

Cottingham Parish Council



FULL PARISH MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM
7:00PM ON THURSDAY 18th APRIL 2024

PRESENT: Councillors: Casson (Chairman), Cantrell, Duke, Kemp, Marten, Jump, Longbottom, Stubbs & Booth
Clerks: N Pape/J Price
2 members of the public present/1 member of the public via Microsoft Teams

3896 DECLARATIONS OF INTEREST

There were no declarations of interest.

3897 TO RECEIVE AND APPROVE APOLOGIES

Apologies received from Cllrs Graves & Ward

Resolved: that apologies be noted and accepted

3898 TO RECEIVE THE LOCAL POLICING REPORT

A PCSO was not available to attend the meeting and the recent crime statistics had not been sent to the office for Cllrs to discuss.

Cllrs requested the office contact PSCO Mike Dale to request 6-12 month rolling data of incidents solved.

Resolved: that the parish office request 6-12 month rolling data of incidents solved.

3899 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 a request for additional street lighting on a cut-through from Southwood Avenue and the provision of litter bins on Bricknell Avenue.

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3900 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 3900.1 Extraordinary Meeting of the Parish Council held on 12th March 2024
- 3900.2 Planning Committee meeting held on 12th March 2024
- 3900.3 Events Working Party meeting held on 18th March 2024
- 3900.4 D-Day Working Group meeting held on 21st March 2024
- 3900.5 Full Parish Council meeting held on 21st March 2024
- 3900.6 Planning Committee meeting held on 2nd April 2024
- 3900.7 Personnel Committee meeting held on 9th April 2024

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

Finance Issues

3901 TO RECEIVE AN UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND MARCH PAYMENTS

In advance of the meeting the Clerks had circulated details of the financial position of the Council, the Clerks answered questions raised by Cllrs.

Resolved:

- i. **proposed by Councillor Marten, seconded by Councillor Duke and agreed unanimously that the schedules showing receipts and payments made during the month of March 2024 be approved, and**
- ii. **that the monthly bank reconciliations be approved.**

3902 TO CONSIDER A QUOTATION FOR INSURANCE COVER FOR 2024-25

Clerk Pape informed Cllrs the insurance policy with Zurich was due for renewal on 12th May 2024, the Parish Council had agreed to a 3year tenure commencing May 2023. The office was still awaiting a quote, Cllrs resolved to delegate power to the Clerks to take out the appropriate cover

Resolved: that the Clerks be delegated power to take out the appropriate cover.

3903 TO CONSIDER APPLICATION FOR GRANTS

3903.1 Cottingham Market Co-operative

A small grant application of £50 had been submitted to buy items for the D-Day celebration on 6th June 2024, Cllr approved the grant

Resolved: that the £50 small grant application be approved.

Governance Issues

3904 TO CONSIDER APPOINTMENTS TO COMMITTEES/WORKING GROUPS

3904.1 Personnel Committee – 1 vacancy

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Resolved: that Cllr Jump be appointed to the Personnel Committee for the remainder of the municipal year.

3904.2 Neighbourhood Plan Working Group

Resolved: that Cllr Longbottom be appointed to the Neighbourhood Plan Working Group for the remainder of the municipal year.

3905 UPDATE ON STRATEGIC PLAN

3905.1 Clerk Price gave an update on the Strategic Plan, recent focus had primarily been organising the Network Evening on 17th April 2024.

Events

3906 TO CONSIDER UPDATE ON SPECIAL EVENTS INSURANCE

Clerk Price reported that the office was still awaiting a quote, the quote had been referred to the underwriters at Zurich due to the high number of visitors expected to attend Cottingham Day. Cllrs resolved to delegate power to the Clerks to take out the appropriate cover, but dependant on costs Council may need to review the Cottingham Day budget.

Resolved: that the Clerks be delegated power to take out the appropriate cover

3907 TO PROVIDE AN UPDATE FROM THE EVENTS SAFETY ADVISORY GROUP

Clerk Pape reported the Clerks, Administration Assistant and a member of the Events Working Party had attended a meeting with the East Riding Events Safety Advisory Group (ESAG) on 18th April 2024, the Cottingham Day Event Management Plan had been reviewed and was deemed satisfactory. As the members of the Emergency Services were not available to attend the meeting, the Chair of ESAG was to arrange a representatives of the Police Counter -Terrorism, Yorkshire Ambulance Service and Humberside Fire Brigade to contact the office to submit any comments on the Event Management Plan.

3908 TO CONSIDER QUOTATION FOR THE PROVISION OF:

3908.1 Additional toilets

Clerk Pape reported that a quote had been obtained to hire portable toilet facilities at Cottingham Day; costs for 3 unisex units, 1 disabled unit and an attendant 9am – 5pm being £554 plus vat.

3908.2 Additional security barriers

Clerk Pape reported that, as a condition of obtaining Special Events Insurance, the office had been advised that it was necessary to hire anti-terrorism barriers, costs being £2000

3908.3 Electricity supply for traders

Clerk Pape reported that it was necessary to hire qualified electricians to connect/disconnect electricity from the generators to traders' appliances, an electrician was also required to stay on site for the duration of Cottingham Day; quotes received to date varied up to £7212.

Clerk Pape informed Cllrs of the projected costs/income for Cottingham Day, Cllrs agreed the budget be increased from £5000 to £10,000. If expenditure was likely to exceed projected costs the event would be cancelled.

Resolved: that the Cottingham Day budget be increased from £5000 to £10,000 – the event would be cancelled if expenditure would exceed projected costs.

3909 TO UPDATE ON PROPOSED D-DAY CELEBRATIONS

Clerk Pape provided an update from the Cottingham Market Co-operative; as the British Legion were unavailable to volunteer with making up the picnic boxes or seating people at the tables on arrival it was requested that Cllrs assist with these tasks. It was agreed that Cllrs Kemp, Jump, Marten, Casson and Duke would assist at the D-Day Celebrations.

Resolved: that Cllrs Kemp, Jump, Marten, Casson and Duke would assist at the D-Day Celebrations.

Village Issues

3910 TO CONSIDER A DRAFT BLUE PLAQUE POLICY

Clerk Price had distributed a draft blue plaque policy in advance of the meeting, Cllrs resolved to adopt the policy once a few minor amendments had been made.

Resolved: that the blue plaque policy be adopted following some minor amendments.

3911 TO DISCUSS PROPOSALS FOR A "FAIRY DOOR" TRAIL

3911.1 Cllr Marten proposed the Parish Council initiate a "Fairy Door" Trail on various trees within the village, local schools to be invited to participate by painting the doors, the Parish Council would then varnish the doors. Cllrs were in agreement, suggested locations for the doors included KGV woodland, Snuff Mill Lane, Dene Wood and Grandad's Park. Cllr Stubbs proposed that Cottingham Open Gardens also be included within the trail. It was suggested that the office contact Worklink for costings to produce the doors and that local schools be invited to apply for a £50 small grant towards the costs of the doors. The office will contact ERYC to seek permission for the doors to be placed on trees.

Resolved:

- i. that the Parish Office contact ERYC to seek permission for fairy doors to be placed on located trees.**
- ii. that the Parish Office contact Worklink for costings to produce the doors.**
- iii. that the Parish Office contact local schools to invite participation.**

3912 UPDATE ON QUEEN ELIZABETH MEMORIAL GARDEN

3912.1 Cllr Casson reported that he, along with the Priory Ward Cllrs, had met some of residents volunteering to help with the Queen Elizabeth Memorial Gardens on 8th April 2024. A discussion had taken place regarding the future maintenance of the garden and it had been suggested that some of the £260 donated by residents be used to purchase a hedge cutter and gardening tools.

Clerk Price informed Cllrs that permission must be sought from East Riding Council prior to any works taking place.

3912.2 Cllr Duke reported that he had arranged a meeting with Worklink for 24th April to discuss the costs of plants for the Memorial Gardens.

3913 UPDATE ON VILLAGE PLANTERS AND TUBS

3913.1 Cllr Marten reported that Cllr Ward had suggested planters be placed on the South Street railings. Cllrs discussed other potential planter locations and it was agreed that Cllrs send further suggestions to the Clerks for discussion at a future meeting. Cllrs also suggested that local businesses be contacted to gauge interest in adopting the planters.

Resolved:

- i. that Cllrs send suggested planter locations to the Parish Office.**
- ii. that local businesses be contacted to gauge interest in adopting the planters.**

3914 TO CONSIDER A QUOTATION FOR REPAIRS TO THE BUS SHELTER ON THE PARKWAY

3914.1 Clerk Pape reported that a quote had been received to install three polycarbonate windows to the existing bus shelter; £353 materials, £260 labour – total £613. Cllrs approved the quote.

Resolved: that the quote of £613 to repair the bus shelter on The Parkway be approved.

3915 TO CONSIDER A QUOTATION FOR REPAIRS TO THE CYCLE RACK ON MARKET GREEN

3915.1 Clerk Pape reported that a quote had been received to remove the damaged Perspex and replace with polycarbonate; £246 materials, £120 labour – total £366. Cllrs approved the quote.

Resolved: that the quote of £366 to repair the cycle rack on Market Green be approved.

3916 TO DISCUSS BMX TRACK AT KGV

3916.1 Clerk Pape reported that the Chair of KGV Cottingham Community Trust had contacted the office expressing concerns regarding anti-social behaviour in the vicinity of

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the BMX track, the KGV Trust held funds left from the project which could be used to return the track to ground level. Cllrs discussed the current Parish Council lease on the BMX track, Cllrs agreed the lease be surrendered with the Parish Council paying the backdated rent costs. If the funds held by KGV Trust funds did not meet the cost of flattening the track, the Parish Council would meet the shortfall.

Resolved: that the Parish Council surrender the lease on the BMX track with the Parish Council paying the backdated rent costs and any shortfall in the costs to level the track.

3917 UPDATE ON REQUEST FOR ADDITIONAL LITTER BINS

3917.1 Clerk Pape reported that she had contacted East Riding Council to seek authorisation to place additional litter bins outside the Memorial Gardens on Hallgate, within Grandad's Park and on the lamppost of the bus stop at The Lawns. Whilst East Riding Council had granted authorisation, costs per bin were £364.99 plus vat with an additional installation fee of £115 plus vat – total £479.99 plus vat. The 2024/2025 budget for litter bins had been set at £750. Cllrs requested that a request be sent to East Riding Council to ascertain the usage of existing bins located around the Memorial Gardens, Grandad's Park, Northgate, Harland Way and the Bricknell Avenue/Hull Road/Strathcona Avenue area.

Resolved: that the parish office contact East Riding Council to request information figures on existing bin usage.

3917.2 Cllrs agreed the litter bin budget be reviewed for 2025/2026

Resolved: that the litter bin budget be reviewed for 2025/2026

3918 REPRESENTATIVES TO OUTSIDE ORGANISATIONS

There was nothing to report.

3919 TO RECEIVE REPORT FROM ERYC WARD COUNCILLORS

3861.1 Cllr Duke reported on: Neighbourhood Watch, Community Payback scheme, crime figures and devolution issues.

3861.2 Cllr Redshaw reported on: telecom poles, potholes, fly tipping, KGV playground equipment, electric vehicle charging points, the A1079 overnight closures, devolution issues and the Peartree Hill Solar Farm consultation.

3861.3 Cllr Casson reported on: village entrance planters, potholes and issues arising from Asian hornets.

3861.4 Cllr Cantrell reported on: Shop Watch, a School Strategy Plan meeting, blocked sewer on Harland Way, and new bus service 18.

3920 TO DISCUSS RECEIVED CORRESPONDENCE

3920.1 Clerk Pape reported that Planning Application 24/000024/PLF (Erection of single storey extension and construction of dormer windows to rear following removal of existing

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extension, erection of detached outbuilding in rear garden, construction of brick wall with railings and brick pier up to 1m in height along front boundary and installation of replacement windows - AMENDED PLANS. 72 South Street, Cottingham HU16 4AT) required a consultee comment by 18th April 2024.
Cllrs recommended the application be approved.

Resolved: that the Parish Council recommend Planning Application 24/000024/PLF be approved.

3920.2 Clerk Pape reported that Kingfisher Media had enquired if the Parish Council were interested in advertising in their 2024-2025 guide, costs being £695 & VAT £350 & VAT Cllrs agreed that previous advertising had not proven value for money and decided not to place an advert in the 2024-2025 guide.

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

3920.3 Cllrs discussed questions to be put forward at the pre-planning meeting scheduled for 23rd April 2024.

3921 MEMBERS POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

3921.1 Cllr Casson thanked the office staff for organising the Network Evening held on 17th April 2024, thanks were also extended to the Co-operative supermarket for proving refreshments.

3921.2 Cllr Jump reported that East Riding Council were offering free Wi-Fi facilities in Beverley town centre and asked if it could be pursued for Cottingham.

Items for next meeting:

- Update on Memorial Gardens**
- Update on village litter bins**
- Update on D-Day celebrations**
- Update on Strategic Plan**

There was no other business and the Meeting closed at 8.37pm

Signed
Chairman of the Cottingham Parish Council