



FULL PARISH AND FINANCE MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT ARLINGTON HALL
7:00PM ON THURSDAY 21ST OCTOBER 2021

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

3400 DECLARATIONS OF INTEREST

Cllr Duke declared a personal interest in agenda item 3406.1 (Grant request for Cottingham Lights)

3401 TO RECEIVE AND APPROVE APOLOGIES

Apologies received from Cllr Green

Resolved: Apologies accepted

3402 TO RECEIVE LOCAL POLICING REPORT

3402.1 PC Katie Peach informed Cllrs that crime figures are available online. Between 17th and 23rd September 2021 there had been a slight increase in anti-social behaviour (this does not include domestic disputes)

3402.2 PC Katie Peach explained that a local “beat plan” included policing priorities for the area, ideas welcomed from the Parish Council. Cllr Medini stated that ideas had been sent to the Police a few months ago, Cllr Jump suggested patrolling around the bus shelter on Market Green, Cllr Duke stated he had been approached by a resident who had had his motorbike stolen, Cllr Abel enquired if a campaign could be launched to advise the public of how to keep belongings safe in the run up to Christmas (a similar campaign had run in previous years with leaflets left on car windscreens in local car parks) – PC Peach will contact the Police media department

3403 PUBLIC SESSION (10-MINUTE OPPORTUNITY FOR PUBLIC PRESENT TO RAISE MATTERS)

A resident raised a question which was answered by the Chair regarding a statement to be read out by the Chair at the start of a Full Parish meeting. The resident offered to help with maintenance the Memorial Gardens. Cllr Abel offered to meet the member of the public in the Parish Office

Cllr Kind momentarily left the meeting

3404 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

3404.1 Events Working Party meeting held on 6th September 2021

3404.2 Extraordinary meeting held on 16th September 2021

3404.3 Full Parish & Finance meeting held on 16th September 2021

3404.4 Planning Committee meeting held on 5th October 2021

3404.5 (3390.4) Cllr Duke circulated to Councillors a copy of an email from the late Cllr Harness, dated July 2020, regarding his offer of help in maintaining the Memorial Gardens. Clerk Matthew Kay pointed out that Cllr Harness had not sent this email to the Parish Office and it related to a private conversation between Cllr Harness and Cllr Abel, which made no mention of Cllr Duke

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

Cllr Kind returned to the meeting

3405 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 of large payments made and income received from the precept, Christmas Festival traders and VAT reclaim. Cllr Kind queried the VAT figures on the budget spreadsheet, Clerk Matthew Kay informed Councillors the Parish Office had recently been audited and the figure was correct. Cllr Jump suggested a meeting could be arranged between the auditor and any interested Cllrs to explain how the VAT system works

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

3406 TO DISCUSS GRANT REQUESTS

3406.1 Cottingham Lights

Cottingham Lights (West End) applied for a £5000 grant for extensive rewiring and maintenance of existing displays, due to exposure during Covid lockdown. Hallgate and King Street Lights applied for a £5000 grant towards the purchase of new displays and the refurbishment of existing displays.

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Cllrs approved both grant requests

Resolved: £5000 grant to Cottingham Lights (West End) approved
Resolved: £5000 grant to Hallgate and King Street Lights approved

3406.2 Hallgate School

Friends of Hallgate Primary School applied for a £3000 grant towards new outdoor/playtime equipment. Cllr Medini enquired if the rest of the funds would be acquired from fundraising and a spokesperson for the school confirmed they would be. Cllrs approved the grant

Resolved: £3000 grant approved

3407 TO DISCUSS CAPITAL PROJECTS

3407.1 Update on Noticeboard maps and Fireworks

Noticeboard maps:

Cllr Abel informed Councillors that the new noticeboard had been installed on the corner of Harland Way and Keldgate Road. Cllr Medini suggested a bench be placed near the noticeboard, Cllr Abel had met with Iain Sugdon, ERYC Highways, who had measured the area for the noticeboard and another location for a bench could be sought. Cllr Knight informed Cllrs that a potential picnic area had been discussed a few years ago and requested an update, Cllr Jump will look into this.

The maps of Cottingham ordered from Orion Print at a cost of £25 each had been collected and were ready to be placed in the village noticeboards. Cllr Kemp enquired who would install the maps, Cllr Abel will meet with a local tradesman

Cllr Jump was pleased to see that Volunteers from HEY Volunteering had been updating the noticeboards but queried why commercial advertisements, not only charity advertisements, had been placed in the boards

Fireworks:

Cllr Abel informed Cllrs that at the Events Working Party Meeting of 12th October 2021 it was decided that it was not viable to go ahead with a firework display. The cost for a 10 minute display would be £3250 & VAT and would need to be included in the mandatory risk assessment for Yorkshire Ambulance Service. This would result in the need for an ambulance at a cost of £60 - £65 per hour, minimum 4 hour hire for only a 10 minute display, this along with 2 first aiders at a cost of £12 each per hour, minimum 4 hour hire. Also, an in depth Covid Risk Assessment would be required

3405 TO ADOPT NEW SOCIAL MEDIA POLICY AND CODE OF CONDUCT

3405.1 In advance of the meeting Clerk Matthew Kay had emailed Councillors a copy of the following suggested revision to the social media policy:

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“Any Councillor proposing to speak to the press or write an article for publication in the press or social media, the subject of which is not already in the public domain, should first obtain the permission of the Chair, in the absence of the Chair the Deputy Chair or the Moderator”

Matthew had requested Councillors reply with any other suggestions to the amended wording for him to pass on to the Social Media Working Party. Cllr Jump extended apologies to the Clerk and Deputy Clerk on behalf of Councillors as Matthew had not received any replies, therefore adding to the office workload. Cllr Jump stressed that any request made to Councillors by the Clerk/Deputy Clerk requiring a reply must be answered

3405.2 Clerk Matthew Kay informed Councillors he had contacted ERNLLCA (East Riding & Northern Lincolnshire Local Councils Association) and been advised that he, as Parish Clerk, has to be classed as the Moderator. Cllr Abel stressed this confirmed Councillors must not add posts with information relating to the Parish Council without prior consent of the Clerk. Cllr Kemp suggested all Councillors sign a copy of the Social Media Policy as confirmation that they understand, and will abide by, the terms of the policy

Resolved: Clerk Matthew Kay to act as Social Media Monitoring Officer

3405.3 Clerk Matthew Kay and Cllr Abel asked Cllr Cantrell why she had blocked them from viewing her posts on Facebook, Cllr Cantrell replied that she can block whoever she chooses to block and she feels that the Clerk misconstrues items she posts in relation to the Parish Council. Cllr Cantrell enquired why the Clerk is viewing Facebook during working hours, the Clerk replied that monitoring content is part of his job. Clerk Matthew Kay expressed his grave concerns that a member of the public, via Facebook, had been giving advice as to how to circumnavigate the protocol for adding posts relating to the Parish Council. Clerk Matthew Kay also expressed further concerns that the Parish Council should be working as a team, not as individuals, a Councillor adding posts without prior approval from the Clerk has been disruptive to the working of the Parish Office and had caused unnecessary additional workload

3405.4 Cllr Knight expressed her concerns that Councillors using social media were causing disruption and upset to the Parish Council, the public seeking information are welcome to attend meetings and can also read the Minutes of Meetings which are stored in the library on Market Green

3405.5 An updated Code of Conduct from East Riding of Yorkshire Council had been circulated to Councillors in advance of the meeting – Councillors agreed to adopt this

Resolved: Code of Conduct to be adopted

3406 TO DISCUSS RISKS AND EMERGENCY PLAN

3406.1 Clerk Matthew Kay informed Councillors that a new, improved Risk System had been installed. Cllr Abel informed Councillors that previously a selection of Risks had been reviewed at monthly Parish Meetings for attention. Clerk Matthew Kay requested a meeting with Cllr Kind to view the new system

Resolved: Clerk Matthew Kay to arrange meeting with Cllr Kind

3406.2 Cllr Abel informed Councillors the Emergency Plan requires updating. Prior to the first Covid-19 lockdown in 2020 Clerk Matthew Kay had spoken with Alan Bravey, ERYC Emergency Planning Manager and a further meeting will be arranged

Resolved: Parish Office to arrange meeting with Alan Bravey, ERYC Emergency Planning Manager

3407 TO DISCUSS OFFICE TELEPHONES

In the absence of Cllr Green, who had requested this agenda item, the item was deferred to a future meeting

3408 TO DISCUSS BROADCASTING OF MEETINGS

3408.1 Cllr Jump requested Councillors consider broadcasting future meetings on You Tube to enable members of the public to view the meetings, she stated this would help raise the profile of the Parish Council. Cllr Knight was vehemently against this idea. Cllr Kind explained although it would be a live broadcast streaming could be paused and restarted if any issues were raised. Cllr Cantrell informed Councillors that St Mary's Church broadcast their Church Services. Cllr Kemp enquired of the costs involved, Cllr Medini informed Councillors that cameras used to broadcast ERYC meetings cost approximately £900 each. Councillors agreed to explore the options and costs but to review in May 2022

Resolved: Parish Office to obtain costings. Issue to be discussed in further detail May 2022

3409 TO DISCUSS KGV PLAY AREA

3409.1 Cllr Abel wished it to be minuted that KGV is an entirely separate entity, and not within the remit of the Parish Council. Any queries regarding the play area must be directed to either KGV or ERYC. Cllr Medini informed Councillors that KGV are seeking more Trustees, Cllr Kemp agreed to be put forward represent the Parish Council as a Trustee

Resolved: Cllr Kemp willing to represent the Parish Council as a KGV Trustee

3409.2 Cllr Cantrell enquired who is responsible for the play area, Cllr Abel confirmed this is ERYC and Cllr Jump informed Councillors that ERYC will confer with Ward Councillors once funds are made available from Commuted Sums. Cllr Jump suggested liaising with Leane Wright and Paul Palmer from ERYC

3410 TO RECEIVE UPDATE ON TRAINING COURSES

Clerk Matthew Kay informed Councillors that training courses run by ERNLLCA were now booked up for the remainder of 2021, however spaces are available for courses scheduled for January 2022 again by ERNLLCA.

Cllr Jump enquired of the responses sent to the Parish Office following a Skills Audit being circulated to Councillors November 2020

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3411 TO DISCUSS COTTINGHAM CHRISTMAS LIGHTS

3411.1 Cllr Duke mentioned the 40th Anniversary of the Christmas Lights and could this be celebrated. Cllr Abel had been approached by a representative of the Lights after noticing the Christmas Lights was an agenda item. Cllr Abel was asked that no involvement in any celebration of the anniversary be undertaken by Cottingham Parish Council

3412 TO DISCUSS MARKET GREEN BUS SHELTER CLEANING

Cllr Jump informed Councillors ERYC are to schedule a jet wash of the bus shelter, Cllr Jump will follow this up

Resolved: Cllr Jump to contact ERYC

3413 TO DISCUSS LINDEN AVENUE BLUE PLAQUE

3413.1 Cllr Casson suggested a blue plaque be installed to celebrate the life and achievements of Barbara Buttrick, world champion in women's boxing. Cllr Casson will contact residents from Linden Avenue to seek their opinion on the proposed installation

3413.2 Cllr Abel informed Councillors she had made enquires with English Heritage to be told that blue plaques are only covered in the London area. Following this and advice given by English Heritage she contacted Beverley Civic Society regarding this process, this would involve obtaining consent from the property owner, obtaining listed building consent, submitting a photograph of the property and potential planning permission. Cllr Abel had also sourced costings for a plaque, this being £350 not including installation. Cllr Abel will forward her information to Cllr Casson for him to take forward

Resolved: Cllr Casson to take forward

3414 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

3414.1 YCCRP and Cottingham Station planters

Cllr Knight circulated a report to Councillors following her recent attendance at a YCCRP (Yorkshire Coast Community Rail Partnership) meeting

3414.2 Cllr Abel informed Councillors she had contacted the proprietor of The Lamp Room Café located on the platform of Cottingham Station after concerns raised by Cllr Knight regarding the maintenance of the planters. The proprietor informed Cllr Abel that she has already agreed to maintain these planters and is already in discussion with a representative of YCCRP

3414.3 Cllr Abel informed Councillors she had opened the Celebration of Older People in Hull and East Riding Event held at the Civic Hall on 28th September 2021. The Event had been well attended, Cllr Abel had spoken with attendees who had thoroughly enjoyed the

day. The event had been promoted in the Cottingham Times, local leafleting and by word of mouth

3415 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3415.1 Cllr Mathieson informed Councillors that the deluge of rain on 20th October 2021 had resulted in flooding issues on Harland Way, water had been draining from the building site and Cllr Jump had sent photos to ERYC for investigation. Cllr Casson had spoken with a resident of Mill Lane who had been affected

3415.2 Cllr Mathieson updated Councillors on proposed cycle lanes

3415.3 Cllr Duke informed Councillors letters had been sent to local residents from Yorkshire Water.

3415.4 Cllr Jump requested a progress update on the siting of the wildlife signs. Cllr Abel had a meeting scheduled with ERYC on 22nd October regarding the siting of the signs in the wildlife area. Councillors agreed to discuss signage for Dunswell Road at the next Planning Meeting of 2nd November 2021

3416 TO DISCUSS RECEIVED CORRESPONDENCE

3416.1 Clerk Matthew Kay informed Councillors the ERYC Sport & Active Communities Team had arranged a meeting to take place at Abbot's Walk Play Area on 29th October 10.30am – 12.30pm. Public and Councillors are welcome to attend to give their views regarding the play park

3416.2 Clerk Matthew Kay informed Councillors ERYC would be undertaking a Corporate Peer Challenge running 29th November – 2nd December. Councillors are welcome to attend

3417 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

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

Cllr Abel requested the public leave the meeting

3418 TO CONFIRM, ADOPT AND SIGN THE MINUTES

3418.1 Personnel Committee Meeting held on 29th September 2021

Resolved: That all minutes be adopted as a true record

3418.2 Clerk Matthew Kay informed Councillors that ongoing staff issues were affecting the health and wellbeing of himself and the Deputy Clerk. The Chair Cllr Abel reiterated many of the issues raised by the Clerk

3419 TO RECEIVE UPDATE ON THE ICO

3419.1 Clerk Matthew Kay informed Councillors he had contacted the ICO and an investigation into the breach of Staff Personal Data would commence. Matthew has also contacted Solicitors regarding the data breach. Cllr Cantrell enquired of the procedure regarding ICO investigations with Clerk Matthew Kay explaining the process

3419.2 Cllr Abel informed Councillors that there has been a further data breach since Clerk Matthew Kay contacted the ICO and Cllr Cantrell enquired if there had been any data breaches in the past, Cllr Abel confirmed there had not. Cllr Kind informed Councillors this is a very serious issue involving a lengthy investigation with the Parish Council failing in its duty as an employer

3419.2 Cllr Abel informed Councillors of her concerns that the staff were not receiving the respect and support required from some Councillors. Cllr Abel requested the Councillor(s) responsible for the data breach show themselves and resign from the Parish Council immediately – Councillors remained silent

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

Signed Chairman of the Cottingham Parish Council