

**Minutes of the Full Council Meeting of Hessle Town Council held on Tuesday 21<sup>st</sup> July 2020 at 7.30pm via ZOOM conference call in line with the temporary powers enabled by Section 78 of the Coronavirus 2020 Act.**

**HESSLE TOWN COUNCIL**  
**Tuesday, 21st July 2020 at 7.30pm**  
**\*(Public Forum at 7.30pm)**  
**Town Hall, South Lane, Hessle**

**MINUTES**

Present: Councillors Adams, Carroll, Davison (Chairman), Fordham, Howe, A. Nolan, Padden, Potter, Sutton and Wilding

Mr Paul Hogan – Non-voting Advisor

Friends of Tranby Lodge Gate – Mrs Pam Locker and Mrs Lindsey Wood  
HTC Covid Volunteer Bureau – Mrs Lianne Kensett and Mr Mark Kensett

Clerk: Mrs K Cooper and Assistant Town Clerk: Mrs J Render

Apologies: Cllrs Bovill (Vice-Chairman), Cross, D. Nolan and Walker

*Councillor Margot Sutton thanked all members for their cards and condolences following the recent loss of her husband John.*

**19010 PUBLIC FORUM**

To hold the Public Forum at the appointed time of 7.30pm to allow any members of the press or public to speak.

**There were no members of the public or press present.**

**19011 DECLARATION 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.

*Cllr Potter declared a non-pecuniary interest in Minute no. 19015 as he is a member of the Friends of Tranby Lodge Gateway Project.*

*Councillor Sutton declared a non-pecuniary interest in Minute no. 19020 (f) as she is a Town Council representative on the Community Centre Organisation Committee.*

**19012 MINUTES OF PREVIOUS MEETING:**

(Howe/Padden)

**RESOLVED** to confirm as a correct record the minutes of the previous meeting held on 19<sup>th</sup> May 2020 and authorise the Chairman to sign.



**RESOLVED** that after discussions regarding the significant reduction in requests for volunteer help to almost nil for shopping, picking up medication etc., a target date of 1<sup>st</sup> September 2020 is set to close down the volunteer service. Councillor Carroll confirmed that he is currently in the process of setting up a dedicated cloud based telephone line with Kingston Communications for the Food Bank which moving forward, will be based and managed by the Food Bank charity volunteers at the Community Centre. All the current information provided by the Town Hall staff and volunteers is and will be available and can be produced automatically via the database that he has also set up. The Clerk will therefore liaise with our current volunteer coordinator to look at sending out a communication to all volunteers confirming the closure of the volunteer bureau on 1<sup>st</sup> September and to ask if they would be happy for the Town Council to keep their details on file in order to be contacted again in case of any future local lockdown and the service would need to be put back into operation.

**19017 HESSLE TOWN COUNCIL**

a) **TOWN HALL –RE-OPENING**

The Government announced that Community Centres, village halls, and other multi-use community facilities are allowed to open from 4<sup>th</sup> July 2020. In order for Hessle Town Hall to be opened safely, the Clerk has undertaken a Risk Assessment with the Assistant Town Clerk and the Caretaker in order to be consistent with Government, safe workplace and public health guidance to ensure the premises, access to it, and any amenities provided are safe for people to use, so far as reasonable practicable. In this respect and in order for a robust plan of action and safety measures to be put in place, the Clerk would like to suggest that the Town Hall officially reopens on Tuesday 1<sup>st</sup> September 2020. An information sheet has been produced to send to all users, together with a questionnaire.  
(Chair/Potter)

**RESOLVED** that Hessle Town Council approve the Risk Assessment and Information Sheet for users prepared by the Clerk and the date for re-opening the Town Hall will be 1<sup>st</sup> September 2020.

b) **NOTICEBOARDS**

To ratify the **RESOLUTION** made at the Events & Communications Committee meeting held on the 1<sup>st</sup> July 2020 that 2 Noticeboards are refurbished at a cost of £200.00 (fitted) per board. Design and specification was attached.  
(Padden/ Howe)

**RESOLVED** to approve the **RESOLUTION** from the Events & Communications Committee and Councillors Padden and Fordham are to liaise with the Clerk in order to decide which two boards will be refurbished.

c) **WEBSITE**

To ratify the **RESOLUTION** made at the Events & Communications Committee meeting held on the 1<sup>st</sup> July 2020, that the quote from Aubergine for £1,573.00 + VAT be accepted in order to provide a WCAG2.1 compliant website, together with the additional hosting support package at £299 + VAT and ongoing compliance scans and reports @ £299 + VAT. Information is attached for your perusal and Councillor Howe will also speak to this item.  
(Chair/Padden)

**RESOLVED** to approve the **RESOLUTION** from the Events & Communications Committee and accept the quote received from Aubergine.

d) **COVID -19:**

Councillor Fordham spoke to this item regarding Hessle Town Council to consider offering the schools some facilities/support.

(Chair/Padden)

**RESOLVED** that this item is moved to the Finance Committee for further discussion and for that Committee to look at what contingency provision could be provided from the Budget for local Schools if required.

**19018**

**POLICE MATTERS:**

a) To receive the latest information on police matters pertaining to Hessle since the previous meeting.

(Chair/Sutton)

**RESOLVED** to receive and note the latest crime figures.

b) To note the email received from the Humberside Police Divisional Commander, Darren Downs, regarding the changes being made to the NPT's leadership teams in the East Riding.

(Chair/Padden)

**RESOLVED** to note the changes of the leadership team in the East Riding being made and that the Chairman writes to the current Chief Inspector, Phil Hinch to thank him and to also send a welcome letter to his replacement, Paul Gladstone and to invite him to one of our meetings to introduce himself.

**19019**

**EAST RIDING OF YORKSHIRE COUNCIL**

a) Model Member Code of Conduct

To note that The Local Government Association have produced a model code of conduct for Councils. The consultation in relation to the Code runs until 17 August 2020. A copy of the model code was attached for information, together with a copy of the consultation questionnaire. Any comments Councillors wish to make in relation to the Code should be submitted online. The Standards Committee at East Riding of Yorkshire Council will also be submitting a response to the consultation. The link to the consultation is:

<https://www.local.gov.uk/code-conduct-consultation-2020>

(Chair/Sutton)

**RESOLVED** noted.

b) Public Right of Way – Footpath No. 1 – The Baulk, Woodfield Lane to Cliff Road

Mr Phil Withers, a non-voting advisory member of the Planning & Traffic Committee, has asked that Hessle Town Council discuss and request that East Riding of Yorkshire Council Highways adopt this public right of way from the Countryside Access Team, in order that it can be properly maintained as a footpath for the residents and visitors to the foreshore.

(Chair/Sutton)

**RESOLVED** that the Clerk writes to the East Riding of Yorkshire Council Highways team to request that they adopt this public right of way as a Highways footpath and consider resurfacing it in order that it is safer and can be properly maintained. Currently, this path during the winter months becomes too muddy and messy with tree detritus for residents and visitors to use. This is a very

busy major cut through to Hessle foreshore, The start of The Wolds Way, The Mill, the Country Park Inn and the Country Park itself and it should be better maintained.

c) Reopening of High Streets Safely Fund

To note the information received from the East Riding of Yorkshire Council advising that they will be delivering the reopening High Streets Safely Fund. A project officer will be appointed by the end of July, who will work with existing Local Growth Coordinators, local Ward Members, local businesses, trader groups/organisations, Town and Parish Councils to deliver bespoke action plans for each Town. Surveys are currently being prepared in order for community feedback to be collected.

(Chair/Padden)

**RESOLVED** noted. The Clerk will forward the Briefing Note with the proposed details onto Mr Oliver Hudson at Hessle First for information and Councillor Padden will contact them to request when their next meeting is likely to be, in order that when the surveys are ready and a local project officer appointed, these can be discussed with them and other local businesses in order to try and put an Action Plan for Hessle together.

**19020**

**FINANCE MATTERS:**

a) Annual Audit 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020: 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 Friday 31<sup>st</sup> July 2020. 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 separately;

i) To receive year end Accounts

(Padden/Sutton)

**RESOLVED** to receive the year end accounts and to thank the Town Clerk for the preparation of the Accounts and also the Assistant Town Clerk.

ii) To note internal Audit has been completed and the report duly signed

(Padden/Sutton)

**RESOLVED** noted.

iii) Section 1 – Annual Governance Statement 2019/2020

(Padden/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 ended 31<sup>st</sup> March 2020 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 2019/2020

(Padden/Sutton)

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

b) To appoint Mrs Val Evers (Financial Consultant) as internal Auditor for the year 2020/2021.

(Chair/Padden)

**RESOLVED** that Hessle Town Council appoint Mrs Val Evers as Internal Auditor for the year 2020/2021.

- c) Schedule Nos: 248 and 249 (Receipts & Payments for April and May):  
(Padden/Sutton)

**RESOLVED** to approve copy schedules 248 & 249 as given that were duly signed by the Chair of Finance & Personnel at the meetings held on 10<sup>th</sup> June 2020 and 8<sup>th</sup> July 2020.

- d) Hessle Town Council Borrowing Assessment – Secretary of State Approval

The Ministry of Housing, Communities & Local Government has requested additional evidence/information in order to proceed with our application. As part of meeting the criteria, they have asked us to redraft the resolution made in January 2020 and approve the following wording:  
(Chair/Adams)

**RESOLVED** that Hessle Town Council at the Full Council meeting held on 21st January 2020 and again on 21<sup>st</sup> July 2020, seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £750,000.00 over the borrowing term of 25 years for the Renovation and Repair of Hessle Town Hall. The annual loan repayments will come to around £42,500.00.

It is also intended to increase the council tax precept for the purpose of the loan repayments by 26.2% which is the equivalent of an additional £8.38 a year (Band D property). This was subject to a precept increase consultation.

- e) Consultation:

Councillor Carroll spoke to this item to discuss the progress of the development of a new strategy document for the Council and to seek approval for a budget to spend on development and distributing a consultation document.

Councillor Carroll updated members with how the Sub Committee appointed in March have now met 4 times and are progressing with a strategy document. They are almost at the stage of involving the community and are putting together the structure for an 'all Hessle' questionnaire. Unfortunately they are not at the stage of knowing how much of a budget will be needed in order to progress this and therefore this item will be brought back to Full Council when ready.

- f) Hessle Community Centre

To ratify the **RESOLUTION** made at the Finance, Personnel and Asset Management Committee on 10<sup>th</sup> June 2020 that the Recommendations from the Hessle Community Centre Sub-Committee are approved and that negotiation begin with the York Diocese for Hessle Town Council to purchase the property outright. Once an offer is agreed, this will be brought to Full Council for consideration.  
(Chair/Padden)

**RESOLVED** to approve the **RESOLUTION** from the Finance, Personnel & Asset Management Committee and approve negotiations commence with the York Diocese.

Councillor Carroll also gave members a brief update on correspondence received from the Diocese this afternoon requesting further information.

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

**None received.**

**19022                      MINUTES OF PREVIOUS MEETINGS:**

To accept the minutes and reports of the meetings (*previously circulated*) and approve any recommendations contained therein:

Events & Communications - 3<sup>rd</sup> June 2020 – (Padden/Chair)

Events & Communications - 1<sup>st</sup> July 2020 – (Padden/Chair)

Finance, Personnel & Asset Management - 10<sup>th</sup> June 2020 – (Chair/Sutton)

Finance, Personnel & Asset Management - 8<sup>th</sup> July 2020 – (Chair/Sutton)

Planning & Traffic - 2<sup>nd</sup> June 2020 – (Nick/Padden)

Planning & Traffic - 7<sup>th</sup> July 2020 - (Padden/Potter)