



**ANNUAL MEETING OF COTTINGHAM PARISH COUNCIL**  
**HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM**  
**6:30PM ON THURSDAY 18<sup>TH</sup> MAY 2023**

**PRESENT:** Councillors: Abel (Chairman), Kemp, Casson, Duke, Marten, Ward, Graves, C Cantrell, P Cantrell  
 Clerks: Pape/Price  
 8 members of the public present/2 members of the public via zoom

3666 ELECTION OF CHAIRMAN FOR THE 2023/2024 MUNICIPAL YEAR

Current Chairman Cllr Abel opened the meeting.

It was proposed by Councillor Marten, seconded by Councillor C Cantrell and agreed unanimously that Cllr Casson be elected as Chairman. The former Chairman left the meeting.

3667 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE OR, IF NOT THEN RECEIVED, TO DECIDE WHEN IT SHLL BE RECEIVED

The Chairman's acceptance of office was received.

3668 APOLOGIES FOR ABSENCE

There were no apologies.

3669 DECLARATIONS OF INTEREST

There were no declarations of interest.

3670 APPOINTMENT OF VICE CHAIRMAN FOR THE 2023/2024 MUNICIPAL YEAR

It was proposed by Councillor Ward, seconded by Councillor P Cantrell and agreed unanimously that Cllr Marten be appointed as Deputy Chairman

3671 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 3671.1 Personnel Committee meeting held on 17<sup>th</sup> April 2023
- 3671.2 Full Parish & Finance meeting held on 20<sup>th</sup> April 2023
- 3671.3 Events Working Party meeting held on 24<sup>th</sup> April 2023
- 3671.4 Planning Committee meeting held on 2<sup>nd</sup> May 2023

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

3672 REVIEW OF COMMITTEE/WORKING GROUP TERMS OF REFERENCE

- 3672.1 Planning Committee
- 3672.2 Personnel Committee
- 3672.3 Allotment Committee
- 3672.4 Events Working Party

**Resolved: That the Terms of Reference be adopted**

3673 ELECTION OF COMMITTEES FOR THE MUNICIPAL YEAR

- 3673.1 Planning Committee

**Resolved: That the Planning Committee comprises all members of the Council**

- 3673.2 Personnel Committee

**Resolved: That Councillors Kemp, Marten, Ward, C Cantrell & P Cantrell are appointed as members of the Personnel Committee**

- 3673.3 Allotment Committee

**Resolved: That Councillors Ward, Duke & Marten are appointed as members of the Allotment Committee**

3674 APPOINTMENT OF MEMBERS TO WORKING PARTIES

- 3674.1 Events Working Party

**Resolved: that Cllrs Kemp, Casson, Duke & C Cantrell are appointed as members of the Events Working Party**

- 3674.2 Neighbourhood Plan Steering Group

**Resolved: that Cllrs Casson, Duke, Ward & P Cantrell are appointed as members of the Neighbourhood Plan Steering Group**

3675 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES FOR THE 2023/2024 MUNICIPAL YEAR

- 3675.1 ERNLLCA DISTRICT COMMITTEE (2 REPRESENTATIVES)

**Resolved: that Cllrs Kemp & Casson are appointed as ERNLLCA representatives**

*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 Kevin Casson Tel: 01482 849674 Clerks: N Pape/J Price*

3675.2 Cllrs discussed the YCCRP and agreed Cllr C Cantrell be appointed the Parish Council representative.

**Resolved: Cllr C Cantrell appointed as YCCRP representative**

3675.3 Updated lists of Councillors/Committees to be placed in the village noticeboards.

3676 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET, REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER s.137 OF THE LOCAL GOVERNMENT ACT 1972 AND APPROVE APRIL PAYMENTS

3676.1 In advance of the meeting the office had circulated details of the financial position of the Council. Clerk N Pape recommended that for accounting purposes, the previous Village Events budget of £10,000 for 2023/2024 be split to £5000 each for Cottingham Day & the Christmas Festival, Cllrs were in agreement.

**Resolved: On a unanimous vote the schedules showing receipts and payments made during the month of April 2023 were approved**

**Resolved: Cllrs confirmed sight of the monthly bank reconciliations**

**Resolved: Cllrs reviewed expenditure incurred under s.137 of the Local Government Act 1972**

**Resolved: Village Events budget heading to be split into Cottingham Day & Cottingham Christmas Festival**

3677 TO AGREE SIGNATORIES ON BANK ACCOUNTS

3677.1 Clerk N Pape informed Cllrs that Cllr Kemp is currently a signatory on the Parish Council bank accounts. It was agreed that Cllr Kemp remain a signatory and Cllrs Casson & Marten be added as additional signatories.

**Resolved: that Cllrs Casson & Marten be added signatories on Parish Council bank accounts, Cllr Kemp to remain as a signatory**

3677.2 Clerk N Pape informed Cllrs that for the smooth running of the office it had become necessary for the Clerks to be issued with a debit card on the Parish Council current account, this had been approved by the internal auditor. Cllr agreed the Clerks be issued with a debit card with a maximum spend of £500 in any one transaction.

**Resolved: Current account debit cards to be ordered for N Pape & J Price**

3678 TO REVIEW AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS

3678.1 Cllrs discussed and approved the proposed amendment to Standing Order 9 (b):

“No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.”

*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 Kevin Casson Tel: 01482 849674 Clerks: N Pape/J Price*

**Resolved: that the revised Standing Orders be adopted**

3678.2 Cllrs discussed and approved the proposed amendment to Financial Regulations 11.1(b):

“Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £30,000 or more, the council shall comply with the relevant requirements of the Regulations”

**Resolved: that the revised Financial Regulations be adopted**

## 3679 TO RECEIVE UPDATE ON INSURANCE RENEWAL

3679.1 Clerk N Pape informed Cllrs a 3-year fixed rate policy had been secured with Zurich at a cost of £2621.22 per annum, the policy had taken effect from 12<sup>th</sup> May 2023

## 3680 DATES AND TIMES OF MEETINGS FOR THE 2023/2024 MUNICIPAL YEAR

3680.1 Cllrs agreed the following meetings dates/times:

Full Parish & Finance meetings – 7pm, third Thursday of the month excluding August & December

Planning Meetings: Tuesdays at 7pm as and when required.

Events: Mondays at 6.30pm as and when required

Allotments: 2 meetings per annum as and when required

## 3681 PUBLIC QUESTIONS

To consider matters raised in advance of the meeting per Minute reference 3607.1. In accordance with Standing Order 3e the period for public questions shall not exceed 10 minutes

3681.1 Cllr Casson informed Cllrs a member of the public had enquired if the newly elected Parish Council would consider forming a Resident’s Group who could be responsible for small jobs in the Parish and had also raised the possibility of purchasing a digital noticeboard for the Parish Council Office window. Cllrs agreed to discuss the proposals in further detail at the next Full Parish & Finance Meeting in June

3681.2 Cllr Casson informed Cllrs a member of the public had passed on the sincere thanks of the CNAA to the outgoing Allotment Committee, the CNAA looked forward to working with the incoming Committee.

## 3681 TO RECEIVE LOCAL POLICING REPORT

3681.1 In advance of the meeting Clerk N Pape had distributed the recent crime stats to Cllrs.

*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 Kevin Casson Tel: 01482 849674 Clerks: N Pape/J Price*

3681.2 PCSO Mike Dale provided an overview of recent crime statistics for the village. It was acknowledged that not all shop theft is being reported by local businesses.

3682 TO REVIEW PARISH COUNCIL RISK REGISTER

3682.1 In advance of the meeting Clerk J Price had distributed the Parish Council Risks to Cllrs, it was acknowledged that some Risk impacts could be low as opposed to medium. It was agreed that the current Risks be accepted.

**Resolved: Council accepted the current Risks**

3683 TO REVIEW THE COUNCIL'S ASSET REGISTER

3683.1 An updated Asset Register was circulated to Cllrs. Clerk J Price informed Cllrs of the recent amendments and explained that the costs of purchases did not fluctuate with appreciation or depreciation. Cllrs approved the Council's Asset Register

**Resolved: Asset Register approved by Council**

3684 TO DISCUSS COUNCILLOR CO-OPTION PROCEDURE

3684.1 Clerk N Pape informed Cllrs ERYC Electoral Services have advised that the co-option of Cllrs should take place by 8<sup>th</sup> June 2023, Cllrs confirmed the wording of the co-option application form and agreed applications to be considered must be received by the Parish Office by 4pm on Wednesday 31<sup>st</sup> May 2023, a meeting will be held at 7pm on Thursday 8<sup>th</sup> June 2023 to discuss the applications received. The co-option will be advertised on the Parish Council website, Facebook page and village noticeboards.

**Resolved: Closing date for Councillor co-options applications 4pm 31<sup>st</sup> May 2023, meeting to be arranged for 7pm 8<sup>th</sup> June 2023**

3685 TO DISCUSS SUMMER PLANTING OF MEMORIAL GARDENS/SUMMER PLANTING OF VILLAGE

3685.1 Cllr Duke advised Cllrs that whilst the central circle of the Memorial Gardens had recently been planted, the plants would need replacing in the coming months. Cllrs discussed establishing a Working Party to undertake works within the Memorial Gardens. A Working Party will be formed comprising of Cllrs Ward, Kemp, Duke and Graves. Cllrs agreed a selection of bulbs be planted within the Memorial Gardens and around local street signs.

3685.2 Clerk N Pape informed Cllrs a quote had been obtained to plant the 42 village baskets, the village planters and village entrance boxes, the cost being £2000 including all plants and compost. Cllrs agreed to the quote, Parish Office to contact the company.

**Resolved: Quote of £2000 for summer village planting approved**

3686 TO DISCUSS CONTRACT FOR VILLAGE BASKETS/PLANTERS WATERING

3686.1 Clerk N Pape informed Cllrs 8 companies had been approached for quotes, only 1 had been able to supply a quote, costs would be £150 per week for twice weekly watering June – September 2023. Cllrs agreed the quote, Parish Office to contact the Company.

**Resolved: Quote of £150 per week for village plant watering June – September 2023 approved**

3687 TO CONSIDER ADVERTISING IN KINGFISHER VISITOR GUIDE

3687.1 Clerk N Pape informed Cllrs Kingfisher Media had enquired if the Parish Council were interested in advertising in their 2023-2024 guide, costs being £695 & VAT for a full page, £350 & VAT for a half page or £195 & VAT for a quarter page. Cllrs agreed that previous advertising had not proven value for money and decided not to place an advert in the 2023-2024 guide.

**Resolved: Parish Office to contact Kingfisher Media to decline advertising offer**

3688 TO CONSIDER ELECTRONIC DISTRIBUTION OF PAPERWORK

3688.1 The Clerks enquired if Cllrs required a hardcopy of paperwork for meetings, an electronic copy was circulated in advance of meetings. All Cllrs, with the exception of Cllr C Cantrell, requested hard copies but advised that they will collect them from the office as opposed to them being sent in the post.

3689 REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

There was nothing to report.

3690 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3690.1 Cllr Redshaw informed Cllrs that the Ward Cllr Surgeries would recommence in the village on a Saturday morning.

3690.2 Cllr Redshaw informed Cllrs he had received a request for an additional litter bin to be placed on the corner of New Village Road/Dunswell Road

3691 TO DISCUSS RECEIVED CORRESPONDENCE

3691.1 Clerk N Pape informed Cllrs ERYC Asset Strategy had confirmed they were happy to support the renaming of the grassed area on Beck Bank, Cllrs agreed their preferred name for the site was “Queen Elizabeth II Garden”.

3692 MEMBERS’ POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

3692.1 Cllr Ward suggested that Cottingham in Bloom should be organised for future years.

3692.2 Cllr Ward suggested that the Parish Office looked into the viability of being twinned with a European Village

*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 Kevin Casson Tel: 01482 849674 Clerks: N Pape/J Price*

**Items for next agenda:**

**Accounting and Governance Return**

**To discuss internal audit report**

**To discuss forming a Residents' Group**

**To discuss digital noticeboard for office window**

**To consider Cottingham Day Risk Assessment**

**To consider Asset Inspection Report frequency**

**There was no other business and the Meeting closed at 7:30pm**

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