



Howden Town Council



Minutes of the Meeting of Howden Town Council held Tuesday November 18th 2025 at 7pm at the Town Council Offices

Present: Councillors Roberts (Chair), Ward, Drury, McLellan, Young, Clarke, Howard, Long, Blee

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

Clerk: S Boggitt

2025-202-FC: Apologies for absence – to receive and accept.

Apologies were received from Councillors Hart, Cave, Coutts and Pears – accepted.

2025-203-FC: Declaration of Interest –

2026-203.1-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.

2026-203.2-FC For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None.

2025-204-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).

A member of the public made representation regarding traffic concerns around Batty Lane/Bridgeway junction. To be discussed at next Planning or Full Council meeting whichever comes first.

2025-205-FC: Minutes of the Town Council meeting held Tuesday October 21st 2025 – to agree and approve as a true record.

The minutes of the Town Council meeting held Tuesday October 21st 2025 were received and agreed and approved as a true record.

2025-206-FC: Minutes of the Planning Committee Meeting held Tuesday November 4th 2025 – to receive and approve any recommendations.

The minutes of the Planning Committee meeting held Tuesday November 4th 2025 were received with no recommendations.

2025-207-FC: Minutes of the Resources and Asset Management Committee Meeting held Tuesday November 11th 2025 – to receive and approve any recommendations.

The minutes of the Resources and Asset Management Committee held Tuesday November 11th 2025 were received. Council agreed to the recommendation to adopt the following policies; CCTV Policy, Code of Conduct, Disciplinary Policy, Grievance Policy, Privacy Notice, Sexual and General Harassment Policy, Training and Development Policy and Complaints Policy. Council accepted and approved the Risk Management Scheme and Interim Audit report and Action Plan. Council agreed to the recommendation that the Scale of Charges for room hire for 2026 does not change and rates stay the same as 2025.



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2025-208-FC: Minutes of the HJBC Meeting held Wednesday November 12th 2025 – to receive and approve any recommendations.

The minutes of the HJBC meeting held Wednesday November 12th 2025 were received. Council agreed to the Committee recommendation that the ICCM be contacted regarding the national issues around new burial sites

2025-209-FC: Community Speedwatch. To receive report from the Chair/Clerk and agree any actions.

Councillor Roberts reported all training had been completed, the public liability insurance was in place, however there are issues with the contact facility on the website and a mutual date had not been agreed. To update at the next meeting.

2025-210-FC: Relief Road Update. To receive update from the Clerk.

The Clerk presented a report from ERYC stating earthworks had started on Section 1 of the relief road which will connect the A614 with roundabout 3 (connection to the factory extension). Drainage works will commence on Thorpe Road from November 17th for two weeks predominantly during off-peak hours.

2025-211-FC: Level Crossing Concerns. To receive report from Councillor Ward on concerns regarding vehicles ignoring the stop lights at Howden Station level crossing and agree any actions.

Councillor Ward reported concerns about the number of vehicles seen crossing the level crossing when either the warning or the stop lights are activated. Agreed to write to British Transport Police, Humberside Police, Network Rail and David Davis to see what action can be taken and whether a red-light camera could be installed.

2025-212-FC: Tourism and Marketing Officer Report. To receive report and agree any actions.

The Tourism and Marketing Officer gave an update on upcoming events.

- 1) Visit Howden film – filming is well underway and a request for up to £300 for some animations to the film (which was not budgeted for within the grant) was agreed with reallocation from other Visit Howden budget lines.
- 2) 5,000 fliers have been distributed around Howden and the surrounding villages advertising all the Howden Christmas events. With a further 1,000 placed in the Minster and the Shire Hall for visitors.
- 3) 350 out of the 500 calendars were out for sale, with almost 300 already sold.
- 4) The Soup and Carols event is now ready with the full days' entertainment planned.
- 5) Council agreed to a reallocation of £150 from other Visit Howden budget lines for a further film during the February half-term.
- 6) Council agreed to look into a new Town Council website.
- 7) Council agreed to look into a formal 'nature trail' around Howden Marsh if any funding is available in 2026/2027.

2025-213-FC: Ashes Committee. To receive the latest minutes, update on Town Council representative, update on the disability swing proposal, update on joint meeting and agree any actions.

The Clerk reported the grant application from the Ashes to ERYC was close to being ready to be submitted with some insurance documents to be finalised. No minutes had been received;



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however Council do not have a representative on the Trust at this time. A meeting date for a walkaround and catch-up meeting to be arranged by the Clerk.

2025-214-FC: Finance October/November. 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 finance package reports to receive and accept.

A copy of the latest monthly schedule with voucher numbers for each invoice received (253 to 296) with attached invoices were received and approved. Payments totalling £39670.59 were approved and invoices and schedule signed by Councillors Ward and Young.

Bank reconciliations (Co-Op) up to October 29th 2025, (Hinckley and Rugby) up to November 6th 2025 and (CCLA) up to September 30th 2025 were received. The bank reconciliations were agreed and signed by the Chair.

2025-215-FC: Monthly Checklist. To receive the Clerk's monthly checklist.

The monthly checklist was received.

2025-216-FC: Ward Councillor. To receive report from Ward Councillor David Howard and agree any items for next agenda.

Councillor Howard reported the Howden Action Group had found grant funding for, and were supporting, the newly formed Will's Café, which would run each Monday afternoon/evening at the Masonic Lodge offering a space and food for the town's young people. This funding would also allow access to two youth workers in the town. The Our Place bus was due to come back in the Christmas school holidays and Christmas and Company would once again run on Christmas Day at the Shire Hall.

2025-217-FC: Correspondence.

The Clerk reported most of the Christmas lights had been erected with more to come in the coming days. A date for the Christmas tree installation to be chased.

2025-218-FC: Items for next agenda.

Standing Items.

2025-219-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.

Motion passed.

2025-220-FC: Minutes of the Personnel and Grievance Committee Meeting held Tuesday October 29th 2025 – to receive and approve any recommendations.

The minutes of the Personnel and Grievance Committee Meeting held Tuesday October 29th 2025 were received and recommendations approved as per the Confidential minutes available separately.

2025-221-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.

Motion passed.

2025-222-FC: Date of Next Meeting: Tuesday December 9th 2025 at 7pm.



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The meeting closed at 8.05pm.