



FULL PARISH AND FINANCE MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT ARLINGTON HALL
7:00PM ON THURSDAY 16TH SEPTEMBER 2021

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

3384 DECLARATIONS OF INTEREST

No interests were declared

3385 TO RECEIVE AND APPROVE APOLOGIES

Apologies received from Cllrs Kind & Jump

Resolved: Apologies accepted

3386 PUBLIC SESSION (10-MINUTE OPPORTUNITY FOR PUBLIC PRESENT TO RAISE MATTERS)

A resident raised questions answered by the Councillors regarding overgrown weeds/grass in and around the village and how the planting and maintenance within the Memorial Gardens could be improved.

3387 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 3387.1 Full Parish & Finance meeting held on 24th June 2021
- 3387.2 Neighbourhood Plan Working Party meeting held on 30th June 2021
- 3387.3 Events Working Party meeting held on 20th July 2021
- 3387.4 Full Parish & Finance meeting held on 29th July 2021
- 3387.5 Neighbourhood Plan Working Party meeting held on 2nd August 2021
- 3387.6 Planning Committee meeting held on 3rd August 2021

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3387.7 Personnel Committee meeting held on 18th August 2021

3387.8 Planning Committee meeting held on 7th September 2021

(3387.8) Cllr Duke informed Councillors that he had given his apologies to Cllr Casson for the Planning Meeting held on 7th September 2021 but this was not reflected in the Minutes. Cllr Casson apologised for not relaying the apologies to the Clerk Matthew Kay

(3387.1) Cllr Cantrell informed Councillors she was unhappy that details of a statement read out by Cllr Abel prior to the start of the Full Parish & Finance meeting on 24th June had not been included in the Minutes. Cllr Abel explained that the statement had not been included in the Minutes as although members of the public had been present this was a personal statement read out prior to the meeting commencing. Councillors voted on whether the Minutes be amended to include the statement and the majority voted against this proposal

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

3388 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL AND APPROVE PAYMENTS

3388.1 Clerk Matthew Kay provided an update on the current financial position of the Council, informing Councillors that the second instalment of the precept has now been received. The CCTV upgrade is now completed and the final invoice now paid. Reimbursement from the VAT claim are due imminently and on 1st September the first salaries had been paid to the Youth Workers. Cllr Cantrell asked for details of the Youth Project, these were given by Cllr Medini

3388.2 Cllr Medini enquired when the costs incurred by the Littlejohn's investigation following a complaint by a member of the public would be paid. Although no wrongdoing was found, the cost would be £1065 & VAT. Clerk Matthew Kay informed Councillors the Parish Office was yet to receive the invoice and once paid this will put the Parish Council over budget for Accountancy costs 2021/2022. Cllrs Medini & Green requested a statement be placed on the budget explaining the reason for the additional cost

3388.3 Cllr Duke enquired why two payments of £144 had been made to LandPlan on 20th July 2021, Deputy Clerk Nicola Pape informed Councillors there had been an issue with invoices produced by Landplan ,Nicola had spoken at length with the Company and two separate invoices had required payment coincidentally on the same date

Resolved: On a unanimous vote the schedules showing receipts and payments made during the months of July & August 2021 were approved

3389 TO DISCUSS GRANT REQUESTS

There were no grant requests

3390 TO DISCUSS CAPITAL PROJECTS

3390.1 Noticeboard maps

Cllr Abel informed Councillors she had received a copy of a map of Cottingham from a resident, the same map that is placed on the wall of the Civic Hall. Cllr Abel suggested this be copied and placed within the village noticeboards. Clerk Matthew Kay had obtained costings from Orion Print - £25 per copy. Councillors agreed the maps be ordered and placed in the village noticeboards

Resolved: Parish Office to confirm order with Orion Print, maps to be placed in village noticeboards

3390.2 Fireworks

Cllr Abel suggested that to help boost morale in the village, a firework or laser show take place at the end of the Christmas Festival on Sunday 5th December, a firework display could possibly take place at KGV. Councillors discussed obtaining quotes for silent fireworks as concerns were raised in the past of noise causing upset to children and pets. Cllr Abel will obtain quotes

Resolved: Cllr Abel to obtain quotes for fireworks

3390.3 Water Bowser

Cllr Abel informed Councillors she was unable to locate a battery-operated water bowser but has sourced a bowser which can be run on wheels at a cost of £300-£400 including VAT. The bowser could be used for watering in between visits from the Company hired to water village plants

Resolved: Water bowser to be purchased

3390.4 Cllr Green suggested additional planting and maintenance work in the Memorial Gardens could be considered as a Capital Project, potentially putting aside £15,000. Councillors discussed companies/organisations that could be approached to give quotes for landscaping. Cllr Duke suggested traders based in Cottingham be used. Cllr Duke stated that back in 2020 he had offered his services to assist with planting the Memorial Gardens. Cllr Medini informed Councillors that funding could be applied for by submitting a "Do It For East Yorkshire" grant. Cllr Abel will investigate this in further detail.

3391 TO ADOPT NEW STANDING ORDERS, FINANCIAL REGULATIONS AND SOCIAL MEDIA POLICY

3391.1 In advance of the meeting Clerk Matthew Kay had circulated a copy of the ERNLLCA model standing orders, Cllr Cantrell had previously raised concerns that in many points the language used is not gender neutral, the office will amend the language. Clerk Matthew Kay highlighted and explained the detail of certain areas of the Standing Orders and Financial Regulations. Councillors resolved to adopt the model Standing Orders and Financial Regulations with the suggested amendments made

Resolved: Model Standing Orders and Financial Regulations to be amended and adopted

3391.2 In advance of the meeting a proposed Cottingham Parish Council Social Media & Communication Policy had been circulated to Councillors, produced by Cllrs Kemp, Jump & Cantrell these being members of the Social Media Policy Working Party. Cllr Cantrell stressed to Councillors that the Nolan Principles must be always adhered to and that personal posts on Facebook could potentially be passed on by third parties. The revision date on page 5 of the policy should read 1/9/23, not 1/9/22. The Chair, at the start of every Council meeting, should read out the following statement:

“All mobile phones and other electronic devices should be switch to mute and only used to facilitate this meeting. The public are welcome to attend but are only permitted to speak with the chair’s permission. Parish Council Meetings are meetings held in public, not public meetings”

3391.3 Cllr Kemp requested all Councillors sign a copy of the policy which would be kept within the Parish Office and informed Councillors of the etiquette required when attending remote meetings

3391.4 Cllr Medini raised his concerns regarding the following paragraph on pages 2/3 of the policy:

- Any social media content (even informal) needs to be clearly attributed to the Parish Council and content should not be presented in a way that might cause embarrassment or bring the Parish Council into disrepute - therefore all social media should, where practical, be authorised by the Parish Council Chair or a Moderator prior to publication. With this in mind the Parish Council is aware that not all communications require an immediate response, or even a response at all, however, responses to contentious communications may require a discussion by the Parish Councillors prior to posting and must be agreed by the Parish Council Chair and/or Moderator.

Cllr Medini was concerned that the wording “where practical” is too vague and queried who would determine what is practical e.g., during out of office hours would a moderator decide to post a comment without authorisation from the Clerk or Chair. Cllr Abel stressed that all comments posted on social media by a Councillor must clearly be posted as an individual opinion and not on behalf of the Parish Council. Cllrs Knight & Moore stated that only the Clerk and Chair should be authorised to post comments on social media. Cllr Cantrell

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enquired if she would need permission from the Clerk to post comments on Social Media, Cllr Abel confirmed this would be the case. Councillors agreed that the policy be revised and discussed in further detail at a future meeting

Resolved: Social Media Policy to be revised and discussed in further details at a future meeting

3392 TO AGREE TIME AND LOCATION OF FUTURE MEETINGS

3392.1 Councillors discussed and agreed to amend the start time of future Planning Meetings from 7:30pm to 7:00pm

Resolved: Planning Meetings to commence at 7:00pm with immediate effect

3392.2 Councillors discussed, due to Covid precautions, whether the Parish Office is suitable for holding future Planning and Full Parish & Finance meetings. Cllr Green stated her concerns that she felt the Parish Office was too small at this moment in time to hold these meetings, she had been briefed that the East Riding area is expecting a further peak of Covid cases in October, and she felt that alternative premises be hired utilising funds from the Covid grant. On a majority vote it was agreed to hire alternative premises for the remainder of 2021 and reassess in the New Year. Cllr Medini suggested Councillors/staff attending meetings take a lateral flow test prior to attending a meeting

Resolved: Parish Office to hire alternative premises for Planning and Full Parish & Finance Meetings for the remainder of 2021

3393 TO AGREE HYBRID MEETING COSTS

3393.1 Clerk Matthew Kay informed Councillors that whilst Hybrid meetings are not currently a legal requirement in England, they are in Wales. A Councillor attending a hybrid meeting from home can comment during a meeting but is not permitted to vote. Matthew distributed quotes received from Cloudy IT for the purchase of equipment, the quotes ranged from a basic package of £1797 & VAT to £4066 & VAT for an enhanced package. The basic package would be suitable for use both within the Parish Office and Arlington Hall if the hall was being used for future meetings

3393.2 Cllr Knight did not see the advantage of hybrid meetings, Cllr Green suggested this issue be deferred for a further 6 months to see if hybrid meetings become a legal requirement in England. Cllr Medini suggested if they do that grants may become available to meet the costs of purchasing necessary equipment

Resolved: Hybrid meetings to be discussed March 2022

3394 TO DISCUSS NEWSLETTER AND COMMUNICATION WITH RESIDENTS, INCLUDING TWITTER

3394.1 Cllr Knight stressed that she did not feel the Parish Office should be using Twitter, this was agreed by a majority vote

3394.2 Cllr Cantrell informed Councillors she had been approached by a few elderly residents stating they were not aware of what happening within the village, creating a feeling of isolation. Cllr Cantrell felt that an event being held within the Civic Hall on 28th September, organised by The Older People's Partnership, had not been well advertised, thus exacerbating the feeling of isolation. Cllr Cantrell had spoken with both Sarah Johnson from ERYC Health & Wellbeing Team and Nick from ERYC Growth Team to seek their advice and had been informed that the Parish Council could apply for a grant towards costs for a newsletter. Cllr Cantrell had obtained quotes from Scribes Digital Print for leaflets to be printed – 10,000 black and white A4 size £280. She had also obtained costs for delivery, these being £400 per 6000 double sided leaflets. Clerk Matthew Kay informed Councillors issues have arisen in the past with leaflet deliveries

3394.3 Cllr Abel enquired how often a newsletter would be produced, Cllr Cantrell suggested 3 times per year. The content of the leaflet would be drafted by the Parish Office and included on the Parish Website

3394.4 Councillors discussed that the Cottingham Times does not get delivered to all residents in Cottingham, Cllr Abel informed Councillors that all copies of the latest edition had been situated in some local shops. Cllr Green suggested the Parish Council pay for additional copies of the Cottingham Times to be delivered to those areas of Cottingham where it is not currently distributed, Cllr Medini agreed and Cllr Abel will contact the proprietors of the magazine to discuss further

Resolved: Cllr Abel to contact Cottingham Times

3395 TO RECEIVE UPDATE ON NOTICEBOARDS

3395.1 Cllr Abel informed Councillors she had met with Iain Sugdon ERYC Area Engineer, Highway Maintenance to discuss the viability of placing a new noticeboard on the corner of Keldgate Road/Harland Way. Iain has confirmed the location is suitable and the Parish Office has completed and returned a noticeboard agreement form to ERYC. The noticeboard is due to be delivered to the Parish Office on 27th September and be fitted on 29th September by a local tradesman at a cost of £240. The company the noticeboard has been ordered from would have charged £600 for fitting

Resolved: Noticeboard to be fitted 29th September 2021

3396 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

3396.1 Cllr Knight informed Councillors she had attended a meeting of the YCCRP on 7th September, the next meeting will take place on 12th October. She stated members of the public are experiencing great difficulty attempting to get their mobility scooters onto trains

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departing from Cottingham Station, the scooters are compatible for boarding mainline trains but not on those passing through Cottingham Station. Cllr Knight requested the Parish Office send a letter to both Northern Rail and ERVAS asking for their support in this matter

Resolved: Parish Office to send letter to Northern Rail and ERVAS

3397 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3397.1 Cllr Medini informed Councillors ERYC Planning Committee has not yet set a date to discuss the planning application received for development of Thwaite Hall. He will be speaking at the Committee once the meeting has been arranged

3397.2 Cllr Medini informed Councillors there had been a consultation regarding reconfiguring of the roundabout leading to Waitrose Supermarket, Willerby, costs would be approximately £2.5 million

3397.3 Cllr Medini informed Councillor's complaints have been received regarding the foul smell emitting from a local waste plant, Clerk Matthew Kay had contacted the company and received a standard response stating the company is not responsible for the smell

3397.4 Cllr Medini informed Councillors of issues ERYC Planning Enforcement are looking into

3397.5 Cllr Casson informed Councillors that Ward Cllr Mathieson had contacted him to query why she had not been invited to attend this Parish meeting, Clerk Matthew Kay explained he had sent an invite but will check that emails have been received

3398 TO DISCUSS RECEIVED CORRESPONDENCE

3398.1 Clerk Matthew Kay informed Councillors a local resident had brought a letter into the office asking for a response to four questions – Matthew will scan and email the letter to Councillors

Resolved: Clerk Matthew Kay to scan and email copy of letter to Councillors

3399 MEMBERS POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

Clerk Matthew Kay had distributed correspondence received from Newbald Council, this will be discussed at the next Planning Meeting of 5th October 2021 **Items for next agenda: Noticeboard Maps, Fireworks**

There was no other business and the Meeting closed at 8:35pm

Signed Chairman of the Cottingham Parish Council

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