

# Cottingham Parish Council



**MEETING OF COTTINGHAM PARISH COUNCIL & FINANCE**  
**HELD AT 9 THE COTTAGES, MARKET GREEN, COTTINGHAM**  
**7:00PM ON THURSDAY 21<sup>ST</sup> FEBRUARY 2019**

**PRESENT:** Councillors: Abel (Chairman), Casson, Hardwick, Harness, Jump, Wright, Kay, Sloan, McLaren, Kind & Knight  
 Deputy Clerk: Pape  
 Four members of the public

3064 DECLARATIONS OF INTEREST

Cllr Harness declared an interest in recommending a company to approach for a tender for planting the village flowers

3065 TO RECEIVE AND APPROVE APOLOGIES

None received

3066 TO RECEIVE LOCAL POLICING REPORT

3066.1 The Councillors were given a copy of the recent crime statistics sent to the office by PCSO Mike Dale

3066.2 Cllr Jump provided the Committee with an update on anti-social behaviour issues on the Castle Park Estate and stressed that the public must phone 101 with any concerns

3067 TO APPROVE GRANT REQUESTS

3067.1 Cottingham Cricket Club

Cottingham Cricket Club requested a grant of £200 to purchase cricket balls. The Councillors discussed that the full cost of purchasing the cricket balls would be £246 and that this amount should be granted instead of £200. Cllr Hardwick queried why the grant was required as the supplied bank statements of Cottingham Cricket Club showed reserves of over £14,000. Mike Goldberg, representing the cricket club, informed the Committee

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

that the reserves were earmarked to purchase equipment and a coloured strip for the different teams within the club

**Resolved: Grant for £246 approved**

3068 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 3068.1 Full Parish Council meeting held on Thursday 17<sup>th</sup> January 2019
- 3068.2 Cottingham Events Working Party meeting held on Tuesday 29<sup>th</sup> January 2019
- 3068.3 Planning Committee meeting held on Tuesday 5<sup>th</sup> February 2019
- 3068.4 Personnel Committee meeting held on Thursday 24<sup>th</sup> January 2019
- 3068.5 Neighbourhood Plan Steering Group meeting held on Wednesday 30<sup>th</sup> January 2019
- 3068.6 Allotment Committee meeting held on Friday 18<sup>th</sup> January 2019

Cllr Abel requested that the confirmation of 3068.4, Personnel Committee meeting minutes held on Thursday 24<sup>th</sup> January 2019, be discussed under Agenda item 20 later in the meeting

**Resolved: That the above minutes, 3068.1, 3068.2, 3068.3, 3068.5 and 3068.6 be adopted as a true record**

**Resolved: Item 3068.4 to be discussed under Agenda item 20 later in the meeting**

3069 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL AND APPROVE PAYMENTS

**Resolved: On a unanimous vote the schedules showing receipts and payments made during the months of January 2019 were approved**

3070 TO DISCUSS DEFIBRILLATOR FOR NORTHGATE ALLOTMENTS

3070.1 Cllr Abel expressed her concerns that if a defibrillator was purchased to be situated at the Northgate Allotments, this could result in local residents requesting that defibrillators be installed in other areas of Cottingham and also informed the Committee that a defibrillator would need to be placed on Park Lane, and not situated within the allotments

3070.2 The Councillors then discussed that there is already a defibrillator situated within the KGV building. Cllr Harness suggested the possibility that this could be installed on the outside wall of the building for accessibility. Cllr Jump suggested that the Parish Council provide the funding for a cabinet to be placed on the outside wall of the KGV building costs

**Resolved: Cllr Abel to liaise with Ward Cllr Mathieson re costings**

## 3071 TO DISCUSS COTTINGHAM FOLK FESTIVAL

Cllr Kind informed the Committee that Martin Rudd, who had organised previous Cottingham Folk Festivals, was unsure as to whether to organise the festival in 2019 as he felt the Parish Council has not supported him previously. Cllr Kind enquired as to whether the Parish Council should invite Martin to apply for a grant to assist in the costs involved in the funding of the Folk Festival for 2019. Cllr Kay informed the Committee that Martin Rudd had aired his views on a local radio station that the Parish Council refused a grant to him previously. Cllr Kind informed the Committee that the Folk Festival brings many visitors into Cottingham, more so than the Springboard Festival, which contributes to local traders income. Cllr Hardwick expressed his opinion that if a grant was applied for, the Parish Council would need to see the financial statements for the Folk Festival

**Resolved: Cllr Abel to contact Martin Rudd – Cllr Kind to provide the contact details to her**

## 3073 TO DISCUSS THWAITE HALL

3072.1 Cllr Kind informed the Committee that there are numerous rumours abound re the condition of Thwaite Hall ie issues with dogs, vandalism, the buildings in disrepair. Cllr Jump informed the Committee that the botanical gardens have incurred further vandalism which had been witnessed by the patrolling security team. Cllr Jump also informed that the police were working jointly with Thwaite Hall representatives re the installation of temporary CCTV, and also looking into boundary fence security issues

3072.2 Cllr Casson informed the Committee that further to the Neighbourhood Plan Steering Group meeting of 19<sup>th</sup> February 2019, it had been brought to his attention that a planning application was expected to be submitted within the next few weeks

## 3074 TO DISCUSS DRUG ISSUES IN THE CENTRE OF COTTINGHAM

3074.1 Cllr Jump updated the Committee of recent concerns raised by local residents in relation to drug issues within Cottingham, involving the Duke of Cumberland Pub area, the area around Fulton Foods and within the car park of the Fair Maid

3074.2 Cllr McClaren informed the Committee that drug/trafficking issues were also affecting the residents of Green Lane and The Dales – PCSO Mike Dale had been informed and had visited local residents to address their concerns

3074.3 The Committee discussed that the Parish Council need to make positive steps to curb the drug issues, and suggested that within our Cottingham Times Article we publicise steps that are being taken locally. The Committee also discussed that a letter should be sent to the Police regarding the issues

**Resolved: Clerk Matthew Kay to include an update in the Cottingham Times**

**Resolved: Cllr Abel to send a letter to the Police – to Inspector Phil Hinch and Police Commissioner Keith Hunter**

**Resolved: Cllr Harness will also contact the Police Intelligence Service in Hessle who he has liaised with previously**

3075 TO DISCUSS RE-ORDER OF DOGGY BAGS AND WHO TO DONATE THE FUNDS TO

3075.1 Cllr Abel informed the Committee that a quote has been obtained to order 70,000 doggy bags (the same amount as 2018) and that the cost would be £593.50 – an increase of £6.10 from 2018

3075.2 Cllr Harness suggested that the income generated from the doggy bags be used to refurbish the litter bins within Cottingham. Cllr Casson informed the Committee that a litter bin is required for Lawson Avenue/Mill Lane

**Resolved: Clerk Matthew Kay to place an order for 70,000 doggy bags**

**Resolved: Income generated be used to refurbish litter bins within the village**

**Resolved: Cllr Casson to provide Cllr Abel with the exact location of where a litter bin is requested for Lawson Avenue/Mill Lane**

3076 TO DISCUSS SUDS AND LIVING WITH WATER

3076.1 Cllr Jump informed the Committee that the “Living With Water” organisation has recommend that all properties should have a rain water butt to help store water. Cllr Jump suggested that this could be a condition of all new planning applications and will invite a member of the organisation to attend a future planning meeting

3076.2 Cllr Hardwick informed the Committee of his concerns over who is responsible for the SUDS systems (Sustainable Underground Drainage System). Cllr Hardwick suggested that within the Cottingham Times article, the Parish Council includes a report on SUDS which advises that any member of the public residing in a property with a SUDS system needs to know who is responsible for the maintenance of the system. Cllr Jump informed the Committee that Steve Charlton from ERYC is to supply the Parish Council with the names and contact details for the maintenance of the various SUDS systems installed in the new developments in and around the village – these will then be incorporated into the Parish Council’s Emergency Plan

**Resolved: Cllr Jump to invite a member of “Living With Water” to the planning meeting of 2/4/19**

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**Resolved: Clerk Matthew Kay to include an article on SUDS in the Cottingham Times**

**Resolved: Dep Clark Nicola Pape to contact Steve Charlton for details of who is responsible for SUDS maintenance in Cottingham**

3077 TO DISCUSS PLANNING APPLICATION 18/00705/PLB

Cllr Abel provided the Committee with an update from Planning Officer Luke Hadfield. Luke had informed the Parish Council that he was awaiting a decision from the Conservation Officer. Cllr Casson informed the Committee that the Conservation Officer has now updated the planning application with his comments. The Conservation Officer has removed his objection. The Committee agreed to support the decision of the Conservation Officer, including any conditions imposed

**Resolved: Deputy Clerk Nicola Pape to contact Planning Officer Luke Hadfield and submit the Parish Council's comments onto the planning application**

3078 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

3078.1 Cllr Knight provided the Committee with an update following a meeting she had attended with the YCCRCP – local residents have been raising concerns that it appears there is no one in charge of looking after Cottingham Railway Station. Cllr Knight requested that the Parish Council send a letter to Northern Rail enquiring what the empty buildings proposal of use are – Cllr Jump informed that a planning application has already been submitted for a café and that she will chase up the application. Cllr Kind requested that the Parish Council send a letter to Northern Rail as the contact boards at the station show incorrect timings. Cllr Jump informed the Committee that there is a damaged footpath which needs re-planing

3078.2 Cllrs Jump and Hardwick provided the Committee with an update on a YWA meeting they had attended on 29<sup>th</sup> January 2019 - the telemetry system at the Duke of Cumberland Pub is to be investigated. Also Cllr Hardwick requested a further meeting be arranged with Steve Charlton from ERYC to investigate the drainage network in the area of Park Lane. Cllr Harness requested the Parish Office forward an email to all conveyance solicitors re water drainage in Cottingham and will provide the Office with a central contact to send the email to

3078.3 Cllr Jump provided the Committee with an update of a meeting she had attended with the EYMS transport champion

**Resolved: Parish Office to send letter to Northern Rail re notice board times**

**Resolved: Cllr Jump to contact Diana Heavens at ERYC for an update on the café planning application**

**Resolved: Parish Office to contact Steve Charlton to arrange a meeting with Don Hardwick**

**Resolved: Parish Office to send email to conveyance solicitors**

3079 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

Ward Councillor Mathieson provided the Committee with updates on local issues including the Town and Parish Council review panel, trees due to be removed at KGV and that Purdah will commence on 20<sup>th</sup> March 2019

3080 TO DISCUSS RECEIVED CORRESPONDENCE

3080.1 Cllr Abel informed the Committee she had received a letter from the Labour Party dated 5<sup>th</sup> February 2019, regarding pollution from vehicles leaving their engines running when stationary at the railway lines when the lines are down – Cllr Kind requested this be discussed in further detail at the Parish Meeting in May 2019

3080.2 Cllr Abel informed the Committee that she had been contacted by Debbie McGurn at ERYC, who has confirmed that the bus shelter between hospital entrances 2/3 on Castle Road is due to be demolished and rebuilt

3080.3 Cllr Abel informed the Committee that due to concerns from a King Street resident and liaising with Aldi's head office, the lights which previously were turned off at 23:00 hours now are turned off at 22:30 and that she has thanked Aldi for their assistance in this matter

3081 MEMBER'S POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

The Committee discussed the planning structure for the Xmas Festival 2019 – audit have confirmed that this will need to be approved by the full Parish Committee Council

**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**

## 3082 TO DISCUSS AUDITORS RECOMMENDATIONS

The Committee agreed that all recommendations must be actioned as a priority, in particular all actions in relation to GDPR

**Resolved: Parish Clerk Matthew Kay to complete all actions specified in the Auditor recommendations**

## 3083 TO DISCUSS UNIQUE LEASE

Cllr Harness provided the Committee with an update on the Unique Lease – the Parish Council have a “holding” lease which can only be amended on quarter days. Cllr Harness recommended that the “holding” lease be maintained using current figures for a 3 year period. Cllr Harness has been in contact with the Solicitors involved, who will contact him again by 5<sup>th</sup> March 2019 – following this the lease can be legally drawn up if all agreed

## 3084 TO DISCUSS PERSONNEL RECOMMENDATIONS

3084.1 Cllr Harness provided the Committee with an update of the Personnel Committee meeting of 21<sup>st</sup> February 2019 to which Cllr Abel informed the Committee that she objected to the Personnel Minutes of 24<sup>th</sup> January 2019, which stated that the Deputy Clerk’s hours be increased to full time with effect from 4<sup>th</sup> February 2019. Cllr Harness informed the Committee that this was now void and had been superseded by the Personnel Committee meeting of 21<sup>st</sup> February 2019. The Personnel recommendations were now as follows:

With effect from 1<sup>st</sup> April 2019 the job contracts of both the Clerk and Deputy Clerk will be amended – both will now work 37 hours per week, on an annual salary basis. Any excess hours accrued are to be taken within 2 weeks and not at the same time as each other, unless on a Friday afternoon when the office closes at 12pm. The Clerk and Deputy Clerk will each work the 2 events held annually (Cottingham Day and the Christmas Festival) and will be compensated with time given back when the office closes for the Christmas holiday period. The Deputy Clerk will also be paid 60 accrued in March 2019

**Resolved: The Committee approved the above recommendations, apart from Cllr Abel who strongly objected to the increase in hours of the Deputy Clerk and the payment of 60 accrued hours**

3084.2 Cllr Harness also recommended that in future the Personnel Committee should progress with any staffing matters as per Employees handbook

3084.3 Cllr Harness informed the Committee that a work study will be conducted in the office commencing on 25<sup>th</sup> February 2019, and this will be reviewed after a 4 week period

3085 TO DISCUSS HEALTH AND SAFETY

Cllr Hardwick informed the Committee that he was concerned that a health and safety inspection of the Parish Office, including all its assets, had not been undertaken for some time

**Resolved: Cllr Hardwick to provide the Parish Office with details of 3 companies to approach for quotes**

3086 TO DISCUSS SAVINGS

The Committee discussed whether to transfer £25,000 out of the savings account held with Nationwide into the current account held with Lloyds

**Resolved: The Committee decided that the funds should remain in the Nationwide savings account until required**

3087 TO DISCUSS OUTSTANDING TENDERS

3087.1 CCTV

3087.2 PARISH WEBSITE

3087.3 VILLAGE FLOWERS

The Committee discussed the above tenders and decided that the letters should be amended to state that the closing date/time should be 15<sup>th</sup> March at 12pm. The tender letter for the website should also include a request for an example of work already undertaken

Cllr Harness expressed his concerns that the Parish Council is not compliant with the CCTV system, ie log books not being completed/when persons are accessing the CCTV room, and will enquire as to what the correct procedures should be.

**Resolved: Clerk Matthew Kay to amend the tender letters and distribute w/c 25/2/19**

**There was no other business and the Meeting closed at 9.20pm**

Signed .....  
*Chairman of the Cottingham Parish Council*