



MEETING OF COTTINGHAM PARISH COUNCIL & FINANCE
HELD AT 9 THE COTTAGES, MARKET GREEN, COTTINGHAM
7:00PM ON THURSDAY 20th FEBRUARY 2020

PRESENT: Councillors: Abel (Chairman), Casson, Jump, Harness, Green, Duke, Medini, Kind, Knight, Kemp and Moore
 Clerk: Matthew Kay
 Deputy Clerk: Nicola Pape
 PC Neil Fraser and PCSO Austin Petch from Humberside Police
 11 Members of the public

3246 DECLARATIONS OF INTEREST

3246.1 Cllrs Harness and Duke expressed a personal interest in discussions regarding permit parking on George Street

3246.2 Cllr Medini declared a prejudicial interest in discussions regarding the declaration of Climate Emergency

3247 TO RECEIVE AND APPROVE APOLOGIES

There were no apologies

3248 PUBLIC SESSION (10-minute opportunity for public present to raise matters)

The public raised various concerns including climate change, plastic pollution and restricted parking zones in Cottingham

3249 TO RECEIVE REPORT FROM HUMBERSIDE POLICE

3249.1 PC Neil Fraser provided Councillors with a copy of recent crime statistics covering Cottingham North and Cottingham South. High value pedal bikes have been stolen from garages and sheds, there have been 8 thefts from unattended motor vehicles, also thefts from the shops Aldi, the Co-op and Bargain Booze. Neil urged the public not to leave any valuables on show in their vehicles

3249.2 PC Neil Fraser informed Councillors that ongoing resources are being used to try and prevent Anti-social behaviour - a request has been made for additional funding

3249.3 PCSO Austin Petch informed Councillors that PCSO Mike Dale and himself had undertaken a survey of the CCTV cameras in Cottingham – they had listed the cameras they feel need replacing as a priority and also sourced additional locations for cameras. PCSO's Petch and Dale have requested that a representative from a CCTV company assess their findings. Cllr Abel informed PCSO Petch that she had requested PCSO Dale inform her of the survey findings, but she has not as yet received this – PCSO Petch will contact PCSO Dale.

Resolved: PCSO Petch to request PCSO Dale forward CCTV survey findings to Cllr Abel

3249.4 Councillors discussed housing the CCTV equipment in Hessle Town Hall. Cllr Jump requested that the Parish Office send a letter of intent to Hessle Town Council requesting permission in principle to house the CCTV equipment in Hessle Town Hall

Resolved: Parish Office to send letter of intent to Hessle Town Council

3250 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

3250.1 Neighbourhood Plan Working Party, 11th December 2019

3250.2 Neighbourhood Plan Working Party 14th January 2020

3250.3 Full Parish Council & Finance, 16th January 2020

3235.4 Events Working Party, 21st January 2020

3235.5 Planning Committee, 4th February 2020

Regarding item 3535.4 Cllr Harness queried the decision of the Events Working Party Notes, item 666.1, regarding food unit pricings. Cllr Abel confirmed that an email had been sent to all Councillors and the majority of Councillors had accepted the proposal.

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

3251 TO APPROVE GRANT REQUEST

There were no grant requests

3252 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL AND APPROVE PAYMENTS

3252.1 Clerk Matthew Kay provided an update on the current financial position and answered questions from Councillors regarding the budget

Resolved: On a unanimous vote the schedules showing receipts and payments made during the month of January 2020 were approved

3253 TO RECEIVE UPDATE ON 2019/2020 BUDGET

Clerk Matthew Kay updated Councillors regarding the ongoing 2019/2020 budget and answered questions from Councillors

3254 TO DISCUSS EMPLOYMENT OF MAINTENANCE/GROUNDS PERSON

3254.1 Cllr Abel informed Councillors that this agenda item was previously discussed at the Full Parish Meeting of 21st November 2019 – Councillors had resolved not to employ a permanent maintenance/grounds person. Three Councillors had requested that this be discussed again at the Full Parish Meeting on 16th January, but which was then deferred to 20th February

3254.2 Cllrs Kind, Duke and Harness proposed they form a working party to ascertain full costings to present to Councillors, for them to fully consider the merits of employing a maintenance/grounds person. Councillors agreed that a working party should not be formed and rejected the employment of said maintenance/grounds person

Resolved: Councillors decided against forming a working party or the employment of a maintenance/grounds person

3255 TO CONFIRM SCALE OF CHARGES ALTERATION

3255.1 Clerk Matthew Kay advised Councillors that the size of a food unit for both Cottingham Day 2020 and Christmas Festival 2020 will determine the cost to the trader – a unit up to 3m x 3m will be charged £150 and units above this size will be charged £250, this had previously been agreed via email.

Resolved: Food units to be charged according to size

3255.2 Clerk Matthew Kay informed Councillors that the Parish Office had taken in fees for the Allotment Poly Tunnels - £5 per Poly Tunnel – on behalf of the Allotment Association. These will be added to the Scale of Charges

Resolved: Allotment Poly Tunnel fees to be added to Scale of Charges

3256 TO DISCUSS PARISH COUNCIL POLICES

- a) Standing Orders
- b) Financial Regulations
- c) Risk Assessments
- d) Emergency Plan

3256.1 Clerk Matthew Kay provided Councillors with copies of both existing and model polices covering Standing Orders and Financial Regulations provided by NALC. He requested that Councillors examine the polices as these will be discussed in further detail at the Full Parish and Finance Meeting of 19th March 2020

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Resolved: Parish Council policies to be discussed in further detail at Full Parish and Finance Meeting of 19th March 2020

3256.2 Councillors discussed the Emergency Plan and agreed this requires updating. It was agreed that the Emergency Plan would be discussed in further detail at a pre-Full Parish Meeting on 19th March 2020. Cllr Harness suggested that it be standard practice that the Emergency Plan be reviewed following each election.

Resolved: Emergency Plan to be discussed in detail at a pre-Full Parish Meeting of 19th March 2020

3256.3 Clerk Matthew Kay informed Councillors that the current Risk Assessment system is out of date – a meeting has been arranged for these to be reviewed with MGM Health & Safety Solutions and an update given at the Full Parish Meeting on 19th March 2020

Resolved: Risk Assessment system to be reviewed

3257 TO RECEIVE UPDATE ON MEMORIAL GARDEN MAINTENANCE

3257.1 Cllr Abel expressed her thanks to Cllrs Knight, Duke and Harness, along with a local resident, who had given up their time to clear the central circle. Cllr Abel has taken photographs to be included in the Parish Council's next article within the Cottingham Times. Cllr Abel informed Councillors she had since been approached by local residents who have offered their help for any future works within the Memorial Gardens

3257.2 Cllr Duke suggested that a sign be placed within the Memorial Gardens to acknowledge the work undertaken by Councillors

3257.3 Cllr Harness informed Councillors he would be joined by Cllrs Duke and Casson to rotavate the central circle on 1st March, with a view to undertaking the planting of the central circle the following week

3257.4 Cllr Abel informed Councillors that Don Hardwick had offered to plant 2 oak trees in Cottingham and Councillors discussed the best location for them

3257.5 Councillors discussed that in the past the Parish Office has received requests from members of the public to install memorial benches within the Memorial Gardens. Councillors agreed space was not available for additional benches but discussed the possibility that memorial rose bushes could be planted within the central circle or a tree planted in local areas instead. It was also agreed by Councillors that no plaques or ashes be placed in the gardens

3258 TO DISCUSS VILLAGE NOTICEBOARDS

3258.1 Deputy Clerk Nicola Pape informed Councillors that the existing damaged noticeboard was too heavy to be placed on the external wall of the Duke of Cumberland Public House – a quote of £388 had been obtained from a local tradesman to repair and install the existing noticeboard close to the Post Office on Finkle Street. As requested,

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Nicola had obtained quotes for a new noticeboard – but these were in excess of £1000. Councillors agreed that the existing noticeboard should be repaired and installed on Finkle Street – Nicola to contact the local tradesman who is to undertake this job. Cllr Jump enquired if payment had been received from the insurance company involved in the initial accident causing damage and the removal of the noticeboard from Market Green – Clerk Matthew Kay provided Councillors with information pertaining to this accident

Resolved: Deputy Clerk Nicola Pape to contact the local tradesman to arrange the installation of the noticeboard on Finkle Street

3258.2 Cllr Casson enquired if an additional light weight notice board could be sourced to be placed on the external wall of the Duke of Cumberland Public House. Deputy Clerk Nicola Pape to contact the local tradesman to obtain quotes

Resolved: Deputy Clerk Nicola Pape to obtain quotes for light weight notice board

3259 TO DISCUSS DECLARATION OF CLIMATE EMERGENCY

3259.1 Councillors agreed that the Parish Council declare a Climate Emergency stating the intentions of the Parish Council. Clerk Matthew Kay to take this forward

3259.2 Councillors discussed ways in which the Parish Council could help reduce its carbon footprint such as Councillors receiving correspondence electronically and encouraging local traders to use biodegradable food cartons/bags. Suggestions were made at how motorists could be made aware of the impact of leaving engines running while parked

3259.3 A member of the public informed Councillors that Hull City Council have pledged to be carbon neutral by 2030 – he will provide the Parish Office with a copy of the action plan from Hull City Council

3260 TO AGREE 2020/2021 DOG WASTE BAG ORDER

3260.1 Councillors discussed the ordering of dog waste bags and agreed this should be continued for 2020/2021 – Parish Office to place order of 100,000 bags at a cost of £787 & VAT

Resolved: Parish Office to order 100,000 dog waste bags

3260.2 Councillors discussed how best to use the income generated from the sale of the dog waste bags to the public – it was agreed that the income be utilised by the Parish Council for maintenance of local litter bins

Resolved: Income generated from the sale of dog waste bags to be utilised for maintenance of local litter bins

3261 TO RECEIVE UPDATE ON 2020 SOCIAL EVENING

Cllr Abel informed Councillors that the Social Evening held for local organisations is scheduled for Thursday 20th August 2020 within the Darby and Joan large Hall. Councillors agreed that ex Parish Councillors also be invited – Parish Office to send invitations

Resolved: Social Evening scheduled for Thursday 20th August 2020 – Parish Office to invite ex Parish Councillors

3262 TO DISCUSS VILLAGE SEATS/BENCHES

3262.1 Cllr Harness informed Councillors that the damaged bench outside the Post Office which had been removed from ERYC would not be replaced by them. ERYC will provide paint for use on remaining benches and litter bins if required

3262.2 Councillors requested that ERYC inform the Parish Office if they plan to remove any further benches in Cottingham

3262.3 Cllr Moore enquired the cost to install new benches – Clerk Matthew Kay confirmed the cost is £500-£600. Councillors discussed the possibility of the public purchasing memorial benches to be located within the village

3263 TO DISCUSS ORGANISATION OF A “MEET THE COUNCILLORS” EVENT

Cllr Harness suggested that a “Meet the Councillors” event be held - the Clerk and Deputy Clerk to attend. Councillors agreed this take place in conjunction with the planned social evening for organisations on Thursday 20th August 2020

Resolved: Meet the Councillors event to be held in conjunction with the Social Evening on Thursday 20th August 2020

3264 TO RECEIVE UPDATE ON VE DAY ARRANGEMENTS

3264.1 Cllr Abel informed Councillors that she had met with Ian Start from the Cottingham Village Trust – Cottingham Village Trust had indicated they would like to take the lead in organising this event with the support of the Parish Council. The Civic Hall will be open throughout the day and evening and will be showing a rolling video tribute of events of May 8th 1945

3264.2 Councillors discussed different options for celebrations within the Market Green, Memorial Gardens and local churches. Cllr Jump informed Councillors that a grant was available from ERYC to help commemorate VE Day – Parish Office to submit grant application. Councillors requested that the Parish Office submit a request to ERYC to close Market Green on VE Day

Resolved: Parish Office to submit grant request to ERYC

Resolved: Parish Office to request the closure of Market Green on VE Day

3264.3 Councillors discussed reinstalling the bunting down Hallgate and King Street – Parish Office to arrange

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Resolved: Parish Office to arrange installation of bunting

3265 TO DISCUSS PERMIT PARKING ON GEORGE STREET

3265.1 Cllr Harness informed Councillors that residents of George Street were struggling to park their vehicles near their own properties because of local traders parking their vehicles down George Street for the duration of the day. Cllr Harness suggested that if controlled parking zones were enforced, local traders would have to find an alternative area to park. Councillors agreed that a working party be set up to produce a petition to be delivered to residents of George Street to gauge their interest in requesting controlled parking zones. If the petition proved successful this could be extended to other local areas. Cllrs Jump, Harness and Duke agreed to form the working party and provide Councillors with an update at the next Full Parish Meeting of 19th March 2020

Resolved: Cllrs Jump, Harness and Duke to form a working party – update to be provided at the next Full Parish Meeting of 19th March 2020

3266 REPRESENTAIVES TO OUTSIDE ORGANISATIONS

3266.1 Cllr Abel informed Councillors that the public meeting held by the Police within the Civic Hall on 6th February 2020 had been productive – the meeting had been well attended by Police representatives, Parish Councillors and the public

3266.2 Cllr Abel informed Councillors she had attended a meeting on 29th January 2020 within the Civic Hall Oak Room, held by ERYC dog warden and fly tipping representatives. Cards had been produced by ERYC that can be placed through local letter boxes if a member of the public feels a particular area is subject to dog fouling. The cards also contain information on how the public can report dog fouling issues to ERYC in confidence

3266.3 Cllr Casson provided Councillors with an update of the Drainage Committee Meeting held on 17th February 2020

3266.4 Cllr Casson informed Councillors that local residents of Park Lane were looking to install a wildflower area in Park Lane – ERYC have already cleared the proposed area and Deputy Clerk Nicola Pape has provided the residents with a small grant application form

3266.5 Clerk Matthew Kay informed Councillors that he had attended a “Good Employer” course along with Cllr Harness on 14th February 2020. Cllr Harness to provide booklets to members of the Personnel Committee

Resolved: Cllr Harness to provide the Personnel Committee with the booklets

3267 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3267.1 Cllr Mathieson informed Councillors that ERYC have approved the planning application submitted by Dorothy House on Harland Way, Cottingham

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3267.2 Cllr Casson expressed his thanks to Cllr Mathieson for the work she had undertaken to collate the results from the Neighbourhood Recreational Surveys

3267.3 Cllr Mathieson reminded Councillors of the meeting scheduled to take place at Lazaats Hotel on 25th February regarding the proposed works on the A164. It is stated that this road is the busiest in the county. Cllr Casson requested that Clerk Matthew Kay promote the meeting on the Cottingham Community Facebook page. Cllr Medini informed Councillors he had already promoted the meeting on his social media

Resolved: Clerk Matthew Kay to promote the meeting

3268 TO DISCUSS RECEIVED CORRESPONDENCE

No correspondence had been received

3269 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

3269.1 Cllr Jump enquired how soon the Parish Council's updated website would be fully functional – Clerk Matthew Kay informed Councillors that the delays had been caused by KCOM. Cllr Jump requested the Parish Office send a letter of complaint to the Chief Executive of KCOM

Resolved: Parish Office to send letter of complaint to KCOM

3269.2 Councillors discussed inviting members of the British Legion to take part in VE Day – Cllr Abel will contact the British Legion

Resolved: Cllr Abel to contact the British Legion

Agenda Items for next meeting:

Update on Youth Provision

Exclusion of the Public: The Council will decide if, due to the confidential nature of the business to be conducted, it is advisable in the public interest that the public and press be excluded

3270 TO RECEIVE UPDATE ON UNIQUE LEASE ARRANGMENTS

Clerk Matthew Kay informed Councillors of the new proposed lease arrangements from Unique. Councillors did not agree to the new proposed terms and decided to reject the proposal. Clerk Matthew Kay to contact the Solicitors involved

Resolved: Councillors did not agree to the new terms proposed – Clerk Matthew Kay to contact the Solicitors

3271 TO DISCUSS STAFFING MATTERS

- a) Signing of Contracts
- b) Salary arrangements for 2020/2021 financial year
- a) Cllr Harness brought to the attention of Councillors that the latest staff contracts remained unsigned. Cllr Abel signed the contacts as Chair, but the contracts still remain unsigned by Cllr Kind, Chair of the Personnel Committee

Resolved: Cllr Kind to sign contacts at the next Parish meeting

b) Councillors agreed that staff salaries increase in line with Novembers' CPI statistics, subject to a satisfactory annual appraisal

Resolved: Staff salaries to increase in line with Novembers' CPI statistics, subject to a satisfactory annual appraisal

There was no other business and the Meeting closed at 9:35pm

Signed
Chairman of the Cottingham Parish Council