



[www.laxtonpc.org.uk](http://www.laxtonpc.org.uk)

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17/05/2024

To: All Members of the Council

You are summoned to attend the **Annual Meeting** of **Laxton Parish Council** that will be held on **Wednesday 22 May 2024, following the Annual Parish Assembly, which begins at 6:45pm**, to transact the business set out below. The meeting will take place at Laxton Victory Hall, Station Road, Laxton, DN14 7TW. Members of the public and press are welcome to attend and may address the Council during the public participation section.

Yours sincerely

Clerk to the Council

## **A G E N D A**

1. To receive apologies for absence
2. To elect a Chair until the Annual Meeting of the Council in May 2025
3. To elect a Vice-Chair until the Annual Meeting of the Council in May 2025
4. To record declarations of interest by any member of the council in respect of the agenda items below.
5. To receive and sign the Minutes of the Parish Council Meeting, held on Wednesday, 20 March, 2024 as a true and correct record
6. Public Participation - to temporarily suspend the meeting to receive questions from the public.



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7. To agree to reopen the meeting following suspension
8. To decide on the appointment of Personnel Committee Members (currently Councillors Sweeting, Watson and Yarrow)
9. To decide on the Appointment to Saltmarshe and Laxton Charity (currently Councillor Yarrow)
10. To decide on the Appointment of Laxton Village Hall Committee (currently Councillor Goulden)
11. To decide on the Appointment to Laxton Allotments Committee (currently Councillor Sweeting)
12. To agree meeting dates for 2024/25 – 24 July 2024, 25 September 2024, 27 November 2024, 22 January 2025, 26 March 2025 and 28 May 2025
13. To receive the action log from the Clerk
14. To receive an update from Ward Councillors
15. To receive an update from Parish Councillors
16. To discuss the following correspondence:
  - i. ERYC, Scope of Village Task Force
  - ii. ERYC, Framed portrait of His Majesty The King.
  - iii. ERYC, Planning Approval, Internal, Saltmarshe Hall
  - iv. ERYC, Newsletter
  - v. Humberside Police, Next Steps on Community Speedwatch
  - vi. ERYC, Role of Community Payback Projects, and Antisocial behaviour update
  - vii. ERYC, Dismissal of appeal by Planning Inspectorate, Land North of 2 Back Street
  - viii. ERYC, Opportunity to apply for D-Day Grant
  - ix. ERYC, Temporary Road Closure, Back Street 21 August 2024 to Monday 28th October 2024
  - x. ERNLLCA, Model Financial Regulations 2024
  - xi. ERNLLCA, May Newsletter



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- xii. ERYC, Planning Town and Parish Council Liaison Officer Meetings
  - xiii. ERYC, Digital Inclusion Webinar Invite
  - xiv. To note the resignation of the Clerk
- 
- 17. To finalise arrangements for the D-Day Commemorations
  - 18. To note the appointment of a new gardener for Jubilee Gardens
  - 19. To agree arrangements for village planters
  - 20. To consider installing a village flag pole
  - 21. To consider using @laxtonpc.org.uk email addresses
  - 22. To agree to submit an exemption from External Audit
  - 23. To approve the schedule of accounts for payment
  - 24. To agree any agenda items for the next Parish Council meeting

## LAXTON PARISH COUNCIL

7pm, 20 March 2024

**PRESENT:** Councillors Goulden (Chair), Huntley, S Yarrow, M Yarrow and Watson.

Apologies for absence were received and accepted from Councillor Sweeting

Clerk: Alan Bravey

There were three members of public present.

**14/24 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS** – There were no declarations.

**15/24 MINUTES OF PREVIOUS MEETING – Resolved** – That the minutes of the meeting of the Council held on Wednesday 18 January 2024 be confirmed as a correct record and signed by the Chair.

**16/24 PUBLIC PARTICIPATION-** There had been four volunteers for the Community Speedwatch Scheme. It was agreed the Clerk would contact Humberside Police to agree set up arrangements with the lead volunteer.

**17/24 ACTION LOG UPDATE** – The grant for the village planners had been approved. It was noted that the Northern Rail had no plans to install an electric car charger at Saltmarshe Station.

**18/24 WARD COUNCILLOR UPDATE** – There was no Ward Councillor update.

**19/24 PARISH COUNILLOR UPDATE** – Councillor Watson shared the details of the road closures in Hook, and noted that <https://one.network> was a helpful site that had up to date information on planned and unplanned road closures. The drain covers near to 30 Back Street were damaged and it was agreed the Clerk would report. The Council noted Yorkshire Water plans for a new rising drain, and the potential implications on the D-Day commemorations. It was agreed that Clerk would liaise with Yorkshire Water to confirm timescales.

**20/24 CORRESPONDENCE – Resolved** – i) that the following correspondence should be received by the Council:

- i. Councillor Aitken – Council Budget Update ERYC,
- ii. Invite to Crime and Community Safety Event
- iii. Stelladoradus, Mobile Phone Booster Information
- iv. ERYC, Wind Farm Grant Approval
- v. ERNLLCA, Newsletter Resident,

- vi. Church Close Street Sign
- vii. Goole Go Far – Request for Donation
- viii. ERNLLCA – Lamp of Peace / Ring for Peace for D-Day Commemoration

ii) the Clerk would advise the resident the Parish Council had no objections to the temporary re-siting of the street sign, but that responsibility for approval was with East Riding of Yorkshire Council.

**21/24 LAXTON VICTORY HALL ANNUAL GENERAL MEETING –** Representatives from Laxton Victory Hall Committee presented their unaudited accounts for 2023/24. The Hall's objectives for the year were to raise funds and provide community events. Most events held only covered costs. The Hall's reserves had dipped below the agreed minimum because of the costs of a boiler and drain repair, and there were further works required, including a replacement floor and a leaking flat roof repair. It was noted that East Riding of Yorkshire Council now required a full road closure for the Laxton 10k, one of the main fundraisers for the Hall. A volunteer from the Hall had undertaken the training required to legally close the road, and a grant request had been submitted for the necessary highway signs. The Victory Hall governance structure was a Management Committee made up of registered trustees, committee members and co-opted members. The Management Committee was reduced to the legal minimum of three members in 2020 on the advice of ERVAS.

**Resolved** – that Laxton Victory Hall Committee would be invited to provide an update at the 2025/26 Annual Parish Meeting.

**22/24 TO NOMINATE A CO-OPTED MEMBER TO THE LAXTON VICTORY HALL COMMITTEE – Resolved** – that Councillor Goulden would be the Parish Council's co-opted on the Victory Hall Committee.

**23/24 PLANNING APPLICATION FOR INTERNAL ALTERATIONS AT GROUND FLOOR LEVEL AT SALTMARHSE HALL – Resolved** – The Parish Council had no objections to the application.

**24/24 MOBILE SIGNAL BOOSTER – Resolved** – i) the Parish Council was not in a position to procure a village wide mobile phone booster because of the capital and revenue costs of the contract ii) that the Parish Council would look for opportunities to lobby for increased mobile phone coverage.

**25/24 D-DAY COMMEMORATIONS - Resolved** – a separate planning group would meet on the 17<sup>th</sup> April at 7:30pm to further develop plans for the D-Day commemorations.

**26/24 PARISH COUNCIL WORK PLAN - Resolved** – that the workplan for 2024/25 would include: D-Day commemorative event, speedwatch scheme, re-establishing the allotment committee, lobbying for additional mobile phone masts, installing village planters and considering a site for a flag pole.

**27/24 ACCOUNTS FOR PAYMENT – Resolved** – i) that it be noted that the following accounts had been paid by bank transfer:

- a) Laxton Victory Hall, Bonfire Grant - £250
- b) Clerk Replacement, Defib Pads - £67.80
- c) Councillor Goulden, D-Day Flag- £12.70

and ii) that the following accounts be approved for payment:

- a) HMRC, PAYE - 91.20
- b) Clerk, Salary March and April - 137.20

13/24 **DATE AND TIME OF NEXT MEETING - Resolved** – that the date of the next meeting of the Parish Council would be 7pm on the 22<sup>nd</sup> May, and items would include D-Day Commemorations, Parish Flag Pole and Councillor email addresses.

**SIGNED:**

**DATE:**

## Laxton Parish Council Action Log

Action	Status	Lead	Update
Check status of the Cotness Footbridge Bridge.	Ongoing	Clerk	ERYC /Landowner update meeting - W/B 21 November 2023. Outcome not yet clear but getting closer.
Check expected repair time of bridge at Skelton footpath.	Ongoing	Clerk	Badger Sett holding up works. 14/10 update - New bridge required, but badger sett underneath the footings and the placement site and so consultation with Natural England required / underway.
Clerk to request ERYC carry out speed survey on Front Street	Complete	Clerk	Demand has meant that traffic surveys being re-evaluated for priority. Survey equipment has been spotted in the village - Clerk to check whether it has taken place. Updated has taken place and results noted in minutes. Clerk has put a request out for volunteers for Community Speedwatch. Two in total. Re-advertise in New Year. <b>Police advice that 6 members are required. Request visit with lead volunteer.</b>
The requirement for an allotment fence should be raised at the next meeting of the allotment committee and a recommendation made to a later Parish Council meeting.	Ongoing	Clerk	To be discussed at next Allotment meeting.
Width of footpath on St Peters Lane too narrow - overgrown by verge.	Complete	Clerk	Raised with ERYC - no reply. Quote from Mr Hall to clear - £150. <b>Cleared by local volunteers. .</b>
Confirm timing of rising drain installation.	Complete	Clerk	YW advise that timings not confirmed, but they would work to avoid any distrupion to the D-Day event.
lobby for increased mobile phone coverage.	Ongoing	Clerk	<b>Raised with Cllr Aitken, spoke to ERYC who advised to Shared Rural Network project.</b>

**Laxton Parish Council**

**Accounts for Payment - May / June 2024**

**Payments made to be noted**

<b>Payee</b>	<b>Details</b>	<b>Total</b>
Gordon Ellis and Co	Village Planters	£647.14
ER Supplies	Paper	£22.24
ERYC	Saltbin Filling	£58.80
Websters	Service Strimmer	£21.96
PWLB	Loan Payment	£1570.72
Ouse and H Drainage Board	Allotment Drainage Rates	£4.45
Andrew Bradburn	Gardening	2* £25
ERNLLCA	Annual Subs	320.12

**Receipts to be noted**

<b>Payer</b>	<b>Details</b>	<b>Total</b>
ERYC	50% Precept	£3819.97
Savings Account	Transfer on Account Closure	£5458.18

**Payments to be Authorised**

<b>Payee</b>	<b>Details</b>	<b>Total</b>
HMRC	PAYE	91.20
Alan Bravey	May and June	137.20

## **Laxton Parish Council Correspondence Record**

### **23 March to 17 May 2024**

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not be circulated, please notify the Clerk on [ettonpc@outlook.com](mailto:ettonpc@outlook.com) on 07932 016856.

<b>From</b>	<b>Purpose of Correspondence</b>
ERYC	In future, Village Task Force walkabouts can only cover issues such as Painting public assets such as benches and signs, washing public assets such as litter bins and signs, small areas of strimming on public land, cutting back vegetation on council owned land obstructing footpaths, filling small scale potholes.
ERYC	Offer of official framed portraits of His Majesty The King.
ERYC	Planning Approval, Internal alterations at ground floor level to create door opening to link bar area to library with removal of lower section of cupboard facade and alteration to existing bookcase to create bookcase with hidden door, Saltmarshe Hall
ERYC	Newsletter
Humberside Police	Next Steps on Community Speedwatch
ERYC	Role of Community Payback Projects, and Antisocial behaviour update, nothing recorded for Laxton.
ERYC	Notice of dismissal by Planning Inspectorate of appeal of planning enforcement, Land North of 2 Back Street, Laxton
ERYC	Opportunity to apply for D-Day Grant
ERYC	Temporary Road Closure, Back Street 21 August 2024 to Monday 28 <sup>th</sup> October 2024
ERNLLCA	Model Financial Regulations 2024
ERNLLCA	May Newsletter

ERYC	Invite to attend the next Annual Planning Town and Parish Council Liaison Officer Meetings, Thursday 13 June – 10am Tuesday 18 June – 5pm. Please contact the clerk to register.
ERYC	Digital Inclusion Webinar Invite

## Town and parish councillors' bulletin Friday, 10 May

East Riding of Yorkshire Council sent this bulletin at 10-05-2024 03:19 PM BST

### Share Bulletin



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## Town and parish councillors' bulletin



### Town and parish councillors' bulletin Friday, 10 May

Welcome to another edition of the Town and Parish councillors' bulletin.

We aim to use this newsletter to streamline and improve communication between the council and town and parish councils, as well as enabling you to influence this process by sharing your views and telling us what information you wish to receive.

To that end, please [email internal comms](#) with any feedback, along with any ideas for future articles or issues that you would like to hear about.



### Webinar: Working together for Digital Inclusion (re-run)

We are providing another opportunity to attend the Digital Inclusion webinar that took place last month, the event is now taking place in the evening (6-7pm).

As more and more of our everyday world moves online, it is important that we provide opportunities, help and support to our communities, particularly those who find getting or being online difficult.

This webinar, hosted by East Riding of Yorkshire Council, will feature a presentation by Debbie Fagan, digital inclusion (health) officer who will talk about what people need to get and stay online safely, what digital services and support are available to our residents already and tell you about new ways of finding out what people need and where they can go to get help.

There will also be discussion on how you as Town & Parish Councils can work with us and others to help and support both yourselves and your communities to get more digital. There'll be opportunities for questions too. It is essential that we work together to enable and support our communities to get and stay online safely as no single organisation will solve digital exclusion on its own. We look forward to seeing you.

If you have topics that you would like us to include within this programme, please [email internal comms](#).

[Sign up for the event](#)



## New survey launched to investigate women's safety in the East Riding

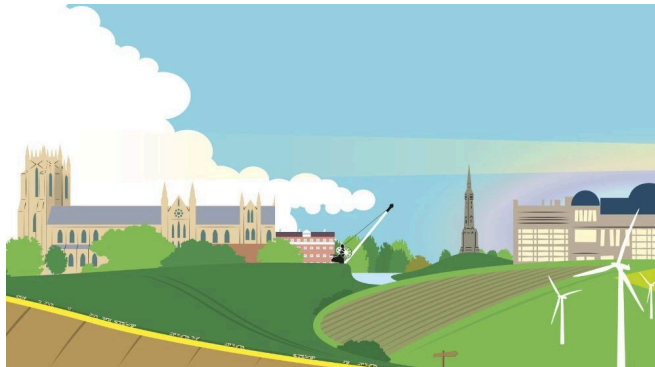
As a [White Ribbon](#) accredited organisation, we are committed to tackling violence against women and girls (VAWG) by creating a safe environment and fostering meaningful change within our workplace and beyond.

As we work to foster a workplace culture of equality and safety, we have launched a survey to help us investigate women's feelings of safety across the East Riding. Please share this survey with residents so they can have their say and help us tackle VAWG.

As well as completing the survey yourself, you may also wish to [make the White Ribbon promise](#) to never commit, excuse or remain silent about male violence against women. Many of our staff have signed the promise already, showing their solidarity to the cause.

[Read more about the survey and White Ribbon](#)

[Take part in our Safer East Riding survey](#)



## East Riding voluntary sector engagement site

Further to the launch of the [How to do it for East Yorkshire website](#) last year, we are interested in understanding the challenges and needs of local voluntary sector groups across the county.

To understand what further help and support organisations require, we have launched a website to seek feedback.

Questions should take about 15 minutes to complete and have been designed in sections to help participants identify who is best placed to complete the relevant sections.

Please [share our East Riding voluntary sector engagement site](#) with voluntary and community organisations you work with. Click the button below to find out more information.

[Find out more about the East Riding voluntary sector engagement site](#)



## Safe and Sound Grant

The Safe and Sound grant helps to minimise the fear of crime by providing additional home security measures to enable residents to feel safer in their home.

Who is eligible for help?

To qualify for assistance applicants must be:

- Aged over 60 or disabled;
- A homeowner or private sector tenant / Housing Association tenant.

[View the full criteria](#)



## No Bad Treatment campaign launch

We are inviting anybody in the area who works in the health and beauty industry to an online event which will launch a new campaign: No Bad Treatment.

The campaign aims to raise awareness of domestic abuse, offer brief training on how to spot the signs, and provide information support services to those working in the health and beauty industry so they can discreetly signpost clients, colleagues, family, or friends.

The [online launch event](#) takes place on Tuesday, 16 April, from 7pm-8pm.

The campaign offers free training for hairdressers, aestheticians, beauty therapists and students.

The session will provide the tools and resources to support a client who is experiencing domestic abuse.

Councillor Leo Hammond, our cabinet member for planning, communities and public protection, said: "Domestic abuse is a huge issue in our society, affecting one in four women and one in six men over their lifetime. On average, a victim will experience abuse 50 times before seeking help, and sadly may go to as many as five different agencies before finding the appropriate help, advice and support.

"We are aiming to educate people who may be in a position to spot the signs and signpost correctly, and so we hope to dramatically reduce this number."

[Find out more about the No Bad Treatment campaign](#)

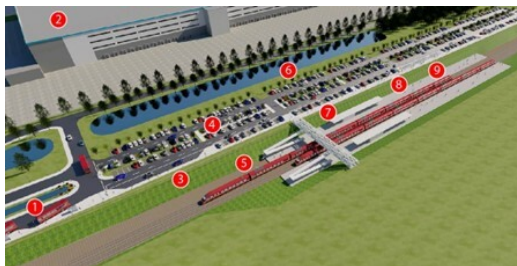


## Asian hornet sightings

Asian hornet sightings have begun to be recorded in southern England for 2024. After two nests were destroyed in Hull in 2023 we are asking that residents, gardeners and bee keepers remain vigilant. Asian hornets are an emerging invasive non native species which have become established in mainland Europe causing significant economic and ecological harm to domestic bees and wild pollinators.

Control of the species in the UK is based upon early identification and destruction of nests. Visit the link below for information sheets and identification guides and to report any sightings. There is also an "Asian Hornet Watch" app available on android and iOS to report sightings.

[Visit the website](#)



## Proposed Melton Parkway Interchange consultation

Working with partners including Network Rail, National Highways, and Wykeland Group, we have developed plans for a new transport interchange at Melton, situated between Brough and Ferriby stations.

Early project assessments indicate high value for money, which along with potential funding opportunities arising from the cancelled HS2 northern leg, has prompted us to advance the project to an 'investment ready' stage.

The initiative aligns with the HEY Devolution Deal and aims to address capacity issues at Ferriby and Brough stations. The proposed 'Melton Interchange' will feature new platforms, a sizable carpark with EV charging, a bus interchange, cycle parking, and active travel links.

[Take part in our consultation exercise](#) to help establish if a new transport interchange is supported at this location.

[Find out more about the proposed interchange](#)

Do you know a town and parish councillor who isn't receiving this email? Please let us know so we can add them to our email list.

For more information on any of the items included within this email, please contact [internalcomms@eastriding.gov.uk](mailto:internalcomms@eastriding.gov.uk)

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## Town and Parish councillors' bulletin Friday, 12 April

East Riding of Yorkshire Council sent this bulletin at 12-04-2024 04:28 PM BST

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### Town and parish councillors' bulletin - Friday, 12 April

Welcome to another edition of the Town and Parish councillor's bulletin.

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To that end, please [email internal comms](#) with any feedback, along with any ideas for future articles or issues that you would like to hear about.



## **Webinar: working Together for Digital Inclusion**

**As mentioned in the last newsletter, we have now set up a programme of monthly webinar events exclusively for town and parish councils. This month's topic is about digital inclusion taking place on Microsoft Teams on Monday, 22nd April.**

As more and more of our everyday world moves online, it is important that we provide opportunities, help and support to our communities, particularly those who find getting or being online difficult.

This webinar, hosted by East Riding of Yorkshire Council, will feature a presentation by Debbie Fagan, digital inclusion (health) officer who will talk about what people need to get and stay online safely, what digital services and support are available to our residents already and tell you about new ways of finding out what people need and where they can go to get help.

There will also be discussion on how you as Town & Parish Councils can work with us and others to help and support both yourselves and your communities to get more digital. There'll be opportunities for questions too. It is essential that we work together to enable and support our communities to get and stay online safely as no single organisation will solve digital exclusion on it's own. We look forward to seeing you.

**If you have topics that you would like us to include within this programme, please [email internal comms](#).**

**[Click here to register for the webinar](#)**



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"We are aiming to educate people who may be in a position to spot the signs and signpost correctly, and so we hope to dramatically reduce this number."

**Find out more about the No Bad Treatment campaign**



## Information and support regarding the Legacy incident

If you, a loved one or a resident has been affected by the recent incident involving Legacy Independent Funeral Director and would like further general support and information, please visit our webpage on the East Riding website, this link can also be found on the council's home page: [Information and support: Legacy Independent Funeral Directors \(eastriding.gov.uk\)](https://www.eastriding.gov.uk/information-and-support/legacy-independent-funeral-directors)

Please note, for anyone directly experiencing distress or concern about this incident there is a dedicated helpline and support service available, call **0808 281 1136** or visit: [Victim Support — Legacy Independent Funeral Directors investigation](https://www.eastriding.gov.uk/victim-support-legacy-independent-funeral-directors-investigation)

Together with Hull City Council we have also launched a joint website to signpost people to relevant information which may be useful to share with residents, use the button below to access the website.

**Read more about local grief and bereavement support services and organisations**



## **Funeral director visits completed in Hull and East Riding**

Visits made to all funeral directors in Hull and the East Riding have now been completed, as a consequence of the on-going Humberside Police investigation into Legacy Independent Funeral Directors Ltd.

Public protection teams from Hull City Council and East Riding of Yorkshire Council have spent the past three weeks speaking to funeral directors and carrying out visits to their premises.

Officers from both authorities made a total of 50 visits to review compliance with health and safety regulations, operational procedures and care of the deceased, and to offer support and advice to businesses.

[\*\*Read more about the visits\*\*](#)



## **Do It For East Yorkshire Community Grants 2024 now available**

We have committed a further £500,000 to support local community activity across the area.

The Do It For East Yorkshire Community Grant 2024 is now open to voluntary and community groups in the East Riding, as well as Town and Parish Councils. Grants are available for amounts between £1,500 and £5,000 per group, and up to £10,000 for capital projects. Applications need to be made by Monday, 30 September 2024 and projects delivered by Tuesday, 31 December 2024.

The fund is to help support new or additional activity, rather than activity that already exists.

**Find out more about the Do It For East Yorkshire Community Grant**



## Bowel Cancer Awareness Month

Throughout April we are supporting the work of the Humber and North Yorkshire Cancer Alliance to raise awareness of bowel cancer and encouraging **people aged between 56 and 74** to complete a home testing kit that can detect signs of bowel cancer, as part of its **#flushawaybowelcancer** campaign.

If you are aged 56 to 74, you should receive your bowel cancer screening kit through the post. The NHS automatically sends a kit every two years to people in that age group but data shows that one third of people sent a test in 2023 did not go on to complete it.

If you have loved ones or relatives that are eligible please remind them about the test and share the [Cancer Alliance webpage on bowel cancer](#) to hear resident stories, to get involved in the campaign and read more about the symptoms of bowel cancer.

**Read more about the Cancer Alliance campaign and symptoms of bowel cancer**



## **What's on across the East Riding**

To streamline our communication efforts and effectively promote our events, activities, and initiatives, we have now introduced a weekly 'what's on' promotional package.

Every Thursday, we are now issuing a summary of upcoming activities and events across the East Riding in a press release to our local media. Additionally, we are also now posting this same weekly round-up to our corporate social media accounts and also sharing it with our 12,000 council 'news and update' email subscribers.

This information will also be shared with staff through our internal communication channels as well as with other audiences, including yourselves via the town and parish councillors' bulletin.

Our aim with this is to promote our many events and activities to residents, staff, customers, visitors, councillors, and other audiences in an easily digestible, timely format.

Councillors are welcome to make use of this content to further promote events and activities to residents of their wards.

Click the button below to view the latest 'what's on' summary press release.

**[View the latest 'what's on' press release](#)**



## **Safe and Sound Grant**

The Safe and Sound grant helps to minimise the fear of crime by providing additional home security measures to enable residents to feel safer in their home.

### **Who is eligible for help?**

To qualify for assistance applicants must be:

- Aged over 60 or disabled;
- A homeowner or private sector tenant / Housing Association tenant.

**[View the full criteria](#)**



## COVID-19 'Spring Booster' booking opens from Monday

The NHS national booking system will open again for spring COVID-19 vaccination bookings on Monday, 15 April, with those eligible able to book appointments from the following week.

People at increased risk from severe illness can get the vaccine, including those aged 75 or over (on 30 June 2024), people with a weakened immune system or those who live in an older adult care home.

Spring vaccinations will be available until Sunday, 30 June 2024.

Anyone eligible can book a vaccine appointment via the [NHS.UK website](https://www.nhs.uk) or by calling NHS 119 for free, with parents or carers able to book a COVID-19 vaccination for children under 16 on their behalf. Eligible residents aged 16 and over can also use the NHS App to book an appointment.

Please note, although the NHS is sending texts, emails, NHS App messages or letters to those who are eligible, residents do not have to wait for an invite to book if they are eligible. Visits to older adult care homes and eligible household patients will also begin from Monday across England.

[View the full NHS update](#)



## Newsletter May 2024



**ERNLLCA**

East Riding & Northern Lincolnshire  
Local Councils Association

## New Model Financial Regulations



Download the latest NALC model financial regulations 2024 Model Financial Regulations 2024 F-20.docx<sup>1</sup>

## Register of Interest

During May councils will be holding their Annual Meeting of the council. It can be useful at the Annual Meeting to remind councillors to check their register of Interest to make sure it is up to date as over the course of a year a lot can happen.

It can also be useful to do it at this time of year as there might be some changes following the Annual Meeting. For example, a councillor being appointed by a council to an outside body which might require a declaration.

## Ethical Property Foundation

At the last round of District Committee meetings in April there was a presentation from the Ethical Property Foundation.

The Ethical Property Foundation advises charities and community groups on property issues.

Their Property Advice Service offers independent, ethical advice and training. They have helped over 5,000 organisations to rent, buy, let or manage property since 2004.

Please visit their website<sup>2</sup> if your local council wants to get in touch with them or to access free resources and events.

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<sup>1</sup>[https://f2e4ea65a51ff182257e.sharepoint.com/:w:/s/ERNLLCA/EaeiNWv\\_vgNLvcjE6sseJgUBJZqtVal-7plt-lqbMWCzpw?e=8dzyOb](https://f2e4ea65a51ff182257e.sharepoint.com/:w:/s/ERNLLCA/EaeiNWv_vgNLvcjE6sseJgUBJZqtVal-7plt-lqbMWCzpw?e=8dzyOb)

<sup>2</sup><https://propertyhelp.org/about-us/>

## Meeting between NALC and Society of Local Council Clerks leadership teams

NALC's chair and vice-chairs met their Society of Local Council Clerks (SLCC) counterparts on 25 April 2024 to discuss areas of mutual interest.

The **focus of the meeting**<sup>3</sup> was the state of local government finance generally and what might be the implications for local (parish and town) councils. They agreed to work closely to monitor the situation, provide advice and support and engage with the Local Government Association (LGA) and other national bodies.

They noted progress on our respective attendance at the LGA's Annual Conference from 2 - 4 July 2024 in Harrogate aimed at raising the profile of the sector with over 1,200 delegates from principal authorities, which this year will include the first joint stand in the exhibition.

The focus will be on how local government can help address the challenges facing the country by "working together to build stronger communities". The meeting also discussed other joint initiatives, including a joint event on youth engagement, the **Civility and Respect Project**<sup>4</sup> and workforce development.

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*The support does not stop there!*

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## Support for your council's procurement needs? Article from NALC's partner, Utility Aid.

As a parish or town council, Utility Aid understands that you may be under additional strain due to principal authorities declaring bankruptcy. You may be required to support your community in new ways, for example, by taking on the responsibility and day-to-day running of community spaces and buildings.

Utility Aid has recently collaborated with ACRE and Stagg Architects to give the sector a guide to making your building energy efficient<sup>5</sup> with tips on the daily running of your space.

If you require any support with your procurement needs, Utility Aid can offer quotes from their vetted suppliers and advise you on the best tariffs to enter into. The support does not stop there! Their customers also get full account management, which includes dealing with supplier issues, retrieving overspending on inaccurate bills, and providing support with your journey to Net Zero.

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<sup>3</sup><https://nalc.us12.list-manage.com/track/click?u=16886b5d6c31eade2f9a50027&id=f6b5f4f38c&e=d65ee35231>

<sup>4</sup><https://nalc.us12.list-manage.com/track/click?u=16886b5d6c31eade2f9a50027&id=6e58f0fa33&e=d65ee35231>

<sup>5</sup><https://nalc.us12.list-manage.com/track/click?u=16886b5d6c31eade2f9a50027&id=37e5d50582&e=d65ee35231>

### Most recent Energy Outlook report from Utility Aid

We have released our latest Energy Outlook which shows the current trends and activities in the UK market. This report considers how movements may affect prices in the next few months for Oil, Gas, and Electricity. Download our April Energy Outlook here<sup>6</sup>.

If you would like to discuss our latest report in more detail or would like to speak to a member of the team about your procurement needs, please reach out using the following link <https://www.utility-aid.co.uk/contactform/EnergyOutlookMailing> or call 0808 1788 170

### New resources added to NALC's banking webpage



Following a recent meeting held with NALC and LINK, which is the coordinating body that assesses all bank branch closures and recommends banking hubs in areas that meet set criteria, two useful LINK resources have been added to the dedicated banking page on the NALC website<sup>7</sup>.

<sup>6</sup>[https://go.pardot.com/l/797413/2024-04-03/46vbys/797413/1712156887kzW9m2SO/April\\_2024\\_Energy\\_Outlook.pdf](https://go.pardot.com/l/797413/2024-04-03/46vbys/797413/1712156887kzW9m2SO/April_2024_Energy_Outlook.pdf)

The LINK community request scheme<sup>8</sup> can be used by local councils and others to put in a request for either an ATM or a banking hub.

The LINK Cash Locator<sup>9</sup> shows all current places to access cash for free and which will be of use to local councils who want to identify the nearest ATM provision and free cash access for residents in their area.

## HR advice - An article by Chris Moses of Personnel Advice and Solutions Ltd

May often brings a raft of new Councillors on to Personnel Committees, and to support them in understanding their Council's obligations as an Employer, we are providing the following list of **DO's** and **DON'T's**

### 1. Entitlement to Work in the U.K.

Does your Council have evidence of every Employees' entitlement to work in the U.K, regardless of their national origins?

It is a legal obligation for all Employers, including Councils, to check their Employees Passport, Birth Certificate or Settled Status details. Passports or Birth Certificates must be photocopied in front of the Employee, and handed back to them straight away, the Council cannot retain these documents.

There are other options other than Passports or Birth Certificates that can be checked, details are available at "view a job applicants right to work" at GOV.UK.

This applies to all staff, regardless of their length of service with the Council or ethnicity. Failure to conduct these checks can result in the Council being prosecuted.

### 2. Health and Safety Induction Training.

Councils are obliged under the Health and Safety at Work Act 1974 to protect Employees from harm at work. The Health and Safety at Work Regulations 1999 require all Councils to:

- Identify what could cause injury or illness.
- Assess the likelihood of that happening.
- Take action to reduce or eliminate the possibility of it happening.

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*With regards Employees the Council should have risk assessments for all of their activities.*

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<sup>7</sup><https://nalc.us12.list-manage.com/track/click?u=16886b5d6c31eade2f9a50027&id=003c348387&e=d65ee35231>

<sup>8</sup><https://nalc.us12.list-manage.com/track/click?u=16886b5d6c31eade2f9a50027&id=4207df18b7&e=d65ee35231>

<sup>9</sup><https://nalc.us12.list-manage.com/track/click?u=16886b5d6c31eade2f9a50027&id=0c5c0a8436&e=d65ee35231>

With regards Employees the Council should have risk assessments for all of their activities. This doesn't just concern high risk jobs such as using chainsaws, spraying or ride on mowers. It includes apparently low risk operations such as manual handling in the office or using step ladders to reach files/boxes etc.

Employees must be informed of all risks that they are likely to face in doing their work, and how to address them. The provision of this training is evidenced by the Employees individual training record, listing what training they've had, when and their confirmation that it took place.

### **3. Register with HMRC and have a Pension Scheme.**

80% of Parish Councils employ just one person, the Clerk. It is also likely that they are part time and earn below the National Insurance Lower Earnings Limit of £123 per week, or the pension automatic enrolment threshold of £833 per month. Under these circumstances it isn't uncommon to find Councils who have not registered with HMRC or have a pension in place.

The Council has to register itself as an Employer with HMRC, regardless of the Employee's earnings. Furthermore, if the Employee has other jobs, their cumulative income may take them over the threshold, which could then create tax liabilities for all of their Employers, including the Council.

With regards pensions all Employers are required to be part of a pension scheme, regardless of whether or not their Employees wish to join.

### **4. Check what pension you should be providing.**

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*Either there is no pension provision for Employees, or they may be on a Scheme that requires a lower contribution from the Council compared to the LGPS.*

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Many Council Employment Contracts clearly state that their Employees are entitled to the Local Government Pension Scheme (LGPS). The only problem is that they don't provide it! Either there is no pension provision for Employees, or they may be on a Scheme that requires a lower contribution from the Council compared to the LGPS. This normally goes unnoticed until there is a dispute. An Employee may be unfairly dismissed, or resign and claim Constructive Dismissal. In the event of successful claims to an Employment Tribunal, a Judge will determine what compensation an Employee is entitled to.

If their contract states that they are entitled to the LGPS, but they haven't received it, a Judge could award the equivalent of what the Council's contribution should have been, according to the contract, for the whole period of employment. This can run unto tens of thousands. Typically, a Clerk earning £30,000 per annum, would have received 20%+ as an Employer's contribution, equating to £6000 per annum.

### **5. Update Terms and Conditions of Employment**

April 2024 saw new Employment rights being introduced. In particular:

- **Flexible working requests.** Employees can now ask to change their hours, start and finish times and location of work from day one of their employment. They can make two requests per annum, and you have to conduct consultation to consider their request.

- **Carers' leave entitlements** providing up to 4 weeks unpaid leave per annum.
- **Paternity Leave** which can be taken as a two week block or to split the two weeks over a 12 month period.
- **Holiday pay.** You can now choose between paying holiday pay when an Employee takes annual leave, or using rolled up holiday pay by adding 12.07% to the weekly wage. This means that the Employee gets their holiday pay throughout the year and then gets nothing when they take their 5.6 weeks leave. This can be an option for part time and fixed term Employees.

Employees' terms and conditions need to be updated to inform them of these entitlements.

## **6. Check the Employment Status of contractors.**

We deal with a number of Councils who have "an arrangement" with a handyman or gardener, who works on a weekly basis for the Council, and submits an invoice at the end of the month. The Council may have considered this person to be a self-employed contractor, but the technical truth can often be that they are an Employee. This normally comes to light either when the Council wants to terminate the arrangement, or the Employee wants holiday pay, or HMRC get involved.

The tests used to address whether or not someone is an Employee are:

1. Does the Council control what the Employer/worker does? If you consider the nature of what an Electrician or Plumber would do if you wanted some work doing, they would be left to their own devices. Consider this in terms of how the Council's contractor works. Does the Council give clear instructions as to what work it wants doing and how to do it, and supervises the outcome? If so, the key question of Control appears to show that they would be an Employee.
2. Financial Investment. The Plumber or Electrician would bring their own tools and equipment. If the Council's contractor uses their own equipment, that would make them a Contractor. However, if they use the Council's tools and equipment, there is no financial investment by the worker and they are in all likelihood an Employee.
3. Mutuality of Obligation. Again, you don't care who the Plumber or Electrician is, as long as they get the job done. Does the Council expect this same person to turn up on a regular/weekly basis and do the job? If so they are treating them as an Employee.

If the above tests demonstrate that the person is engaged by the Council as an Employee, they will qualify for the National Minimum Wage rate of pay, and also accrue holiday entitlement during their tenure at the Council. Furthermore, they could claim Unfair Dismissal if the Council tried to terminate the contract, or Constructive Dismissal due to the loss of basic statutory rights such as holiday pay.

**7. Have a secure, encrypted memory cloud storage base, if the Clerk works from home.** The Clerk's home office will no doubt store a lot of confidential and/or important information. Should a problem arise, and the Council are unable to have access to this information, it can result in upheaval. However, if this information is stored on a cloud based memory facility, with the Clerk, Chair and representatives of key committees holding the password, the problem would be avoided.

**8. Don't publish the Clerk's Home Address.**

Clerks need a break as well! If they work from home and receive Council correspondence at that address, using a PO Box number can prevent a number of problems, such as having disgruntled Parishioners turning up to air their grievances, or debt collectors chasing the Council's bad debts.

## Statutory Payment Rates from April 2024

<b>Shared Parental Pay (ShPP)</b>	
Statutory rate of £184.03 or 90% of employee's weekly earnings if lower.	
<b>Maternity Pay (SMP)</b>	
6 weeks at 90% of average weekly earnings. Then statutory rate of £184.03 or 90% of employee's weekly earnings if lower.	
<b>Adoption Pay (SAP)</b>	
6 weeks at 90% of average weekly earnings. Then statutory rate of £184.03 or 90% of employee's weekly earnings if lower.	
<b>Paternity Pay (SPP)</b>	
Statutory rate of £184.03 or 90% of employee's weekly earnings if lower.	
<b>Parental Bereavement Pay (SPBP)</b>	
Statutory rate of £184.03 or 90% of employee's weekly earnings if lower.	
<b>Statutory Sick Pay (SSP)</b>	
£116.75 pw for 28 weeks subject to earnings (average £123 per week)	
<b>Minimum Wage from April 2023</b>	
Workers aged 21 and over (National Living Wage)	£11.44/hour
Workers aged 18–20	£8.60/hour
Workers aged 16-17	£6.40/hour
Apprentices under 19, or over 19 and in first year	£6.40/hour

Chris Moses LLM Chartered FCIPD is Managing Director of Personnel Advice & Solutions Ltd. He is a Chartered Fellow of the Chartered Institute of Personnel and Development, and has a Master's Degree in Employment Law. If you have any questions regarding these issues please feel free to contact him on (01529) 305056 or email [p.d.solutions@zen.co.uk](mailto:p.d.solutions@zen.co.uk)<sup>10</sup>

[www.personneladviceandsolutions.co.uk](http://www.personneladviceandsolutions.co.uk)<sup>11</sup>

<sup>10</sup><mailto:p.d.solutions@zen.co.uk>

<sup>11</sup><http://www.personneladviceandsolutions.co.uk/>

## NALC Legal Bulletin Update



### Annual Parish Meeting – venue no longer available

We were asked about a scenario where the parish council in question had advertised the meeting venue for the annual parish meeting only to then be told by the venue that they had double-booked. The clerk could not find another suitable venue for the time and date but could secure a venue for the following week.

Paragraph 15 of Schedule 12 to the Local Government Act 1972 specifies the notice requirements for parish meetings, notably subsections (2) and (4). Our view was that as with parish council meetings, when notice has been given, the meeting would go ahead. However, in this case it would not be possible. The law does not provide for the scenario of a meeting that cannot be held in the advertised venue. We suggested a common-sense approach for the meeting to take place the week after, which could be achieved, and for the new date to be widely advertised and the current meeting date change to be similarly advertised. We suggested that the chair, other councillors, or council staff be present at the venue at the start time of the originally advertised meeting should members of the public still turn up because they did not realise the meeting couldn't go ahead.

### The use of pseudonyms by domestic abuse survivors

We were asked about the use of pseudonyms by domestic abuse survivors needing to maintain anonymity with respect to voter registration and standing for election. We wanted to highlight this Government guidance<sup>12</sup> on anonymous voter registration. In terms of standing for election, there is a reason domestic abuse survivors will not use their real names. Pseudonyms are commonly used for various reasons and some witnesses of crimes are given new identities. We suggested checking with the Monitoring Officer/ elections team as the experts on matters elections.

### Mayor or chair?

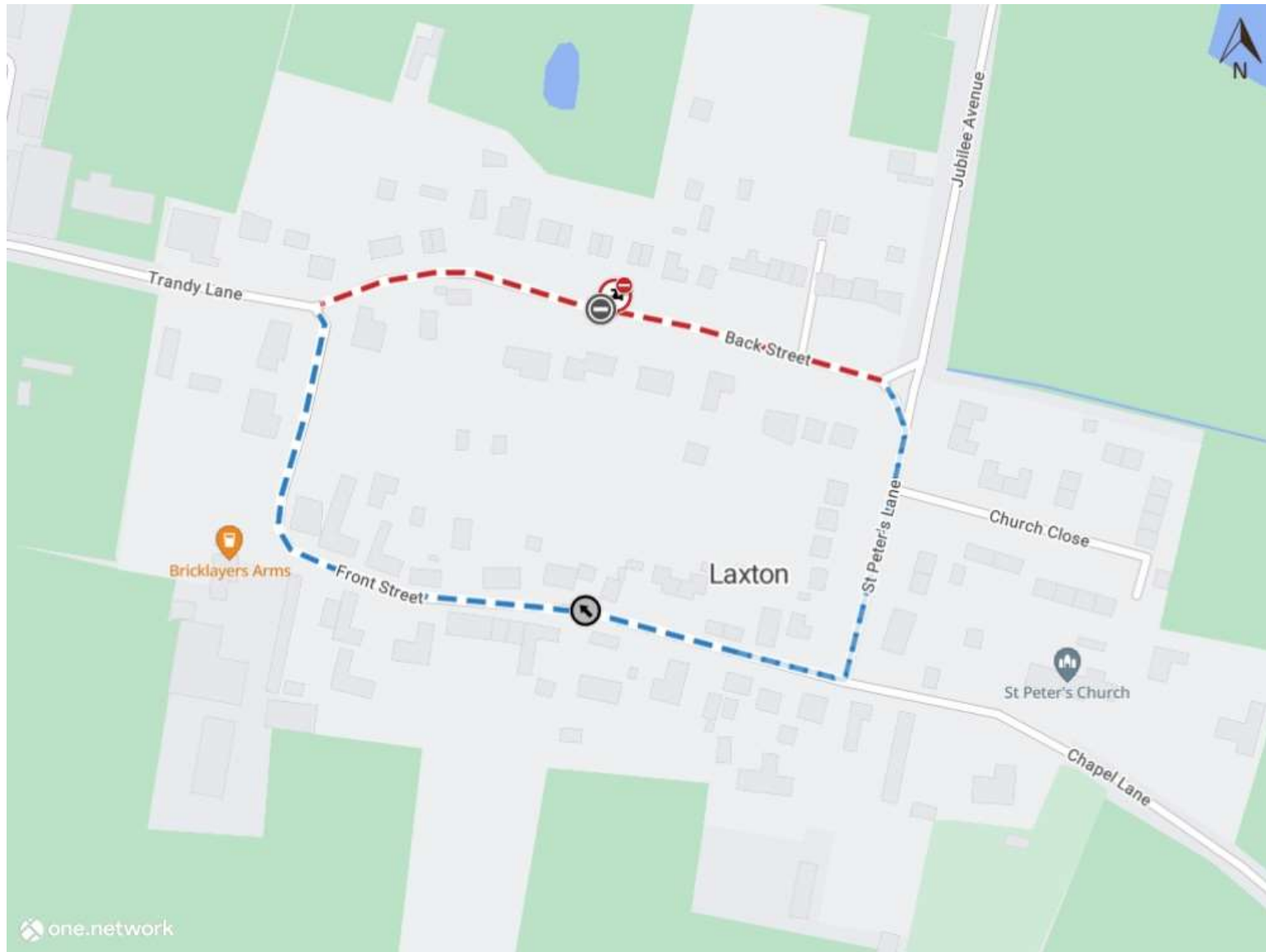
We have been asked if a Town Council chair can decide to style themselves as mayor. The council in question has been a Town Council for some time. The style “mayor” has not been used. The current chair, if re-elected, has indicated they might like to call themselves “mayor”. Our view is that they can do so. Section 245 (6) of the Local Government Act 1972 says that the council of a parish which is not grouped with any other parish may resolve that the parish shall have the status of a town and thereupon the

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<sup>12</sup><https://www.gov.uk/government/news/survivors-of-domestic-abuse-now-able-to-vote-anonymously>

**PROPOSED PLAN OF WORKS AND ASSOCIATED DIVERSION**

**Site :** Laxton, Back Street    **Plan Number:** 138366357    **Dates:** 21 Aug - 28 Oct 2024    **Drawn by:** Annabelle Sach



## **Planning Permission and Flag Poles**

### **Flags not requiring consent**

1. Any country's national flag, civil ensign or civil air ensign. This includes any of the Channel Islands, the Isle of Man and any British Overseas Territory as well as the flag of St. George and St. Andrew
2. The flag of the Commonwealth, the United Nations or any other international organisation of which the United Kingdom is a member
3. A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom
4. The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom
5. The flag of Saint David
6. The flag of Saint Patrick
7. The flag of any administrative area within any country outside the United Kingdom. This includes any of the Channel Islands, the Isle of Man and any British Overseas Territory
8. Any flag of His Majesty's forces
9. The Armed Forces Day flag

### **Flags that do not need permission as long as they meet certain rules**

Many flags can also be flown without requiring planning permission from the local authority. You do however need to ensure that you comply with the rules. These flags can be flown in the curtilage of a building or from a building.

- House flag – flag is allowed to display the name, emblem, device or trademark of the company (or person) occupying the building, or can refer to a specific event of limited duration that is taking place in the building from which the flag is flown
- Any sports club (but cannot include sponsorship logos)
- The Rainbow flag (6 horizontal equal stripes of red, orange, yellow, green, blue and violet) – the Pride flag
- Specified award schemes – Eco-Schools, Queen's Awards for Enterprise and Investors in People
- The NHS flag
- Blue Flag Award scheme to be flown from a flagpole on part of a beach or marina and a flag of the Green Flag Award scheme or Green Flag Community Award scheme to be flown on part of a park, garden or other green space, without the need for consent.



**£318.00 – £1,499.28**

SIZE

6m

ROPING

External

THICKNESS

Extra Heavy Duty

TYPE

Glassfibre

DOOR

None

SWIVEL ARM

None

CLEAR

Commercial Flagpole

**£505.92**