



Tickton & Routh
Parish Council
Working and Playing Together

Minutes of the **Annual Meeting** of Tickton & Routh Parish Council held on **Monday, 20 May 2024** at 7:30pm held in Tickton Village Hall, Main Street, Tickton.

Present: Councillors: Sinkler (in the Chair); Caley; Cross; Dodds; Hall; Hallett; Oliver & Vickers.

In Attendance: The Clerk, Mrs Michelle Middleton.
Ward Councillor Paul Smith (Minute reference 001/24 – 018/24)

Apologies: Councillors: Dickson.
Humberside Police.

Absent: Councillors: None.

Public: Two members of the public.

Twelve members of the public attended a Public Meeting held on Monday, 20 May 2024, 7:00 – 7:30pm to receive an update from RWE on the Peartree Hill Solar Farm proposals and consultation.

Two members of the public attended the Parish Council meeting, one relating to the Councillor vacancy (agenda item 6. Minute Ref. 006/24).

001/24 ELECTION OF CHAIR FOR THE COUNCIL YEAR 2024-25

Cllr Sinkler was nominated by Cllr Oliver and seconded by Cllr Hall. 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.

002/24 DECLARATION OF ACCEPTANCE OF OFFICE – CHAIR

The Declaration of Acceptance of Office was signed and witnessed by the Clerk.

003/24 ELECTION OF VICE CHAIR FOR THE COUNCIL YEAR 2024-25

Cllr Caley was nominated by Cllr Oliver and seconded by Cllr Vickers. 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.

004/24 APOLOGIES - To receive apologies for absence.

Apologies were received from Cllr Dixon.

005/24 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.

Cllr Sinkler declared a pecuniary interest in agenda item 20. 1.1. (Minute Ref. 020/24 1.1.) as the applicant.

006/24 COUNCILLOR VACANCIES

To note resignation of Cllr Warren – Noted.

To consider any applications for co-option (2 vacancies) and sign declarations of acceptance of office.

RESOLVED: Alastair Dodds is co-opted Councillor. Cllr Dodds signed the declaration of acceptance of office, witnessed by the Clerk.

007/24 SCHEME OF DELEGATION – To review and approve.

RESOLVED: Approved

008/24 PARISH COUNCIL APPOINTMENTS – To review and agree terms of reference and appointments:

1. Personnel Committee (5)

RESOLVED: Cllrs Dickson; Hall; Oliver and Vickers (1 vacancy) are elected to the Personnel Committee.

RESOLVED: The PC approved the Terms of Reference.

2. Finance Working Group (4)

RESOLVED: Cllrs Dodds; Hall; Oliver and Sinkler are elected to the Finance Working Group.

RESOLVED: The PC approved the Terms of Reference.

3. Parish Development Working Group (3)

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

RESOLVED: The PC approved the Terms of Reference.

4. Planning Working Group (5)

RESOLVED: Cllrs Dickson; Hall; Hallett and Oliver are elected to the Planning Working Group.

RESOLVED: The PC approved the Terms of Reference with an amendment to reduce membership to four (4) Cllrs.

5. Bank signatories on all Council bank accounts (3)

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

6. Financial Audit Representative

RESOLVED: Cllr Dodds is elected Financial Audit Representative.

7. Safeguarding Representative

RESOLVED: Cllr Vickers is elected Safeguarding Representative.

009/24 RECREATION GROUND TRUST

1. 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 costs associated with the Recreation Ground (Village Field) by way of gift.

2. To review and approve Terms of Reference and appointments.

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

010/24 PARISH COUNCIL APPOINTMENTS TO OTHER BODIES

1. ERNLLCA District Committee Representatives (2)

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

2. ERYC Town & Parish Council Network Meetings Representative

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

3. Tickton Village Hall Management Committee Representative

RESOLVED: Deferred.

4. Tickton Defibrillator Group Representative

RESOLVED: Cllr Dickson is elected Tickton Defibrillator Group Representative.

5. ERVAS Payroll/Pension Representatives (2)

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

6. Dogger Bank South Wind Farms Local Liaison Committee Representative

RESOLVED: Cllr Oliver is elected Dogger Bank South Wind Farms Local Liaison Committee Representative.

011/24 APPOINTMENT OF INTERNAL AUDITOR FOR 2024-25 ACCOUNTS

RESOLVED: Mr P Wright is appointed internal auditor.

012/24 APPOINTMENT OF ROUTH WIND FARM COMMUNITY FUND REPRESENTATIVES FOR 2024-25

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

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

Julie Booker (Tickton) – Term 1, second year.

RESOLVED: It is agreed that Simon Lloyd, Victoria Brooke, and Julie Booker continue to stand as representatives.

013/24 APPOINTMENT OF PARISH TRANSPORT CHAMPION FOR 2024-25

RESOLVED: The PC appointed Cllr Vickers as Parish Transport Champion.

014/24 MEETING DATES FOR THE COUNCIL YEAR 2024-25 – To approve.

RESOLVED: The meetings dates are approved as

2024 - 17 June, 15 July, August - no meeting, 16 September, 21 October, 18 November, 9 December.

2025 - 20 January, 17 February, 17 March, 14 April (Annual Parish and Council Meetings) and 19 May (Annual Council Meeting).

015/24 **GOVERNANCE 2024-25** – To review and approve:

1. Standing Orders

RESOLVED: The PC adopted the Standing Orders.

2. Financial Regulations

RESOLVED: The PC re-adopted the Financial Regulations and agreed to review the model released May 2024 within the next 3 months.

3. Risk Assessments – Council and Health & Safety

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

4. Policy & Procedures

RESOLVED: The PC approved Policies and Procedures including: -

Community Fund, Data Protection, GDPR Privacy, Disciplinary, Grievance; Email & social media, Equality & Diversity, Handling Complaints, Health & Safety, Home Working, Lone Working, Member & Officer Protocol, Recording Meetings & Statement, Reserves, Financial Control Checklist, Safeguarding, Civility and Respect, Tree Management and the Publication Scheme.

016/24 **FINANCE 2024-25**

1. Insurance – To renew Clear Council Insurance Policy

RESOLVED: The PC approved the Insurance Renewal.

2. Asset Register – To approve

RESOLVED: The PC approved the Asset Register and value of £259,633.67.

3. Annual Rents & Charges – To review and approve Allotments, GL Cullington Field/ Recreation Ground Charges for Use, Defibrillators.

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

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

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.

4. Annual Subscriptions – To review and approve subscriptions to ERNLLCA, SLCC, HWRA, Zoom & Open Spaces Society.

RESOLVED: The PC approved the annual subscriptions to ERNLLCA (£734.52), SLCC (£138), HWRA (£25), Zoom (£129.90) & Open Spaces Society (£45).

5. Direct Debit payments - To review and approve DD payments to ICO & NEST.

RESOLVED: The PC approved Direct Debit payments to ICO (£35) and NEST.

6. Contracts – To review and approve Annual Playground Inspection Rolling Agreement, Hull Bridge Bus Shelter Street Lighting SLA, Grounds Maintenance, and IT/Website Contracts.

RESOLVED: The PC approved the Annual Play Inspection Agreement (£285), Street Lighting SLA (£51.74), Grounds Maintenance Contract Year 3 (£5540), and IT/Website services (£615).

017/24 **MINUTES**

To approve the minutes of the Parish Council meeting held on 15 April 2024.

RESOLVED: The minutes of the Parish Council meeting held 15 April 2024 were approved as a true and correct record.

018/24 **TO RECEIVE THE EAST RIDING WARD COUNCILLOR(S) REPORT**

The Ward Councillor: -

- advised that information has been requested in response to an enquiry from a resident regarding the ownership and responsibilities of Butt Lane.
- Updated on planning matters including the application submitted by Yarrows Aggregates Limited at the Little Catwick Quarry, Leven Bypass.

The PC requested the Ward Councillor to liaise with ERYC to: -

- consider a litter pick on the verges along Meaux Lane, Routh.
- Consider a roundabout at the junction with A1035 and Meaux Lane due to the increase in traffic using this road from new properties built at Kingswood.

019/24 **COMMUNITY SAFETY** – To receive information from Humberside Police, ERYC & Neighbourhood Watch.
ERYC ASB

It was noted that one call for service (nuisance) was received between 1 October 2023 to 31 March 2024.

The Community Payback Scheme is available for edging out footpaths, painting and general tidying up.

RESOLVED: To request siding out of paths on Green Lane.

Humberside Police

Theft of boat and attempt theft of 2 other nearby boats with negative results was reported at Hull Bridge Boating Club.

Speed enforcement in rural villages will continue throughout the coming months.

As the weather starts to improve it is likely that we will start to see a rise in calls for service around Tickton Bridge and Eske nature reserve. Regular patrols will be in both areas along with water safety presentations that will be delivered to schools.

Residents who have been scammed can visit their local police station for a confidential chat or call Action Fraud on 0300 123 2040 for advice.

Neighbourhood Watch

A fraud alert warning was received relating to Taylor Swift tickets.

The Newsletter and the Humber Watch Conference on 5 June was noted.

020/24 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.

[Cllr Sinkler declared an interest and left the meeting room]

1.1. Link: [24/01218/PLF](#) - 1 And 2 Manor Farm Cottages, Meaux Lane, Routh - Erection of two storey extension to rear and single storey extension to side following part demolition at rear of dwelling.

RESOLVED: No comment. If approved, the PC recommend suitable water attenuation plans to mitigate the impact of surface water run-off as well as full drainage assessment to ensure that water flows freely through culverts and drains.

[Cllr Sinkler returned to the meeting]

1.2. Link: [24/01123/PLF](#) – Evergreen, 296 Hull Bridge Road - Construction of replacement piers and motorised gates following demolition of existing (PC comments due by 29.5.24) - To consider a consultee response recommendation for full council approval.

RESOLVED: No comment.

1.3. [24/00490/PLF](#) – Land North Of 74 Main Street – Erection of agricultural style garage following demolition/removal of existing semi-derelict barn buildings. **Withdrawn.**

1.4. [24/00412/PLF](#) – Land South Of Butt Lane – Erection of a stable block with feed store. **Withdrawn.**

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

3. Planning Appeals

None received.

021/24 PARISH MATTERS

1. Butt Lane Ditch – To receive update and agree any actions.

The IDB is contacting ERYC with a view to resolving the grey water entering the ditch and to advise on the type of attenuation required to restrict the flow, in case of flooding, from the ditch to the proposed new drain connection.

2. Flood Alleviation – To receive update and agree any actions.

Ward Councillor Jeremy Wilcock is progressing this matter with the relevant ERYC departments and authorities.

3. King Charles III Portrait – To note receipt and to consider gifting to the Village Hall to display.

RESOLVED: To gift the portrait of King Charles III to Tickton Village Hall.

4. Play Equipment & Grant Offer – To receive update and consider accepting Doggerbank Grant - £1000. Streetscape Products Ltd aim to commence work on the Village Field play area on Tuesday, 21 May. The contractor will undertake any minor repairs to the outdoor gym equipment identified on last year's annual play inspection (free of charge), reposition the yellow stepping beam and refurbish the carpet matting surfaces on site.

RESOLVED: To accept the Doggerbank Grant of £1000, the Chair/Clerk signed the Agreement.

5. D-Day Grants – To note RWF Grant Award – £750 and ERYC Grant Offer - £500.

It was noted that the Clerk in consultation with the PC accepted the Routh Wind Farm Grant Offer of £750 and the ERYC Grant offer of £500 to meet timescales.

6. D-Day 80 Anniversary Event 6 June – To approve Risk Assessment and final event arrangements. The Clerk updated on event arrangements. The advice and guidance received from ERNLLCA, the insurance company and the draft Risk Assessment were noted.

RESOLVED: The Clerk to proceed with arrangements and is granted delegated authority to spend up to £2000 on the D-Day 80 Anniversary Event. To review and circulate the final Risk Assessment to members and volunteers prior to the event.

022/24 MOTIONS PROPOSED BY COUNCILLORS

Cllr Dickson propose that the PC considers advertising the [Community Speed Watch scheme](#) and expressions of interest from volunteers to form a local group.

RESOLVED: To advertise the Community Speed Watch Scheme and expressions of interest from volunteers to form a local group.

023/24 CONSULTATIONS – To consider a response to:

1. The Local Government Boundary Commission - ERY Ward Boundary Review (ending 15 July 2024).

RESOLVED: The Planning Working Group to draft a response for consideration at the next meeting

2. ERYC - East Riding Local Plan Update Examination Consultation (ending 25 June 2024).

RESOLVED: The Planning Working Group to draft a response for consideration at the next meeting

024/24 CORRESPONDENCE – To agree any actions relating to:

1. ERNLLCA: Newsletter and Training – **Noted.**

2. ERYC: Town and Parish Councillors bulletin – 10 May 2024 – **Noted.**

3. ERYC: Town and Parish Council Planning Liaison Meetings - 13 June @ 10am or 18 June @ 5pm

RESOLVED: Members of the Planning Working Group to attend if available.

4. ERYC: Notice of Carriageway Patching Works 2024/25 - Weel – **Noted.**

5. Resident: Parking

RESOLVED: To request that the school invite parents/carers to use the Park and Stride at Cullington.

RESOLVED: To advertise Park and Stride on the PC website, AAT and in the next community magazine.

RESOLVED: To request that the Police undertake additional patrols in the streets near to the school.

6. Any other correspondence (to note only).

None received.

025/24 CLERK'S REPORT – To receive any updates and dispose of resolutions.

To report at next meeting.

026/24 FINANCE 2023-24

1. To receive and review the Internal Auditor's Letter Year Ending 31.3.24.

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

2. External Audit – to consider the 2023-24 AGAR for submission to the External Auditor

2.1. 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.

2.2. 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.

2.3. Electors' Rights – to approve 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 3 June 2024 and ending on Friday 12 July 2024 (30 working days) as suggested by the External Auditor.

027/24 FINANCIAL REPORT – to receive report and approve payments due

Payments	Net (£)	VAT (£)	Gross (£)
Clear Council Insurance	1364.44	0.00	1364.44
Beverley Rural Youth – Community Grant	100.00	0.00	100.00
Tickton Village Hall – Room Hire	20.00	0.00	20.00
S Rogerson T/A Bubble Publishing – Community Magazine	100.00	0.00	100.00
Mr T Wright – Internal Audit Fee	50.00	0.00	50.00
Employment costs & reimbursement	1313.57	7.66	1321.23
Income	Net (£)	VAT (£)	Gross (£)
Nat West Bank Interest			12.92
Northern Electric – Wayleaves			60.27
ERYC Precept 50%			18150.00

028/24 **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

029/24 To discuss the footpath.

RESOLVED: Cllr Vickers to progress as agreed.

030/24 To approve employment costs presented in the Financial Report.

RESOLVED: Approved

031/24 **DATE OF NEXT MEETING(s):** The Ordinary Meeting of the Parish Council will be held on Monday, 17 June 2024 in the Village Hall.

The Minutes were approved and signed at the meeting held on the 17 June 2024.