



FULL PARISH AND FINANCE MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT COTTINGHAM METHODIST CHURCH
7:00PM ON THURSDAY 29TH JULY 2021

PRESENT: Councillors: Abel (Chairman), Casson, Knight, Jump, Medini, Kemp, Moore, Cantrell & Duke
 Clerk: Matthew Kay
 Deputy Clerk: Nicola Pape
 5 members of the public

3360 DECLARATIONS OF INTEREST

3360.1 Cllrs Jump & Duke declared a personal interest in item 3374, Allotment Flooding and abstained from voting

3361 TO RECEIVE AND APPROVE APOLOGIES

Apologies received from Cllrs Kind & Green

Resolved: Apologies accepted

3362 TO RECEIVE LOCAL POLICING REPORT

3362.1 PCSO Mike Dale informed Councillors that Cottingham had not suffered much crime of late, however there had been an increase of Anti-Social behaviour which included neighbour disputes, week commencing 4th June 2021

3362.2 PCSO Mike Dale informed Councillors he had hosted a Policy Surgery on 21st July 2021, disappointingly only 1 member of the public had attended the last two surgeries (the next surgery will be held in August).

3362.3 PCSO Mike Dale informed Councillors that policing in Skidby will now be covered under the "Cottingham umbrella"

3362.4 PCSO Mike Dale informed Councillors that since 31st May 2021 there had been enhanced police visibility in Cottingham including an additional 128 patrols. Cllr Medini suggested that the recently appointed Cottingham Youth Workers check their diaries for

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availability to work together with the Police. PCSO Mike Dale is also the liaison officer for the local Pub Watch. Two members of the public have received 5-year bans from entering any public house within Cottingham

3362.5 PCSO Mike Dale informed Councillors Police are delighted with the quality of the images from the upgraded CCTV system

3362.6 PCSO Mike Dale informed Councillors that he has a part time base office within the Civic Hall

3362.7 Cllr Casson informed PCSO Mike Dale of his concerns that off-road bikes, without number plates, are a menace to the public by riding on pavements in certain areas – PCSO Mike Dale will look further into this issue

3363 PUBLIC SESSION (10-MINUTE OPPORTUNITY FOR PUBLIC PRESENT TO RAISE MATTERS)

Parishioners raised questions, answered by the Clerk and Councillors regarding how the £10,000 Covid grant received by the Parish Council from local government had been utilised. Parishioners also expressed their concerns that the locally produced Cottingham Times magazine is not delivered to all households in Cottingham

3364 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

3364.1 Neighbourhood Plan Working Party meeting held on Wednesday 12th May 2021

3364.2 Full Parish & Finance meeting held on Thursday 24th June 2021

3364.3 Planning Committee meeting held on Tuesday 6th July 2021

Resolved: Notes from 3364.1 Neighbourhood Plan Working Party meeting held on Wednesday 12th May 2021 and 3364.3 Minutes from Planning Committee meeting held on Tuesday 6th July 2021 adopted as a true record

Cllr Cantrell wished it to be minuted that a request made to the Parish Office for amendments to items 3345.3 and 3346 from the Full Parish & Finance meeting held on Thursday 24th June 2021 had not been actioned. Clerk Matthew Kay wished it to be minuted that he had replied to the request made by Cllr Cantrell, his reply explained the reasons for the minutes not being amended. Cllr Cantrell was adamant that her requested changes be made and therefore the Minutes from the Full Parish & Finance meeting held on Thursday 24th June 2021 were not adopted as a true record – this matter will be investigated in further detail. Cllr Cantrell was also unhappy that a statement read out to Cllrs by the Chairman prior to the commencement of the previous meeting had not been minuted. Cllr Abel once again reiterated that any disputed comments within the draft minutes sent to Cllrs be forwarded to the Clerk or the Chairman prior to the next Full Parish Meeting and not to wait until the evening where they would normally be adopted, thus giving time for the disputed minute to be investigated

3365 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL AND APPROVE PAYMENTS

Clerk Matthew Kay provided an update on the current financial position of the Council

Resolved: On a unanimous vote the schedules showing receipts and payments made during the month of June 2021 were approved

3366 TO DISCUSS GRANT REQUESTS

Grant request for £2000 was received from Cottingham Folk Festival. Cllr Abel informed Councillors that receipts for the Folk Festival are submitted after tickets have been sold, thus needing the grant to kickstart the project, hence detailed bank statements for 2021 would not be available until after the event. Cllr Jump stressed that grants should be paid into a business, not personal account, and this must be a condition for any grants issued by the Parish Council. Cllr Medini suggested the Smile Foundation could aid the Cottingham Folk Festival in the future, Councillors agreed the £2000 grant be awarded

Resolved: Grant £2000 approved, funds for future grants to be paid into a business account

3367 TO DISCUSS CAPITAL PROJECTS

Cllr Abel circulated photos to Councillors of the water bowser purchased by the Parish Council many years ago. The water bowser is in a state of disrepair, the wheels have rusted, and it is no longer fit for purpose. Cllr Abel had wished to use the bowser to water the Memorial Gardens but due to state of disrepair was not possible (Cllr Abel expressed thanks to Cottingham Methodist Church for allowing her to fill up her watering can from their tap). Councillors agreed a new water bowser be purchased and Cllr Abel will obtain costings

Resolved: Cllr Abel to obtain costings for the purchase of a new water bowser

3368 TO DISCUSS STANDING ORDERS, FINANCIAL REGULATIONS AND RISKS

3368.1 Clerk Matthew Kay informed Councillors that the current Standing Orders & Financial Regulations require updating to meet with Auditor's recommendations, Matthew will supply Councillors with a copy of both the existing and ERNLLCA recommended copies to peruse prior to the next meeting in September. Cllr Abel suggested a pre-Full Parish Meeting be arranged to incorporate this

Resolved: Clerk Matthew Kay to circulate Standing Orders/Financial Regulations to Councillors, for discussion at September's meeting

3368.2 Clerk Matthew Kay informed Councillors a new risk system had been purchased for the Parish Office, once the current risks have been reviewed in this financial year a robust system will be put in place from April 2022 to review a selection of risks monthly.

3368.3 Cllr Jump requested the Emergency Plan be reviewed to consider Covid and the possibility of future pandemics and emergencies

3368.4 Cllr Jump informed Councillors the newly formed Social Media Group Working Party are currently working on a new Social Media Policy to be presented to Councillors

3369 TO DISCUSS NOTICEBOARDS

3369.1 Cllr Casson expressed his thanks to Cllr Abel for works completed to ensure the noticeboard situated outside the Co-op Supermarket is suitable for public use

3369.2 Cllr Casson suggested that noticeboards for public use be located on Bricknell Avenue and Green Lane, Cllr Jump stated a Parish noticeboard is already situated on Green Lane

3369.3 Cllr Abel informed Councillors that she had looked at a board located on Beck Bank which Cllr Cantrell had suggested could be used as a public noticeboard. Cllr Abel had contacted a workman who had previously undertaken work for the Parish Council repairing a noticeboard that had been hit by a car, he assessed the board but unfortunately the board is unusable and beyond repair. Cllr Abel asked if he could make a noticeboard but was informed this was not viable as these noticeboards require specific specialised work

3369.4 Cllr Abel informed Councillors Deputy Clerk Nicola Pape had contacted companies who deal with the production of noticeboards for a quote. The cost for a basic noticeboard which could be used by the public is £988 & VAT, this board would be protected against the elements and can be opened by the public using a thumb lock mechanism. Councillors agreed the noticeboard be ordered and located on Harland Way, this would be installed on ERYC land. Cllr Abel to request a meeting with Iain Sugdon from ERYC to assess a suitable location

Resolved: Order to be placed for noticeboard to be located on Harland Way, Cllr Abel to request meeting with Iain Sugdon (ERYC)

3369.5 Cllr Abel suggested monitoring the usage of the noticeboard situated outside the Co-op Supermarket prior to further public noticeboards being ordered. This will be discussed at the next meeting in September

3370 TO RECEIVE UPDATE ON HALLGATE CLOSURE

3370.1 Cllrs Jump & Kemp had distributed approximately 130 questionnaires to Hallgate residents/traders enquiring if they would be in support of the closure of Hallgate at various suggested times. Disappointingly, only 20 replies were received of which 10 were against any closure. There has been insufficient interest to progress with this

3370.2 Cllr Abel suggested questionnaires could perhaps be delivered to traders/residents of King Street regarding this being closed at various times also, however Cllrs Jump and Medini thought this would not be viable as King Street could not be closed due to existing bus routes using this area

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3371 TO DISCUSS TRAINING

3371.1 Clerk Matthew Kay informed Councillors he had contacted ERNLLCA to enquire if training courses are currently available, there are no set dates yet although if the Parish Council had sufficient need ERNLLCA could investigate providing a bespoke training course

3371.2 Cllr Abel suggested training courses be investigated in September and felt that both new and existing Cllrs would benefit from attending such courses for the needs of Cllrs

3371.3 Cllr Casson informed Councillors silly comments are being made with our Planning return comments, Cllrs Jump & Casson suggested Doug Jennings (Local Chartered Town Planner) Ward Councillor Mathieson and Cllr Jump provide Planning Training to all Councillors. Cllr Casson explained that Material Considerations have been amended, Cllr Abel enquired if these are viewable on the ERYC Planning Portal, Cllr Medini confirmed not but these are available to view on the National Policy Framework

Resolved: Planning Training Meeting to be arranged

3372 TO DISCUSS BASE STATION UPGRADE

Councillors discussed the proposed upgrade to the existing Radio Base Station located close to the West Bulls Public House. Cllr Casson informed Councillors the height would be double that of a standard house, the Government had previously investigated possible radiation effects of such masts and have confirmed that they are safe. Cllrs were in favour (Cllr Jump abstained) Clerk Matthew Kay will submit a comment to Planning on behalf of the Parish Council

Resolved: Clerk Matthew Kay to submit comment to Planning

3373 TO DISCUSS GRAFFITI AND HIRING OF REMOVER

3373.1 Cllr Jump had requested that graffiti be removed from the underpass on Eppleworth Road. Hornsea Town Council had previously provided a cleaning machine in previous years at a far lower cost than quoted by ERYC. Clerk Matthew Kay confirmed Hornsea Town Council would be able to loan the machine again in September and had requested photos of the area to be cleaned in advance of any works. Cllrs discussed other areas requiring graffiti cleaning which included the bus shelters on The Parkway and Endike Lane (Cllr Abel had been unable to remove all the graffiti herself). Clerk Matthew Kay requested Cllrs forward photos of areas to be cleaned to the Parish Office

3373.2 Cllr Medini informed Cllrs a specific graffiti tag is appearing around Cottingham, Cllr Jump suggested PCSO Mike Dale be informed

Resolved: Cllrs to forward photos to Parish Office, PCSO Mike Dale to be informed of graffiti tag

3374 TO DISCUSS ALLOTMENT FLOODING ISSUES

3374.1 Cllr Abel informed Councillors she has inspected the allotments weekly since Spring 2021. There has been an ongoing issue with several plots incurring intermittent flooding, matters had been exacerbated by a nearby resident whose field runs parallel to the allotments contacting the Allotment Association threatening to flood his field, which would impact on the allotments, if the issue was not resolved. The Allotment Association had contacted Landplan who have commenced the following works to land drainage to reduce further flooding: (cost £1650 & VAT)

- Depth of excavation at south point - approx 400mm
- To excavate a trench - nominal depth 600mm, width 100mm
- To stockpile arisings on site.
- To supply and lay 80mm diameter perforated pipe
- To back fill to surface with drainage aggregate
- To excavate and install 3 lateral drains to same specification

The Allotment Association had enquired if they could apply to the Parish Council for a £1000 grant towards these costs, the remaining £650 could be met by a one- off rent increase for all plot holders

3374.2 Cllr Casson raised concerns that flooding makes land sterile and not fit for purpose and proposed that the Parish Council, as the landlord of the plots, pay the full invoice, with no further cost to the plot holders. Cllr Abel enquired what would happen if the plots flooded again following these works, Cllr Casson suggested if this were to happen then the issue be again reassessed. Cllrs voted 5-4 that the Parish Council pay the full invoice, Cllr Abel will inform the Allotment Association

Resolved: Parish Council to pay full invoice, Cllr Abel to inform the Allotment Association

3375 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

There was nothing to report

3376 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3376.1 Cllr Medini informed Cllrs ERYC has committed £1 million towards Climate Change policy, £1 million towards Children's Services and £500,000 towards Parks Maintenance (this covers 83 parks)

3376.2 Cllr Jump informed Cllrs that Planning issues were relatively quiet, there had been no objections to the proposed building development on the site of Hallgate School and no decision had yet been reached regarding Thwaite Hall

3377 TO DISCUSS RECEIVED CORRESPONDENCE

3377.1 Clerk Matthew Kay informed Councillors Hull University will be conducting a survey into the personality of foxes and badgers

3377.2 Cllr Abel informed Cllrs she had received a letter at the Parish Council Office from a local resident regarding the Memorial Gardens. Cllr Abel visited the resident concerned who said she had spoken to Cllr Casson but had decided to follow it up with a letter to the Chairman. Following the resident's issues relating to lack of plants Cllr Abel, with the help of another resident, had weeded and sourced plants which were then put into the central circle within the Memorial Gardens. The resident expressed her thanks offering to purchase a rose in Cllr Abel's name, Cllr Abel has requested a rose be donated to the Memorial Gardens. Cllr Abel expressed her thanks to a resident stating friendship, determination and hard work had made it all possible

3377.3 Cllr Jump informed Cllrs herself and Deputy Clerk Nicola Pape had attended a meeting regarding setting up Hybrid meetings – Cllr Jump requested this be discussed in further detail at the next meeting in September

3377.4 Cllr Jump stated she was unhappy with the state of some of the Village Planters and requested a robust maintenance system be implemented. Cllr Abel also gave an update on the planter which had been removed from Bricknell Avenue following a road accident, Cllr Abel has taken measurements of one of the village planters and is sourcing costings for new planters. Cllr Medini suggested stone wall bases would be more appropriate, such as located in Skidby. Cllrs will take photos of planters in local villages and this matter will be discussed in further detail at a future meeting

3377.5 Cllr Jump expressed her dissatisfaction that, further to her previous request, the village bunting had not been erected. Cllr Abel informed Cllrs she had been in regular contact with Cottingham Christmas Lights, but due to Covid restraints there had been difficulties in hiring a cherry picker and volunteers coming forward. Due to the pandemic the Christmas Lights had not been removed thus preventing the erection of the bunting. Cllr Jump suggested the Parish Council could have paid for a Cherry Picker

3377.6 Cllr Cantrell expressed her views that she felt the Parish Website contained limited information and that a Parish newsletter would be informative for residents, she suggested this could be produced, put on the website, and also emailed to local residents if they supplied the Parish Office with their email addresses. Cllr Cantrell also suggested the Parish Council pay for a manual newsletter to be circulated to local households that do not have internet access. Clerk Matthew Kay reiterated that at a previous meeting he had requested Cllrs forward him ideas of updates for the website, only Cllr Jump and a local resident had replied. Newsletter/Parish Communications will be discussed in further detail at the next meeting in September

3378 MEMBERS POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

3378.1 Delegated Powers. Clerk Matthew Kay informed Cllrs the delegated powers set up March 2020 have only recently been used for Planning Zoom meetings, the powers can now be ceased

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Items for next agenda:

Standing Orders and Financial Regulations

Hybrid meetings (Cllr Jump)

Newsletter/Communications

Noticeboards

Training

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

3379 TO AGREE RESPONSE TO PKF LITTLEJOHN

In advance of the meeting, Clerk Matthew Kay had circulated a suggested response to all Cllrs on 9th July, explaining that this response must be submitted to Littlejohn’s by 5pm on the 30th July. Matthew had requested Cllrs contact him by email in advance of the meeting with any queries or suggested amendments to this response, with only Cllr Jump replying with minor amendments. Cllr Kind had queried the charge made by Littlejohn’s. Cllrs Cantrell and Duke abstained from agreeing to the response. Cllr Cantrell felt this issue should have been Minuted at the previous meeting. Cllr Knight did not approve of the wording of the response. Clerk Matthew Kay reiterated he had sent the suggested response to all Cllrs 20 days prior to this meeting, stressing that the response must be submitted by 30th July. The response to be sent on a majority vote was signed by the Chair, Deputy Chair and a member of the Personnel Committee

There was no other business and the Meeting closed at 9:15pm

Signed
Chairman of the Cottingham Parish Council