

# Cottingham Parish Council



**FULL PARISH & FINANCE MEETING OF COTTINGHAM PARISH COUNCIL**  
**HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM**  
**7:00PM ON THURSDAY 13<sup>th</sup> OCTOBER 2022**

**PRESENT:** Councillors: Abel (Chairman), Moore, Cantrell, Kemp, Knight, Green, Casson & Duke  
Deputy Clerk: Pape  
5 members of the public present/1 member of the public via zoom

3555 DECLARATIONS OF INTEREST

3555.1 Cllr Duke declared a personal interest in agenda item 3561.1

3556 TO RECEIVE AND APPROVE APOLOGIES

Apologies received from Cllrs Jump, Medini & Kind

**Resolved: Apologies accepted**

3557 TO RECEIVE LOCAL POLICING REPORT

In the absence of a PCSO Deputy Clerk Nicola Pape distributed the crime stats, due to Police IT issues the stats were running 3 weeks behind

3558 PUBLIC SESSION (10 MINUTE OPPORTUNITY FOR PUBLIC PRESENT TO RAISE MATTERS)

Members of the public raised questions, answered by Councillors, regarding Cllr Register of Interests and a water bowser for the Memorial Gardens

## 3559 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 3559.1 Events Working Party meeting held on 18<sup>th</sup> July 2022
- 3559.2 Full Parish Council meeting held on 21<sup>st</sup> July 2022
- 3559.3 Planning Committee meeting held on 2<sup>nd</sup> August 2022
- 3559.4 Neighbourhood Plan Steering Group meeting held on 22<sup>nd</sup> August 2022
- 3559.5 Planning Committee meeting held on 6<sup>th</sup> September 2022

Cllr Duke queried why the name of a contractor had been included in Full Parish Minutes of 21<sup>st</sup> July 2022 - minute 3546.1

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

## 3560 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE JULY, AUGUST &amp; SEPTEMBER PAYMENTS

3560.1 In advance of the meeting the Deputy Clerk had circulated details of the financial position of the Council and an updated budget. The Deputy Clerk gave details of large payments made and informed Cllrs income had been received from the VAT reclaim, grant funding from ERYC for Cottingham Day and fees from traders who had secured bookings for the Christmas Festival

## 3561 GRANT REQUESTS

3561.1 Cottingham Christmas Lights (West End)

£6000 grant application towards the costs of replacing the corroding support poles

**Resolved: Grant approved**

## 3562 TO RECEIVE GRANT UPDATES

Cllr Abel, following a request from Cllrs, had asked for a representative from the Cottingham Christmas Lights (Hallgate & King Street) and Cottingham Folk Festival attend, unfortunately neither were available

## 3563 TO DISCUSS MEMORIAL GARDEN PLANTING

3563.1 Cllr Duke informed Cllrs he had undertaken a survey of the Memorial Gardens and handed out his observations as below:

- **Front gates and fence require painting**
- **Memorial plaques require wood stains and lettering needs repainting due to fading**
- **Shrubs to the left of garden need reducing in height**
- **Memorial mural area requires the shrubs to be cut back due to overgrowth and suitable colourful shrubs to be planted to its front elevation**
- **All benches in and out of the garden require sanding and restraining with permission sought from the owners of the benches, removal of weeds and debris is required under all of the benches**

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

*Tel: 01482 847623 E-mail : deputyclerk@cottinghamcouncil.org*

*Website: www.cottinghamparishcouncil.org.uk*

*Chairman: Councillor Ann Abel Tel: 01482 875489 Deputy Clerk: Nicola Pape*

- **Central circle planting - 5 tons of topsoil required to obtain maximum effect. Planting should take place twice a year – Autumn planting for Spring flowering, end of Spring planting for Summer flowering with the entrance boxes planted the same**
- **Water standpipe is required within the park for easy access to watering for drought conditions**
- **No issue with the current schedule of grass cutting as it is of a good standard**
- **I hope fellow Cllrs realise the importance of the Memorial Garden for the community, it is used by the public throughout the year. In my opinion it warrants the highest standards of care and investment so that it becomes a focus for the community use and a feature to be proud of, matching other memorial Gardens, including the one in Beverley**

3563.2 Cllr Abel informed Cllrs of the following in response to Cllr Duke's observations:

The roses and tree in the central circle have been donated and therefore could not be removed

Although the donated water butts were presently full of water they do not have a hose pipe connection as yet. It takes 44 watering cans to water the central bed  
Permission would need to be sought from the bench owners, via East Riding Council, prior to any maintenance works to the benches

The planters in front of the gardens do not form part of the Memorial Gardens

The winter planting of the Memorial Gardens has already been arranged for 2022/2023

The Parish Council has placed notices on the Memorial Garden gates requesting that the public put all litter in the bins provided, a request has also been made on the Parish Council website and Facebook page

3563.3 Cllr Green suggested water retaining materials could be placed in the central circle and that in her opinion more than 5 tons of topsoil would be required

3564 TO RECEIVE UPDATE ON BLUE PLAQUE

3564.1 Cllr Casson informed Cllrs he had spoken with Barbara Buttrick and the homeowners of the property earmarked for the installation of the plaque, Cllr Casson had also sought advice for the plaque wording from the Local History Society. Cllr Abel asked that an update be given at the next Full parish meeting in November

3565 TO CONFIRM SCALE OF CHARGES FOR EVENTS 2023

3565.1 Deputy Clerk Nicola Pape informed Cllrs of the current 2022 Events Pricing Structure and the proposed pricing structure for 2023:

2022 Pricing:

Market Stall	£80	Electric	£30
Drinks Unit	£160	Electric	£30
Food unit up to 3m x 3m	£165	Electric	£30
Food unit over 3m x 3m	£265	Electric	£30

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

*Tel: 01482 847623 E-mail :deputyclerk@cottinghamcouncil.org*

*Website: www.cottinghamparishcouncil.org.uk*

*Chairman: Councillor Ann Abel Tel: 01482 875489 Deputy Clerk: Nicola Pape*

Static Van	POA	Electric	£30
Civic Hall Table	£35	Electric	n/a

Proposed 2023 scale of charges

Market Stall	£80	Electric	£40
Drinks Unit	£170	Electric	£50
Food unit up to 3m x 3m	£175	Electric	£50
Food unit over 3m x 3m	£280	Electric	£50
Static Van	POA	Electric	£50
Civic Hall Table	£35	Electric	n/a

Cllr Abel informed Cllrs the reason for the increase in the electricity charges was due to the rising costs of hiring the generators. The Parish Council, even with these increases, will still incur a loss. Cllr Green enquired if the cost to traders for electricity should be higher and suggested that Event prices for 2024 be reviewed following the 2023 Events. Cllrs approved the scale of charges for 2023

**Resolved: Proposed scale of charges for 2023 approved**

3565.2 Cllr Duke enquired if all traders had the necessary insurances, Deputy Clerk Nicola Pape informed Cllrs all traders are required to provide their Public Liability Insurance and Risk Assessments and if required PAT, Gas safety & food hygiene certificates and if needed TEN licences

3566 TO DISCUSS QUOTATIONS

3566.1 Cllr Cantrell informed Cllrs she had attended a course, along with Cllr Casson and Deputy Clerk Nicola Pape, in which it was confirmed that all quotations must be obtained by the Clerk, not by individual Cllrs

3566.2 Cllr Green informed Cllrs that, as the Parish Office had not yet been successful in recruiting a new Clerk, Deputy Clerk Nicola Pape was currently fulfilling the role of both these positions resulting in an unsustainable workload. The office is also in the final stages of organising the Christmas Festival which has increased the workload further. The office has maintained its efficiency with the help of Chairman Cllr Ann Abel

3566.3 Cllr Green informed Cllrs that the closing date for job applications for the role of Clerk & Responsible Finance Officer had been scheduled for Friday 7<sup>th</sup> October. However, as of 6<sup>th</sup> October no applications had been received and Fish4Jobs had offered to extend the advertising free of charge for an additional month, this offer has been accepted and the closing date for applications was now 4<sup>th</sup> November

3567 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

There was nothing to report

## 3568 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3568.1 Cllr Green informed Cllrs there had been a number of unplanned road works in the village

3568.2 Cllr Green informed Cllrs that East Riding Council are looking at a number of initiatives to help support residents in the current cost of living crisis

3568.3 In the absence of Cllr Jump, Deputy Clerk Nicola Pape read out the following email received from Cllr Jump:

“Geraldine is unable to attend so other than reporting that the Recycling Bins are being removed, or may be removed by the time of the meeting, and that ERYC have removed all the fly tipped bottles - nothing much else to report”

## 3569 TO DISCUSS CORRESPONDENCE

3569.1 Cllr Abel informed Cllrs a resident had enquired if the Parish Council could give funds to the Cottingham Food Bank, Cllr Abel advised Cllrs this could only be done if the Food Bank applied for a grant which would then have to be approved by Cllrs. Cllr Abel had spoken to a representative of the Cottingham Food Bank who stated that a few years ago when the Food Bank was being set up and the Parish Council were approached their application had been refused yet the Parish Council had supported a grant for the planting of bulbs. The Cottingham Food Bank said they would not approach the Parish Council for support again

The same resident had also enquired if the Parish Council would be setting up “Warm Rooms” to help those struggling to pay their energy bills – Cllr Abel informed Cllrs that the Churches Together group were looking into this issue

Cllr Cantrell informed Cllrs she had spoken to the rector of St Mary’s Church regarding food banks/food pantry and requested this be an agenda item for the next meeting in November

3569.2 Cllr Abel informed Cllrs that ERYC were to increase their SLA (Service Level Agreement) costs charged to the Parish Council from £3007 in 2021 to £4046.71 in 2022. The Parish Council currently pay for 51 lights, 38 of which have LED lighting. ERYC have offered to change the remaining 13 lights to LEDs free of charge stating this will reduce the total cost of the SLA agreement for 2022 to £2752.02 which will be lower than the charge of 2021

3569.3 Cllr Abel informed Cllrs the annual service of the Millennium Clock had recently been undertaken by Smiths of Derby. Although the Parish Council are the owners of the clock all maintenance has to be undertaken by Smiths of Derby, there is a hole in the Perspex cover which they recommended be replaced along with new LEDs giving a total cost of £1447 & VAT. Cllrs agreed the cost was too high and not to go ahead with the work at this moment in time

## 3570 MEMBERS’ POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

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

*Tel: 01482 847623 E-mail :deputyclerk@cottinghamcouncil.org*

*Website: www.cottinghamparishcouncil.org.uk*

*Chairman: Councillor Ann Abel Tel: 01482 875489 Deputy Clerk: Nicola Pape*

3570.1 Cllr Duke made enquiries concerning the new office front door, Cllr Abel informed Cllrs it had already been fitted

3570.2 Cllr Green suggested the Parish Council look at ways to mark the Coronation of King Charles 3<sup>rd</sup>

**Items for next agenda:**

**Update on blue plaque re Barbara Buttrick**

**To discuss Memorial Gardens costings**

**To Discuss Food Bank/Food Pantry**

**To discuss how to celebrate the Coronation of King Charles 3rd**

**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**

**3571 TO RECEIVE UPDATE ON PARISH OFFICE/DISCUSS DELEGATED POWERS**

3571.1 Further to minute 3566, Cllr Green informed Cllrs that so far 2 job applications had been received for the role of Clerk & Responsible Finance Officer. The office is under a huge amount of pressure, Cllr Cantrell enquired if a Locum could be hired. Cllr Green informed Cllrs that unfortunately, due to the ongoing negative publicity surrounding the Parish Council, there was not a Locum willing to work at Cottingham Parish Council. A Personnel meeting was due to take place the following week and an ERNLLCA representative was due to attend to discuss how the Parish Office can move forward regarding staff recruitment

3571.2 Deputy Clerk Nicola Pape informed Cllrs that, understandably, her workload had doubled since the departure of the previous Clerk, she was working excess hours and there was also the imminent internal audit to prepare for along with the final preparations for the Christmas Festival

3571.3 Cllr Green stated she was concerned that the current workload is too much for one member of staff and acknowledged that Cllr Abel has been of great assistance in keeping the office operational

3571.4 Cllr Green stated that she was concerned that the Parish Council could implode due to the general animosity amongst Cllrs and also raised concerns of the situation the Parish Office would be in if the Deputy Clerk was to become ill. Cllr Cantrell stated that she has not been made to feel welcome since becoming a Cllr and that she had previously suggested a rota system be set up for Cllrs to help in the office

3571.5 Cllrs agreed that until a new member of staff was recruited the Parish Office should remain closed to the public other than being open on some scheduled Thursday mornings

3571.6 Cllrs agreed that the Parish Office being closed would prevent members of the public from purchasing dog waste bags and discussed ways in which they could be made available, suggestions included bags being placed outside the office with an honesty box. It was also suggested traders within the village could be asked if they would be willing to sell

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

*Tel: 01482 847623 E-mail :deputyclerk@cottinghamcouncil.org*

*Website: www.cottinghamparishcouncil.org.uk*

*Chairman: Councillor Ann Abel Tel: 01482 875489 Deputy Clerk: Nicola Pape*

the bags on behalf of the Parish Council. Cllr Kemp informed Cllrs that Charity Shops would not be able to take part

3571.7 Cllr Green informed Cllrs that under the current Financial Regulations the Clerk could approve expenditure up to the amount £500, Cllr Green suggested to enable the smooth running of the office this amount be increased to £3000, this was approved by Cllrs

**Resolved: Financial Regulations be amended**

**There was no other business and the Meeting closed at 8.30pm**

Signed ..... Chairman of the Cottingham Parish Council