

Hedon Town Council
Minutes of the Proceedings of a Meeting of
Finance & General Purposes Committee held by Zoom
28 January 2021

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

1. Apologies for Absence

Cllrs: B Stockdale

Resolved: that the apologies were accepted

2. Confirmation of the Minutes

The Minutes of the meeting of the Finance & General Purposes Committee held on 17 December 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

Min 3: The Market Licence document has been completed; The Chairman requested that an item be put on the next agenda to discuss the Licence fee with regard to the current national lockdown which restricts the stalls that can trade.

Min 3: Refurbishment work on the sign on Johnsons Corner has been completed.

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 - January

The Schedule tabled will form part of the minutes.

Resolved: that the schedule of payments for January 2021, signed by two Councillors, in the sum of £13,624.03 was approved

6. To receive an update on the financial position of the Council as at 31 Dec 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 31 December 2020.

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

7. To approve Risk Assessment Reports for 'Litter Bins', 'Management Systems', 'Markets' and 'Meetings of Council'

Members reviewed the risks associated with 'Litter Bins', 'Management Systems', 'Markets' and 'Meetings of Council'

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Resolved: that the Risk Assessment Reports for 'Litter Bins', 'Management Systems', 'Markets' and 'Meetings of Council' were approved as tabled

8. To consider plans for Hedfest 2021

The Chairman of the Hedfest Working Group noted that there had been no change in the uncertainty around Covid regulations and the immediate future; however, if there was to be any event in 2021 then a remote access meeting should be held to discuss if, when and in what format it could take place. Members agreed that a Hedfest Working Group meeting should be held at 2pm on Thursday 11 February 2021.

Resolved: that a Hedfest Working Group meeting should be held by remote access

9. Update re feasibility of a bus shuttle service for all areas of Hedon

The Chairman noted that the Town Clerk had tried to contact the service providers of the CB3 service to try and arrange a remote access meeting to discuss possible enhancements to the service, but no reply had yet been received.

10. Update from Social Media Policy Working Group

The Chairman noted that a meeting of the group had taken place on 27 January to agree a Social Media policy to be recommended for approval by the F&GP Committee; this would be on the next agenda.

11. Update re electric car charging points in Iveson car park

The Chairman noted that the two electric charging points should become active within the next week or so; they are located in Iveson car park at the end of the row of ERYC owned spaces at the side of the Queen's public house. Although the Council had requested more charging points in the town, ERYC were waiting to see what the take up would be before committing to more charging points.

12. Update on 'Re-opening High Streets Safely Fund' and interactive workshop plans

The Chairman noted that a letter advertising the workshop events had been posted to retailers by the Town Council; the information was also on the website and on the Council's facebook/twitter pages. It was hoped that the free workshops would be well attended.

13. Update on action which can be taken re dog fouling issues in Hedon

The Chairman referred to the discussion which had taken place in the Public Participation Session prior to the meeting. It was noted that the February edition of the Council newsletter could not be printed or distributed due to Covid. After a lengthy discussion it was agreed that a supply of stickers should be obtained from ERYC and put onto lampposts and litterbins (no permission was required if owned by ERYC). Posters should be supplied to local vets and sent to the schools along with a letter asking for support in trying to eradicate this problem.

Resolved: that a letter would be sent to local vets and schools to ask for support in trying to eradicate the problem; a supply of stickers would be obtained and put onto lampposts and litter bins in identified problem areas

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14. Update re Community Speed Watch Project – training volunteers in Hedon
The Chairman referred to the e-mail correspondence which had been previously circulated informing Council that the project had been put on hold during the Coronavirus restrictions. Mr Goodwin would contact the Council when the project could restart.

15. Update from Holderness Health re Vaccination Programme and Forum Meeting
The Chairman referred to the letter from Holderness Health which had been circulated to all Members. Members were appreciative of the efforts being made to roll out the vaccination programme in a well organised and effective manner.

Resolved: that the Council write to Holderness Health thanking them for the update, congratulating them on the well organised and effective vaccination programme being undertaken and confirming the Council's wish to be involved in the next promised forum

16. Climate Change

16.1 Update on Carbon Footprint Audit – The Chairman noted that it was proving difficult to find a local company who could carry out a cost-effective audit.

16.2 To consider ERYC Climate Change Review (Jan 2021) – it was felt that the Climate Change Working Group should review the document and report back to the next F&GP Committee meeting; a date of 18 February 2021 was agreed (2pm).

Resolved: that the Climate Change Working Group would meet to review the document and report back to the next F&GP Committee meeting

17. To consider feedback to ERYC on the LGA revised Model Code of Conduct 2020
The Chairman referred to the Model document produced by the LGA, which ERYC had requested comment on. ERYC would be considering whether the new model required any amendments to its own Code of Conduct and, as the Town Council's Code of Conduct was based on East Riding's, it was noted that some of the wording of the Model was confusing. Specifically, the wording around Disclosable Pecuniary Interests and Disclosure of Other Registerable Interests.

Resolved: that the Council reply to ERYC that it had concerns about the compatibility of the wording in the section mentioned above, with the current Code of Conduct

18. To consider how the Town Council can help publicise the Census 2021
The information circulated with regard to the Census 2021 (21 March 2021) was noted. After a discussion it was agreed that the Council could help publicise the Census by putting information on the website, Facebook/Twitter and sending copies of the poster to all the Hedon churches and the two foodbanks. It was noted that information had been put on Hedon Blog.

Resolved: that information should be put on the Council's website, Facebook/Twitter and that posters would be sent to all Hedon churches and the two foodbanks

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19. To agree the way forward re Yorkshire Water site meeting (correspondence beginning March 2020 refers)

The Chairman noted that the recent letter from Yorkshire Water seemed to agree to an open meeting which had not been requested and wouldn't be appropriate at present anyway. Members felt it was important to take YW up on their offer and the Town Clerk was asked to try and arrange a remote access meeting; Cllrs Billany, Dennis, Gallant, Storr and Thompson would want to attend.

Resolved: that a reply was sent requesting a meeting as soon as possible

20. To consider action re damage to grass verges and the narrowness of Cleeve Road

The Chairman referred to the recent e-mail received with regard to parking on grass verges which was causing damage and the general problem with regard to the narrowness of Cleeve Road. Members agreed that ERYC should be approached for 'No parking on mown verges' signs, which are legally enforceable, for Cleeve Road and Thorn Road. Members also agreed that a letter should be sent to ERYC to request an investigation into what could be done to solve the problem with regard to the narrowness of Cleeve Road which serves as access/egress for all the residences on the estate.

Resolved: that 'No parking on mown verges' signs be put up on Cleeve Road and Thorn Road

Resolved: that the Council write to ERYC Highways Department asking for an investigation into a solution for the narrow access/egress road (Cleeve Road) which services all the properties on the estate

21. Correspondence

21.1 Letter from HOPE re amenity areas – After discussion it was agreed that a working group would be formed to look into Council owned amenity areas in detail; an initial meeting would take place on 11 February 2021 after the Hedfest Working Group meeting.

Resolved: that a working group consisting of, Cllrs Billany, Brindley, Goldspink, Rommell, Storr and Thompson, would meet to discuss the issues around Council owned amenity areas; the group would report to the Property Committee

21.2 E-mail from Hedon Neighbourhood Watch re continued support for a one-way system for Wayfbain/Market Hill – Members agreed that they continued to support the introduction of a one-way system from Market Hill junction with Wayfbain Lane to Souttergate.

Resolved: that the Town Council replied to the Neighbourhood Watch Co-ordinator expressing the Council's continuing support as above

21.3 E-mail re suggestion for 'residents growing food for food bank use' – Members agreed that this was a good idea which needed more discussion on where and how it could be implemented. Members agreed that this suggestion should be discussed further by the working group set up to look into Council owned amenity areas.

Members congratulated Cllrs Rommell and Brindley for setting up and running a foodbank from the Amy Black Community Centre.

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22. Members' Points of information and items for the next agenda
- 22.1 An e-mail had been received regarding the Town Hall opening for the Heritage Open Days (10 – 20 September 2021) – Members agreed that, subject to Coronavirus restrictions, the Town Hall should be included in the Heritage Open Days. This item would be on the next Property Agenda.
 - 22.2 Latest NALC update says that government are not currently planning to extend the remote meeting regulations beyond 7 May 2021 which would mean a return to physical meetings from that date.
 - 22.3 Cllr Brindley asked to be added to the group meeting Yorkshire Water.
 - 22.4 That 'Parking on pavements' be added to the next agenda (raised during the discussion on Cleeve Road).
 - 22.5 It was confirmed that unanswered questions raised during the earlier Public Participation Session would be put onto future relevant Committee agendas.

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Chairman of Finance & General Purposes Committee

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FINANCE SCHEDULE - January 2021

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
02.02.21	Purchase Power	Franking machine	12.76	2.55	15.31	DD208	15.31					
07.01.21	British Gas	Electricity - car park lights	27.71	1.38	29.09	DD209	29.09					
30.01.21	Low Fuelcard	Fuel for Tractor	23.77	4.75	28.52	Bacs210	28.52					
29.01.21	Guild of Mace-bearers	Membership for 2021	10.00	0.00	10.00	Bacs211				10.00		
29.01.21	Kcom	Police Station Internet	55.00	11.00	66.00	Bacs212				66.00		
06.01.21	O2	Mobile Phone charges	28.17	5.63	33.80	DD213	33.80					
29.01.21	Rollits	Legal Services (Scout Lease)	506.00	100.00	606.00	Bacs214				606.00		
29.01.21	Neal Everingham	Cemetery Supervisor	365.50	0.00	365.50	Bacs215				365.50		
18.12.20	Anderson IT Services	Webroot Secure - 1 Year	20.00	0.00	20.00	Bacs216	20.00					
14.12.20	Everflow Water	Water charge - Town Hall	35.60	0.00	35.60	DD217	35.60					
18.12.20	D3 Office Group	Stationery	199.00	39.80	238.80	Bacs218				238.80		
29.01.21	Annisson Farmers	Lifting of Christmas Tree	36.00	7.20	43.20	Bacs219				43.20		
14.01.21	Kcom	Telephone bill Town Hall	44.05	8.81	52.86	DD220	52.86					
28.12.20	HSBC	Bank Charges	9.17	0.00	9.17	DD221	9.17					
18.12.20	O2	Data charge - mobile phone	2.42	0.48	2.90	DD222	2.90					
20.01.21	CNG	Gas Supply - T.Hall	132.10	6.61	138.71	DD223	138.71					
29.01.21	Tony Cook	Safety Boots	64.58	12.92	77.50	Bacs224				77.50		
29.01.21	Sandhills	Xmas trees	68.97	13.79	82.76	Bacs225				82.76		
29.01.21	ACS	Stationery	374.85	74.97	449.82	Bacs226				449.82		
26.01.21	Total Gas and Power	Electricity - Town Hall	128.40	6.42	134.82	DD227	134.82					
29.01.21	ACS	Ink cartridges	121.18	24.24	145.42	Bacs228				145.42		
29.01.21	John Morrell	Repair to Chainsaw	28.00	0.00	28.00	Bacs229				28.00		
29.01.21	Signs Display	Watson park sign	825.00	165.00	990.00	Bacs231				990.00		
25.01.21	Everflow Water	Water charge - Town Hall	34.77	0.00	34.77	DD232	34.77					
18.12.20	British Gas	Electricity - Stores (Dec)	22.09	1.10	23.19	DD233	23.19					
04.12.20	British Gas	Electricity-car park lights (Dec)	50.79	2.53	53.32	DD234	53.32					
29.01.21	F G Adamson	Stihl Brushcutter	234.38	46.88	281.26	Bacs235				281.26		
21.01.21	Currys PC World	Computer monitor	102.13	20.42	122.55	Bacs236	122.55					
21.01.21	ACS	Plastic boxes	207.05	41.41	248.46	Bacs237				248.46		
28.01.21	HSBC	Bank Charges	8.00	0.00	8.00	Bacs238	8.00					
28.01.21	British Gas	Electricity - Stores (Jan)	34.63	0.01	34.64	DD239	34.64					
29.01.21	British Gas	Electricity - car park lights	34.92	0.01	34.93	DD240	34.93					
22.01.21	West Design & Build Ltd	Gutter Repairs for Main Roof	800.00	160.00	960.00	Bacs241				960.00		
21.01.21	S Dale	Underpayment (Dec sal)	9.00	0.00	9.00				9.00			
21.01.21	Salaries	Staff	5986.98	0.00	5986.98				5986.98			
21.01.21	HMRC	NI & PAYE	1328.01	0.00	1328.01				1328.01			
21.01.21	ERPF	Pensions	895.14	0.00	895.14				895.14			
			12866.12	757.91	13624.03		812.18	0.00	8219.13	4592.72		