

Cottingham Parish Council



MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM
7PM ON THURSDAY 19TH SEPTEMBER 2024

PRESENT: Councillors: Casson, Booth, Duke, Jump, Kemp, Marten and Ward
 Clerk: Price
 PC M Batch, Humberside Police
 9 members of the public

4013 DECLARATIONS OF INTEREST

Councillor Duke declared a non-pecuniary interest in minute 4030 insofar as a family member was an applicant for a grant.

4014 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Graves, Longbottom and Stubbs.

Resolved: that apologies be noted

4015 TO RECEIVE LOCAL POLICING REPORT

4015.1 PCSO Dale had submitted a report showing crimes in the previous month. PC Mike Batch attended the meeting and reported that there had been an increase in anti-social behaviour in relation to motorcycles and shop thefts. There had been some success with arrests but sentences had been suspended. Members expressed disappointment about the leniency of sentences and proposed to write to Diana Johnson MP and the PCC to express their concerns.

PC Batch reported that due to the school holidays he had not yet started work with Cottingham High School.

Resolved: that the report be noted.

4016 PUBLIC QUESTIONS

No questions had been submitted.

4017 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 4017.1 Planning Committee held on 16 July 2024
- 4017.2 Full Parish held on 18 July 2024
- 4017.3 Personnel Committee held on 24 July 2024

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

Tel : 01482 847623 E-mail : clerk@cottinghamparishcouncil.gov.uk

Website: www.cottinghamparishcouncil.org.uk

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

- 4017.4 Finance Committee held on 24 July
- 4017.5 Allotments Committee held on 25 July 2024
- 4017.6 Events Working Party held on 30 July 2024
- 4017.7 Extraordinary Full Parish held on 1 August 2024
- 4017.8 Planning Committee held on 6 August 2024
- 4017.9 Planning Committee held on 27 August 2024
- 4017.10 Events Working Party held on 28 August 2024
- 4017.11 Extraordinary Full Parish held on 28 August 2024
- 4017.12 Car Parking Charges Working Group held on 28 August 2024
- 4017.13 Personnel Committee held on 30 August 2024
- 4017.14 Environment Working Group held on 2 September
- 4017.15 Neighbourhood Plan Steering Group held on 2 September 2024

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

- 4018 TO AGREE THE PARISH COUNCIL'S RESPONSE TO THE CONSULTATION ON THE REFORM OF THE NATIONAL PLANNING POLICY FRAMEWORK

Resolved: that the Neighbourhood Plan Steering Group's comments be submitted as the response of the Parish Council.

- 4019 TO REVIEW THE PARISH COUNCIL'S FINANCIAL REGULATIONS

4019.1 The Clerk reported that the Financial Regulations had been reviewed by the Finance Committee and updated to reflect the revised NALC model policy. A Councillor suggested that all references to Clerk should be Clerk/RFO for consistency.

Resolved: that with amendments to refer to Clerk/RFO throughout the document, the Parish Council's Financial regulations be agreed.

- 4020 TO REVIEW THE PARISH COUNCIL'S STANDING ORDERS

The Clerk reported that no amendments were proposed. A Councillor suggested removal of paragraph 3i which required that a questioner should stand to speak.

Resolved: that with the removal of paragraph 3i, the Parish Council's Standing Orders be agreed.

- 4021 TO AGREE A SAFEGUARDING POLICY

4021.1 The Clerk submitted a draft safeguarding policy for members' consideration.

Resolved: that the draft Safeguarding Policy be agreed.

- 4022 TO CONSIDER ADOPTING A BIODIVERSITY POLICY

4022.1 The Clerk referred to the requirement to have a biodiversity policy and submitted a model policy for members' consideration. It needed further work to make it appropriate for Cottingham.

Resolved:

- i. **that the draft policy be agreed, and**
- ii. **that the policy be referred to the Environment Working Group to develop further.**

4023 TO AGREE STAFFING POLICIES AND PROCEDURES

4023.1 The Clerk submitted revised staffing policies which had been reviewed in detail by the Personnel Committee. Members thanked the Committee and staff for their work on this.

Resolved: that the revised staffing policies and procedures be agreed.

4024 TO CONSIDER THE RISK ASSESSMENT FOR THE OLDER PEOPLE'S PARTNERSHIP

4024.1 The Clerk submitted a draft risk assessment which had been prepared for the Older People's Partnership event.

Resolved: that the Risk Assessment be agreed.

4025 TO CONSIDER THE RISK ASSESSMENT FOR THE CHRISTMAS FESTIVAL

4025.1 The Clerk submitted a draft risk assessment which had been prepared for the Christmas Festival.

Resolved: that the Risk Assessment be agreed.

4026 TO RECEIVE AN UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE JULY AND AUGUST PAYMENTS

4026.1 The Clerk submitted a report setting out details of the financial position of the Council.

Resolved:

- i. **that the schedules showing receipts and payments made during July and August 2024 be approved, and**
- ii. **that Cllrs confirmed sight of the monthly bank reconciliations.**

4027 TO RECEIVE THE NOTICE OF CONCLUSION OF AUDIT

4027.1 The Clerk submitted the certificate of conclusion of audit received from the External Auditor⁵ and reported that no issues had been raised. Councillors thanked staff for their effective management of the Council's finances.

Resolved: that the report be noted.

4028 TO AGREE THE SCALE OF CHARGES FOR THE CHRISTMAS FESTIVAL

4028.1 The Clerk submitted a proposal from the Events Working Group regarding charges relating to shop frontages for the Christmas Festival.

Resolved:

- i. **that reservation of shop frontages for independent shops be free of charge, and**
- ii. **that the charges for non-independent shops be agreed at £50 to reserve their frontage and £84 to extend into the road.**

4029 TO CONSIDER APPLICATIONS FOR A SMALL GRANT

4029.1 A Caulfield - Hallowe'en House Hunt maps

Resolved: that a grant of £50 be agreed

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

Tel : 01482 847623 E-mail : clerk@cottinghamparishcouncil.gov.uk

Website: www.cottinghamparishcouncil.org.uk

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

4029.2 The Apple Tree Community Garden

Resolved: that a grant of £50 be agreed subject to evidence of agreement by ERYC to the proposed works.

4030 TO CONSIDER AN APPLICATION FOR A GRANT FROM COTTINGHAM LIGHTS (WEST END)

Councillor Duke declared a non-pecuniary interest in this item insofar as a family member was the applicant.

4030.1 Councillors discussed the application and sought information about other fund raising activities proposed by the applicant.

Resolved: that a grant of £6000 be agreed.

4031 TO CONSIDER QUOTATIONS FOR REINSTATING THE BMX TRACK

4031.1 The Clerk submitted a report setting out details of quotations received for the levelling and reseeding of the BMX track. Members discussed the facility and options for renovating it rather than removing it. The following issues were discussed: the need to promote youth facilities; future management arrangements if it was renovated; previous vandalism and security concerns; need to update CCTV coverage; potential costs of both renovating and managing the facility; a need to better understand demand for it and the status of the current lease arrangement.

Resolved:

- i. **that the cost of restoring the facility to a good condition be investigated;**
- ii. **that management costs be ascertained;**
- iii. **that the current status of the lease be checked;**
- iv. **that advice be sought from BMX professionals regarding the layout and design of the track, and**
- v. **that a questionnaire be produced to seek the views of young people on the facility.**

4032 TO CONSIDER QUOTATIONS FOR WINTER PLANTING

4032.1 The Clerk submitted details of process obtained for replanting baskets, village entrance planters, tubs and office planters, removing and disposing of summer planting and installing winter baskets. She also provided a cost for planting 8 railing planters.

Resolved: that the winter planting be agreed at a cost of £2605 with an additional £240 for the railing baskets.

4033 TO CONSIDER QUOTATIONS FOR REPAIRS TO ASSETS

4033.1 The Clerk submitted a list of assets requiring repair following members' inspections and a quotation for the work required.

Resolved: that with the exception of the noticeboard at the QE Memorial Gardens which does not belong to the Parish Council the proposed repairs be agreed.

4034 TO CONSIDER QUOTATIONS FOR REPAIRS TO OFFICE WINDOWS

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

Tel : 01482 847623 E-mail : clerk@cottinghamparishcouncil.gov.uk

Website: www.cottinghamparishcouncil.org.uk

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

The Clerk submitted a quotation received for the repair of office windows and painting of the exterior of the offices.

Resolved:

- i. **that the quotation be accepted and an order issued**
- ii. **that the contractor be asked to bitumen the inside of the gutters and clean the Velux windows**

4035 TO CONSIDER PARISH COUNCIL RESPONSE TO THE COUNCIL TAX SUPPORT SCHEME CONSULTATION

4035.1 The Clerk referred to a consultation being carried out by ERYC relating to proposals to amend the Council Tax Support Scheme.

Resolved: that Councillors will respond on an individual basis.

4036 TO CONSIDER COMPLAINTS OF ODOURS FROM BLOWWISE

4036.1 The Clerk reported on a number of complaints received from residents about the recent increase in odour. Councillors referred to the quarterly meetings with Wastewise which they attended. It was noted that: there had been a small fire at the site in August which had caused the increase in odour, which would persist for some time; social media communication would be improved; options were being investigated to deal with leachate; complaints are being monitored by an independent company and all EA requirements have been addressed. Councillors welcomed the attendance at the meeting of Emma Hardy MP.

Resolved: that the report be noted.

4037 TO RECEIVE AN UPDATE ON THE MEMORIAL GARDENS AND QE MEMORIAL GARDEN

4037.1 Councillors referred to recent work carried out at the Memorial Gardens and noted that further cutting back was required at the front of the gardens which would be in addition to the current contract which was only for maintenance. A leaflet had recently been delivered to local residents seeking volunteers for a Friends Group.

4037.2 Councillors referred to a recent work group that had undertaken work at the QE Memorial Garden. Their work was much appreciated and had made a visible difference to the Garden. Bulb planting was planned and a memorial tree was to be planted in the autumn.

Resolved: that the report be noted.

4038 TO CONSIDER A REQUEST FROM THE HULL ASTRONOMICAL SOCIETY TO USE THE MEMORIAL GARDENS

4038.1 The Clerk referred to a request to use the Memorial Gardens for a meeting of the Hull Astronomical Society in February 2025 as part of National Astronomical Week.

Resolved: that permission be granted.

4039 TO RECEIVE AN UPDATE ON THE RECREATIONAL SURVEY

4039.1 The Clerk submitted a report which had been produced by Geraldine Mathieson summarising the outcome of the recent recreational survey and comparing it with a similar

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

Tel : 01482 847623 E-mail : clerk@cottinghamparishcouncil.gov.uk

Website: www.cottinghamparishcouncil.org.uk

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

report in 2020. There had been a lower response rate in 2024 and some answers differed from the previous survey.

Resolved:

- i. that Geraldine Mathieson be thanked for undertaking the analysis of the results
- ii. that the results be included on the Parish Council's website
- iii. that the survey be shared with ERYC to support allocation of S106 funds, and
- iv. that a meeting be requested with ERYC officers to discuss potential actions arising from the survey.

4040 TO RECEIVE AN UPDATE ON THE PARISH COUNCIL'S STRATEGIC PLAN

4040.1 The Clerk submitted a report setting out actions against the Parish Council's agreed priorities and highlighted the need to agree priorities for 2025/26. Councillors referred to the need to focus on the agreed priorities and to recognise the implications of new projects on staff workloads. A Councillor referred to the Shopwatch signs and expressed disappointment that the Parish Council was not included.

Resolved:

- i. that a meeting of the Strategic Plan Working Group be convened to discuss priorities for 2025/6, and
- ii. that the Clerk checks who produced the Shopwatch signage.

4041 TO RECEIVE AN UPDATE ON THE TOWN CENTRE PROJECT

4041.1 The Clerk submitted a report prepared by the Town Centre Officer outlining actions taken to date including recent and planned events.

Resolved: that the Town Centre Officer be thanked for her work on this project.

4042 TO RECEIVE AN UPDATE ON POSSIBLE SITES FOR A COTTINGHAM BEACON

4042.1 A Councillor reported that they had visited the Yorkshire Water site and had concluded it was now too overgrown to be suitable. Members discussed the possibility of using KGV but agreed to wait until the situation with the BMX track was clarified.

Resolved: that no further action be taken at this time.

4043 REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

No reports were submitted.

4044 TO RECEIVE REPORTS FROM ERYC WARD COUNCILLORS

4044.1 Councillor Cantrell had submitted her apologies for the meeting but had reported that she continued to work with Shopwatch.

4044.2 Councillor Duke referred to work in relation to licensing, safer and stronger communities and housing issues as well as Wastewise and traffic issues in relation to The Paddock.

4044.3 Councillor Casson referred to visits to Bridlington in relation to housing developments, Neighbourhood Planning consultation on behalf of the Parish Council, potential impact of the proposed changes to the National Planning Policy Framework, the

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

Tel : 01482 847623 E-mail : clerk@cottinghamparishcouncil.gov.uk

Website: www.cottinghamparishcouncil.org.uk

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

effects of Storm Lily, relocation of telegraph poles due to access issues for farm vehicles and line marking on Linden Avenue.

4044.4 Councillor Redshaw referred to the online parking survey relating to Castle Hill Hospital, dog fouling complaints, a request for the speed limit on Eppleworth Road to be reduced to 40mph between Cottingham and Eppleworth, Flooding on Dunswell Lane, graffiti, repairs to the EV charger at the Co-op proposed visit to the A164 works with Councillor Duke and pedestrian signage on Millhouse Woods Lane.

Resolved: that the reports be noted.

4045 TO DISCUSS RECEIVED CORRESPONDENCE

No correspondence had been received

4046 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

Items for next meeting:

- Distribution of papers
- Speed Matrix Signage

4047 EXCLUSION OF PRESS AND PUBLIC

Resolved: that the public and press be excluded from the Meeting for the consideration of the following matters 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.

4048 TO CONSIDER ARRANGEMENTS FOR THE REVIEW OF THE LEASE FOR 7 & 8 THE COTTAGES

4048.1 The Clerk submitted a report regarding the review of the lease for 7 & 8 The Cottages setting out options for the Council's consideration.

Resolved: that option 3 be pursued.

4049 TO CONFIRM THE COMPLETION OF THE TOWN CENTRE OFFICER'S PROBATIONARY PERIOD

4049.1 the Clerk reported that the Town Centre Officer had now successfully completed their probationary period.

Resolved: that the Town Centre Officer be confirmed in post.

There was no other business and the Meeting closed at 9.15pm

Signed Chairman of the Cottingham Parish Council