

Hedon Town Council
Minutes of the Proceedings of a Meeting of
Finance & General Purposes Committee
held at the Town Hall, St Augustine's Gate, Hedon
28 October 2021

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

1. Apologies for Absence

Cllrs: Black, Hanson, Stockdale and Thompson

Resolved: that the apologies were accepted

Members agreed that agenda item 14 would be discussed alongside agenda items 10 and 11 as the Queen's Platinum Jubilee impacted on 'Events' and 'Hedfest'.

2. Confirmation of the Minutes

The Minutes of the meetings of the Finance & General Purposes Committee held on 23 September 2021 and 30 September 2021 were agreed as being correct records of the proceedings thereat.

Resolved: That the minutes were confirmed as a true record

3. Updates on the Minutes

- Min 12: Shuttle Service (no 84) – discussions with 'Pop In' about any alteration to the timing of the service to fit in with the facility, will be done when the new management takes over.
- Min 13: A letter had been sent to the CCG about 'Out of Hours' Services and specifically the use of Rosedale Community Centre but no reply has been received yet. Holderness Health would be holding another forum but had not set a date yet. More information would hopefully be available at the next forum.
- Min 15: A reply had been received from ERYC re a site visit to the disused building at Station Car Park offering 10am on Tues 2nd or Fri 5th of November as suitable dates. Members agreed to meet on 5 Nov.
- Min 18: Market Lease – the original lease was for 3 years (up to 2023) with a break clause at 31 Dec 2021. Mr Ward was happy to remain as Market Manager; the lease will therefore run until 31.12.23.
- Min 19: Hedon Museum refurbishment – no further information on funding had been received; this item will be put on an agenda when that information was known
- Min 20: Reminder letters had been sent to both ERYC and Marstons Brewery about whether they would be interested in talking to the Council about the possibility of an ANPR camera in Iveson Car Park. ERYC had replied that this would not be something they were able to do but didn't explain why. A further e-mail has been sent asking why. No reply at all had been received from Marstons Brewery.

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- Min 24: A reply had been received from ERYC confirming that a team from Environmental Services had tidied up the area and a job ticket had been raised to weed spray the growth along the path.
- Min 25: The results of the speed survey undertaken for Souttergate have not been received yet (survey undertaken on 6 Sep) but the forms for hire of the Speed Indicator Signs will be completed when the results are known (if they indicate this as an option).

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 note Accounts Payable Schedule – October

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

Resolved: that the schedule of payments for October 2021, signed by two Councillors, in the sum of £17,961.36 was approved

6. To receive an update on the financial position of the Council as at 30 Sept 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 September 2021.

Resolved: that the schedules showing receipts/payments made during Aug and Sept, and the budget monitoring report were approved

7. To note 'Conclusion of Audit' Report from External Auditor

The Chairman referred to the External Auditor's report for 2020/21 which had been previously circulated to all Members; the report was clear with no actions to be taken.

Resolved: that the report was noted and the Town Clerk and Assistant Town Clerk were thanked for their diligence

8. To approve Risk Assessment Report for 'Newsletters', 'Parish Property and Documents' and 'Provision of Office Accommodation'

Members reviewed the risks associated with 'Newsletters', 'Parish Property and Documents' and 'Provision of Office Accommodation'. It was agreed to reduce the numbers to 1 and 1 with regard to 'fly posting' on the 'Parish Property and Documents' section.

Resolved: that the Risk Assessment Reports for 'Newsletters', 'Parish Property and Documents' and 'Provision of Office Accommodation' were approved as amended

9. To consider application for funding from Hedon Primary School

The Chairman referred to a letter from the School Business Manager requesting funding towards Christmas plans, the letter had been previously circulated. After a lengthy discussion Members agreed that some assistance should be given to Hedon Primary School and Inmans Primary School towards their Christmas events.

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Resolved: that £100 should be donated to both Hedon Primary School and Inmans Primary School to be used towards their Christmas events (S137 budget)

10. To receive a report from the Events Working Group and to approve actions taken
Cllr Storr updated Members on the meeting held on 30 September, notes of which had been previously circulated. The Hedon Town calendar had required re-printing following an error by the printers but will be delivered next week. As well as three shops and the Town Hall that would be selling the calendars, Members agreed a rota for selling the calendars on Saturdays and Wednesdays. It was noted that the winners of the 'Best Presented Shop' competition had been showing off their certificates on line.

Cllr Goldspink declared a personal interest in the discussion around the Flower Festival as she was the Vice Chairman of St Augustine's PCC.

A proposed date of 9/10 July for the Flower Festival had been discussed with the vicar of St Augustine's. Concern was raised at how the arrangements for the Flower Festival would work; clarification was needed on whose event it would be (Council, Church or combined), what would be funded by whom and where any funds raised would go. Originally it had been hoped to include an Open Gardens event at the same time but, if this event became part of the Jubilee programme of events, then that might be too difficult to combine.

Members then took part in a lengthy discussion on how the Council should approach the Queen's Platinum Jubilee and whether the event should include the proposed Flower Festival (using red, white and blue colour scheme) Hedfest and a Civic Parade/church service. It was hoped that the community would want to be involved in the process, as they had been for the VE Celebrations planned for May 2020 which were cancelled due to the pandemic. The discussion included how Hedfest could be incorporated into the Jubilee celebrations and whether it should be.

Members agreed that discussions needed to be moved on quickly as there would be a lot of events going on around the area; the first decision should be whether events are combined into one weekend before bringing the community into the planning process.

Resolved: that a working group meeting (open to all Councillors) would take place in the Town Hall at 6pm on Thursday 4 November 2021

11. To receive a report from the Hedfest Working Group and to approve actions taken
Cllr Brindley reported that the Hedfest video was now ready and a link to it would be sent out the Hedfest Working Group initially. A meeting of the Working Group would be held at 5pm on Wednesday 3 November in the Town Hall to agree the way forward.
12. To agree the way forward for the Queen's Platinum Jubilee celebrations (Jun '22)
Discussed under item 10.

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13. To receive a report from the Climate Change Working Group
Cllr Gallant updated Members on a recent 'remote access' meeting with Cllr Matthews, Cabinet Member responsible for climate change at ERYC. A Climate Change Manager was being appointed but he felt it would be some time before the report recommendations would be moving forward. The Town Council had again expressed its interest in being involved in any pilot schemes.
14. Update on 'Re-opening High Streets Safely' and the Hedon Recovery Plan
The Chairman reported that the benches/picnic tables supplied free of charge to the Council had been delivered to ERYC Depot in Hedon. They would be sited initially on the Market Hill. The Chairman had met with Nick Russell and Ben Wright who were looking into the improvement of town signage with special regard to the historic and heritage aspects of the town; once they had a plan they would arrange a further meeting. The suggestion of a Town Manager had been considered, however the majority of the action points of the Recovery Plan had fallen on ERYC and it was not felt an appropriate use of resources.

The possibility of help with funding the Xmas Lights Switch on Event had been raised at the meeting and subsequently ERYC had agreed to fund some areas of the event. Members agreed that, consequently, the Council should investigate buying new LED lights for the town centre Christmas tree.

Resolved: that the Council should purchase new LED lights for the town centre Christmas tree

15. To consider parking issues on Church Lane (particularly at times of funerals)
Cllr Goldspink had raised this issue as there was severe congestion on this road especially at times when funerals were being held in St Augustine's Church. Cllr Dennis, in his capacity as ERYC Councillor, had asked ERYC to look into this with a view to putting double yellow lines on the road and kerbside on one side of Church Lane, particularly near the church. The Town Clerk was asked to write to ERYC to ask that the Town Council be kept informed.
16. To consider issues with parking on the verge on Thorn Road
Cllr Thompson had raised the issue of vehicles parking on the grass verges. ERYC had been consulted on this in the past but had confirmed that they would not erect any 'No parking on verges' signs in this area. They preferred that leaflets were put on the windscreens of any vehicles reported to them for educational/information purposes. In the case of damage, ERYC were able to send letters to residents asking them to refrain from parking on/causing damage to verges and advising that they could recharge for any costs incurred in repairing damage caused by their vehicles. If Councillors noticed a persistent offender they should report it to the Town Clerk so that the details could be passed to ERYC.

Resolved: that no further action be taken on this issue

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17. To review the current Town Council's Code of Conduct in light of ERYC's revised model Code of Conduct recently adopted
Members had been previously circulated with the current Town Council document and ERYC revised model Code for comparison.

Resolved: that the Town Council considered the current Code of Conduct (adopted in Jan 2020) to be suitable

18. Update on discussions with Prolectric re solar footway lighting
The Chairman updated Members on the discussions with Prolectric at a meeting on 21 October, notes of which had been previously circulated to Councillors. Prolectric had visited the two sites put forward by the Town Council and quotes were awaited. ERYC Lighting Engineers had attended the meeting and were interested in the outcome.
19. Correspondence
- 19.1 Information on Planning Training through ERNLLCA – any Councillors wishing to take part in the training should let the Town Clerk know which sessions they wished to attend.
- 19.2 E-mail from Yorkshire Water following site visit in May '21 – Members noted that the work required to aid flooding in the Greville Road area (The Garths) had been undertaken and further maintenance work was planned. Members were concerned that no work had been done on the problems associated with flooding at Ainslie Garth. The Town Clerk was asked to write to Yorkshire Water asking for an update on this area; and to Graham Stuart (MP) to ask for his support in getting the work required carried out.
- 19.3 Reply from ERYC re 'Fix My Street' App – Noted.
20. Members' points of information and items for the agenda
- 20.1 Cllr Billany reported that a traffic survey had been conducted at Inmans Primary School recently as part of an East Riding wide survey of traffic/parking problems around school drop off and pick up times. The Town Clerk would write to ERYC to see if the Council could be informed of the results in relation to Hedon.
- 20.2 Letter from ERYC requesting comments by 18 November regarding a proposed Speed Limit 50mph (Preston to Bilton B1239) Order. Members supported the proposal; the Town Clerk would put the item on the next agenda for confirmation.

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Chairman of Finance & General Purposes Committee