



MEETING OF COTTINGHAM PARISH COUNCIL & FINANCE
HELD AT 9 THE COTTAGES, MARKET GREEN, COTTINGHAM
7:00PM ON THURSDAY 21st NOVEMBER 2019

PRESENT: Councillors: Abel (Chairman), Casson, Jump, Harness, Green, Duke, Medini, Kemp, Kind, Knight and Moore
 Clerk: Matthew Kay
 Deputy Clerk: Nicola Pape
 16 Members of the public

3209 DECLARATIONS OF INTEREST

3209.1 Cllrs Harness and Abel expressed a personal interest in discussions regarding grants to Cottingham Christmas Lights Associations

3209.2 Cllrs Kind and Knight expressed a personal interest in discussions regarding grants to Cottingham Croxby Parents and Teachers Association.

3210 TO RECEIVE AND APPROVE APOLOGIES

There were no apologies

3211 PUBLIC SESSION (10-minute opportunity for public present to raise matters)

The public raised various concerns including lamping, lack of police presence in Cottingham, Cottingham Train Station ticket machine and removal of bus shelter in Cottingham

Resolved: Public meeting to be arranged with local Police Inspector – to be held within the Civic Hall, time and date to be agreed

Resolved: Parish Council to write to Northern Rail

Resolved: Cllr Abel to contact ERYC re removal of bus shelter

3212 TO RECEIVE REPORT FROM HUMBERSIDE POLICE

3212.1 PCSO Mike Dale provided Councillors with a copy of recent crime statistics which showed a slight increase in theft from motor vehicles

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3212.2 PCSO Mike Dale informed Councillors that from mid-December there will be an increased police presence in Cottingham in the run up to Christmas

3212.3 PCSO Mike Dale informed Councillors that Police had attended local school assemblies to speak about anti-social behaviour – this has resulted in fewer than normal incidents occurring around Halloween and Bonfire Night

3212.4 PCSO Mike Dale spoke to members of the public separately regarding their individual concerns (this took place in the side office)

3212.5 PCSO Mike Dale advised the public that if they have reported a crime by phoning 101 and do not receive a satisfactory response, they must phone 101 again to raise their concerns

3213 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

3213.1 Full Parish & Finance Committee meeting on the 17th October 2019

3213.2 Planning Committee meeting on the 29th October 2019

3213.3 Events Working Party Meeting on the 4th November 2019

Cllr Jump had requested some alterations to the Planning Minutes – Clerk Matthew Kay informed Councillors that the requested amendments had been actioned and an updated copy will be circulated to Councillors

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

Resolved: Amended Planning Minutes to be circulated to Councillors

3214 TO APPROVE GRANT REQUESTS

3214.1 Hallgate & King Street Christmas Lights - £5000 grant requested for refurbishments and purchase of new displays. Councillors discussed that the application form had not been completed fully and further bank statements were required – Cllr Harness provided Councillors with projected figures of future expenditure re Christmas lights. The Councillors agreed to the grant on receipt of further bank statements, which had not been supplied – Cllr Abel will request these

Resolved: To award grant of £5000 on receipt of further bank statements

3214.2 Cottingham Croxby Parents and Teachers Association - £1267.49 grant requested to improve outdoor space. The Councillors agreed to the full grant of £1267.49 – Cllr Green requested that the Parish Council are invited to the school to view the improved outdoor space once the project is completed

Resolved: To award grant of £1267.49 – Croxby School to extend an invitation to the Councillors to visit once the project is completed

3215 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL AND APPROVE PAYMENTS

3215.1 The Clerk Matthew Kay provided an update on the current financial position and answered questions from Councillors

3215.2 Cllr Kind requested a meeting be arranged with the Clerk Matthew Kay to discuss accounts in further detail

Resolved: Meeting to be arranged for the Clerk Matthew Kay and Cllr Kind

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

3216 TO RECEIVE UPDATE ON 2019/2020 BUDGET AND DISCUSS 2020/2021 BUDGET & PRECEPT

Clerk Matthew Kay updated Councillors regarding the ongoing 2019/2020 budget and also advised Councillors that the 2020/2021 Budget would be agreed at Full Parish & Finance Meeting on Thursday 16th January 2020. Clerk Matthew Kay also provided Councillors with provisional tax base figures for 2020/2021

Resolved: 2020/2021 Budget and Precept to be discussed in more detail at Full Parish Meeting on 16th January 2020

3217 TO DISCUSS INTERIM INTERNAL AUDIT REPORT

3217.1 Cllr Abel wished to express her thanks on behalf of the Parish Council to Clerk Matthew Kay for the work he had put into the audit

3217.2 Whilst Councillors had been sent an electronic copy of the audit report, Cllr Jump requested a hardcopy – Clerk Matthew Kay to print hardcopies for all Councillors

Resolved: Clerk Matthew Kay to provide all Councillors with a hardcopy of the audit report

3217.3 Cllr Kind informed Councillors that an action plan has been created for actions from the audit to be undertaken – Cllr Kind informed Councillors that there were no “red” actions requiring immediate action

3217.4 Clerk Matthew Kay informed Councillors that the Office was looking to update its Risk Register software

3218 TO DISCUSS EMPLOYMENT OF MAINTENANCE PERSON/GARDENER

3218.1 Councillors discussed the merits/disadvantages of employing a maintenance person/gardener. Councillors discussed the additional costings of paying wages/holidays/pension for an extra employee

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3218.2 Cllr Abel provided Councillors with costings paid over the last 8 months to local Companies for maintenance/gardening jobs. Councillors discussed that included within these costs were one off large payments that had been made for exceptional jobs which should not occur again in the foreseeable future. The total costings including materials and labour were far less than figures quoted for employing a handyman/gardener

3218.3 Councillors discussed the possibility of purchasing a van/tools for the role. Concerns were raised over depreciation costs of the van, storage and how to monitor usage of the van

3218.4 Councillors decided by a majority against employment of a handyman/gardener and wished any jobs to be undertaken by local tradesmen

3219 TO AGREE SCALE OF CHARGES FOR THE 2020/2021 FINANCIAL YEAR

3219.1 Clerk Matthew Kay informed Councillors that Richard Dixon, auditor, had stated that a set scale of charges needed to be agreed that are within the Council's remit. Councillors were provided with a proposed scale of charges and agreed that the cost of doggy bags to the public should stay at 50 pence per pack and that the 2020 fee for an allotment plot be £36 with an additional £3 paid to the Allotment Association

Resolved: Doggy bags to be charged at 50 pence per pack to the public

Resolved: 2020 Allotment Plot fee to be £36 with an additional £3 fee to the Allotment Association

3219.2 Councillors discussed the proposed trader fees for Cottingham Day 2020 and Cottingham Christmas Festival 2020 - the Events Committee felt that the fees should be the same for both events. Cllr Abel informed Councillors that herself and Deputy Clerk Nicola Pape had held a meeting with Richard Lascelles, ERYC Markets & Allotments Officer. Richard Lascelles was of the opinion that the existing pricing structure was too low. Deputy Clerk Nicola Pape provided Councillors with a copy of the trader fees for Beverley Festival of Christmas 2019 as a guideline.

Cllr Abel informed Councillors that for Cottingham Christmas Festival 2019 3 generators had been hired at a cost of £894 – income generated from traders requiring electricity was only £390 leaving the Council with a loss of £504

Cllr Harness expressed his opinion that the pricing structure for Cottingham Christmas Festival 2020 should be higher than that for Cottingham Day 2020. Cllr Green expressed her opinion also that both Cottingham Day and the Christmas Festival should be self-funding. Councillors also discussed if local traders should continue to be charged £40 to reserve their shop frontage space – Councillors were informed that this only applies to Cottingham Day - this option is not required at the Christmas Festival due to the smaller scale of the event. Councillors agreed that this charge should continue for Cottingham Day 2020 – a survey

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will take place in 2021 to see which traders would want to reserve their shop frontage space. Deputy Clerk Nicola Pape informed Councillors that 12 traders reserved their shop frontage space for Cottingham Day 2019 and that if more were to do so in future years this would limit the amount of market stall traders that could be booked to attend. Councillors agreed to the following charges for Cottingham Day 2020 traders:

Civic Hall	£30	
Market Stall	£75	& £25 electricity fee
Static Van	£75	
Drink Unit	£150	& £25 electricity fee
Hot Food Unit	£250	& £25 electricity fee

Councillors agreed to discuss fees for Cottingham Christmas Festival 2020 at the next Full Parish & Finance meeting on 16th January 2020

Resolved: Cottingham Day 2020 trader fees agreed

Resolved: Cottingham Christmas Festival 2020 trader fees to be discussed at Full Parish & Finance Meeting on 16th January 2020

3220 TO DISCUSS REPAIRS AT COTTINGHAM TRAIN STATION

3220.1 Cllr Kind informed Councillors that the departure boards are still not working properly (previously reported to Northern Rail), trees overhanging lights are causing poor visibility issues and car parking charges have not as yet been removed as previously discussed

Resolved: Parish Office to write to Northern Rail regarding issues with departure boards/car parking charges

Resolved: Parish Office to contact ERYC regarding overhanging trees

3220.2 Cllr Knight informed Councillors that one of the buildings on the station platform has been refurbished to a high standard and a café due to open on the platform is currently under refurbishment

3221 TO MAKE RESOLUTION REGARDING SUITABILITY OF LOCATION FOR PLANNING MEETINGS

3221.1 Cllr Kind expressed his opinion that if an application for a large building development is due to be discussed at a Planning Meeting, a large venue should be booked to hold the meeting to accommodate members of the public who may wish to attend – Councillors agreed that Arlington Hall would be an ideal location. Cllr Casson, Chair of the Planning Committee, requested that the Parish Office inform him by both email and

telephone call of any large Planning Development applications for Cllr Casson to decide if a larger hall should be booked

Resolved: Parish Office to inform Cllr Casson of any large building development planning applications – Cllr Casson then to advise Parish Office if Arlington Hall is to be booked as the venue to hold the meeting to accommodate the public

3222 TO DISCUSS WHAT'S ON BOOKLET

Clerk Matthew Kay informed Councillors that the cost of 5000 What's On Booklets, excluding distribution costs, would be £1028. Councillors agreed to the full cost and requested that a quote be obtained from Cottingham Times for distribution. Councillors agreed that the booklet also be included on the Parish Website

Resolved: Parish Office to pay £1028 for 5000 booklets

Resolved: Parish Office to obtain distribution quote from Cottingham Times

Resolved: Booklet to be included on Parish Website

3223 TO RECEIVE UPDATE ON ONGOING CCTV UPGRADE

3223.1 Clerk Matthew Kay informed Councillors that a meeting had taken place with the Cottingham Civic Trust on 18th November 2019 – Cottingham Civic Trust have advised the Parish Council that the room within the Civic Hall which currently houses the CCTV equipment needs to be vacated. Cottingham Civic Trust have agreed to allow time for a replacement venue to be sought

3223.2 Cllr Abel provided Councillors with an update of ongoing CCTV issues and also advised Councillors that KGV have enquired if they could link into our CCTV system

3223.3 Clerk Matthew Kay informed Councillors that he had attended a meeting at Hessle Town Hall on 20th November 2019, which was also attended by the PCSO for Cottingham, to survey their CCTV system. The Police have confirmed that the Cottingham CCTV system needs to be located in a secure room which can only be accessed by the Police – it will be difficult to find a suitable location within Cottingham. Clerk Matthew Kay informed Councillors that there were 2 options available:

1. For the CCTV to be located in Hessle where required infrastructure is already in place
2. For the CCTV to be located in Bridlington to include 24/7 surveillance

Councillors agreed that the CCTV should be discussed at a separate Finance Meeting to take place on Tuesday 3rd December 2019 at 6pm

Resolved: CCTV to be discussed at Finance Meeting on 3rd December

3224 TO DISCUSS MILLENNIUM CLOCK REPAIRS

Clerk Matthew Kay informed the Councillors that in 2018 the millennium clock had been damaged following a shot by an air rifle – the glass had been broken and the illuminated LED lights need replacing. The glass has been repaired and the quote received to repair the LED lights is £882. Cllr Harness suggested contacting the Company who provide lighting for the Cottingham Christmas Lights for a quote – Cllr Abel will contact the Hallgate & King Street Christmas Lights Association to obtain the Company’s contact details

Resolved: Cllr Abel to obtain contact details for quote

3225 TO RECEIVE UPDATE FROM TRAFFIC WORKING GROUP

3225.1 Cllrs Jump and Harness provided Councillors with details of the Traffic Working Party meeting held on 11th November 2019. The recently conducted traffic survey confirmed that 38,880 vehicles had entered Cottingham within a 7 day period

3225.2 Cllr Harness suggested that the data be sent to Humberside Police for their records

Resolved: Parish Office to send copy of the data to Humberside Police

3225.3 Councillors suggested that a physical file for the data be stored within the Parish Office and also included on the Parish Website

Resolved: Parish Office to open physical data file and include data on Parish Website

3226 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

3226.1 Cllr Knight provided Councillors with an update from meetings she had attended with the YCCRP and ERNLLCA

3226.2 Cllr Harness informed Councillors that he had attended a meeting of the EY Local Council Network and provided a brochure to be kept within the Parish Office

3227 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3226.1 Cllr Mathieson provided Councillors with details of a Haltemprice Action Group meeting she had attended on 18th November 2019

3226.2 Cllr Casson provide Councillors with an update on flooding issues in Cottingham – these have been reported to ERYC Officers and a meeting will be arranged for them to meet with Cllr Casson

3228 TO DISCUSS RECEIVED CORRESPONDENCE

3228.1 Clerk Matthew Kay informed Councillors that an invitation had been received from Hornsea Four to attend a meeting on 26th November 5.30pm – 7.30pm within the Civic Hall. Cllr Jump and Mathieson agreed to attend the meeting

Resolved: Cllrs Jump and Mathieson to attend the meeting

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3228.2 Clerk Matthew Kay informed Councillors that an invitation had been received from Doggerbank to attend a meeting within the Civic Hall on 27th November. Cllrs Jump and Harness agreed to attend

Resolved: Cllrs Jump and Harness to attend the meeting

3228.3 Clerk Matthew Kay informed Councillors that ERYC were proposing to impose parking restrictions alongside the new building development on Harland Way – Councillors raised no objections

3229 MEMBER'S POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

3229.1 Cllr Jump expressed her frustration that some Councillors are not sending their apologies when they are unable to attend a meeting – Cllr Abel to email a reminder to all Councillors

Resolved: Cllr Abel to email Councillors regarding the process of sending apologies if unable to attend a meeting

3229.2 Cllr Casson provided Councillors with an update on the Household Recreation Survey – 566 replies had been received which represented 1078 residents. The surveys were still being analysed and a further update will be given at a future meeting

3229.3 Cllr Kind suggested that he provide training to Councillors regarding how the Office Risk System works – a meeting will be arranged, date to be confirmed

3229.4 Clerk Matthew Kay informed Councillors that he had met with the new Chairman of KGV

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

3230 TO CONFIRM PERSONNEL MATTERS REGARDING CHRISTMAS OFFICE CLOSURE & SKIDBY PARISH COUNCIL

3230.1 Councillors agreed that the Office Christmas Closure will commence at 4pm Friday 20th December 2019 and reopen to the Public at 10am Thursday 2nd January 2020

Resolved: Parish Office to be closed for the Christmas Period from Friday 20th December 2019 4pm – Thursday 2nd January 2020 10am

3230.2 Councillors discussed that Skidby Parish Council were currently without a Clerk. Cottingham Parish Council Clerk Matthew Kay to be seconded to work 7 hours per week for Skidby Parish Council until 28th February 2020, with a caveat that he may be recalled from this duty in case if required for needs at Cottingham Parish Council

Resolved: Clerk Matthew Kay to be seconded to Skidby Parish Council for 7 hours per week until 28th February 2020

Items for next agenda:

2019/2020 Budget & 2020/2021 Budget and Precept

Christmas Festival 2020 Trader Fees

There was no other business and the Meeting closed at 10:00pm

Signed
Chairman of the Cottingham Parish Council