



Howden Town Council

Minutes of the Meeting of Howden Town Council held Tuesday June 20<sup>th</sup> at 7pm at the Town Council Offices, Bridgegate, Howden.

Present: Councillors Roberts (Chair), Perkins, Ward, Drury, Hart, Brett, Pears, Howard

In Attendance: Five Co-Option Candidates, Two Members of the Public, Member of the Press, Mark Lane and Jonathan Atkinson (How-G Development), L Smith

Clerk: S Boggitt

**2023-103-FC: Apologies for absence – to receive and accept.**

Apologies were received from Councillors Blee and Ashton – both accepted.

**2023-104-FC: Declaration of Interest –**

2023-104.1-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.

None.

2023-104.2-FC For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

**2023-105-FC: Co-Option. To vote on the co-option of two Councillors for the two vacant seats. For resolution. (NB Elected Councillors will sign their declaration of acceptance and sit on Council immediately)**

Following co-option vote. John Cave received a majority vote for vacancy one and Sue Long received a majority vote for vacancy two. Both signed the declaration of acceptance of office and sat on Council straight away. (Noted that Councillor Casey had resigned this week, meaning co-option would be taking place again in the next couple of months)

**2023-106-FC: AGAR 2022/2023 – To Agree and Sign Section 1 and Section 2 – Annual Governance Statement and agree answers to any NO questions. To agree suggested dates for Public Rights Notice.**

Section 1 and Section 2 of the AGAR were agreed and signed. There were no NO questions to agree answers to and the dates for public rights of notice were agreed as June 22<sup>nd</sup> – August 2<sup>nd</sup>. The Clerk to send all relevant documents to the external auditor and report back to RAM at the next Committee meeting.

**2023-107-FC: Public Participation. To adjourn the meeting for members of the public to make representation over any item on the agenda. (NB any item not on the agenda will not be discussed but may be considered for a future meeting).**

No members of the public wished to participate.



**2023-108-FC: Internal Audit Report. To receive the end of year audit report and action plan.**

The end of year audit report and action plan were received and reviewed.

**2023-109-FC: How-G Update. To receive update from How-G Developers and agree Town Council representation at the ERYC Planning meeting on June 22<sup>nd</sup> 2023.**

Mark Lane and Jonathan Atkinson presented Council with updated plans for the How-G development prior to the application being heard at East Riding of Yorkshire Council's Planning Committee meeting later in the week. They confirmed the first part of the development would be the relief road if planning is passed and will come back to Council with updated news at a subsequent Council meeting.

**2023-110-FC: Minutes of the Town Council meeting held Tuesday May 16<sup>th</sup> 2023 – to agree and approve as a true record.**

The minutes of the Town Council meeting held Tuesday May 16<sup>th</sup> 2023 were agreed and approved as a true record.

**2023-111-FC: Minutes of the Amenities Committee Meeting held Tuesday June 6<sup>th</sup> 2023 – to receive and approve any recommendations.**

The minutes of the Amenities Committee meeting held Tuesday June 6<sup>th</sup> 2023 were received. It was agreed that due to the nature of the Changing Places building and following advice from ERYC – after vandalism at the adjacent public toilets - it would be locked from 6.30pm to 5.30am. The clerk reported that she was in the closing stages of registering the building, a process which has not been easy and taken up a lot of extra time.

**2023-112-FC: Minutes of the Planning Committee Meeting held Tuesday June 6<sup>th</sup> 2023 – to receive and approve any recommendations.**

The minutes of the Planning Committee meeting held Tuesday June 6<sup>th</sup> 2023 were received. The Chair reported he had sent a video of smoke residue coming from the fast food outlet on Bridgegate to the ERYC Public Protection team. To be reported in full at the next Committee meeting.

**2023-113-FC: Minutes of the HJBC Meeting held Monday June 12<sup>th</sup> 2023 – to receive and approve any recommendations.**

The minutes of the HJBC meeting held Monday June 12<sup>th</sup> were received.

**2023-114-FC: Delegated Decisions. To ratify decisions made using delegated powers – Insurance Cover/Planning Decisions.**

Resolved. Councillor Drury requested the names of the Councillors involved in the delegated decisions be named on the sheet.

**2023-115-FC: Town Centre/Events Officer Report. To receive an update and agree any actions.**

Council agreed to the £400 fee for Howden Minster for the Howden Christmas Market. It was also agreed to book the first Thursday in December for the next five years at the Minster. The Town Centre Officer reported she is organising a Santa's Sleigh for Howden in December and had received £1,000 sponsorship for this. She reported she has applied for a Do It for East



Yorkshire Grant towards the implementation of the new Visit Howden website which has previously been agreed. If the grant application is not successful, three quotes would be needed for Council to agree at a future meeting. First-Aid training has been organised for the second week of January for any traders / community groups who would like to sign-up.

**2023-116-FC: Ashes Committee. To receive the latest minutes and agree any actions.**

The minutes were received.

**2023-117-FC: Howden Traffic Issues. a) Knedlington Crossroads. To receive a report from the Chair on latest Knedlington Crossroads issues and agree any actions. b) Hailgate Parking. To receive an update from the Clerk and agree any actions. c) Thorpe Road. To receive a report from Councillor Howard and agree any actions.**

Councillor Howard reported he had spoken to Paul Copeland at ERYC and was waiting for an update on the plans for Knedlington Crossroads and Thorpe Road later in the week. The Clerk reported she had heard from the Transport team at ERYC who will investigate changing the times of the parking restrictions on Hailgate outside the schools – however this could take up to 12 months to implement; to be reported in full at the next Planning Committee meeting.

**2023-118-FC: Community Speedwatch. To receive an update and request from Councillor Howard regarding signing up to the Humberside Police Community Speedwatch Project.**

It was agreed to sign up to the Humberside Police Community Speedwatch Project with Councillor Howard taking the lead and sourcing the volunteers required. Agreed to borrow the equipment before presenting a proposal to purchase the Council's own.

**2023-119-FC: Boom Update. To receive a report from the Chair and agree any actions.**

The Chair reported it had been advised Council register with the Planning Inspectorate to be able to comment on this application. Council agreed and the Chair will bring the relevant information to the next meeting.

**2023-120-FC: Rural Partnership. To receive a report from the Clerk on partnership subscription and agree any actions.**

Agreed to sign up to the Partnership for an initial year at a cost of £95.

*(NB At this point Council voted to suspend Standing Orders to allow the meeting to continue past 9pm)*

**2023-121-FC: Finance May/June. 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 May and June monthly schedules with voucher numbers for each invoice received and the date they had cleared the bank were presented, alongside bank reconciliations up to middle of May 2023 (Approved). Council approved the payments of £52118.83 for May since the last meeting and £32389.11 for June to be made.

**2023-122-FC: Monthly Checklist. To receive the Clerk's monthly checklist.**

Received.



**2023-123-FC: Ward Councillor. To receive report from Ward Councillor David Howard and agree any items for next agenda.**

Deferred to next meeting due to the time.

**2023-124-FC: Correspondence.**

The Clerk noted:

- a) The resignation of Councillor Casey.
- b) Increased vandalism across the town including damage to Howden Marsh, Derwent Play Park, Howden Minster, Bishop's Manor and the Ashes Playing Fields. The Clerk to invite a member of the Local Police team to the next meeting.
- c) ERNLCA are offering whole council training at a cost of £400 – to go on the next agenda for agreement.
- d) The Clerk has been invited to write a magazine article for the SLCC magazine to inspire new Clerks as they start their new career, she has also been invited to be a speaker at the Yorkshire Local Council Association Training Day in July.

**2023-125-FC: Items for next agenda.**

Co-Option, Vandalism, How-G update, BOOM update, Committee membership.

**2023-126-FC: Date of Next Meeting: Tuesday July 18<sup>th</sup> 2023 at 7pm.**

The meeting closed at 9.07pm.