

Tickton & Routh Parish Council

www.ticktonandrouth.org.uk

Parish Clerk
Michelle Middleton

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Dear Councillors

10 May 2022

You are hereby summoned to the Annual Meeting of Tickton and Routh Parish Council which will be held in the Main Room, Tickton Village Hall on **Monday, 16 May 2022** at 8:00pm and preceded by the Annual Parish Meeting at 7:00pm.

Michelle Middleton

Michelle Middleton (Clerk to the Council)

PUBLIC FORUM

Members of the public may make recommendations about matters to be discussed at the meeting or other items of public interest.

AGENDA

1. **ELECTION OF CHAIR FOR THE COUNCIL YEAR 2022-23**
2. **DECLARATION OF ACCEPTANCE OF OFFICE - CHAIR**
3. **ELECTION OF VICE CHAIR FOR THE COUNCIL YEAR 22-23**
4. **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.
5. **[SCHEME OF DELEGATION](#) FOR THE COUNCIL YEAR 2022-23** – To approve
6. **ELECTION OF COMMITTEES AND WORKING GROUPS FOR THE COUNCIL YEAR 2022-23**
 - 6.1. Committee and Working Group Terms of Reference - To review, approve and appoint members;
 - 6.2. [Community Benefit Fund](#) Working Group membership (full Council)
 - 6.3. [Community Led Housing](#) Working Group members (3)
 - 6.4. [Finance](#) Working Group members (5)
 - 6.5. [Parish Appraisal Development](#) Plan Working Group members (3)
 - 6.6. Personnel Committee/Working Group members (5)
 - 6.7. [Planning](#) Working Group members (5)
7. **APPOINTMENT OF REPRESENTATIVES OF THE COUNCIL TO OTHER BODIES FOR THE COUNCIL YEAR**
 - 7.1. ERNLLCA District Committee Representative (2)
 - 7.2. ERYC Flood Liaison Committee Representative (1)
 - 7.3. Tickton Village Hall Management Committee Representative (1)
 - 7.4. Tickton Defibrillator Group Representative (1)
 - 7.5. ERYC Town & Parish Council Network Meetings Rep. (1)
8. **APPOINTMENT OF FINANCIAL AUDIT REPRESENTATIVE FOR THE COUNCIL** ([Financial Regulation 2.2](#))
9. **APPOINTMENT OF INTERNAL AUDITOR FOR 2022-23 ACCOUNTS**
10. **TO APPOINT COUNCIL SIGNATORIES FOR THE FORTHCOMING YEAR ON ALL COUNCIL BANK ACCOUNTS**
11. **[MEETING DATES FOR THE COUNCIL YEAR 2022-23](#)**
12. **APPOINTMENT OF ROUTH WIND FARM COMMUNITY FUND REPRESENTATIVES FOR 2022-23**
13. **APPOINTMENT OF PARISH TRANSPORT CHAMPION FOR 2022-23**
14. **RECREATION GROUND TRUST**
 - 14.1. To review and approve [Terms of Reference](#)
 - 14.2. To review and approve arrangements for any works and associated costs by way of gift.
15. **APOLOGIES** - To receive apologies for absence. *Cllr N Walker*

16. **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.
17. **TO RECEIVE THE EAST RIDING WARD COUNCILLOR(S) REPORT**
18. **MINUTES** - To approve the minutes of the Parish Council meeting held 11 April 2022.
19. **COMMUNITY SAFETY** -To note any incidents/crimes reported.
20. **PLANNING**
20.1. 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
20.2. Planning Decisions – to note any decisions received from ERYC.
20.3. 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)
20.4. 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
20.4. Planning Enforcement - To receive update and to consider any new matters.
21. **PARISH MATTERS**
21.1. Weel Climbing Frame – To receive update.
22. **CORRESPONDENCE*** – To consider and approve any actions relating to;
22.1. ERNLLCA & NALC: Newsletter(s), Bulletin(s) & Finance Training
22.2. EYCCG: Newsletters
22.3. ERYC: Code of Conduct Training for all Town and Parish Councils on 22 June 2022 @ 7pm
22.3. The East Riding Stages Rally 2023: Invitation to attend meeting on 21 May 2022 @ 1pm
23. **CLERKS REPORT**
24. **JUBILEE GRANT APPLICATION**
Tickton Pre-School & Play Pals Jubilee Event - To receive application, consider and approve (£145).
25. **FINANCE 2021-22** – To review and approve;
25.1. Internal Auditor's **Letter** Year Ending 31.3.22
25.2. **Auditor's Report, Governance Report and Accounting Statements** and be signed by Chair & Clerk
25.3. Dates of the period for the exercise of public rights.
26. **FINANCE & GOVERNANCE 2022-23** – To review and approve;
26.1. Annual Rents, Agreements (Allotment, Defibrillators, Annual Play Inspection & Street Lighting)
26.2. Direct Debit payments (ICO and NEST)
26.3. Community Grants to local groups
26.4. Insurance (Council including Recreation Ground Trust)
26.5. Council Annual Subscriptions (ERNLLCA, SLCC, HWRA & Zoom)
26.6. **Standing Orders, Financial Regulations, Risk Assessments, Asset Register, Policies & procedures including Employment, Data Protection and Complaints.**
26.7. 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
Income			
Nat West – Bank Interest			0.67
The Tree Council – Grant Cullington Hedgerow			308.00

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.

27. **STAFFING MATTERS**

To approve employment costs presented in the Financial Report.

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