

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 13th MARCH 2023 AT THE TOWN HALL.

Present: Cllrs: K Bayes (Chair) Cllrs: S Toone, M Green, P Hanton, M Lilley, R Hood,
M Willoughby, M McGeary, and C Scrivner

Locum Clerk: P Stone

Members of Public: – 3

Clerk: Ms D. Joy

MINUTES

01 Apologies for Absence

Cllr Taylor – away

The motion was proposed, the motion was seconded,
Members **AGREED** to accept Cllrs Taylor's apologies for absence.

02 Declarations of Interest and requests for Dispensations

None

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes from the Full Council on the 6th February 2023.

The motion was proposed, the motion was seconded,
Members **AGREED** to amend the resolution to say the 6th of February 2023 and **AGREED** the minutes.

The Chair signed the minutes.

3.2 To adopt the minutes from the Amenities Committee on the 23rd of January 2023.

The motion was proposed, the motion was seconded,
Members **AGREED** to **ADOPT** the minutes from the Amenities Committee on the 23rd of January 2023.

04 Chairmans Report

The Chair informed the meeting that he had been to a meeting about the Community Shop, and all was going well with the set up there.

The High Street Task force had a meeting, and this is making progress.

The Council will look at ideas for section 106 money for the Town Hall.

05 Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak and receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed, the motion was seconded,

Members **AGREED** to adjourn the meeting to allow members of the public to speak and to receive District and County Councillors reports.

District Councillor Taylor circulated his report.

County Councillor Dixon arrived later in the meeting and gave his report.

A member of the public mentioned procedures for the graveyards.

A member of the public asked Council to consider non mowing at certain times of the year to help combat climate change.

The motion was proposed, the motion was seconded,

Members **AGREED** to resume the meeting.

06 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

6.1 All agreed minutes placed on the website.

6.2 All Councils re GDPR emailed.

07 Amenities

7.1 To consider and agree an action regarding the flooring in the Town Hall.

The motion was proposed, the motion was seconded,

Members **AGREED** to get the damaged flooring temporarily repaired and for Cllr Toone to obtain quotes for new flooring.

7.2 To consider and agree the projects for the Town Hall funding.

The motion was proposed, the motion was seconded,

Members **AGREED** to form working group consisting of Cllrs Bayes, Toone and Green. This group will put together a project plan and present this to Council. All members were invited to email their ideas and input to the Clerk for the working group to consider.

7.3 Update on the drainage issue at the Town Hall and to consider and agree any actions.

The motion was proposed, the motion was seconded,

Members **AGREED** for the Locum Clerk to write a letter to the resident informing them of the findings for the drainage report.

08 Finance & General Purposes Committee

8.1 To consider and agree January and February's reconciliations of bank accounts.

The Clerk informed the meeting these had not been completed due to issues with the accounts.

8.2 To consider and agree March's payments.

The motion was proposed, the motion was seconded,

Members **AGREED** March's payment list with the addition for Century Printing for £429.50.

8.3 To consider and agree if to switch to SAGE Payroll.

The motion was proposed, the motion was seconded,

Members **AGREED** to subscribe to SAGE Payroll as HMRC are not easily accessible should errors occur.

8.4 To consider and agree if to renew NPTS subscription.

The motion was proposed, the motion was seconded,

Members **AGREED** not to subscribe to NPTS this year as they already subscribe to NALC, but would like to receive their newsletters for training options.

09 Training

10 Policies, Documents and Communications.

10.1 Update on Councils FB page and to consider and agree any actions.

The motion was proposed, the motion was seconded,

Members **AGREED** for Cllr McGeary and the Clerk to work together on the FB page.

The motion was proposed, the motion was seconded,

Members **AGREED** to suspend the meeting to allow County Councillor Dixon to give his report.

The motion was proposed, the motion was seconded,

Members **AGREED** to resume the meeting.

10.2 Update on the newsletters and to consider and agree any actions.

The motion was proposed, the motion was seconded,

Members **AGREED** the following actions:

- Town and County to quote to deliver.
- Town and Country to quote for producing the newsletter.
- Century Printing to quote to produce the newsletter.
- The newsletter to be quarterly, Spring, Summer, Autumn, Winter.
- To ask the business forum if someone would like to sponsor the newsletter annually.

- 10.3 To consider and agree if to put a Planning Protocol in place.
The motion was proposed, the motion was seconded,
Members **AGREED** to put the Planning Protocol in place to ensure Council can consult on planning items in between meetings.
- 10.4 Update on Annual Town Meeting and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** the following.
- To be held on the 17TH April 2023.
 - To invite town volunteer groups to have a table to promote their groups.
 - To invite two Community Groups to speak
 - To provide refreshments afterwards for members of the public to meet and greet Councillors.
 - For Council to have a table for public consultation
- 10.5 Update on the Annual Meeting and to consider and agree actions
The motion was proposed, the motion was seconded,
Members **AGREED** to move the Annual meeting to the 15th May due to the current date falling on a Bank Holiday, and if there were any issues with this date to inform members.
- 11** **Events**
- 11.1 To consider and agree Councils Coronation plans.
The motion was proposed, the motion was seconded,
Members **AGREED** for Cllrs McGeary, Scrivner and Hood to organise the decoration of the village for the Coronation and for the Clerk to get quotes for bunting. Cllr Bayes will speak to the Business Forum about the large flags.
- 11.2 To consider and agree if to hold the Town Market this year.
The motion was proposed, the motion was seconded,
Members **AGREED** to hold this on the 27th July 2023. for Cllrs McGeary, Scrivner and Hood to form a working party to put the plans together and report back to Council. The Clerk will arrange a zoom meeting.
- 12** **To Report any other business.**
Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.
Cllr Hood mentioned was there help with the election forms.
The Clerk informed members she would be in the office Friday for members to pop in for help.
Cllr Lilley asked for an update on the registration of the land in front of the Staithe.
The Clerk informed members she would investigate this and report back to members at the next available meeting.
Cllr Green asked for an update on the land being signed over from Hopkins Homes.
The Clerk informed the meeting she would look in to this and report back to Council.
- 13** **Correspondence**
- 13.1 Email from County Councillor Dixon.
The motion was proposed, the motion was seconded,
Members **AGREED** to request the report on the Library and the Highways report.

14 Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment and legal issues.

14.1 To consider and agree the quote for the grass cutting of the verges.

This has been agreed by the Amenities Committee.

14.2 To consider and agree the quote for tree work of the additional extension.

This has been agreed by the Amenities Committee.

14.3 Update on GDPR issues and to consider and agree any actions.

The motion was proposed, the motion was seconded,

Members **AGREED** to contact the Council involved to comply with current legislation.

14.4 To adopt the minutes from the Employment Committee on the 18th of January 2023.

The motion was proposed, the motion was seconded,

Members **AGREED** to **ADOPT** the minutes from the Employment Committee on the 18th January 2023, with the proviso of postponing the recruitment recommendations until systems are in place.

14.5 To consider and agree new Street Light quote.

The motion was proposed, the motion was seconded,

Members **AGREED** the quote for street lighting.

15 Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Town Council will be on the 17th of April 2023 at 7pm at the Town Hall.