



## HOWDEN TOWN COUNCIL

Minutes of the Meeting of Howden Town Council held on Tuesday September 15th 2020 at 7.00 pm via ZOOM conference call

Present: Councillors H Roberts (Chair), D Patrick, R Hart, A Morris, H Pears, E Ward, R Drury, H Chiswell, A Wilson, S Smythson, D Howard, R Blee

Apologies: Councillor C Thackray

Clerk: S Hardcastle

**Min 20-51 Declaration of interest**

20-51.1 No interests were declared.

20-51.2 No dispensations were requested/granted.

**Min 20-52 Minutes of the Town Council Meeting on August 18<sup>th</sup> 2020: to approve**

20-52.1 Minutes of the Town Council Meeting were agreed as a true record. Approved.

**Min 20-53 Minutes of the RAM Committee Meeting held on August 25<sup>th</sup> 2020: to receive**

20-53.1 The minutes of the meeting were received, and the following items from the RAM Committee were recommended to Council for approval.

Expenses Policy be adopted: Approved

Grievance Policy be adopted: Approved

Equal Opportunities be adopted: Approved

Finance Risk Assessment be adopted: Approved and noted the document would be forwarded to RAM at every Committee meeting as a working document.

**Min 20-54 Minutes of the Planning Committee Meeting held on September 1st 2020: to receive**

The minutes of the meeting were received and correspondence from the Howden Civic Society was noted. They had asked the Council to support them in raising the issue of the continued deterioration of the former Minster View Public House with the ERYC Planning Department. It was agreed to delegate this decision to the Planning Committee at their meeting on October 6<sup>th</sup> 2020.

**Min 20-55 Minutes of the Personnel and Grievance Committee Meeting held on September 2<sup>nd</sup> 2020: to receive**

The minutes of the meeting were received and the project 'Project 20/20' was discussed. Any financial implications of this will be taken to the next RAM meeting to be forwarded to Full Council.

**Min 20-56 Minutes of the Amenities Committee Meeting held on September 8<sup>th</sup> 2020: to receive**

The minutes of the meeting were received. Members discussed tree works on the Marsh that were required. It was agreed to pencil in two weekends in October and ask for volunteers who could work in two groups of six.

The arrangements regarding Remembrance Day were discussed. The Clerk reported the bugler / PA system / Deputy Lord Lieutenant and wreaths had been arranged. The Royal British Legion confirmed they would not support any parades this year. Due to the ever changing guidelines surrounding public events it was agreed to delegate decisions to the Clerk, Cllr Roberts and Cllr Drury who would report back to Council.

- Min 20-57** **To review delegate powers and duties to the clerk in consultation with the Chair of the Council and 2 chairs of committees in the case of an emergency under Local Government Act 1972, section 101**  
It was agreed to continue this for another month and review at the next meeting of the Town Council.
- Min 20-58** **Health and Safety Update: To receive a report from the Chair and receive recommendations.**  
It was reported that a number of draft documents and policies had been forwarded from the Health and Safety Consultant. The Clerk and Cllr Roberts would update these and forward to the next meeting of RAM. Working at Height training was to be arranged and the Clerk would update with dates and times.
- Min 20-59** **Planning Applications:**  
20.59-1 [20/02791/TPO](#) : HOWDEN CONSERVATION AREA - Crown lift 1 no. Sycamore tree (T1) to 5 metres, remove 1 no. branch at 5 metres to the south west and crown clean to improve clearance above pavement and for amenity reasons at Howden Hall 2 Flatgate, Howden East Riding of Yorkshire DN14 7AG. The Town Council made no observations on this Application.  
20.59-2 [20/02805/VAR](#) : Removal of Condition 2 of planning reference 11/05658/VAR to allow year round occupancy of all pitches at Brenda House Touring Caravan Park Wood Lane Howden East Riding of Yorkshire DN14 7LD. The Town Council requested that if the officers are minded to approve this application, that this is for touring caravans only, no static caravans and that there is a restriction on the time any caravan can occupy the site. This is to prevent permanent occupancy of the site.
- Min 20-60** **Howden Post Office. To receive an update on the Howden Post Office and discuss its future.**  
The Chair reported that Gilberdyke Post Office had given notice on their delivery of the pop up Post Office. A meeting is to be arranged with Post Office Ltd at the end of September, when their new strategy has been released, to discuss its future.
- Min 20-61** **Ashes Trustees. To acknowledge names put forward and to appoint Town representatives.**  
The Council resolved that Kate West be appointed as the Town Representative on the Ashes Trust and Cllr Craig Thackray be appointed as a Town Council Representative.
- Min 20-62** **AGAR. To confirm completed, outstanding reports have been sent to the external auditor.**  
Confirmation all documents for the 2018/19 and 2019/20 AGAR documents have been sent to the external auditor and are on the Town Council website for public viewing.
- Min 20-63** **Howden Helpers. To receive an update from Cllr Howard.**  
Cllr Howard reported that while it was fairly quiet at the moment there is the possibility that the services of the group may be called upon again as we enter the Autumn/Winter period. The traditional Christmas and Company Christmas meal would not be able to take place this year in its usual format but other ideas were being discussed. Cllr Howard was thanked for all the work the group had done.
- Min 20-64** **ERYC Cllr Bayram: To receive a verbal report.**  
Cllr Bayram did not attend.
- Min 20-65** **Correspondence: to receive.**  
The Clerk reported she had met with the Active Towns team from the East Riding of Yorkshire Council who are looking at initiatives in a number of towns across the county to get people back into exercise and their town centres safely after lockdown. The plans are in the very early stage and may need either amending or delaying depending on Government guidelines on social distancing. The first initiative is the development of a child friendly app that they hope will be up and running by October

half term which they hope will encourage families to re engage with the Market Place by having games and quizzes on the app directing them to various parts of the town.

**Min 20-66 August and September Accounts. Papers to include a copy of the monthly schedules which have been checked; a copy of the bank transactions since the last meeting and a copy of the RIALTAS reports.**

A copy of the August and September monthly schedule with voucher numbers for each invoice received and the date they cleared the bank were presented, alongside bank reconciliations up to the end of August 2020. The invoices and monthly schedule had been checked by two councillors and the papers presented were approved. The Council approved the payments to be made.

**Min 20-67 Items for next agenda.**

Update from Post Office Ltd.

**Min 20-68 Date of Next Meeting**

Next meeting to be held October 20<sup>th</sup> 2020 at 7pm.

The meeting ended at 8.36 pm.

