

HESSLE TOWN COUNCIL
Tuesday 18th July 2023 at 7.30pm
(*Public Forum at 7.35pm)
Large Front Room
Town Hall, South Lane, Hessle

MINUTES

Present: Councillors Adams, Bovill (Chairman) Davison (Vice- Chairman), I. Hardy, P. Hardy (Vice-Chairman), H. Hogan, Keillor, Nolan, Padden and Sutton.

Mr Bob Carroll – (Non-voting Advisory Members)

Clerk: Mrs Kim Cooper

Apologies: Cllrs Langdale, Toogood, Walker and Mr Paul Hogan (Non-voting Advisory Member)

134224 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.

134225 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 in Minute No. 134231 as she is the Town Council representative for the Community Centre Organisation and a Trustee for the new Hourne Community Centre Development Trust.

Councillor Padden declared non-pecuniary interests in Minute Nos. 134231 & 134232 as he is a Trustee for the new Hourne Community Centre Development Trust and has spoken with companies and contractors for obtaining the quotes for a memorial in Tower Hill Memorial Park.

Councillor Bovill declared a non-pecuniary interest in Minute No. 134231 as he is a Trustee for the new Hourne Community Centre Development Trust.

134226 MINUTES OF PREVIOUS MEETING:

- a) Following discussions with ERNLLCA, we have been advised that currently it is not legally possible for the role of Chairman and Town Mayor to be held by two different Councillors (Local Government Act 1972 Section 245). Therefore in order to conform with current legislation the Council will need to redecide who will be Chairman and Town Mayor for the current municipal year and the previous minutes amended accordingly. The Clerk also confirmed with ERNLLCA

that as there is no legislation or obligation for a Council to appoint a Deputy Mayor/Vice-Chairman (Local Government Act 1972 s14 & s15(6), more than one can be appointed.
(Davison/Adams)

RESOLVED that the Minutes from the Town Council AGM meeting held on 16th May 2023 are amended to show that Councillor John Bovill is designated as Chairman and Mayor for the current municipal year and that Councillor Phil Davison is designated as Vice-Chairman for Full Council meetings for his experience in order to train new members.

(Bovill/P. Hardy)

- b) **RESOLVED** that following the above amendment, the Council confirm as a correct record the minutes of the meeting held on 16th May 2023 and authorise the Chairman to sign.

7.40pm As Mr Bob Carroll had a further engagement to attend following this meeting, the Chair proposed that Minute no. 134231 be moved and discussed as the first order of business.

134227 ANNUAL TOWN MEETING:

(Padden/P. Hardy)

RESOLVED to confirm as a correct record the minutes of the Annual Town meeting held on 30th May 2023 and authorise the Chairman to sign. As Councillor Pickering was not present this item will be brought back to the next Full Council meeting in September for members and the Clerks to provide updates on what actions have or may still need to be taken on particular concerns raised by members of the public.

134228 CHAIRMAN'S COMMUNICATIONS:

Councillor Nolan proposed and Councillor Padden seconded that in order to safeguard the Remembrance Day parade going ahead in Hessle this November, the Town Council administers and pays for the necessary temporary road closures. The road closures are necessary to protect the public from being hit by road vehicles.

(Davison/Bovill)

RESOLVED that as this item was not on the Agenda and the legal required three clear days' notice has not been given for this item to be voted on (LGA 1972 s12), together with previous discussions that have already taken place by the Events & Communications Committee, a further meeting is to be arranged with the local British Legion branch in order to discuss why the event could not be run the same way as last year without the need for road closures, marshals, first aid and traffic management plans.

134229

POLICE MATTERS:

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

(Davison/Sutton)

RESOLVED that the latest figures/information is received and noted. At the request of Councillor P. Hardy, the Clerk will contact the local Policing team to ask when the high visibility patrolling around the Square is to start as he has not seen anyone yet and there has recently been some issues at All Saints Church.

134230

HESSLE CREDIT UNION BRANCH

To receive and note the email received from Andrew Penny with a brief update on how the first three months have gone since setting up and opening the Hessle Credit Union branch at the Town Hall.

(Bovill/Sutton)

RESOLVED that the email is received and noted and the Town Council are pleased and encouraged by the information gathered from the first three months activity.

134231

HESSLE COMMUNITY CENTRE:

(Nolan/Davison)

RESOLVED to receive the report and update from Mr Bob Carroll, together with a copy of The Hourne Community Centre Development Trust constitution.

Councillor Nolan on behalf of the Town Council thanked Mr Bob Carroll for all his hard work over the last four years and particularly with the Community Centre purchase and the Food Bank.

Hessle Town Council to consider and resolve the following recommendations;

a) Under the constitution of **The Hourne Community Centre Development Trust**, the Trustees initially proposed by the Council and now appointed are due to serve as follows:-

- a. Bob Carroll 4 years
- b. Viv Padden 3 years
- c. John Bovill 3 Years
- d. Margot Sutton 2 Years

Three other Trustees have also been appointed:-

- a. Christine Prattley 3 Years
- b. Ashleigh Winter 3 Years
- c. Jill Terry 3 years

The Council appointments are approved and minuted by the council. Trustees cannot be forced to resign, but in order to ensure that this is set up in the way the Council requires in order to agree the lease we have two options:-

- a. Increase the number of Trustees and change the minimum "Council nominated" Trustees to ensure a continued majority for the council.
- b. Some of the existing Trustees agree to step down to allow others to come in.

It was noted that this will be a perennial problem as the lengths of appointments for Trustees will not coincide with future election dates.

(Nolan/Davison)

RESOLVED that the number of Trustees is increased to 9 and that 5 are appointed by the Town Council and are existing Councillors. The Trustees nominated by the Town Council will be; Councillors John Bovill, Paul Hardy, Simon Pickering and Margot Sutton together with one other Councillor to be chosen from the Labour Group members. Once decided and agreed who will be the fifth Trustee, the name will be sent to the Clerk and Mr Bob Carroll in order that the constitution can be amended with the charity commission.

Update: Councillor Paul Toogood has agreed to be the fifth Town Council appointed Trustee.

- b) Whether to grant a lease to **The Hourne Community Centre Development Trust** and if so the length and terms of the lease.

(Nolan/Sutton)

RESOLVED that a lease of 50 years is given but that a possible 'Break Clause' should be included for the benefit of both parties. Mr Carroll after initial enquiries with a Solicitor confirmed that a basic Lease would cost in the region of +£5000 but that this would cost more because of the potential complications associated with 'Break Clauses'. Further discussions are now required between the Council and the Trust members and an appropriate Solicitor will need to be appointed to undertake the work.

- c) How to manage the Community Centre in the future – staffing, processes, finance.

(Sutton/Davison)

RESOLVED that this item is deferred for the time being and discussed again once the Trust and the Lease are finalised and members/staff have had chance to evaluate and assess the building for the size of rooms, current rates and users, what Policies, Health & Safety, subscriptions etc are already in place and what requirements and staff are needed.

134232 TOWER HILL MEMORIAL PARK:

To receive the details, quotes and costings for a Memorial to be erected in Tower Hill Memorial Park. Hessle Town Council to discuss and resolve the recommendation from the Finance, Personnel & Asset Management Committee on 12th July 2023, that we spend the money as specified which totals £4,615.83 and which is within the Budget agreed, and go ahead with the project as per the quote.

(Nolan/Padden)

RESOLVED that the recommendation from the Finance, Personnel & Asset Management Committee is approved and Hessle Town Council spends the monies specified in the quotes and goes ahead with the project for the installation of a Memorial in Tower Hill Memorial Park.

134233 ERNLLCA

- a) ERNLLCA – Events & Training Guide – July 2023 – January 2024

To receive details of the ERNLLCA Events & Training Guide, together with details of the annual ERNLLCA Conference and AGM. If any members are interested in attending any of the courses (some are in person and some via zoom), then please advise the Clerk who will make the bookings.

(Bovill/Sutton)

RESOLVED that the details are received and noted.

b) Resolutions to ERNLLCA's 2023 Annual General Meeting

This year's ERNLLCA Annual General Meeting will be held on Friday 15th September 2023.

Every year member councils have the opportunity to submit motions for consideration at the meeting. Motions should comply with the following guidelines:

- be of national or regional significance; or
- call for a response from the Government, NALC or another national or regional body; or
- call for a response from or be directed at a body which covers the whole of the former area.

Resolutions should also indicate the body to whom it is to be directed.

Hessle Town Council to therefore consider if they would like to submit any motions and to ensure that motions are received by ERNLLCA no later than 12 noon on Tuesday 1st August 2023. Resolutions received after that date will not be eligible for consideration at the AGM.

(Nolan/Bovill)

RESOLVED that the information is received and noted and if any Councillors have motions for consideration by ERNLLCA at their AGM, they are sent to the Clerk before the closing date.

134234

ERYC

a) Letter received from Councillor Anne Handley, Leader of ERYC

To receive and note the letter received from the Leader of ERYC, Councillor Anne Handley confirming that they have created a new area of responsibility and that Councillor Leo Hammond has been appointed the portfolio holder for and is now responsible for Town & Parish Liaison.

(Davison/Bovill)

RESOLVED that the letter, information and the additional update from Councillor Hammond provided by the Clerk is received and noted .

b) East Riding Council – Design Code

To receive and note the latest update on the ERYC draft design code from Mr Stephen Hunt, Director of Planning and Development Management at ERYC.

(Bovill/Padden)

RESOLVED that the update on the ERYC Design Code is received and noted.

c) ERYC Anti-Social Behaviour Data

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

(Sutton/Nolan)

RESOLVED that the six monthly updates are received and noted.

134235

FINANCE

- a) Schedule Nos: 284, 285 & 286 (Receipts & Payments up to 30/04/2023, 31/05/2023 and 30/06/2023):

(Sutton/Padden)

RESOLVED to approve the copies as given that were duly signed by the Chair of Finance & Personnel at the meetings held on 7th June 2023 and 12th July 2023.

134236

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.

None received.

134237

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 – 6th June 2023 – (Adams/Padden)

Planning & Traffic – 4th July 2023 – (Adams/Padden)

Environment & Open Spaces – 13th June 2023 – (Sutton/Padden)

Environment & Open Spaces – 11th July 2023 – (Sutton/Padden)

Events & Communications – 14th June 2023 – (Padden/P. Hardy)

Events & Communications – 5th July 2023 – (Padden/P. Hardy)

Finance, Personnel & Asset Management – 7th June 2023 – (I. Hardy/Davison)

Finance, Personnel & Asset Management – 12th July 2023 – I. Hardy/Davison)

134238

PERSONNEL MATTERS:

In view of the possible special or confidential business about to be transacted, it is advisable in the public interest, that the public and press be temporarily excluded and they are instructed to withdraw.

- a) Staff Holidays

To note that the Assistant Town Clerk will be on annual leave from Friday 21st July until Tuesday 1st August 2023.

(Bovill/Sutton)

RESOLVED noted.

- b) Following deferral from the March Full Council meeting, Members to receive the report provided by Mr Graham Fordham concerning staff development strategic alignment and to approve the **RECOMMENDATION** from the Finance, Personnel & Asset Management Committee to accept the proposals and that these are implemented by the new Council members and;

- a subgroup similar to those looking into Tower Hill Park, The Community Centre and Town Hall refurbishment is formed.
- This Group to be composed of the Chairperson of the Council, the Chair of the Finance, Asset Management and Personnel committee and A N Other. The discreet responsibility being to administer and implement all Staff issues.
- One person from this group to be appointed " **Chief of Staff** " to become the sole point of contact, to liaise with staff, set objectives , review Job Descriptions, monitor performance, follow ERNLLCA best practice of being a good employer, resolve disputes and report to the sub group.

(Sutton/Adams)

RESOLVED that the Recommendation from the Finance, Personnel & Asset Management Committee is accepted and a new Working Party Group is established comprising of Councillors Sutton, Davison and P. Hardy and that a first meeting of the group is arranged in September, following the August recess, in order to determine the terms of reference, timescales required and policies that are already in place and any that may need to be included.