



FULL PARISH AND FINANCE MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT ARLINGTON HALL
7:00PM ON THURSDAY 17TH MARCH 2022

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

3470 DECLARATIONS OF INTEREST

Cllr Casson declared a non-pecuniary interest in agenda item 3476.1 Grant request

3471 TO RECEIVE AND APPROVE APOLOGIES

There were no apologies

3472 TO RECEIVE LOCAL POLICING REPORT

3472.1 In the absence of a PCSO being available to attend the meeting Clerk Kay circulated copies of the recent Crime Statistics to Councillors

3472.2 Councillors discussed the vandalism of the tables in Grandad's Park. Cllr Abel informed Councillors the tables had been removed due to fire damage and she had also been in contact with ERYC regarding moving the benches to Abbot's Walk

3473 PUBLIC SESSION (10-MINUTE OPPORTUNITY FOR PUBLIC PRESENT TO RAISE MATTERS)

A member of the public raised questions, answered by Councillors and the Clerk, regarding the Memorial Gardens, detail of Full Parish Minutes 24th February 2022 and paperwork required by Cllrs requesting agenda items. Cllr Cantrell wished it to be Minuted that Cllr Abel had made reference to her potentially missing information being relayed whilst she was writing notes. Cllr Abel also requested this be Minuted. The Clerk also explained that Minutes are meant to record resolutions and are not verbatim

3474 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 3474.1 Events Working Party meeting held on 7th February 2022
- 3474.2 Full Parish & Finance meeting held on 24th February 2022
- 3474.3 Planning Committee meeting held on 1st March 2022

Regards 3472.2 Full Parish & Finance meeting held on 24th February 2022, Cllr Cantrell wished it to be noted that herself and Cllr Duke had opposed the pay rise discussed under agenda item 3469.1. Cllr Duke also requested that it be added that he had asked for a meeting with the PCC when crime was discussed, along with Cllr Green.

The Clerk informed Cllrs that the draft Full Parish & Finance Minutes of the meeting held on 24th February 2022 were emailed to Cllrs at 12.15 pm on 2nd March 2022 and added to the Parish Council website shortly afterwards. By around 2pm that day a statement regarding these Minutes, including a personal attack on the Clerk, had been posted on the Cottingham Community Facebook page, Cllr Kemp confirmed she had seen this statement and that it was indeed a personal attack on the Clerk. The Clerk found it highly unlikely that within that time an administrator of the Cottingham Community group had come across new Minutes, read them, and drafted the statement, unless they had received prior notification of what had been said during the confidential session of the meeting and that the Minutes were available. Cllr Cantrell asked that what the Clerk had said be Minuted as she felt an insinuation was being levelled at her. The Clerk stated that he was more than happy to have this Minuted as it showed the type of behaviour he was enduring.

Cllrs discussed whether it was good practise for Draft Minutes to be placed on the website, Clerk Kay informed Cllrs that he had investigated this issue on numerous occasions and confirmed that for transparency the Draft Minutes should indeed be posted on the Parish website. Cllr Green requested the Clerk double check this procedure and report back at the next meeting

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

Resolved: Clerk Kay to confirm posting of Draft Minutes on Parish Website

3475 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE FEBRUARY PAYMENTS

- 3475.1 New Training Budget heading for 2022/2023

Cllrs agreed a new training budget heading be created with £500 of the general office costs budget to be transferred over

- 3475.2 In advance of the meeting the Clerk had circulated details of the financial position of the Council and an updated budget

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

3476 TO DISCUSS GRANT REQUESTS

3476.1 Cottingham Detachment, Humberside and South Yorkshire Army Cadet Force

A grant application of £1295 had been applied for towards the purchase of tents and rucksacks

Cllr Casson declared a non-pecuniary interest and abstained from voting

Resolved: £1295 grant approved

3477 TO DISCUSS JUBILEE & WATER BUTT SMALL GRANTS, AND RECIVE UPDATE ON VAT

3477.1 Clerk Kay informed Cllrs the internal auditor had confirmed care should be exercised when agreeing to small grants for individuals – justification is required that the grant will benefit the wider community. Cllrs had agreed a £300 budget in 2021 for residents to apply for a small grant up to £25 towards the purchase of water butts, although the funds had been paid to individuals the water butts would benefit the wider community in terms of conserving water, reducing surface flooding impacts etc

Resolved: That the Council in accordance with its powers under section 137 of the Local Government Act 1972 should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure here set out, £271.99 for purchase of Water Butts

3477.2 Clerk Kay requested Cllrs set a budget for Jubilee small grants, Cllrs agreed a budget of £300 with only one resident per street permitted to apply. Cllr Medini requested the Jubilee grants be advertised on social media, Clerk informed Cllrs he had already done so and had included guidance notes from ERYC for those interested in applying. The Parish Office had helped the Market Traders secure a £500 grant from ERYC, this would be paid into the Parish Council account and then transferred to an individual market trader's account for distribution

Resolved: Budget for Jubilee grants £300

3477.3 Clerk Kay read out a statement from the internal auditor which confirmed the Parish Office is undertaking the correct process in the recording of VAT payments

3478 TO DISCUSS DOG BAG WASTE CHARGES FOR 2022/2023

Cllrs agreed the current charge of 50p per pack be maintained

Resolved: Scale of charges agreed at 50p per pack

3479 TO REVIEW PARISH COUNCIL RISKS

3479.1 In advance of the meeting the Clerk circulated a copy of all Risks to Councillors from the new Risk System with current scoring. The Clerk answered queries from Cllrs regarding risks relating to the Allotments, Memorial Gardens, CCTV, vandalised bins and Events traders

3479.2 The Clerk explained that in the new financial year risks would be examined piecemeal at each meeting throughout the year rather than in one go, as on this occasion.

Resolved: All risks for 2021/2022 examined and accepted

3480 TO DISCUSS PLANNING APPLICATION 22/00686/TCA

3480.1 Cllrs agreed to support the recommendation of the ERYC Tree Officer though do not like to see healthy trees removed.

3481 TO DISCUSS PUBLIC PARTICIPATION FORMAT

It was suggested that the public submit their questions to the Parish Office in advance of meetings to allow time for queries to be investigated fully and answers prepared by the Council as a whole. Cllr Jump stated it was imperative the public still be given 10 minutes to speak during meetings. It was agreed that questions not received in advance could still be asked at meetings for answering at the following meeting after agreement by Councillors

Resolved: Questions to be asked for in advance

3482 TO DISCUSS HYBRID MEETINGS

3482.1 It had been agreed at the Full Parish & Finance Meeting of 16th September 2021 to reassess the option of running hybrid meetings in 6 months' time. Clerk Kay reminded Cllrs of the 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. Cllr Cantrell informed Cllrs a lower cost option could be available by streaming the meetings from a laptop. Cllr Green enquired if government funding was available and Cllr Medini confirmed not. Cllrs agreed to host hybrid meetings with Cllr Abel requesting Cllr Casson return the laptop purchased by the Office for his use during the Covid lockdowns, the laptop will be used to undertake hybrid meetings. Cllrs Medini suggested a separate USB webcam be purchased to use during the hybrid meetings. Clerk Kay informed Cllrs that they if they attend the meetings online they would not be permitted to vote on agenda items

Resolved: Hybrid meetings to take place from April 2022, Cllr Casson to return laptop to office

3483 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

Cllr Abel informed Cllrs herself and Cllr Moore had attended the Allotment Association Annual General Meeting on 15th March 2022 – thanks had been given to the Parish Council for their continued help and support

3484 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3484.1 Cllr Mathieson informed Cllrs a Planning Application had been submitted by Orsted, Clerk Kay informed Cllrs he had been contacted by Orsted requesting that information regarding their public consultations be placed in 3 of the Parish Noticeboards, this had been actioned by placing the requested information in the noticeboards located at West Green, Finkle Street and outside the Co-op supermarket

3484.2 Cllr Green informed Cllrs numerous complaints have been received from residents regarding the amount of road works in the Village

3485 TO DISCUSS RECEIVED CORRESPONDENCE

3485.1 Community Payback

Cllrs discussed the Community Payback scheme (organised by Humberside Police) and suggested that offenders could perhaps help clean speed and street signs, clear public footpaths, remove graffiti, prune overgrown shrubbery and clear gullies. Cllr Jump enquired if equipment would be provided through the scheme to undertake the work

Clerk Kay informed Cllrs that further to the Full Parish & Finance Meeting of 24th February 2022 he had requested a public meeting be arranged for Police Crime Commissioner Jonathan Evison, Chief Inspector Ahmed Hussain and Inspector Rob Danby to answer questions raised by residents, he was yet to receive a reply

3485.2 Parish Review

Clerk Kay informed Cllrs of the East Riding Community Governance Review. Cllr Casson stated that previously there were approximately 7500 homes within Cottingham, this has now increased to approximately 8300

3486 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

3486.1 Cllr Abel informed Cllrs she had received complaints from a resident and the HEY Volunteering Noticeboard Volunteer that some of the Parish noticeboards are being used for propaganda and also have stickers attached to the Perspex, Cllr Abel has ordered a solution to remove the stickers. Cllr Abel informed Cllrs the noticeboard installed on Harland Way was underutilised (Cllr Cantrell felt it was well utilised) and suggested it be moved to another location, Cllrs suggested the entrance of King George V Playing Fields

3486.2 Cllr Jump requested an update on the whereabouts of the carved police bear purchased by the Parish Council at a cost of £575 in autumn 2021, she felt the purchase was

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a waste of public funds, herself, Cllr Cantrell and Cllr Duke were opposed to the appending bear. Clerk Kay informed Cllrs it had been agreed the bear would be placed on Harland Way close to the 30mph speed sign, Cllr Abel explained the bear required varnishing and painting and she would undertake this work. Cllr Cantrell suggested the bear be either sold or donated, Cllr Duke suggested it be donated to the Worklink Learning Resource Centre on Eppleworth Road.

3486.3 Cllr Casson requested confirmation of the location of future Parish Meetings, Clerk Kay informed Cllrs meetings would be held in the Parish Office, enquires had been made to the Insurance Company regards Health & Safety with the office being advised there were no Covid restrictions. The insurance company had queried if the office fire extinguishers had recently been serviced, servicing had been undertaken January 2022

Exclusion of the Public: The Committee will decide if, due to the confidential nature of the business to be conducted, it is advisable that the public and press be excluded

The public left the meeting at 8:33pm

3487 TO CONFIRM, ADOPT AND SIGN THE MINUTES

3487.1 Personnel Committee meeting held on 2nd March 2022

Resolved: That all minutes be adopted as a true record

3488 TO DISCUSS PERSONNEL COMMITTEE RECOMMENDATIONS

3488.1 Cllr Green stated unequivocally that the content of this section of meeting was confidential, must not be discussed with any third party, and requested Cllrs did not make notes during this agenda item

3488.2 Cllr Green read a statement to Cllrs regarding staff salaries and explained advice had been sought from ERNLLCA, who undertook an assessment of the Clerks workload, and an examination of neighbouring Town/Parish Councils staffing structures had also been carried out to provide firm evidence and information for their proposals. The Personnel Committee proposed that both the Clerk and Deputy Clerk be placed on the National Joint Council pay scales at rates which coincided with the lowest rate suggested by ERNLLCA. The total cost of these changes, in relation to the budget for 2022/2023 agreed in January, was also given to Council.

Resolved: Recommendation accepted on majority vote

Cllrs Casson, Cantrell, Jump and Duke wished it to be Minuted that they felt they could not vote as they had insufficient detail to make an informed decision.

3488.3 Cllr Cantrell requested a copy of documentation received from the Information Commissioners Office regarding the investigation into the leakage of confidential information as mentioned in the Personnel Minutes. Cllr Green stated that, as the victims of

the breach were staff members, the issue was being dealt with by the Personnel Committee and that this documentation would not be shared.

3488.4 Clerk Kay thanked the Personnel Committee for their hard work but expressed dismay that several Councillors had not voted in favour and highlighted the impact this would have on staff morale. He felt that the non-Personnel Committee members of the Council had received all the information that they required, were legitimately entitled to, and that if the Personnel Committee was more circumspect than in the past this was due to the behaviour of the Councillor/s who had leaked information last year, which he and the Deputy Clerk should not be punished for.

3488.5 Cllr Green and Clerk Kay suggested there are still ongoing trust issues within the Parish Council regarding the leaking of information. Cllr Cantrell wished it to be Minuted she felt it had been suggested that one or more of the Cllrs present at the meeting were involved in the leaking of information

There was no other business and the Meeting closed at 9.10pm

Signed Chairman of the Cottingham Parish
Council