



Howden Town Council

Minutes of the Meeting of Howden Town Council held Wednesday July 20th 2022 at 7pm at the Town Council Offices, Bridgegate, Howden.

Present: Councillors Roberts, Drury, Hart, Ward, Chiswell, Smythson, Ashton, Casey

In Attendance: L Smith

Clerk: S Hardcastle

Before the meeting started the Chair offered congratulations to the Clerk who has successfully completed her CiLCA qualification. This qualification is an exciting step forward for Council which opens more opportunities in the future.

2022-132-FC: Apologies for absence – to receive and accept.

Apologies were received from Councillors Pears, Patrick, Howard and Blee. All accepted.

2022-133-FC: Declaration of Interest –

2022-133.1-FC Declarations of Interests, in respect to Agenda items, to be made and recorded in the minutes even if an interest has been declared in the register.

Councillors Drury and Ward declared an interest in agenda item 2022-140-FC.

2022-133.2-FC For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

2022-134-FC: Minutes of the Town Council meeting held Tuesday June 21st 2022 – to agree and approve as a true record.

Minutes of the Town Council meeting held Tuesday June 21st 2022 were received and approved as a true record.

2022-135-FC: Minutes of the Planning Committee Meeting held Tuesday July 5th 2022 – to receive.

Minutes of the Planning Committee held Tuesday July 5th were received. Agreed to request ERYC look into the possibility of two extra parking bays to replace the two lost in item 2022-30-PL.

2022-136-FC: Councillor Vacancy. To note Councillor vacancy due to the death of Councillor Andrew Morris with a closing date for by-election of Friday July 15th 2022. If no by-election was called agree co-option procedure.

As no by-election was called co-option procedure agreed.

2022-137-FC: Project Loo. To receive an update from the Chair and agree any actions.

The Chair reported that the PWLB has been agreed so all funds are now in place. A lease has been drawn up by ERYC and is with a solicitor to agree terms and contact has been made



with ERYC regarding an SLA for cleaning of the new facility. Updated planning application been validated and a build start date of September 6th is being aimed for.

2022-138-FC: Christmas Late Night Opening. To receive an update from the Town Centre/Events Officer and agree budget requirements.

The Town Centre/Events Officer presented a proposal to Council for this year's event. It will be marketed as Howden Christmas Market. As the Shire Hall is not available this year for stalls or Santa's Grotto etc the Minster have been approached and agreed Council can utilise the Minster for the event. A budget of £2,000 was agreed.

2022-139-FC: Howden Traffic Issues.

2022-139.1-FC: Traffic Response from ERYC. To receive an update from East Riding of Yorkshire Council on traffic schemes in Howden and agree any actions.

Agreed to defer to Planning Committee on August 2nd 2022.

2022-139.2-FC: To receive an update from the Clerk following traffic concerns on Shelford Avenue and Hailgate and agree any actions.

Agreed to defer to Planning Committee on August 2nd 2022.

2022-139.3-FC: To respond to residents' concerns regarding speeding traffic on Boothgate and agree any actions.

Agreed to defer to Planning Committee on August 2nd 2022.

2022-140-FC: Planning Applications – to discuss, agree and submit the Council's observations.

[22/01990/STPLFE](#) Construction of sub-surface cable route from Drax Power Station to Fraisthorpe Coastline with associated accesses and temporary construction compounds in association with the Scotland to England Green Link Location: Cross Country Cable Route From Drax Power Station To Fraisthorpe Coastline Bridlington Road, Fraisthorpe, East Riding Of Yorkshire.

The Town Council made no observations on this application.

2022-141-FC: Boundary Change. To receive an update from the Chair and agree any actions.

The Chair reported he and the Clerk had had a meeting with Stamford Bridge Parish Council as there was not much help available from ERYC at the present time with this. Stamford Bridge have recently undertaken a successful boundary change, The document Community Governance Review was shared and Council agreed the Chair and Clerk to work together to produce an initial document to be agreed at the next Full Council meeting.

2022-142-FC: Annual Budget. To review the budget at ¼ (25 percent) of the year and agree any actions.

The budget was reviewed and accepted.

2022-143-FC: Finance Risk Assessment. To review the Financial Risk Assessment and agree any actions.



The finance risk assessment was reviewed and accepted.

2022-144-FC: Standing Orders. To review, accept and adopt updated Standing Orders.

The updated model Standing Orders were reviewed, changes accepted and document adopted.

2022-145-FC: Asset Register. To review and accept.

The Asset Register was reviewed and accepted.

2022-146-FC: Internal Audit. To receive an update from the Clerk.

The Internal Audit was received and accepted.

2022-147-FC: External Audit 2021/2022. To receive an update from the Clerk.

The Clerk reported the relevant documents have all been sent to the external auditor (PKF Littlejohn) and the Notice of Public Rights has been advertised with dates Monday June 27th to Friday August 5th. PKF have acknowledged receipt of all documents.

2022-148-FC: Office Internet. To receive update from the Clerk, receive quotes and agree any actions.

Due to the unworkable Internet/broadband speeds in the Town Council office (averaging 3-6 MBS per second) it was agreed to pay an early termination fee of approximately £940.42 (dependent on when the contract is terminated) to OneCom. Council agreed to delegate to the Clerk (as per financial regs) to agree new contract with Excel Telecom if she is happy with the terms.

2022-149-FC: Community Fridge. To receive an update from Councillor Howard and agree any actions.

The Clerk reported plans are well underway and a potential start date for early Autumn has been mooted.

2022-150-FC: Howden Post Office. To receive update from the Clerk on new Howden Post Office site and agree any actions.

The Clerk reported news that a new permanent Post Office to be opened in the Today's shop, Market Place, Howden on Friday July 29th. Agreed to support the move and to send a letter of thanks to the Dove House Hospice Shop and Outreach Post Office staff.

2022-151-FC: Delegated Powers. To review delegated powers and duties to the clerk in consultation with the Chair of the Council and chairs of committees in the case of an emergency.

Council agreed delegated powers to only be invoked if Council are unable to meet.

2022-152-FC: Ashes Minutes. To receive the latest minutes from the Ashes Committee.

The minutes of the May meeting were received.

2022-153-FC: Howden Minster Bells. To receive an update from the Clerk and agree any actions.



The Clerk reported the Westminster Chimes of the Minster had stopped working. As there are no legal powers available to a Town Council to pay towards a Church (apart from the Clock – there are powers to maintain clocks) she had sought advice from ERNLCCA who advised as there are no legal powers available, Council would have to agree to suspend Financial Regulations if Council deemed they wanted to pay for anything other than the clock. This is not advised and Council agreed not to do this. Agreed to get quotes and advice on what needs fixing/replacing and bring back to the next meeting.

2022-154-FC: Finance June/July. To authorise the invoices and monthly schedules for payment; to receive a copy of the bank transactions and reconciled bank statements since the last meeting and a copy of RIALTAS reports to receive and accept.

A copy of the June and July monthly schedules with voucher numbers for each invoice received and the date they had cleared the bank were presented, alongside bank reconciliations up to the end of June 2022. Approved. Council approved the payments of £8173.13 from June since the last meeting and £1614.22 from July to be made.

2022-155-FC: ERY Cllr Bayram: to receive a verbal report.

Councillor Bayram did not attend.

2022-156-FC: Correspondence.

Due to staff annual leave, the September meeting of Council will be held on Tuesday September 13th 2022. As this date was originally for RAM Committee, any RAM agenda items will be incorporated into Full Council agenda.

2022-157-FC: Items for next agenda.

Minster Clock/Bells; Boundary Change.

2022-158-FC: In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 a motion to be passed to exclude members of the public and press due to the confidential nature of the following agenda items.

As there is no update the Chair did not request this motion to be passed.

2022-159-FC: Howden Marsh. Update from the Chair.

No update.

2022-160-FC: In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 a motion to be passed to allow members of the public and press.

As there is no update the Chair did not request this motion to be passed.

2022-161-FC: Date of Next Meeting: Tuesday August 23rd (Please note this is the fourth Tuesday of the month, not the third Tuesday of the month.

The meeting closed at 8.24pm.