

# FULL COUNCIL AGENDA PACK

Monday 23<sup>rd</sup> October 2023 6:30pm  
at East Riding College

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**Town Clerk:** Matthew Snowden

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Wednesday 18<sup>th</sup> October 2023

To all members of Beverley Town Council

Dear Councillor,

## **FULL COUNCIL MEETING OF BEVERLEY TOWN COUNCIL**

You are hereby summoned to attend the Full Council Meeting of Beverley Town Council to be held at **East Riding College Beverley on Monday 23<sup>rd</sup> October 2023 to commence at 6.30pm.**

Yours faithfully,

**Matthew Snowden**  
Town Clerk

### **Notes About the Meeting**

**Recordings:** Members of the public are entitled to record meetings. The Town Council's full policy regarding Recording of Meetings can be found on the website: <https://www.beverley.gov.uk/policies-procedures/>

## **AGENDA**

1. **Public Forum**  
An opportunity for members of the public to address the Town Council.
2. **Apologies**  
To Receive Apologies for Absence.
3. **Declarations of Interest:**
  - (a) **Declarations:** To record declarations of interest by any member of the council and officers in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
  - (b) **Dispensations:** To note dispensations given to any member of the council and officers in respect of the agenda items below.
4. **Minutes from the Previous Meeting**  
To confirm and sign minutes from the meeting of Full Council held on Monday 11<sup>th</sup> September 2023 (see attached).
5. **Minutes from Committee Meetings**  
To confirm and sign the following minutes (see all attached):
  - (a) Planning Environment and Services Committee held on Tuesday 5<sup>th</sup> September 2023 (to note only).
  - (b) Town Hall Advisory Group held on Thursday 21<sup>st</sup> September 2023.
  - (c) Policy and Finance Committee held on Monday 25<sup>th</sup> September 2023.
  - (d) Planning Environment and Services Committee held on Tuesday 10<sup>th</sup> October 2023.

**6. Mayor's Announcements and Correspondence**

- (a) To receive information about and consider any potential future Mayoral Events (see attached).
- (b) To consider approval to pay a deposit of £2,000 to the Beverley Barn for the Mayor's Civic Dinner, which will later be partly recouped through ticket sales near the time.

**7. Reports and Updates from Councillors**

- (a) **Councillors on External Bodies:** To receive (if any) reports from Councillors representing the Town Council to external bodies.
- (b) **Ward Councillors:** To receive reports and updates from Ward Councillors.
- (c) **ERNLLCA Conference:** Cllr Ramsdale to give a short update following his attendance.
- (d) **RAF Squadron 47:** Cllr Boynton and Cllr Horsley to provide updates from the meeting held on Tuesday 10<sup>th</sup> October to consider how to commemorate RAF Squadron 47, which was founded in Beverley in 1916.

**8. Interim External Auditor's Report and Certificate 2022-2023**

To receive and note the Interim External Auditor's Report and Certificate 2022-2023 (see attached and Town Clerk to report):

**9. Policies:**

To approve the following policies, as recommended by Policy and Finance Committee on Monday 25<sup>th</sup> September 2023:

- (a) **Town Council Grants Policy**
- (b) **Approved Suppliers Policy**

**10. Notes from Town Hall Advisory Work Group**

To confirm and agree the following recommendations from the Town Hall Advisory Group held on Thursday 21<sup>st</sup> September 2023 (see attached and Town Clerk to report on all recommendations):

- (a) **Practical Work:** That the following practical measures be taken to ensure adherence to insurance stipulations and the risk management plan:
  - (i) As there is a low crime risk in the area and no recorded problems, it would not be helpful or necessary to erect cameras or Heras fencing at this point – to be regularly reviewed.
  - (ii) Block up the letter boxes.
  - (iii) Turn off and drain down the water.
  - (iv) Turn off the electric and make sure the heaters are detached.
  - (v) Cap off the electric supply to the shed prior to JB Rural removing the shed.
  - (vi) Check the locks for compliance with insurance.
  - (vii) Ensure all windows and doors are secured.
  - (viii) Implement weekly checklist inspections.
- (b) **Newsletter:** That the Council undertakes a newsletter to all residents to detail information about the Hall, but that full consultation cannot be undertaken in December as planned due to the requirements not yet being fulfilled in terms of plans and costs.

**11. Twinning**

To consider the following matters and make resolutions where required (see attached and Town Clerk to report on all):

- (a) Meeting:** To receive a report on the meeting with representatives from the Lemgo and Nogent Twinning Associations held on Thursday 5<sup>th</sup> October.
- (b) Stendal:** To respond to Stendal's request to form an official friendship between there and Beverley.
- (c) Fucecchio:** To respond to Fucecchio's request to form an official friendship between there and Beverley.

**12. Beverley Cultural Network**

- (a) Remit:** To receive an update from the Town Clerk regarding the remit of the newly established Beverley Cultural Network.
- (b) Representation:** To consider and resolve the following:
  - (i)** The Town Clerk to attend meetings of the Beverley Cultural Network.
  - (ii)** A Town Councillor be selected to also attend meetings of the Beverley Cultural Network.

**13. Scrutiny Topics**

To consider scrutiny topics for East Riding of Yorkshire Council to consider (see attached).

**14. Exclusion of the Press and Public**

To consider the exclusion of the press and public from the meeting on the grounds that confidential information in relation to members of staff and business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

**15. Town Hall Interim Business Strategy**

To consider and approve the recommendation of the Town Hall Advisory Working Group that the Town Council officially adopts the Interim Business Strategy (previously circulated to all Councillors - Town Clerk to report).

**16. Office Lease**

To consider matters relating to the lease of the Council Offices at 12 Well Lane, Beverley.



## Minutes of the Full Council Meeting

**11<sup>th</sup> September 2023**

**6:30pm at the East Riding College, Beverley**

**Present:** Councillors D Boynton (in the Chair), P Astell, C Giles, A Healy, D Healy, D Horsley, G Johnson, B Morgan and A Ramsdale.

**In Attendance:** Matthew Snowden (Town Clerk)  
Libby Woodhouse (Assistant Town Clerk and Civic Officer)  
1 members of the public  
Officers from Connexin

The Mayor had sent apologies to the meeting and as Deputy Mayor, Councillor D Boynton took the Chair and welcomed everyone to the meeting.

### **62/23: Public Forum**

**An opportunity for members of the public to address the Town Council (should there be any members of the public present to do so).**

A member of the public reported on a photograph competition for 13–18-year-olds which is a joint venture between Beverley and twin town Nogent sur Oise and their twin town of Fuceccio in Italy. The twin towns had received European funding to develop this initiative to consider what is unique to Beverley but also what aspects link the towns. It is all about equality and diversity. The competition will comprise a photograph being taken and 50 words to describe it. The competition will be judged in the summer term and the winners from the 3 towns will be exhibited. Support was requested at this stage but not financial.

The Chairman explained that this is an agenda item later in the meeting where it will be considered.

The member of the public left the meeting.

### **63/23: Apologies**

**To Receive Apologies for Absence.**

The Council received apologies of absence from Councillors T Astell, L Johnson, J Rebecchi, P Regina and E Whitaker.

### **64/23: Declarations of Interest:**

- (a) Declarations: To record declarations of interest by any member of the council and officers in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.**

**Councillor P Astell** – declared a non-pecuniary interest as he is an ERYC Ward Member who sits on the ERYC Planning Committee.

- (b) Dispensations: To note dispensations given to any member of the council and officers in respect of the agenda items below.**

There were no dispensations.

**65/23: Connexin****(a) Presentation: To receive a presentation from Connexin (10 minutes maximum).**

- Three Officers from Connexin gave a presentation explaining that they were reaching out to Councils to explain their work and answer any concerns they may have.
- Connexin is a Hull based company which aims to connect the real world with the digital world, working with Ofcom to provide competitive broadband connection in terms of price and speed. Connexin is rolling out their network in this area.
- It is Government policy to raise competitive networks and as such there are no planning requirements or consultations with residents however, they prefer to keep the community informed, answer questions and look at objections raised.
- Connexins prefer to work with utility and broadband companies to access current infrastructure and use existing ducting via Openreach or KCOM. However, these companies are resisting which is causing problems. Connexins would prefer to get an agreement to use infrastructure rather than install poles.
- Connexin are working with local Councils to provide as much information to Councillors and residents as possible as planning permission and consultation is not required. They are working with local planning authorities in terms of the location of heritage assets, tree preservation orders and conservation areas.
- There are three phases in Beverley which are to take place between October 2023 and into 2024. Advanced Notice of Work notices will be placed on streets and houses affected which will provide contact details. Following work there will be a Right to Object where there have been identified problems which will be looked at and resolved if necessary.
- Connexin also work with local Charities and partnerships.

**(b) Questions and Answers: For Connexin to answer any questions Councillors may have.**

Connexin provided answers to questions raised by Councillors and left detailed packs and leaflets.

**(c) Issues and Resolutions: To consider any further issues or resolutions relating to the Connexin presentation that Councillors may wish to raise.**

**Proposed:** Councillor D Healy **Seconded:** Councillor P Astell

**Resolved:** *That the Council writes to Ofcom to use their best endeavours and make reasonable efforts to encourage existing companies to share infrastructure with Connexin to prevent a proliferation of telegraph poles which should be a last resort. The Council will also write to Graham Stuart MP to request his support.*

The Chairman thanked the Connexin Officers and they left the meeting.

**66/23: Minutes from the Previous Meeting**

**To confirm and sign minutes from the meeting of Full Council held on Monday 10<sup>th</sup> July 2023 (see attached).**

**Proposed:** Councillor P Astell

**Seconded:** Councillor Horsley

**Resolved:** *That the minutes of the Full Council meeting of 10<sup>th</sup> July 2023 are approved and signed as a true and correct record.*

**67/23: Minutes from Committee Meetings**

**To confirm and sign the following minutes (see all attached):**

**(a) Planning Environment and Services Committee held on Tuesday 18<sup>th</sup> July 2023 (to note only).**

The Council noted the minutes of the Planning Environment and Services Committee of 18<sup>th</sup> July 2023 which had been approved and signed at the Planning Environment and Services Committee of 5<sup>th</sup> September 2023.

**(b) Personnel Committee held on Wednesday 26<sup>th</sup> July 2023.**

**Proposed:** Councillor D Healy

**Seconded:** Councillor A Healy

**Resolved:** *That the minutes of the Personnel Committee of 26<sup>th</sup> July 2023 are approved and signed as a true and correct record.*

**(c) Policy and Finance Committee held on Monday 31<sup>st</sup> July 2023.**

**Proposed:** Councillor P Astell

**Seconded:** Councillor Ramsdale

**Resolved:** *That the minutes of the Policy and Finance Committee of 31<sup>st</sup> July 2023 are approved and signed as a true and correct record.*

**68/23: Mayor's Announcements and Correspondence**

**To receive information about and consider any potential future Mayoral Events (see attached).**

It was reported that a weekly Zoom meeting is being held, when possible, between the Mayor and Officers. Engagements were reported and the Civic Service and Civic Dinner ideas are being looked at.

**69/23: Reports and Updates**

- (a) Councillors on External Bodies: To receive (if any) reports from Councillors representing the Town Council to external bodies.**

**Councillor Boynton** – reported that the Rugby Club was quiet following the Pride event.

- (b) Ward Councillors: To receive reports and updates from Ward Councillors.**

**Councillor P Astell** – reported as a Ward Councillor that ongoing issues with Woodmansey Mile, Long Lane and the bridle bridge are currently being looked at and will be addressed.

**Councillor Boynton** – reported that the household recycling centre planning application is being brought forward again and the action group is active and vociferous against the proposals. Councillor D Healy explained that the issue of transparency with other sites looked at is still an issue.

**Councillor D Healy** – reported that ERYC will be replacing the posts and chains at North Bar Without

**70/23: Risk Management Schemes**

**To review and approve the Council's Risk Management Schemes (see all attached)**

- (a) Corporate Risk Register**
- (b) Function and Site-Specific Risk Register**
- (c) Office Based Risk Register**
- (d) New Town Hall**

Officers explained and answered questions regarding the Risk Management Schemes. Amendments will be made to the Function and Site-Specific Risk Register in relation to recent developments at the Skatepark.

**Proposed:** Councillor P Astell

**Seconded:** Councillor A Healy

**Resolved:** *To approve the Risk Management Schemes with amendments to the Skatepark and that the Town Hall Working Group will consider the Town Hall Risk Management Scheme in relation to insurance requirements.*

**71/23: Virement**

**To consider and confirm virements following the informal meeting to discuss finances (see attached).**

The Town Clerk explained the need for the virements that had been considered by Councillors as an informal meeting. The Council noted that due to potential legal costs some projects have to be deferred or cannot continue.

**Proposed:** Councillor P Astell

**Seconded:** Councillor Morgan

**Resolved:** *That the Town Council approves £400 to be paid to college students for work undertaken to the Town Entry Sign project which will now be deferred, subject to the intellectual property being owned by the Council.*

**Proposed:** Councillor A Healy

**Seconded:** Councillor D Horsley

**Resolved:** *That the Town Council approves the virements to budget headings as recommended in the attached documentation.*

## **72/23: Community Governance Review**

**To consider and resolve how best to respond to the Community Governance Review regarding proposed changes to the Beverley Town Council parish boundaries.**

Following discussion, Councillor P Astell, as the Ward Councillor on the ERYC Local Governance Review Panel which is looking at Town and Parish Council boundary revisions, explained the position.

**Proposed:** Councillor P Astell

**Seconded:** Councillor A Healy

**Resolved:** *That the Town Council accepts the ERYC proposals for boundary changes which will include new development south of Beverley, but requests that ERYC consider the number of Councillors required are kept to the existing numbers for the existing Wards and that the number of Councillors for the new Beverley South Ward are kept the same as those currently serving on Woodmansey Parish Council for that area. The Town Clerk to write the response and a press release.*

## **73/23: Pride Flags**

**To consider the following motion from Cllr Linda Johnson in relation to communications received from members of the public criticising the Town Council's decision to display Pride flags in the town (see attached):**

**Motion:** *That this Council fully supports any inclusive events that happens within the town. This Council believes in inclusivity, diversity and equality and supports any events including the erection of Pride Flags.*

**Proposed:** Councillor D Healy

**Seconded:** Councillor A Healy

**Resolved:** *To defer this agenda item until such time as Councillor L Johnson is able to attend.*

## **74/23: Twinning**

**To consider and resolve the following matters:**

- (a) Art Competition: To consider a request to support an arts competition to support friendship between Beverley, Nogent and prospective twin towns.**

**Proposed:** Councillor A Healy

**Seconded:** Councillor P Astell

**Resolved:** *That the Town Council supports this project and the photo competition.*

- (b) Twinning Meeting: To consider and resolve how best to address requests from the Lemgo and Nogent Twinning Associations to meet with members of the Town Council to discuss how they can work together and share updates on future twinning plans (Town Clerk to report).**

**Proposed:** Councillor A Healy

**Seconded:** Councillor P Astell

**Resolved:** *That Councillors Giles and Ramsdale hold a meeting with representatives from the Nogent and Lemgo Twinning Associations to discuss the requests.*



**75/23: Remembrance Sunday Refreshments**

**To consider a request for the Town Council to organised refreshments following the Remembrance Day Service and Wreath Laying, with a potential external donation to cover any costs (Town Clerk to report).**

**Proposed:** Councillor P Astell

**Seconded:** Councillor A Healy

**Resolved:** *To accept the offer from Wilkin Chapman to fund refreshments and provide volunteers for refreshments following the Remembrance Day Service and that the Council accept the offer from Mr and Mrs D Jack to provide soup in return for a donation to an armed forces charity. Officer time to be considered.*

**76/23: D-Day 80**

**To consider taking part in the national scheme to commemorate the 80<sup>th</sup> anniversary of D-Day (see attached and also visit <https://www.d-day80beacons.co.uk/> for more information).**

**Proposed:** Councillor P Astell

**Seconded:** Councillor Boynton

**Resolved:** *That the Council refers this event to the Planning, Environment and Services Committee for consideration.*

**77/23: Fairtrade**

**To consider a request that the Town Council reaffirms its support for Beverley to be a Fairtrade Town (see attached).**

**Proposed:** Councillor A Healy

**Seconded:** Councillor G Johnson

**Resolved:** *That this Council reaffirms its support for Beverley to be a Fairtrade Town.*

**78/23: Exclusion of the Press and Public**

**To consider the exclusion of the press and public from the meeting on the grounds that confidential information in relation to members of staff and business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).**

**Resolved:** *That the press and the public are excluded from the remainder of the meeting on the grounds that confidential information in relation to members of staff and business contracts shall be disclosed (Public Bodies (Admissions to Meetings) Act 1960).*

**79/23: Office Accommodation**

**To consider matters relating to office accommodation, between the end of the current office lease and the completion of the new Town Hall (see attached).**

**Proposed:** Councillor A Healy

**Seconded:** Councillor Boynton

**Resolved:** *To approach the current landlord to see if they are willing to negotiate a one or two year extension to the lease and if so to gain costs for Full Council to consider.*

**Resolved:** Councillor A Healy

**Seconded:** Councillor G Johnson

**Resolved:** *Using Standing Order 25a, to suspend Standing Order 3w to allow the meeting to continue for a further 30 minutes*

**80/23: Town Hall Business Plan Brief**

To consider a brief to secure the services of a business consultant to produce a business plan for the new Town Hall Project, as resolved at Full Council on 10<sup>th</sup> July 2023: ***“Resolved: That the Chairman of the Town Hall Working Group [Cllr David Boynton] liaises with Councillors with expertise to put together a brief for a business consultant to be considered by Full Council at the meeting of 11<sup>th</sup> September 2023”*** (see attached).

The Council noted that a Business Plan is required for the applications process for a Public Works Loan.

**Proposed:** Councillor D Healy

**Seconded:** Councillor P Astell

***Resolved:** To tender for a business consultant to produce a business plan for the New Town Hall project as attached.*

**81/23: Finance and Support Service Assistant**

To receive an update and make resolutions regarding the post of Finance and Support Service Assistant (see attached).

The Town Clerk thanked Councillor Giles for her support and updated the Council on the recent application and interview process.

**Proposed:** Councillor D Healy

**Seconded:** Councillor Morgan

***Resolved:** To approve the reviewed job description and to re-advertise for the post of Administration and Support Assistant and that the Council approves recommendations 1 to 9 of the report from the Interview Panel for this agenda item.*

**Meeting finished at 8.45 pm.**

**Signed:**\_\_\_\_\_

**Dated:**\_\_\_\_\_



## **Minutes of the Planning, Environment & Services Committee**

**5<sup>th</sup> September 2023**

**6:30pm at the Town Council Offices, Well Lane, Beverley**

**Present:** Councillors A Healy (Chairman), D Boynton, C Giles, D Horsley, A Ramsdale and J Rebecchi.

**In Attendance:** Matt Snowden (Town Clerk)  
Libby Woodhouse (Assistant Town Clerk and Civic Officer)

### **32/23: To Receive Apologies for Absence**

There were no apologies

### **33/23: Declarations:**

- (a) **To record declarations of interest by any member of the council and officers in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.**

There were no declarations of interest.

- (b) **To note dispensations given to any member of the council and officer in respect of the agenda items below.**

There were no dispensations.

### **34/23: Previous Minutes**

**To approve the minutes for the meeting held 18<sup>th</sup> July 2023 (see attached)**

**Proposed:** Councillor Horsley   **Seconded:** Councillor Giles

**Resolved:** *That the minutes of the Planning Environment and Services Committee of 18<sup>th</sup> July 2023 are approved and signed as a true and correct record.*

### **35/23: Delegated Planning Applications**

**To note the delegated planning responses (see attached) – please note that due to the August meeting recess, a larger than usual number of applications have been responded to using delegated powers.**

The Committee noted the following delegated planning responses made by the Town Clerk during the August meeting recess.

The Committee thanked the Town Clerk for this work.

Item	Planning Ref	Address	Application Details	Delegated Response
(a)	23/01682/PLB	Browns Of Beverley 6 Wednesday Market Beverley HU17 0DG	<u>Refurbishment of existing windows and installation of new window to first floor second bedroom; relocation of an existing door opening to a revised location to facilitate the proposed layout; enlargement of an existing door opening; revision of existing opening/lintel to allow safe headroom; removal of later date semi-temporary partitions; lifting and relaying of all existing timber floor finishes on a new acoustic substrate; formation of new insulated stud wall lining to all external walls; installation of new door openings and new partitions; insulation to all roof voids; installation of new electrical/plumbing/central heating system; formation of a dwelling and fitting of any mandatory ventilation/extraction system</u>	Beverley Town Council appreciates the consideration being taken in terms of the materials used to sympathetically refurbish this locally well-known building and has no objection to the application.
(b)	22/03986/PLF	20 Hammond Road Beverley HU17 0BP	<u>Erection of a two storey extension to north-eastern side elevation following removal of existing outbuilding, erection of a detached single garage and construction of 1.125m high brick wall with piers and railings to north-western front boundary</u>	Beverley Town Council reconfirms it has no objections to this application.
(c)	23/01133/PLF	6 Norwood Dale Beverley HU17 9HE	<u>Erection of two storey extension to rear following demolition of existing single storey extension and installation of window to side elevation</u>	Beverley Town Council reconfirms it has no objections to this application.
(d)	23/01778/VAR	55 Wood Lane Beverley HU17 8BS	<u>Variation of Condition 2 (materials) and Condition 6 (approved plans) of planning permission 20/03330/PLF - Erection of a single storey extension, construction of dormer window to rear and installation of window to gable to allow for changes to materials</u>	Beverley Town Council has no objections to this application.
(e)	23/01797/PLB	30 Highgate Beverley HU17 0DN	<u>Internal remodelling works to raise floor in kitchen area and increase door opening between kitchen and utility; remove chimney at ground floor level to create open plan room off the kitchen and dining area; alterations to staircase; strip out bathroom install new timber floor and timber joists for ceiling; raise bathroom floor and create new opening and infill existing and install new suite</u>	Beverley Town Council has no objections to this application.
(f)	23/02123/TCA	45 North Bar Without Beverley HU17 7AG	<u>NTH BAR WITHOUT CONSERVATION AREA - Fell 1no Golden Rain tree (T1); Fell 1no Cotoneaster (T2) as trees have outgrown location and overhang on the driveway, footpath and interfere with overhead utility lines</u>	Beverley Town Council has no objection to this application, on the condition for every one tree felled, two new suitable specimens are planted. If this is not possible on site, the applicant to liaise with the ERYC Tree Officer to donate them to be planted elsewhere.

<b>(g)</b>	23/02116/TCA	Bostonair Group Limited Norwood House Norwood Beverley HU17 9ET	<u><a href="#">NORWOOD CONSRVATION AREA - Fell 1 NO. Ash Tree due to the having dieback</a></u>	Beverley Town Council has no objection to this application, on the condition for every one tree felled, two new suitable specimens are planted. If this is not possible on site, the applicant to liaise with the ERYC Tree Officer to donate them to be planted elsewhere.
<b>(h)</b>	23/01805/PLF	14 Routh Avenue Beverley HU17 0HT	<u><a href="#">Erection of single storey outbuilding to rear</a></u>	Beverley Town Council has no objection to this application.
<b>(i)</b>	23/00343/PLF	13 Railway Street Beverley East Riding Of Yorkshire	<u><a href="#">Installation of three double glazed timber windows and infill brickwork to replace existing external escape doors at first and second floor level and removal of existing external staircase to rear</a></u>	Beverley Town Council has no objection to this application, on the condition matters raised by the Conservation Officer are positively addressed.
<b>(j)</b>	23/01812/PLB and 23/02103/PLF	The Monks Walk 19 Highgate Beverley HU17 0DN	<u><a href="#">Erection of 4 aluminium framed gazebos and a timber store (Retrospective Application)</a></u>	Beverley Town Council has no objection to this application and hopes the gazebos help to enhance the ongoing viability of the Monks Walk as a popular destination for both residents and tourists.
<b>(k)</b>	23/02156/TCA	3 Albert Terrace Beverley HU17 8JU	<u><a href="#">WESTWOOD CONSERVATION AREA - Fell 1 NO. Palm tree in rear garden due to tree causing potential damage to property</a></u>	Beverley Town Council has no objection to this application, on the condition for every one tree felled, two new suitable specimens are planted. If this is not possible on site, the applicant to liaise with the ERYC Tree Officer to donate them to be planted elsewhere.
<b>(l)</b>	23/01777/PLF	11 Greyfriars Crescent Beverley HU17 8LR	<u><a href="#">Erection of single storey extension and canopy to rear</a></u>	Beverley Town Council has no objection to this application.
<b>(j)</b>	22/03427/VAR	Grants Bistro 22 North Bar Within Beverley HU17 8AX	<u><a href="#">Variation of Condition 2 (Use Class) and Condition 3 (Approved Plans) of planning permission 19/03603/PLF</a></u>	Beverley Town Council has no objection to this application, on the condition matters raised by the Conservation Officer are positively addressed.

(k)	22/01516/PLB	Former Grants Bistro 22 North Bar Within Beverley HU17 8AX	<u><a href="#">Internal alterations to create 2 commercial units at ground floor, 2 self-contained apartments to first and second floor including fixing shut 2 ground floor doors, removal of kitchen equipment and remodelling of toilets to form kitchen/wc for commercial unit 2 at ground floor; installation of glazed screen and door and internal stud partitions and doors to flat 1 on first floor; creation of access from 1st floor with stairs to form living room and kitchen for flat 1; removal of existing stud partition to create flat 2 on second floor; and alterations to 3 windows at second floor by removing internal boxing (AMENDED PLANS AND DESCRIPTION)</a></u>	Beverley Town Council has no objection to this application, on the condition any matters raised by the Conservation Officer are positively addressed.
(l)	23/02204/TCA	103 Walkergate Beverley HU17 9BP	<u><a href="#">BEVERLEY MARKET CONSERVATION AREA - Crown lift 1 NO. Ornamental cherry tree by 1 metre due to low hanging branches causing access issues to viechiels getting into School Lane car park.</a></u>	Beverley Town Council has no objection, on the condition work is carried out at a time of year that will have the least negative impact on wildlife.
(m)	23/00545/STR EM	Land North Of Minster Way Woodmansey HU17 0SY	<u><a href="#">Provision of open space, sports pitches and landscaping on phases 2 and 3 of approved application 20/01988/STVAR (all matters to be considered) and submission of details required by Condition 6 (open space) and Condition 10 (link to existing playing fields) of planning approval 20/01988/STVAR</a></u>	Whilst Beverley Town Council reconfirms that it welcomes such facilities, it is still seeking clarification regarding ongoing management, public engagement, ancillary facilities and maintenance issues (see previous comment submitted 5 <sup>th</sup> April 2023). Please could either an appropriate officer from ERYC or representative from the developer contact the Town Clerk via <a href="mailto:clerk@beverley.gov.uk">clerk@beverley.gov.uk</a> .
(n)	23/01886/PLF	Swinemoor Medical Centre Samman Road Beverley HU17 0BS	<u><a href="#">Change of use of former Medical Centre (Use Class E) to 4 dwellings including external alterations to install windows/doors and solar panels; construction of 1.2m fence and 1.8m boundary wall and fencing and creation of a new vehicular access</a></u>	Beverley Town Council notes with concern that work already appears to have started on site prior to receiving planning permission. It also has some reservations that this site is being over-developed - three rather than four residential premises would have been preferable. The Town Council requests that electric car charging points be included with each parking space. There is also some confusion regarding which gardens belong to which properties (e.g. the garden behind plot 2

				appears to have no access from any of the properties; do plots 1 and 4 include the gardens adjacent to them; etc.) – please could clarity be provided on this.
(o)	23/02277/TCA	The Mansion House 17 Atkinson Way Beverley East Riding Of Yorkshire£	<u>BEVERLEY WESTWOOD CONSERVATION AREA - Crown reduce 1 no. Pine tree (T2) by reducing branches projecting towards the property by 2-3 metres and crown clean by removing crossing/rubbing branches; Crown reduce 1 no. False Acacia (T5) by removing all deadwood, rebalance as required, all to ensure safety; Crown reduce 1 no. Purple plum tree (T6) by removing deadwood and light crown lift by approx. 3m; Pollard 1 no. Ash Tree (T7) to approx 12m high and/or at least 40% crown removal all round including full removal of any central branches found with decay or notable cavities</u>	Beverley Town Council has no objection, on the condition work is carried out at a time of year that will have the least negative impact on wildlife.
(p)	23/01759/PLF	49 Central Avenue Beverley HU17 8LL	<u>Erection of a single storey extension to rear and side following removal of existing conservatory and garage; installation of dormer window to rear and two dormer windows to front</u>	Beverley Town Council has no objection to this application.
(q)	23/01027/PLF	Mount Pleasant Cottages York Road Beverley	<u>Change of use of land from agricultural to residential and erection of single storey extensions to side and rear and attached double garage to front with associated external alterations</u>	Beverley Town Council reconfirms that it has no objection to this application.
(r)	23/02320/TCA	White Lodge St Giles Croft Beverley HU17 8LA	<u>BEVERLEY WESTWOOD CONSERVATION AREA - Crown reduce 1 NO. Holm oak tree (T1) by 3m to create balanced shape as the majority of crown overhangs neighbours property</u>	Beverley Town Council has no objection, on the condition work is carried out at a time of year that will have the least negative impact on wildlife.
(s)	23/02047/PLB	Browns Of Beverley 6 Wednesday Market Beverley HU17 0DG	<u>Repair works to the roof involving the replacement of worn out roof felt and roof battens; install new roof felt to appropriate specification; concealed eaves ventilation trays; new tanalised battens installed throughout; existing roof-tiles and ridge to be re-installed; any new tiling replacements needed to be matched from salvage; all lead flashings to be completed/made good; all rainwater goods to be completed/made good with like-for-like items where any necessary; existing chimney pointing; flashings and cappings to be made good</u>	Beverley Town Council has no objection to this application.
(t)	23/02381/TC A	37 Minster Moorgate Beverley HU17 8HP	<u>BEVERLEY MINSTER CONSERVATION AREA - Fell 1 NO. Apple tree (T1);; Fell 1 NO. Elderflower tree (T3); Fell 1 NO. Laurel tree (T4) and Fell 1 NO. Lilac tree (T5) as are to overgrowing their location. Crown reduce 1 NO. Apple tree (T2) by 30% between end of November and early March and replant 1 NO. Rowan tree as replacement</u>	Beverley Town Council has no objection to this application, on the condition for every one tree felled, two new suitable specimens are planted. If this is not possible on site, the applicant to liaise with



				the ERYC Tree Officer to donate them to be planted elsewhere.
(u)	23/00974/PLB	Nannini 17 North Bar Within Beverley HU17 8AP	<u>Internal and external alterations including replacement of existing ground floor window to side (Wood Lane) with a new entrance door and glazed panel above, installation of new internal staircase from ground to first floor level, installation of new partition walls and installation of two rooflights in connection with the change of use of part of ground, first and second floors from retail to residential (one bedroom apartment) (AMENDED PLANS)</u>	Beverley Town Council reconfirms its previous comment.
(v)	23/02416/TCA	39 Woodlands Beverley HU17 8BT	<u>BEVERLEY CONSERVATION AREA - Fell 1 NO. Sycamore (T1) as tree encroaching into neighbouring properties and to allow more light into the garden</u>	Beverley Town Council has no objection to this application, on the condition for every one tree felled, two new suitable specimens are planted. If this is not possible on site, the applicant to liaise with the ERYC Tree Officer to donate them to be planted elsewhere.
(w)	23/00563/PLB	The Sun Inn 1 Flemingate Beverley HU17 0NP	<u>Display of 2 externally illuminated fascia signs, 4 non illuminated window vinyls, 3 externally illuminated amenity boards with poster cases and the painting of exterior walls and windows</u>	Beverley Town Council has no objection to this application and hopes that by sympathetically painting the exterior and providing suitable lighting to enhance the building will help the continued viability of this historic local business.
(x)	23/02235/PLB and 23/02234/PLF	The Towers 1 St John Street Beverley HU17 8HT	<u>Erection of a single storey extension following demolition of existing, replacement of existing roof light, construction of dormer window and repair and painting to front windows and door</u>	Beverley Town Council has no objection in principle, but requests that the new dormer windows be of a design that is sympathetic to the materials and character of the property and neighbouring residences.

### 36/23: Planning and Environment Applications

The Committee's views are sought on the following planning and environmental planning applications on which the Town Council has been consulted by the Local Planning and Environment Authority.

**Resolved:** That the Committee submits the following responses to the planning applications given below.



Item	Planning Ref	Address	Application Details	Approved Responses
(a)	23/01786/STREM	Land North of Minster Way Woodmansey HU17 0SY	<a href="#"><u>Erection of 136 affordable dwellings following hybrid permission 20/01988/STVAR (All matters to be considered)</u></a>	<p>Beverley Town Council asks that the following conditions be placed on this application.</p> <p>Firstly, that all vehicles must have their tires and treads washed before leaving site. Other similar developments in the area, where tires are not washed, have resulted in mud being trailed throughout the surrounding streets, which when wet creates problems for residents and is easily spread by other vehicles, and when dry is blown by the wind into residential gardens, etc. Cleaning before leaving site would help to address this concern.</p> <p>Secondly, as many hedges and trees as possible that are already established on site should be retained – the Town Council is concerned by the number of trees and hedgerows being removed in recent years and a condition to retain them is vital to support environmental sustainability and biodiversity.</p> <p>If both of these conditions are implemented, it is vital that ERYC monitor the situation, to ensure these matters are being adhered to properly by the developer for as long as required.</p> <p>However, the Town Council does congratulate the applicant for including</p>

				<p>electric charging points to the majority of individual houses – it is hoped other developers will follow this good example.</p> <p>The Town Council wishes to raise a repeated concern that developments of this kind will increase the local population, but does not address concerns regarding the need for an enhanced social and community infrastructure to support residents (e.g., new dentists, doctors, community facilities, etc). Can ERYC explain when these matters are likely to be positively addressed – the Town Council has been told it will happen, but there is still not evidence that it will. It would be very helpful if ERYC could confirm at which stage of the wider Southern Beverley development schedule these factors will be addressed.</p> <p>Finally, the properties in this development are classified as “affordable”. Please can it be explained how sustainable this affordability actually is? For example, once sold at an “affordable” price, will the owners then be able to sell them on at a higher market value or rent them out at a non-affordable rate? What agreements are in place to ensure affordability is both long-term and sustainable?</p>
<b>(b)</b>	23/01942/PLB	71 Keldgate Beverley HU17 8HU	<u><a href="#">Works to roof to include installation of purlin supports; replacement of tiles, lead flashing and membrane and</a></u>	Beverley Town Council has no objection to this application.

			<a href="#"><u>replacement chimney pots; and; repointing on parapet and chimney and decorating rainwater goods</u></a>	
(c)	23/02238/PLB and 23/02280/PAD	PIZZAEXPRESS 37 North Bar Within Beverley HU17 8DB	<a href="#"><u>Listed Building Consent for the display of 1 set of halo illuminated fascia text, 1 set of non illuminated entrance text behind window, 2 non illuminated projection signs, 1 internally illuminated roundel behind window, 1 illuminated plaque to entrance, 1 illuminated delivery sign behind window</u></a>	Beverley Town Council has no objection to this application.
(d)	23/02297/PLF and 23/02298/PLB	Crafty Coffee Shop Unit 1 117 - 119 Walkergate Beverley HU17 9BP	<a href="#"><u>Installation of a dutch canopy to front elevation</u></a>	Beverley Town Council has no objection to this application and hopes the installation will provide an opportunity to tidy up the cables, etc. that are currently in situ.
(e)	23/02483/PLF	14 Springdale Way Beverley HU17 8NU	<a href="#"><u>Erection of a single storey extension to front</u></a>	Beverley Town Council has no objection to this application.
(f)	23/02225/PLB	20 Railway Street Beverley HU17 0DX	<a href="#"><u>Replacement of 3 wooden windows to rear (like for like), replacement of grey concrete pantiles with low pitch crest G10 tiles and installation of roof light to single storey extension to rear (retrospective)</u></a>	Beverley Town Council has no objection to this application.
(g)	DC/2001/RZUBF9BJOWOU1	106 Norwood Grove Beverley HU17 9JP	<a href="#"><u>Erection of porch to front following demolition of existing</u></a>	Beverley Town Council has no objection to this application.

### 37/23: Allotments

#### (a) Allotment Taps

**To receive information following the successful installation of “no back flow” valves to allotment taps (Assistant Town Clerk to report).**

The Assistant Town Clerk reported that all taps had now been replaced or had non-return valves fitted to prevent back flow into the water system in accordance with Water Regulations. Self-closing taps had not been used following review due to the difficulty in sourcing them and as some tenants had indicated that these taps would be difficult for some people to use. The cost had been considerably less than that budgeted however the remainder of the budget would be used to fund further asbestos work.

**(b) Asbestos**

- (i) **To consider extending the current contract with Grade 3 Ltd Asbestos Services to remove newly discovered asbestos they have uncovered (Assistant Town Clerk to report).**

The Assistant Town Clerk reported that initial work to remove asbestos had been partially successful. A further site visit had been undertaken to identify further work as a result of asbestos being well dug in around greenhouses and plot boundaries. Due to the fact that the asbestos was likely to be damaged due to mowing or strimming it was advised that this was dug out and removed.

**Proposed:** Councillor Rebecchi      **Seconded:** Councillor Boynton

**Resolved:** *To approve the further work required to the Sparkmill site to remove asbestos.*

- (ii) **To consider the virement of £1,750 from the Allotment Taps budget line to the Allotment Maintenance budget line to afford further asbestos removal works.**

**Proposed:** Councillor Rebecchi      **Seconded:** Councillor A Healy

**Resolved:** *To vire £1,750 from the taps budget to the allotment maintenance budget to fund the further asbestos removal work.*

**38/23: Skate Park**

**To receive an update from the Town Clerk, following a site meeting with the Leisure Centre Manager and ERYC Ward Members on 23<sup>rd</sup> August 2023 (Town Clerk to report and see attached).**

In conjunction with the report for the meeting, Councillor A Healy reported on a positive meeting with Councillors, the Leisure Centre Manager and the Town Clerk. It was agreed that the skate park is still well used, relatively old but still in good condition and rather than a complete refurbishment, a range of remedial work would be appropriate. ERYC will be upgrading facilities surrounding the site and it was thought that the Leisure Centre and Town Council could work together in a positive and supportive way. The damaged litter bins will be removed along with two pieces of fencing acting as makeshift gates. Dog waste signs will be provided.

**Proposed:** Councillor A Healy      **Seconded:** Councillor A Ramsdale

**Resolved:** *That officers will work towards proposals 1-7 as below and provide prices to PES meetings, to be provided within the current Skatepark budget..*

- 1. Removal of the high fencing – replace with three-foot fencing (similar to play parks) with self-closing gates at the front and back to stop dogs getting in.*
- 2. Remove the floodlighting – this has not worked for many years due ongoing damage of the electric box – better remove something that does not work rather than leave it there doing nothing – the cost to repair would be considerable and require a totally new electrical infrastructure.*
- 3. Get an official sign, promoting the name of skate park, the fact it is the Town Council's and some basic rules.*
- 4. White wash the brickwork and engage with Cherry Tree Youth Service to decorate it with street art.*
- 5. Budget annually for a fresh coat of paint, so new street art can be added.*
- 6. Place a noticeboard in the skate park, which the Leisure Centre, ERYC, Cherry Tree, etc. can access to leave adverts for other youth-based activities.*
- 7. Place a new litter bin on the facility - the Leisure Complex will be ordering more bins for the whole site – they will place one in the skate park and send the invoice to the Town Council – this will ensure a consistent design across the entire site.*

**39/23: Christmas Lights**

**To receive an update from the Town Clerk following a meeting with ERYC Lighting Team regarding plans for Christmas Lights 2023, and make any resolutions that may be required (see attached).**

The Town Clerk reported on the meeting and that the ERYC Area Lighting Engineer and Mr D Jack had looked at the lighting in Unit 2. No new lighting will be needed. A real Christmas Tree will be provided for Wednesday Market (to be removed immediately after Christmas) and it is hoped Cherry Tree will be able to have their lighting display. The lights on the Market Cross will be removed due to scheduled maintenance work to it and replaced. Lighting work will commence in September and be in place for the Lion's Christmas Tree Ceremony on 26<sup>th</sup> November. ERYC is hoping to find funding for additional garlands in Saturday Market for their Christmas festivals and markets and along Toll Gavel two banners advertising these markets will be interspersed with two cross-street pieces. Two additional cross-street pieces will be erected after the festivals.

It was noted that there was no budget for new pieces and that the cost of Christmas Lighting will be provided from the current budget for maintenance, erection and dismantling.

**40/23: North Bar Illumination**

**To receive an update on ERYC's plans to illuminate North Bar (Town Clerk to report).**

The Town Clerk reported on ERYC's plans to illuminate North Bar and had asked for moral support which had been given. ERYC had found funding and the Town Council were no longer involved.

**41/23: Exclusion of the Public and Press**

**To consider the exclusion of the press and public from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).**

**Proposed:** Councillor Boynton **Seconded:** Councillor Horsley

**Resolved:** *That the press and public are excluded from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission to Meetings) Act 1960).*

**42/23: Planting Contractor****(a) Update on Watering Contractor Queries**

**To receive and consider an update regarding queries regarding current watering contractor agreements (Town Clerk to report).**

Beverley in Bloom receives £2,600 each year from the Town Council under a partnership grant which pays for planting and associated work. The Town Council also pays an additional sum for watering. Complaints had been received from Beverley in Bloom regarding the watering contractor. Officers had investigated, had written to the contractor and had received a satisfactory reply.

**Proposed:** Councillor Boynton **Seconded:** Councillor Ramsdale

**Resolved:** *That the Town Clerk writes to Beverley in Bloom to respond that the Council does not have to pay for watering and is satisfied with the contractor's work, requests that members do not follow the contractor's work team as this is intimidating, and that if wished, they can source their own contractor.*

**(b) Autumn/Winter 2023 Planting Quotes**

**To consider quotes for the autumn/winter planting services for the forthcoming season (please note that we are still awaiting quotes at the time of writing – these will be circulated to Councillors as soon as they are available).**

Two quotes had been received. It was noted that in terms of Financial Regulations, the Council did not have to accept the lowest or any quote and reasons were put forward to the decision made.

**Proposed:** Councillor Boynton **Seconded:** Councillor Rebecchi

**Resolved:** *To accept the quote in the sum of £12,000 from All Aspects because this represented the best value to the Council in terms of good historical track record and past experience, their breakdown is more detailed, there is only one hour travel time and so their response time is good. They are reliable with a good aftercare service.*

**(c) Planting 2024**

**To consider and resolve how best to tender out for quotes to provide planting and watering services for Summer to Winter 2024.**

Officers will provide specifications and tender out for next year's planting programme (Summer to Winter 2024) and quotes to be received in time for budget setting.

Meeting finished at 7.45 pm.

Signed ..... Date .....



## Minutes of the Town Hall Advisory Working Group

### 21<sup>st</sup> September 2023

**6.30 pm at the Town Council Offices, Well Lane, Beverley**

**Present:** Councillors J Rebecchi (in the Chair), Mr Duncan Jack, Mr Ian Gow  
Councillors D Horsley and C Giles  
Matthew Snowden (Town Clerk) and Libby Woodhouse (Assistant Town Clerk and Civic Officer).

**9/23: Apologies:  
To Receive Apologies for Absence.**

The Working Group received apologies of absence from Councillors D Boynton, P Astell, A Healy and E Whittaker.

**10/23: Declarations of Interest:**

- (a) To record declarations of interest by any member of the council and officers in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.**

There were no declarations of interest.

- (b) To note dispensations given to any member of the council and officers in respect of the agenda items below.**

There were no dispensations.

**11/23: VAT Registration  
To receive an update regarding the VAT registration process.**

The Town Clerk reported that the VAT registration process was still with HMRC and that some queries had been answered by DCK Accounting. It was not known how long the process will take however any vatable work is not able to proceed without it, including the architects.

**12/23: Business Plan  
To receive and consider updates from officers.**

The Assistant Town Clerk reported on undertaking an interim business strategy in order to assist the Council with upcoming budget decision making and planning on moving forward and explained the plan in detail to the Working Group. It had been a team effort. As plans and figures become known, the strategy can be amended accordingly.

**Recommended:** *That work continues to the Strategy and that it is submitted to ERNLLCA and Working Group members for comment prior to being recommended to Full Council for consideration and approval, and subsequent consideration at the Policy and Finance Committee budget setting meeting.*

**13/23: Risk Register**

**To consider the risk register and agree actions to ensure insurance obligations are addressed (see attached).**

The Town Clerk explained the risk register and insurance obligations.

**Recommended:** *As there is a low crime risk in the area and no recorded problems, it would not be helpful or necessary to erect cameras or Heras fencing at this point. This can be reviewed at each meeting. Small works to be undertaken are:*

*Block up the letter boxes*

*Turn off and drain down the water*

*Turn off the electric and make sure the heaters are detached*

*Cap off the electric supply to the shed prior to JB Rural removing the shed*

*Check the locks for compliance with insurance*

*Ensure all windows and doors are secured*

*Implement weekly checklist inspections*

**14/23: Consultation**

**To consider public consultation exercises relating to a Public Works Loan (for guidance see attached template – additional documents to be presented at meeting following further research).**

The Town Clerk explained how the consultation for the Public Works Loan would work and how to get support for the Town Hall via different channels by drip feeding news prior to consultation.

Differing options for loan repayments were discussed from the amount borrowed to the length of time to repay it, versus the resultant total interest which would have to be repaid and Band D Council tax implications. Consideration would be needed of how the public would receive these options.

**Recommended:** *That the Council undertakes a newsletter to all residents to detail information about the Hall but that full consultation cannot be undertaken in December as planned due to the requirements not yet being fulfilled in terms of plans and costs.*

**15/23: Updates and Next Steps**

**To consider any other updates and next steps.**

All aspects had been discussed during the meeting.

Schedule for strategy:

27<sup>th</sup> September – to be sent to Working Group members and those to attend the meeting for comments.

3<sup>rd</sup> October – comments to be received.

To be sent to Full Council for information.

18<sup>th</sup> October – to be on Full Council agenda for 23<sup>rd</sup> October for consideration.

To Policy and Finance for budget setting meeting.

Meeting finished at 7.45 pm.

Signed ..... Date .....





## **Minutes of the Policy and Finance Committee Meeting**

**On 25<sup>th</sup> September 2023**

**At 6:30pm at the Town Council Offices, Well Lane, Beverley**

**Present:** Councillors L Johnson (in the Chair), P Astell, T Astell, D Healy, G Johnson, A Ramsdale, P Regina.

**In Attendance:** Carol Oliver (Responsible Finance Officer), Libby Woodhouse (Assistant Town Clerk & Civic Officer)

Councillor D Horsley

### **14/23: To receive Apologies for Absence:**

The Committee received apologies of absence from Councillor J Rebecchi.

Councillors were reminded to notify substitutes if they could not attend Committee meetings in addition to submitting apologies to the Clerk.

### **15/23: Declarations:**

- (a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.**

There were no declarations of interest.

- (b) To note dispensations given to any member of the council in respect of the agenda items below.**

There were no dispensations

### **16/23: To note the minutes of the Policy and Finance Committee Meeting held on 31<sup>st</sup> July 2023 – approved at Full Council on the 11<sup>th</sup> September 2023**

**Resolved:** *To note that the minutes of the Policy and Finance Committee of 31<sup>st</sup> July 2023 were approved at the Full Council meeting of 11<sup>th</sup> September 2023.*

### **17/23: Finances:**

- (a) To note the Bank Balances (attached)**

The Committee noted the Cash and Investment Reconciliation as at 30<sup>th</sup> September 2023.

The Committee noted that the second half of the precept was due.

Officers will prepare options for the CCTV recording and monitoring costs for the budget.

- (b) To note the receipts received by Council in August 2023 (attached)**

The Committee noted receipts from 1<sup>st</sup> August 2023 to 31<sup>st</sup> August 2023 and including receipts of interest from the public sector deposit fund.

- (c) To note the receipts received by Council in September 2023 (attached)**

The Committee noted receipts from 1<sup>st</sup> September 2023 to 30<sup>th</sup> September 2023.

**(d) To note the payments made in August 2023 (attached)****Resolved:** To approve payments made in August 2023.

Date: 04/09/2023		Beverley Town Council Current Year			Page 1
Time: 12:56		Current Account			
List of Payments made between 01/08/2023 and 31/08/2023					Item 4 (d)
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	W Boyes & Co Limited	DEBIT CARD	1.00	Clerk	Washing Up Liquid
01/08/2023	Three.co.uk	DD	15.00	Contract	Staff Mobiles
01/08/2023	Geoff Simpson Holdings	DD	529.20	Lease	Unit 2 Store monthly rent
03/08/2023	Indeed Recruitment	DEBIT CARD	260.00	FC July 2023	Advertising for Office Assistant
04/08/2023	Hallbeck IT	DD	209.60	Contract	IT support, backup and Licence
04/08/2023	Hallbeck IT	DD	90.00	Contract	Health & Safety cable work
09/08/2023	KRL Group Limited	DD	76.97	Contract	Monthly Photocopier use and helpline
09/08/2023	PeacFin Enreach	DD	57.07	Contract	Telephone Equipment - monthly
10/08/2023	HSE books	DEBIT CARD	16.01	Clerk	Updated Health & Safety poster
15/08/2023	Tour De Britain	EP	487.61	Policy 31.7.23	Flags and Bunting
15/08/2023	Minster Cleaning	DD	230.58	Cleaning Contract	Cleaning Contract
17/08/2023	Post Office	DEBIT CARD	5.20	Clerk	Notice to Quits-allotments
21/08/2023	Enreach UK Ltd	DD	88.80	Contract	Monthly Telephone Usage July
23/08/2023	British Gas	DD	61.70	Contract	Monthly Office Gas
24/08/2023	W Boyes & Co Limited	DEBIT CARD	1.79	Clerk	July Plastic cups
24/08/2023	Rotherham Borough Council	EP	125.00	Mayor	Yorkshire Day meal Mayor and Mace
25/08/2023	TC Group	DD	44.10	Contract	Monthly payroll
25/08/2023	East Riding Council	DD	161.00	Fin Regs	Monthly Rates for St Johns
29/08/2023	Virgin Money	DD	28.58	Bank charges	Monthly Bank Charges
29/08/2023	kcom	DD	146.50	Contract	Monthly internet
29/08/2023	James Hallam	EP	56.00	Fin Regs	Insurance premium fee
29/08/2023	Countrywise Water Coolers Ltd	EP	16.99	Contract	July water cooler
29/08/2023	Mrs Mullen	EP	3.80		Paid BTC instead of ERYC
29/08/2023	Geoff Simpson Holdings	EP	21.84	Lease	Electricity to Unit
29/08/2023	East Riding Council	EP	103.20	Clerk	A4 paper
29/08/2023	East Riding Pension	EP	1,679.95	Fin Reg 7	Pension contributions
29/08/2023	HMRC	EP	1,576.85	Fin Reg 7	Tax and Ni
29/08/2023	Staff Salaries	EP	5,148.10	Fin Reg 7	Staff Salaries
30/08/2023	SSE Electricity	EP	60.36	Contract	Town Hall electricity
30/08/2023	JB Rural Services	EP	300.00	Contract	New no return Allotment Taps
30/08/2023	East Riding Council	EP	79.92	Clerk	ID badges (17)
31/08/2023	Linley Simson	DD	80.00	Lease	Monthly garage Well Lane
Total Payments			11,762.72		

**(e) To approve the payments to be made in September 2023 (attached)****Proposed:** Councillor D Healy**Seconded:** Councillor A Ramsdale**Resolved:** To approve payments for September 2023.

Date: 20/09/2023

**Beverley Town Council Current Year**

Page 1

Time: 11:42

**Current Account****List of Payments made between 01/09/2023 and 30/09/2023**

Item 4 (e)

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2023	Three.co.uk	DD	15.00	Contract	Staff Mobiles x 3
01/09/2023	Geoff Simpson Holdings	DD	529.20	Lease	Unit 2 monthly lease
01/09/2023	Hallbeck IT	DD	209.60	Contract	Monthly IT support costs
08/09/2023	KRL Group Limited	DD	97.54	Lease	Monthly Photocopier usage
11/09/2023	PeacFin Enreach	DD	57.07	Lease	Monthly telephone equip hire
15/09/2023	Minster Cleaning	DD	230.58	Contract	Cleaning services - monthly
19/09/2023	Eon next	DD	82.44	Contract	Camera 3 Toll Gavel
21/09/2023	Enreach UK Ltd	DD	100.94	Contract	Monthly Telephone calls
21/09/2023	Eon next	DD	559.57	Contract	Office electricity
25/09/2023	ERYC	DD	161.00	Contract	Rates - Town Hall
25/09/2023	TC Group	DD	44.10	Contract	Monthly Payroll Fees
25/09/2023	Business Stream	DD	53.30	Contract	Quarterley office water
28/09/2023	Countrywise Water Coolers Ltd	EP	16.99	Contract	Monthly Water cooler hire
28/09/2023	ERNLLCA	EP	90.00	Training - Cllr	Conference Fee
28/09/2023	Delaney Marling Partnership Lt	EP	3,744.00	Contract	39 hours meetings Apr-Aug
28/09/2023	Salaries	EP	5,111.43	Fin Reg 7	Salaries
28/09/2023	East Riding Pension	EP	1,664.93	Fin Reg 7	Pension contributions
28/09/2023	HMRC	EP	1,551.02	Fin Reg 7	Tax and Ni
28/09/2023	East Riding Council	EP	43.08	Contract	Stationery
28/09/2023	East Riding Council	EP	60.00	July 2023 FC	Advertising job
28/09/2023	Chubb Fire & Security	EP	441.00	Contract FC 0923	New Office Monitor
29/09/2023	D H Fletcher	DD	3,500.00	Lease	Office quarterly rent
30/09/2023	Linley Simpson	DD	80.00	Lease	Monthly Garage Well Lane lease
<b>Total Payments</b>			<b>18,442.79</b>		

**18/23: Internet Banking Authorised Users:**

**To approve changes of the authorised users to the online banking system and complete the paperwork requested by the Bank.**

**Proposed:** Councillor P Astell

**Seconded:** Councillor T Astell

**Resolved:** To approve changes to the authorised users to the online banking system.

**19/23: Grants**

**To consider and approve:**

**(a) Community Grants Guidance Notes (attached)**

**(b) Community Grants Application Form up to £1,000 (attached)**

**Proposed:** Councillor T Astell

**Seconded:** Councillor G Johnson

**Resolved:** To recommend approval to Full Council of the Grants Guidance Notes and Application Form subject to consultation with ERNLLCA

**20/23: Policies:**

**(a) To update Councillors on the Data Protection and GDPR Policies**

The Committee noted that work is still required to these policies due to differing advice received and Officers will present these for review and adoption when ready.

**(b) To consider and recommend to next Full Council Meeting:**

**(i) Approved Supplier (attached)**

The Committee noted that this is purely a list of approved suppliers and that Financial Regulations cover the procurement process.

**Proposed:** Councillor T Astell

**Seconded:** Councillor G Johnson

**Resolved:** *To recommend approval to Full Council*

**(ii) Grants (attached)**

**Proposed:** Councillor L Johnson

**Seconded:** Councillor T Astell

**Resolved:** *To insert into the 2d of the Guidance Notes "that applicants are able to use the grant to access funds elsewhere" and to remove the word "current" from 9b of the Policy.*

*The policies are to be referred to ERNLLCA for consideration and then to be recommended to Full Council for approval.*

Meeting finished at 7.40 pm

**Signed** ..... **Date** .....



## Minutes of the Planning, Environment & Services Committee

### 10<sup>th</sup> October 2023

**6:30pm at the Town Council Offices, Well Lane, Beverley**

**Present:** Councillors A Healy (Chairman), D Boynton, C Giles, D Horsley, B. Morgan, A Ramsdale and J Rebecchi.

**In Attendance:** Matt Snowden (Town Clerk)  
 Councillor T. Astell (ERYC Ward Member for Minster and Woodmansey / Town Councillor)  
 Karl Rourke (ERYC Service Manager - Street Lighting, Traffic Signals and CCTV)

#### 43/23: To Receive Apologies for Absence

There were no apologies

#### 44/23: Declarations:

- (a) To record declarations of interest by any member of the council and officers in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.**

Councillor David Boynton declared a non-prejudicial interest on item 6e, due to being a member of the Beverley Town Cricket and Recreation Club.

- (b) To note dispensations given to any member of the council and officer in respect of the agenda items below.**

There were no dispensations.

#### 45/23: Previous Minutes

To approve the minutes for the meeting held on Tuesday 5<sup>th</sup> September 2023

**Proposed:** Councillor Rebecchi

**Seconded:** Councillor Horsley

**Resolved:** *That the minutes of the Planning Environment and Services Committee of 5<sup>th</sup> September 2023 are approved and signed as a true and correct record.*

#### 46/23: CCTV Update

- (a) Update:** To receive information from Mr Karl Rourke (ERYC Service Manager - Street Lighting, Traffic Signals and CCTV) regarding proposed changes to the cost of the Service Level Agreement with Council regarding CCTV.

Mr Rourke explained that ERYC has realized that the full cost to monitor CCTV has, in essence, been subsidized for a number and that the costs are being increased for Beverley in the 2024-2025 Financial Year if the same level of service is continued.

The cost of live monitoring of each camera was due to rise to £250 per camera, per month. With 18 CCTV cameras, this would cost the Town Council a total of £54,000 per year, as opposed to the £12,500 previously charged.

**(b) Questions and Answers:** For Councillors to ask any questions regarding the update.

Much discussion was had regarding the effectiveness of CCTV, how recorded footage is used by the police, the expansion of CCTV monitoring from Bridlington to a Beverley facility and various options that could be available to the Town Council.

Mr Rourke explained that he was aware of the financial implications and that he could provide a service for the same amount as currently paid, but this would not have the breadth of live monitoring, but recording and access to footage would continue. It was also considered that the Town Council has purchased (at the request of Humberside Police) Beverley Police station a screen two years ago to the sum of £1,800 to enable them to live monitor CCTV as and when required.

Concerns were expressed that there was no level playing field across the East Riding, with some Town and Parish Councils paying directly for CCTV, whilst others have this cost funded by ERYC departments or Special Expenses.

**(c) Recommendations:** To consider any recommendations to Full Council regarding the Service Level Agreement with ERYC for CCTV

**Proposal:** That in his capacity as an ERYC Ward Member, Councillor Tom Astell to carry out discussions with ERYC and the appropriate Portfolio Holder (Councillor West), to investigate concerns that there is inequality between different towns and parishes in regards to how CCTV is funded and to seek a more consistent model and charging system. However, if this is not possible, the committee recommends to Full Council on Monday 4<sup>th</sup> December 2023, that £10,800 be budgeted for CCTV to be recorded and footage made accessible upon request in the 2024-2025 Financial Year.

**Proposed:** Councillor Rebecchi

**Seconded:** Councillor Morgan

**Resolved:** That the proposal be approved and the matter placed on the agenda for Full Council on Monday 4<sup>th</sup> December 2023.

**47/23: Delegated Planning Applications**

To note the delegated planning responses (see attached) – please note that due to the September meeting recess, a larger than usual number of applications have been responded to using delegated powers.

The Committee noted the following delegated planning responses made by the Town Clerk:

Item	Planning Ref	Address	Application Details	Delegated Response
(a)	23/02462/TCA	Sessions Spa Limited Sessions House New Walk Beverley HU17 7AE	<u><a href="#">NTH BAR WITHOUT CONSERVATION AREA - Fell 1no Lime Tree as it is pushing a wall out of position, overhanging a neighbours garden and blocking light</a></u>  that will have the least negative impact on wildlife. The Town Council also requests that for every one tree felled, two new specimens are planted – if this is not possible on site, the applicant should liaise with the ERYC Tree Officer to arrange planting elsewhere.	Beverley Town Council has no objection to this application, on the condition works are carried out a time of year
(b)	23/02499/PLF	192 Norwood Beverley HU17 9JA	<u><a href="#">Erection of single storey extension to rear</a></u>	Beverley Town Council has no objection to this application.
(c)	22/01492/PLF	Bus Park Mill Lane Beverley HU17 9DH	<u><a href="#">Change of use of land from bus storage depot to a touring caravan storage yard and erection of a building to be used as a site office (Part-retrospective) (AMENDED PLANS &amp; DESCRIPTION)</a></u>	Beverley Town Council has no objection to the amended plans.

(d)	23/02148/PLB	Armstrong Massey Ltd 28A North Bar Within Beverley HU17 8DL	<u><a href="#">Installation of red clay pantiles to rear of property to replace existing concrete roof tiles and insertion of 50mm of wood fibre insulation to roof space</a></u>	Beverley Town Council has no objection to this application.
(e)	23/02493/VAR	Potts Of Beverley 18 Flemingate Beverley HU17 0NR	<u><a href="#">Variation of condition 4 (materials), Condition 5 (obscuring glazing and non-opening) and Condition 7 (approved plans) of planning permission 21/01656/PLF - Change of use from store to holiday cottage</a></u>	Beverley Town Council has no objection to this application.
(f)	23/02197/PLF and 23/02485/PLB	Bostonair Group Limited Norwood House Norwood Beverley HU17 9ET	<u><a href="#">Erection of a two storey extension with glass link corridor</a></u>	Whilst Beverley Town Council has no objection to the application itself, it recommends that a condition be placed to ensure construction work is limited to day-time, weekday hours, so as to not create unnecessary disturbance to nearby residents.
(g)	23/02410/PLB	9 Toll Gavel Beverley HU17 9AA	<u><a href="#">Removal of internal wall</a></u>	Beverley Town Council has no objection to this application.
(h)	23/02539/VAR	Soju By Sumo 36 - 40 Toll Gavel Beverley HU17 9AR	<u><a href="#">Variation of Condition 8 (premise hours of opening) of planning permission 20/03660/PLF - Change of use from a retail shop (Class E) to a mixed-use restaurant (Class E) and take away (Sui Generis), installation of external extraction duct to rear following removal of existing flue, and alterations to shop front, including installation of awnings to allow for opening hours to be permanent</a></u>	Beverley Town Council has no objection to this application.
(i)	23/01765/PLB and 23/01764/PLF	29 Newbegin Beverley HU17 8EG	<u><a href="#">Application of Thermotek vapour permeable system to gable end and up to one metre on front of house to control damp</a></u>	The Town Council will withhold from making comment until the concerns raised by ERYC Building Conservation are addressed.
(j)	23/01544/PLB and 23/02527/PL	54 North Bar Without Beverley HU17 7AB	<u><a href="#">Erection of a single storey glazed extension to side with cavity brick boundary wall following demolition of existing fence and formation of courtyard (AMENDED PLANS AND DESCRIPTION)</a></u>	Beverley Town Council has no objection, on the condition ERYC Building Conservation is satisfied with the amendments.
(k)	23/01945/PAD	M&Co 40 - 41 Saturday Market Beverley HU17 8AA	<u><a href="#">Display of externally illuminated fascia sign and externally illuminated projecting sign</a></u>	Beverley Town Council has no objection to this application.
(l)	23/02189/PLF	21 Kings Square Beverley HU17 9HH	<u><a href="#">Erection of a single storey extension to rear of the property with flat roof and roof lantern</a></u>	Beverley Town Council has no objection to this application.



(j)	23/02687/TCA	8 Hurn View Beverley HU17 7DP	<u><a href="#">NTH BAR WITHOUT CONSERVATION AREA - Fell 1no Leylandi tree (T1) as it has outgrown its space in the garden; Fell 1no tree (3) as it has grown too big for the garden</a></u>	Beverley Town Council has no objection to this application, on the condition works are carried out a time of year
			that will have the least negative impact on wildlife. The Town Council also requests that for every one tree felled, two new specimens are planted – if this is not possible on site, the applicant should liaise with the ERYC Tree Officer to arrange planting elsewhere.	
(k)	23/02339/PLF	Adams Tyre Specialists Albion Court Beverley HU17 0QE	<u><a href="#">Erection of a five bay building for use in connection with tyre business following removal of existing block of six garages and a storage container</a></u>	Beverley Town Council has no objection tot his application, on the condition limited hours of operation are agreed, to reduce disturbance to nearby residents.

**48/23: Planning and Environment Applications**

The Committee's views are sought on the following planning and environmental planning applications on which the Town Council has been consulted by the Local Planning and Environment Authority.

**Resolved:** That the Committee submits the following responses to the planning applications given below.

Item	Planning Ref	Address	Application Details	Responses
(a)	22/03331/CM	Land North West Of Ings Road Picnic Site Ings Road Molescroft HU17 7LU	<u><a href="#">Change of use of land for use as a household recycling centre (HRC) with associated engineering works, erection of a re-use shop and store and erection of ancillary office and welfare building and associated access, highway and drainage</a></u>	<b>NOTES</b> Beverley Town Council continues to strongly object to this application for the following reasons: 1) The filter road, as proposed, will be insufficient to effectively and safely cater for the amount of traffic anticipated top access the site. 2) It is an unacceptable use of a greenfield site that was not included in the Local Development Plan.
(b)	23/02577/CL E	Land North Of 191A Grovehill Road Beverley HU17 0ET	<u><a href="#">Certificate of Lawful Development to determine that a lawful start has been made to approved application reference 18/00530/PLF</a></u>	Beverley Town Council has no objection to this application.
(c)	23/02516/PL B	55 North Bar Within Beverley HU17 8DG	<u><a href="#">Installation of 6 solar panels to pitched roof and 2 solar panels to flat roof at rear</a></u>	Beverley Town Council has no objection to this application.



(d)	23/02566/TPO	Four Winds 41 Swinemoor Lane Beverley HU17 0JU	<p style="text-align: center;">Page 32 of 68</p> <p><b><u>TPO - BEVERLEY NO. 40 - 2007 (REF 1085) T2 - Crown lift 1 no. Blue Atlas Cedar tree (T2) by removing 5 no. low branches and crown thin by 2% as they are overhanging the path and driveway are low and pedestrians are having to move around them, to allow the telephone cable to become free from the tree, and to allow some light below to allow the rest of the plants/hedges to grow</u></b></p>	Beverley Town Council has no objection, on the condition work is carried out a time of the year that will have the least negative impact on wildlife.
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Having declared an interested, Councillor David Boynton left the meeting room for the following item.

(e)	23/02437/PLF	Beverley Cricket and Recreation Club	<p><b><u>Change of use of land for the purchasing of motor vehicles with siting of an office building (retrospective application)</u></b></p> <p>one-year trial status and to make the change of use permanent. Despite concerns raised by members of the public/residents regarding the improper parking of car transporters off-site on the public highway, there are currently no monitoring reports from ERYC to accompany this latest application, despite a request for the authority to carry these out during the trial period. It is of concern to the Town Council that these concerns will continue without proper enforcement. The Town Council is also concerned that the loss of parking spaces on site for visitors to the club facilities will result in off-site parking, which will therefore place added pressure on an already congested public highway. In addition, the Town Council considers this application to be out of keeping with the nature of the surrounding area and could set a dangerous precedence for similar applications in the future.</p>	Beverley Town Council notes that this application is to remove the temporary
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Councillor David Boynton re-entered the meeting room.

(f)	23/02595/PLB	Sterling Partnership 9 Flemingate Beverley HU17 0NP	<p><b><u>Installation of electric roller door to front following removal of existing wooden gates</u></b></p>	Beverley Town Council agrees with the comments made by ERYC Building Conservation and therefore, as the submission currently stands, objects to the application.
(g)	23/01507/PLB	19-22 Saturday Market Beverley HU17 8BB	<p><b><u>Change of use of first and second floors of 19 and 20 Saturday Market from Retail Use Class E(a) to Café E(b), partial removal of party walls and internal walls to first and second floor levels and erection of stud walls within and between 19, 20, 21 and 22 Saturday Market, installation of air vent and demolition of single storey extension and re-roofing of existing roofs to 19 and 20</u></b></p>	Beverley Town Council reconfirms its previous comments of support in principle, but still requires clarification as to how the applicant will positively deal with issues relating to Playhouse Passage – or if this is addressed on the amended submission, could it receive more clarity.

(h)	23/01523/LOB VAR	Land North Of Minster Way Woodmansey HU17 0SY	<p><u>Application Page 88 of 98</u>  <u>the planning obligation in a Section 106 Legal Agreement dated 25 January 2019 relating to planning permission 16/02784/STPLF to amend the date of the provision and construction of the footbridge from occupation of any of the dwellings on Phase 2 to a date of on or before 31 August 2024; amend to include a £1 transfer fee for any surplus land once the bridge over the railway lines is completed or within two years if construction is not commenced; amend the date of submission for the Park and Ride Scheme to within three months of the DoV; amend to the trigger for the Park and Ride from 149 dwellings on Phase 2 to 120 dwellings on Phase 3 and amend the trigger for the Bus Link and Flemingate Connection from 150 dwellings on Phase 2 to within three months of completion of Park and Ride</u></p>	Beverley Town Council is extremely concerned with the request to delay the building on this vital piece of infrastructure and therefore requests that the application be called in to the next appropriate ERYC planning meeting.
(i)	23/02804/TCA	Xanadu 2 Langholm Close Beverley HU17 7DH	<p><u>BEVERLEY NORTH BAR WITHOUT CONSERVATION AREA - Crown lift 1 No. Cedar tree by 5m to reduce branches away from the house and allow more light into the property; Fell 1 No. Crab Apple tree as tree has deadwood</u></p> <p>least negative impact on wildlife. The Town Council also requests that for every one tree felled, two new specimens are planted – if this is not possible on site, the applicant should liaise with the ERYC Tree Officer to arrange planting elsewhere.</p>	Beverley Town Council has no objection to this application, on the condition works are carried out a time of year that will have the
(j)	23/02892/TCA	Listed Stable Block 78 Lairgate Beverley	<p><u>GUILDHALL AREA CONSERVATION AREA - Crown reduce 1 no. Silver Birch tree to 6 metres in height, remove overhanging branches and shape to balance</u></p>	Beverley Town Council has no objection, on the condition work is carried out a time of the year that will have the least negative impact on wildlife.
(k)	23/02906/TCA	TESCO Morton Lane Beverley HU17 9DB	<p><u>NORWOOD CONSERVATION AREA - Fell 1 No. (T1) Sycamore tree as the tree is growing in to neighbouring property and causing issues; Fell 1 No. (T2) Ash tree as the tree is growing in to neighbouring property and causing issues</u></p> <p>the least negative impact on wildlife. The Town Council also requests that for every one tree felled, two new specimens are planted – if this is not possible on site, the applicant should liaise with the ERYC Tree Officer to arrange planting elsewhere.</p>	Beverley Town Council has no objection to this application, on the condition works are carried out a time of year that will have
(l)	23/02706/PLB and 23/02705/PLF	Acacia House 137 Keldgate Beverley HU17 8JA	<p><u>Erection of a single storey extension to rear and alterations to kitchen area</u></p>	Beverley Town Council has no objection to this application.
(j)	23/02526/PLF	208 Holme Church Lane Beverley HU17 0QB	<p><u>Erection of 3.3m high fence to side boundary to rear (Retrospective), erection of 5.0m high elevated screen fence and infill brickwork screen to adjacent gable</u></p>	Beverley Town Council has no objection to this application.
(k)	23/01543/PLF	54 North Bar Without Beverley HU17 7AB	<p><u>Erection of a single storey glazed extension to side with cavity brick boundary wall following demolition of existing fence and formation of courtyard (AMENDED PLANS AND DESCRIPTION)</u></p>	Beverley Town Council has no objection to this application.

**49/23: St Mary's Church / Hengate Garden Consultation Event**

To select one or two committee members to represent the Town Council at a consultation evening to consider connecting St Mary's Church grounds to Hengate Memorial Gardens (see attached).

**Proposal:** That Councillors Alison Healy, David Horsley and Adrian Ramsdale attend on behalf of the Town Council and report back accordingly.

**Proposal:** Councillor Healy

**Seconded:** Councillor Boynton

**Resolved:** *That the proposal be approved.*

**Proposal:** Using Standing Order 25a, to suspend Standing Order 3w to allow the meeting to continue for a further 30 minutes.

**Proposal:** Councillor Healy

**Seconded:** Councillor Rebecchi

**Resolved:** *That the proposal be approved.*

**50/23: Exclusion of the Public and Press**

To consider the exclusion of the press and public from the meeting on the grounds that confidential information in relation to business contracts and personal details of individuals shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

**Proposed:** Councillor Boynton

**Seconded:** Cllr Morgan

**Resolved:** *That the press and public be excluded from the meeting on the grounds that confidential information in relation to business contracts and personal details of individuals shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).*

**51/23: Allotments**

To consider the following matters:

**(a) Allotment Issues:** Update on specific matters.

The Town Clerk reported that reports of thefts of produce on the allotments had been reported to the police by tenants and that officers were proactively working with both the police and tenants on this matter.

**(b) School Allotment:** A request from a School for an allotment.

**Proposal:** That the allotment be offered to the original individual for their own purposes and not as a plot for the school, due to the status of the plot as one for individual tenants, not wider community use. If the individual no longer requires it, the Assistant Town Clerk to offer it to the next person on the waiting list.

**Proposed:** Councillor Rebecchi

**Seconded:** Councillor Morgan

**Resolved:** *That the proposal be approved.*

**(c) Community Herb Garden:** Use of Queensgate Plot 1B for as a Community Herb Garden.

**Proposal:** To inform the applicant that before progressing any further, they need to provide evidence that they have formed an official group with a constitution, appropriate policies (including safeguarding) and that the Town Clerk should direct them to ERVAS, which can support them in this. This will ensure the project is in line with other groups, such as the Community Plot. Once all such documents and policies are in place to the council's satisfaction, a meeting shall be organized between the applicant, the Town Clerk, Acting Town Clerk, PES Chair and PES Vice-Chair, either in-person or via Zoom, to consider how and if this project can be progressed. The Committee agreed that it has to be sure all liabilities were being covered, both for the applicant and the Council.

**Proposed:** Councillor Healy

**Seconded:** Councillor Rebecchi

**Resolved:** *That the proposal be approved.*

**(d) Allotment Rents:** Review allotment rents with the budget process.

The Town Clerk informed the committee that as part of the forthcoming budget setting processes, officers would prepare information for the next PES Committee meeting regarding potential increases to allotment rents.

**(e) Sparkmill Plot 8:** Receive and approve a quote to clear Sparkmill Plot 8.

**Proposal:** That the quote from JB Rural be accepted and that this work will constitute an extension to their current contract.

**Proposed:** Councillor Boynton

**Seconded:** Councillor Rebecchi

**Resolved:** *That the proposal be approved.*

**(f) Tree Works:** To receive and approve quotes for the following.

The Town Clerk reported that quotes were still pending and the matter would be brought to the next meeting once these have been received.

Meeting finished at 8.46 pm.

Signed ..... Date .....



# Item 6a

## **Mayor's Announcements for the Full Council Meeting of 23<sup>rd</sup> October 2023**

### **Civic Engagements from 11<sup>th</sup> September 2023 to 23<sup>rd</sup> October 2023 And Mayoral Announcements**

#### **1. Mayor's Civic Engagements**

01/10/2023	Mayor of Hedon's Civic Service	St Augustine's Church
03/10/2023	Drinks and Canapes	Cerutti 2
07/10/2023	East Riding College HE Awards Ceremony	The Priory Church, and the College Campus at St Mary's Walk
07/10/2023	25 Regt Royal Logistic Corps Military Skills Competition, Ex Northern Strike 23	DST Leconfield
08/10/2023	Mayor of Bridlington's Civic Service	Priory Church St Mary's
08/10/2023	AGM of the Friends of Beverley Minster	Parish Hall

#### **2. Deputy Mayor's Civic Engagements**

14/09/2023	Annual Formal Reception	DST Leconfield
24/09/2023	Mayor of Kirton in Lindsey's Civic Service	St Andrew's United Church

#### **3. Announcements**

The Mayor of Beverley's Civic Dinner will be held on Friday 19<sup>th</sup> January 2024 in the evening at Beverley Barn – full details and invitations to be confirmed.

The Mayor of Beverley's Civic Service will be held on Sunday 4<sup>th</sup> February 2024 at Beverley Minster at 2 pm – full details and invitations to be confirmed.

## Beverley Town Council

### Notice of the audit and right to inspect the Annual Governance & Accountability Return

#### Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for <b>Beverley Town Council</b> for the year ended 31 March 2023 has been carried out but cannot be completed for the reasons stated in the external auditor report. The accounts have been published.</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Beverley Town Council</b> on application to:</p> <p>(a) <u>Carol Oliver Responsible Financial Officer</u>  <u>12 Well Lane Beverley HU17 9BL</u>  <u>Tel: 01482 874096</u>  <u>clerk@beverley.gov.uk      www.beverley.gov.uk</u></p> <p>(b) <u>Please contact to make an appointment as above</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £ <u>1</u> (c) for each copy of the Annual Governance &amp; Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>CAROL OLIVER.</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>23rd October 2023</u></p>	<p>(e) Insert the date of placing of the notice</p>



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

BEVERLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

05/06/2023

and recorded as minute reference:

28/23 e. i

www.beverley.gov.uk

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk



## Section 2 – Accounting Statements 2022/23 for

Beverley Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	794116	710374	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	272894	282829	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	14107	21478	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	106212	114398	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	264531	527330	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	710374	372953	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	742528	376626	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	251041	467583	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

  

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

cmoliver

Date

31st May 2023.

I confirm that these Accounting Statements were approved by this authority on this date:

05/06/2023

as recorded in minute reference:

28/23 e. ii

Signed by Chairman of the meeting where the Accounting Statements were approved



## Section 3 – External Auditor's Report and Certificate 2022/23

In respect of **Beverley Town Council - HU0026**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below.

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2022/23 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

### 3 External auditor certificate 2022/23

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**26/09/2023**

## **BEVERLEY TOWN COUNCIL**

### **GRANTS POLICY**

**For the approval and distribution of  
Town Council Grants**

## GRANTS POLICY

1. Beverley Town Council (the Council) operates a grants scheme, the primary intention of the which is to support events and projects which will benefit the people of the Town of Beverley. The Town of Beverley (the Town) is defined as the area falling under the direct administration of the Council.

2. The Council shall offer two tiers of grant funding:

**Community Grants:** For community, voluntary and not-for-profit groups and organisations to the maximum of £1,000 per application.

**Partnership Grants:** These are for formally constituted organisations which offer a long-term project or an annual event within the Town. Where an applicant can demonstrate that it qualifies for this category of Grant, the Council shall consider becoming a Partner, guaranteeing a specified annual grant for three years, to the maximum of £3,000 per year, on a rolling basis, and provided that:

- a) the organisation continues to exist as specified in the original grant application;
- b) the grant is used as specified in the original grant application; and
- c) feedback provided to the Council on an annual basis shows the organisation has demonstrated its commitment to working in partnership with the Council.

**The Town Council allocates a maximum of 8 Partnerships at any one time.**

3. The Council shall consider applications for grant funding from the following properly-constituted bodies:
  - a) Clubs and societies;
  - b) Voluntary bodies and associations;
  - c) Non-profit making organisations; and
  - d) Charitable bodies

Newly formed bodies shall not be disqualified from seeking grant funding, but the Council may impose additional requirements for them to do so e.g. where such a body is not able to provide audited accounts.

4. To qualify for assistance, applications must demonstrate a direct benefit to the Town, or any part of it, or all or some of its residents under the criteria set out in paragraph 5 of this Policy below. Where benefit is shown also to accrue to neighbouring parishes in the East Riding or the wider public, provided at least equivalent or greater benefit accrues to the Town, this shall not disqualify an application.
5. Grant applications shall demonstrate the provision of a benefit to the Town under one or more of the following criteria:
  - a) To contribute to the cultural life, education, sporting opportunities or general wellbeing of the people of the Town.
  - b) To promote the economic and commercial vitality of the Town.
  - c) To support and contribute to the social life of the Town.
  - d) To preserve the unique identity of the Town and promote its heritage.
  - e) To help to create a socially inclusive and caring community, and increase dialogue among our residents.
  - f) To protect and improve the Town and promote a sustainable environment.
  - g) To provide a democratic, representational voice for the community.
6. The benefit accruing to the Town must be commensurate with the expenditure to be incurred.
7. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit. Local groups whose total fundraising is sent to their central headquarters for redistribution will not be assisted.
8. Applications must be made using the official grant application forms and must be accompanied by the appropriate supporting information requested in the form. Incomplete applications will not be considered and will be returned.

**9.** Applications for grants may be submitted at any time.

- (a)** Community Grants will be considered at the next appropriate meeting of the Town Council's Policy and Finance Committee subsequent to submission. The stated Committee will make the final decision on whether or not the application is successful
- (b)** Partnership Grants will only be open for applications when 1 or more of the current 7 partnerships end. Full Council will make decisions on all Partnership Grants.
- (c)** Application forms and guidelines for submissions shall be made available on the Council's website or by application to the Town Clerk.

**10.** Each application shall be considered on its own merits and assessed via a transparent weighting score. This will aid constructive feedback should the application not be successful. The criteria for the weighting are attached to this policy, but may be amended from time to time as the Council sees fit.

**11.** Grants will not be awarded to support any of the following purposes:

- (a)** Loan repayments.
- (b)** Retrospective costs where the activity or project has already been carried out or is underway.
- (c)** Any group, organisation or project that Beverley Town Council considers:
  - i. To be for religious and political activities \*
  - ii. To have intrinsic links to bodies spreading religious or political teachings \*
  - iii. To be working within a business or profit-making remit \*
- (d)** The maintenance, upkeep, repair or running of property owned by a religious organisation.
- (e)** The benefit or sponsorship of an individual.
- (f)** Any group that has received a grant from Beverley Town Council within the current financial year.
- (g)** Activities which form part of statutory obligations.
- (h)** The augmentation of reserves or capital investments.

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\* Or that members of the public may reasonably consider to be as such.

12. Where a Grant is given towards the purchase of equipment, the moneys will only be paid on provision of appropriate documentation from the funded organisation to the satisfaction of the Policy and Finance Committee that the grant is properly applied.
13. It is a condition of any grant that the Town Clerk reserves the right, on behalf of the Council, to inspect any purchase of equipment to verify that the grant has been used for the purpose authorised.
14. Where funding is provided to a newly formed organisation the Council must be satisfied that the organisation concerned has proposals to become self-supporting and shall not remain reliant on the Council's Grant alone.
15. Organisations that are have been running for over two years shall provide a set of audited accounts for the previous financial year.
16. The Council reserves the right to withdraw or reclaim any grant funding if it becomes aware that the eligibility criteria for, and conditions relating to the provision of such funding have been breached.
17. In the case of a successful application, the moneys awarded must be applied to the designated purpose and any necessary claims made during the financial year (1 April – 31 Mar) for which the Council approves the application unless expressly agreed otherwise.
18. Any organisation which has been awarded a grant by the Council shall not be considered for further grant funding within the same financial year.
19. Successful Community Grant recipients shall complete and return a short report detailing how their grant award moneys were spent and the benefits realised within six months of the payment out by the Council of those grant moneys. Recipients of Partnership Grants will be expected to report back directly to the Grants Committee annually before their next year's allocation is released in accordance with paragraph 2 of this policy.

**— policy ends here —**

**Beverley Town Council Grants Policy approved by Full Council**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Council Chairman**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Town Clerk**

**Date:** \_\_\_\_\_



**BEVERLEY**  
**TOWN COUNCIL**

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WORKING AS A COMMUNITY

**Item 9b**

## **Approved Suppliers Policy**



## **INTRODUCTION**

Beverley Town Council (BTC) in its role as a provider of local services will at times need to buy in some items from regular suppliers; it would be expedient to have a list of trusted suppliers from whom to purchase such items.

This Policy seeks to identify items and supplies regularly used which cost under £25,000.

Contracts and tenders for services to the value of £25,000 or over are dealt with by the current BTC Financial Regulations.

The procurement process is dealt with under the current BTC Financial Regulations.

For a supplier of regularly used items, this Policy provides the opportunity for local businesses to be an approved supplier of BTC. Data in such suppliers is held under the current BTC Data Protection Policy.

The nature of providing items for BTC brings great responsibility due to public funds being utilised.

BTC will use local knowledge and recommendations to indicate the suitability of using a smaller concern for purchase of such items.

Wherever it is both practicable and economically efficient to do so, BTC will encourage the use of suppliers within a travelling distance of 20 miles in order to reduce the environmental impact and support the local economy.

## **TYPE OF NEED**

BTC delivers a range of localised services, some of which are delivered by directly employed staff, some of which it is more cost effective to outsource and manage performance delivery

The items required are based on the activities undertaken and comprise of the following types of supply: (this list is not exhaustive)

Area of work	Type of potential contracts	
Administrative	Supply of stationery Supply of janitorial needs	
Maintenance	General Allotment work Specialist repairs – asbestos, knotweed and tree cutting Repair and Maintenance of various sites	
Events	Design & Printing	

Property	Gas Electricity Portable Appliance Testing Legionella Fire Safety Alarms Extinguishers Routine Repair and Maintenance Drainage Cleaning Materials	Gas boiler testing Fixed wire testing Window Cleaning Plumbing Heating Decorating Joinery Hanging Baskets Barrier Planting Lamp post planters
General	Supplies not covered above	

## **APPLICATION PROCESS AND COUNCIL REQUIREMENTS**

Potential suppliers who have been recommended to BTC or are locally-known, respected and trusted will be contacted to quote.

Suppliers on the approved list are not guaranteed to be invited to quote for business but wherever possible the ambition of BTC will be to foster and develop relationships where possible to do so.



By being selected, an approved supplier will consent to allowing their name to be published as an approved supplier.

All prospective suppliers must agree for their information to be made publicly available for reference on the Council's website.

## **BTC OBLIGATIONS TO SUPPLIERS**

BTC recognises that simply by seeking competitive quotations may not provide all of the information necessary for a business to effectively quote and therefore will, as a matter of course, make it available to discuss the requirements face to face with any prospective supplier.

All suppliers successfully awarded business will be provided with an official Council communication which is a legally binding commitment of the Council in respect of the works specified.

Providing all items have been received and supplier's Bank details have been provided, payment will be made by BACS upon receipt of invoice within a maximum period of 30 days – BTC make payments around the 28<sup>th</sup> of each month

BTC is aware of the impact of cash flow on small business and where appropriate and by prior agreement, stage payment may be considered.

Adopted at Full Council on the

day of

2023

Signed .....

Chair

Signed .....

Town Clerk

## Twinning Meeting

## Item 11a

**Date:** Thursday 5<sup>th</sup> October 2023

**Purpose:** For the Town Council to better understand the work of the Lemgo and Nogent Twinning Associations and the expectations they have of the Town Council, so as to create stronger links moving forward.

### Present

- **Beverley Town Council:** Cllr Cheryl Giles, Cllr Adrian Ramsdale, Cllr David Horsley, Town Clerk Matt Snowden
- **Nogent Twinning Association:** Martin Cox, Kate Jacques
- **Lemgo Twinning Association:** Antonio Mündel, Fay Boyle, Martin Bell

### Report

- The meeting was an opportunity for representatives from each of the three groups to better understand the role of twinning and the work of the associations.
- It was agreed that twinning enhances the cultural life of those involved and could create new opportunities, including to young people through projects like the pen pal scheme developed at Beverley Grammar School.
- There are no legal obligations on Councils when it comes to twinning – they can do as much or as little as they wish – even decorative charters signed between towns are symbolic statements of purpose rather than legally binding documents.
- The significant differences between the size, finances and remit of town councils on the continent compared with those in England were discussed. It was explained that the councils in Lemgo and Nogent understand and appreciate this, and that when they visit Beverley they do not expect as lavish an event as they are able to provide on reciprocal visits.
- We need to remember that visitors from our twinned towns would rather experience our culture – a pint in the Monks Walk, fish and chips on the coast, a tour of the Minster and St Mary's, etc. That is why they want to come here.
- The associations were encouraged to apply for grants from the Town Council, should they have a project in mind, and that the revised system should open for applications in November.
- It was agreed that small, but effective projects, like the "Similar Yet Different" photo competition can have a significant positive impact.
- When setting its budget for 2024-2025, if Council so wishes, it can allocate funding for twinning in several ways, such as reinstating the "Twinning" budget line to provide civic receptions when official parties from Lemgo and Nogent visit town – these receptions need only be small scale, such as a drink and sandwiches in a historic local pub, but they perform an important civic function to promote the town.

- In terms of economic benefits, the associations agreed it is important to collate and share more data – for example, when an official group from one of the twin towns visits, how many hotel rooms and restaurant bookings does this create, therefore having a direct local economic impact.
- Regarding the friendship links with our twins twinned towns – Stendal and Fuceccio – all the associations are asking for is that the Town Council to officially, morally support these and write letters to the towns stating as such – highlighting the positive social, cultural and civic links such as friendships between towns can create. This does not commit the Town Council to any further work or finances – it is a symbolic action to welcome closer ties.
- It was agreed that the Town Clerk will share email links for the associations with the newly formed Beverley Cultural Network.
- It was suggested the Associations strengthen their links with other town groups, such as the Chamber of Trade and Civic Society.
- The meeting was positive and hopefully dispelled some misconceptions about twinning and opened up a way forward, where the Town Council can enhance its civic role in twinning, whilst still the associations still work independently for the benefit of all involved.
- The Town Council also has a role in managing expectations.
- At Full Council, Cllr Giles, Cllr Ramsdale and Cllr Horsley can speak more about the meeting and, along with the Town Clerk, answer any questions members may have.

DER OBERBÜRGERMEISTER



Bei Umzug mit neuer Anschrift zurück!  
**HANSESTADT STENDAL** • PF 10 11 44 • 39551 Hansestadt Stendal

**Item 11b**

stadt@stendal.de  
[www.stendal.de](http://www.stendal.de)

Beverley Town Council  
 12 Well Lane  
 Beverley HU17 9BL  
 East Riding of Yorkshire  
  
 ENGLAND

Auskunft erteilt: **Bastian Sieler**  
 Oberbürgermeister  
 Dienstgebäude: Markt 1  
 Zimmer: 106  
 Telefon: 03931 65-1200  
 Fax: 03931 65-1202  
 E-Mail\*: [bastian.sielers@stendal.de](mailto:bastian.sielers@stendal.de)

Ihre Nachricht vom

Ihr Zeichen

Unser Zeichen (**stets angeben**)

Ort, Datum

Hansestadt Stendal, 30.11.2022

### **Request for a town partnership between Beverley and the Hanseatic City of Stendal**

Dear Mayor Johnson,

Beverley has already been twinned with the Old Hanseatic City of Lemgo since 1979. Which in turn is connected with our Hanseatic City of Stendal since 1988 in official town partnership.

In recent years, close friendly contacts between citizens from Beverley and the Hanseatic City of Stendal have developed through the common twin town of Lemgo.

For more than 30 years now at least one annual meeting of people from Beverley and the Hanseatic City of Stendal took place. This tradition only had to pause during the COVID-19 pandemic. Before and after joint trips took place in the UK and Germany; internships were arranged and exhibitions organized. Also unforgettable is the concert of the *Beverley Minster Chores* in 2019 in the Stendal Cathedral.

Against this background, the *Beverley-Lemgo Twinning Association* took the initiative to transform the existing friendship into an official partnership. Our *Partnerschaftsgesellschaft der Hansestadt Stendal e.V.* (the partnership association of Stendal) expressly welcomed this request from Beverley and has sought approval from the official committees of our city.

On October 4, 2022, the City Council of the Hanseatic City of Stendal voted on the aforementioned proposal and unanimously approved an official town partnership between Beverley and the Hanseatic City of Stendal.

In view of the current global political situation, international friendships are perhaps more important than ever before, which is why it is all the more important to maintain and deepen existing contacts.

**Bankverbindung:**  
 IBAN: DE 37 8105 0555 3010 0115 54  
 BIC: NOLADE21SDL  
 (Kreissparkasse Stendal)

\* nur für formfreie Mitteilungen  
 ohne Rechtsverbindlichkeit

For example, the *Winckelmann-Gymnasium* in the Hanseatic City of Stendal maintains a pen friendship with the *Beverley Grammar School*, which promotes knowledge of the respective language and culture.

The opening of further contact possibilities, such as in the form of a student exchange, is also interesting for the schools of our cities and promotes the development of young people.

We are convinced that an official partnership can bring many benefits to both cities and hope that you will also consider a partnership.

In this case, I would be delighted to receive a positive response and continue to hope for such good, and better, cooperation between our cities.

Yours sincerely



Bastian Sieler

Lord Mayor of the Hanseatic City of Stendal





**COMUNE DI FUCECCHIO**  
*Città Metropolitana di Firenze*

**Item 11c**

Fucecchio, 23 Novembre 2021

The Mayor of Beverley

Beverley Town Council

Well Lane

Beverley

HU17 9BL

Object: Beverley-Fucecchio connection

Dear Councillor Johnson,

Let me introduce myself: My name is Alessio Spinelli, the Mayor of Fucecchio in Tuscany.

We have been twin towns with Nogent-sur- Oise in France since 2014 and through them have been introduced to Beverley.

We would like to explore the idea of also becoming a twin town with Beverley.

For us, twinning is important as a way of making links and understanding other countries in Europe, whether they are part of the EU or not. It leads to cultural understanding and tourism.

A small group visited Beverley during your Food Festival weekend two years ago and this included my wife along with our Minister of Tourism, Daniele Cei. They were given an extremely warm welcome and came back feeling very enthusiastic about a possible link with Beverley.

For us this would be at a Council-to-Council level as well as encouraging groups and individuals to link up sharing ideas and information. We would hope to promote visitors from here to your beautiful town but also ask that you encourage people to visit our part of Tuscany. There is so much we already have in common such as a history of leather working, wine growing and unique shops.

I would very much like our Twinning Association, which currently links with Nogent, to continue to correspond with your Association which I know has a group of people in it who are very interested in getting to know us as a community here in Tuscany.

Perhaps we can begin to correspond and explore the idea or even hold a Zoom meeting with you soon to discuss what might be possible. We are very much hoping for a positive response to the idea, and how this might develop in the months to come.

Yours sincerely,

Il Sindaco

Alessio Spinelli



## Put forward a topic for Scrutiny

Overview & Scrutiny <scrutiny@eastriding.gov.uk>

Wed 27/09/23 8:35 AM

 1 attachments (18 KB)

Parish Council Proforma.docx;

Dear Clerk

East Riding of Yorkshire Council's Overview and Scrutiny committees are keen to hear from town and parish councils who would like to suggest a topic for scrutiny as part of the 2024/25 municipal year. **Topics must be of a strategic nature that affect the East Riding as a whole.**

Please note: Overview and scrutiny does not deal with individual queries, concerns or complaints nor can scrutiny get involved in planning application matters.

The Overview and Scrutiny committee and sub-committees can produce recommendations and reports offering advice on policies, budgets and service delivery. They focus on issues affecting residents and visitors to the East Riding and can also make recommendations to partner organisations. For more information on scrutiny and to see the topics that have been considered during 2023/24 please visit [www.eastriding.gov.uk/scrutiny](http://www.eastriding.gov.uk/scrutiny).

If you would like to put forward a suggestion, **please complete and return the attached proforma** to <[scrutiny@eastriding.gov.uk](mailto:scrutiny@eastriding.gov.uk)> **by Friday 8 December 2023**. Please put one topic per proforma and ensure that you list the reasons why the topic should be considered by Scrutiny. Strategic topics will then be considered by the individual Committees/Sub-Committees at their work setting workshops in January 2024.

Kind regards

**Overview & Scrutiny Team**

**Web:** [www.eastriding.gov.uk/scrutiny](http://www.eastriding.gov.uk/scrutiny)

**Twitter:** [www.twitter.com/East\\_Riding](https://www.twitter.com/East_Riding)

**Facebook:** [www.facebook.com/eastridingcouncil](https://www.facebook.com/eastridingcouncil)

<b>PARISH COUNCIL</b>	
<b>SUGGESTED TOPIC/ AREA FOR SCRUTINY</b>	
<b>DETAILS OF TOPIC/ KEY POINTS FOR SCRUTINY</b>	
<b>WHY SHOULD SCRUTINY CONSIDER THIS TOPIC?</b>  <b>WHAT ARE THE POTENTIAL OUTCOMES?</b>	
<b>SUGGESTED PARTICIPANTS (ie PARTNERS/SERVICE USERS/VOLUNTARY GROUPS)</b>	

**Please return to overview and scrutiny team by Friday 8 December 2023**

**Email [scrutiny@eastriding.gov.uk](mailto:scrutiny@eastriding.gov.uk)**