



MEETING OF COTTINGHAM PARISH COUNCIL & FINANCE
HELD VIA ZOOM AT
7:00PM ON THURSDAY 20th AUGUST 2020

PRESENT: Councillors: Abel (Chairman), Green, Jump, Duke, Medini, Kemp, Moore and Kind
Clerk: Matthew Kay
Deputy Clerk: Nicola Pape
Members of Public: None

3276 DECLARATIONS OF INTEREST

3276.1 To record declarations of interest by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared

Resolved: None received

3276.2 To note dispensations given to any member of the Council in respect of the agenda items listed below

3277 TO RECEIVE AND APPROVE APOLOGIES AND AGREE EXTENSION OF NON-ATTENDANCE

3277.1 Apologies received from Cllrs Harness, Knight, and Casson

Resolved: To accept apologies

3277.2 Clerk Matthew Kay informed the Councillors that the current legal position, regarding holding meetings during the current pandemic, is that face to face meetings should not be held. It was discussed that some Councillors are either unable or unwilling to attend Zoom meetings. The Councillors agreed that dispensation for non-attendance of meetings be granted until May 2021

Resolved: Extension of non-attendance of meetings to continue until May 2021

3278 TO ACKNOWLEDGE RECEIPT OF INTERNAL AUDIT REPORT AND APPROVE & AUTHORISE SIGNATURE OF THE ANNUAL RETURN FOR THE 2019/2020 FINANCIAL YEAR

3278.1 Cllr Abel confirmed with all Councillors that they had received and read the Internal Audit Report and Annual Return. Clerk Matthew Kay explained the reasons why some figures on the Annual Return had a greater difference of 20% than the previous financial year. Cllr Abel signed the Annual Return

Resolved: On a unanimous vote the Annual Return for the 2019/2020 financial year was approved and the Annual Governance Statements agreed

3278.2 Councillors discussed the Public Sector Audit report. Clerk Matthew Kay answered questions from Councillors and confirmed that all required recommendations would be resolved within the Parish Office

Resolved: Clerk Matthew Kay to action all recommendations

3279 MEMBERS POINTS OF INFORMATION (DISCUSSION ITEMS ONLY)

3279.1 A further discussion took place between Councillors regarding the option of continuing future meetings via Zoom, Cllr Harness had emailed Councillors prior to the meeting, suggesting that the Darby and Joan Club could be used for face to face meetings as they have a robust, comprehensive social distancing policy in place. Cllr Jump confirmed this, as she had recently attended a meeting within the Darby and Joan. Cllr Abel informed Councillors that the Darby and Joan Club have their own governing body and are only answerable to themselves, a different scenario for the Parish Council. It was agreed that Full Parish Meetings could continue to be conducted via Zoom, Cllr Jump suggested meetings could also be streamed live on YouTube and advised that Democratic Services at ERYC could assist with setting up this facility. Cllr Medini suggested that questions from the public be requested in advance for such meetings.

Clerk Matthew Kay will contact Cllr Casson, Chair of the Planning Committee who was not in attendance, to enquire if he would wish for future Planning Meetings to also be held via Zoom.

Councillors discussed the protocol for attending Zoom meetings – Cllr Green suggested that Councillors wishing to speak raise their hands and that all microphones are muted when not speaking

Resolved: Clerk Matthew Kay to contact ERYC Democratic Services

Resolved: Clerk Matthew Kay to contact Cllr Casson regards future Planning Meetings

3279.2 Included in the aforementioned email, Cllr Harness had stated that he felt that both the Clerk and Deputy Clerk should have been placed on furlough since the National lockdown commenced in March. Clerk Matthew Kay had advised all Councillors that this would not have been feasible – both himself and Deputy Clerk Nicola Pape had been busy working from home dealing with a variety of issues including phone calls and emails from Parishioners, Planning issues, the cancellation of both Cottingham Day and Cottingham Christmas Festival, payments and ongoing projects. Cllr Abel informed Councillors that if the staff had been placed on furlough, the Parish Council would not have been allowed to operate. Councillors agreed that furlough was not, and never would be, an option, the Parish Council has a duty to fulfil by serving the local Community.

The Parish Council Office: 9 The Cottages, Market Green, Cottingham, East Yorkshire HU16 5QG

Tel: 01482 847623 E-mail : clerk@cottinghamcouncil.org

Website: www.cottinghamparishcouncil.org.uk

Chairman: Councillor Ann Abel Tel: 01482 875489 Clerk: Matthew Kay

Cllr Kind joined the meeting at 7.15pm during this agenda item and agreed with comments made by Councillors regarding furlough

Cllr Green wished it to be noted that she was extremely annoyed to have received the group email from Cllr Harness but queried why the subject of furlough was not raised back in March by him. Cllr Green also expressed her thanks to Cllr Abel for all the hard work she has continued doing for the Parish Council during lockdown using agreed delegated powers, and wished it to be noted that she felt Councillors should commend Cllr Abel, thanks should also be given to Clerk Matthew Kay and Deputy Clerk Nicola Pape. Cllr Green's comments were supported by other Councillors and Clerk Matthew Kay also thanked Councillors in attendance for their continued support during the past few months

3279.3 Cllr Green wished it to be noted that she was also extremely frustrated that a recent email sent to Clerk Matthew Kay from Cllr Casson, Chair of Planning, had also been copied to all Councillors, the email was in criticism of the Clerk for submitting comments onto the Planning portal an hour early. Cllr Green felt this was totally unprofessional as this was a matter that should have been discussed solely between Cllr Casson and the Clerk. Cllr Green also wished to know why the Chair of Planning would leave it until the last hour to look at the Planning portal as, if any queries had been raised, this would not have given the Clerk sufficient time to contact other Councillors for agreement on any amendments. Clerk Matthew Kay acknowledged that he had submitted the comments early but had done so following a majority vote from other Councillors. Councillors in attendance were in agreement that criticism levelled at the Clerk from Cllr Casson was unjustified

3279.4 A further discussion took place at the request of Cllr Harness regarding CILCA costs for the Clerk and Deputy Clerk. The current charge is £350 each, with a condition that if either member of staff leave the Parish Council within 12/24 months they repay the costs back to the Parish Council. Cllr Abel informed Councillors that the Parish Council has paid CILCA costs for previous members of staff and would continue to do so. Clerk Matthew Kay informed Councillors that he would look for himself and the Deputy Clerk to take the qualification via ERNLLCA once training sessions become available, and that repayment conditions are stated in the staff employment terms and conditions

Resolved: Parish Council to pay for the Clerk and Deputy Clerk to take their CILCA qualifications

3279.5 Cllr Jump informed Councillors that complaints had been received from residents regarding Persimmon Homes having not installed a hedge on the new housing development along Castle Road - she suggested that Cllrs Green and Medini work together with the Parish Council to use the ERYC Tree Scheme to request a hedge be installed. Cllr Abel informed Councillors she had also been dealing with this issue, had contacted Persimmon Homes and was awaiting a call back from them. Cllr Abel informed Councillors that a gate leading from the development to Willerby Low Road has been vandalised

3279.6 Cllr Jump asked for an update on the planned CCTV upgrade. Cllr Abel informed Councillors that after a visit to the CCTV room, accompanied by PC Neil Fraser, it was noted that the Police had removed their equipment from the room they used within the Civic Hall. The equipment left in the CCTV room are the two monitors and the two recorders – the two recorders will shortly be relocated to the Parish Office. Clerk Matthew Kay informed Councillors that VSS had

The Parish Council Office: 9 The Cottages, Market Green, Cottingham, East Yorkshire HU16 5QG

Tel: 01482 847623 E-mail : clerk@cottinghamcouncil.org

Website: www.cottinghamparishcouncil.org.uk

Chairman: Councillor Ann Abel Tel: 01482 875489 Clerk: Matthew Kay

been due to start work on the new contract mid-July, but this had been delayed due to the present pandemic and VSS staffing issues, a new start date had been given for early September, Councillors agreed this was unacceptable as the contract had been awarded to VSS many weeks ago – Clerk Matthew Kay to send a letter to VSS. Councillors agreed that if VSS do not commence the contracted work within the next two months that the contract should be awarded to another Company

Resolved: Clerk Matthew Kay to send letter to VSS

3279.7 Cllr Kind enquired if the previously agreed six monthly funding to the Civic Hall of £4750 had been paid for the Market Green public toilets, as he was concerned that the payment amount made to them should be far lower due to them not being open for many months during the current pandemic. Clerk Matthew Kay informed Councillors that the first payment of £4750 for this financial year had been paid, but that the further payment will not be made until March 2021 – the Civic Hall have already been requested by the Parish Council to provide a full breakdown of costings in March 2021 before the donation is awarded. Councillors agreed that a face to face meeting be held with the Civic Trust in March 2021 to discuss costings

Resolved: Face to face meeting with the Civic Trust to be arranged for March 2021

3279.8 Cllr Green requested that for the next agenda, the receipt of Precept be discussed – ERYC may not receive the full Council Tax demands from Parishioners as some are struggling due to financial difficulties arising from the pandemic

Resolved: Precept to be discussed at next meeting

There was no other business and the Meeting closed at 7:37pm (Cllrs Kind and Medini left the meeting at 7.25pm)

Signed

Chairman of the Cottingham Parish Council