

# Tickton & Routh Parish Council

Minutes of the **Annual Meeting** of Tickton and Routh Parish Council held in the Tickton Village Hall, on Monday 13 May 2019

**Present:** Councillor: Sinkler (in the Chair)  
Councillors: Caley; Lenton; Oliver; Riley; N Walker; T Walker & Wells

**Apologies:** None recorded

**Absent:** None recorded

**Public:** No members of the public were in attendance

**Minute Taker** Mrs M Middleton – Clerk

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| 064/19 | <p><b><u>ELECTION OF CHAIRMAN FOR THE COUNCIL YEAR 2019-20</u></b><br/>Cllr Sinkler was nominated by Cllr Oliver and seconded by Cllr T Walker. Thanks, were expressed regarding the work that the Chairman had put in over the past year and commitment to continuing.<br/><b>RESOLVED: Cllr Sinkler is elected Chairman and declared Acceptance of Office.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 065/19 | <p><b><u>ELECTION OF VICE-CHAIRMAN FOR THE COUNCIL YEAR 2019-20</u></b><br/>Cllr Caley was nominated by Cllr Oliver and seconded by Cllr T Walker. Thanks, were expressed regarding the work that the Vice-Chairman had put in over the past year and commitment to continuing.<br/><b>RESOLVED: Cllr Caley is elected Chairman and declared Acceptance of Office.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 066/19 | <p><b><u>DECLARATION OF ACCEPTANCE OF OFFICE</u></b><br/>Councillors, Chairman and Vice-Chairman signed a Declaration of Acceptance of Office that was witnessed by the Clerk.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 067/19 | <p><b><u>REGISTER OF MEMBERS INTERESTS</u></b><br/>Councillors returned completed Register of Members Interests forms.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 068/19 | <p><b><u>ELECTION OF COMMITTEES/WORKING GROUPS FOR THE COUNCIL YEAR 2019-20</u></b></p> <p><b>a) Grant Funding Committee (3-5 Members)</b><br/>Cllr Wells proposed that this Committee be amended to include Parish Council Finance, the proposal was seconded by Cllr Lenton. Cllrs Oliver, N Walker, Wells and Sinkler/Caley (as a shared role) were nominated by Cllr Lenton and seconded by Cllr T Walker.<br/><b>RESOLVED: The Grant Funding Committee to be amended to Finance and Grant Committee. Cllrs Oliver, N Walker, Well and Sinkler/Caley (as a shared role) are elected to the Finance and Grant Committee with one vacant position.</b></p> <p><b>b) Personnel Committee (4-5 Members)</b><br/>Cllrs Lenton, Oliver, Riley and N Walker were nominated by Cllr Caley and seconded by Cllr Wells.<br/><b>RESOLVED: Cllrs Lenton, Oliver, Riley and N Walker are elected to the Personnel Committee with one vacant position.</b></p> <p><b>c) Planning Committee (4 Members)</b><br/><b>RESOLVED: To be appointed at next Ordinary Parish Council meeting.</b></p> <p><b>d) Community Led Housing (CLH) Working Group (3 Members)</b><br/>Cllrs Oliver, N Walker and T Walker were nominated by Cllr Caley and seconded by Cllr Lenton.<br/><b>RESOLVED: Cllrs Oliver, N Walker and T Walker are elected to the CLH Working Group.</b></p> |
| 069/19 | <p><b><u>COMMITTEES/WORKING GROUPS TERMS OF REFERENCE</u></b><br/><b>RESOLVED: The Personnel Committee, Planning Committee and Community Led Housing Working Group Terms of Reference are approved. The Finance and Grant Committee Terms of reference to be drafted for consideration and approval by full Council.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 070/19 | <p><b><u>COUNCILS SIGNATORIES FOR THE FORTHCOMING YEAR ON ALL BANK ACCOUNTS</u></b><br/>Cllrs Riley, Sinkler and N Walker were proposed by Cllr Lenton and seconded by Cllr Oliver.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|        | <b>RESOLVED:</b> It was agreed that Cllrs Riley, Sinkler and N Walker be signatories. Clerk to arrange completion of a bank mandate; Cllr David Riley as a new signatory and to remove David Morris.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 071/19 | <b><u>APPOINTMENT OF INTERNAL AUDITOR FOR 2019-20 ACCOUNTS</u></b><br><b>RESOLVED:</b> It was agreed that Philip Wright continue to be appointed internal auditor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 072/19 | <b><u>ELECTION OF TWO COUNCILLORS TO REPRESENT THIS COUNCIL AT ERNLLCA DISTRICT COMMITTEE MEETINGS</u></b><br>Cllrs Oliver and N Walker were proposed by Cllr Caley and seconded by Cllr Riley.<br><b>RESOLVED:</b> Cllrs Oliver and N Walker were elected representatives at ERNLLCA District Committee Mtgs.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 073/19 | <b><u>REPRESENTATIVES ON OTHER EXTERNAL COMMITTEES OR GROUPS OF INTEREST</u></b><br>It was confirmed that Cllr N Walker is representative on the ERYC Floor Liaison Committee and CAD, Cllr T Walker is representative on the Neighbourhood Watch Group and Police & Partners, Cllr Oliver is a representative on the Routh Wind Farm Community Fund.                                                                                                                                                                                                                                                                                                                                                                                                    |
| 074/19 | <b><u>COUNCIL MEMBERSHIPS</u></b><br>It was confirmed that the Council is a member of SLCC, ERNLLCA/NALC and HWRCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 075/19 | <b><u>ROUTH WIND FARM COMMUNITY FUND REPRESENTATIVES 2019-20</u></b><br><ul style="list-style-type: none"> <li>• Tickton Rep: Graham Jones (2nd term, year 1)</li> <li>• Tickton Rep: Phillip Milnes (1st term, year 2)</li> <li>• Routh Rep: Cathy Oliver until 20 May 2019, to be replaced by Simon Lloyd (1st term, year 1)</li> </ul> <b>RESOLVED:</b> It is agreed that Graham Jones and Phillip Milnes continue to stand as representatives. Simon Lloyd to replace Cllr Oliver on 20 May 2019.                                                                                                                                                                                                                                                    |
| 076/19 | <b><u>MEETING DATES 2019-20</u></b> – Circulated and noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 077/19 | <b><u>MINUTES</u></b><br><b>RESOLVED:</b> The minutes of the meeting of the 15 April 2019 are approved as a true and correct record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 078/19 | <b><u>DECLARATION OF INTEREST</u></b><br>Cllrs Caley, Lenton & Sinkler as representative of All Saints Church, Routh declared a non-pecuniary interest in agenda item 23.3.3 ( <i>Minute Ref. 090/19 refers</i> ). Cllr Oliver as relative of Mr P Oliver declared a non-pecuniary interest in agenda item 23.3.7 ( <i>Minute Ref. 090/19 refers</i> ).                                                                                                                                                                                                                                                                                                                                                                                                  |
| 079/19 | <b><u>GOVERNANCE DOCUMENTATION 2019-20</u></b><br><b>RESOLVED:</b> Financial Regulations, Standing Orders, Policies, Risk Assessments and Asset Register approved for review 2019, subject to any changes necessary before that time. Clerk to update website.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 080/19 | <b><u>DELEGATED AUTHORITY</u></b><br><b>RESOLVED:</b> Approval was given for the Clerk to liaise directly with the Chair and in his absence the Vice-Chair on urgent matters that need to be dealt with expediently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 081/19 | <b><u>CO-OPTION TO COUNCILLOR VACANCIES</u></b><br><b>RESOLVED:</b> Interested parties to complete the Co-option Applicant Form and be invited to attend an Extra-Ordinary Meeting to follow the Annual Parish Meeting on the 20 <sup>th</sup> May 2019.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 082/19 | <b>CLERKS REPORT</b><br>The monthly update report was received and the following was discussed;<br><b>022/19 GOLGV</b><br>Two trailers have been removed, ERYC Planning Enforcement is in discussions with the owner in relation to the one remaining trailer.<br><b>043/19 Community Led Housing Working Group</b><br>Cllr N Walker presented a summary of the data analysis on behalf of the Working Groups.<br><b>058/19 Primary School Bike Shelter</b><br>The comments were noted by the school.<br><b>A1035/Meaux Lane Signage</b><br>ERYC Highways advised that the signage is on order and will be replaced within next two months. Church signage no longer meets current up to date criteria as a tourist attraction and will not be replaced. |

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| 083/19 | <p><b><u>CORRESPONDENCE</u></b></p> <p>The following correspondence was noted at the meeting;</p> <ul style="list-style-type: none"> <li>• ERNLLCA April Newsletter</li> <li>• ERNLCCA Member Council Development Programme 2019-2020</li> </ul> <p><b>RESOLVED: Clerk to send training information to Cllr Riley and new Councillors following Co-option.</b></p> <ul style="list-style-type: none"> <li>• ERNLLCA VE DAY 75 – 8th May 2020</li> <li>• ERYC Town and Parish Council Liaison Meetings – date change 23 May to 3 June</li> <li>• ERYC ASB Six Month Statistics</li> <li>• Routh Wind Farm Community Fund Annual Awards Summary 2018-19</li> </ul> <p><b>RESOLVED: Clerk to email Tickton and Routh Representatives on behalf of the Parish Council to request that they continue to maintain the original unaltered intention of the fund's Constitution with regard to favouring applications within the proximity of the wind farm – being defined as the parishes of Tickton, Routh and Leven.</b></p> <ul style="list-style-type: none"> <li>• Pro Skills Football (Hull)</li> </ul> <p>A request to use Cullington rugby/football green for coaching of children within the Parish.</p> <p><b>RESOLVED: A) Approved, subject to the organisation agreeing to check the condition of the pitch prior to use, to increase the Public Liability Insurance from £5 to £10m and that this approval be reviewed in 3 months in view of the introduction of a new Policy. B) Clerk to arrange for signage to be installed to inform users of uneven surfaces and holes made by wildlife.</b></p>                                                                                                                                                                                                                                                                                                                                                     |
| 084/19 | <p><b><u>HANDYMAN'S REPORT</u></b></p> <p>No comments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 085/19 | <p><b><u>ENFORCEMENT ISSUES</u></b></p> <p>No comments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 086/19 | <p><b><u>ITEMS FOR DISCUSSION WITH WARD COUNCILLOR</u></b> – No Ward Cllr was present.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 087/19 | <p><b><u>COMMUNITY SAFETY</u></b></p> <p>Cllr T Walker advised that there is an increase in car theft and theft of property from within the vehicle. Residents are encouraged to ensure that their fob has locked the vehicle and to use wheel locks.</p> <p>To report crime please contact Humberside Police on 101 (non-emergency) and 999 (emergencies only). To pass on information that may be of interest, but not to report crime, residents can email: <a href="mailto:ticktonandweelnwg@gmail.com">ticktonandweelnwg@gmail.com</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 088/19 | <p><b><u>PLANNING</u></b></p> <p><b>Planning Decisions</b></p> <p><a href="#">19/00551/PLF</a> - 91 Churchfields Tickton - Part conversion of existing double garage to create additional living accommodation - Approved</p> <p><a href="#">18/04150/VAR</a> - Land South Of The New Inn Main Street - Variation of Conditions 4 (surface water drainage), 5 (foul drainage) and 6 (materials) of planning reference 18/01243/PLF (Erection of 2 dwellings, 2 garages and creation of new vehicular access off Tickton Meadows) to allow drainage details to be considered and amended materials to be used in construction – <b>Approved</b></p> <p><a href="#">19/00610/PLF</a> - 1 Churchfields - Erection of two storey and first floor extension to side – Approved</p> <p><a href="#">18/03688/PLF</a> 70 Main Street, Tickton – Demolition and rebuilding of walls to existing store to east of property, construction of pitched roof over this store to match roof on other existing stores and installation of three roof lights to rear roofslope of stores – <b>Approved</b></p> <p><b>Planning Applications</b></p> <p><a href="#">19/01421/PLF</a> - Little Storkhill Farm, 223 Hull Bridge Road - Erection of general purpose agricultural building with assoc. hardstanding following demolition of existing general purpose agricultural building</p> <p><b>RESOLVED: Strongly object on the grounds of being in the open countryside and undefined access, its close proximity to the watercourse. It is advised that the application is considered alongside the approved residential application (18/04042/PLF).</b></p> <p><b>If granted the Parish Council request the following conditions;</b></p> <ol style="list-style-type: none"> <li>1. that the building cannot be used for residential use in the future.</li> <li>2. to include for suitable water attenuation plans to mitigate the impact of surface water run-off.</li> </ol> |

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| 089/19                                                                            | <b><u>INSURANCE RENEWAL</u></b> – No comment, awaiting receipt of documents from Insurers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 090/19                                                                            | <p><b><u>FINANCE A</u></b><br/> <b>Annual Return &amp; Supporting Documentation 2018-19</b><br/> <b>a) Internal Audit Report</b><br/> The Internal Audit Report received from P Wright was noted.<br/> <b>b) Governance Report</b><br/> 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.<br/> <b>RESOLVED: The Governance Report was approved and signed by the Chairman.</b><br/> <b>c) Accounting Statements</b><br/> The contents of the Accounting Statement were examined and the clerk outlined all assurances available to the Parish Council to validate the figures.<br/> <b>RESOLVED: The Accounting Statement was approved and signed by the Chairman.</b></p> <p><b>Monthly Financial Statement</b><br/> The Clerk presented the Financial Statement to 30 April 2019.<br/> <b>Payments</b></p> <ol style="list-style-type: none"> <li>1. East Riding Group Ltd – Grounds Maintenance - £372.96 + VAT</li> <li>2. East Riding of Yorkshire Council – Salt Bin Maintenance - £492.00 + VAT</li> <li>3. All Saints Church Routh – Grant - £750.00</li> <li>4. Tickton Church – Grant - £750.00</li> <li>5. Tickton Village Hall - CCTV Grant - £1,250.00</li> <li>6. Mrs M Middleton – Reimbursement (Printer Ink and Stamps) - £27.15</li> <li>7. Mr P Oliver – Reimbursement (replacement bearing) - £12.12 + VAT</li> <li>8. Mr P Wright – Internal Audit - £50.00</li> <li>9. Salaries</li> </ol> <p><b>Income Received</b></p> <ol style="list-style-type: none"> <li>1. Northern Power grid - Wayleaves/rent - £61.24</li> <li>2. ERYC – Precept 50% - £13,804.00</li> <li>3. Bank Interest – £1.69</li> </ol> <p><b>RESOLVED: The Financial Statement, Payments and Income were approved.</b></p> |
| <b>PART II - PRIVATE SESSION - PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 091/19                                                                            | <b><u>Correspondence</u></b> - Noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 092/19                                                                            | <p><b><u>Finance B - Payments:</u></b><br/> Salaries were presented and the Clerk submitted a claim for additional hours relating to Community Led Housing Project to end of April.<br/> <b>RESOLVED: Salaries were approved. The Clerks additional hours were approved for ERVAS to process next month.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 093/19                                                                            | There being no further business the meeting closed at 9.30 pm. The next Ordinary Meeting of the Parish Council will be held on <b>Monday 17 June 2019 at 7.30pm</b> . The Annual Parish Meeting will be held on Monday 20 May 2019 at 7:15pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Approved by T&RPC, Signed by Cllr Sinkler (Chairman)**  
**17 June 2019**