



FULL PARISH MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM
7:00PM ON THURSDAY 21ST SEPTEMBER 2023

PRESENT: Councillors: Casson (Chairman), Jump, Kemp, Duke, Marten, Graves, C Cantrell, P Cantrell, Ward, Stubbs & Harr
 Clerks: N Pape/J Price
 7 members of the public present/3 members of the public via Microsoft Teams

3736 DECLARATIONS OF INTEREST

3736.1 Cllr Jump declared a non-pecuniary interest in agenda item 18.1 – Small grant application for Mr A Dean

3736.2 Cllr Duke declared a non-pecuniary interest in agenda item 18.2 – Grant application Cottingham Lights West End

3737 TO RECEIVE AND APPROVE APOLOGIES

There were no apologies.

3738 TO RECEIVE LOCAL POLICING REPORT AND ASB REPORT

3738.1 Recent crime statistics had been circulated to Cllrs in advance of the meeting.

3738.2 PCSO S Sturdy provided an overview of recent crime incidents in the village and stressed the importance of reporting all crime related incidents and suspicions, however minor. A discussion ensued regarding Shop Watch and Pub Watch

3739 TO CONSIDER POTENTIAL ACTIONS TO ADDRESS THE INCREASE IN SHOP THEFTS

3739.1 Cllr C Cantrell reported that she, Cllr Casson & Cllr Duke had attended a meeting with the local Police on 20th September 2023 to discuss potential options to reduce shop theft, including the possible establishment of a Shopwatch scheme.

3739.2 Clerk J Price informed Cllrs the office had been contacted by Beats Bus who were interested in working alongside the Parish Council to deter ASB issues, quotes for their

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services were distributed to Cllrs. It was agreed Beats Bus be invited to attend a meeting to discuss the available options in further detail.

Resolved: that the Parish Office arrange a meeting with Beats Bus.

3740 10-MINUTE PUBLIC SESSION (THE PARISH COUNCIL WILL RESPOND TO QUESTIONS SUBMITTED IN ADVANCE OF THE MEETING BY MEMBERS OF THE PUBLIC

Questions were raised relating to the sites of EV charging points, pollution from static car engines, and the location and findings of ERYC pollution monitoring points.

Resolved: that the Parish Office contact ERYC to request data

Cllr Casson informed Cllrs the Parish Office had taken receipt of a petition from residents of Outlands Road objecting to the installation of Telecommunications poles on their pavements. The petition was formally received. Cllrs acknowledged that a Public Meeting had been arranged at Cottingham Methodist Church, 7pm Tuesday 26th September, for village residents to raise their concerns regarding the installation of the poles.

Resolved: that the Council formally received the petition, Clerks to forward a copy of the petition to the Telecommunications companies and to ERYC

3741 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 3741.1 Events Working Party Meeting held on 17 July 2023
- 3741.2 Full Parish and Finance Meeting held on 20 July 2023
- 3741.3 Planning Committee Meeting held on 25 July 2023
- 3741.4 Allotments Committee Meeting held on 27 July 2023
- 3741.5 Events Working Party held on 14 August 2023
- 3741.6 Extraordinary Meeting of the Parish Council held on 15 August 2023
- 3741.7 Planning Committee Meeting held on 15 August 2023
- 3741.8 Personnel Committee Meeting held on 24 August 2023
- 3741.9 Events Working Party Meeting held on 4 September 2023
- 3741.10 Planning Committee Meeting held on 5 September 2023
- 3741.11 Finance Committee Meeting held on 7 September 2023

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

3741.12 Cllr Duke wished it to be minuted that he extended thanks to the Clerks and Events Working Party members for their hard work in ensuring the great success of Cottingham Day 2023

Governance Issues

3742 TO CONSIDER APPOINTMENTS TO COMMITTEES/WORKING GROUPS

3742.1 Finance Committee – 1 vacancy

Cllr Casson proposed, agreed unanimously, that Cllr Stubbs be appointed to the Finance Committee for the remainder of the Municipal Year

Resolved: Cllr Stubbs be appointed to the Finance Committee for the remainder of the Municipal Year

3742.2 Neighbourhood Plan Steering Group

Cllr Casson proposed, agreed unanimously, that Cllr Jump be appointed to the Neighbourhood Plan Steering Group for the remainder of the Municipal Year

Resolved: Cllr Jump be appointed to the Neighbourhood Plan Steering Group for the remainder of the Municipal Year

3743 TO CONSIDER AN AMENDMENT TO THE TERMS OF REFERENCE FOR THE EVENTS WORKING PARTY TO ENABLE THE CLERKS TO APPROVE AND ACTION ITS RECOMMENDATIONS

Cllr Casson informed Cllrs that currently all steering group recommendations should come to Council for ratification – this isn't feasible in relation to events and therefore proposed delegated authority be granted for the Clerks to make decisions and act on them following discussion at the Steering Group. Anything contentious or requiring expenditure outside the agreed budget would come to Council.

Resolved: that the Terms of Reference for the Events Working Party be amended

3744 TO REVIEW ARRANGEMENTS FOR THE PUBLIC TO RAISE QUESTIONS AT MEETING OF THE FULL COUNCIL

Presently members of the public are requested to submit questions 7 days prior to the meeting. Cllrs considered an amendment to permit the resident to ask the question whilst present at the meeting.

Resolved: that the public submit questions 7 days prior to the meeting with the resident being permitted to ask the question at the meeting

3745 TO CONSIDER THE DEVELOPMENT OF A STRATEGIC PLAN FOR THE COUNCIL

Clerk Price informed Cllrs that Cllr Harr had suggested a Strategic Plan be developed for the Parish Council, Cllrs were in agreement. The plan would identify the overall objectives/priorities for the next 5 years, it was resolved a meeting be arranged to discuss projects/costings and the outcomes would form part of the budget for future years.

Resolved: that a meeting be arranged to discuss formulating a Strategic Plan

3746 TO CONSIDER ARRANGEMENTS FOR SETTING A BUDGET 2024/5

Clerk Price informed Cllrs that individual Committees would be invited to submit costed bids to the Parish Office for the 2024/5 financial year. Costings from the bids and strategic

plan would be considered as part of the 2024/5 budget setting process which will contribute towards the precept demand.

Resolved: that individual Committees submit costed bids for the 2024/5 financial year.

3747 TO CONSIDER THE RECOMMENDATIONS OF THE COMMUNITY GOVERNANCE REVIEW UNDERTAKEN BY ERYC TO INCREASE THE SIZE OF COTTINGHAM PARISH COUNCIL TO 17 MEMBERS

At the Full Parish & Finance meeting of 16th February 2023, Cllrs had proposed the size of Cottingham Parish Council be increased to 13 members, the draft recommendations from East Riding Council were to increase the size to 17 members – this would take effect from the next elections due to take place on 6th May 2027.

Cllrs discussed the draft recommendations and demographics of Cottingham and agreed the size should be increased to 15 members.

Resolved: that the Parish Council recommend the size of Cottingham Parish Council be increased to 15 members with effect from 6th May 2027

Finance

3748 TO RECEIVE AN UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE JULY AND AUGUST PAYMENTS

In advance of the meeting the Clerk had circulated details of the financial position of the Council. Cllr Duke wished it to be minuted that he thanked the Clerks for their continued hard work and commitment.

Resolved:

- i) **it was proposed by Councillor Graves, seconded by Councillor Casson and agreed unanimously that the schedules showing receipts and payments made during the months of July and August 2023 be approved, and**
- ii) **that the monthly bank reconciliations be approved**

3749 TO RECEIVE THE NOTICE OF CONCLUSION FROM THE EXTERNAL AUDITORS

Cllrs received the notice of conclusion from the external auditors and noted there were no issues arisen.

Resolved: that the Council formally received the notice of conclusion from the external auditors

3750 TO RECEIVE AN UPDATE ON COTTINGHAM DAY AND CONFIRM CHARGES FOR 2024

3750.1 Clerk Pape informed Cllrs that whilst some invoices were yet to be received, due to grant funding received from ERYC the budget of £5000 should remain unused, however it was unlikely that similar grants would be available in future years.

3750.2 Clerk Pape informed Cllrs that, due to ongoing cost of living pressures, the Events Working Party recommended that the Events pricing structure for 2024 remain the same as 2023:

	Stall Cost	Electric Cost
Market Stall (12' x 4')	£80	£40 PER DROP
Drinks Unit	£170	£50 PER DROP
Food Unit (up to 3m x 3m)	£175	£50 PER DROP
Food Unit (over 3m x 3m)	£280	£50 PER DROP
Static Van	POA	£50 PER DROP
Civic Hall Table (6' basic table)	£35	n/a

Resolved: that the Events scale of charges for 2024 remains the same as 2023

3751 TO CONSIDER ARRANGEMENTS FOR THE “DISPOSAL” OF THE REMAINING DOGGY BAGS

Cllr Casson informed Cllrs that the office was holding a significant number of dog waste bags. Due to the office being closed due to previous Covid restrictions and staffing issues, residents has been purchasing bags elsewhere. The Parish Office had consulted the internal auditor and it would be feasible to donate these bags to charities/give them away to the public. It was agreed that the current 50 pence per pack charge be discontinued with the Clerks distributing the bags to local charities at their discretion.

Resolved: that the current 50 pence per pack charge be discontinued with the Clerks distributing the bags at their discretion

3752 TOWN CENTRE OFFICER – TO CONSIDER GRANT SUPPORT AVAILABLE FROM ERYC

Clerk Pape informed Cllrs that the Clerks had met with the ERYC Local Growth Co-ordinator, to discuss funding options available – it would be possible to apply for funding to finance 50% of the costs of recruiting a Town Centre Officer for 18 months. Other ERYC potential funding options for village projects would be available in the coming months, Cllrs requested a further meeting be arranged.

Resolved: that the Parish Office schedule a further meeting with Ben Wright, ERYC Local Growth Co-ordinator, to discuss funding options available

3753 TO CONSIDER APPLICATIONS FOR GRANTS

3753.1 Tony Dean – Small grant towards the cost of publicity for the free First Aid courses to be run at Cottingham Civic Hall.

Resolved: that the £50 small grant request be approved

3753.2 Cottingham Lights – West End

A grant application of £6000 had been received towards the costs of a new display and refurbishment of previous displays.

Resolved: that the £6000 grant request be approved

3753.3 Cottingham Lights – Hallgate/King Street

A grant application of £6000 had been received towards the costs of purchasing a new festoon/display and refurbishing existing displays.

Resolved: that the £6000 grant request be approved

3753.4 Cottingham Community Garden Group

A grant application of £1200 had been received to develop the newly extended garden.

Resolved: that the £1200 grant request be approved

3754 TO CONSIDER RUNNING A CHRISTMAS SHOP FRONTAGE COMPETITION

Cllr Kemp informed Cllrs that the previous shop frontage competitions run for the Queen Elizabeth 11 Platinum Jubilee and subsequent King Charles 3rd Coronation had proven popular and proposed an annual Christmas Shop Frontage competition be organised. Cllrs were in agreement and it resolved that the prizes would be: 1st place £150, 2nd place £75 and 3rd place £25

Resolved: that the Parish Office organise an annual Christmas Shop Frontage competition with prizes being 1st place £150, 2nd place £75 and 3rd place £25

Village Issues

3755 TO RECEIVE AN UPDATE ON

3755.1 Hallgate Memorial Garden

Cllr Duke informed Cllrs he had met with Cllrs Kemp & Jump to discuss reducing the size of the trees, tidying the central circle and planting bulbs. Cllr Duke had arranged to meet with a local contractor regarding reducing the size of the trees.

3755.2 Queen Elizabeth Memorial Gardens

Cllr Graves informed Cllrs he had met with Cllrs Duke & Ward to measure the gardens and proposed bulbs be planted close to the new fencing, Cllr Graves was to meet with Cllr Ward again on 22nd September to discuss this in further detail and Cllr Jump suggested forming a liaison group with local residents.

3756 TO CONSIDER THE PURCHASE OF BULBS FOR PLANTING AROUND THE VILLAGE

3756.1 Clerk Price informed Cllrs she had sought permission from ERYC for the planting of bulbs to be undertaken, whilst permission had been granted for both Grandad's Park and the Queen Elizabeth Memorial Gardens, separate permission needed to be sought from ERYC Highways for the planting of bulbs on grass verges.

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3756.2 Cllr Casson proposed a budget of £750 to purchase the bulbs, this was unanimously approved by Cllrs.

Resolved: £750 budget approved to purchase bulbs

3757 TO CONSIDER QUOTATIONS FOR WINTER PLANTING

3757.1 Clerk Pape informed Cllrs a quote of £1760 had been obtained for the following:

To plant 34 hanging baskets at £30 each (£1020), to plant the large tubs around the village £500 and the 6 entrance boxes to the village £40 each (£240.00) – there would be an additional fee of £400 for the contractor to take down the summer planting, dispose of the rubbish and put up the winter baskets.

Cllrs approved the quote totalling £2160.

Resolved: that the quote of £2160 be approved

3758 TO CONSIDER A QUOTATION FOR THE REPAIR OF THE GLASS ON THE MILLENIUM CLOCK

Clerk Pape informed Cllrs that following a recent site visit by Smith of Derby, a report had been received by the Parish Office stating that the cover glass is damaged, in addition it would be prudent to change the movement motors to prolong the life of these, costings for the works would be £947 & VAT. A quote had also been requested for a replacement clock, the Parish Office had been advised that the cost would be a minimum of £30,000. Clerk Pape stated that since this quote had been received the clock had stopped working, Smith of Derby had attended and had already replaced the motor.

Cllr Casson informed Cllrs that the glass cover had been damaged for a number of years and could easily be maintained by silicon being applied to the glass, Parish Cllrs will apply the silicon.

Resolved: that the glass be repaired by Councillors and the Clerks discuss what further work needs doing to the motors with the contractor.

3759 TO CONSIDER A REQUEST FOR A BIN ON WILLERBY LOW ROAD

Clerk Pape informed Cllrs a resident had requested a litter bin be installed on Willerby Low Road, a quote of £489.99 & VAT had been provided from ERYC. Cllr C Cantrell proposed the bin be ordered, this was seconded by Cllr Harr and agreed unanimously by Council. Cllr Graves requested the Parish Office contact Willerby Parish Council to enquire if they would fund another bin towards the Willerby end of the road.

Resolved: that the litter bin be ordered at a cost of £489.99 plus VAT

3760 TO RECEIVE AN UPDATE ON PROPOSALS TO UPDATE VILLAGE MAPS/LEAFLET

Clerk Price informed Cllrs that the local businesses had been surveyed to ascertain their interest in advertising on the new village map and leaflets, 11 businesses were interested in advertising on the map, 3 were interested in advertising on the leaflet. The map was to be redrafted to include the new housing developments. Cllr Cantrell suggested the Parish

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Office place a note on the Parish Facebook page and website to promote the option to businesses to advertise.

3761 TO RECEIVE FEEDBACK FROM MP/OFCOM REGARDING THE INSTALLATION OF TELEGRAPH POLES BY CONNEXIN

In advance of the meeting the Clerk had circulated feedback received from Dame Diana Johnson MP, and Ofcom. Feedback recently received from David Davis MP was circulated at the meeting. Due to the number of residents contacting the office regarding the installation of the poles, the Parish Office has scheduled a public meeting to take place on Tuesday 26th September, 7pm, within the Cottingham Methodist Church. Cllrs will be meeting with representatives of MS-3 prior to the meeting.

3762 TO DISCUSS BUS STOP ON BECK BANK

Cllrs discussed that a number of residents of Beck Bank had contacted the office and Cllrs, some in favour and some against the bus stop on Beck Bank being removed. Those in favour felt this would allow for additional on-road parking. Contact had been made with both ERYC and East Yorkshire Buses, ERYC have stated they would not be in favour of removing the bus stop and bus markings, especially to ease parking congestion. East Yorkshire Buses would not be in favour of removing the bus stop as whilst it is currently not being used as a timetabled bus stop route it is used by the community, school and college buses, this includes both East Yorkshire Buses and Acklams – there is also the possibility it could be used in the future especially given the fact that it is close to Cottingham Train Station.

Resolved: that Cllrs agreed the bus stop/markings remain.

3763 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

Cllrs Casson and Kemp provided an overview of the ERNLLCA Conference they had attended the on 15th September 2023, Cllr Casson proposed an annual change of Council ERNLLCA representatives and Cllrs unanimously agreed.

Resolved: that the Council annually changes ERNLLCA representatives

3764 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3764.1 Cllr Redshaw reported that Friends of The Earth had created a wildlife area on the grass area outside of Dene Wood

3764.2 Cllr Redshaw reported that directional signs at King Street/Co-op had been repainted.

3764.3 Cllr Redshaw provided an update on Castle Hill Hospital parking facilities.

3764.4 Cllr Redshaw reported that the recent bad odour omitting from Northmoor Lane had been reported to Environmental Health

3764.5 Cllr Redshaw reported that ERYC are reviewing access to play areas for those with disabilities.

3764.6 Cllr C Cantrell reiterated that all crime/suspicions of crime must be reported to the local police.

3764.7 Cllr Duke reported that the tree which had collapsed at Crescent Street during the recent bad weather had been removed.

3764.8 Cllr Casson reported he had spoken with the Police and Crime Commissioner regarding the current issues in the village.

Resolved: that the reports be noted

3765 TO DISCUSS RECEIVED CORRESPONDENCE

Cllr Casson informed Cllrs that ERYC Traffic Management had requested the Parish Council identify additional sites for EV on-street charging points, they had accepted previous suggestions of King Street (near Aldi), Arlington Avenue and The Parkway for further investigation as they may meet the criteria. Cllrs identified the following locations: Green Lane – by the shops and also by the grass verges, Dent Road, Sedbergh Avenue, Lythe Avenue, Park Lane – near the railings leading to KGV and New Village Road – close to the shops.

Resolved: that the Parish Office send suggestions to ERYC Traffic Management

3766 MEMBERS POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

Items for next meeting:

To discuss quotes for upgrading IT systems/website/Cllr email addresses

To discuss Yorkshire in Bloom

To receive update on Memorial Gardens

3767 EXCLUSION OF THE PRESS AND PUBLIC:

It is recommended that the public and press be excluded from the Meeting for the consideration of the following matter on the grounds that it involves the likely disclosure of confidential information as defined in Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

Resolved: that the press and public be excluded from the meeting

3768 TO CONSIDER PROPOSALS TO RECRUIT AN ADMINISTRATIVE ASSISTANT

Cllr Marten informed Cllrs she had met with the Clerks to discuss the office workload, it was proposed to recruit an administrative assistant for 15 hours per week. Cllrs discussed the report prepared by the Clerks and agreed to the job being advertised mid-October with a view to the successful candidate taking up the post January 2024

Resolved: that the Parish Office recruit an administrative assistant for 15 hours per week

There was no other business and the Meeting closed at 9:23pm

Signed Chairman of the Cottingham Parish
Council