

# Cottingham Parish Council



**MEETING OF COTTINGHAM PARISH COUNCIL**  
**HELD AT THE PARISH OFFICE, 9 THE COTTAGES, COTTINGHAM**  
**7PM ON THURSDAY 20<sup>th</sup> FEBRUARY 2025**

**PRESENT:** Councillors: Casson, Graves, Jump, Kemp, Kind, Longbottom, Marten, Porteus, Stather & Ward  
 Clerks: Pape/Price  
 4 members of the public present/1 member of the public on Microsoft Teams

4137 DECLARATIONS OF INTEREST

There were no declarations of interest

4138 APOLOGIES FOR ABSENCE

There were no apologies

4139 TO RECEIVE LOCAL POLICING REPORT

4139.1 PCSOs Watts & Leng attended the meeting; they reported on recent incidents and answered Councillors questions regarding shop theft and parking issues

4140 PUBLIC QUESTIONS

4140.1 There had not been any questions submitted by members of the public

4141 TO CONFIRM, ADOPT, AND SIGN THE MINUTES/NOTES

- 4141.1 Events Working Party meeting held on 14<sup>th</sup> January 2025
- 4141.2 Full Parish meeting held on 16<sup>th</sup> January 2025
- 4141.3 Allotments Committee meeting held on 21<sup>st</sup> January 2025
- 4141.4 Car Park Review Group meeting held on 23<sup>rd</sup> January 2025
- 4141.5 Planning Committee meeting held on 28<sup>th</sup> January 2025
- 4141.6 VE Day Working Group meeting held on 4<sup>th</sup> February 2025

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

4142 TO RECEIVE UPDATE ON THE FINANCIAL POSITION OF THE COUNCIL, REVIEW BUDGET AND APPROVE JANUARY PAYMENTS

4142.1 The Clerk submitted a report setting out details of the financial position of the Council and answered Cllr questions. Cllr Kind wished it to be minuted that he thanked the Clerks for their hard work regarding the accuracy of the finances.

**Resolved:**

- i. **that the schedules showing receipts and payments made during January 2025 be approved, and**
- ii. **that Cllrs confirmed sight of the monthly bank reconciliations.**

4143 TO CONSIDER THE SCALE OF CHARGES FOR VE DAY EVENT

4143.1 The Clerk reported that the Town Centre officer was organising a VE Day event on Thursday 8<sup>th</sup> May 2025, as part of the celebrations an afternoon tea will be served within the Civic Hall; this could be ticketed. Councillors agreed tickets be priced at £5 per head

**Resolved: that the scale of charges for the VE Day afternoon tea be agreed at £5 per head**

4144 TO CONSIDER PURCHASING ADDITIONAL BUNTING FOR THE VILLAGE

4144.1 The Clerk reported that, in 2024, two different types of bunting had been purchased – standard and reinforced; whilst more expensive, the reinforced bunting had survived the elements whereas the standard bunting had perished. Quotes had been received to purchase new bunting - £685.55 & VAT for standard bunting, £1482.60 & VAT for reinforced bunting. Whilst a member of the Cottingham Lights team had volunteered to erect the bunting free of charge, the Parish Council would need to pay for the cherry picker at a cost of approx. £180 per weekend. Standard bunting would take one weekend to erect, reinforced bunting would take 2 weekends to erect as it would need to be cut to size. Cllrs agreed reinforced bunting be purchased at a cost of £1482.60 & VAT

**Resolved:**

- i. **that reinforced bunting be purchased at a cost of £1482.60 & VAT,**
- ii. **that the Parish Council will pay for the hire of the cherry picker for 2 weekends at a cost of approx. £180 per weekend**

4145 TO CONSIDER QUOTE FROM ERYC FOR RENEWING THE INFORMATION GOVERNANCE SLA

4145.1 The Clerk submitted a report setting out details of the proposed ERYC agreement to provide Governance Services to the Parish Council April 2025 – April 2026 at a cost of £480. Cllrs approved the quote, it was noted that the numbering of the summary content required amending by ERYC

**Resolved: that the Information Governance SLA be renewed at a cost of £480**

4146 TO CONSIDER QUOTES FOR EVENTS SECURITY

4146.1 The Clerk submitted a report setting out details of quotations received for the hiring security personnel for Cottingham Day 2025, it was recommended that the quote of £3158.40 & VAT to hire the company used at previous events be approved.

**Resolved: that the quote of £3158.40 & VAT be approved**

4147 TO REVIEW MEMBERSHIP OF CPRE

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*Chairman: Councillor Kevin Casson Tel: 01482 849674 Clerks: N Pape/J Price*

4147.1 The Clerk reported that a quote of £60 had been received for the Parish Council to renew its membership with the CPRE for a further year, membership would include a twice yearly magazine, local membership to receive planning advice & assistance and discounted entry to houses, gardens and attractions. Cllrs agreed that, as membership benefits had not been used in previous years, not to renew the membership

**Resolved: that the Parish Council does not renew its CPRE membership**

4148 TO RECEIVE AN UPDATE ON THE COTTINGHAM CCTV SYSTEM

4148.1 The Clerk reported that a recent check of the CCTV had identified that a fibre optic cable had been cut, at the front of King's Parade, meaning that some cameras were not recording. The office have contacted the landlord's agent but not been able to get any evidence of who had cut it. A quote of £2427.50 plus VAT had been received to repair this and an insurance claim had been submitted by the office.

The office has also been contacted by the police who have indicated that they are having difficulties with accessing the images, which is down to the signal strength of the data transfer to Hessle; this has been addressed and is now working properly. The Clerks have been looking at ways to address this and also a mechanism to alert the office if there is a problem with any of the cameras, it could be feasible to add our cameras to the new control room being set up by ERYC in Beverley, however this would be costly. An alternative would be to enable access to the system from the PC office with the Parish Council becoming the data owners and taking on the data protection implications. The Clerks are currently investigating this option further, an approximate cost for this option being £1000. Cllr Kind proposed that the office purchases a dedicated office PC/ laptop for the Clerks to make regular checks that the cameras are operational, and allow access for the police if the system at Hessle is unavailable, with a review after 6 months..

**Resolved:**

- i. **that the office a purchases a dedicated office PC/ laptop for the Clerks to make regular checks that the cameras are operational, and**
- ii. **that a review of effectiveness is undertaken after 6 months operation.**

4149 TO CONSIDER A PROPOSAL REGARDING SPEED INDICATOR DEVICES

4149.1 The Clerk submitted a report setting out the proposed locations and details of the process for implementing speed indicator devices and advised that there were a number of queries that needed to be resolved before an application could be submitted to the PCC for match funding. She advised that ERYC were unable to respond the queries at present but had confirmed that the scheme would continue after 1 April 2025.

**Resolved: that the issue be revisited once responses to the queries raised had been received.**

4150 TO CONSIDER AN OFFER FROM ERYC REGARDING BUS SHELTERS

4150.1 The Clerk submitted details of funding received by ERYC as part of the Bus Improvement Plan and an offer to contribute towards replacement of existing or installation of new bus shelters. Councillors identified the stop outside Hallgarth Residential Home on

King Street as a possible location, although clarity was needed as to land ownership, and consultation would be needed with local residents

**Resolved:**

- i. that the Clerks establish land ownership and seek permission to locate a bus shelter at the stop on King Street;
- ii. that consultation be carried out with nearby residents, and
- iii. that a further report with costing be brought to the next meeting of the Council.

4151 TO CONSIDER REQUESTING CLEARER SIGNAGE ON THE LOADING BAY OUTSIDE SAINSBURY'S

4151.1 Councillor Jump referred to the existing no loading sign outside Sainsbury's/Heron Foods which didn't permit enforcement against non goods vehicles and suggested the sign be replaced with one that permitted stopping by goods vehicles only.

**Resolved: that ERYC be requested to replace the sign outside Sainsbury's/Heron Foods to 'Goods Loading Only' to allow enforcement against non goods vehicles.**

4152 TO APPROVED THE PROPOSED WORDING FOR THE CAR PARKING SURVEYS

4152.1 The Clerk submitted drafts of 5 surveys which had been prepared following the discussions at the Car Parking Charges Review Group and sought members approval. A councillor suggested that further amendments were required and suggested that the surveys be reconsidered by the Car Parking Charges Review Group.

**Resolved: that the surveys be reconsidered at a meeting of the Car Parking Charges Review Group to be held 6.30pm on 5 March 2025.**

4153 TO AGREE NEXT STEPS IN RELATION TO THE OUTCOMES OF THE RECREATIONAL SURVEY

4153.1 The Chairman referred to the current status of Section 106 funding and suggested a meeting be held with ERYC to discuss the potential for funding for facilities at Abbott's Walk and Bricknell Avenue and a wider range of activities at KGV. A Councillor also referred to possible funding from Adidas for sports facilities.

**Resolved:**

- i. that a meeting be arranged with ERYC
- ii. that opportunities for additional funding be investigated.

4154 TO RECEIVE AN UPDATE ON THE PARISH COUNCIL'S STRATEGIC PLAN

4154.1 The Clerk submitted a report setting out actions against the Parish Council's agreed priorities for 2024/25, the Clerk reported that the new priorities would take effect in April 2025.

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

4155 TO RECEIVE UPDATE ON TOWN CENTRE PROJECT

4155.1 The Clerk submitted a report prepared by the Town Centre Officer outlining recent work, including arrangements for a green event on 6<sup>th</sup> March 2025 and VE Day Celebrations on 8<sup>th</sup> May 2025.

**Resolved: that the report be noted**

4156 REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANISATIONS

4156.1 Cllr Casson suggested that future reports be submitted in writing to be circulated to Councillors with the agenda to allow consideration of the them prior to the meeting.

4156.2 No reports were submitted to this meeting.

**Resolved: that future reports be submitted in writing to allow them to be circulated with the agenda.**

4157 TO RECEIVE REPORTS FROM ERYC WARD COUNCILLORS

4157.1 Cllr Casson suggested that future reports be submitted in writing to be circulated to Councillors with the agenda to allow consideration of the them prior to the meeting.

4157.2 Councillor Cantrell referred to the need for residents to report neighbour disputes to the Council; a recent Shopwatch meeting and the possible use of Respect Orders, and a recent meeting with parents regarding industrial action at Cottingham High, which was currently suspended.

4157.3 Councillor Duke referred to pupil safety concerns due to traffic issues at Westfield School and the impact of shoplifting on smaller businesses and the need for national chains to become actively involved in the Shopwatch initiative.

4157.4 Councillor Redshaw referred to ongoing action on fly tipping on Orchard Park Road & Middledyke Lane and additional funding earmarked to address hot spots, bus timetables and displays, ; reinstatement of the 7.15 am service to Castle Hill and fencing at Dene's Wood.

4157.5 Councillor Casson reported on a meeting with residents regarding noise issues associated with works on Station Road; pot-holes and parking enforcement at Bacon Garth School.

**Resolved:**

- i. **that future reports be submitted in writing to allow them to be circulated with the agenda**
- ii. **that the reports be noted.**

4158 TO DISCUSS RECEIVED CORRESPONDENCE

4158.1 The Clerk reported on correspondence received about the Great British Spring Clean which was scheduled for 21 March to 6 April 2025.

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

4159 MEMBERS' POINTS OF INFORMATION AND AGENDA ITEMS FOR NEXT MEETING (DISCUSSION ITEMS ONLY)

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Progress with the BMX track

4160 EXCLUSION OF THE PRESS AND PUBLIC

**Resolved: that the press and public 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.**

4161 TO CONSIDER A RECOMMENDATION FROM THE PERSONNEL COMMITTEE RELATING TO THE TOWN CENTRE OFFICER'S WORKING HOURS

The Chairman of the Personnel Committee referred to a request from the Town Centre Officer to reduce her hours from 15 to 12 per week. The Personnel Committee had considered the request and the reasons for it and recommended approval.

**Resolved: that the Town Centre Officer's hours be reduced to 12 per week with effect from 1 April 2025.**

4162 TO RECEIVE AN UPDATE ON THE LEASE FOR 7-8 THE COTTAGES

4162.1 The Clerk updated the meeting regarding progress with the rent review for 7-8 The Cottages.

**Resolved: that the report be noted**

**There was no other business and the Meeting closed at 20:27pm**

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