

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

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

1. Apologies for Absence
Cllrs: B Stockdale and D Thompson
Resolved: that the apologies were accepted
2. Confirmation of the Minutes
The Minutes of the meeting of the Finance & General Purposes Committee held on 28 January 2021 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
None
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 - February
The Schedule tabled will form part of the minutes.
Resolved: that the schedule of payments for February 2021, signed by two Councillors, in the sum of £9,580.30 was approved
6. To receive an update on the financial position of the Council as at 31 Jan 2021
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 January 2021.
Resolved: that the schedules showing receipts/payments made during the month of January, and the budget monitoring report were approved
7. To approve Risk Assessment Reports for 'Newsletters', 'Parish Property and Documents', 'Provision of Office Accommodation' and 'Provision of Website/Internet Access'
Members reviewed the risks associated with 'Newsletters', 'Parish Property and Documents', 'Provision of Office Accommodation' and 'Provision of Website/Internet Access'
Resolved: that the Risk Assessment Reports for 'Newsletters', 'Parish Property and Documents', 'Provision of Office Accommodation' and 'Provision of Website/Internet Access' were approved as tabled

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8. Report from Hedfest Working Group

Cllr Brindley reported that the group were looking into the possibility of holding an on-line event because of the uncertainty of the immediate future. Information was awaited to move the discussions forward and a meeting was scheduled for 4 March. Members noted that there was a possibility that a planned event at St Augustine's Church might take place on the same proposed date for Hedfest; although the Church PCC were willing to work with the Council.

9. To approve Social Media Policy

The Chairman referred to the document which had been reviewed by the Social Media Policy Working Group and recommended for approval.

Resolved: that the Social Media Policy, as tabled, was approved

10. Update re parking problems on Cleeve Road

10.1 Reply from ERYC re traffic issues on narrow roads and 'no parking on grass verge signs' – The Chairman referred to the correspondence previously circulated. It appeared to be delivery drivers (more often Asda) that were causing the majority of the problems. Cllr Dennis reported that ERYC would be conducting a general traffic review for Holderness and he would ask that this area was included in the review.

Resolved: that the Council write to Asda to ask that delivery drivers refrain from parking on verges

10.2 To consider 'Parking on Pavements' and what action can be taken – Within the above correspondence above it was noted that the Pavement Parking Bill 2020-2021 was progressing through Parliament which would enable Councils (ERYC) to issue Penalty Charge Notices to motorists who parked on pavements and verges. It was felt unlikely that this would stop delivery drivers from parking on verges.

Cllr Brindley lost contact during item 11

11. To consider Licence fee for Hedon Market during Coronavirus restrictions

Cllr Black declared a personal interest in this item; Cllr Rommell declared a pecuniary interest in this item and took no part in the discussion or vote.

Members discussed allowing a 'fee holiday' during the restrictions that meant market stalls were only allowed to sell essential items.

Resolved: that the Market Licence fee would be waived until the coronavirus restrictions on market stalls were lifted

Cllr Brindley returned to the meeting

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

The Chairman noted that a remote access link had been sent to all Members for the workshop that would take place at 3pm on Wednesday 3 March 2021.

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

It was noted that a letter was ready to be sent to primary schools along with a double-sided postcard for inclusion in children's bookbags; another letter was ready to be sent to Holderness Academy with a supply of postcards all for when the schools reopened.

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A letter was also ready to go to local vets with postcards and posters once the postcards had been received. A supply of stickers for lampposts and litterbins had been ordered and an article would go in the next Town Council newsletter. It was also noted that members of the public had volunteered to put up stickers; however, the Council had to be careful that they were only put on ERYC or Town Council owned street furniture to avoid fly posting.

14. Update from Holderness Health re Vaccination Programme and Forum Meeting
Members appreciated that good progress was being made on the vaccination roll out and it seemed that there had been a marked improvement in the general performance of the practice going by anecdotal evidence. The next forum would take place at 4.30pm on Monday 29 March and a remote access link had been forwarded to all Councillors.
15. Report from Climate Change Working Group
A Working Group meeting had been held on 18 February and the Chairman was in the process of producing a precis of the ERYC Climate Change Report. This would be circulated to all Members. Cllr Dennis confirmed that ERYC had recently passed a motion for Climate Change.

The Chairman noted that a trial for a solar parking space was being held in Beverley and the Working Group had agreed to write to ERYC to ask if Hedon could be included in their trial initiatives. This item would remain on future agendas.

16. Update on the site meeting with Yorkshire Water
The Town Clerk was waiting for confirmation of the date of the site meeting from Yorkshire Water. It was noted that the Town Clerk had recently circulated a copy of the ERYC Strategic Flood Risk Assessment: Level 2: Hedon. The document contained detailed information on flooding issues in the town and contained actions required by both Yorkshire Water and Environment Agency.
17. To consider way forward re hanging baskets
Members discussed the quote information received and whether it would provide hanging baskets in 2021 and, if so, whether there would be a charge in light of the current economic situation. After discussion it was agreed that the hanging baskets should go ahead without charge in 2021 to properties that already had brackets in place. Supply of the baskets was awarded to Sheppards at a cost of £16 per 14" new basket (it was expected that 100+ would be required).

Resolved: that hanging baskets would be provided, free of charge, to regular properties with brackets already in place; supply of the baskets would be from Sheppards in accordance with their quote of £16 per 14" new basket
18. Response to questions from Public Participation Session (28.1.21)
 - 18.1 Hedfest 2021 – The Chairman reiterated that the Working Group were looking into the feasibility of an on-line event for 2021; more information was awaited and would be reported through the F&GP Committee.

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- 18.2 Hedon Market – Mr George Ward had been appointed as Market Manager from January 2021. He was working within the current coronavirus restrictions but planned to introduce more and varied stalls once the restrictions were lifted.
- 18.3 Help for retailers following Covid 19 – The Council recognised the problems faced by all retailers and felt that Hedon was coping better than many other towns and villages in Holderness. Closure of shops was mainly due to the current coronavirus restrictions and it was expected that they would reopen as soon as they were able. There had also been some new shops open up during the pandemic.
- 18.4 Community Litter picking event whilst people were furloughed – such an even would not be possible during current restrictions but would be something that the Council could support once restrictions were lifted.
- 18.5 Continuation of remote access meetings – Coronavirus Regulations are only in force until midnight on 6 May 2021; after that meetings will be held physically unless central government extend the regulations. This is being lobbied for by all local council bodies.
19. To agree date for Annual Parish Meeting and Annual Meeting of the Town Council
The Chairman noted the recent advice from NALC. If the Annual Town Meeting was held in April it must be by remote access; however, if it was held after 7 May it would be a physical meeting. There would be serious restrictions on how many could attend a physical meeting and risk assessments would need to be undertaken. All this could change if the Coronavirus Regulations were extended; and this would also affect the Town Council Annual Meeting which was usually held on the third Thursday in May.
- Resolved:** that the Annual Town Meeting would be held on Thursday 15 April 2021 by remote access
- Resolved:** that the Town Council Annual Meeting would be held on Thursday 20 May 2021 (attendance would be regulated by Coronavirus Regulations and whether or not they were extended)
20. Correspondence
- 20.1 ERNLLCA Finance Training dates for 2021 – there were still places available on Finance Training which had been circulated to all Members.
- 20.2 E-mail from S Oliver, Assistant Play & Community Engagement Officer (ERYC) – The Town Clerk was asked to obtain more information from Mr Oliver and to assist in providing information on groups in Hedon.
- 20.3 E-mail re parking issues on Westlands Drive – Cllr Dennis would take this problem to ERYC in his capacity as Ward Councillor.
- Resolved:** that the Town Council would write to ERYC Housing to see what could be done to alleviate this problem

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

21.1 The recent cold weather had highlighted the advantage of having a saltbin near the Town Council stores building which the General Works Supervisor could access. The cost would £357 plus ongoing filling costs. Members agreed that this should be actioned as soon as possible with an item on the next agenda for a formal decision.

21.2 An e-mail had been received with information on dates for the forthcoming elections on 6 May. Notices of Election would be published on 29 March and the Town Clerk would publicise via the noticeboard, the website and Facebook. Members were concerned that residents who might not want to visit a polling station, but who did not actively use technology, could miss the publicity about postal votes. It was agreed that an article should be put in the next newsletter.

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Chairman of Finance & General Purposes Committee

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FINANCE SCHEDULE - February 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
25.02.21	O2	Works Mobile	22.63	4.53	27.16	Bacs 242	27.16					
26.02.21	F G Adamson	filters and Blade	154.27	30.85	185.12	Bacs243				185.12		
26.02.21	ERNLLCA	Planning Training	285.00	57.00	342.00	Bacs244				342.00		
2.02.21	Purchase Power	Franking machine	12.76	2.55	15.31	DD245	15.31					
14.02.21	Kcom	Telephone Bill	36.19	7.23	43.42	DD245	43.42					
20.02.21	CNG	Town Hall Gas	392.80	19.64	412.44	DD246	412.44					
23.02.21	Total Gas and Power	Electricity for Town Hall	85.94	4.29	90.23	DD247	90.23					
23.02.21	Total Gas and Power	Electricity for Market Place	100.34	5.02	105.32	DD248	105.32					
01.02.21	ACS	A3 White paper	212.37	42.47	254.84	Bacs249				254.84		
11.02.21	Martek	New Battery for Defibulator	198.00	39.60	237.60	Bacs250	237.60					
01.02.21	ERNLLCA	Parish Mtg Training	40.00	8.00	48.00	Bacs251				48.00		
28.02.21	HSBC	Bank Charges	18.19	0.00	18.19	DD252	18.19					
25.02.21	Everflow	Water Town Hall	35.60	0.00	35.60	DD253	35.60					
18.02.21	Business Stream	Water - cemetery	11.27	0.00	11.27	DD254	11.27					
18.02.21	Business Stream	Water Stores office	40.43	0.00	40.43	DD255	40.43					
18.02.21	County Supplies	Masks and Gloves	34.14	0.00	34.14	Bacs 256				34.14		
18.02.21	ACS	A3 Yellow Paper	224.76	44.95	269.71	Bacs 257				269.71		
18.02.21	British Gas	Electricity	61.03	3.04	64.07	DD258	64.07					
21.02.21	Salaries	Salaries	4934.43	0.00	4934.43				4934.43			
21.02.21	HMRC	NI & PAYE	1447.80	0.00	1447.80				1447.80			
21.02.21	ERPF	Pensions	963.22	0.00	963.22				963.22			
			9310.88	269.42	9580.30		1101.04	0.00	7345.45	1133.81		
			9311.13	269.17								

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