

Cottingham Parish Council



ANNUAL MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM
7PM ON THURSDAY 16TH MAY 2024

PRESENT: Councillors: Booth, Cantrell, Casson, Duke, Jump(from minute 3932)
 Kemp, Marten, Ward, Graves, Stubbs
 Clerks: Pape/Price
 6 members of the public present/2 members of the public via
 Microsoft Teams

3922 ELECTION OF CHAIRMAN FOR THE 2024/25 MUNICIPAL YEAR

It was proposed by Councillor Marten, seconded by Councillor Duke and agreed unanimously that Cllr Casson be elected as Chairman.

Resolved: that Councillor Casson be elected Chairman for the 2024/25 Municipal Year

3923 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.

3924 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Longbottom.

3925 DECLARATIONS OF INTEREST

There were no declarations of interest.

3926 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

A resident had asked if strawberry plants could be planted in the Endyke Lane village sign planter. A further resident raised concerns about the siting of a bench behind the Link Road street sign which had been damaged.

Resolved:

- i. **that it be agreed that strawberry plants can be planted on the pavement side of the planters, recognising potential risks of planting on the road side of the planter;**
- ii. **that ERYC be requested to repair the street sign at Link Road, and**
- iii. **that consideration be given to siting a further bench on the other side of the road if grant funding became available.**

3927 TO RECEIVE LOCAL POLICING REPORT

PC Batch attended the meeting and reported that crime levels were similar to previous reports. Humberside Police was preparing for an increase in ASB associated with motor bikes during the summer. Councillors raised issues around the operation of Shopwatch, the need for Shops to report thefts or other issues via the online reporting tool, a request for police presence at the key times when thefts were occurring and issues with the clarity of images from the CCTV system.

Resolved: that the report be noted

3928 APPOINTMENT OF VICE CHAIRMAN FOR THE 2023/2024 MUNICIPAL YEAR

It was proposed by Councillor Casson, seconded by Councillor Graves and agreed unanimously that Cllr Marten be appointed as Deputy Chairman.

Resolved: that Councillor Marten be appointed Vice-Chair for the 2024/25 Municipal Year

3930 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

3930.1 Full Parish meeting held on 18th April 2024

3930.2 Events Working Party meeting held on 22nd April 2024

3930.3 Planning Committee meeting held on 23rd April 2024

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

3930.4 The Clerk referred to an issue raised by the auditor regarding evidence that the Parish Council had agreed a fee of £100 per advert for advertising on the noticeboards and requested an addendum to minute 3731 of 20th July 2023 to confirm this.

Resolved: that the Parish Council agrees to the amendment of minute 3731 of 20th July 2023 to reflect the agreement to a fee of £100 being charged for advertising on the noticeboard maps.

3931 REVIEW OF COMMITTEE/WORKING GROUP TERMS OF REFERENCE

3931.1 Planning Committee

3931.2 Personnel Committee

3931.3 Allotment Committee

3931.4 Finance Committee

3931.5 Events Working Party

Resolved: That the Terms of Reference be agreed

3932 ELECTION TO COMMITTEES FOR THE MUNICIPAL YEAR 2024/25

3932.1 Planning Committee

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

3932.2 Personnel Committee

Resolved: That Councillors Cantrell, Jump, Kemp, Marten and Ward, be appointed as members of the Personnel Committee

3932.3 Allotments Committee

Resolved: That Councillors Casson, Duke, Jump and Stubbs be appointed as members of the Allotment Committee

3932.4 Finance Committee

Resolved: that Councillors Graves, Jump, Kemp and Marten be appointed as members of the Finance Committee

3933 APPOINTMENT OF MEMBERS TO WORKING PARTIES FOR THE MUNICIPAL YEAR 2024/25

3933.1 Events Working Party

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

3933.2 Neighbourhood Plan Steering Group

Resolved: that Cllrs Casson, Duke, Graves, Jump, & Longbottom be appointed as members of the Neighbourhood Plan Steering Group

3933.3 Environment Working Party

Resolved: that Cllrs Casson, Duke, Jump, Longbottom and Ward be appointed as members of the Environment Working Party

3933.4 Flood Working Group

Resolved: that Cllrs Casson, Duke, Jump and Cantrell be appointed as members of the Flood Working Group

3933.5 D-Day Working Party

Resolved: that Cllrs Casson, Duke, Jump, Kemp and Ward be appointed to the D-Day Working Group

3933.6 Friends of Queen Elizabeth Memorial Garden

Resolved: that Cllrs Casson, Duke, Graves, Kemp, Longbottom and Ward be appointed to the Friends of Queen Elizabeth Memorial Garden

3933.7 Blue Plaque Assessment Panel

Resolved: that Cllrs Booth, Casson and Marten be appointed to the Blue Plaque Assessment Panel

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3933.8 Strategic Plan Monitoring Group

Resolved: that Cllrs Jump, Kemp and Marten be appointed to the Strategic Plan Monitoring Group

3934 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES FOR THE 2024/25 MUNICIPAL YEAR

3934.1 ERNLLCA DISTRICT COMMITTEE (2 REPRESENTATIVES)

Resolved: that Cllrs Casson & Kemp be appointed as ERNLLCA representatives

3934.2 YORKSHIRE COAST COMMUNITY RAIL PARTNERSHIP (YCCRP)

Resolved: that Cllr Cantrell be appointed as YCCRP representative

3934.3 VOLUNTEER GROUPS AND SPORTS CLUB NETWORK

Resolved: that Councillor Casson be appointed to the Volunteer Groups and Sports Clubs Network

3934.4 DOGGER BANK SOUTH (DBS) LOCAL LIAISON COMMITTEE

Resolved: that Councillor Jump be appointed to the DBS Local Liaison Committee with Councillor Casson as a substitute

3935 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET, REVIEW THE COUNCIL'S EXPENDITURE INCURRED UNDER s.137 OF THE LOCAL GOVERNMENT ACT 1972 AND APPROVE APRIL PAYMENTS

In advance of the meeting the office had circulated details of the financial position of the Council.

Resolved:

- i. **that the schedules showing receipts and payments made during the month of April 2023 be approved**
- ii. **that Cllrs confirmed sight of the monthly bank reconciliations**
- iii. **that expenditure incurred under s.137 of the Local Government Act 1972 be noted**

3936 TO AGREE SIGNATORIES ON BANK ACCOUNTS

3936.1 Lloyds Account

Resolved: that Cllrs Casson, Jump, Kemp & Marten be approved as signatories on the Lloyds Account

3936.2 Nationwide Account

Resolved: that Councillors Casson, Jump and Marten be approved as signatories on the Nationwide Account

3937 TO RECEIVE THE REPORT OF THE INTERNAL AUDITOR AND AGREE ACTIONS REQUIRED TO ADDRESS ANY RECOMMENDATIONS

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3937.1 The Clerk submitted the report produced by the Internal Auditor and reported that only one matter had been highlighted and that this had been addressed at minute 3930.4 above.

Councillors thanked the Clerks for their consistent high standards in relation to the accounts.

Resolved: that the report of the Internal Auditor be approved.

3938 TO APPROVE THE ACCOUNTABILITY AND GOVERNANCE RETURN (AGAR) FOR 2023/24

3938.1 AGAR – To receive the Internal Auditor’s report

Resolved: that the Parish Council accept the Internal Auditor’s report.

3938.2 AGAR Section 1 – To consider and approve the Annual Governance Statement 2023/24

The Clerk read out Sections 1-9 on page 4 of the AGAR and the Council agreed with the assertions made.

Resolved: that the Parish Council approves the AGAR Section 1 - Annual Governance Statement and that it be signed by the Chairman.

3938.3 AGAR Section 2 – To approve the Accounting Statements 2023/24

Resolved: that the Parish Council approves the AGAR Section 2 - Accounting Statements and that it be signed by the Chairman.

3938.4 To approve the start date for the period during which the Parish Council must provide for the exercise of public rights as required by the Accounts and Audit Regulations 2015

The Clerk recommended that the start date for the exercise of public rights should be 3rd June 2024

Resolved: that the start date for the exercise of public rights be agreed as 3 June 2024.

3939 To consider reappointing Public Sector Audit as the Parish Council’s Internal Auditor for 2024-25

3939.1 The Clerk advised that The internal auditor had indicated that he was happy continue to audit the Parish Council’s accounts for the forthcoming year.

Resolved: That Public Sector Audit be reappointed as the Parish Council’s Internal Auditor for 2024/25

3940 DATES AND TIMES OF MEETINGS FOR THE 2024/25 MUNICIPAL YEAR

Resolved:

- i. **that the Parish Council meets at 7pm on the third Thursday of every month except August and December, and**
- ii. **that the Planning Committee meets every three weeks**

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3941 TO REVIEW THE COUNCIL'S ASSET REGISTER

3941.1 An updated Asset Register had been circulated to the Council. The Clerk informed councillors that the register had been updated, but there were still some assets that had not been identified including bins owned by the Parish Council.

Resolved:

- i. **that the Asset Register be approved, and**
- ii. **that Councillor Jump forward the list of bins she held**

3942 TO REVIEW THE COTTINGHAM DAY RISK REGISTER

3942.1 The Clerk referred to the revised Risk Assessment that had been created for Cottingham Day and advised that it had been subject to a thorough review and clearly identified hazards and actions to mitigate them.

Resolved:

- i. **that the Risk Assessment be approved, and**
- ii. **that Richard Moverley be thanked for his work on the document**

3943 TO RECEIVE AN UPDATE ON SPECIAL EVENT INSURANCE FOR COTTINGHAM DAY AND REVIEW THE FINAL BUDGET

3943.1 The Clerk referred to a quotation received from Zurich Municipal for Cottingham Day of £2229.95. She explained that with this additional expense and other costings that had been updated, the final net budget for the event was anticipated to be within the £10,000 budget agreed by the Parish Council.

Resolved:

- i. **that the quotation of £2229.95 from Zurich Municipal for Special Events Insurance be accepted, and**
- ii. **that Councillors attend a Cottingham Day briefing meeting at 6.30pm on 2 July 2024**

3944 TO RECEIVE AND UPDATE ON THE STRATEGIC PLAN

3944.1 The Clerk referred to a monitoring report that had been circulated showing updated actions against priorities.

Resolved: that a meeting of the Strategic Plan Monitoring Group be arranged as soon as possible.

3945 TO RECEIVE AN UPDATE ON COTTINGHAM IN BLOOM

3945.1 Councillor Ward provided an update on proposals to encourage traders to have planters or hanging baskets outside their premises as a precursor to relaunching Cottingham in Bloom in 2025. Councillors discussed health and safety implications, the need to generate interest in the proposals, scope for involvement of the Town Centre Officer, initiatives in Hedon and other villages, and the need for a budget allocation to be agreed for 2025/26

Resolved: that the report be noted.

3946 TO RECEIVE AN UPDATE ON MEMORIAL GARDENS, QE MEMORIAL GARDENS AND VILLAGE LITTER BINS

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3946.1 The Clerk reported that a quotation had been received from Worklink for the supply of 92 trays of bedding plants and over wintering of polyanthus plants at a cost of £280. Councillors indicated their availability to plant them and identified additional topsoil and compost required.

Resolved:

- i. that the quotation of £280 from Worklink for the supply of bedding plants and the over-wintering of polyanthus plants be approved;**
- ii. that 2 tons of topsoil be sourced;**
- iii. that Wastewise be requested to supply 1 ton of compost, and**
- iv. that Councillors carry out the planting between 31/5 and 2/6**

3946.2 Councillor Graves provided an update on work undertaken in the Queen Elizabeth Memorial Garden and proposals for future activity.

Resolved:

- i. that Councillors Ward and Graves provide details of the proposed works, and**
- ii. that support be sought form ERYC for the Parish Council's proposals**

3946.3 The Clerk provided an update from ERYC regarding the usage of bins across the Parish which indicated that they were all well used. Councillors commented that bins on Station Walk and Dene Road had been moved without any consultation and were now not in appropriate positions for people to use.

Resolved:

- i. that the Parish Council purchases bins for Harland Way, near the Lawns and Bricknell Avenue near the West Bulls Public House at a cost of £364.99 + VAT and £115 + VAT installation**
- ii. that the Clerk liaises with ERYC about an appropriate site near the West Bulls**
- iii. that the Ward Councillors pursue the issue of relocated bins**

3947 TO RECEIVE FEEDBACK FROM RECREATIONAL SURVEY AND AGREE NEXT STEPS

3947.1 G Mathieson submitted a report showing an initial analysis of the responses to the recreational survey and explained that she planned to undertake further more detailed analysis.

Resolved:

- i. that G Mathieson be thanked for her work to date;**
- ii. that the more detailed analysis be considered at the next meeting of the Parish Council;**
- iii. that G Mathieson be consulted on the content and format of future survey and**
- iv. that future surveys be delivered by Parish Councillors**

3948 TO RECEIVE FEEDBACK FROM NETWORK EVENING

3948.1 The Clerk referred to a report summarising feedback from organisations that had participated in the Network evening. Councillors discussed the length of presentations; the need to separate the Parish Meeting and Chairman's Report from the Network event; the need for greater publicity and the need for more time for social interaction at a future event.

Resolved:

- i. that the staff be thanked for the work that went into the event, and**
- ii. that consideration be given to the format of future events**

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3949 TO CONSIDER PURCHASE AND INSTALLATION OF BUNTING TO CELEBRATE D-DAY

3949.1 The Clerk referred to options for different types of bunting

Resolved:

- i. **that 600m of the standard bunting and 150m of the wired bunting be purchased along with any necessary fixing kits, and**
- ii. **that the Cottingham Day banner be installed at the same as the bunting**

3950 TO REVIEW D-DAY SHOP WINDOW COMPETITION

3951. The Clerk reported that only 6 shops had applied to be part of the D-Day Shop frontage competition. Councillors commented that information had been circulated to all shops and posted on social media about the competition. Councillors felt that 6 participants were too few to be meaningful.

Resolved: that the competition be cancelled

3951 TO CONSIDER BACKING MATERIAL FOR NOTICEBOARD MAPS AND AGREE QUOTES

3951.1 The Clerk reported that the company producing the noticeboard maps had checked the backing material required and had offered two alternatives, 5mm foamboard or dibond. The dibond would have a longer lifespan. They also recommended fixing the boards with foam tape.

Resolved: that the quotation of £1092 + VAT for 8 dibond maps and foam fixing tape be approved.

3952 TO CONSIDER PURCHASING VILLAGE PHOTO PRINTS FOR THE OFFICE AND MEETING ROOM

3952.1 A Councillor referred to a proposal to purchase photos of the village and village events for the meeting room and office, with the aim of presenting a professional image and promoting the village.

Resolved:

- i. **that a budget of £500 be agreed for the purchase of village photos, and**
- ii. **that the Clerk circulates suggested images for members' consideration**

3953 TO CONSIDER PROPOSALS FOR A PARISH NEWSLETTER

3953.1 A Councillor referred to the need to improve communication with residents and provide information about the work of the Parish Council and the details of councillors representing each ward. Councillors considered options for producing and delivering a newsletter to ensure it went to all households.

Resolved:

- i. **that a newsletter be produced twice per annum via the Cottingham Times;**
- ii. **that content be edited by the Clerks, and**
- iii. **that Councillors deliver the newsletter to properties that don't receive the Cottingham Times**

3954 REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

3954.1 Councillor Jump reported that she had recently visited the Beats Bus when it was in operation in Hull, and whilst it was doing good work, she felt that it would not address the issues of ASB being experienced in Cottingham unless it was accompanied by other agencies.

Resolved: that the report be noted

3955 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3955.1 Cllr Casson reported on the number 18 bus that he had circulated information and timetables; roundels missing on Northgate; Carbon Reduction initiatives; work at Queen Elizabeth Memorial Garden, Castle Hill parking issues; KCOM's work to transfer from copper to fibre and potholes on Hornbeam Drive

3955.2 Cllr Cantrell reported on case work; Shopwatch take-up; need for greater involvement of the Police in the Shopwatch initiative, a presentation on Commuted Sums and devolution.

3955.3 Cllr Redshaw reported on fly tipping on Dunswell Lane and Middledyke Lane; complaints about creosote on telegraph poles and that some had been replaced with ECO poles; proposals to resume work on installing poles in August; pothole repairs; probability that bollards on Hallgate/King Street would not be replaced as it was not cost-effective; a proposal regarding free bus passes that would be considered by Cabinet; possible review of the A Board proposals; parking at Castle Hill; ERYC committee membership; pavement signs on Linden Avenue and a proposal that Mill House Woods Lane be considered as part of the review of the 20mph zone.

3955.4 Cllr Duke reported on the removal of a damaged telegraph pole on Harland Way; a request for the re-establishment of a Drainage Board for Cottingham, potholes and overgrown hedges

Resolved: that the reports be noted

3956 TO DISCUSS RECEIVED CORRESPONDENCE

3956.1 The Clerk referred to a request from a resident for a memorial tree in Queen Elizabeth Memorial Garden and confirmed that the resident had authority to proceed.

Resolved:

- i. **that permission be sought from ERYC for the proposed tree location;**
- ii. **that a flowering cherry be purchased by the Parish Council on behalf of the resident and**
- iii. **that the resident reimburses the Parish Council for the cost of the tree**

3957 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

The Clerk referred to a proposal to include information about Councillors and Committee/Working Group membership in the Cottingham Times

Resolved: that only Councillors' email addresses be included in the information in Cottingham Times

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Items for next meeting:

Memorial Gardens
Review of Ward Boundaries
Review of Risk Register

3958 EXCLUSION OF THE PRESS AND PUBLIC:

RESOLVED: 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.

3959 TO CONSIDER A RECOMMENDATION FROM THE PERSONNEL COMMITTEE IN RELATION TO THE APPOINTMENT OF A TOWN CENTRE OFFICER

The Chair of Personnel referred to the recent recruitment process by herself and the two Clerks. The proposed appointment had been considered by the Personnel Committee which recommended that an offer be made to the highest scoring candidate who had experience and skills that would be relevant to the role.

There was no other business and the Meeting closed at 9:30pm

Signed Chairman of the Cottingham Parish Council