



FULL PARISH & FINANCE MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM
7:00PM ON THURSDAY 16TH JUNE 2022

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

3524 DECLARATIONS OF INTEREST

There were no declarations of interest

3525 TO RECEIVE AND APPROVE APOLOGIES AND AGREE DISPENSATION

Apologies received from Cllr Jump. Dispensation not required

Resolved: Apologies accepted

3526 TO RECEIVE LOCAL POLICING REPORT

3526.1 In the absence of a PCSO Clerk Matthew Kay distributed the crime stats

3526.2 Cllr Green expressed her disappointment that a PCSO had not been able to attend the Full Parish Minutes for several months

3527 PUBLIC SESSION (10 MINUTE OPPORTUNITY FOR PUBLIC PRESENT TO RAISE MATTERS)

Members of the public raised questions, answered by Councillors and the Clerk, regarding signed Minutes on the Parish Council website, dogs off lead on Grandad's Park and the rules for grant funds to Schools

3528 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

3528.1 Events Working Party meeting held on 9th May 20223528.2 Annual Council meeting held on 19th May 2022

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

3529 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE MAY PAYMENTS

3529.1 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 May. Income has been received from Cottingham Day traders' fees, allotment takeovers and the first instalment of the precept. Cllr Duke enquired how many years were left on the Public Works Loan Board repayments

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

Resolved: Cllrs confirmed sight of the monthly bank reconciliations

3530 TO ACKNOWLEDGE RECEIPT OF INTERNAL AUDIT REPORT AND APPROVE & AUTHORISE SIGNATURE OF THE ANNUAL RETURN FOR THE 2021/2022 FINANCIAL YEAR

3530.1 In advance of the meeting the Clerk had circulated copies of the internal audit report, Cllr Kind expressed his concerns that some items had been outstanding for a while and requested Clerk Matthew Kay set up a schedule to complete anything outstanding. Clerk Matthew Kay explained that the auditor highlights some parts of the audit for all Councils as a matter of course

3530.2 Clerk Matthew Kay explained the details of the AGAR to ensure Cllrs had a full understanding, Cllr Kind abstained from voting

Resolved: On a unanimous vote the Annual Return for the 2021/2022 financial year was approved & signed and the Annual Governance Statements agreed

3531 TO REVIEW PARISH COUNCIL RISKS (COUNCIL PROPERTY & DOCUMENTS, CCTV, DATA PROTECTION AND EMPLOYMENT OF STAFF)

3531.1 In advance of the meeting Clerk Matthew Kay circulated a copy of the above Risks to Cllrs, these were discussed in depth. Cllr Kind requested the Data Protection Risk Impact be increased to a score of 3 and Cllr Casson raised queries regarding Personnel Risks

Resolved: Risks for Council Property & Documents, CCTV, Data Protection and Employment of Staff examined and accepted

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

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3532 TO CONFIRM SHOP FRONTAGE CHARGE FOR EVENTS IN 2022

3532.1 Cllr Abel informed Cllrs shops wishing to reserve their frontage on Cottingham Day and the Christmas Festival would be charged £50 increasing to £80 to reserve up to 1.2 from the kerb edge. Cllr Green enquired if the Parish Council had access to all required insurance documents for those establishments trading on the street

Resolved: Scale of charges agreed - £50 shop frontage reservation fee increasing to £80 to reserve up to 1.2 from kerb edge

3533 TO DISCUSS COMMUNITY SPEED WATCH/COMMUNITY SAFETY FUND

3533.1 The Clerk informed Cllrs that a Member of the Public had approached the office for advice regarding the creation of a speed watch group, which he had provided.

3533.2 Cllr Cantrell informed Cllrs she had been advised the Parish Council and Community groups could apply for grants through a Police community grant, Cllr Medini informed Cllrs the current grant funding application date had passed, funding could be applied for again in September. Cllr Kind suggested this item be deferred to the next meeting of 21st July 2022

Resolved: Item deferred to July

3534 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

3534.1 Cllr Abel informed Cllrs there had been a low turnout to the Police meeting held within the Civic Hall on 26th May 2022

3534.2 Cllr Casson gave an update from the Joint Local Access Forum meeting he had attended on 15th June 2022

3535 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3535.1 Cllr Mathieson informed Cllrs ERYC were aware that contractors working on Middledyke Lane had allowed soil to fall down the drains, ERYC will clear this once the contractors have completed their works

3536 TO DISCUSS RECEIVED CORRESPONDENCE

3536.1 Clerk Matthew Kay distributed photographs of a Jubilee Street party which had taken place using grant funds from the Parish Council

3536.2 Clerk Matthew Kay distributed photographs of the Memorial Gardens, the Parish Office and Cllr Abel had received compliments regarding the pleasure the public were gaining from sitting in the gardens. Cllr Abel informed Cllrs two water butts have been installed in the Memorial Gardens which will be used to water the plants. Cllr Cantrell

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enquired if the public would have access to the water butts to assist with the watering and Cllr Kind enquired if the Parish Council insurance would cover this and, if it didn't, suggested that quotes for volunteers insurance be sought.

3537 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

3537.1 Reporting of Issues/Complaints to Parish Council Office

Clerk Matthew Kay informed Cllrs he had contacted ERNLLCA who had confirmed the Parish Council could not act upon anonymous complaints, Cllr Cantrell requested a copy of the ERNLCCA response. Cllr Green felt the public should be encouraged to contact the Parish Office directly with any issues/complaints, Cllr Cantrell replied some residents were reluctant to do so. Clerk Matthew Kay reiterated that anonymous complaints could not be acted upon and that this was not just his opinion, but official advice received.

3537.2 Cllr Duke enquired if the Parish Office had ordered a new front door, Clerk Matthew Kay confirmed this would be actioned shortly.

3537.3 Cllr Cantrell informed Cllrs she had been approached by several residents unhappy with the bad odour emitting from Biowise and could this be on the next agenda, with a view to agreeing the organisation of a public meeting. Cllr Abel stated that this should be on the Planning agenda, as this was where it had been dealt with previously.

3537.4 Cllr Duke requested the Memorial Gardens planting strategy be on the agenda. Cllr Abel stated that she was happy to answer any questions immediately, but Cllr Duke wished this to be an agenda item for July.

3537.5 Clerk Matthew Kay informed Cllrs he had been successful in gaining alternative employment and would be terminating his contract with the Parish Council, leaving at the end of July. Though he felt guilty for leaving the Deputy Clerk, the treatment he had received since May 2021 from certain Councillors and connected Members of the Public had become unbearable. The final straw being a complaint made to East Riding of Yorkshire Council that mentioned his 4-year-old daughter, and by extension his deceased parents, which also made false and bizarre claims about his childhood. He felt that differences of opinion were one thing but that bringing his personal life into matters was crossing the line. Though he would work a notice period, he would be investigating constructive dismissal. He thanked Cllrs Abel, Green, Kemp, Knight, Medini, and Moore, as well as the Deputy Clerk, for their support over the years and particularly the last 12 months.

Cllr Green expressed her deep regret that the clerk was leaving.

Cllr Abel apologised to the Clerk that the Parish Council had let him down and that he had been subject to such treatment. She also expressed her contempt at the long-standing Cllr who had been named in the resignation letters of the previous two Clerks and has also been instrumental in the resignation of the current Clerk.

Cllr Knight also expressed her deep regret that the Clerk was leaving and stressed the Parish Council had always, until recently, acted as a united group

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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 11th May 2022

Resolved: That all minutes be adopted as a true record

There was no other business and the Meeting closed at 8.25pm

Signed Chairman of the Cottingham Parish Council