

Tickton & Routh

Parish Council

DRAFT Minutes of the Annual Meeting of Tickton and Routh Parish Council held in the Tickton Village Hall, on Monday 15 May 2017

Present: Councillor Sinkler (in the Chair)
Councillors: Caley; Greenwood; Morris; Oliver; N Walker; T Walker; Webster and Wells
Ward Councillor Pollard

Apologies: Councillor Lenton

Absent: No-one

Public: One member of the public in attendance

Minute Taker Mrs M Middleton - Clerk

078/ 17	ELECTION OF CHAIRMAN FOR THE COUNCIL YEAR 2017-18 Cllr Sinkler was nominated by Cllr Oliver and seconded by Cllr Caley. Thanks, were expressed regarding the work that the Chairman had put in over the past year and commitment to continuing. RESOLVED: Cllr Sinkler is unanimously elected Chairman and declared Acceptance of Office. <i>Cllr Sinkler continued in the Chair for the remainder of the meeting.</i>
079/ 17	ELECTION OF VICE-CHAIRMAN FOR THE COUNCIL YEAR 2017-18 Cllr Caley was nominated by Cllr Oliver and seconded by Cllr Webster. Thanks, were expressed to Cllr Morris regarding the work undertaken as the Vice-Chair. RESOLVED: Cllr Caley is unanimously elected Vice-Chairman and declared Acceptance of Office.
080/ 17	ELECTION OF COMMITTEES FOR THE COUNCIL YEAR 2017-18 RESOLVED: Council unanimously agreed that the Grant Funding Committee continue and be represented by Cllrs Morris, Oliver, Sinkler, N Walker and Webster. The Personnel Committee to continue and to be represented by Cllrs Lenton, Oliver, N Walker and Webster. No changes were made to the Terms of Reference.
081/ 17	DECLARATION OF ACCEPTANCE OF OFFICE Cllrs in attendance signed a Declaration of Acceptance of Office.
082/ 17	REGISTER OF MEMBERS INTERESTS Cllrs were reminded to keep their registered interests up-to-date.
083/ 17	APPOINTMENT OF INTERNAL AUDITOR FOR 2017-18 ACCOUNTS RESOLVED: Cllrs unanimously agreed that Philip Wright continue to audit accounts for 2017-18.
084/ 17	COUNCILS SIGNATORIES FOR THE FORTHCOMING YEAR ON ALL BANK ACCOUNTS RESOLVED: It is unanimously agreed that Cllrs Morris, Sinkler and N Walker continue to be signatories.
085/ 17	DATES & TIMES OF MEETINGS FOR THE COUNCIL YEAR 2017-18 – Noted.
086/ 17	PUBLIC FORUM – One member of the public in attendance.
087/ 17	DECLARATION OF INTEREST Cllrs Morris and Oliver as representatives of the Village Hall declared a non-pecuniary interest in agenda item 22.3 (Minute 098/17 refers).
088/ 17	MINUTES Resolved: The minutes of the meeting of the 10 April 2017 are a true and correct record.
089/ 17	CLERKS REPORT The monthly update and activity report was circulated for information.

	<ul style="list-style-type: none"> • The Stables ERYC Enforcement Team advised that the ditch has been cleared and at the time of the visit it appeared that there was no verge parking. ERYC Environmental Health advised that in relation to smells, the public need to report as a nuisance. RESOLVED: Clerk to contact the Enforcement Team to establish that supporting information i.e. photographs can be accepted by ERYC • Parish Transport Champion Richard Vickers confirmed that he will represent as Parish Transport Champion. • Graffiti Cllrs commended the members of the community for cleaning the signs at the Recreation Ground. RESOLVED: Clerk to send a letter thanking the residents • Yellow Park Gates It had been reported that the gate from the playground onto Main Street may need the mechanism adjusting to prevent children from opening the gate. RESOLVED: Clerk to advise that the yellow gate onto Main Street is designed to self-close and leads into a chicane as a preventative measure to <u>slow</u> children. Clerk to arrange for the Handyman to make any necessary adjustments to the resistance of the gate in accordance with manufacturer's instructions. <p>Correspondence The following correspondence was noted at the meeting;</p> <ul style="list-style-type: none"> • ERNLLCA - April Newsletter and Being a Good Councillor course • ASB Six Month Statistics - Tickton & Routh • Notice of Election - UK Parliamentary Election • Community Emergency Plan The Village Hall Management Committee has agreed to be included in the Emergency Plan. The responsibility of costs incurred in the event of a major incident was discussed. RESOLVED: Clerk to contact ERYC Emergency Planning Team regarding procedures relating to potential costs incurred by organisations or businesses in the event on a major incident. • Tickton Preschool Fencing The contractor L&K Warcup has visited the site and arranged with the Preschool to modify the fencing posts to enable staff to dismantle them efficiently when not in use. • Wind Farm Committee Representative Cllr Wells advised that his term of office has come to an end and it is now necessary to appoint another representative. Kevin Wilson and Cath Milnes had previously informed the Parish Council of their interest to be a representative on this Committee. RESOLVED: Clerk to inform Kevin Wilson and Cath Milnes of the vacancy and update the Parish Council of their interest at the meeting in July. <p>Handyman's Report Hull Bridge Noticeboard is currently being refurbished.</p>
090/ 17	<p>COUNCILLOR VACANCY Resolved: Clerk to invite applicants to attend and present to Council on 19 June at 7:15 pm</p>
091/ 17	<p>ANNUAL PARISH MEETING</p> <ul style="list-style-type: none"> • Dog Fouling The following link to ERYC Dog Warden Services was provided to enable residents to report incidents http://www2.eastriding.gov.uk/environment/pests-and-dogs/dog-control/#report-dog-fouling. RESOLVED: Clerk to include on July meeting Agenda and invite Dog Warden to the October Meeting • 'Keep Our Village Tidy' Road Sign RESOLVED: Clerk to contact ERYC Highways Department and request appropriate Road Sign
092/ 17	<p>ENFORCEMENT ISSUE – No comments.</p>
093/ 17	<p>ITEMS FOR DISCUSSION WITH WARD COUNCILLOR Ward Cllr Pollard invited Cllrs to the Parish Liaison Meeting at County Hall on 16 May 2016. An ERYC</p>

	<p>Planning Officer is available to attend a future Parish Council meeting should the need arise.</p> <ul style="list-style-type: none"> • Routh Clarity on work currently being undertaken by ERYC at Routh was requested. RESOLVED: Ward Cllr Pollard agreed to investigate and report back on work being undertaken at Routh. • Churchfields – Weeds It was reported that there is an abundance of weeds in Churchfields, Tickton. RESOLVED: Ward Cllr Pollard to investigate further and request that weeding spraying be undertaken. • Weel Street Sign (Minute Reference No. 88/2016) Ward Cllr Pollard advised that the request for an appropriate sign to be fitted on the approach to Weel warning drivers of child/adult pedestrians using the road due to no pavement was declined by ERYC Highways Department. • Meaux Road Ward Cllr Pollard advised that the request for a second road sign 'Meaux Lane leading to Meaux Rd' to be fitted at the head of the road (near to Routh) was declined by ERYC Highways Departments. RESOLVED: Clerk to send a respond to ERYC highlighting the issues in relation to companies locating Meaux Road.
094/ 17	<p>COMMUNITY SAFETY</p> <p>Cllr A Walker reported incidents of car thefts; 2 people have been arrested. It is suspected that there may be a link to the Graffiti on the Recreation Grounds. The police car chase incident through the village resulted in a person has being arrested. There is an increase in distraction burglaries and reports of burglaries to sheds and garages on All About Tickton Facebook page. Residents were reminded to be vigilant and to report all crime to 101.</p>
095/ 17	<p>PLANNING</p> <p>Planning Decisions 16/03149/CM – F D Bird & Sons - Land North Of Yarrows Aggregates Limited Leven Bypass White Cross To Leven - Erection of an Anaerobic Digestion (AD) Plant and associated works (Decision: Refused)</p> <p>Planning Applications 17/01177/PLF - Crème D Or Ltd, Weel Road - Erection of an extension to existing factory and alterations to existing vehicular access Resolved: If approved, Tickton and Routh Parish Council recommend the same conditions outlined by Internal Drainage Board and Public Protection. 17/01034/PLF - Mrs S Kidd - 37 Carr Lane Weel - Conversion of garage to create additional living accommodation Resolved: No objection but conditions should be included for suitable water attenuation plans to mitigate the impact of surface water run-off.</p>
096/ 17	<p>GOVERNANCE DOCUMENTATION 2017-18</p> <p>Consideration was given to existing documentation as reviewed by the Clerk. RESOLVED: Financial Regulations, Standing Orders, Policies, Risk Assessments and Asset Register approved for review 2018, subject to any changes necessary before that time.</p>
097/ 17	<p>ANNUAL LEAVE</p> <p>The Clerk will be unavailable;</p> <ul style="list-style-type: none"> • Thursday 25 May – Sunday 4 June (includes Bank Holiday) • Friday 25 August – Sunday 3 September (includes Bank Holiday) • Thursday 26 October – Sunday 5 November
098/ 17	<p>FINANCES</p> <p>Annual Return & Support Documentation</p> <p>a) Internal Audit Report The Internal Audit Report received from P Wright was noted.</p> <p>b) Governance Report The Governance report forms part of the Annual Return. Cllrs were asked to examine the return and approve the Governance Statement based on the knowledge of the workings of the Council; the review of</p>

	<p>effectiveness and specific evidential report produced by the Clerk. RESOLVED: The Governance Report is approved and signed by the Chairman.</p> <p>c) Accounting Statements The contents of the Accounting Statement were examined and the clerk outlined all assurances available to the Parish Council to validate the figures. RESOLVED: The Accounting Statement is approved and signed by the Chairman.</p> <p>Monthly Financial Statement The Clerk presented the Financial Statement to 30 April 2017.</p> <p>Payments The following payments were presented for approval at the meeting;</p> <ul style="list-style-type: none"> a) East Riding of Yorkshire Council – Health & Safety Training - £60.00 b) Philip Wright – Internal Audit Fee - £50.00 c) Tickton Village Hall – Room Hire - £20.00 d) East Riding Group Ltd – Grass Cutting - £212.24 + VAT e) Came & Company – Annual Insurance - £1317.89 f) Tickton Pre-School – Fencing & Posts - £2724.00 (On advice from ERNLLCA; incorrect amount paid) g) I Brice – Reimbursement of expenses incurred - £ 32.89 h) I Brice and M Middleton – Salaries - £775.07 <p>RESOLVED: The above payments were approved. Clerk to transfer £2724.00 from General Reserve to ‘Misc. Expenses’ to support payment f) Tickton Pre-School. It was agreed that future financial statements be amended; the Clerk and Handyman’s salaries to be accounted under a single budget heading (Salaries) for Data Protection purposes.</p> <p>Income</p> <ul style="list-style-type: none"> a) Tickton Pre-school – Fencing & Posts - £2270.00 b) Rent – Allotment 1 and 2 - £40.00 (2 cheques) c) Northern Grid Wayleaves/Rent - £70.95
099/17	<p>Matters for inclusion on the Agenda of the next meeting</p> <ul style="list-style-type: none"> • Daffodils – September Meeting (Cllr Oliver) • Dog Fouling – July and October Meeting
100/17	<p>There being no further business the meeting closed at 9.05 pm. The next ordinary meeting of the Parish Council is scheduled for 19 June 2017 at 7.15pm</p>

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Chair: Tickton and Routh Parish Council Date