



ANNUAL MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM
7:30PM ON THURSDAY 19TH MAY 2022

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

3509 DECLARATIONS OF INTEREST

There were no declarations of interest

3510 TO RECEIVE AND APPROVE APOLOGIES

Apologies received from Cllr Kind

Resolved: Apologies accepted

3511 TO ELECT CHAIRMAN, DEPUTY CHAIRMAN, AND APPROVE COMMITTEE/GROUP STRUCTURE & REMITS FOR THE COMING YEAR

3511.1 Cllr Abel elected as Chairman

3511.2 Cllr Kemp elected as Deputy Chairman

3511.3 Following the April meeting, Clerk Matthew Kay had circulated model remits from ERNLLCA for Planning and Personnel Committees

Cllr Green proposed that the membership of all committees/working parties stayed the same for the final year of the Council prior to elections in 2023.

Cllr Cantrell asked that there be a fifth member of the Personnel Committee as suggested in the model remit. The Clerk stated that five was the maximum number suggested, with three as the minimum, and that the Personnel Committee currently has a membership of four.

Cllr Medini asked if the Youth Working Party could be abolished as the Youth Group was now separate to the Parish Council.

Cllr Casson wished for the Planning Committee to discuss planning matters only i.e. applications, Neighbourhood Plan etc. The Clerk highlighted that on the model remit it stated that other matters can be discussed by the Planning Committee and that as the membership comprised the Full Council, rather than a sub-set which is common in most Town/Parish Councils, it made logical sense for other matters to be discussed which may be time sensitive and this would also alleviate time pressures on Full Parish meetings. Further, the Clerk highlighted that other matters have historically been discussed at Planning meetings with no issue, that other Parish/Town Councils discuss wider matters at their planning meetings, and that he had discussed the matter with ERNLLCA who agreed that wider matters should be considered.

Cllr Casson replied that, if time pressures were an issue at Full Parish Council meetings, it was down to the Chairman to keep time and manage the meeting. Cllr Abel stated that she felt that this did not occur at Planning Committee meetings. Cllrs Casson, Cantrell, and Members of the Public expressed disapproval of Cllr Abel's remark and wished it to be minuted. Cllr Abel wished it to be minuted that she felt Cllr Casson's remark regarding chairmanship of the Full Parish Council meeting was an attack on her, which had gone unreprimed. Cllr Casson stated that if other matters had been discussed at Planning Committee meetings in the past this was due to the Clerk setting the agenda without discussion, and that it was only recently that the Clerk had asked him to come into the office to set the agenda.

The Clerk replied that Cllr Casson, as Chair of the Planning Committee, could have raised any problems he had with the planning agenda at any point since 2017 and that since he started as Clerk, he had made several attempts to increase Cllr Casson's involvement in setting the planning agenda, which had been rebuffed. Cllr Casson stated that this was a lie. The Clerk was extremely unhappy with this accusation, stating that he had email proof of these attempts, and asked that Cllr Casson withdraw the remark, or a complaint would be lodged with the East Riding of Yorkshire Council Monitoring Officer. Cllr Casson agreed to withdraw the remark on condition the Clerk forwarded to him the emails, the Clerk agreed to do so.

The Clerk suggested that the first decision should be whether the membership of Planning Committee is going to be reduced or remain the Full Council. Cllrs agreed the membership remain the same. The Clerk expressed concern that, in that case, if no agreement was reached on the remit of the Planning Committee items might be omitted from both the Planning Committee and Full Parish agendas, if the respective Chairs could not agree.

Cllr Abel, in order to move the meeting forward, wished to proceed with a vote on Cllr Green's original proposal along with the disbanding of the Youth Working Party.

Resolved: Membership of Committees/Groups to remain the same with the disbanding of Youth Group. Model remits for Planning/Personnel not agreed

Cllr Cantrell wished it to be minuted that she, Cllr Casson, Cllr Duke, and Cllr Jump abstained from voting

The Parish Council Office: 9 The Cottages, Market Green, Cottingham, East Yorkshire HU16 5QG

Tel: 01482 847623 E-mail : clerk@cottinghamcouncil.org

Website: www.cottinghamparishcouncil.org.uk

Chairman: Councillor Ann Abel Tel: 01482 875489 Clerk: Matthew Kay

3512 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

3512.1 Full Parish & Finance meeting held on 21st April 20223512.2 Planning Committee meeting held on 3rd May 2022**Resolved: That all minutes/notes be adopted as a true record**

3513 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE APRIL PAYMENTS

3513.1 In advance of the meeting the Clerk had circulated details of the financial position of the Council and an updated budget. The Clerk gave details of large payments made in April. Income has been received from Cottingham Day traders' fees

3513.2 Clerk Matthew Kay informed Cllrs the internal audit had taken place on Tuesday 17th May 2022, the auditor was pleased with office processes and details will be forwarded to Cllrs in advance of the June meeting. The auditor had requested it be minuted that Cllrs have viewed the monthly bank reconciliations.

Resolved: On a unanimous vote the schedules showing receipts and payments made during the month of April were approved**Resolved: Cllrs confirmed sight of the monthly bank reconciliations**

3514 TO DISCUSS JUBILEE BENCH

3514.1 Cllr Knight enquired of the Parish Council Jubilee plans, Clerk Matthew Kay explained that the bunting had been purchased and installed, Small Grants issued and on behalf of the Thursday Cottingham Market the Parish Office had applied to ERYC for a £500 grant towards funding a Jubilee event on 2nd June 2022, the funds had been received by the Parish Council and transferred to the market traders

3514.2 At the request of Cllr Cantrell Clerk Matthew Kay had sourced further quotes for a Jubilee bench. Matthew presented photographs and prices of 3 benches available to order:

- a. Metal bench £1650 & VAT & £125 delivery & £36 soft standing kit
- b. Metal bench £945 & VAT & £80 delivery
- c. Recycled Composite bench £750 & VAT, free delivery

Cllrs agreed an order be placed to purchase the metal bench costing £945 & VAT & £80 delivery, this will be placed near the bus stop on King Street, opposite the Sanctom. Clerk Matthew Kay informed Cllrs that he had contacted Hallgarth Residential Home seeking their permission to install the bench as they are owners of the land. Cllr Jump enquired of costs involved to fix the bench to concrete

3515 TO REVIEW PARISH COUNCIL RISKS (BUS SHELTERS, BYE LAWS, CLOCKS, CODE OF CONDUCT, COMPUTING AND COUNCIL MEETINGS)

3515.1 In advance of the meeting Clerk Matthew Kay circulated a copy of the above Risks to Cllrs, these were discussed in depth and accepted by Cllrs

Resolved: Risks for bus shelters, bye laws, clocks, code of conduct, computing and council meetings examined and accepted

3516 TO CONFIRM COTTINGHAM TIMES HALF PAGE PRICE AND AGREE START MONTH

3516.1 Clerk Matthew Kay informed Councillors that submitting a monthly half page article instead of a bi-monthly full-page article would raise the overall costs, a full-page article costing £250.80 & VAT, a half page article costing £167.40 & VAT. The maximum number of words per article would remain at 500 but be printed in a smaller font size. Cllrs agreed to go ahead with a monthly half page article commencing July 2022, the Parish Council has already arranged for a full-page advert to be included in the June edition advertising Cottingham Day, however this cost will be taken from the Cottingham Day budget

Resolved: Monthly half-page article to commence July 2022

3516.2 Cllr Duke enquired as to the content of articles, Clerk Matthew Kay explained he has always asked Cllrs for their ideas only achieving a low response. Cllr Green suggested Ward Cllrs alternate months by providing an update on Ward activities, Cllr Knight was opposed to this as not all Parish Councillors are also Ward Councillors

3516.3 Cllr Abel suggested the popularity amongst residents of a half-page article be monitored in a few months' time

3517 TO DISCUSS VILLAGE PLANTERS

3517.1 Cllr Abel informed Cllrs two new planters had been installed outside the Civic Hall, the planters situated there previously were owned by the Parish Council and are now stored outside of the library. Cllr Abel suggested one of these could be used to replace the planter which was removed from Bricknell Avenue due to damage. Cllr Cantrell enquired as to the location of the "Welcome to Cottingham Sign" from this planter, Cllr Abel explained it had been damaged and part of it stolen. Cllr Abel will seek to obtain the sign template. Cllrs discussed obtaining quotes for new style planters, Clerk Matthew Kay had previously requested Cllr take photos of planters they liked from other Parishes/Towns

Cllr Green left the meeting at 8.35pm

3518 TO DISCUSS RECORDING/BROADCASTING OF MEETINGS

3518 Cllrs discussed the merits of live broadcasting of Parish meetings and recording of them for subsequent viewing. Cllr Jump felt strongly this was a service that would benefit the community, Cllr Knight was vehemently against this proposal. Cllr Jump provided quotes for setting up live broadcasting and will forward these to the Parish Office. Clerk

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Matthew Kay informed Cllrs that those viewing meetings on YouTube would be unable to participate in the meetings unlike participation on Zoom. On a majority vote, Cllrs agreed Parish meetings should be live streamed and recorded

Resolved: Parish meetings to be live streamed and recorded

3519 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

3519.1 Clerk Matthew Kay informed Cllrs that himself and Deputy Clerk Nicola Pape had attended a Clerks Wellbeing course on 18th May 2022 run by the SLCC (Society of local Council Clerks), the general unacceptable behaviour of some Cllrs and members of the public had been discussed, staff morale within Town & Parish Councils was at an all-time low, and it was vital that the Nolan principles are adhered to by Cllrs as also Members of the Public

3520 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3520.1 Cllr Mathieson informed Cllrs there had been incidences of ponies escaping from fields, the police were aware

3520.2 Cllr Mathieson informed Cllrs that some of the village litter bins which had been repaired following being vandalised had since been damaged again

3520.3 Cllr Mathieson informed Cllrs new play equipment was due to be installed by the summer within King George V playing fields and Abbot's Walk park, this will be funded partly by Section 106 monies received from local housing developments

3521 TO DISCUSS RECEIVED CORRESPONDENCE

In the absence of A PSCO, Clerk Matthew Kay distributed the local Police Crime Stats and reminded Cllrs that a public meeting with the Police Crime Commissioner had been arranged for 7.30pm on Thursday 26th May 2022 within Cottingham Civic Hall

3522 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

3522.1 Cllr Duke enquired if the Parish Office had ordered a new front door, Clerk Matthew Kay confirmed this would be actioned shortly

3522.2 Clerk Matthew Kay informed Cllrs he had been contacted by ERYC regarding the bench situated near the West Bulls Pub, a member of the public had complained the bench faced the wrong way and could this be turned around – there would be no costs incurred by the Parish Council to complete this work. Cllr Abel informed Cllrs the bench had originally been placed not to face the road due to safety concerns and Cllrs agreed it should not be turned around, Clerk Matthew Kay will contact ERYC

Resolved: Clerk Matthew Kay to contact ERYC

3522.3 Cllr Cantrell requested an update on the condition of the benches situated near Hallgarth Residential home, Cllr Jump had contacted ERYC to request repairs be made

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

3523 TO CONFIRM, ADOPT, AND SIGN THE MINUTES

3523.1 Personnel Committee meeting held on 14th April 2022

Resolved: That all minutes be adopted as a true record

There was no other business and the Meeting closed at 8.55pm

Signed Chairman of the Cottingham Parish
Council