

Hedon Town Council

Minutes of the Proceedings of a Meeting of Finance & General Purposes Committee held by Zoom

22 October 2020

Present: In the Chair – Cllr S Gallant
Cllrs: C Billany, N Black, J Brindley, J Dennis, Mrs B Goldspink,
Miss S Rommell and D Thompson
Clerk: J Macklin

1. Apologies for Absence

Cllrs: B Stockdale, Miss D Storr, G Thurston

Resolved: that the apologies were accepted

2. Confirmation of the Minutes

The Minutes of the meeting of the Finance & General Purposes Committee held on 24 September 2020 were agreed as being a correct record of the proceedings thereat.

Resolved: That the minutes were confirmed as a true record

3. Update on the Minutes

3.1 Re Min 10 – The xmas trees for St Augustine's Gate/Souttergate would be ordered on 23 October; Members noted that if the level of restrictions were to rise in Hedon then the trees may not be able to be erected.

Resolved: that the xmas trees should be ordered; if the situation re coronavirus restrictions changed and the trees could not be erected then the Council would look to donating them where possible

3.2 Re Min 15 – Cllr Dennis has requested better signage for the Old Railway Station Car Park and a reply is awaited; a letter has been delivered to traders asking for their support in asking workers to use the long stay car parks.

3.3 Re Min 16 – A meeting had been held with M Jessop (ERYC) to discuss the Council's suggested projects for the next phase of the Hedon Local Cycling & Walking Infrastructure Plan and these are being discussed and costed for feasibility.

3.4 Re Min 20 – 10 copies of the Silver Show DVD had been purchased and a digital copy ordered.

3.5 Re Min 22.2 – The flower bulbs had been collected and planted.

3.6 Re Min 22.5 – The mirror had been reported to KCom (who own the telegraph pole it has been erected on); they are investigating.

3.7 The bus shelter on Thorn Road (owned by Adshel) has been repainted.

4. Declaration of Interests

4.1 It was agreed that any declaration of interest be dealt with at the time the relevant item was discussed.

4.2 There were no dispensations to be noted.

5. To approve Accounts Payable Schedules - October

The Schedule tabled will form part of the minutes.

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Resolved: that the schedule of payments for October 2020, signed by two Councillors, in the sum of £16,372.98 was approved

6. To receive an update on the financial position of the Council as at 30 Sept 2020
The Chairman referred to the documents attached to these Minutes which had been circulated to all Councillors; the documents indicated the financial position of the Council as at 30 September 2020.

Resolved: that the schedules showing receipts/payments made during the month of September, and the budget monitoring report were approved

7. To approve Risk Assessment Reports for 'Car Parks', 'CCTV', 'Cemeteries and Churchyards' and 'Clocks'
Members reviewed the risks associated with 'Car Parks', 'CCTV', 'Cemeteries and Churchyards' and 'Clocks'.

Resolved: that the Risk Assessment Reports for 'Car Parks', 'CCTV', 'Cemeteries and Churchyards, and 'Clocks' were approved as tabled

8. To review List of Charges and Payments
Cllr Goldspink declared a pecuniary interest as she was a member of the History Society and that society used the Town Hall for meetings; she took no part in the discussion or vote.
Members noted that charges had last been reviewed in March 2019. Members agreed that the charges/payments should remain the same for the current financial year; the document would be reviewed again in 2021.

Resolved: that the List of Charges and Payments remain as it is for the financial year 2020-2021; to be reviewed again in 2021

9. To consider grant requests
Cllrs Goldpink and Thompson declared pecuniary interests in item 9.1 as they were members of St Augustine's PCC; they took no part in the discussion or vote.
9.1 Request from St Augustine's Church towards repair of the church building – The Chairman referred to a letter from Rev Pulko, and a copy of the ERNLLCA advice, which had been previously circulated to all Members, confirming that it was illegal for the Council to spend public funds on the fabric of a church building (The Local Government Act 1894).

Resolved: that the Council could not legally donate money towards the repair of the church; the Town Clerk would write and explain the reasons why the request had been refused

- 9.2 Request from the Orchard Project Group for tree planting project on Haven Trust land between the A1033 bypass and the Haven Arms public house – The Chairman referred to an e-mail which had been previously circulated to all Members.

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Members noted that the total S137 budget was £1k which was the amount requested by the Orchard Project Group. There were other calls on this fund which would be discussed at the next F&GP Committee as they had been received too late to go on the October agenda.

Resolved: that a grant of £500 was awarded to the Orchard Project Group to aid the tree planting project on land owned by the Haven Trust

10. To consider way forward re Hedfest 2021

After discussion Members still hoped that Hedfest 2021 could go ahead using the template that had been agreed for this year; however, until the pandemic was under control no firm plans could be made. This item would be put on the December agenda for further discussion in relation to budgets.

Resolved: that no action to be taken at present; this item would be put on the December 2020 agenda for further discussion

11. Act of Remembrance (11 November 2020) - update

The British Legion had confirmed that three of their Members would join with the Mayor, Deputy Mayor and one other Councillor for a two-minute silence and laying of wreaths at the Cenotaph at 11am on Wednesday 11 November 2020. Members noted the new advice that had been circulated from central government, ERNLLCA and ERYC which stated that Councillors – stating that Councillors (when attending as part of their work) were legally permitted to attend Remembrance events but must observe social distancing at all times.

Members agreed that the Council should reach out to other organisations that usually laid wreaths as part of the Remembrance Sunday event to ask if they wanted the Council to do this on their behalf.

Resolved: that the regular organisations that laid wreaths at the Cenotaph would be asked if they wished the Council to do this for them this year

12. Update re 'Reopening High Street Safely' meeting with ERYC

The Chairman referred to an update from ERYC (copied to all Members) and was disappointed at the lack of progress made. The Town Clerk was asked to contact Mr Russell to see if there had been any further progress.

Resolved: that the Town Clerk would write to see if there had been any further progress made

13. To note reply from Holderness Health and agree Council representatives on the joint forum

The Chairman referred to the 'Open Letter' from Holderness Health and the reply to the Council inviting Members to be part of a joint forum. The next forum would be held at 4.30pm to 6pm on Monday 2 November and Members were asked to forward any specific questions prior to the meeting.

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Resolved: that the Town Clerk inform Holderness Health that the following Councillors would take part in the Forum; Members were asked to let the Town Clerk have any questions they want answered by Wed 28 October so they can be forwarded prior to the meeting:
Cllrs: Billany, Brindley, Dennis, Gallant, Goldspink, Rommell, Storr and Thompson

14. To note correspondence from Yorkshire Water re problems with sewerage coming up through the drainage system in heavy rainfall, and agree Council representatives to attend a meeting

Members noted the reply from Yorkshire Water and the possibility of a site meeting to discuss the issues. Cllrs were asked to let the Town Clerk know if they wanted to attend.

Resolved: that the Town Clerk would confirm the Council's interest in a site meeting

Members noted that Yorkshire Water were interested in restarting the forum that had not met for some time; again, Members should let the Town Clerk know if they want to be part of the forum.

15. To consider how to help promote Hedon Market

The Chairman updated Members that Geraud UK had informed him today that they were pulling out of running numerous markets and Hedon was included in that decision. Members were disappointed as the company had attracted a variety of new stalls but had been unable to keep them because of low footfall. Members were unable to discuss this fully as the news had only been received today; Members agreed that a special F&GP Committee Meeting should be held on 12 November 2020 to discuss this issue. In the meantime the Chairman and Vice Chairman were authorised to look into options for keeping the market going.

Resolved: that the Chairman and Vice Chairman were authorised to investigate options for how the market could continue; a special F&GP Committee Meeting would be held on 12 November 2020 (after Planning & Property Committee Meetings) to discuss this issue

16. To consider looking into using a private company to enforce parking times in Hedon car parks

Cllr Thompson had done some preliminary research into whether the Council could use ANPR (Automatic Number Plate Recognition) cameras to help enforce parking time restrictions in the town car parks, with specific emphasis on Iveson car park. It was noted that Iveson car park was jointly owned by the Town Council, ERYC and Marston Brewery.

Resolved: that Cllr Thompson should conduct more investigation into this idea for discussion in the next financial year; in the meantime the Town Clerk was asked to write to ERYC and Marston Brewery to see if they would support the suggestion

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17. To consider what action can be taken to have the dilapidated signage tower removed on Johnson's Corner

The Chairman referred to e-mail correspondence between the owners of Johnsons and their landlords. Members were concerned that the sign could be a health and safety issue and the Town Clerk was asked to write to ERYC to see if they could arrange for it to be removed.

Resolved: that the Town Clerk would write to ERYC to ask that the sign be removed

18. Update from Health & Safety Policy Review Working Group

The Chairman updated Members on a working group meeting which had taken place on Friday 16 October when the policy document had been reviewed. Notes of the meeting a copy of the revised policy would be circulated to Members before the next F&GP Committee meeting.

Resolved: that the update was noted

19. Correspondence

19.1 To consider e-mail re tree planting in Hedon (Northern Forest Project) – It was noted that the Northern Forest Project dealt with large areas of land and the area put forward in the e-mail was very small. The Town Council owned and maintained a large number of trees and did not feel that the area put forward would benefit from tree planting. It was also noted that Town Council had been successful in its bid for funding with regard to tree planting on Drapers Lane and this would be discussed further at the next Property Committee Meeting.

Resolved: No further action

19.2 Update following the Town Council's funding of the recalibration of the Pro-Laser speed gun.

Resolved: Noted; the Town Clerk was asked to send a letter of thanks to the Neighbourhood Watch Group

19.3 To consider attendance at the ERNLLCA virtual Finance Training sessions – The Chairman referred to an e-mail which had been sent to Councillors with up to date information on what sessions were still available. If any Members wanted to attend they should let the Town Clerk know as soon as possible as places were going fast.

20. Members' Points of information and items for the next agenda

20.1 A special F&GP Committee Meeting would be held on Thursday 12 November to discuss the future of the Market and the S137 grant application that had been received from Hedon Primary School.

20.2 The Chairman asked that a Climate Change Working Group meeting be organised to follow up on the recommendations agreed at the September F&GP Committee Meeting.

20.3 Cllr Thompson asked for an item to be put on the November agenda to discuss a bus shuttle service that would service all areas of Hedon.

20.4 an invitation to Members to join a Zoom meeting with the Project Manager of INEOS to discuss their proposals for the Saltend Chemical Park had been received. Cllrs Billany, Black, Brindley, Rommell and Thompson would attend.

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- 20.5 ERYC Standards Committee had advertised two vacancies for Parish Council Representatives with a deadline for nominations of 29 January 2021. This would be on the November agenda for discussion.

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Chairman of Finance & General Purposes Committee

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FINANCE SCHEDULE - October 2020

Date	Name	Description	Net Amount	VAT	Total Amount	Ref No	Already Pd	Cheques Pd	Salaries	Invoices to be pd	Signed off by Cllr Gallant	Signed off by Cllr Brindley
23.10.20	A Whitehead	Arboricultural work	1300.00	260.00	1560.00	Bacs125				1560.00	84	177
30.10.20	Lowfuelcard	fuel	63.78	12.75	76.53	DD126	76.53				84	177
23.10.20	Woodcraft Uk	plaque for cemetery	118.00	23.60	141.60	Bacs127				141.60	84	177
23.10.20	F G Adamson	Grease Premium	67.50	13.50	81.00	Bacs128				81.00	84	177
23.10.20	F G Adamson	Arm and wheel	95.03	19.00	114.03	Bacs128				114.03	84	177
1.10.20	Kcom	Broadband - Police Station	55.00	11.00	66.00	Bacs129	66.00				84	177
23.10.20	VSS	CCTV annual maintenance	1700.00	340.00	2040.00	Bacs130				2040.00	84	177
23.10.20	Lyreco	Stationery and Stamps	217.30	18.96	236.26	Bacs131				236.26	84	177
26.10.20	O2	Mobile phone bill	19.99	4.00	23.99	DD132	23.99				84	177
23.10.20	Neal Everingham	Cemetery Supervisor pmnt	580.50		580.50	Bacs133				580.50	84	177
23.10.20	Michaels Civic Robes	Macebearer Robe	1194.50	238.90	1433.40	Bacs134				1433.40	84	177
04.10.20	Purchase Power	Franking machine	12.76	2.55	15.31	DD135	15.31				84	177
15.10.20	Kcom	Phone bill	31.32	6.26	37.58	DD136	37.58				84	177
15.10.20	TowerMedia UK	DVDs of Hedon Silver Show	50.00	0.00	50.00	Bacs137				50.00	84	177
23.10.20	F G Adamson	Nylon Head Assy	68.85	13.77	82.62	Bacs138				82.62	84	177
23.10.20	R & J Services Ltd	Xmas light bulbs	810.50	162.10	972.60	Bacs139				972.60	84	177
23.10.20	Johnsons of Hedon	puncture repair kit ,hammer	16.30	3.26	19.56	Bacs140				19.56	84	177
20.10.20	CNG Gas Supply	Gas for Town Hall	79.98	4.00	83.98	DD141	83.98				84	177
28.10.20	HSBC	Bank Charges	18.16	0.00	18.16	DD142	18.16				84	177
23.10.20	ERYC	Pest Control Contract	189.00	37.80	226.80	Bacs143				226.80	84	177
14.10.20	Total Gas & Power	Town Hall Electricity	135.43	6.77	142.20	DD144	142.20				84	177
14.10.20	Total Gas & Power	Market Place electricity	18.70	0.93	19.63	DD145	19.63				84	177
23.10.20	F G Adamson	Choke Knob	3.25	0.65	3.90	Bacs146				3.90	84	177
23.10.20	John Morrell	Repair Strimmer	34.00	0.00	34.00	Bacs147				34.00	84	177
22.10.20	Salaries	Salaries	6230.35	0.00	6230.35				6230.35		84	177
23.10.20	ERPF	Pension Payment	913.29	0.00	913.29				913.29		84	177
23.10.20	HMRC	PAYE & NI	1169.69	0.00	1169.69				1169.69		84	177
			15193.18	1179.80	16372.98		483.38	0.00	8313.33	7576.27	84	177