

# Tickton & Routh Parish Council

Minutes of the **Annual Meeting** held on **Monday, 16 May 2022** at 7.30pm held in the Main Room, Tickton Village Hall, Main Street, Tickton.

**Present:** Councillors: Sinkler (in the Chair); Caley; Hadley; Lenton; Dickson; Oliver; & Vickers

**In Attendance:** The Clerk, Mrs Michelle Middleton

**Apologies:** Councillors: Cross; Pugh; N Walker & T Walker

**Absent:** None.

**Public:** One member of the public was in attendance.

## 067/22 ELECTION OF CHAIR FOR THE COUNCIL YEAR 2022-23

Cllr Sinkler was nominated by Cllr Oliver and seconded by Cllr Vickers. Thanks, were expressed regarding the work that the Chairman had put in over the past year and commitment to continuing.

**RESOLVED:** Cllr Sinkler is elected Chairman and declared Acceptance of Office.

## 068/22 DECLARATION OF ACCEPTANCE OF OFFICE – CHAIR

The Chairman signed a Declaration of Acceptance of Office that was witnessed by the Clerk.

## 069/22 ELECTION OF VICE CHAIR FOR THE COUNCIL YEAR 22-23

Cllr Caley was nominated by Cllr Vickers and seconded by Cllr Oliver. Thanks, were expressed regarding the work that the Vice-Chairman had put in over the past year and commitment to continuing.

**RESOLVED:** Cllr Caley is elected Vice-Chairman.

## 070/22 COMMITTEE MINUTES – To approve Minutes of the last Personnel Committee meeting held on 8 March 2021 and Finance Committee meeting held on 22 November 2021.

**RESOLVED:** Approved.

## 071/22 SCHEME OF DELEGATION FOR THE COUNCIL YEAR 2022-23 – To approve

**RESOLVED:** Approved.

## 072/22 ELECTION OF COMMITTEES AND WORKING GROUPS FOR THE COUNCIL YEAR 2022-23

1. Committee and Working Group Terms of Reference - To review, approve and appoint members.

**RESOLVED:** The Terms of Reference for all working groups and committees were reviewed and approved.

2. Community Benefit Fund Working Group membership (full Council)

**RESOLVED:** The PC approved membership as full Council.

3. Community Led Housing Working Group members (3)

**RESOLVED:** Cllrs Oliver, N Walker and T Walker are elected to the CLH Working Group.

4. Finance Working Group members (5)

**RESOLVED:** Cllrs Hadley, Oliver, N Walker and Sinkler/Caley (as a shared role) are elected to the Finance Working Group with one vacant position.

5. Parish Appraisal Development Plan Working Group members (3)

**RESOLVED:** Cllrs Oliver and Vickers are elected to the Parish Appraisal Development Plan Working Group within one vacant position.

6. Personnel Committee members (5)

**RESOLVED:** Cllrs Hadley, Lenton, Oliver, Vickers and N Walker are elected to the Personnel Committee.

7. Planning Working Group members (5)

**RESOLVED:** Cllrs Dickson, Lenton, Oliver, N Walker and T Walker are elected to the Planning Working Group.

## 073/22 APPOINTMENT OF REPRESENTATIVES OF THE COUNCIL TO OTHER BODIES FOR THE COUNCIL YEAR

1. ERNLLCA District Committee Representative (2)

**RESOLVED:** Cllrs Oliver and N Walker were elected representatives at ERNLLCA District Committee.

2. ERYC Flood Liaison Committee Representative (1)

**RESOLVED:** Cllr N Walker is elected ERYC Flood Liaison Committee representative.

3. Tickton Village Hall Management Committee Representative (1)

**RESOLVED:** Cllr Hadley is elected Tickton Village Hall Management Committee representative.

4. Tickton Defibrillator Group Representative (1)

**RESOLVED:** Cllr Hadley is elected Tickton Defibrillator Group representative.

5. ERYC Town & Parish Council Network Meetings Rep. (1)

**RESOLVED:** Cllr Oliver is elected ERYC Town & Parish Council Network representative.

074/22 **APPOINTMENT OF FINANCIAL AUDIT REPRESENTATIVE FOR THE COUNCIL**

**RESOLVED:** Cllr Hadley is elected Financial Audit Representative.

075/22 **APPOINTMENT OF INTERNAL AUDITOR FOR 2022-23 ACCOUNTS**

**RESOLVED:** Mr P Wright is appointed internal auditor.

076/22 **TO APPOINT COUNCIL SIGNATORIES FOR THE FORTHCOMING YEAR ON ALL COUNCIL BANK ACCOUNTS**

**RESOLVED:** The PC appointed Cllrs Pugh, Sinkler and N Walker as bank signatories.

077/22 **MEETING DATES FOR THE COUNCIL YEAR 2022-23**

**RESOLVED:** The PC approved meeting dates: -

20 June; 18 July; 19 September; 17 October; 21 November; 12 December; 16 January; 20 February  
20 March; 17 April and 15 May (Annual Council).

078/22 **APPOINTMENT OF ROUTH WIND FARM COMMUNITY FUND REPRESENTATIVES FOR 2022-23**

• Tickton Rep: Phillip Milnes (2<sup>nd</sup> term, year 2)

• Tickton Rep: Victoria Brooke (1<sup>st</sup> term, year 1)

• Routh Rep: Simon Lloyd (2<sup>nd</sup> term, year 1)

**RESOLVED:** It is agreed that Phillip Milnes and Simon Lloyd continue to stand as representatives and Victoria Brooke to replace Graham Jones at the end of May.

079/22 **APPOINTMENT OF PARISH TRANSPORT CHAMPION FOR 2022-23**

**RESOLVED:** Cllr Vickers is elected Parish Transport Champion.

080/22 **RECREATION GROUND TRUST**

1. To review and approve Terms of Reference

**RESOLVED:** The Recreation Ground Trust Terms of Reference were reviewed and approved.

2. To review and approve arrangements for any works and associated costs by way of gift.

**RESOLVED:** The PC reviewed arrangements and agreed to continue to pay for grounds maintenance and any associated works on the Recreation Ground held in Trust by way of gift.

081/22 **APOLOGIES** - Councillors: Cross; Pugh; N Walker & T Walker.

082/22 **DECLARATION OF INTEREST** – The Parish Councils (Model Code of Conduct)

To record any declarations of interest by any Member in respect of items for discussion on this agenda.

Members declaring interests should identify the agenda item and type of interest being declared.

Cllrs Caley, Lenton and Sinkler as member of Routh Church and Cllr Hadley as representative of Tickton Village Hall declared a non-pecuniary interest relating to Agenda Item 26.3 and 26.7 (Minute Ref. 092/22 3. and 092/22 7.)

083/22 **TO RECEIVE THE EAST RIDING WARD COUNCILLOR(S) REPORT**

No report received.

084/22 **MINUTES** - To approve the minutes of the Parish Council meeting held 11 April 2022.

**RESOLVED:** The minutes of the Parish Council meeting held 11 April 2022 were approved as a true and correct record.

085/22 **COMMUNITY SAFETY** -To note any incidents/crimes reported.

No report received.

086/22 **PLANNING**

1. **Planning and Tree Applications** – to consider and agree any additional response to the following application(s) and any that are received after publication of agenda.

[22/00824/STPLF](#) - Land East South West And West Of Tickton Bridge Plantations, Main Road, Routh

**RESOLVED:** The PC would like to see more screening on Carr Lane and substantial screening on Turf Gutter Drain (both marked 'yellow' on the attached plan) in order to satisfy comment c) previously submitted.

2. **Planning Decisions** – to note any decisions received from ERYC.

**No Planning Decision received.**

**3. Eastern Area Planning Committee** – To note application to be considered on 16 May; [21/01409/REM](#) – Land South Of Avalon, Butt Lane, Tickton – Erection of 2 dwellings following Outline permission 19/03930/OUT (Layout, Access, Scale, Appearance and Landscaping – noted.

**4. Planning Appeal Hearing** – To consider comments to the Planning Inspectorate by 18 May 2022; [APP/E2001/C/22/3295667](#) - Land North of Red Cottage, 1 Weel Road, Tickton  
**RESOLVED:** The Parish Council support ERYCs Enforcement letter dated 11 April 2022 Reference: 22/00023/ENFORC and would like to re-iterate that this land is located within the Environment Agency Flood Zone rating 3.

**5. Planning Enforcement** - To receive update and to consider any new matters.

**Updates:** -

- 1. Ref: 20/01294/BRCON3** - Land East Of The New Inn 31 Main Street - an extension of time has been granted to the planning application until the 19/05/2022 and ERYC is awaiting a flood risk assessment.
- 2. Ref: 22/00228/BRCON3** - 280 Hull Bridge Road - Application for the submission of materials has been submitted under 22/30108/CONDET which is currently under consideration.
- 3. Ref: 22/00513/UNUSE3** - Little Storkhill Farm 223 Hull Bridge Road - Part 4, Class A of the General Permitted Development Order allows for temporary use of land, buildings and hard standing on adjacent land.

#### 087/22 PARISH MATTERS

**1. Weel Climbing Frame** – To receive update.

**RESOLVED:** The PC agreed to review the removal of the play equipment on Weel Common on completion of the further consultation.

#### 088/22 CORRESPONDENCE – To consider and approve any actions relating to;

- 1. ERNLLCA & NALC:** Newsletter(s), Bulletin(s) & Finance Training – noted.
- 2. EYCCG:** Newsletters – noted.
- 3. ERYC:** Code of Conduct Training for all Town and Parish Councils on 22 June 2022 @ 7pm – noted.
- 4. The East Riding Stages Rally 2023:** Invitation to attend meeting on 21 May 2022 @ 1pm - noted.

#### 089/22 CLERKS REPORT

1. To receive any delegated decisions since the last meeting;

Planning Enforcement	Little Storkhill Farm, 223 Hull Bridge Road, Tickton – ERYC to investigate if planning consent is required for the additional hardstanding.
Planning Enforcement	202 Hull Bridge Road – ERYC to investigate if planning consent is required for the shed forward of the build line.
ERYC Highways/ Bridges Team	ERYC to investigate the large dip in road over Turf Gutter Drain on Weel Road for safety reasons. In the event that it turns out to be safe and solid. The PC to suggest that ERYC paint it as a speed hump (if is it to remain as hump) to continue to slow traffic down in what is a 30mph zone.

2. The following updates on outstanding resolutions was noted;

Min. Ref	Description
119/21	<b>Butt Lane Trees</b> - ERYC have investigated the Butt Lane drainage system. Further information relating to the drainage network has been requested from the IBD.
028/22	<b>ERYC Jubilee Grant (commemorative coins)</b> – The coins have now been distributed to Tickton Primary, Pre-school and Fir Trees nurseries. The community Jubilee Team included a notice in their flyer inviting parents of children aged Birth to Primary Year 6 not registered at an educational setting in the parish to apply for a coin.
042/22	<b>Flood Alleviation</b> – The PC received a PowerPoint regarding the River Hull Bathymetry from the EA. The final page indicates that the EA is looking to remove some of the reed bed further downstream around Sutton Bridge - this has not yet been confirmed and the EA need to obtain funding and an Environmental Permit.  In regards to the potholes and undulations on Weel Road, the EA can assist ERYC in this matter when requested by the Highways team.

043/22 5.	<b>Road Safety Concerns</b> – The PC is awaiting response to FOI request.
045/22	<b>Humberside Police Community Payback Scheme</b> – Acknowledgement received.

3. The following resolutions were reported as completed;

Min. Ref	Description
144/21 2.1	Chatty Bench – the hardstanding and bench installed and added to the Asset Register.
030/22 6.	Salt Bin (Weel) – ERYC repositioned the bin away from the embankment for ease of use.
023/22	<a href="#">20/00001/REFUSE</a> Land North West Of Red Cottage 1 Weel Road Tickton - The IDB is and will continue to monitor. The flow within the channel of the watercourse appears to be acceptable.
039/22 4.	<a href="#">20/00001/REFUSE</a> Land North West Of Red Cottage 1 Weel Road Tickton - The clearing of the riparian watercourse was carried out by the IBD following the request of the Parish Council in order to assist several Tickton upstream property owners when the riparian owner could not be traced. The IBD will not pursue a refund on the monies spent carrying out this work due to the lapse in time and that that Board considers it would be difficult to successfully recover.
027/22 5.	First Aid Training – closed due to lack of interest.
027/22 5. 063/22	Routh Wind Farm Grant to improve the appearance of the village – submitted.
043/22 5.	Proposed Solar Farm/ Community Benefit Fund – The developer has informed that the PC is interested in being a stakeholder in any benefit fund subject to without prejudice discussions.
055/22	Planning Application <a href="#">22/00824/STPLF</a> - consultee comments submitted the ERYC.
059/22 5. d)	St Pauls Green – Meeting arranged with PDWG and ERYC Grounds Team on 17.5.22.
060/22 3.	PSPO – Signage for entrances to MUGAs received from ERYC Dog Warden Service.
064/22 4.	Tickton Village Hall Jubilee Grant Application – Actioned.

#### 090/22 JUBILEE GRANT APPLICATION

**Tickton Pre-School & Play Pals Jubilee Event** - To receive application, consider and approve (\$145).

**RESOLVED: The PC approved the grant application and awarded £150.**

#### 091/22 FINANCE 2021-22 – To review and approve;

##### 1. Internal Auditor's Letter Year Ending 31.3.22

The Internal Audit Report Year Ending 31.3.22 received from Mr P Wright was noted.

##### 2. 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 effectiveness and specific evidential report produced by the Clerk.

**RESOLVED: The Governance Report was approved by the PC and signed by the Chairman and Clerk.**

##### 3. 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 was approved by the PC and signed by the Chairman and Clerk.**

##### 4. Exercise of Public Rights

**RESOLVED: The dates of the period for the exercise of public rights were approved to commence on Monday 13 June 2022 and ending on Friday 22 July 2022 (30 working days) as suggested by the External Auditor.**

#### 092/22 FINANCE & GOVERNANCE 2022-23 – To review and approve;

1. Annual Rents, Agreements (Allotment, Defibrillators, Annual Play Inspection & Street Lighting)

**RESOLVED: The PC approved 0% increase to allotment rent and defibrillator costs and approved the Annual Play Inspection rolling agreement and Street Lighting SLA.**

2. Direct Debit payments (ICO and NEST)

**RESOLVED: The PC approved DD payments to the ICO (Data Protection fee) and NEST.**

3. Community Grants to local groups

**RESOLVED: The PC approved the following Community Grants to local groups;**

**a) All Saints Church - Routh Community Emergency Shelter - £750**

**b) St Pauls Church - Wednesday Club and Youth Kaf - £750**

**c) Tickton Village Hall - CCTV Maintenance - £1250 (as approved in the Budget)**

**Local groups can apply to the PC for a Community Grant. The criteria and application form are available on the website.**

4. Insurance (Council & Recreation Ground Trust)

One quote had been received from Gallagher.

**RESOLVED: The PC agreed to obtain further quotes and delegated the review and subsequent decision on insurance provider to the Clerk, Chair & Vice-Chair in consultation with full Council.**

5. Council Annual Subscriptions (ERNLLCA, SLCC, HWRA & Zoom)

**RESOLVED: The PC approved annual subscription to ERNLLCA, SLCC, HWRA & Zoom.**

6. Standing Orders, Financial Regulations, Risk Assessments, Asset Register, Policies & procedures including Employment, Data Protection and Complaints.

**RESOLVED: The PC approved the Standing Orders, Financial Regulations, Risk Assessment, Asset Register and Policies.**

7. Finance & Budget Monitoring Report and to approve payments and income.

Payments	Net (£)	VAT (£)	Gross (£)
East Riding Group – Grounds Maintenance/Winter Services	543.50	108.70	652.20
L&K Warcup – Hardstanding and bench installation	295.00	59.00	354.00
Employment costs & reimbursement (postage & jubilee labels)	1029.15	3.84	1032.99
PT Wright – Internal Audit Fee	40.00	0	40.00
Mr I Brice – Bedding plants	138.83	27.77	166.60
Tickton Village Hall - CCTV Grant	1,250.00	0.00	1,250.00
All Saints Church - Community Grant - Clock/Emergency shelter	750.00	0.00	750.00
The Church in Tickton - Community Grant - Youth Kaf/Weds. Club	750.00	0.00	750.00
Tickton Pre-school & Play Pals - Community Jubilee Grant	150.00	0.00	150.00
<b>Income</b>			
Nat West – Bank Interest			0.67
The Tree Council – Grant Cullington Hedgerow			308.00

**Resolved: The PC approved Finance & Budget Monitoring Report, payments and income presented.**

**PRIVATE SESSION (PART II):** In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press were excluded from the meeting for the discussion of the following exempt business.

**093/22 STAFFING MATTERS**

To approve employment costs presented in the Financial Report.

**Resolved: The PC approved employment costs.**

**094/22 DATE OF NEXT MEETING(s):** The Ordinary Meeting of the Parish Council will be held on Monday, 20 June 2022 in the Village Hall.

Signed \_\_\_\_\_ (Chairman) Date \_\_\_\_\_