

Cottingham Parish Council



MEETING OF COTTINGHAM PARISH COUNCIL
HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM
7PM ON THURSDAY 16th JANUARY 2025

PRESENT: Councillors: Casson, Graves, Jump, Kemp, Kind, Longbottom, Marten, Porteus, Stather & Ward
 Clerks: Pape/Price
 2 members of the public present/2 members of the public on Microsoft Teams

4113 DECLARATIONS OF INTEREST

Cllr Kind declared a non-pecuniary interest in agenda item 4134 regarding Cottingham High School strike action.

4114 APOLOGIES FOR ABSENCE

There were no apologies

4115 TO RECEIVE LOCAL POLICING REPORT

4115.1 Crime Stats relating to November & December 2024 were circulated to Councillors in advance of the meeting

4115.2 Sgt Wilson & PCSO Gowan attended the meeting; they reported that the number of village shop theft incidents had declined; there had been occurrences of drink spiking in local pubs; whilst there had generally been a decrease in anti-social behaviour there were still issues in relation to motorcycles around the flood attenuation on Middledyke Lane. Cllrs raised questions regarding vehicles parking on double yellow lines at the Finkle Street/King Street junction, taxis parking on double yellow lines at the Green Lane/Castle road junction, vehicles undertaking illegal manoeuvres when the train barriers are down on New Village Road/Northgate, vehicles not stopping at pedestrian crossings and vans mounting the pavement on Millhouse Woods Lane. Sgt Wilson stated that all incidents must be reported to the police for them to action.

4116 PUBLIC QUESTIONS

4116.1 There had not been any questions submitted by members of the public.

4116.2 The Clerk informed Cllrs of the winners of the recent Best Dressed Shop Frontage Competition:

1st Place: Knit One Stitch One £150 voucher

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

2 nd Place: Blondes	£75 voucher
3 rd Place: Lou's Loungerie	£25 voucher

A member of the public present was invited to draw the winning entries at random.

4117 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 4117.1 Full Parish held on 21 November 2024
- 4117.2 Events Working Party held on 25 November 2024
- 4117.3 Planning Committee held on 26th November 2024
- 4117.4 Extraordinary meeting of the Council held on 26 November 2024
- 4117.5 Personnel Committee held on 26 November 2024
- 4117.6 Planning Committee held on 17 December 2024
- 4117.7 Extraordinary Meeting of the Council held on 17 December 2024
- 4117.8 Planning Committee held on 7 January 2025

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

4118 TO MAKE APPOINTMENTS TO COMMITTEES AND WORKING GROUPS

- 4118.1 Allotments Committee
- 4118.2 Events Working Group
- 4118.3 Environment Working Group
- 4118.4 Friends of QE Memorial Gardens
- 4118.5 Blue Plaque Assessment Panel

Resolved:

- i. **that Councillor Marten be appointed to the Allotments Committee;**
- ii. **that Councillor Porteus be appointed to the Events Working Group;**
- iii. **that Councillor Marten be appointed to the Environment Working Group;**
- iv. **that no appointment be made to the Friends of QE Memorial Gardens pending election of a new Councillor, and**
- v. **that Councillor Longbottom be appointed to the Blue Plaque Assessment Panel**

4119 TO CONSIDER THE ESTABLISHMENT OF A COTTINGHAM IN BLOOM WORKING GROUP

4119.1 Cllr Casson reported that a local established business located on the Cottingham Station platform was interested in adopting the station with the aim of overseeing the planting and maintenance of the station. Cllrs also discussed the possibility of entering the village into Cottingham In Bloom 2025. It was proposed that Cllrs Casson, Ward and Graves help with planting and maintenance duties if possible.

Resolved: that a Cottingham in Bloom Working Group be established with an initial membership of Councillors Casson, Ward & Graves

4120 TO AGREE THE UPDATE TO THE STRATEGIC PLAN FOR 2025/26

4120.1 A copy of the proposed update had been circulated to Councillors in advance of the meeting. Cllrs approved the revised priorities and actions and the Clerk advised the 2025/26 budget should be aligned to meet the priorities. Cllrs requested that a request for volunteers to help within both Memorial Gardens be included in the regular Cottingham Times Article and via a letter delivered to local residents.

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

Resolved:

- i. that the proposed updated 2025/26 Strategic Plan be approved, and
- ii. that a request for volunteers to help within both Memorial Gardens be included in the regular Cottingham Times Article and via a letter delivered to local residents.

4121 LOCAL AUDIT REFORM: A STRATEGY FOR OVERHAULING THE LOCAL AUDIT SYSTEM IN ENGLAND

4121.1 The Clerk had distributed details of the Local Audit Reform to Cllrs in advance of the meeting. Cllrs discussed the NALC (National Association of Local Councils) response and noted that Town/Parish Councils adhere to different regulations from central government. It was agreed that the Clerks draft and submit a response on behalf of the Parish Council

Resolved: that the Clerks draft and submit a response on behalf of the Parish Council

4122 TO CONSIDER THE MHCLG CONSULTATION: STRENGTHENING THE STANDARDS AND CONDUCT FRAMEWORK FOR LOCAL AUTHORITIES IN ENGLAND

4122.1 The Clerk had distributed details of the consultation to Cllrs in advance of the meeting, Cllrs agreed that standards should be strengthened. It was agreed that Cllrs submit their individual comments to the office, following which the Clerk would meet with Cllr Casson to formulate a response on behalf of the Parish Council.

Resolved:

- i. that Cllrs submit their individual comments to the office and that
- ii. the Clerk meets with Cllr Casson to formulate a response on behalf of the Parish Council

4123 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE NOVEMBER AND DECEMBER PAYMENTS

4123.1 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 November and December 2024 be approved, and
- ii. that Cllrs confirmed sight of the monthly bank reconciliations.

4124 TO RECEIVE THE INTERNAL AUDITOR'S INTERIM REPORT

4124.1 A copy of the report had been circulated to Cllrs in advance of the meeting. Cllrs thanked the Clerks for their hard work in ensuring high standards had been met.

Resolved: that the Internal Audit report be received.

4125 TO AGREE THE PARISH COUCIL'S BUDGET FOR 2025/26

4125.1 A draft budget/proposed precept for 2025/26 had been circulated to Cllrs in advance of the meeting. Cllrs resolved to approve the Clerks' recommendations.

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

Resolved: that the Parish Council agrees the following:

- i. the report on the budget;
- ii. the budget for the 2025-26 financial year (appendix 1), and
- iii. the General Reserve and Ear Marked Reserves (section 7)

4126 TO AGREE THE PRECEPT DEMAND FOR 2025/26

4126.1 A proposed precept for 2025/26 had been circulated to Cllrs in advance of the meeting, based on the draft budget. Cllrs resolved to approve the Clerks' recommendations

Resolved: that the Parish Council agrees the following:

- i. that Council sets the precept at £256,088, and
- ii. that the Clerks be instructed to complete the necessary paperwork to inform the East Riding of Yorkshire Council of the Parish Council's precept demand for 2025-26

4127 TO CONSIDER THE SCALE OF CHARGES FOR COTTINGHAM DAY 2025

4127.1 The Clerk reported that the Events Working Party proposed the following scale of charges for Cottingham Day 2025:

	Charge	Electric
Market stall	£85	£45
Drinks unit	£180	£55
Food unit up to 3m x 3m	£185	£55
Food unit over 3m x 3m	£295	£55
Static van up to 2.5m	£55	£55
Static van 2.5m to 8.5m	£85	£55
Static van 8.5m upwards	£170	£55
Civic Hall table	£40	n/a
Ride under 30ft	£100	n/a
Ride 30ft – 40ft	£150	n/a
Ride over 40ft	£250	n/a

Shop frontage reservation fees:

Independent shop	no charge
Non- Independent shop	reserve shop frontage without using the space £50
Non- Independent shop	using the shop frontage space up to 3m £85

Resolved: that the proposed scale of charges be approved for Cottingham Day 2025

4128 TO RECEIVE AN UPDATE ON THE PARISH COUNCIL'S STRATEGIC PLAN

4128.1 The Clerk submitted a report setting out actions against the Parish Council's agreed priorities for 2024/25, the Clerk reported that progress had been made on 95% of the actions

Resolved: that the report be noted.

4129 TO RECEIVE UPDATE ON TOWN CENTRE PROJECT

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

4129.1 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 green event on 6th March 2025 and VE Day Celebrations on 8th May 2025. The Clerk reported that the Town Centre Officer had requested a VE Day Working Party be established to support the delivery of the event

Resolved:

- i. that the report be noted**
- ii. that a VE Day Working Party be established with a membership of Councillors Kemp, Marten, Jump & Stather**

4130 TO CONSIDER CONCERNS ABOUT DOG FOULING

4130.1 The Clerk reported that numerous complaints had been received regarding dog fouling in the village, posters encouraging the public to clean up after their dog had been placed in the village noticeboards and information regarding the East Riding of Yorkshire Council (ERYC) dog warden had been included in the Parish Council's Cottingham Times article.

The Clerk reported that ERYC was in the midst of scheduling online training for Cllrs interested in becoming dog wardens.

Cllrs agreed they would administer the anti-dog fouling stencils in areas within the village, the Clerk would contact ERYC to enquire if permission was required for the stencils and to ascertain suitable paints.

Cllrs noted that some village bins were rarely emptied, resulting in dog bags being left next to the bins. It was agreed that Cllrs will report the unemptied bins to Ward Cllrs for them to forward to ERYC.

Resolved:

- i. that the office contact East Riding Council regarding the process of administering stencils to pavements, and**
- ii. that Cllrs will report the unemptied bins to the Ward Cllrs for them to forward to East Riding Council.**

4131 TO CONSIDER ARRANGEMENTS FOR A NETWORK EVENING/ANNUAL PARISH MEETING

4131.1 Cllrs discussed the merits of organising a Network Evening/Annual Parish Meeting; it was noted that the 2024 evening had been successful. The Clerk reported that if a 2025 evening was scheduled, this would need to take place prior to the end of May. It was agreed that a Network Evening/Annual Parish Meeting be arranged, the office will confirm a date.

Resolved: that a Network Evening/Annual Parish Meeting be arranged, on a date to be confirmed.

4132 TO REVIEW METHODS OF DISTRIBUTING DOCUMENTS TO COUNCILLORS

4132.1 The Clerk enquired if Councillors required hardcopies of Full Parish Meeting documentation, an electronic version was currently sent to Councillors in advance of the meetings. With the exception of Cllr Kind, Cllrs requested hardcopies of the documents. It was agreed that documents from previous meetings could be given to the office for shredding. A Councillor enquired about the potential to provide Parish Councillors with a

tablet and whether this would prove a cost effective alternative to printing. This had been considered previously and would be revisited.

Resolved:

- i. that with the exception of Cllr Kind, Cllrs will receive hardcopies of the documents;
- ii. that documents from previous meetings could be given to the office for shredding, and
- iii. that Cllr Kind provides the office with a copy of the report he previously prepared on this issue.

4133 REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

4133.1 Cllr Casson reported that he had attended a Wastewise meeting on 12th December 2024, the company was hoping to expand.

Resolved: that the report be noted.

4134 TO RECEIVE REPORTS FROM ERYC WARD COUNCILLORS

4134.1 Councillor Cantrell had submitted a written report which referred to NHS Podiatry; Services; child carers; the ransom strip on Wheatley Drive; commuted sums; village pharmacy services; strike action at Cottingham High School; Shopwatch; drink spiking, and cars parking on grass verges.

4134.2 Councillor Redshaw referred to fly tipping on Orchard Park Road & Middledyke Lane; Northern Gas works; Castle Hill car parking issues; pedestrian markings on the footpath of Millhouse Woods Lane; Beverley & Barmston Drain pollution; a Southwood Avenue defective gully; timetables missing from bus stops; potential establishment of a trusted trader database for low carbon technology; East Yorkshire Motor Services review of bus services; potholes; street lighting repairs, and telecom infrastructure.

4134.3 Councillor Casson reported on fly tipping issues and Northern Gas planned works.

4134.4 Councillor Duke reported on the recent Wastewise meeting, the Bishop Burton College apprentice scheme forum, licensing issues, the King George V AGM and a bus stop post missing on Priory Road.

Resolved: that the reports be noted.

4135 TO DISCUSS RECEIVED CORRESPONDENCE

4135.1 The Clerk reported that Cllrs Casson had installed the new village entrance planter on Bricknell Avenue, Cllr Casson thanked Richard Moverley for his assistance with the steel works required for the planter. Cllrs Casson, Graves & Longbottom agreed to fill the planter with plants.

Resolved: that Cllrs Casson, Graves & Longbottom fill the planter with plants.

4135.2 The Clerk reported that nominations were open for the 2025 East Riding of Yorkshire Council's Chairman's Awards, the awards recognise the outstanding contributions of individuals, businesses and projects that have made a significant impact on the local community. Cllrs agreed that a local litter picker be nominated

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

Resolved:

- i. that the office submit a nomination, and**
- ii. that Councillors submit names of any other suitable candidates for consideration**

4136 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING
(DISCUSSION ITEMS ONLY)

There were no members' points of information or agenda items for the next meeting

There was no other business and the Meeting closed at 9.02pm

Signed Chairman of the Cottingham Parish Council