



Minutes of the **Annual Meeting** held on **Monday, 15 May 2023** at 8.00pm held in Tickton Village Hall, Main Street, Tickton.

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

In Attendance: The Clerk, Mrs Michelle Middleton

Apologies: None received.

Absent: Councillor Amanda Cross

Public: Two members of the public.

001/23 ELECTION OF CHAIR FOR THE COUNCIL YEAR 2023-24

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.

002/23 DECLARATION OF ACCEPTANCE OF OFFICE

1. To receive Declaration of Acceptance of Office of Chair and Councillors.

The Clerk received and witnessed the Declaration of Acceptance of Office of all Councillors present and the Chairmans Declaration of Acceptance of Office.

2. To consider an extension of time to receive Decl. of Acceptance of Office from Cllrs. not present.

RESOLVED: The PC agreed an extension of time until the 19 June to receive Declaration of Acceptance of Office from Councillors absent from this meeting.

003/23 ELECTION OF VICE CHAIR FOR THE COUNCIL YEAR 2023-24

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.

004/23 CO-OPTION – To consider the vacancies and any applications for co-option resulting from the uncontested election.

No applications received.

005/23 SCHEME OF DELEGATION – To review and approve.

RESOLVED: Approved.

006/23 PARISH COUNCIL APPOINTMENTS – To review and agree terms of reference and appointments:

1. Personnel Committee (5 members)

RESOLVED: Cllrs Dickson; Hadley; Oliver; Vickers and Warren are elected to the Personnel Committee.

RESOLVED: The PC approved the Terms of Reference.

2. Recreation Ground Trust Committee (full council)

RESOLVED: Full Council are elected to the Recreation Ground Trust Committee

RESOLVED: The PC approved the Terms of Reference with amendments.

3. Finance Working Group (5 members)

RESOLVED: Cllrs Hadley; Oliver; Sinkler and Warren are elected to the Finance Working Group.

RESOLVED: The PC approved the Terms of Reference with a reduction to 4 members.

4. Parish Development Working Group (3 members)

RESOLVED: Cllrs Dickson; Oliver and Vickers are elected to the Parish Development Working Group

RESOLVED: The PC approved the Terms of Reference.

5. Planning Working Group (5 members)

RESOLVED: Cllrs Dickson; Hadley; Hallett; Oliver and Warren are elected to the Planning Working Group

RESOLVED: The PC approved the Terms of Reference.

6. Community Benefit Fund Working Group (full Council) - To consider dissolving until any Solar Farm Community Benefit Fund is confirmed.

RESOLVED: The PC agreed to dissolve the Community Benefit Fund Working Group until any Solar Farm Community Fund is confirmed.

7. Bank signatories on all Council bank accounts (3 members)

RESOLVED: The PC appointed Cllrs Caley; Hallett and Sinkler as bank signatories.

8. Financial Audit Representative (FR 2.2) (1 member)

RESOLVED: Cllr Warren is elected Financial Audit Representative.

9. Safeguarding Representative (1 member)

RESOLVED: Cllr Vickers is elected Safeguarding Representative.

007/23 PARISH COUNCIL APPOINTMENTS TO OTHER BODIES

1. ERNLLCA District Committee Representatives (2 members)

RESOLVED: Cllrs Hadley and Oliver are elected ERNLLCA District Committee Representatives.

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

RESOLVED: Cllr Oliver is elected ERYC Town & Parish Council Network Meetings Representative.

3. Tickton Village Hall Management Committee Rep. (1 member)

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

4. Tickton Defibrillator Group Representative (1 member)

RESOLVED: Cllr Dickson is elected Tickton Defibrillator Group Representative.

5. ERVAS Payroll/Pension Representatives (2 members)

RESOLVED: Cllrs Caley and Hadley are elected ERVAS Payroll/Pension Representatives.

008/23 APPOINTMENT OF INTERNAL AUDITOR FOR 2023-24 ACCOUNTS

RESOLVED: Mr P Wright is appointed internal auditor.

009/23 APPOINTMENT OF ROUTH WIND FARM COMMUNITY FUND REPRESENTATIVES FOR 2023-24

Simon Lloyd (Routh) – Term 2, second year.

Victoria Brooke (Tickton) – Term 1, second year.

Phillip Milne (Tickton) – Term of Office ends May 2023.

RESOLVED: It is agreed that Simon Lloyd and Victoria continue to stand as representatives and Julie Booker to replace Phillip Milne by the end of May 2023.

010/23 APPOINTMENT OF PARISH TRANSPORT CHAMPION FOR 2023-24

RESOLVED: The PC appointed Cllr Vickers as Parish Transport Champion for 2023-24

011/23 MEETING DATES FOR THE COUNCIL YEAR 2023-24 – To approve.

RESOLVED: The meetings dates are approved as 19 June, 17 July, 18 September, 16 October, 20 November, 11 December, 15 January, 19 February, 18 March, 15 April (Annual Parish and Council meetings), 20 May (Annual Council meeting).

012/23 APOLOGIES - To receive apologies for absence.

None received.

013/23 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 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 26.5 (Minute Ref. 26.5 a) and 26.5 b)).

014/23 TO RECEIVE THE EAST RIDING WARD COUNCILLOR(S) REPORT

None received.

015/23 MINUTES

1. To approve the minutes of the Parish Council meeting held on 17 April 2023.

RESOLVED: The minutes of the Parish Council meeting held 17 April 2023 were approved as a true and correct record.

2. To note receipt of minutes of the Recreation Ground Trust Committee held on 17 April 2023.

Noted.

016/23 **COMMUNITY SAFETY** - To note any incidents/crimes reported.

None to report.

017/23 **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. None received.

2. Planning Decisions – to note any decisions received from ERYC. None received.

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. The hearing was postponed due to industrial action.

4. Planning Enforcement - To receive update and to consider any new matters. None received.

018/23 **PARISH MATTERS**

1. Butt Lane Ditch – To receive updates and approve any actions
ERYC Drainage Section and the IDB plan to undertake an initial inspection of the existing ditch on Butt Lane and Green Lane to establish that any proposed installation of a new water course is viable. If the scheme is possible, it would be subject to securing funding and the support of the Parish Council to consult with residents.

2. Traffic Management/Highways (217/23 3.) – To receive updates and approve any actions. The Clerk advised that a meeting with ERYC is arranged Wednesday 24 May 2023.

019/23 **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.

RESOLVED: The PC approved, in principle, the proposal for a wildlife area along the perimeter of the Cullington Field subject to receiving a full scheme for consideration.

2. Cllr Oliver proposes that the PC considers membership with the Open Spaces Society at a cost of £45pa.
RESOLVED: Approved

3. Cllr Oliver proposes that the PC considers hosting a public meeting in response to the proposed Anaerobic Digester.

It was noted that a public meeting is to be held on 24 May 2023 Recreational Hall, Leven at 7pm.

The proposal was considered and amended; that the PC initially obtain a copy of the leaflet that has been delivered in the Leven Parish for approval by the Clerk in consultation with members. Once approved the PC to distribute to households in the parishes of Tickton and Routh Parish to establish any need for a public meeting and/or to join forces with Leven PC. Councillors to hand deliver any leaflet.

RESOLVED: The amended motion was approved; the PC agreed to initially obtain a copy of the leaflet that has been delivered in the Leven Parish for approval by the Clerk in consultation with members. Once approved the PC to distribute to households in the parishes of Tickton and Routh Parish to establish any need for a public meeting and/or to join forces with Leven PC. Councillors to hand deliver any leaflet.

020/23 **CONSULTATIONS**

None received.

021/23 **CORRESPONDENCE**

1. ERNLLCA: Newsletter – noted.

2. Any other correspondence (to note only).

2.1. ERYC: Notification of temporary up-coming road closure for Weel Road from 25.5.23. – noted.

2.2. ERYC: Village Walkabout Schedules – noted.

2.3. Resident: Carr Lane and Main Street Traffic Issues - noted.

022/23 **CLERK'S REPORT**

ERYCs proposal to refurbish The Orchard Play Area is progressing.

023/23 **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.

RESOLVED: Cllr Hallett to attend the Councillors Network Training on 25 May.

RESOLVED: The PC agreed in principle to undertake the whole council training with other Council(s) once the two vacant positions have been filled. The training would need to be held on an evening to accommodate Cllrs. commitments.

RESOLVED: The PC agreed to undertake a skills audit to identify any further training needs for Cllrs elected to Committees and Working Groups.

024/23 **FINANCE 2022/23**

1. **Asset Register** - To confirm the assets list for 2022/23

RESOLVED: The PC approved the 2022/23 asset list value of £231,113.49; an increase of £6,348.76.

2. To receive and review the **Internal Auditor's Letter** Year Ending 31.3.23.

The Internal Auditor confirmed that there are no matters of significance or otherwise to report.

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.

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.

3.2. Section 2: Accounting Statements – to consider and agree the account statement figures.

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.

3.3. Electors' Rights – to note the dates for the Notice of Public Rights

RESOLVED: The dates of the period for the exercise of public rights were approved to commence on Monday 5 June 2023 and ending on Friday 14 July 2023 (30 working days) as suggested by the External Auditor.

025/23 **GOVERNANCE 2023/24** – To review and approve:

1. **Standing Orders**

RESOLVED: The PC approved the Standing Orders with amendments.

2. **Financial Regulations**

RESOLVED: The PC approved the Financial Regulations.

3. **Risk Assessments – Council and Health & Safety**

RESOLVED: The PC approved the Council and Health & Safety Risk Assessments.

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; Health & Safety Policy; Home Working Policy; Lone Working Policy; Member & Officer Protocol Policy; Recording Meetings; Reserves Policy; Safeguarding Policy and Tree Management Policy

RESOLVED: The PC approved Policies and Procedures.

5. **Insurance Renewal**

RESOLVED: The PC approved the Insurance Renewal.

026/23 **FINANCE 2023-24**

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

1.1. **Allotment Rent**

RESOLVED: The PC approved 0% increase to allotment rent.

1.2. **GL Cullington Field and Recreation Ground Charges for Use**

RESOLVED: The PC approved £0 charge for the use of GL Cullington Field and Recreation Ground.

1.3. **Defibrillator Agreements**

RESOLVED: The PC approved 0% increase (£50 per annum) payable for use of electricity to power a Defibrillator on private property in Weel and commercial hosts payable on receipt of invoice.

2. **Council Annual Subscriptions** – To reviews and approve:

2.1. **ERNLLCA**

- 2.2. SLCC
- 2.3. HWRA
- 2.4. Zoom

RESOLVED: The PC approved the annual subscriptions to ERNLLCA, SLCC, HWRA and Zoom.

3. Direct Debit payments - To review and approve:

- 3.1. ICO
- 3.2. NEST

RESOLVED: The PC approved Direct Debit payments to ICO and 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

RESOLVED: The PC approved the Annual Play Inspection Agreement, Street Lighting SLA, Grounds Maintenance Contract, Winter Services, and IT/Website costs as approved within the 2023/24 budget.

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

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.

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	50.00	0.00	50.00
S Rogerson T/A Bubble Publishing	100.00	0.00	100.00
Employment costs	1106.07	0.00	1106.07
Mrs M Middleton – Reimbursement – King Charles III Coronation stock/ Jubilee grant bedding plants	446.61	74.05	520.66
Tickton Village Hall – Maintenance of CCTV	1250.00	0.00	1250.00
Tickton Church – Community Engagement/Youth Kaf	750.00	0.00	750.00
All Saints Church – Public Clock & Emergency Shelter	750.00	0.00	750.00
Income	Net (£)	VAT (£)	Gross (£)
Nat West Bank Interest			7.59
ERYC Coronation Grant 100%			500.00
ERYC Precept 50%			17,250.00

RESOLVED: The PC noted the Financial Report and approved the payments listed above.

026/23 **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.

RESOLVED: Approved

1. Employment costs - To approve.

RESOLVED: Approved

027/23 **DATE OF NEXT MEETING(s):** The Ordinary Meeting of the Parish Council will be held on Monday, 19 June 2023 in the Village Hall at 7:30pm.

The Minutes were approved and signed at the meeting held on the 19 June 2023.