

Cottingham Parish Council



MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM
7PM ON THURSDAY 19th FEBRUARY 2026

PRESENT: Councillors: Marten, Casson, Graves, Jump, Kemp, Larkin, Porteus, Stather, Ward
Clerks: N Pape/J Price
3 members of the public present plus 4 online

4402 DECLARATIONS OF INTEREST

4402.1 To record any declarations of pecuniary or non-pecuniary interests by any member in respect of items on this agenda.

No declarations were received

4402.2 To note dispensations given to any member of the Council in respect of the agenda items listed below

Councillor Jump declared a personal interest in minute 4413 as she knew the applicant and did not take part in the discussion or decision on this matter

4403 APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Longbottom and Kind.

Resolved: that apologies be accepted.

4404 TO RECEIVE LOCAL POLICING REPORT

4404.1 Crime data for Cottingham Parish for January 2026 had been circulated to Councillors in advance of the meeting.

4404.2 PCSO Batch from Humberside Police attended and reported on crime and ASB in the parish and answered councillors questions.

Resolved: that the report be noted

With the agreement of the Chair, the order of the agenda was altered to allow consideration of the following item

4405 TO RECEIVE UPDATE ON THE BIKE TRACK

4405.1 The Clerk had previously reported that a formal procurement process would need to be followed, with companies submitting tenders for the contract. Once the tender quotes had been received, an application for commuted sums funding would be submitted, it may also be necessary to apply for planning permission.

In conjunction with the Bike Track Working Group, a draft tender specification had been formulated and circulated to Councillors in advance of the meeting. With a few small amendments the specification was approved by Council, the tender will be advertised on the Government Find a Tender portal by 20th February 2026 with a closing date of 22nd March 2026.

Resolved:

- i. **that, with amendments, the tender specification be approved;**
- ii. **that the tender be advertised on the Government Find a Tender portal by 20th February 2026, and**
- iii. **that the closing date for tender submissions be 22nd March 2026**

4405.2 A Councillor proposed that, once the bike track works had been completed, a memorandum of understanding be agreed setting out the respective roles of the Parish Council and Bike Track Group in relation to on-going maintenance.

Resolved: that once the bike track works have been completed, maintenance roles of the Parish Council and Bike Track Group be agreed

4406 TO RECEIVE REPORTS FROM ERYC WARD COUNCILLORS

4406.1 Written reports from Councillors Duke, Casson, Cantrell & Redshaw had been circulated prior to the meeting. Councillors Casson and Redshaw answered questions from Councillors. It was noted that, as Councillor Cantrell was unable to attend the meeting, she would be happy to receive written questions from Councillors.

Resolved: that the reports be noted

4407 PUBLIC QUESTIONS

4407.1 The Clerk reported that no written questions had been received

4408 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 4408.1 Bike Track Working Group held on 22 January 2026
- 4408.2 Blue Plaque Assessment Panel held on held on 19 January 2026
- 4408.3 Environment Working Group held on 27 January 2026
- 4408.4 Extraordinary Meeting of the Council held on 27 January 2026
- 4408.5 Finance Committee held on 9 February 2026
- 4408.6 Full Council held on 15 January 2026
- 4408.7 Planning Committee held on 27 January 2026

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

Governance Matters

4409 TO APPOINT A MEMBER TO THE AWARDS SHORTLISTING PANEL

4409.1 It was noted that Cllr Jump had withdrawn from the shortlisting panel. It was proposed by Cllr Marten, seconded by Cllr Graves, and agreed unanimously that Cllr Kemp be appointed to the panel.

Resolved: that Cllr Kemp be appointed to the Awards Shortlisting Panel

4410 TO APPROVE RISK ASSESSMENT FOR SPEED INDICATOR DEVICES

4410.1 A copy of the proposed Risk Assessment had been circulated to Councillors in advance of the meeting. It was noted that East Riding Council will be installing and moving the speed indicator devices, the only role of the Parish Council will be to change the batteries for which it may be necessary to purchase ladders. Councillors approved the Risk Assessment and also requested sight of East Riding Council's Risk Assessment

Resolved:

- i. **that the Speed Indicator Risk Assessment be approved**
- ii. **that a copy of East Riding Council's Risk Assessment be filed**

Financial Matters

4411 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND DECEMBER 2025 AND JANUARY 2026 PAYMENTS

4411.1 The Clerk advised that the financial position of the council, budget and December 2025 and January 2026 transactions had been considered in depth by the Finance Committee who recommended approval. A Councillor proposed that, as payments have already been approved by the Councillor authorising payment, the wording should state that the finances are ratified

4411.2 The Clerk reported on significant expenditure due to be paid before the end of the current financial year

Resolved:

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

4412 TO CONSIDER THE RECOMMENDATION OF THE FINANCE COMMITTEE TO MAKE AMENDMENTS TO THE PARISH COUNCIL'S FINANCIAL REGULATIONS

4412.1 The proposed amendments had been circulated to Councillors in advance of the meeting, it was resolved the amendments be approved

Resolved:

- i. **that the figure of £3,000 at paragraph 1.7 be retained;**
- ii. **that the figure at paragraph 5.8 be increased to £4,000 and reviewed after 6 months;**
- iii. **that the figure of £3,000 at paragraph 5.9 be amended to £4,000;**
- iv. **that both figures of £2,000 at paragraph 5.15 be amended to £3,000, and**
- v. **that the phrase at paragraph 5.18 'whether or not there is any budget for such expenditure' be amended to 'Where there is no budget for such expenditure, the Clerk/RFO should consult with the Chair prior to any expenditure being authorised'**

4412.2 A Councillor proposed that the lower amount of £1,000 at paragraph 5.9 be increased to £2000, this was approved by Councillors

Resolved: that the lower amount of £1,000 at paragraph 5.9 be increased to £2000

4413 TO CONSIDER THE RECOMMENDATION OF THE FINANCE COMMITTEE REGARDING A GRANT REQUEST FROM COTTINGHAM BOWLS CLUB

Councillor Jump declared a personal interest in minute 76 as she knew the applicant and did not take part in the discussion or decision on this matter

4413.1 The Clerk submitted an application that had been received from Cottingham Bowls Club towards training in the use of defibrillators. The Finance Committee had considered the application in depth and recommended that the application be refused, noting the club's financial position, that free online training was available and that the defibrillator would be primarily for the benefit of club members and not accessible when the club was closed.

Resolved: that the application be refused due to the financial resources available to the club, the availability of free online training and the fact that the proposal would not benefit a significant number of parishioners

4414 TO CONSIDER QUOTE TO REPAIR/PAINT VILLAGE BENCHES

4414.1 A quote of £1216 had been received to repair and paint 11 benches within the Hallgate Memorial Gardens, repair and paint the bench on the junction of Southwood Road and Baynard Avenue and replace the wood/paint the bench on the junction of Thwaite Street and New Village Road. Councillors approved the quote

Resolved: that the quote of £1216 to repair/paint village benches be approved

4415 TO CONSIDER QUOTE TO PLANT THE MURAL AREA OF THE HALLGATE MEMORIAL GARDENS

4415.1 A quote of £140 had been received for tree pruning within the mural area, Councillors approved the quote and requested the mulch gathered from the pruning be laid back on the garden

Resolved: that the quote of £140 for tree pruning within the mural area be approved

4415.2 A quote of £1580 for small plants and £2440 for mature planting of the mural area had been received, Councillors approved the quote of £1580 for small plants

Resolved: that the quote of £1580 for small plants within the mural area be approved

4416 TO CONSIDER QUOTE TO INSTALL VILLAGE BUNTING

4416.1 The Clerk reported that a member of the Cottingham Lights team had offered to install the village bunting in the Spring, whilst there would be no charge for installation the Parish Council would need to cover the cost of hiring a boom, approximate cost £250. Some of the bunting had perished, replacement costs £449.30 & vat including delivery and additional fixings would be required, approximate cost £250. Councillors approved all costs

Resolved:

- i. **that new bunting be ordered at a cost of £449.30 & vat**
- ii. **that the Parish Council meets the cost of boom hire – approximately £250**
- iii. **that the Parish Council meets the cost of purchasing additional fixings – approximately £250**

4417 TO CONSIDER DIGITAL ADVERTISING, KING STREET

4417.1 A quote had been received for the Parish Council to advertise on the 2 digital noticeboards on King Street, all adverts would run in a loop with the live transport information and artwork could be changed as regularly as required. Costs would be £150 & vat for 1 month, £375 & vat for 3 months or £1000 & vat for 12 months. Councillors approved the quote of £1000 & vat for 12 months

Resolved: that the quote of £1000 & vat for 12 months be approved and the effectiveness of the advertising be reviewed during the year

4418 TO RECEIVE AN UPDATE ON THE PARISH COUNCIL’S STRATEGIC PLAN

4418.1 The Clerk referred to a monitoring report that had been circulated showing updated actions against priorities, Councillors noted they were pleased with the progress of the Blue Plaque scheme

Resolved: that the report be noted

4419 TO RECEIVE AN UPDATE FROM THE TOWN CENTRE OFFICER

4419.1 The Clerk submitted a report prepared by the Town Centre Officer outlining events planned for 2026. Councillors were asked to provide assistance at the Youth Event scheduled for 30 March 2026. Councillors requested further information on The Big Lunch

Resolved: that the report be noted

4420 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

4420.1 Cllr Casson reported he had attended a Wastewise Meeting with Cllr Jump; the minutes would be circulated once finalised.

4421 MEMBERS’ POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

Items for the next meeting:

- IT Policies
- GDPR Policies

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

Signed Chair of Cottingham Parish Council