Cottingham Parish Council



#### **MEETING OF COTTINGHAM PARISH COUNCIL**

##### **HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM**

**7PM ON THURSDAY 17TH OCTOBER 2024**

**PRESENT:** Councillors: Casson, Booth, Jump, Marten, Kind and Ward

Clerk: Pape

2 members of the public present/1 member of the public on Microsoft Teams

4050 DECLARATIONS OF INTEREST

There were no declarations of interest

4051APOLOGIES FOR ABSENCE

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

**Resolved: that apologies be noted.**

4052 TO RECEIVE LOCAL POLICING REPORT

4015.1 The Clerk distributed a report showing crimes in the previous month; Cllrs requested comparative data to the previous year, enquired when the crime bus would next be available on a Thursday market day and enquired if the police could offer door/window catches to members of the public. The Clerk reported that PCSO Gary Gowan was the new contact for Cottingham; he will be on regular village patrol and will be the liaison officer for Cottingham High School.

**Resolved: that the report be noted.**

4053 PUBLIC QUESTIONS

No questions had been submitted.

4054 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

4054.1 Blue Plaque Assessment Panel held on 17th September 2024

4054.2 Planning Committee held on 17th September 2024

4054.3 Full Parish held on 19th September 2024

4054.4 Events Working Party held on 24th September 2024

4054.5 Neighbourhood Plan Steering Group held on 30th September 2024

4054.6 Car Parking Review Working Group held on 1st October 2024

4054.7 Planning Committee held on 1st October 2024

4054.8 Finance Committee held on 2nd October 2024

4054.9 Personnel Committee held on 2nd October 2024

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

4055 TO AGREE THE PARISH COUNCIL’S RESPONSE TO THE EAST RIDING LOCAL PLAN UPDATED PROPOSED MODIFICATIONS CONSULTATION

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

4056 TO CONSIDER ADOPTING A HABITUAL AND VAXATIOUS COMMUNICATIONS POLICY

4056.1 The Clerk submitted a draft Habitual and Vexatious Communications Policy for members’ consideration.

**Resolved: that the draft Habitual and Vexatious Communications Policy** **be agreed.**

4057 TO CONSIDER ADOPTING A MENOPAUSE POLICY

4057.1 The Clerk submitted a draft Menopause Policy for members’ consideration.

**Resolved: that the draft Menopause Policy** **be agreed.**

4058 TO CONSIDER SIGNING UP TO THE CIVILITY & RESPECT PLEDGE

4058.1 The Clerk submitted a copy of the Civility & Respect Pledge.

**Resolved: that the Parish Council sign up to the Civility & Respect Pledge.**

4059 TO CONSIDER AMENDMENTS TO THE MEMBER OFFICER PROTOCOL

4059.1 The Clerk submitted a copy of the current office Member/Officer Protocol along with a copy of the Civility & Respect model Councillor/Officer Protocol.

**Resolved: that, with 2 insertions from the current office Member/Officer** **Protocol, the model Civility & Respect Councillor/Officer Protocol be adopted**

4060 TO CONSIDER EVENTS CANCELLATION PROCEDURE

4060.1 Councillors discussed the eventualities in which Cottingham Day and the Christmas Festival would be cancelled. It was agreed that the Clerks, Administration Assistant and Richard Moverley (Events Working Party Co-opted member) would meet 24 and 48 hours prior to the events to discuss issues arising, and would decide if it was necessary for the upcoming event to be cancelled. Traders will be advised that they will be contacted by the office prior to the events to advise if the upcoming event has been cancelled

**Resolved: that the Clerks, Administration Assistant and Richard Moverley (Events Working Party Co-opted member) will decide if an event is to be cancelled**

4061 TO CONSIDER APPOINTING COUNCILLOR KIND TO THE FINANCE COMMITTEE

4061.1 It was proposed by Councillor Jump, seconded by Councillor Casson and agreed unanimously that Cllr Kind be appointed to the Finance Committee for the remainder of the 2024/25 Municipal Year.

**Resolved: that Councillor Kind be appointed to the Finance Committee for the remainder of the 2024/25 Municipal Year.**

4062 TO CONSIDER APPOINTING COUNCILLOR KIND TO THE PERSONNEL COMMITTEE

4062.1 It was proposed by Councillor Marten, seconded by Councillor Graves and agreed unanimously that Cllr Kind be appointed to the Personnel Committee for the remainder of the 2024/25 Municipal Year..

**Resolved: that Councillor Kind be appointed to the Personnel Committee for the remainder of the 2024/25 Municipal Year**

4063 TO CONSIDER TRAINING PLAN FOR COUNCILLORS

4063.1 The Clerk reported that the skills audit recently completed by a number of Councillors had indicated 4 main areas of training required:

1. Emergency Planning

2. Data Protection/GDPR/FOI

1. Planning
2. Corporate Risk Register

The Clerk had distributed a list of available training courses, Councillors will advise the office of training courses they wish to attend.

**Resolved: that Councillors advise the office of training courses they wish to attend**.

4064 TO CONSIDER ERYC REVIEW OF POLLING STATIONS, POLLING DISTRICTS AND POLLING PLACES

4064.1 Councillors considered the review and confirmed they supported the proposals for Cottingham. Councillors requested the Clerk contact ERYC Electoral Services to request data regarding the percentage of Cottingham residents signed up for postal votes and the percentage of those with postal votes that voted at the last local election in 2023.

**Resolved:**

1. **that Councillors supported the proposals of the review for Cottingham;**
2. **that the Clerk contact ERYC Electoral Services to request postal vote data**

4065 TO RECEIVE AN UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE SEPTEMBER PAYMENTS

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

**Resolved:**

1. **that the schedules showing receipts and payments made during September 2024 be approved, and**
2. **that Cllrs confirmed sight of the monthly bank reconciliations.**

4066 TO CONSIDER ALLOTMENT PLOT FEES 2025

4028.1 The Clerk reported that the Finance Committee, with the approval of the Cottingham Northgate Allotment Association, proposed that the 2025 allotment plot fees be £45 per plot, fees for 2023 and 2024 has been £42. Councillors agreed unanimously that the allotment plot fees be increased to £45 for 2025.

**Resolved: that allotment plot fees 2025 be set at £45 per plot.**

4067 TO CONSIDER QUOTE FOR MEMORIAL GARDENS HEDGE PRUNING

4067.1 The Clerk submitted a quote of £435 & vat to reduce the height of the Hallgate Memorial Gardens hedge along the front fence/gates and remove arisings, Councillors approved the quote.

**Resolved: that a quote of £435 & vat be approved to reduce the height of the Hallgate Memorial Gardens hedge along the front fence/gates and remove arisings.**

4067.2 The Clerk submitted a quote of £50 & vat to hard prune the roses within the Hallgate Memorial Gardens.

**Resolved: that a quote of £50 & vat be approved to hard prune the roses within the Hallgate Memorial Gardens.**

4067.3 The Clerk submitted a quote of £592 & vat to remove the old plants, rake over and supply & plant new bedding plants within the central circle of the Hallgate Memorial Gardens, Councillors approved the quote.

**Resolved: that a quote of £592 & vat be approved to remove the old plants, rake over and supply & plant new bedding plants within the central circle of the Hallgate Memorial Gardens.**

4068 TO AGREE SPECIFICATIONS FOR HALLGATE MEMORIAL GARDENS MAINTENANCE CONTRACT 2025

4068.1 The Clerk submitted a quote of £162.75 & vat per month (March-October 2025) to cut the grass fortnightly, prune the hedges mid-season & winter and general weed control, including weeding of the central circle; Councillors approved the quote.

**Resolved: that a quote of £162.75 & vat per month (March-October 2025) to cut the grass fortnightly, prune the hedges mid-season & winter and general weed control, including weeding of the central circle,** **be approved.**

4068.2 The Clerk submitted a quote of £621.60 & vat, twice a year in 2025, to remove the old plants, rake over and supply & plant new bedding plants within the central circle of the Memorial Gardens, Councillors approved the quote.

**Resolved: that a quote of £621.60 & vat, twice a year in 2025, be approved to remove the old plants, rake over and supply & plant new bedding plants within the central circle of the Memorial Gardens**

4069 TO CONSIDER QUOTE TO SUPPLY ROCK SALT TO LOCAL BUSINESSES

4069.1 The Clerk reported that in January 2024 local businesses had been offered a free bag of rock salt, 37 businesses had taken up the offer. A quote of £4.45 & vat per bag had been received from a local company to offer the service again, the salt would be delivered free of charge directly to the businesses. Councillors approved the quote, a letter will be sent to the local businesses offering one bag of rock salt free of charge; Cllr Jump & Marten will deliver the letters.

**Resolved: that that a letter be sent to local businesses offering bags of rock salt free of charge, Cllrs Jump & Marten will deliver the letters.**

4070 TO RECIVE AN UPDATE ON THE PARISH COUNCIL’S STRATEGIC PLAN

4070.1 The Clerk submitted a report setting out actions against the Parish Council’s agreed priorities and budget. It was noted that a meeting of the Strategic Plan Working Group had been scheduled for 20th November 2024 to discuss priorities for 2025/6.

**Resolved: that the report be noted and that a meeting of the Strategic Plan Working Group had been scheduled for 20th November 2024 to discuss priorities for 2025/6.**

4071 To RECEIVE AN UPDATE ON THE TOWN CENTRE PROJECT

4071.1 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.**

4072 TO DISCUSS VILLAGE PLANTER SHRUBS

4072.1 The Clerk reported that Cllr Ward had proposed removing the old shrubs from the planters located close to the Duke of Cumberland pub, replanting the tubs and also planting winter bedding plants underneath various street signs around the village. Councillors supported the proposals and agreed a budget of £300 for the purchase of plants.

**Resolved:**

1. **that the old shrubs be removed from the planters located close to the Duke of Cumberland pub**
2. **that a budget of £300 be approved to purchase plants.**

4073 TO CONSIDER DISTRIBUTION OF COUNCILLOR PAPERWORK

4073.1 The Clerk enquired if Councillors required a hardcopies of Full Parish Meeting documentation, an electronic version was presently sent to Councillors in advance of the meetings. Cllrs Casson & Kind confirmed they did not wish to receive hard copies; hardcopies of the documents, excluding draft minutes/notes, will be sent to Councillors with the process reviewed January 2025.

**Resolved: that, with the exclusion of Cllr Casson & Kind, Councillors will receive hardcopies of Full Parish meeting documentation, excluding draft minutes/notes; a review of the distribution of the paperwork will be undertaken January 2025.**

4074 REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

4074.1 Cllr Casson reported from a Men in Sheds meeting and provided an update on obtaining documentation from the Land Registry

4075 TO RECEIVE REPORTS FORM ERYC WARD COUNCILLLORS

4075.1 Councillor Casson referred to the Hull Road/Inglemire Lane zebra crossing, Castle Hill Hospital car parking issues, issues arising from leaves blocking gulleys, overgrown hedges and the cancellation of numerous ERYC Planning Committee meetings.

4075.2 Councillor Redshaw referred to the King George V playground facilities, Castle Hill Hospital car parking issues, the ERYC Car Parking Review panel, speeding issues on Eppleworth Road, blocked gulleys on Green Lane, Jock’s Lodge road improvements, King Street car park & Exeter Street fly tipping issues, graffiti within Grandad’s Park & Finkle Street snicket, overgrown hedges within Grandad’s Park, pedestrian signage on Millhouse Woods Lane and the request for a post-box at the Harland’s Garden/Poppy Fields estate.

**Resolved: that the reports be noted.**

4076 TO DISCUSS RECEIVED CORRESPONDENCE

No correspondence had been received

4077 MEMBERS’ POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

4077.1 Cllr Kind raised safety concerns regarding the location of the zebra crossing at Hull Road/Inglemire Lane, it was agreed to discuss the safety of zebra crossings within the village at the next Planning Committee meeting

4077.2 Cllr Kind provided an update regarding ongoing roadworks on Hull Road and surrounding streets

**There was no other business and the Meeting closed at 8.25pm**

Signed ……………….……………………………………. Chairman of the Cottingham Parish Council