

HESSLE TOWN COUNCIL
Tuesday 21st May 2024 at 7.30pm
(*Public Forum at 7.35pm)
Large Front Room
Town Hall, South Lane, Hessle

MINUTES

Present: Councillors Bovill, Craggs, Davison, I. Hardy, Harrison, H. Hogan, Keillor, Nolan, Pickering, Sutton and Toogood.

Mr Paul Hogan – (Non-voting Advisory Member)

Clerk: Mrs Kim Cooper

Town Centre & Events Officer: Miss Sarah Rowland

2 Members of the public

Apologies: Cllrs Adams, P. Hardy, Langdale and Walker

Cllr. John Bovill as retiring Chairman/Town Mayor took the first item only.

134608 ELECTION OF CHAIRMAN & TOWN MAYOR:

Nominations were invited for the election of Chairman of the Town Council & Town Mayor of Hessle for the current municipal year.

(Pickering/Sutton)

RESOLVED to nominate Cllr Steve Craggs as Chairman & Town Mayor of the Town Council for the current municipal year.

No other nominations were received.

Councillor Pickering asked that a vote of thanks be given to Cllr Bovill by all members for his work as Chairman and Town Mayor over the past year.

134609 ACCEPTANCE OF OFFICE:

Cllr Craggs duly accepted the office of Chairman and took the chair. He thanked members for their nomination and support and is looking forward to his time as Chairman & Town Mayor and to representing Hessle Town Council at Events and Civic engagements.

134610

APPOINTMENT OF VICE-CHAIRMAN & DEPUTY TOWN MAYOR:

Nominations were invited for the appointment of Vice-Chairman of the Town Council and Deputy Town Mayor of Hessle for the current municipal year.

(Davison/Sutton)

RESOLVED that Cllr Jayne Langdale is nominated as Vice-Chairman and Deputy Town Mayor for the current municipal year.

No other nominations were received.

134611

PUBLIC FORUM

To hold the Public Forum to allow any members of the press or public to speak.

Mr Benson attended the meeting to advise members that as he is unable to attend the Annual Town Meeting next Tuesday, he wanted to provide a list of his complaints and views about what is wrong with Hessle. As he walks around Hessle almost daily, he notices issues that have developed and whilst he has reported these problems to the East Riding Council on more than one occasion, nothing ever gets done. The Clerk took a copy of Mr Benson's list and members listened to his criticisms and views and promised that each of these would be discussed at the Annual Town Meeting to be held next week.

134612

DECLARATIONS OF INTEREST:

The Chairman now read out the following – Members must declare their pecuniary or non-pecuniary interest in items at this meeting – *rather than personal and prejudicial interests* – and ensure that they act appropriately.

Councillor Sutton declared a non-pecuniary interest as she is the Town Council representative for the Community Centre Organisation and a Trustee for The Hourne Community Centre Development Trust.

Councillor John Bovill declared a non-pecuniary interest as he is Trustee for The Hourne Community Centre Development Trust.

Councillor Paul Toogood declared a non-pecuniary interest as he is Trustee for The Hourne Community Centre Development Trust.

Councillor Simon Pickering declared a non-pecuniary interest as he is Trustee for The Hourne Community Centre Development Trust.

134613

APPOINTMENT OF TOWN COUNCIL REPRESENTATIVES TO OUTSIDE BODIES:

To appoint members as representatives to Hessle Community Organisation and Hesslewide Trust.

Please note that the Town Council is no longer represented by governors on any of Hessle's School Committees, until such time as an invitation is received to do so.

- a) Hessle Community Organisation

(Bovill/Davison)

RESOLVED to reappoint Cllr M. Sutton as the Town Council representative on the Hessle Community Organisation Committee.

- b) Hesslewide Trust
(Harrison/Sutton)

RESOLVED to reappoint Cllr S Pickering as the Town Council representative on the Hesslewide Trust Committee.

134614

FULL COUNCIL AND COMMITTEES OF THE COUNCIL:

- a) Full Council (meets every third Tuesday of every other month *commencing January and except August*) – All members will attend meetings of Full Council.
- b) Current Committees of the Council are as follows:
- **Planning & Traffic** (meets every 1st Tuesday monthly *including August*) – Includes planning applications and traffic issues.
 - **Finance, Personnel & Asset Management** (meets every 2nd Wednesday monthly *except August*) – Includes monthly Budget review, Income & Outgoings, Community Grants, Grant Income, Human Resources and all land and property of the Town Council.
 - **Events & Communication** (meets every 1st Wednesday monthly *except August*) - Includes all Town Council events, newsletter, website matters, notice board content and all other community engagement matters.
 - **Environment & Open Spaces** (meets every 2nd Tuesday in February, April, June, September & November *except August*) – Includes allotments, the natural environment, hanging baskets & tubs, litter bins, Tree visit comments to ERYC for ratification, parks & play spaces.
 - **Budget** (Annual Committee) (meets in January directly after the Finance, Personnel & Asset Management meeting) Members shall comprise of Chairman of the Council, Vice-Chairman of the Council and Chairmen of all Committees plus 1 non-Committee Chair/Vice-Chair member as called.
 - **Urgency Committee of the Council** (Held as and when required) Members shall comprise of Chairman of the Council, Vice-Chairman of the Council and Chairmen of all Committees, as called.
 - **Trees** (meet as and when required) – Includes the viewing of tree applications on site within the Hessle Conservation Areas. *Members must be available early mornings during weekdays.*

Each Committee (except Planning & Traffic) will comprise seven Councillors and the Planning & Traffic Committee will comprise of nine Councillors. The Tree Visits Committee will be put to all fifteen Councillors for volunteers.

In the event of any Chair being unavailable then the Vice-Chair of any of the above may deputise. The quorum shall be 3 elected members of the Council for Committees and 5 elected members of the Council for Full Council meetings.

Should the Clerk receive a request for a response from an outside body that is due before the next meeting, the Clerk will consult the Chair and Vice-Chair of the Council and/or relevant Committee Chair, who will decide whether the item will be taken at the next meeting or referred to the Urgency Committee.

Members are to consider these Committees and schedules as given above, and indicate at this meeting on which Committee(s) they wish to serve.

(Chair/Davison)

RESOLVED to formally adopt the following Committees and members for the current municipal year;

- Planning & Traffic – Cllrs Adams, Bovill, Davison, I. Hardy, Keillor, Langdale, Nolan and Toogood.
- Finance, Personnel & Asset Management – Cllrs Craggs, Davison, I. Hardy, Harrison, Pickering, Sutton and Toogood.
- Events & Communications – Cllrs Craggs, P. Hardy, Harrison, Hogan, Keillor and Walker.
- Environment & Open Spaces – Cllrs Bovill, Harrison, Langdale, Sutton and Toogood.
- Trees Committee – Cllrs Bovill, Davison, P. Hardy and Sutton

Committee Chairs and Vice-Chairs will be duly elected/appointed at the first meeting of each Committee and interested parties invited to be appointed as Advisory Members (Non-voting).

APPOINTMENT OF NON-VOTING ADVISORY MEMBERS

Council to consider:

Mr Paul Hogan & Mr Bob Carroll to continue to act as a non-voting advisory members to the Town Council for the current municipal year on Full Council and the Finance, Personnel & Asset Management Committee.

(Sutton/Nolan)

RESOLVED that Mr Paul Hogan & Mr Bob Carroll are invited to continue to act as a non-voting advisory members for the Full Council and the Finance, Personnel and Asset Management Committee for the current municipal year.

Mr Phil Withers to continue to act as a non-voting advisory member to the Town Council for the current municipal year on the Planning & Traffic Committee and the Events & Communication Committee.

(Sutton/Davison)

RESOLVED that Mr Phil Withers is invited to continue to act as a non-voting advisory member for the Planning & Traffic and Events & Communications Committees for the current municipal year.

Mr Bill Waddington to act as a non-voting advisory member to the Town Council for the current municipal year on the Planning & Traffic Committee and the Tree Committee.

(Davison/Sutton)

RESOLVED that Mr Bill Waddington is invited to continue to act as a non-voting advisory member for the Planning & Traffic and Tree Committees for the current municipal year.

Mrs Kay Weaver to continue to act as a non-voting advisory member to the Town Council for the current municipal year on the Events & Communication Committee.

(Sutton/Harrison)

RESOLVED that Mrs Kay Weaver is invited to continue to act as a non-voting advisory member for the Events & Communication Committee for the current municipal year.

Mrs Gill White, representative from the Hessele & District Gardeners Association to continue to act as a non-voting advisory member to the Town Council on the Environment & Open Spaces Committee.

(Harrison/Sutton)

RESOLVED that Mrs Gill White is invited to continue to act as a non-voting advisory member for the Environment & Open Spaces Committee for the current municipal year.

Mr John Wilding to act as a non-voting advisory member to the Town Council for the current municipal year on the Events & Communication Committee.

(Sutton/Davison)

RESOLVED that Mr John Wilding is invited to continue to act as a non-voting advisory member for the Events & Communication Committees.

In addition to the above, Cllr Hogan requested the Council to consider two additional non-voting advisory members, one for the Events & Communication Committee and one for the Environment & Open Spaces Committee.

The Clerk confirmed to members that as per Standing Orders, the ratio of non-voting advisory members to Councillors (two thirds must be Councillors) is already at the maximum on the Events & Communication Committee and could therefore not accommodate another non-voting advisory member at this time, but that additional non-voting advisory members could be co-opted to the Environment & Open Spaces Committee.

(Hogan/Nolan)

Proposed that Mrs Janet Worrell is co-opted to act as a non-voting advisory member for the Environment & Open Spaces Committee for the current municipal year.

Vote: 5 in favour, 6 against

(Pickering/Sutton)

Proposed that Mrs Linda Morris is co-opted to act as a non-voting advisory member for the Environment & Open Spaces Committee for the current municipal year.

Vote: 7 in favour, 4 against

(Pickering/Sutton)

Proposed that Mr Paul Morris is co-opted to act as a non-voting advisory member for the Environment & Open Spaces Committee for the current municipal year.

Vote: 7 in favour, 4 against

RESOLVED that Mrs Linda Morris and Mr Paul Morris are co-opted to act as non-voting advisory members to the Town Council on the Environment & Open Spaces Committee.

134615 INSPECTION OF DEEDS/DOCUMENTS, ETC.:

These may be inspected in the Town Council officers during the hours of 10am and 12 noon, Monday to Friday.

(Chair/Davison)

RESOLVED noted.

134616 MINUTES OF PREVIOUS MEETINGS:

(Davison/Bovill)

RESOLVED to confirm as a correct record the minutes of the meeting held on 19th March 2024 and authorise the Chairman to sign.

134617 CHAIRMAN'S COMMUNICATIONS:

None received.

134618

POLICE MATTERS:

To receive the latest figures/information on police matters pertaining to Hessle since the previous meeting.

(Sutton/Chair)

RESOLVED that as no Police were present the latest figures and information are received and noted.

134619

STANDING ORDER 9.1:

A member may ask the Chairman of the Council or the Chair of any committee any question concerning the business of the Council provided that two working days' notice of the question has been given by the member to the Town Clerk.

A question had been received from Councillors Pickering and Sutton regarding the current 7.30pm start times for all meetings and for members to discuss and consider amending Standing Orders for meetings to begin earlier.

Members discussed meeting times and considered reasons given in favour of starting meetings earlier at 6.30pm such as bringing Hessle Town Council in line with other local Town & Parish Council meeting start times, the way people have changed their working patterns with more people working from home since Covid, thinking of the staff and how late they currently get home after meetings and also trying something different to interest more residents to get involved. Reasons against changing the meeting times were considered, such as people that do go out to work may struggle to get home in time to attend earlier meetings, which includes some Councillors who work, and that by keeping the current meeting times it ensures that the meetings are and remain inclusive.

The Chairman put the decision to a vote. Councillor Nolan requested that this is a recorded vote:

Vote: 7 in favour: Cllrs Bovill, Craggs, Davison, Harrison, Keiller, Pickering and Sutton

4 against: Cllrs I. Hardy, Hogan, Nolan and Toogood

RESOLVED that with effect from June 2024 all Town Council meetings will begin at 6.30pm.

134620

DARLEY'S ROUNDABOUT:

Darley's roundabout currently has minimal ERYC upkeep due to health and safety issues with getting on and off. By working with the East Riding Council, Councillor Langdale would like to propose that Hessle Town Council assists and contributes to a facelift for Darley's roundabout by using decorative stones and to provide and install a permanent structure to be placed in the middle. Councillor Langdale will provide further information and speak to this item to provide more information.

(Nolan/Pickering)

RESOLVED that as Cllr Langdale was unable to be present due to undergoing a hospital procedure, this item is deferred. Councillor Davison proposed that in order not to hold any decision up on Councillor Langdale's proposal, this is moved to the next Planning & Traffic Committee for consideration and then to the Finance Committee for decision.

134621

ERNLLCA (East Riding & North Lincolnshire Councils Association)

a) ERNLLCA Executive Committee

To elect two Councillors to attend and represent Hessle Town Council at the ERNLLCA District Committee meetings (held quarterly) and the annual ERNLLCA AGM.

(Sutton/Harrison)

RESOLVED that Cllrs Phil Davison and Simon Pickering are elected to represent Hessle Town Council at the ERNLLCA District Committee meetings.

134622

ERYC

a) School Streets Pilot

Following the Full Council meeting in March, members to receive and note the response from the ERYC Principal Officer for Road Safety following our request to extend the School Streets Scheme to Penshurst Avenue.

(Nolan/Pickering)

RESOLVED that the response is received and noted. However, the Clerk will respond to confirm that the Town Council would like to reiterate that the problems now being experienced by residents in Penshurst Avenue are because of the introduction of the School Streets Scheme in Winthorpe Road and Seagran Avenue. Where these schemes have been introduced in other areas there have been alternative and convenient places for parents to park and drop off. This is not the case in Hessle and has now pushed the vehicles to the other entrance along Penshurst Avenue which is not equipped to deal with this additional traffic and the Town Council feels that the East Riding of Yorkshire Council should attempt to do more to help the residents along Penshurst Avenue to alleviate the problems now occurring caused by the introduction of the School Streets Scheme at the other side of the School.

b) Carriageway Patching – Various Sites – First Lane, Hessle

To receive and note details of the East Riding of Yorkshire Councils annual carriageway maintenance patching programme and the roads that have been selected for works.

(Chair/Davison)

RESOLVED that the details of the ERYC annual carriageway maintenance patching programme are received and noted.

c) Town & Parish Council Liaison Meeting

To receive and note the details of the ERYC Annual Town and Parish Council Planning Liaison Meetings to be held on Thursday 13th June at 10.00am and Tuesday 18th June at 5.00pm to be held remotely via Teams. If any members would like to attend either of these meetings please advise the Clerk who will contact the organiser with details of names and email addresses.

(Chair/Davison)

RESOLVED that the details of the ERYC Town & Parish Council Planning Liaison meetings are noted and that any members interested in attending should contact the Clerk

d) Anti-Social Behaviour Updates

To receive and note the latest six monthly updates from the ERYC Anti-Social Behaviour Team.

(Chair/Bovill)

RESOLVED that the latest ERYC Anti-Social Behaviour Updates are received and noted.

a) Annual Audit 1st April 2023 to 31st March 2024:

The Annual Audit has been carried out in readiness for the Annual Return to be sent to our appointed District Auditors PKF Littlejohn of London by Monday 1st July 2024. As the Annual Return has been redesigned following a change in the Account and Audit Regulations 2015, sections 1 and 2 now have to be approved by the Council separately;

- i) To receive year end Accounts
(Davison/Sutton)

RESOLVED to receive the year end Accounts.

- ii) To note internal Audit has been completed and the report duly signed
(Davison/Sutton)

RESOLVED to note that the internal Audit has been completed and signed.

- iii) Section1 – Annual Governance Statement 2023/2024

To approve and confirm that there is a sound system of internal control, including the preparation of the accounting statements for the year ended 31st March 2024 by confirming Items 1 – 9 in Section 1 and that this is duly signed by the Chairman and the Clerk.

(Davison/Sutton)

RESOLVED to approve and confirm that there is a sound system of internal control, including the preparation of the accounting statements for the year end 31st March 2024 by confirming items 1 – 9 in Section 1 and that this is duly signed by the Chairman and the Clerk.

- iv) Section 2 – Accounting Statements 2023/2024

To approve the Annual Return Accounting Statements for Hessle Town Council and that this is duly signed by the Chairman.

(Nolan/Davison)

RESOLVED to approve the Annual Return Accounting Statements for Hessle Town Council for 2023/2024 and that this is duly signed by the Chairman.

Councillor Nolan thanked the Clerk for her hard work in producing the year end accounts again.

- b) To resolve that Hessle Town Council continues to satisfy itself of the competence of the internal auditor and re-appoints Mrs Val Evers (Financial Consultant) as our Internal Auditor for the current financial year 2024/2025.

(Sutton/Davison)

RESOLVED that Hessle Town Council reappoints Mrs Val Evers as Internal Auditor for the year 2024/2025.

c) Schedule Nos: 295 & 296 (Receipts & Payments up to 31/03/2024 and 30/04/2024):
(Davison/Bovill)

RESOLVED to approve the copies as given that were duly signed by the Chair of Finance & Personnel at the meetings held on 10th April 2024 and 8th May 2024.

134624 MINUTES OF PREVIOUS COMMITTEE MEETINGS:

To confirm as a correct record the minutes of the meetings (minutes previously circulated) and approve any recommendations and resolutions contained therein;

Planning & Traffic – 2nd April 2024 – (Davison/Toogood)

Planning & Traffic – 7th May 2024 – (Davison/Bovill)

Environment & Open Spaces – 9th April 2024 – (Sutton/Bovill)

Environment & Open Spaces – 14th May 2024 – (Sutton/Toogood)

Events & Communications – 1st May 2024 – (Harrison/Hogan)

Finance, Personnel & Asset Management – 10th April 2024 – (Davison/Harrison)

Finance, Personnel & Asset Management – 8th May 2024 – (Davison/Sutton)

134625 ANNUAL TOWN MEETING:

The Clerk reminded Councillors that the Annual Town Meeting is to be held on Tuesday 28th May at the Town Hall at 7.00pm and all Councillors are expected to attend. The new Beverley & Haltemprice Police Inspector Matt Wilson & Sgt Neil Taylor from our local Humberside Policing Team will be attending.

(Chair/Davison)

RESOLVED noted.