR 2026/27

4390.1 A proposed precept for 2026/27 had been circulated to Cllrs in advance of the meeting, based on the draft budget. Cllrs resolved to approve the Clerks' recommendations. A Cllr requested the precept leaflet be updated to include a breakdown of anticipated income

Resolved: that the Parish Council agrees the following:

- i. that Council sets the precept at £267,500;
- ii. that the Clerks be instructed to complete the necessary paperwork to inform the East Riding of Yorkshire Council of the Parish Council's precept demand for 2026-27 and
- iii. that the precept leaflet be updated to include a breakdown of anticipated income

4391 TO CONSIDER THE SCALE OF CHARGES FOR COTTINGHAM DAY AND COTTINGHAM CHRISTMAS FESTIVAL 2026

4391.1 The Clerk reported that the Events Working Party proposed the following scale of charges for Cottingham Day and Cottingham Christmas Festival 2026

Market stall	£85	Elec £45
Drinks unit	£165	Elec £55
Food unit up to 3m x 3m	£165	Elec £55
Food unit over 3m x 3m	£250	Elec £55
Static van up to 2.5m	£55	Elec £55
Static van 2.5m to 8.5m	£85	Elec £55
Static van 8.5m upwards	£170	Elec £55
Civic Hall table	£40	Elec n/a
Ride under 30ft	£80	Elec n/a
Ride 30ft – 40ft	£150	Elec n/a

Shop frontage reservation fees:

Independent shop - no charge

Non-Independent shop £50

Resolved: that the proposed scale of charges be approved for Cottingham Day and Cottingham Christmas Festival 2026

4392 TO CONSIDER QUOTATIONS FOR HALLAGTE MEMORIAL GARDENS GROUND MAINTENANCE 2026

4393.1 The Clerk reported that the Parish Council had invited quotes for the Memorial Gardens Ground maintenance for 2026, 2 companies had submitted quotes:

The Clerks recommended quote A be approved at a cost of £3070, based on track record, value for money, and the proposed quality of planting,.

Resolved: that Company A (David Robert Garden Services) be awarded the contract for ground maintenance in the Hallgate Memorial Garden for 2026 at a cost of £3070

4393 TO CONSIDER QUOTATIONS FOR VILLAGE PLANT WATERING 2026

4393.1 The Clerk reported that the Parish Council had invited quotes for the village watering 2026, 2 companies had submitted quotes:

The Clerks recommended quote A be approved at a costs of £350 per month for 6 months based on track record and value for money.

Resolved: that Company A (David Robert Garden Services) be awarded the contract for watering for 2026 at a cost of £350 per month

4394 TO NOTE THE NEW ENERGY TARIFF FROM 1 OCTOBER 2026

4395.1 The Clerk reported that new energy tariff contracts had been confirmed for the office gas/electricity and Millenium Clock electric with effect from 1 October 2026, based on current usage a saving of £392.85 per annum was expected. There would also be a one off refund of £100

Resolved: that the new energy tariff be noted

Administration

4396 TO RECEIVE UPDATE ON THE BMX TRACK

4396.1 The Clerk reported that a meeting of the Bike Track Working Group had been scheduled for 22 January 2026, the 3 design proposals received would be considered to formulate the required specification for the updates to the track. Due to anticipated costs, a formal procurement process would need to be followed, with companies submitting tenders for the contract. Once the tender quotes have been received, an application for commuted sums funding can be submitted. It was noted that ongoing maintenance costs would need to be considered. A councillor referred to a detailed discussion at the Finance Committee regarding match-funding and ongoing revenue support required as well as the need for the support group to become formalised and the ongoing relationship with the Parish Council clarified.

Resolved: that the report be noted

4397 TO RECEIVE AN UPDATE ON THE STRATEGIC PLAN

4397.1 The Clerk referred to a monitoring report that had been circulated showing updated actions against priorities

Resolved: that the report be noted

4398 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 events in December 2025 and planned for 2026. Cllrs were asked to provide assistance at the Youth Event scheduled for 30 March 2026

Resolved: that the report be noted

4399 TO CONSIDER ARRANGEMENTS FOR A NETWORK EVENING/ANNUAL PARISH MEETING

4399.1 The Clerk reported that the Network Evening/Annual Parish meeting was scheduled to take place in the Civic Hall 6pm – 8pm on Wednesday 15th April 2026. It was proposed to incorporate an Awards Ceremony to recognise work of individuals and groups in the parish. The Clerk had circulated a list of proposed categories. Members of the public would be invited to submit nominations from 2nd February to 16th March. It was suggested that nominations would be shortlisted by a panel comprising of 3 Cllrs and 2 members of the public selected by the Clerks.

Resolved:

- i. **that the proposal for an awards event be agreed**
- ii. **that the proposed categories be approved, and**
- iii. **that Cllrs Jump, Stather & Larkin be appointed to the shortlisting panel, along with 2 members of the public selected by the Clerks**

4400 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

4400.1 Cllr Jump reported she had attended a meeting of the DBS (Dogger Bank South) Offshore Wind Farms, constituted groups will be available to submit an application for grant funding

4401 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

Items for the next meeting:

Bike track update
Strategic Plan

There was no other business and the Meeting closed at 8:03pm

Signed Chair of Cottingham Parish Council

DRAFT