

**Hedon Town Council**  
**Minutes of the Proceedings of a Meeting of**  
**Finance & General Purposes Committee**  
**held at St Augustine's Church, Church Lane, Hedon**  
**22 July 2021**

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

1. Apologies for Absence

Cllrs: N Black, C Minns, Miss D Storr

**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 June 2021 were agreed as being a correct record of the proceedings thereat.

**Resolved:** That the minutes were confirmed as a true record

3. Updates on the Minutes

Min 19.4: The 'additional options' available to the Council following the low score of the 7-day traffic survey on Magdalen Lane were hire of the SIDs or inclusion on the Community Speed Watch programme which the Town Council was already in contact with.

4. Declaration of Interests

- 4.1 To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared
- 4.2 To note dispensations given to any member of the Council in respect of the agenda items listed below.

5. To approve Accounts Payable Schedule – July

The Schedule previously circulated to Members, will form part of the Minutes.

**Resolved:** that the schedule of payments for July 2021, signed by two Councillors, in the sum of £21,775.97 was approved

6. To receive an update on the financial position of the Council as at 30 June 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 30 June 2021. The budget sheet required updating with the receipt of the first instalment of the precept in April.

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

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7. To approve arrangements for August Schedule of Payments

The Chairman referred to the arrangements that had been put in place during recess in 2019 and members agreed the same procedures.

**Resolved:** that the Town Clerk would authorise payment of invoices included within normal budgeted headings during August; a Schedule of Payments would be signed off by the Chairman and Deputy Chairman and presented to the Committee at the September meeting

**Resolved:** That the Town Clerk was authorised to pay invoices outside of normal budgeted headings (if they could not wait until the F&GP Committee meeting in September); the invoices should be signed off by the Chairman and Deputy Chairman of the F&GP Committee plus one other Councillor and reported to the Committee at the September meeting

8. To approve Risk Assessment Report for 'Financial Management', 'Gifts', 'Land' and 'Litter Bins'

Members reviewed the risks associated with 'Financial Management', 'Gifts', 'Land' and 'Litter Bins'

**Resolved:** that the Risk Assessment Reports for 'Financial Management', 'Gifts', 'Land' and 'Litter Bins' were approved as tabled

9. To receive a report from the Events Working Group and to approve actions taken

In Cllr Storr's absence the Chairman updated Members on the recent meeting of the group. A discussion had been held with S Oliver of ERYC on the 'Love Explore' app which ERYC had bought and was trialling in other areas of East Riding. The group were recommending that the Town Council get involved with having trails in and around Hedon using local knowledge; this could incorporate clues and ideas from the Treasure Hunts that had been run in previous years. It was suggested that a representative from Hedon Museum and the man who runs Hedon History Walks should be asked to get involved in any future discussions. Members agreed that an Events Working Group meeting should take place in August to move this forward. Photos for the 2022 calendar had been decided on. Arrangements for the Best Presented Shop competition had been discussed.

**Resolved:** that the Town Council gets involved with the Love Exploring App project with ERYC

**Resolved:** that arrangements for the Best Presented Shop competition were approved

10. Update on 'Re-opening High Streets Safely' and the Hedon Recovery Plan Workshop on 14 July 2021

The Chairman updated Members on the Workshop that took place on 14 July which had been very positive. A good plan had been put forward with a long list of ideas including improved signage, ideas to increase foot traffic based on the history of the town. The next workshop would be to decide under whose remit each action would come, and funding. A lot of the ideas brought forward had already been raised within the Town Council.

**Resolved:** noted

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11. To consider bidding through 'Love your High Street' Fund for a Town Centre Manager

Cllr Hanson raised the possibility of applying for funding for a Town Centre Manager following the receipt of the Recovery Plan. The concern was that following production of a very good report, the ideas and suggestions might not happen if they were not picked up and managed; the need would depend on what actions were put under the Town Council's remit. If the Council were to go down that route more detailed discussions would be required ie fixed term contract or creation of a role that might have ongoing funding implications.

**Resolved:** that clarification was sought at the follow up workshop on 4 August; this item would be put on the September agenda for further discussion

12. Update on the six month pilot Service 84 bus scheme (Wednesday Service)

The Chairman noted that the service had run for two days, leaflets were available and had been distributed around the town. He thanked HU12 and 'Rant & Banter' Facebook page for helping to publicise the service. The Town Clerk was asked to find out numbers using the service by the next meeting in September.

**Resolved:** that the Town Clerk would contact ERYC/HART to obtain passenger numbers for the September meeting

13. Update following Holderness Health Forum on 12 July 2021

The Chairman and Cllr Billany had attended the Forum and Cllr Gallant outlined the items covered under the discussions; he had put together a report which he had posted on social media; it would also be forwarded to Members. Concern was raised at the lack of local out of hours services. The Town Clerk would forward a copy of the letter and the reply to Members and put this item on the next agenda if the reply had not dealt with the concerns adequately.

**Resolved:** that the report was noted

**Resolved:** that the Town Clerk would copy to Members the 'Out of Hours' letter to the CCG and reply received; and put on the next agenda if required

14. To approve Hedon Town Council's response to the consultation on the proposed Parliamentary Boundary change for South West Holderness following zoom WG meeting on 15 July 2021

The Chairman referred to the notes of the working group meeting and the revised draft response document. Members agreed that the last paragraph of the first page should be removed in its entirety and the letter posted on the Council's website for residents to use in their own replies, if they wished, which they should be urged to do before the deadline of 2 August 2021.

**Resolved:** that take the last paragraph on the first page would be taken out in its entirety

**Resolved:** that the letter, as amended, was approved

15. To consider a use for the unoccupied building in Station Car Park

After discussion Members agreed that Station Lane car park wasn't as well used as it could be, mainly because of the disused building that remained.

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Members discussed various uses for the building that would bring it back into repair; however, the building was owned by ERYC and Members agreed that the first step was to see if ERYC had any plans for its future use.

**Resolved:** that the Council write to the Estates Department (ERYC) to see what, if any, future plans the Council had for the building

16. To approve renewal of the Town Council's licence to hold events on ERYC land  
Members noted that the Licence would run out on 24 July and that the cost for renewing the Licence documentation would be £300.

**Resolved:** that the Council should apply for renewal of the Licence to hold events on ERYC land

17. Update on discussions with ERYC re solar footway lighting  
Members noted that the Town Clerk was trying to arrange a site meeting to discuss this with ERYC Officers in more detail. Unfortunately, no reply had yet been received. This item would be on the September agenda.

18. To approve Licence to Occupy document in regard to Mr B Tynan t/a Luxe Steakhouse (Hedon) Ltd  
The Chairman referred to the draft document that had been revised and forwarded to this Committee agenda from the Property Committee meeting on 8 July. After a lengthy discussion Members agreed that a further revision should include the following:

- a sentence confirming that the Market Place would be unavailable during the Town Council's annual Christmas Lights Switch on event;
- that there should be no smoking in the area covered by the Licence to Occupy;
- that the agreement should be signed and witnessed

Members discussed the area of the Market Place that would be covered by the Licence to Occupy and agreed that the map attached to the document would be as agreed at the working group meeting (the hatched area and first two parking spaces).

**Resolved:** that the Licence to Occupy and map, as amended above, were approved

19. To consider request from Hedon Museum for funding towards the window refurbishment work

*Cllrs Billany declared a pecuniary interest as he was involved with the Hedon Museum Society. He left the meeting and took no part in the discussion or vote. After discussion with ERNLLCA Cllr Rommell was not required to declare a pecuniary interest in this item. The Mayor of Hedon was automatically the President of the Hedon Museum Society during his/her term of office but this did not constitute a pecuniary interest.*

The Chairman noted that some more correspondence had been unearthed which seemed to confirm that the lease with the Museum Society was a full repairing lease on a peppercorn rent. The Council's solicitors had not been able to find any signed up documentation but did have some correspondence that ended in 2001 referring to the need for the documentation to be signed. A letter from the Town Council to the Museum Society in 2008 confirmed that the lease was for a 99 year term but no further information has been found.

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Hedon Museum has applied for funding from 'Love your High Street' and the 'Do it for East Yorkshire Community Fund' – with an initial positive response. The funding streams had confirmed that it would be better for the Museum to apply rather than the Town Council apply as landlord.

There was a lengthy discussion with Members supporting the work that the Museum do and its importance to Hedon. Concerns were raised at the legalities of assisting as the landlord, which seemed to be against the terms of the lease, or assisting as the Town Council with a grant towards refurbishment costs.

It was Proposed and Seconded that, as the landlord, the Town Council pays for some or all of the refurbishment costs if the Museum Society could not obtain grant funding. A recorded vote was requested and is attached to the Minutes.

An amendment was Proposed and Seconded that the Council defer its decision until the September Committee meeting when more would be known about whether grant funding was available and at what level.

**Resolved:** On a split decision, with the Chairman using his casting vote, that the Council defer its decision on approving funding for the refurbishment work required to Hedon Museum until F&GP Committee meeting in September when more information would be available on whether funding had been approved and at what level

20. Update on investigations into possible ANPR/ticketing options for Iveson car park  
The Chairman referred to the information received from Shield Security who ran some small car parks in Hull and around the East Riding and the options they had put forward. Members agreed that Option 1, an ANPR system provided and set up free of charge by the company, with the company keeping the revenue from the system was the most suitable option. The Town Clerk was asked to write to the other parties that owned the car park with the information on Option 1 to see if agreement could be reached with all parties.

**Resolved:** that the Council contacts the owners of Iveson Car Park to see if they would agree to Option 1 – an ANPR camera system as set out above

21. To consider request for tree planting on Leaf Sail Farm Estate  
*Cllr Hanson declared a personal interest in this item as he lived in the area.*  
The Chairman referred to the correspondence from a resident of Leaf Sail Farm who had requested some tree planting and given suggestions as to where. Members noted that the Town Council did not own any land in this area. Members agreed that they supported the request in principle and would write to ERYC Tree Officers to put the proposal to them.

**Resolved:** that the Town Council would write to ERYC with details of the proposal to see if ERYC would consider planting trees, as requested, on land owned by them



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22. To consider solutions to traffic issues on Watson Drive

The Chairman noted that options for traffic calming measures had been looked into in some detail in the past. Temporary Speed Indicator Signs had been hired by the Council and installed on Watson Drive for a few months. The Council was waiting to hear when it could hire the signs again (they had been out for maintenance prior to the pandemic) for other areas in the town that had been suggested.

**Resolved:** that the Council would chase ERYC to find out what the situation was with the SIDs and where the Council was on the waiting list for hire of them

23. To consider refurbishment of litterbins in Hedon

The Chairman noted that this issue had been raised during Public Participation. It was noted that there were approx 60 litter bins in Hedon, some owned by the Town Council and some by ERYC. There are a lot of bins that need refurbishment and/or cleaning. Members agreed that the Council should look into the refurbishment of its own litterbins and also write to ERYC and ask them to refurbish those owned by them.

Members agreed to look into the provision of a litterbin next to the Children's Play Area on Drapers Lane; this item would be on the Property Agenda for September.

**Resolved:** that the Council would undertake a survey of its litterbins with a view to repair/refurbishment; the Council would also write to ERYC requesting that they carry out a survey and repair/refurbishment programme for the bins they own. This item would be put on the agenda of the next Property Committee.

24. Correspondence

None

25. Members' points of information and items for the agenda

25.1 Cllr Thompson reported that the focus of the proposed Hedon Community Garden Project had moved from the land to the rear of the Amy Black Centre, to the triangular piece of land owned by ERYC next to Inmans School. Mr Ellis was trying to find enough volunteers to make the project viable but an item would be put on the next F&GP agenda to discuss this piece of land irrespective of the outcome.

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Chairman of Finance & General Purposes Committee

# FINANCE SCHEDULE - July 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
01.07.21	Rollitts	Legal Advice for Elsiegate	1700.00	340.00	2040.00	Bacs	2040.00					
01.07.20	Mr G Atkins	Hedge Damage	100.00	0.00	100.00	Bacs	100.00					
01.07.21	Amy Black Com Centre	Donation for Rubans Concert	2000.00	0.00	2000.00	Bacs	2000.00					
01.07.21	S Tooney	Refund of Plot	733.50	0.00	733.50			733.50				
01.07.21	ACS	Stationery	389.88	77.98	467.86	Bacs063				467.86		
01.07.21	Alexandra Hall	CCTV Charges 2020 and 2021	500.00	0.00	500.00	Bacs064				500.00		
23.07.21	Everflow	Water charges - Town Hall	36.05	0.00	36.05	DD065	36.05					
23.07.21	St Augustines Church	Hedfest recording	150.00	0.00	150.00	Bacs066				150.00		
01.07.21	Kcom	Broadband Police Station	55.00	11.00	66.00	Bacs067				66.00		
01.07.21	F G Adamson	Tractor repair (parts & labour)	438.70	87.74	526.44	Bacs068				526.44		
23.07.21	ERNLLCA	Various training sessions	170.00	34.00	204.00	Bacs069				204.00		
23.07.21	All Clear	Window cleaning	42.00	0.00	42.00	Bacs070				42.00		
23.07.21	ERYC	Pest Control Contract	256.24	51.25	307.49	Bacs071				307.49		
15.07.21	KCom	Telephone bill	36.86	7.37	44.23	DD072	44.23					
23.07.21	ACS	Stationery	119.58	23.92	143.50	Bacs073				143.50		
23.07.21	Low Fuelcard	Fuel	93.53	18.71	112.24	DD074	112.24					
23.07.21	F G Adamson	V Belt	48.52	9.70	58.22	Bacs075				58.22		
23.07.21	X P H Consultants Ltd	Toners for Photocopier	117.50	23.50	141.00	Bacs076				141.00		
23.07.21	F G Adamson	Autocut Head	23.01	4.60	27.61	Bacs077				27.61		
23.07.21	Ripon Farm Services	Parts for equipment	315.86	63.17	379.03	Bacs078				379.03		
23.07.21	F G Adamson	Shroud part	13.61	2.72	16.33	Bacs079				16.33		
23.07.21	Neal Everingham	Cemetery Supervisor	537.50	0.00	537.50	Bacs080				537.50		
23.07.21	O2	Phone Bill Mobile	22.93	4.59	27.52	DD081	27.52					
23.07.21	Advanced Alarms	Alarm maintenance Stores	60.00	12.00	72.00	Bacs082				72.00		
23.07.21	D & S L Fuels & Lubric	Gas oil Barrels April	295.65	14.78	310.43	Bacs083				310.43		
23.07.21	D & S L Fuels & Lubric	Gas oil barrels June	318.04	15.90	333.94	Bacs084				333.94		
23.07.21	ACS	Stationery	75.71	15.14	90.85	Bacs085				90.85		
28.07.21	HSBC	Bank Charges	15.18	0.00	15.18		15.18					
03.07.21	Purchase Power	Franking Machine	12.76	2.55	15.31	DD086	15.31					
14.07.21	J Macklin	Zoom Subscription	119.90	23.98	143.88	Bacs087	143.88					
15.07.21	John Morrell	Strimmer cleaned and repaired	23.00	0.00	23.00	Bacs088				23.00		
14.07.21	ERYC	Library Garage - rates	810.88	0.00	810.88	Bacs089				810.88		
20.07.21	Salaries	Salaries	8586.10	0.00	8586.10				8586.10			
20.07.21	HMRC	PAYE & NI	1757.93	0.00	1757.93				1757.93			
20.07.21	ERPF	Pensions	955.95	0.00	955.95				955.95			
			20931.37	844.60	21775.97	0.00	4534.41	733.50	11299.98	5208.08		

## RECORDED VOTE

Meeting:	F&GP COMMITTEE MEETING Minute No: 19		
Date:	22 JULY 2021		
Recorded Vote Requested By:	CLLR BRINDLEY		
Proposal:	THAT THE COUNCIL DEFER ITS DECISION ON APPROVING FUNDING FOR THE REFURBISHMENT WORK REQUIRED TO HEDON MUSEUM UNTIL THE F&GP COMMITTEE MEETING IN SEPTEMBER WHEN MORE INFORMATION WOULD BE AVAILABLE ON WHETHER GRANT FUNDING HAD BEEN APPROVED AND AT WHAT LEVEL		
	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
Cllr C Billany			
Cllr N Black			
Cllr J Brindley		X	
Cllr J Dennis	X		
Cllr S Gallant	X		
Cllr B Goldspink		X	
Cllr B Hanson	X		
Cllr C Minns			
Cllr S Rommell		X	
Cllr B Stockdale	X		
Cllr D Storr			
Cllr D Thompson		X	