

# Cottingham Parish Council



**MEETING OF COTTINGHAM PARISH COUNCIL & FINANCE**  
**HELD VIA ZOOM**  
**7:00PM ON THURSDAY 18<sup>th</sup> MARCH 2021**

**PRESENT:** Councillors: Abel (Chairman), Casson, Green, Jump, Medini, Kemp & Duke  
 Clerk: Matthew Kay  
 Deputy Clerk: Nicola Pape  
 Ward Councillor Mathieson and one member of the public.

3308 DECLARATIONS OF INTEREST

No interests were declared

3309 TO RECEIVE AND APPROVE APOLOGIES

Apologies received from Cllrs Kind, Moore & Knight

**Resolved: Apologies accepted**

3310 PUBLIC SESSION (10-minute opportunity for public present to raise matters)

There were no matters raised by the public

3311 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

3311.1 Full Parish & Finance Committee, 21<sup>st</sup> January 2021

3311.2 Events Working Party, 29<sup>th</sup> January 2021

3311.3 Planning Committee, 2<sup>nd</sup> February 2021

3311.4 Planning Committee, 2<sup>nd</sup> March 2021

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

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## 3312 TO DISCUSS GRANT REQUESTS

3312.1 Cottingham Lawn Tennis Club applied for a £4000 grant towards upgrading the toilet facilities. Cllr Green stated she had been encouraged when watching local news of some talented youngsters having trained at the club. Cllr Jump agreed that outside activities should be supported. It was also suggested by Cllr Green that the tennis club could contact ERYC to enquire if additional funding were available via their Community Fund. Councillors approved the £4000 grant

**Resolved: £4000 grant approved**

## 3313 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL AND APPROVE PAYMENTS

The Clerk provided an update on the current financial position/recent interim audit and answered questions from Councillors regarding the budget. New features purchased by the Parish Council for the Cottingham Christmas Lights are to be gifted to the Cottingham Christmas Lights Team. This will be discussed further at the next Parish Council meeting

**Resolved: On a unanimous vote the schedules showing receipts and payments made during the months of January and February 2021 were approved**

## 3314 TO DISCUSS NO DRINKING ZONES

A map of the No Drinking Zones had been circulated to Councillors in advance of the meeting. Cllr Duke informed Councillors he had been approached by residents concerned that members of the public were drinking alcohol within the Memorial Gardens, he felt this matter should be reported to the police. Cllr Jump agreed that the police be contacted as they need to keep an eye on this issue. Cllr Abel confirmed that the Memorial Gardens has a No Drinking sign erected on the gates and had previously spoken with PCSO Mike Dale regarding drinking concerns and had been advised not to approach those drinking alcohol as only the police can enforce this. Cllr Duke enquired if Grandad's Park was a No Drinking Zone – this was confirmed by Cllr Medini and that a sign is also displayed. Cllr Medini stated he had witnessed alcohol being consumed within the bus shelter on King Street

## 3315 TO DISCUSS SPECIAL EXPENSES

Cllr Jump informed Councillors that she was concerned with the amount budgeted for King George V Community Trust within the special expenses charged to residents and suggested that the monies given to the Trust be allocated to the Parish Council within their precept. This would enable the Parish Council to monitor the spending by the Trust. This would not incur further expense for residents of Cottingham. It was suggested and agreed by Councillors that a member of the Trust be invited to the next Full Parish meeting to discuss plans for utilising funds which had been allocated to them. Cllr Green requested a list of current Trustees but Ward Cllr Mathieson confirmed that details were available in the public domain

**Resolved: Representative of King George V Community Trust to be invited to next Full Parish Meeting**

3316 TO RECEIVE UPDATE ON PARISH COUNCIL WEBSITE

3316.1 The Clerk informed Councillors that the new website is finally up and running – issues with the previous hosting provider had caused delays with setting up the new website. He explained that because of these issues he had been reluctant to update the old website knowing it was due to be decommissioned at some point. The new website is now operational and will be updated as required

**Resolved: The Clerk to fully update new website**

3317 TO DISCUSS STREET LIGHTING AND PEDESTRIAN SAFETY

3317.1 Cllr Casson informed Councillors there had been numerous burglaries within the Millhouse Woods Lane area, a few years ago after the removal of a streetlight between Linden Avenue and Millhouse Woods Lane he asked that a replacement be sited but the request had been refused by ERYC. Cllr Casson had requested, and been sent, local crime statistics from Cllr Jump, she informed Councillors that currently ERYC do not have available funds for the installation of new street lighting. She stated if a light was approved to be installed by ERYC the cost would be relayed to the Parish Council. Cllr Abel stated she would contact the ERYC department that deal with street lighting and ask for confirmation of the exact location where the previous light had been sited, Cllr Casson suggested he paint a cross on the footpath to show the location. It was agreed that further discussion take place at the next Parish meeting

3317.2 Cllr Duke enquired if the Parish Council had received an update on the recent fatality on the Hull Road Zebra crossing, Cllr Abel informed Councillors that the police inspection was still ongoing and as yet no details received by the Parish Council. Cllr Duke reiterated his concerns that many vehicles ignore Zebra Crossings and requested that the Police be made aware of this issue. Cllr Abel will contact Paul Gladstone of Humberside Police. Cllr Medini suggested the Parish Office contact Safer Roads Humber to make them aware also of our issues

**Resolved: Cllr Abel to contact Paul Gladstone of Humberside Police**

**Resolved: Parish Office to contact Safer Roads Humber**

3318 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

There were no representatives present

3319 TO RECEIVE REPORT FROM ERYC COUNCILLORS

3319.1 Cllr Mathieson informed Councillors there had not been any activity since August 2020 regarding the planning application for an eco-village on Harland Way

3319.2 Cllr Mathieson informed Councillors that Dorothy House on Harland Way had been demolished and work had commenced on the building of the new care home. She also informed Councillors of a number of trees having been removed on the other side of Harland Way, these are all in line with recent planning applications

3319.3 Cllr Mathieson informed Councillors there would hopefully be an update on the planning application for Thwaite Hall within the next month

3319.4 Cllr Mathieson informed Councillors that, after a request from the Parish Council to ERYC for a footpath to be sited along Eppleworth Road, this had been refused, they had stated there was not enough room at the side of the road for a path to be safely located and lack of funding by ERYC was also an issue. Suggestions had been made by ERYC following the discussion of the footpath that perhaps a recreational walk could be developed, however this would need permission from local farmers/Castle Hill Hospital as it could involve their land

3319.5 Cllr Green informed Councillors that Cottingham South Ward had been busy dealing with issues including flooding on Endyke Lane, Vandalism on Cannongate, graffiti, queries regarding the future of Thwaite Hall and concerns regarding trees being removed around the village. Cllr Medini informed Councillors he had also been dealing with issues regarding the land alongside Endyke Tyres including litter and in this area graffiti on the bus shelter. Cllr Abel mentioned she had previously cleaned the graffiti from this bus shelter and had recently provided a local resident with graffiti cleaner to clean off graffiti close to his home. Cllr Jump and Cllr Mathieson stated that they had also been involved in graffiti cleaning in the area

### 3320 TO DISCUSS RECEIVED CORRESPONDENCE

Non-received.

### 3321 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

3321.1 Cllr Jump suggested installing additional noticeboards in the village – the population of the village is expanding and further noticeboards would be beneficial, possible locations including Harland Way, Castle Hill Road and the wooded area close to the A164 were suggested. The Clerk informed Councillors that the noticeboard previously situated on Market Green, which had been knocked down by a motorist, could be utilised. Cllr Casson suggested moving the noticeboard outside the Co-op to another location. Cllr Abel stated to Councillors that prior to any new locations being agreed for additional noticeboards, local residents be surveyed to ask if they would be in agreement to having noticeboards sited near residential properties

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3321.2 Cllr Green suggested that during the summer months an area of Hallgate could be closed to vehicles for a few hours on a Friday and Saturday evening to enable local businesses to trade outside, this would hopefully encourage a “feel good” vibe within the village and also could encourage support for local businesses. Cllr Jump was concerned that local residents within this area may object, she also stated it could affect the trade of local takeaways and suggested the residents be surveyed before a final decision be made

3321.3 Cllr Abel stressed to Councillors that any request for agenda items must be made to the Clerk, Deputy Clerk or Chairman of the relevant Committee and to also accompany their request with a briefing as to why, to enable the Chairman or staff to obtain paperwork if needed. The Clerk will send a proforma to Councillors to complete if requesting agenda items

**Items for next agenda:**

**Giftng of Christmas Lights (Cllr Green)**

**Street Lighting – Linden Avenue/Millhouse Woods Lane (Cllr Casson)**

**Delegated powers (ongoing)**

**Capital projects (Cllr Medini)**

**Noticeboards (Cllr Jump)**

**Potential closure of Hallgate to encourage local business (Cllr Green)**

3322 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

**Resolved: That the public be excluded from the meeting for the following item(s) of business pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted**

3323 TO DISCUSS TENANT RENTAL SITUATION

Cllr Abel informed Councillors that the tenant of 7-8 The Cottages had made a further request for rent assistance due to the ongoing Covid situation. Cllrs discussed the assistance that had already been given by the Parish Council and agreed that further assistance would not be an appropriate use of public money given the tenant would be able to reopen next month.

**Resolved: Assistance request refused.**

## 3324 TO DISCUSS VILLAGE TRUST GRANT

Cllr Abel raised concerns that, though the Parish Council have previously agreed to fully fund the Market Green Public Toilets for three years (£9500 per year for the 19/20 to 21/22 financial years), costs should be lower as the toilets had not been open to the public all year.

Data had been obtained from the Village Trust showing that costs had been reduced though not by a great deal due to increased Covid related cleaning costs.

Cllrs agreed to pay the outstanding amount for the 20/21 financial year though raised questions regarding costings in general and wished to have these answered before the payment of the 21/22 grant

**Resolved: Outstanding costs to be paid**

**Resolved: Meeting to be arranged with Cottingham Village Trust**

## 3325 TO DISCUSS ONGOING COVID OFFICE ARRANGEMENTS AND MAY MEETING

3325.1 Cllrs agreed that staff should continue to work from home until further notice as per Government guidance

**Resolved: Staff to continue working from home**

3325.2 The Clerk informed Councillors the current guidance agreeing to remote meetings ends on 6<sup>th</sup> May – if the guidance is not extended the Annual Meeting, as in previous years, would take place within the Parish Office. The Clerk suggested the Annual Meeting take place prior to the Planning Meeting scheduled on 4<sup>th</sup> May. Cllr Casson stated that the Annual Meeting should take place prior to the Full Parish Meeting of 20<sup>th</sup> May to ensure inclusion of the new Councillor following the election on 6<sup>th</sup> May. It was agreed that a date for the Annual Meeting would be confirmed once further guidance regarding remote meetings had been received

## 3326 TO RECEIVE UPDATE FROM PERSONNEL COMMITTEE

3326.1 Cllr Green wished it to be minuted that she was disappointed that the Personnel Committee Meeting had not been arranged by the Chairman of Personnel (a meeting had been suggested at the Full Parish Meeting of 21<sup>st</sup> January 2021). An informal meeting had been arranged which took place on Tuesday 16<sup>th</sup> March

3326.2 Cllr Green informed Councillors that the Personnel Committee would like to recommend that the annual CPI related staff salary increase be adhered to alongside a one off bonus to the Clerk and the Deputy Clerk of £750 and £500 respectively in recognition of their hard work during the Covid pandemic. Councillors, with the exception of Cllrs Casson and Duke, agreed with this proposal

**Resolved: £750 and £500 respectively to be paid to the Clerk and Deputy Clerk along with the 0.3% pay rise**

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3326.3 Cllr Green informed Councillors the Personnel Committee had also discussed staff safety surrounding lone working and suggested a video doorbell be installed. Ongoing support and value in the staff should always be recognised. Cllr Medini suggested contacting the Smile Foundation for guidance on lone working

**Cllr Green left the meeting at 8.50pm**

3326.4 Cllr Kemp informed the Committee that the request made from Deputy Clerk Nicola Pape to carry forward 10 days holiday had been agreed – 5 days of this to be taken as soon as possible

**Resolved: Deputy Clerk Nicola Pape to carry forward 10 days holiday, 5 of which to be taken as soon as possible**

**There was no other business and the Meeting closed at 8:55pm**

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