



## Howden Town Council

Minutes of the Meeting of Howden Town Council held Tuesday September 17<sup>th</sup> 2024 at 7pm at the Town Council Offices, Bridgegate, Howden.

Present: Councillors Roberts (Chair), Long, Drury, Hart, McLellan, Young, Pears, Blee

In Attendance: L Smith (Tourism and Marketing Officer), Member of the Press

Clerk: S Boggitt

### **2024-184-FC: Apologies for absence – to receive and accept.**

Apologies for absence were received from Councillor Howard, Ward, Cave and Clarke – accepted.

### **2024-185-FC: Declaration of Interest –**

2024-185.1-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.

2024-185.2-FC For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

### **2024-186-FC: Public Participation. To adjourn (for a maximum of 15 minutes) 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 requests.

### **2024-187-FC: Minutes of the Town Council meeting held Tuesday September 17<sup>th</sup> 2024 – to agree and approve as a true record.**

The minutes of the meeting held Tuesday September 17<sup>th</sup> 2024 were agreed and approved as a true record.

### **2024-188-FC: Minutes of the Amenities Committee meeting held Tuesday October 8<sup>th</sup> 2024 – to receive and approve any recommendations.**

The minutes of the Amenities Committee meeting held Tuesday October 8<sup>th</sup> 2024 were received. There were no recommendations to approve, however since the meeting Councillor Roberts noted he had checked on the condition of the tree in the Jubilee Park. His recommendation is that as it is an ash tree at risk of ash die back then the tree is crown reduced to 4m high – Council approved his recommendation with the Clerk to action quotes/work. He also noted that Council had been offered 400 trees from the Woodland Trust to replace any trees (mainly willows) that need to be felled.

### **2024-189-FC: Minutes of the Planning Committee meeting held Tuesday October 8<sup>th</sup> 2024 – to receive and approve any recommendations.**



There were no Planning Committee meeting minutes to receive as the meeting had not gone ahead due to being inquorate.

**2024-190-FC: Councillor Resignation and Co-Option. To receive notice of resignation of Councillor Hobden and agree co-option procedure.**

Following the resignation of Councillor Hobden shortly after being co-opted, the Clerk reported that after following co-option procedure, ERYC had confirmed that a request to fill the above vacancy by way of an election had not been received within the prescribed time period, therefore Council could now fill this vacancy by co-option. It was agreed to start the process immediately, but due to the time of year to set the closing date in January 2025.

**2024-191-FC: Local Plan Consultation. To make Council comments on the updated Local Plan Consultation.**

It was agreed that the online form to make comments was not fit for purpose and the comments Council wanted to make were unable to be made with the information available. It was therefore agreed that with delegated powers, the Clerk (in consultation with the Chair and Chairs of Committee) would respond via email rather than using the online form.

**2024-192-FC: Tourism and Marketing Officer Report. To receive report and agree any actions.**

It was reported that the Christmas lights were due to be delivered shortly and would be delivered to the office. It was agreed to dispose of the old lights (The Clerk to chase up Contract Lighting). All plans are in place for Remembrance Parade with a Town Council initiative of 'Provide a Poppy' for the Howden letters which will be placed in Howden Minster. Howden traders are signing up to take part in a traders Trick or Treat and Window display. Council agreed the sum of £110 (two hours) work for the Visit Howden website developer to do some background work on the site. The site has reached 3.6 thousand new users and needs some background work to keep the site stable. A Christmas flier has been produced for Soup and Carols and the other Howden at Christmas events (Promoting Howden). The signage project with ERYC has reached the design stage. It was also agreed to put another Councillor through first-aid training in January and all others through their refresher.

**2024-193-FC: Howden Town Council Logo and Safe Spaces Logo. To receive and agree final designs.**

Council agreed on the final design for the Howden Town Council logo – this will be launched in January and comments were made on the Safe Spaces Logo which has been designed by the Memory Café.

**2024-194-FC: Ashes Committee. To receive the latest minutes and agree any actions.**

There were no minutes to receive. (NB the last minutes received were from May).

**2024-195-FC: Finance September/October. 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 SCRIBE reports to receive and accept.**

A copy of the September and October monthly schedules with voucher numbers for each invoice received, alongside bank reconciliations up to the end of September (Co-Op) were received. Council approved the payments of £1232.56 for September since the last meeting



and £14176.34 for October to be made. The bank reconciliation was agreed and signed by the Chair.

**2024-196-FC: Monthly Checklist. To receive the Clerk's monthly checklist.**

Received.

**2024-197-FC: Ward Councillor. To receive report from Ward Councillor David Howard and agree any items for next agenda.**

In Councillor Howard's absence, Councillor Roberts reported a successful town meeting the previous Friday. Minutes would be available for the next TC meeting.

**2024-198-FC: Correspondence.**

The Clerk reported Howden Pre-School had approached Council with the offer of a coffee and cake morning to report on progress at the facility. Agreed Saturday November 16<sup>th</sup> with the Clerk to organise.

**2024-199-FC: Items for next agenda.**

Standing Items.

**2024-200-FC: Date of Next Meeting: Tuesday November 19<sup>th</sup> 2024 at 7pm.**

The meeting closed at 8.04pm.