

Cottingham Parish Council



MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM
7PM ON THURSDAY 21st NOVEMBER 2024

PRESENT: Councillors: Booth, Graves, Jump, Kemp, Longbottom, Marten, and Ward
Clerks: Pape/Price
5 members of the public present/4 members of the public on Microsoft Teams

4078 DECLARATIONS OF INTEREST

There were no declarations of interest

4079 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Casson and Kind.

Resolved: that apologies be noted.

4080 TO RECEIVE LOCAL POLICING REPORT

4081.1 The Clerk distributed a report showing crimes in the previous month; Councillors discussed nuisance motorcycles on Middledyke Lane, a reduction in shop theft, the definition of criminal damage and graffiti on various pieces of street furniture.

Resolved: that the report be noted.

4081 PUBLIC QUESTIONS

No questions had been submitted.

4082 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

4082.1 Planning Committee held on 15th October 2024

4082.2 Full Parish held on 17th October 2024

4082.3 Events Working Party held on 22nd October 2024

4082.4 Planning Committee held on 5 November 2024

Resolved: that, with an amendment to the minutes of Full Parish held on 17 October 2024, to reflect that Councillor Graves attended, all minutes/notes be adopted as a true record

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4083 TO MAKE APPOINTMENTS TO COMMITTEES AND WORKING GROUPS

- 4083.1 Allotments Committee
- 4083.2 Events Working Group
- 4083.3 Environment Working Group
- 4083.4 Friends of QE Memorial Gardens
- 4083.5 Neighbourhood Plan Steering Group

Resolved:

- i. **that Councillor Ward be appointed to the Allotments Committee**
- ii. **that Councillor Booth be appointed to the Events Working Group**
- iii. **that no appointment be made to the Environment Working Group or the Friends of QE Memorial Gardens pending the co-option of a new Councillor, and**
- iv. **that Councillor Marten be appointed to the Neighbourhood Plan Steering Group**

4084 TO ESTABLISH AN EMERGENCY RESPONSE SUB-COMMITTEE

4084.1 The Clerk referred to the update of the Parish Council's Emergency Plan and the Suggestions from Humber Emergency Planning that a standing sub-committee be established which could be activated at short notice of an emergency was declared.

Resolved:

- i. **that an Emergency Response Sub-committee be established with an initial membership of Councillors Jump, Kemp and Marten**
- ii. **that draft terms of reference be submitted to the next meeting, and**
- iii. **that due to a number of Councillors being absent, membership of the sub-committee be further considered at the next meeting of the Parish Council.**

4085 TO CONSIDER AN ERYC PROPOSAL FOR FLOOD WARDENS

4085.1 The Clerk submitted details of a proposal from Humber Emergency Planning for the appointment of Flood Wardens who could provide early warning of flooding, and provide support in an emergency. They would receive training and equipment from ERYC. The Clerk suggested that Flood Wardens should be drawn from communities that were most at risk of flooding as they would be more aware of emerging issues.

Resolved:

- i. **that the proposal to establish a group of Flood Wardens be supported, and**
- ii. **that Parish Councillors forward a list of areas they feel Flood Wardens would be most beneficial.**

4086 TO CONSIDER THE MHCLG CONSULTATION: ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCL AUTHORITY MEETINGS

4086.1 The Parish Council considered the questions in the consultation document and agreed a response to each question.

Resolved: that the Parish Council's responses be submitted to the MHCLG.

4087 TO RECEIVE AN UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE OCTOBER PAYMENTS

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4087.1 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 October 2024 be approved, and**
- ii. **that Cllrs confirmed sight of the monthly bank reconciliations.**

4088 TO CONSIDER THE DRAFT BUDGET FOR 2025-26

4088.1 The Clerk submitted details of the draft budget which had been discussed in an informal meeting with Councillors. Amendments had to be made to reflect discussions at that meeting and it was noted that costs associated with the BMX track were not yet known. As the tax base would not be known until late December the report would be resubmitted as a final draft in January along with the precept calculations.

Resolved: that the report be noted.

4089 TO CONSIDER A DE-MINIMUS AMOUNT FOR INCLUSION OF ITEMS ON THE COUNCIL'S ASSET REGISTER

4089.1 The Clerk referred to the Council's asset register and explained the basis for including items. It was suggested that items with a purchase cost of less than £100 should not be included. The Clerk reported that asset stickers had been purchased and would be attached to all Council assets to aid identification and management.

Resolved: that items with a purchase cost of less than £100 be excluded from the Council's asset register.

4090 TO CONSIDER A GRANT APPLICATION FROM HALLGATE AND KING STREET COTTINGHAM LIGHTS

4090.1 The Clerk submitted details of an application from the Hallgate and King Street Cottingham Lights. It included the cost of replacing one set of lights that were installed in the trees around Cottingham Green, which had originally been purchased directly by the Parish Council. The applicant attended and answered members' questions.

Resolved: that a grant of £7200 be agreed towards the Hallgate and King Street Cottingham Lights and the replacement of a set of tree lights to match the originals.

4091 TO CONSIDER ALLOTMENT WATER SURCHARGE 2025

4091.1 The Clerk reported that in previous years the Council has paid the first £500 of the water bill, with any excess being charged to the plot holders as a surcharge. This year the water bill was £393.30, but the Council has been advised by KGV that there is also an additional charge for waste, which is £429.24. The Parish Council has asked KGV to pursue a 'return to sewer allowance' which should remove this charge. The additional amount has not been paid pending a decision by the water company, and has not been recharged to plot holders.

Resolved:

- i. **that the report be noted, and**
- ii. **that no surcharge is made to plot holders for 2025.**

4092 TO CONSIDER QUOTATION TO PAINT RAILINGS, GATES AND LIGHTS AT THE MEMORIAL GARDENS

4092.1 The Clerk submitted a quotation for the painting of railings gates and light fittings at the Memorial Gardens. Councillors commented on the significant improvements that had been made at the gardens and felt that painting the railings would further improve the appearance of the gardens.

Resolved: that the quotation of £1870 for the painting of railings, gates and light fittings at the Memorial Gardens be approved.

4093 TO AGREE PRICES FOR THE HUMAN FRUIT MACHINE

4093.1 The Clerk referred to the proposal to have a human fruit machine at the Christmas Festival as it had been popular at an event in the summer. It was agreed that charges should be £1 per go, with proceeds being retained by the Parish council to cover the cost or prizes.

Resolved: that that charge for the Human Fruit Machine be agreed at £1 per go.

4094 TO NOTE THE NEW ENERGY TARIFF FROM 1 OCTOBER 2025

4094.1 The Clerk submitted details of a revised tariff that the Council has been offered from 1 October 2025 which will save approximately £800 over 12 months based on current usage.

Resolved: that the report be noted.

4095 TO NOTE THE STAFF PAY AWARD

4095.1 The Clerk submitted details of the recently agreed NJC pay award for information. The revised pay scales and back pay had been included in staff pay in October 2024.

Resolved: that the report be noted.

4096 TO CONSIDER QUOTATIONS FOR AN INDEPENDENT VALUATION OF MARKET RENT

4096.1 The Clerk reported that 4 organisations had been approached to provide a quotation for an independent valuation of market rent for the Council's commercial property. Only one organisation had provided a quote.

Resolved: that the quotation of £350 + VAT from Garness Jones for the provision of a independent assessment of market rent be accepted.

4097 TO DISCUSS PROPOSALS FOR COTTINGHAM IN BLOOM

Councillor Ward reported on discussions he had had with the Town Centre Officer with the aim of launching Cottingham in Bloom in 2025. It was proposed to focus on the station and then build on this for further years. Permissions were being sought from businesses at the station and from Network Rail. It was also proposed to visit other local schemes to identify best practice.

Resolved: that the report be noted.

4098 TO RECEIVE AN UPDATE ON THE PARISH COUNCIL'S STRATEGIC PLAN

4098.1 The Clerk submitted a report setting out actions against the Parish Council's agreed priorities and budget. She reported that the Strategic Plan Working Group had met and had identified proposals for priorities and actions for 2025/6. These would be submitted to the Full Parish meeting in January 2025.

Resolved: that the report be noted and that priorities for 2025/6 are considered at the meeting of the Parish Council in January 2025.

4099 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, including arrangements for a late night opening on 12 December and a green event in the spring of 2025.

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

4100 REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

No reports had been received.

4101 TO RECEIVE REPORTS FROM ERYC WARD COUNCILLORS

4101.1 Councillor Cantrell had submitted a written report which referred to booking arrangements at doctors' surgeries, complaints considered by the Standards Committee, parking around schools and Castle Hill hospital, speeding on Golf Links Road, Wastewise odours, reduction in shop thefts, reduction in opening hours of the Registrar and proposals for Internal Drainage Boards.

4102.2 Councillor Redshaw referred to a request for 'deer' signage on Priory Road, graffiti, cleaning of the cycle shelter, Parking survey relating to Castle Hill Hospital, issues for hospital staff due to bus timetable changes, repairs at KGV playground, CCTV at KGV, gating proposal for Exeter Street, street lighting, highways repairs and new post boxes for Harland Way/Poppy Fields.

Resolved: that the reports be noted.

4102 TO DISCUSS RECEIVED CORRESPONDENCE

4102.1 The Clerk referred to correspondence from ERYC regarding a Community Governance Review Implementation Briefing on 26th November and a Parish Meet and Greet event on 28th November.

Resolved:

- i. **that the reports be noted, and**
- ii. **that a recording of the briefing be circulated to councillors for their information.**

4103 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

Items for next agenda:

Final draft Budget 2025 – 26

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Precept
Updated Strategic Plan

There was no other business and the Meeting closed at 8.13pm

Signed Chairman of the Cottingham Parish Council