



HOWDEN TOWN COUNCIL

Minutes of the Meeting of Howden Town Council held on Tuesday 21 July 2020 at 7.00 pm via ZOOM conference call

Present: Councillors H Roberts (Chair), R Drury, R Hart, D Howard, D Patrick, H Pears, S Smythson, E Ward, A Morris, C Thackray & R Blee. Cllr A Wilson joined the meeting late

In attendance: One member of the public and a member of the press

Apologies: Cllr H Chiswell

Acting Clerk: H Roberts

Min 20-15 Declaration of interest

20-15.1 No interests were declared.

20-15.2 No dispensations were requested/granted.

Min 20-16 Minutes of the Annual Meeting of the Town Council of 16 June 2020: to approve

20-16.1 Minutes of the Annual Meeting were agreed as a true record. Approved

Min 20-17 Minutes of the Personnel and Grievance Committee held on the 2 July 2020: to receive.

20-17.1 Cllr Patrick presented the minutes and introduced Sarah Hardcastle as the new Town Clerk and RFO. Sarah will be starting on the 3rd August 2020. Everyone welcomed her.

20-17.2 The minutes of the meeting were accepted as a true record.

Min 20-18 To receive an update from the Acting Clerk on the Police investigation into the theft of public money by the former clerk.

20-18.1 Cllr Roberts informed members that he had finally given a statement to the Police who thanked him for the way he presented the case. He was informed that they, the Police would now contact the former clerk to arrange an interview with her. This would be on a voluntary basis but if need be they would arrest her to give a statement.

Min 20-19 Minutes of the Planning Committee meeting held on 7 July 2020: to receive

20-19.1 Cllr Hart's only comments were related to the Ferryboat Inn and the discussions the owner had with the committee about its future usage.

20-19.2 The minutes were approved as a true record.

Min 20-20 Minutes of the Amenities Committee held on the 14 July 2020: to receive and accept recommendations

20-20.1 Cllr Drury brought to the Council's attention the expenditure requested on the Project Loo to help pull together a tender pack to get 3 quotes for the work.

20-20.2 There had been a very recent announcement by the Government re a funding package for Project Loo projects which Cllr Pears was looking into. Subject to external funding available any outstanding funding for the construction of the building should come from the council and the fitting out could come from grants etc.

20-20.3 The minutes were accepted as a true record.

Min 20-21 Internal Audit 2019/20: to receive and note recommendations

20-21.1 The internal audit for 2019/20 was accepted

20.21.2 It was agreed to update the 2018/19 Audit Action Plan with the recommendations from the 2019/20 audit and then bring the action plan to Council each month for updates.

20.21.3 It was noted in the audit report that the Council had responded positively and swiftly to both the Public Interest Notice issued by the External Auditor and the recommendations in the 2018/19 audit.

- Min 20-22** **AGAR 2019/20: To note that an extension to the deadline of 31 July 2020 for submission has been requested to enable the Acting Clerk and the new Clerk to complete the AGAR and present to RAM committee and Council in August.**
- 20-22.1 The Acting Clerk informed the members that he had updated the External Auditor and that an extension had been agreed to the end of August 2020 but the External Auditor confirmed that they could not action the AGAR for 2019/20 due to the ongoing Police investigation.
- Min 20-23** **Office Security: To approve the expenditure of £745 plus VAT to install 2 CCTV cameras in the front entrance area and to have a CCTV monitor and Multiplexer/Digital Video Recorder on the Clerk's desk; To approve the cost of the repair to the front door (cost to be presented at the meeting)**
- 20-23.1 The CCTV is an outstanding request to the former clerk to look into for Lone Working in the office. The Acting Clerk was asked to enquire if an image can be screened to a mobile phone as well as the recorder in case the Clerk was not in the office.
- 20-23.2 The Acting Clerk informed the members about the problems with the front door and the need to get a third party to repair it rather than the company that installed it. A quote of £648 had been received.
- 20-23.3 The quotation for the CCTV was from Safeway Security in Goole and the one for the door was from Emmerson Doors Ltd from Sherburn in Elmet. Both quotes were approved.
- Min 20-24** **Correspondence to consider and approve**
- 20-24.1 It was agreed not to object to the Town and Country Planning Act 1990: S.247 Proposed Stopping up of Highway at Selby Road, Howden. The Acting Clerk was asked to respond accordingly
- 20-24.2 Following discussions it was agreed to support the Local Electricity Bill and to accept the draft resolution drawn up by Power for People. The Acting Clerk was asked to respond accordingly
- Min 20-25** **To consider and make recommendations on the LCWIP**
- 20-25.1 The following schemes were put forward, some of which were in the present plan but had not been implemented: It was felt important to open up the end of Minster Court to allow pedestrian access off Batty Lane as there was no clear and easy access from the new developments into town without using private car parks; Crossing points on Bridgegate near the War Memorial was need to allow safe access across the road at the end of Minster Court and near to Bishopgate as this is a main route for families and children going to the Infant and Junior Schools; Extension of the footpath from Station Road through to the PA building on Bridgegate again to allow safe pedestrian access into town from the new developments; Crossing point on Hailgate opposite the CSS to access the CSS, library the houses and the supermarket; Continuation of the footpath in front of Elizabeth Homes round to the car park on Charles Brigg Avenue to prevent people from having to either walk in the road or cross the road at a busy junction; Extension of the shared pedestrian/cycle path along the A614 from the start of Buttfield Road through to the roundabout with Hull Road/Thorpe road/B1230.
- 20-25.2 It was agreed that there should be no cycle lanes inside the town as there are too many parked cars and the streets are too narrow.
- Min 20-26** **To consider and make recommendations on the option of pedestrianising Market Place**
- 20-26.1 Both the Government and the East Riding of Yorkshire Council are expressing the need to maintain social distancing. This will have an effect on people feeling safe to start shopping again especially around the narrow streets and pavements that Howden has. The paths in the main shopping area are narrow with parked cars on one side.
- 20-26.2 The Council considered a couple of options – some form of pedestrianising of the Market Place from its junction with Bridgegate through to the market cross or a one way system that would remove the parked cars and widen the paths on both sides of the road. Both options would need the support of the local businesses, users of the shops and the East Riding of Yorkshire Council.
- 20-26.3 The Acting Clerk was asked to consult the East Riding of Yorkshire Council for options and then to draw up a consultation to be handed to the businesses and shoppers. Any scheme would initially be on a trial basis.
- Min 20-27** **To consider and make recommendations on the Reopening High Streets Safely Fund offered by East Riding of Yorkshire Council**
- 20-27.1 The fund had three main aims: Highlighting the importance of social distancing and acting responsibly in town centres; Building public confidence that our towns are safe and open for business; and Communicating with businesses to show we are consulting and acting to make town centres safer.
- 20-27.2 The Town Council felt that this fund could help with issue in min 20-27.
- 20-27.2 The Acting Clerk was asked to approach the East Riding of Yorkshire Council about the fund.

- Min 20-28** **To review delegate powers and duties to the clerk in consultation with the chairs of committees in the case of an emergency under Local Government Act 1972, section 101**
- 20-28.1 As a new Clerk starts on the 3 August it was agreed to retain the above delegated powers but amend to - To review delegate powers and duties to the clerk in consultation with the chair of the council chairs of committees in the case of an emergency under Local Government Act 1972, section 101.
- 20-28.2 All agreed
- Min 20-29** **To review the appointment of Acting Clerk and Acting RFO under Local Government Act 1972, section 112(5).**
- 20-29.1 It was agreed to terminate these appointments on the 3 August when the new Clerk starts.
- Min 20-30** **Howden Helpers. To receive an update from Cllr Howard**
- 20-30.1 Cllr Howard informed the members that the services offer by Howden Helpers was starting to slow down and he gave a few facts and figures for the period they had been in operation.
- 20-30.2 Cllr Howard confirmed that they still had money in the bank which could be used if a second wave of infection flared up later in the year. He also pointed out that the service could be re-started at short notice if required.
- 20-30.3 The Howden Helpers had a number of resources stored in the Shire Hall, food and books etc, that they needed to re-home. It was agreed that they could be stored in one of the offices in the Council Office.
- 20-30.4 Cllr Howard was thanks for all he and the Helpers had done.
- Min 20-31** **ERY Cllr Bayram: to receive a verbal report**
- 20-31.1 Cllr Bayram did not attend.
- Min 20-32** **Correspondence: to receive**
- 20-32.1 Ashes Playing Field Trust confirming that the Ashes Run had been cancelled for 2020 but a date of 4 August 2021 had been set for the next run.
- 20-32.2 Relaunch: Great British September Clean: 11 -27 September 2020. Information sent in by Keep Britain Tidy. Sent to Cllr Thackray for action.
- 20-32.3 No Cold Calling Zones Coordinator. East Riding of Yorkshire Council who set up the Zones a number of years ago are still trying to appoint a number of coordinators for the 7 zones in Howden. The Acting Clerk had suggested the neighborhood watch scheme as an option.
- Min 20-33** **July 2020 Accounts**
- 20-33.1 The Acting Clerk presented the 3 papers, a copy of June and July monthly schedule with voucher numbers for each invoice received and the dates they were cleared by the bank; and a copy of the financial accounts, again with a voucher number against each entry. It was reported that a copy of the bank transactions (taken from the Cooperative Bank on line banking from the date of the previous meeting) with voucher numbers on it cross referencing the monthly schedule could not be prepared but would be sent out as soon as it had been drawn up.
- 20-33.2 The invoices and monthly schedule had been checked by the Acting RFO and the papers presented were approved.
- Min 20-34** **Date of Next Meeting**
- Next meeting to be held on 18 August 2020

The meeting ended at 8.40 pm.

July 2020

<u>Vchr No</u>	<u>Payee</u>	<u>Services/Goods provided</u>	<u>£</u>
92	Helliwell Horticulture	maintenance of plants	99.84
93	Business Stream	Water charges Bridgegate	45.90
94	N Oates	Maintenance Howden Cemetery	435.32
95	N Oates	Maintenance Town Council	726.46
96	Business Stream	Water charges HJBC	8.11
97	S Gelder	Window cleaning	20.00
98	Public Sector Audit	Internal Audit 2019/20	1,339.50
99	Total Gas and Power	Gas Bridgegate	3.57
100	Microsoft	monthly licence 365	11.28
101	Giffgaff	AW Dongle	8.00
102	02	Emergency Phone	11.49
103	R Drury	tractor fuel	18.36
104	Chappelow	goole times	5.95
105	Post Office	Stamps HJBC	15.60

Total **2,749.38**

Receipts

J Rotherham	HJBC	518.00
J Rotherham	HJBC	61.20
D Forester	re-issue cheque	162.40
Campbell and Stenton	Invoice 1491 room rental	1,350.00
Cadman F S	HJBC	324.80
Cadman F S	HJBC	40.00
J W Myers	HJBC	61.20
Funeral Care	HJBC	110.00
Cadman F S	HJBC	40.00

Total **2,667.60**