

Cottingham Parish Council



To Members of Cottingham Parish Council

11 September 2024

Dear Councillor,

Meeting of the Council

I hereby summon you to attend the Annual Meeting of the Council, which will be held at the Parish Council Office, 9 The Cottages, Cottingham at **7pm on Thursday 19th September 2024**. **Please note there will be a pre-meeting for Parish Councillors at 6.30pm, this will not be open to the public.** Meetings are open to members of the public and can be joined remotely via Microsoft teams using Meeting ID: 351 061 635 740 Passcode: dZKsaf.

J Price

Jane Price, Clerk to Cottingham Parish Council

All mobile phones and other electronic devices should be switched to mute and only used to facilitate this meeting. The public are welcome to attend but are only permitted to speak with the Chair's permission. Parish Council Meetings are meetings held in public, not public meetings.

The Business to be transacted is as follows:

1. Declarations of Interest

- 1.1. To record declarations of interest by any member of Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- 1.2. To note dispensations given to any member of the Council in respect of the agenda items listed below

2. To receive & approve apologies

3. To receive local Policing report

4. 10-minute Public Session (The Parish Council will respond to questions submitted in advance of the meeting by members of the public)

5. To confirm, adopt, and sign the Minutes/Notes

- 5.1. Planning Committee held on 16 July 2024
- 5.2. Full Parish held on 18 July 2024
- 5.3. Personnel Committee held on 24 July 2024
- 5.4. Finance Committee held on 24 July
- 5.5. Allotments Committee held on 25 July 2024
- 5.6. Events Working Party held on 30 July 2024
- 5.7. Extraordinary Full Parish held on 1 August 2024

- 5.8. Planning Committee held on 6 August 2024
- 5.9. Planning Committee held on 27 August 2024
- 5.10. Events Working Party held on 28 August 2024
- 5.11. Extraordinary Full Parish held on 28 August 2024
- 5.12. Car Parking Charges Working Group held on 28 August 2024
- 5.13. Personnel Committee held on 30 August 2024
- 5.14. Environment Working Group held on 2 September
- 5.15. Neighbourhood Plan Steering Group held on 2 September 2024

6. To agree the Parish Council's response to the consultation on the Reform of the National Planning Policy Framework

Governance Matters

- 7. To review the Parish Council's Financial Regulations**
- 8. To review the Parish Council's Standing Orders**
- 9. To agree a Safeguarding Policy**
- 10. To consider adopting a Biodiversity Policy**
- 11. To agree Staffing Policies and Procedures**
- 12. To consider the risk assessment for the Older People's Partnership**
- 13. To consider the risk assessment for the Christmas Festival**

Financial Matters

- 14. To receive update on the financial position of the Council, review budget, and approve July and August payments**
- 15. To receive the notice of conclusion of audit**
- 16. To agree the scale of charges for the Christmas Festival**
- 17. To consider applications for a small grant**
 - 17.1. A Caulfield**
 - 17.2. The Apple Tree Community Garden**
- 18. To consider application for a grant from Cottingham Lights (West End)**
- 19. To consider quotations for reinstating BMX track**
- 20. To consider quotations for winter planting**
- 21. To consider quotation for repairs to assets**
- 22. To consider quotations for repairs to office windows**

Administration

- 23. To consider Parish Council response to the Council Tax Support Scheme Consultation [Council tax support review \(eastriding.gov.uk\)](http://Council%20tax%20support%20review.(eastriding.gov.uk))**

- 24. To consider complaints of odours from Biowise/Ashcourt**
- 25. To receive an update on Memorial Gardens and QE Memorial Gardens**
- 26. To consider a request from the Hull Astronomical Society to use the Memorial Gardens**
- 27. To receive an update on the Recreational Survey**
- 28. To receive an update on the Parish Council's Strategic Plan**
- 29. To receive an update on Town Centre project**
- 30. To receive an update on possible sites for a Cottingham Beacon**
- 31. To receive reports from representatives to outside organisations**
- 32. To receive reports from ERYC Ward Councillors**
- 33. To discuss received correspondence**
- 34. Members' Points of Information and agenda items for next meeting (discussion items only)**
- 35. Exclusion of Press and Public**

It is recommended 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.
- 36. To consider arrangements for the review of the lease for 7 & 8 The Cottages**
- 37. To confirm the completion of the Town Centre Officer's probationary period.**