



Tickton & Routh
Parish Council
Working and Playing Together

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Dear Councillors

You are hereby summoned to the Annual Meeting of Tickton and Routh Parish Council which will be held in the Small Room, Tickton Village Hall on **Monday, 15 May 2023 at 8:00pm**.

NB: Underlined text refers to linked documents.

DECLARATION OF ACCEPTANCE OF OFFICE

The Declaration of Acceptance of Office to be signed and witnessed by the Clerk. Register of Interests must be returned to the Clerk within 28 days.

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 2023-24**
2. **DECLARATION OF ACCEPTANCE OF OFFICE**
 1. To receive Declaration of Acceptance of Office of Chair and Councillors.
 2. To consider an extension of time to receive Decl. of Acceptance of Office from Cllrs. not present.
3. **ELECTION OF VICE CHAIR FOR THE COUNCIL YEAR 2023-24**
4. **CO-OPTION** – To consider the vacancies and any applications for co-option resulting from the uncontested election.
5. **SCHEME OF DELEGATION** – To review and approve.
6. **PARISH COUNCIL APPOINTMENTS** – To review and agree terms of reference and appointments:
 1. **Personnel Committee** (5 members)
 2. **Recreation Ground Trust Committee** (full council)
 3. **Finance Working Group** (5 members)
 4. **Parish Development Working Group** (3 members)
 5. **Planning Working Group** (5 members)
 6. **Community Benefit Fund Working Group** (full Council) - To consider dissolving until any Solar Farm Community Benefit Fund is confirmed.
 7. **Bank signatories on all Council bank accounts** (3 members)
 8. **Financial Audit Representative (FR 2.2)** (1 member)
 9. **Safeguarding Representative** (1 member)
7. **PARISH COUNCIL APPOINTMENTS TO OTHER BODIES**
 1. **ERNLLCA District Committee Representatives** (2 members)
 2. **ERYC Town & Parish Council Network Meetings Rep.** (1 member)
 3. **Tickton Village Hall Management Committee Rep.** (1 member)
 4. **Tickton Defibrillator Group Representative** (1 member)
 5. **ERVAS Payroll/Pension Representatives** (2 members)
8. **APPOINTMENT OF INTERNAL AUDITOR FOR 2023-24 ACCOUNTS**
9. **APPOINTMENT OF ROUTH WIND FARM COMMUNITY FUND REPRESENTATIVES FOR 2023-24**
10. **APPOINTMENT OF PARISH TRANSPORT CHAMPION FOR 2023-24**
11. **MEETING DATES FOR THE COUNCIL YEAR 2023-24** – To approve.
12. **APOLOGIES** - To receive apologies for absence.

13. **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.
14. **TO RECEIVE THE EAST RIDING WARD COUNCILLOR(S) REPORT**
15. **MINUTES**
 1. To approve the minutes of the [Parish Council meeting held on 17 April 2023](#).
 2. To note receipt of minutes of the [Recreation Ground Trust Committee held on 17 April 2023](#).
16. **COMMUNITY SAFETY** - To note any incidents/crimes reported.
17. **PLANNING**
 1. **Planning Applications** – to consider the Planning Working Group recommendations and agree any additional response to the following application(s) and any that are received after publication of agenda.
 2. **Planning Decisions** – to note any decisions received from ERYC.
 3. **Planning Appeals**
[20/00001/REFUSE](#) & [22/00023/ENFORC](#) - Land North of Red Cottage, 1 Weel Road, Tickton - Appeal against Change of use of land to gypsy caravan site and storage of vehicles, machinery and equipment within existing barn including hardstanding, construction of earth embankment and erection of ancillary amenity block (part retrospective) – To note outcome of the hearing on 10 May 2023 – **postponed**.
 4. **Planning Enforcement** - To receive update and to consider any new matters.
18. **PARISH MATTERS**
 1. **Butt Lane Ditch** – To receive updates and approve any actions.
 2. **Traffic Management/Highways** (217/23 3.) – To receive updates and approve any actions.
19. **MOTIONS PROPOSED BY COUNCILLORS**
 1. Cllr Vickers proposes that the PC considers a proposal for a wildlife area along the perimeter of the Cullington Field.
 2. Cllr Oliver proposes that the PC considers membership with the Open Spaces Society at a cost of £45pa.
 3. Cllr Oliver proposes that the PC considers hosting a public meeting in response to the proposed Anaerobic Digester.
20. **CONSULTATIONS** – None received.
21. **CORRESPONDENCE**
 1. **ERNLLCA:** Newsletter
 2. Any other correspondence (to note only).
22. **CLERK'S REPORT**
23. **ERNLLCA TRAINING** – To consider and approve booking full council training jointly with another PC and any further training offered to support the needs of the Council and the community.
24. **FINANCE 2022/23**
 1. [Asset Register](#) - To confirm the assets list for 2022/23
 2. To receive and review the **Internal Auditor's Letter** Year Ending 31.3.23.
 3. **External Audit** – to consider the 2022-23 AGAR for submission to the External Auditor
 - 3.1. **Section 1: Annual Governance Statement** – to consider the questions and respond accordingly.
 - 3.2. **Section 2: Accounting Statements** – to consider and agree the account statement figures.
 - 3.3. **Electors' Rights** – to note the dates for the Notice of Public Rights
25. **GOVERNANCE 2023/24** – To review and approve:
 1. [Standing Orders](#)
 2. [Financial Regulations](#)
 3. Risk Assessments – [Council](#) and [Health & Safety](#)
 4. Policy & Procedures:
 - [Community Fund Policy and Procedure](#)
 - [Data Protection Policy](#)
 - [Disciplinary Policy](#)
 - [Email & social media Policy](#)
 - [Equality & Diversity Policy](#)
 - [Grievance Policy](#)

[Handling Complaints Policy and Procedure \(updated\)](#)

[Health & Safety Policy](#)

[Home Working Policy](#)

[Lone Working Policy](#)

[Member & Officer Protocol Policy](#)

[Recording Meetings](#)

[Reserves Policy \(updated\)](#)

[Safeguarding Policy](#)

[Tree Management Policy](#)

5. Insurance Renewal

26. **FINANCE 2023-24**

1. Annual Rents, Agreements & Charges – To review and approve:

1.1. Allotment Rent

1.2. GL Cullington Field and Recreation Ground Charges for Use

1.3. Defibrillator Agreements

2. Council Annual Subscriptions – To reviews and approve:

2.1. ERNLLCA

2.2. SLCC

2.3. HWRA

2.4. Zoom

3. Direct Debit payments - To review and approve:

3.1. ICO

3.2. NEST

4. Contracts – To review and approve:

4.1. Annual Play Inspection Rolling Agreement

4.2. Hull Bridge Bus Shelter Street Lighting SLA

4.3. Grounds Maintenance

4.4. Winter Services

4.5. IT/Website

5. Donations/grants to local groups – To review and approve.

6. Payments – to consider and approve

Payments	Net (£)	VAT (£)	Gross (£)
BHIB Council Insurance	1296.23	0.00	1296.23
SLCC - Subscription	177.00	0.00	177.00
Tickton Village Hall – Room Hire	86.00	0.00	86.00
Mr T Wright – Internal Audit Fee (tbc)			
Employment costs (tbc)			
Mrs M Middleton – Reimbursement – King Charles III Coronation stock/ Jubilee grant bedding plants	446.61	74.05	520.66
Income	Net (£)	VAT (£)	Gross (£)
Nat West Bank Interest			7.59
ERYC Coronation Grant 100%			500.00
ERYC Precept 50%			17,250.00

26. **PRIVATE SESSION (PART II)** - To consider resolving to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) for the next item(s) on the agenda as it relates to confidential or staffing matters.

1. Employment costs - To approve costs presented in the Financial Report.

27. **DATE OF NEXT MEETING(s):** The Ordinary Meeting of the Parish Council will be held on Monday, 19 June 2023 in the Village Hall.

Michelle Middleton

Michelle Middleton (Clerk to the Council)

9th May 2023