



Tickton & Routh
Parish Council
Working and Playing Together

Minutes of the **Annual Meeting** of Tickton & Routh Parish Council held on **Monday, 19 May 2025** at 7:30pm held in Tickton Village Hall, Main Street, Tickton.

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

In Attendance: The Clerk, Mrs Michelle Middleton
Ward Councillor Paul Smith (Minute Ref. 070 – 075/25)
PCSO Legrove, Humberside Police (Minute Ref. 070 – 074/25)

Apologies: None

Absent: Cllr Cross

Public: No members of the public.

070/25 ELECTION OF CHAIR FOR THE COUNCIL YEAR 2025-26

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

071/25 DECLARATION OF ACCEPTANCE OF OFFICE – CHAIR

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

072/25 ELECTION OF VICE CHAIR FOR THE COUNCIL YEAR 2025-26

Cllr Caley was nominated by Cllr Dickson and seconded by Cllr Hallett. 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.

073/25 APOLOGIES - To receive apologies for absence.

None received.

074/25 COMMUNITY SAFETY & NEIGHBOURHOOD WATCH

1. To note any incidents/crimes and reports.

Humberside Police confirmed no reports of incidents and/or crimes for the parishes of Tickton and Routh.

It was noted that scams were increasing; residents are reminded to be careful when receiving and responding to telephone calls, text messages and emails.

Calling the number '159' offers a secure method of contacting any bank. The caller will be given the option to select which bank they wish to speak with, and the call is automatically directed to the correct number.

2. East Riding "Better Together Event": Beverley Rugby Club 9.30am - 1.30pm, 29 May 2025 – Noted.

075/25 TO RECEIVE THE EAST RIDING WARD COUNCILLOR(S) REPORT

Ward Cllr Smith reported on the Routh Wind Farm Community Fund Panel Meeting held on 12 May 2025.

076/25 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 declared a pecuniary interest in agenda item 23.4. (Minute Ref. 092/25 4.) due to ownership of land within the proposed development.

077/25 COUNCILLOR VACANCIES

The note resignation of Cllr Hall; ERYC confirmed that co-option could commence.

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

RESOLVED: To send a letter of thanks to Cllr Hall and to advertise vacancies.

078/25 SCHEME OF DELEGATION – To review and approve.

RESOLVED: Approved

079/25 **PARISH COUNCIL APPOINTMENTS** – To review and agree terms of reference and appointments:

1. Personnel Committee (5)

RESOLVED: The PC approved the Terms of Reference.

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

2. Finance Working Group (4)

RESOLVED: The PC approved the Terms of Reference.

RESOLVED: Cllrs Dodds; Oliver and Sinkler (1 vacancy) are elected to the Finance Working Group.

3. Parish Development Working Group (3)

RESOLVED: The PC approved the Terms of Reference.

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

4. Planning Working Group (4)

RESOLVED: The PC approved the Terms of Reference.

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

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

RESOLVED: The PC appointed Cllrs Caley; Hallett; Sinkler and the Clerk 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.

080/25 **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 administration costs associated with the Recreation Ground (Village Field) by way of gift.

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

RESOLVED: The PC approved the Terms of Reference.

081/25 **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: Cllr Dodds is elected Tickton Village Hall Management Committee Representative.

4. Tickton Defibrillator Group Representative

RESOLVED: Cllr Hallett is elected Tickton Defibrillator Group Representative.

5. ERVAS Payroll/Pension Representatives (2)

RESOLVED: Cllrs Caley and Dodds 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.

7. Dogger Bank D Wind Farms Local Liaison Committee

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

8. Humberside Police Representative

RESOLVED: Cllr Sinkler is elected Humberside Police Representative.

082/25 **APPOINTMENT OF INTERNAL AUDITOR FOR 2025-26 ACCOUNTS**

RESOLVED: To commence recruitment of an Internal Auditor.

083/25 **APPOINTMENT OF ROUTH WIND FARM COMMUNITY FUND REPRESENTATIVES FOR 2025-26**

RESOLVED: To defer appointments and invite the representatives to present an update the next meeting in accordance with the Representatives Agreement with the PC.

084/25 **APPOINTMENT OF PARISH TRANSPORT CHAMPION FOR 2025-26**

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

085/25 **MEETING DATES FOR THE COUNCIL YEAR 2025-26** – To approve.

RESOLVED: The meetings dates are approved as

2025 - 16 June; 21 July; August - no meeting; 15 September; 20 October; 17 November; 15 December
2026 - 19 January; 16 February; 16 March; 20 April (Annual Parish and Council Meetings) and 18 May
(Annual Council Meeting).

086/25 **GOVERNANCE 2025-26** – To review and approve:

1. Standing Orders

RESOLVED: The PC re-adopted the Standing Orders and agreed to review the 2025 model within the next 3 months.

2. Financial Regulations

RESOLVED: The PC re-adopted the Financial Regulations and agreed to review updates within the next 3 months.

3. Risk Assessments – Council and Health & Safety

RESOLVED: The PC approved the Council Risk Assessment with changes.

RESOLVED: The PC approved the Health & Safety Risk Assessment.

4. Policy & Procedures

RESOLVED: The PC approved Policies and Procedures including: -

Allotment Application, Biodiversity, Community Fund, Data Protection, GDPR Privacy, Disciplinary, Grievance; Email & social media, Equality & Diversity, Handling Complaints, Health & Safety, Home Working, Lone Working, Maternity/Paternity Leave, Member & Officer Protocol, Recording Meetings & Statement, Reserves, Financial Control Checklist, Safeguarding, Sexual Harassment, Civility and Respect, Sickness Absence, Tree Management, Whistleblowing and the Publication Scheme.

087/25 **FINANCE 2025-26**

1. **Asset Register** – To approve

RESOLVED: The PC approved the Asset Register and value of £276,553.24.

2. **Insurance** – To consider quotations for insurance due for renewal on 1 June 2025.

The renewal documentation was circulated.

RESOLVED: The PC to request additional quotations and granted delegated authority to the Clerk to appoint Insurance Company in consultation with the Council.

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 (NB: 50% rent reduction for 2025/26 as agreed under Minute Ref. 044/25 1.1.).

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 (OSS).

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

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

RESOLVED: The PC approved Direct Debit payments to ICO (£52) 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 (£294), Street Lighting SLA (est. £50), Grounds Maintenance Contract Year 1 (£5,390 approved Minute ref 015/25 2.), and IT/Website services (£715).

088/25 **MINUTES**

To approve the minutes of the Parish Council meeting held on 14 April 2025.

RESOLVED: The minutes of the Parish Council meeting held 14 April 2025 were approved as a true and correct record.

089/25 **PLANNING**

1. **Planning Applications** – to consider the Planning Working Group Report with recommendations and approve consultee comments and any applications received after publication of agenda.

1.1. Link: [25/00882/PLF](#)- Land West Of Red Cottage 1, Weel Road, Tickton - Erection of a storage building (part retrospective) – consultee comments due by 20 May 2025 (extension granted).

RESOLVED: Tickton & Routh Parish Council strongly object to this application owing to it being agricultural land within open countryside which spoils the visual appearance of the area and its intended purpose; over development; net biodiversity loss and flood risk in flood zone 3. The applicant has not included all of the changes to the site which have occurred over the recent years since the applicant acquired the land for example, removal of the hedgerow between the two parcels of land. Furthermore, the application is over development of the land due to the building being double the size of the previous historical windowless brick stable. A properly considered decision cannot be made given the numerous changes to the site which are not included in the application. Excluding the 40' shipping container from the application could be seen as tacit approval for its retention on site. A range of photographs have been included to assist the Planning Department.

Notwithstanding the above, if the council is minded to accept the application, the Parish Council would strongly recommend that: -

- the applicant must remove the 40' shipping container from the site.
- The window apertures should be bricked up or at the very least be hardwood, along with a hardwood door, in order for the building to blend better within the landscape.
- The IDB should be consulted with regard to the soakaway and any other water related matters including sanitation and all conditions applied.
- The EA should be consulted with regard to any flood risk issues related to non-porous material on site and to comply with all conditions applied.
- The building should not be used for residential purposes.
- The building should not provide sanitation.
- The previously removed hedgerow between the two fields should be restored.

2. **Planning Decisions** – to note any decisions received from ERYC.

None received.

3. **Planning Appeals:** to note any decisions received from the Planning Inspectorate.

None received.

4. **Planning Inspectorate:** to consider the Planning Working Group Report with recommendations to the following application(s) to note any decisions received from the Planning Inspectorate.

None received.

090/25 **CONSULTATIONS** - to consider a response to the following consultation(s)

1. **Hull and East Yorkshire Local Nature Recovery Strategy** – public consultation ends 22 June 2025

RESOLVED: To share on Facebook 'All About Tickton' and website.

091/25 **PARISH MATTERS** – To receive updates and agree any actions: -

1. **Highways**

1.1. **Weel Flooding & Sewerage:** To receive any updates and agree any actions.

It was noted that ERYC, EA, IDB and YW had replied to the PCs correspondence.

YW had directed the PC to a subsidiary, known as SafeMove, who advised that mapping is available to the PC through ERYC.

RESOLVED: To request that the Ward Cllr. obtain a comprehensive map from ERYC of Yorkshire Water's supply network and sewerage pipes within the proximity of and throughout the village of Weel.

RESOLVED: The Development Working Group to consider information received to date and propose a recommendation to the full council.

2. **VE Day 2025** – To receive update, feedback and agree any actions.

It was noted that the events were well attended and feedback received was extremely positive.

A letter had been received from the 1940s singers, The Clementinas, thanking the Parish Council for an enjoyable evening.

The Parish Council thanked residents for attending the events, as well as the volunteers and all the organisations involved including the grant funders (RWF Community Fund and ERYC VE & VJ Community Fund) who together had enabled the Parish Council to offer an opportunity of remembrance and reflection on VE Day 80 in the parishes of Tickton and Routh.

ACTION: End of grant documentation to be submitted by Clerk.

092/25 **CORRESPONDENCE** – To consider any response to:

1. **ERNLLCA:** Newsletter, Free Data Protection & Engaging Communities webinars – Noted.

2. **ERYC:** Winter Maintenance

It was noted that ERYC will revert to undertaking an annual maintenance inspection of ERYC salt bins prior to the winter season. ERYC confirmed that this will include the Parish Council owned (green) salt bins charged at £55 per bin.

3. **ERYC:** Annual Town and Parish Council Planning Liaison Meetings - 12 & 20 June 2025 – Noted.

4. **Planning Inspectorate: Dogger Bank South Offshore Wind Farms [EN010125]** – To receive notification of Change to the Examining Authority and hearing on 5 June 2025 – Noted.

5. **Beverley Rural Youth:** Impact Report Feb-May 25 – To receive – Noted.

6. Any other correspondence received after publication of agenda **(to note only)**

6.1. **ERNLLCA:** Training - Data Protection and FOI, Engaging Communities, HR and Free webinar - Employment Law Essentials for Small Employers training – Noted.

093/25 **CLERK'S REPORT** - To receive any other updates

- **Peartree Hill Solar Farm:** Interested parties are reminded to register with the Planning Inspectorate by 30 May 2025 in order to comment on the application.
- **ACTION:** Clerk to circulate an updated Parish Council contact list to members.

094/25 **MOTIONS PROPOSED BY COUNCILLORS**

1. Cllr Oliver proposes that the PC commits to increasing the level of tree cover in the Parishes. That the PC liaise with Humber Forest to discuss the feasibility of improving tree cover in our parishes and, that the PC commit to further develop green and recreation infrastructure on the Recreation Ground.

RESOLVED: The PC agreed to liaise with Humber Forest to discuss the feasibility of improving tree cover in our parishes and agreed in principle to commit to increasing the level of tree cover in the Parishes and to further develop green and recreation infrastructure on the Recreation Ground. The Development Working Group to propose a scheme for consideration by full council.

2. Cllr Oliver proposes that the PC considers measures to prevent vehicles parking overnight at GL Cullington Field.

RESOLVED: To install temporary sign 'No overnight parking' and ask Humberside Police to check that vehicles parked on GL Cullington are taxed and have a valid MOT certificate.

095/25 **PC REPRESENTATIVE REPORTS**

None received.

096/25 **DEVELOPMENT PROJECTS 2025-26**

1. **Community Play Area Improvements** - To approve grant offer(s) received and consider the next steps.

RESOLVED: To accept the grant offer of £4,611 from Withernwick Wind Farm Community Fund.

RESOLVED: The PC granted the Clerk delegated authority to accept any formal grant offer from the Routh Wind Farm Community Fund, subject to any conditions, and in consultation with the PC.

RESOLVED: The Clerk to apply for any additional grants to support this project.

2. **Replacement of Parish Defibrillators** – To approve grant offer(s) received and consider next steps.

RESOLVED: The PC granted the Clerk delegated authority to accept any formal grant offer from the Routh Wind Farm Community Fund, subject to any conditions, and in consultation with the PC.

097/25 **FINANCE 2024-25**

1. To receive and review the **Internal Auditor's Letter** Year Ending 31.3.25.

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

2. **External Audit** – to consider the 2024-25 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 Tuesday 3 June 2025 and ending on Monday 14 July 2025 (30 working days) as suggested by the External Auditor.

098/25 FINANCIAL REPORTS 205-26

1. Bank Accounts: To receive update and agree any transfer of funds.

The balance in accounts were noted as follows:

Current - £23,671.49; Reserve - £974.97; Liquidity 35 - £20,262.06; Liquidity 95 - £20,448.53.

2. Financial Report/Payments: To approve payments and any presented after publication of agenda.

Delegated Payments	Net (£)	VAT (£)	Gross (£)
The Clementinas – VE 80 Event - Singers	150.00	0.00	150.00
Mr Roberts Traditional Fish & Chips – VE 80 Event - Catering	900.00	0.00	900.00
Payments	Net (£)	VAT (£)	Gross (£)
Bubble Publishing – Community Magazine	100.00	0.00	100.00
Infiniti Test & Inspection Ltd – VE 80 Event - Fire Extinguishers	30.00	6.00	36.00
Mrs M Middleton – VE 80 Event & Printer Ink - Reimbursements	217.27	38.23	255.50
Mr T Wright – Internal Audit Fee	50.00	0.00	50.00
Employment costs & reimbursement	1404.60	6.71	1411.31
Tickton Village Hall – VE Day Event – Room Hire	120.00	0.00	120.00
Income			Gross (£)
Bank Interest Reserve			0.98
Bank Interest LA 35 Day			44.37
Bank Interest LA 95 Day			57.65
RWF Grant – VE 80 Event			875.00
ERYC Precept 50%			19,125.00

RESOLVED: The PC noted the financial report including income and approved payments presented.

RESOLVED: The PC agreed the virement of £78.53 from the EMR 'Event' to Budget line 'Events' towards VE Day costs.

099/25 **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.

100/25 **DATE OF NEXT MEETING(s):** The Ordinary Meeting of the Parish Council will be held on Monday, 16 June 2025 in the Village Hall.

The Minutes were approved and signed at the meeting held on the 16 June 2025.