



Minutes of the Annual Meeting of Tickton & Routh Parish Council held on **Monday, 18 May 2026** at 7.30pm in Tickton Village Hall, Main Street, Tickton.

Present: Councillors: Sinkler (in the Chair); Caley; Dickson; Hallet; Moloney & Vickers.

In Attendance: Parish Clerk: Michelle Middleton.
Humberside Police: PC Scotter

Apologies: Councillors: Dodds & Robinson
Ward Councillor: Paul Smith

Absent: Councillor Cross

Public: Two members of the public.

One member of the public attended the meeting in relation to a Planning Application, Minute Ref. 093/26 1.1.
The second member of the public attended in relation to a Councillor Vacancy, Minute Ref. 080/26.

074/26 ELECTION OF CHAIR FOR THE COUNCIL YEAR 2026-27

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.

075/26 DECLARATION OF ACCEPTANCE OF OFFICE - CHAIR

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

076/26 ELECTION OF VICE CHAIR FOR THE COUNCIL YEAR 2026-27

Cllr Caley was nominated by Cllr Dickson 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

077/26 APOLOGIES - To receive apologies for absence

Apologies of absence were received from Cllrs Dodds, Robinson and Ward Councillor Smith.

078/26 DECLARATION OF INTEREST – The Parish Councils (Model Code of Conduct)

1. 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 Vickers declared a non-pecuniary interest in agenda item 20.1.3. (Minute Ref. 093/26 1.3.) due to the family relationship to the application.

Cllrs Caley and Sinkler declared a pecuniary interest in agenda item 11.6. (Minute Ref. 084/26 6.) due to ownership of land within the proposed development.

2. To inform members to review and update Register of Interest forms as required.

Cllr Vickers submitted an updated Register of Interest form.

079/26 MINUTES

To approve the minutes of the Parish Council meeting held on 20 April 2026.

RESOLVED: The minutes of the Parish Council meeting held 20 April 2026 were approved as a true and correct record.

080/26 COUNCILLOR VACANCIES

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

RESOLVED: Tim Moloney was coopted Councillor for Tickton and signed the Declaration of Acceptance of Office and submitted Register of Interest Form. Cllr Moloney joined the meeting.

081/26 SCHEME OF DELEGATION – To review and approve.

RESOLVED: Approved

082/26 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

8. Volunteer Representative (1)

RESOLVED: Cllr Hallett is elected Volunteer Representative.

9. Road Safety Improvements Representatives (2)

RESOLVED: Cllrs Caley & Sinkler are elected Road Safety Improvements Representatives.

083/26 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.

084/26 PARISH COUNCIL APPOINTMENTS TO OTHER BODIES

1. ERNLLCA District Committee Representatives (2)

RESOLVED: Cllr Hallett and (1vacancy) is elected ERNLLCA District Committee Representatives.

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

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

3. Tickton Village Hall Management Committee Representative (1)

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

4. Tickton Defibrillator Group Representative (1)

RESOLVED: Cllr Hallett is elected Tickton Defibrillator Group Representative.

5. ERVAS Payroll/Pension Representatives (2)

RESOLVED: Cllrs Caley and Dodds are elected Phoenix Accountancy & Business Consultancy - Payroll/Pension Representatives.

6. Dogger Bank South Wind Farms Local Liaison Committee (1)

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

7. Dogger Bank D Wind Farms Local Liaison Committee (1)

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

8. Humberside Police Representative (1)

RESOLVED: Cllr Sinkler is elected Humberside Police Representative.

085/26 APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR FOR 2026-27 ACCOUNTS

RESOLVED: The PC appointed Andromeda Admin to undertake the independent internal audit for 2026-27 accounts.

- 086/26 **APPOINTMENT OF ROUTH WIND FARM COMMUNITY FUND REPRESENTATIVES FOR 2026-27**
RESOLVED: The PC appointed Victoria Brooke (Tickton) – Term 2, second year, Julie Booker (Tickton) – Term 2, first year, Tim Dixon (Routh) – Term 1, third year as Routh Wind Farm Community Representatives.
- 087/26 **APPOINTMENT OF PARISH TRANSPORT CHAMPION FOR 2026-27**
RESOLVED: The PC appointed Cllr Vickers as Parish Transport Champion.
- 088/26 **MEETING DATES FOR THE COUNCIL YEAR 2026-27** – To approve.
RESOLVED: The meetings dates are approved as
2026 - 15 June, 20 July, August (No meeting), 21 September, 19 October, 16 November, 14 December
2027 - 18 January, 15 February, 15 March, 19 April (Annual Parish + PC Meeting), 17 May (Annual Council Meeting)
- 089/26 **GOVERNANCE 2026-27** – To review and approve:
1. Standing Orders
RESOLVED: The PC re-adopted the Standing Orders.
 2. Financial Regulations
RESOLVED: The PC re-adopted the Financial Regulations
 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.
- 090/26 **FINANCE 2026-27**
1. Asset Register – To approve
RESOLVED: The PC approved the Asset Register and value of £307,113.26.
 2. Insurance – To approve 2nd year of 3-year term due for renewal on 1 June 2026.
RESOLVED: The PC approved the insurance renewal.
 3. Annual Rents & Charges – To review and approve Allotments, GL Cullington Field/ Recreation Ground Charges for Use and Defibrillator Hosts.
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, SLCC and deferred subscriptions to Zoom and Open Spaces Society.
 5. Direct Debit payments - To review and approve DD payments to ICO & NEST.
RESOLVED: The PC approved Direct Debit payments to ICO and NEST.
 6. Contracts – To review and approve Annual Playground Inspection Rolling Agreement, Hull Bridge Bus Shelter ERYC Street Lighting SLA, ERYC Winter Services, Grounds Maintenance, and Website Contract.
RESOLVED: The PC approved the Annual Play Inspection Agreement, Street Lighting SLA, Grounds Maintenance Contract Year 2, and Website/email contract.
- 091/26 **TO RECEIVE THE EAST RIDING WARD COUNCILLOR(S) REPORT**
The Clerk advised that Ward Cllr Smith has secured a meeting with PC Representatives and portfolio holder Cllr Paul West, Director of Planning and Executive Director of Communities and Environment to discuss road safety issues and consider improvements on the A1035.

ACTION: Cllrs Caley & Sinkler to provide daytime availability for a meeting with ERYC.

ACTION: Cllrs Caley & Sinkler to provide availability for a pre-meeting with Ward Cllr Smith.

Ward Councillor Smith proposed the following short-term recommendations based on ERYC holding no budget for A1035 improvements: -

- To consider reduction in speed limit to 40mph from Swinemoor to White cross.
- To request reduction to 30mph Beverely to Tickton junction.
- To request crash barrier to protect properties backing onto the A1035.
- To include A1035 in the Live Labs scheme to identify improvements to road safety.

A medium/long term proposal to draft a scheme of major improvements to be added to ERYCs list of projects to be considered when external funding comes available.

092/26 **COMMUNITY SAFETY & NEIGHBOURHOOD WATCH**

1. Humberside Police: Monthly updates

The Police have responded to reports of parking issues during school times, and speed enforcement patrols continue within the Parish. Several cautions have been issued, with advice that repeat offences — particularly relating to speeding — may result in fines and penalty points.

The PC could consider applying for funding through the Police and Crime Commissioner (PCC) to install ANPR cameras within the village.

ERYC has the authority to reduce speed limits and can utilise systems that capture traffic data from vehicles manufactured from 2015 onwards on specific roads, alongside the Gold Rivers system, which is able to detect older vehicles.

Concerns were raised regarding buses navigating around parked vehicles on Main Street during school times. The Officer advised the PC to review existing bus stop locations and identify potential new locations, ideally within 20mph zones, together with any other road-related concerns, and submit these to ERYC for consideration. New bus stops would benefit from appropriate road markings, including bus stop clearways, double yellow lines, and double yellow lines extending across the kerb, enabling enforcement against unauthorised parking by all vehicles, including those displaying blue badges.

A theft of a bike at Cherry Lane Garden Centre was noted.

2. NHW: Newsletters and Fraud Reports – noted.

093/26 **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.

1.1. Link: [26/00776/PLF](#) - Land Off Tickton Bypass North Of 45 St Pauls Way - Erection of 2 detached dwellings with detached garages and associated access (comments due by 18 May – extension granted)

RESOLVED: The PC strongly object and call into committee for consideration due to the following reasons:

- a) The proposed development is in open countryside.
- b) It is outside the development limits of the parish.
- c) It is within a 50-mph speed limit on a very busy arterial road which is prone to accidents.
- d) The area is flood zone 3 and the exception and sequential tests are not met because there are other places at less risk of flooding. This proposal does not bring forward accommodation of the type for which there is a shortage in the village.
- e) It appears that the applicant is suggesting that the existing outbuildings would be classed as a pre-existing footprint. However, these sheds and greenhouse spaces are temporary structures.

1.2. Link: [26/01029/PLF](#) - 4 Little Storkhill Meadow - Erection of single storey extension to rear (consultee comments due 28 May 2026 – extension request to 16 June declined)

RESOLVED: No objection. If approved, suitable water attenuation plans to mitigate the impact of surface water run-off. In addition, the applicant appears to have a large storage container in situ within the open countryside. Should this have been included in the application?

1.3. Link: [26/00761/VAR](#) - The Grange, Carr Lane, Weel - Variation of Condition 3 (external materials) and 6 (approved plans) of planning permission 22/03690/PLF (Erection of two storey extension to side, detached single storey garage at front) to allow for a change of roof materials to ease installation of solar panels (Consultee comments due by 30 May 2026 – extension requested to 16 June declined)

RESOLVED: No comment.

2. Planning Decisions - to note any decisions received from ERYC.

2.1. Link: [25/02013/PLF](#) – Land North West Of Red Cottage, 1 Weel Road, Tickton – Construction of hardstanding and installation of foul and surface water drainage (Retrospective) and change of use of land to use as a holiday caravan site for four static holiday caravans and four touring caravans and erection of an amenity building – **REFUSED** – noted.

094/26 **CONSULTATIONS** – To consider a response to consultations received.

1. **ERYC:** Town & Parish Council Communication Survey (PC & Cllrs comments by 31 July 2026)

RESOLVED: The PC granted delegated authority to the Clerk to respond.

2. **ERYC:** Revised Planning Enforcement Plan 2026 (Comments by 11 June 2026)

RESOLVED: The PC granted delegated authority to the Clerk to respond in consultation with the Planning Working Group.

3. **ERYC:** Bishop Burton Neighbourhood Plan – Basic Condition Statement Addendum

RESOLVED: No comment.

095/26 **PARISH MATTERS** – To receive any updates and agree any actions.

1. **ERYC: Weel Bridge Works** – To note temporary 20mph signage installed

The Clerk reported that the Weel bridge works are currently on schedule. Temporary 20mph signage has been installed. New folding flood signs have also been installed near to Weel bridge and the entrance to Weel. Enquiries have been made to ERYC to establish the rationale for the signs, placement and who will be responsible for opening and closing the signs.

2. A1035: Road Safety

2.1. Humberside Police Incident Data: To receive 5-year data for the parishes of Tickton & Routh
Humberside Police provided an incident map detailing the number of severity of accidents; Fatal (1), Serious (5), Slight (18) and Damage only (16).

2.2. Member of the public: Report of recent near miss traffic incident on A1035 – noted.

3. River Hull: Maintenance

The Clerk has requested the EA to provide a formal response to questions raised at the Annual Parish Meeting.

4. ERYC: Notification of temporary road closure for Weel Road, Tickton (between Hull Bridge and Grovehill Road) - vegetation & grass cutting on 13 August 2026 – noted.

ACTION: To add to website and AAT.

5. ERYC: Notification of temporary road closure for Weel Road, Tickton - installation of ducting and chambers for the new BDUK fibre network on 3 August 2026 – noted.

ACTION: To add to website and AAT.

6. ERYC: Briefing Note – Surface Dressing 2026 – various roads – noted.

096/26 **CORRESPONDENCE** – To note and/or consider any response to:

1. **ERNLLCA:** Newsletter and training opportunities - noted.

2. **Community Vision:** Digital Inclusion Funding Opportunity & East Riding Conference Invitation

RESOLVED: The PC agreed to share the Digital Inclusion Funding Opportunity & East Riding Conference Invitation with the Village Hall and FITTA Group.

3. **TCV Hull and Humber:** Professional Conservation & Land Management Support – noted.

4. **Valuation Office Agency:** Request for rent, lease or ownership information for Playing Fields, Main Street, Tickton HU17 9RZ to set up-to-date rateable value.

RESOLVED: The Clerk to complete the Valuation Office Agency return.

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

097/26 **CLERK'S REPORT**

The Clerk to issue Councillors gov.uk email addresses.

098/26 **MOTIONS PROPOSED BY COUNCILLORS**

1. Cllr Oliver proposes that the PC considers asking the EA to confirm which authority is taking the lead in reviving the River Hull Advisory Board and River Hull Integrated Catchment Strategy together with timescales to address maintenance issues and reduce flood risk from the River Hull catchment in the parish of Tickton.

RESOLVED: The PC approved the motion to ask the EA to confirm which authority is taking the lead in reviving the River Hull Advisory Board and River Hull Integrated Catchment Strategy together with

timescales to address maintenance issues and reduce flood risk from the River Hull catchment in the parish of Tickton.

RESOLVED: To invite EA to meet with the Clerk and Development Working Group to establish how the PC can offer support to progress and improve outcomes in the Parish.

099/26 **PC REPRESENTATIVES** – To receive any reports.

None received.

100/26 **FINANCE 2025-26**

1. To receive and approve any actions in the **Internal Auditor's Letter** Year Ending 31.3.26.

The Internal Audit Report confirmed that the Council demonstrates a good standard of governance, financial administration and transparency. The systems of internal control were found to be effective and operating appropriately. The report recommended that the Council consider adopting Training & Development, Community Engagement and Gifts & Hospitality Policies to further strengthen best practice procedures.

RESOLVED: To draft Training & Development, Community Engagement and Gifts & Hospitality Policies. To review the Co-option Policy and formalise Business Continuity Plan already agreed by PC.

2. **External Audit** – to consider the 2025-26 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 Wednesday 3 June 2026 and ending on Tuesday 14 July 2026 (30 working days) as suggested by the External Auditor.

101/26 **FINANCE**

1. **Tickton Village Hall:** To receive end of grant report – Winter Gritting 2025-26- noted.

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

Current: £21764.27; Reserve: £8524.02; Liquidity 35-Day: £5662.24 & Liquidity 95-Day: £21082.50.

RESOLVED: To transfer £10,000 from Current to Liquidity 35 Day Account.

3. **Financial Report/Payments:** To approve report, payments including any payments presented after publication of the agenda.

Payments	Description	Net	VAT	Gross
Bubble Publishing	Community Magazine	£100.00	£0.00	£100.00
ERYC	PSPO Dog Exclusion Signs	£36.00	£7.20	£43.20
MKM BS (Beverley) Ltd	Topsoil – Cullington	£65.29	£13.06	£78.35
Tickton Village Hall	Room Hire	£24.00	£0.00	£24.00
Andromeda Admin	Internal Audit	£150.00	£0.00	£150.00
Clear Insurance Management Ltd	Insurance	£1548.30	£0.00	£1548.30
Employment costs	Employment costs	£1565.49	£0.00	£1565.49
Income – January				Gross
ERYC	Precept 50%			£19900.00
NatWest	Bank Interest Reserve			£5.95
NatWest	Bank Interest Liquidity 35 Day			£9.20
NatWest	Bank Interest Liquidity 95 Day			£45.88

RESOLVED: The PC approved the financial report and payments represented.

102/26 **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. Staffing matters

The PC received the resignation of the Parish Clerk, effective from 31 July 2026, with a willingness to continue in the role until 30 September 2026 to support recruitment and an initial handover if required. The Council thanked the Clerk for their service.

RESOLVED: That the Personnel Committee be delegated authority to recruit a Clerk and Responsible Financial Officer and recommend terms of employment to the Council.

RESOLVED: To engage ERNLLCA to carry out an independent review of the Clerk's role and terms of employment to assist the Council in determining the requirements for recruitment to the post.

103/26 **DATE OF NEXT MEETING(s):** The Ordinary Council Meeting will be held at 7:30pm, Monday 15 June 2026 in the Small Hall, Tickton Village Hall.

The Minutes were approved and signed at the meeting held on the 15 June 2026.