

HOLLYM PARISH COUNCIL
MINUTES TO MONTHLY MEETING HELD ON THE 11th DECEMBER 2025.
HOLLYM VILLAGE HALL, NORTH LEYS ROAD, HOLLYM, HU19 2SB.

Present: Cllr. Adrian Boasman AB - Chair
Cllr. Keith Bedson KB
Cllr. Rob GH Clubley RGHC
Cllr. Fred Dearing FD
Cllr. Annie Ives AI
Cllr. Rebecca Lindgren RL

Clerk: Rachel Foster **Ward Councillor(s):** 0 **Members of Public:** 4

Minute	Discussion and Agreement	Action
25/12/136	To note apologies for absence and absentees Cllr. B. Jull sent apologies for absence.	
25/12/137	Councillors' disclosure of interests in matters on the Meeting Agenda None Declared	
25/12/138	To confirm the minutes of the meeting Ordinary Meeting held on 13/11/2025 ' Agreed ' by all and signed by Chair.	
25/12/139	Clerk(s) Report Clerk gave brief report on some of the items on the items on the agenda.	
25/12/140	Public Forum MOP 1 & 2 – Gave an update on the flooding – awaiting a map from ERYC. Want to get the Internal Drainage Board to help with maps of the area's water ways. MOP 3 & 4 – Concerned by the speed of traffic on North Leys Road – they have further concerns if they close Holmpton and use North Leys Road as the diversion.	
25/12/141	Ward Councillor Update No Ward Councillors present.	
25/12/142	Finance a) Receipts ' noted ' – Bank Interest – November £6.27 & VAT Refund £192.60. b) Payments ' resolved ' as follows: Clerk Salary / HMRC Payment - November Salary 244.92 Lloyds Bank Fee - December 4.25 SLCC Membership – New Clerk 202.00 Clerk Salary / HMRC Payment – December Salary 244.92 Lloyds Bank Fee - January 4.25 Zurich Municipal Insurance 2026 – 2027 241.00 Ace Shelters Limited 10908.00 Hollym Village Hall Hire 48.00 Inkjet Printer 250.00 Total Payment – December 2025 & January 2026 11945.34 c) Bank Reconciliation noted – 30 th November 2025. d) The Precept for 2026 – 2027 has been discussed and resolved . e) Asset Register and Insurance renewal reviewed and resolved .	Clerk
25/12/143	Planning and Consultations	

	<p><u>The following Planning Consultations were considered.</u></p> <p>a) <u>Planning Consultation Ref: 25/03173/PLF</u> Installation of a biomass boiler and external flue within an existing agricultural building. Location: Toffling Farm, Patrington Road, Hollym, East Riding of Yorkshire, HU19 2QL Applicant: Miss Sarah Peacey Application Type: Full Planning Permission HPC Consultee Comment: Resolved. No objection to the planning application proposed.</p> <p>b) <u>Appeal Planning Ref: APP/E2001/W/25/3369811</u> Outline – Erection of a self-build dwelling (all matters reserved) Location: Land South of North Dene, North Leys Road, Hollym, East Riding of Yorkshire, HU19 2SB. Appellant: Mr James Nolan. Appeal Type: Refusal of planning permission. Appeal Process: Written Representations. HPC Consultee Comment: Resolved. No additional comments.</p> <p>Noted the following Planning Decisions:</p> <p><u>Planning Application Ref: 25/02034/PLF</u> Proposal: Erection of a replacement livestock building (Retrospective Application) Location: Vicarage Farmhouse Vicar Lane Hollym East Riding Of Yorkshire HU19 2RT Applicant: Mr Adrian Boasman ERYC Decision – Granted, subject to conditions.</p> <p><u>Dogger Bank Creyke Beck Offshore Wind Farm Order 2015 – Non Material Change - The Secretary of State, having considered the application, the responses to the publicity and consultation required by regulations 6 and 7 of the 2011 Regulations, has decided to make this order amending the 2015 Order.</u></p>	
25/12/144	Community and Parish Council items	
	<p>a) Resolved the SHAPE Working Group Terms of Reference. b) Resolved to change the May’s Annual General Meeting date. c) Considered the proposed option regarding North Leys Road. Comments agreed.</p>	Clerk
25/12/145	Reports received from Committees and/or Councillors on External Bodies	
	<p>a) Health – No Report b) Shape – No Report c) Village Hall – No Report</p>	
25/12/146	To note correspondence received	

	<u>Agenda items</u> 24/11/2025 – SHAPE – Agenda – Meeting 27/11/2025 24/11/2025 – SWG – Terms of Reference - Revised <u>For Information and reporting only</u> 20/11/2025 – Safer Communities 6 Monthly report. 20/11/2025 – ERYC – Avian Influenza Information and Posters 21/11/2025 – ERNLLCA – Early Day Motion – Energy Supply – write to your MP 25/11/2025 – ERYC Highways – copy resident letter – work along Queens Street etc. 25/11/2025 – ERYC – High Street Auction initiative 27/11/2025 – ERYC – Notification of Road Closure – North Leys Road – Utility Works	
25/12/147	Items raised for the next agenda	
	None raised	
25/12/148	Date and time of next meeting(s): January 2026 – No Meeting 12th February 2026 – 19.30	
	Meeting Closed at: 20.50pm	

Signed

Date

Hollym Parish Council - Bank Reconciliation 2025/2026

	A	B	C
1	01/04/2025		
2	Opening Balance - Treasurer Account		225.31
3	Opening Balance - Saver Account		11473.45
4			
5	Income		15,578.19
6	Total		27276.95
7			
8	Less:		
9	Payments		5081.95
10			
11	Reconciliation at 02/02/2026		22195.00
12			
13			
14	Closing Balances as at 31/01/2026:		49.68
15	Treasurer Account		22145.32
16	Saver Account		
17			
18	Less Uncleared Items		
19			
20			22195.00
21			
22	Signed By Chair:		Date:
23			
24	Signed By Clerk:		Date:
25			
26			
27			
28	Minute Ref: 26/02/		

**Hollym Parish Council -
Monthly Payment Schedule**

Date	Description	Ref:	Amount	Budget Item	Notes	Power to Spend
07/02/2025	Clerk Salary		214.12	Salaries	January Salary	LGA 1972, s112
	Bank Charges		4.25	Expenses	January Bank Charges	LGA 1972, s111
	ICO Payment		52.00	Fees	Annual Payment	LGA 1972, s111
	Ace Shelters Limited *		10908.00	Bus Shelter	Replacement Shelter A1033	LG (Misc Provisions) Act 1953,s4
	February Monthly Payment		11178.37			
	* Clerk Expenses being reclaimed as paid upfront					
Note:	Payments are to be made via Bank Transfer once authorised at the meeting by the Chair and Clerk and ' Resolved ' by the PC					
11/12/2025	Authorised:					
	Chair:					
	Clerk:				Minute Ref: 26/02/	
	*Ace Shelters - To be paid once monies received and shelter installed.					

HOLLYM PARISH COUNCIL

Contact: Clerk, Rachel Foster

Phone: 07730691410 or Email: clerk@hollym-pc.gov.uk

MEMBER CODE OF CONDUCT

(Adopted under Section 27 Localism Act 2011)

1. Introduction and Legal Status

This Code of Conduct is adopted by Hollym Parish Council (“the Council”) in accordance with **Section 27 of the Localism Act 2011**.

It sets out the standards of conduct expected of **elected and co-opted members** when acting in their official capacity.

This Code is consistent with:

- The **Seven Principles of Public Life**
- The **LGA Model Councillor Code of Conduct**
- Relevant statutory and common law obligations

Failure to comply with this Code may result in a complaint being made to the **Monitoring Officer** of the principal authority.

2. The Seven Principles of Public Life

Councillors are expected to uphold the following principles at all times:

1. **Selflessness** – Act solely in the public interest
2. **Integrity** – Avoid obligations that could influence decisions
3. **Objectivity** – Make decisions impartially and on merit
4. **Accountability** – Be accountable to the public
5. **Openness** – Act transparently unless lawfully restricted
6. **Honesty** – Be truthful
7. **Leadership** – Promote and uphold these principles

These principles inform the Code but **are not themselves grounds for complaint** unless reflected in a specific breach below.

3. Scope and Application

This Code applies when you are acting, claiming to act, or giving the impression you are acting **as a councillor**, including:

- Council and committee meetings
- Site visits and official events
- Communications with officers, members or the public
- Written, verbal, electronic and social media communication

The Code does **not** apply to purely private conduct unless it reasonably impacts the reputation of the Council.

4. Definitions

- **Councillor**: An elected or co-opted member as defined by the Localism Act 2011
- **Family**: Spouse, civil partner, partner, parent, child, sibling, grandparent or grandchild
- **Monitoring Officer**: The officer responsible for standards and conduct
- **Personal Data**: As defined by UK GDPR

HOLLYM PARISH COUNCIL

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5. General Obligations of Conduct

You must:

5.1 Treat Others with Respect

- Act with civility and courtesy
- Avoid personal attacks, intimidation or abusive behaviour
- Respect diversity and difference

You may robustly challenge views or policies, but not individuals.

5.2 Bullying, Harassment and Discrimination

You must not:

- Bully or harass any person
- Discriminate unlawfully
- Cause the Council to breach the **Equality Act 2010**

Protected characteristics include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership.

5.3 Impartiality of Officers

You must not compromise or seek to compromise the impartiality of officers.

You may question and challenge officers' advice, but must not:

- Pressure them to act unlawfully
- Attempt to influence professional advice improperly

6. Confidentiality and Information

You must not:

- Disclose confidential information given in confidence
- Disclose personal data unlawfully
- Use confidential information for personal or political advantage

Disclosure is permitted only where:

- Required by law
- Made with proper authority
- In the public interest and after consulting the Monitoring Officer

7. Use of Position and Council Resources

You must not:

- Use your position to gain advantage or cause disadvantage
- Misuse Council resources

Council resources must not be used for:

- Personal gain
- Party political purposes

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8. Disrepute

You must not conduct yourself in a manner that could reasonably be regarded as bringing:

- Your office
- The Council
- Local government

into disrepute.

This applies both inside and outside meetings.

9. Training and Cooperation

You must:

- Undertake Code of Conduct training as required
- Co-operate with any investigation
- Comply with any sanctions imposed

You must not:

- Intimidate complainants, witnesses or investigators
- Make malicious or vexatious complaints

10. Gifts and Hospitality

You must:

- Register gifts or hospitality over **£25** offered in your capacity as a councillor
- Not accept gifts or hospitality that could reasonably be perceived as influencing you

When in doubt, seek advice from the Monitoring Officer.

11. Registration and Disclosure of Interests

11.1 Registering Interests

You must register interests within **28 days** of:

- Election or co-option
- Any change in interests

This includes:

- **Disclosable Pecuniary Interests (DPIs)**
- **Other Registrable Interests**

Failure to register a DPI is a **criminal offence**.

11.2 Sensitive Interests

Where disclosure could lead to violence or intimidation, details may be withheld with Monitoring Officer agreement.

12. Interests at Meetings

12.1 Disclosable Pecuniary Interests

If a matter relates to a DPI:

- You must declare the interest
- You must not participate or vote
- You must leave the meeting unless a dispensation applies

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12.2 Other Registrable or Non-Pecuniary Interests

Where an interest could reasonably be regarded as prejudicial:

- You must declare it
- You must not participate or vote
- You must leave the meeting

13. Dispensations

Dispensations may be granted in limited circumstances under the Localism Act 2011 to allow participation.

14. Advice and Support

You are encouraged to seek advice from:

- The Parish Clerk
- The Monitoring Officer

Early advice will help protect you and the Council.

15. Adoption and Review

This Code will be reviewed periodically and in line with legislative or guidance changes.

Formal Resolution for Adoption

Resolved:

That Hollym Parish Council adopts the Code of Conduct as presented.

Adopted on: _____

Minute Reference: _____

Signed: _____ (Chair)

Next Review Due: January 2030

HOLLYM PARISH COUNCIL

Contact: Clerk, Rachel Foster

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Complaints Policy and Procedure

(Aligned with NALC Model Guidance)

1. Purpose of the Policy

1.1 Hollym Parish Council is committed to delivering high-quality services and acting in an open, transparent and accountable manner.

1.2 This Complaints Policy and Procedure sets out how members of the public may raise concerns about the administration, procedures or services of the Council, and how the Council will respond.

1.3 This policy is based on guidance issued by the **National Association of Local Councils (NALC)** and has regard to relevant legislation, including:

- Local Government Act 1972
- Localism Act 2011
- Data Protection Act 2018 and UK GDPR
- Equality Act 2010
- Employment Rights Act 1996

2. Scope of the Policy

2.1 This policy applies to:

- The administrative functions of the Council
- Council procedures and service delivery
- Actions taken by Council employees or contractors acting on behalf of the Council

2.2 The Council aims to resolve complaints quickly and proportionately, wherever possible.

3. What Constitutes a Complaint

3.1 For the purposes of this policy, a complaint is defined as:

An expression of dissatisfaction about a service, action or lack of action by the Parish Council or anyone acting on its behalf.

3.2 This may include:

- Failure to provide a service to an acceptable standard
- Failure to follow adopted Council policy or procedure
- Failure to take action where the Council has a responsibility to do so

4. Matters Excluded from this Policy

In line with **NALC guidance**, this complaints procedure does **not** apply to:

4.1 Requests for information under the **Freedom of Information Act 2000** or **UK GDPR**

4.2 Complaints relating to the conduct of an individual councillor, which must be referred to the **Monitoring Officer** of East Riding of Yorkshire Council under the **Localism Act 2011**

4.3 Matters relating to Council staff employment, which are dealt with under internal disciplinary and grievance procedures

4.4 Disagreements with lawful Council decisions, unless there is evidence of maladministration or procedural failure

4.5 Matters that are subject to legal proceedings or where another statutory remedy is available



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5. Informal Resolution

5.1 The Council encourages complainants to raise concerns informally in the first instance.

5.2 The **Parish Clerk** will seek to resolve issues promptly by:

- Providing clarification or explanation
- Taking corrective action where appropriate

5.3 Informal complaints will be reported to the Parish Council for information.

6. Making a Formal Complaint

6.1 Where informal resolution is not possible, a complaint may be made formally.

6.2 Complaints should normally be made in writing (by letter or email). Anonymous complaints will not be considered.

6.3 Reasonable adjustments will be made to assist complainants in accordance with the **Equality Act 2010**.

7. Submission of Complaints

7.1 Complaints about Council services, policies or procedures

To be addressed to:

R. Foster - Parish Clerk

Hollym Parish Council

Phone: 07730691410

Email: clerk@hollym-pc.gov.uk

7.2 Complaints about Council staff (including the Parish Clerk)

Chairman of the Council

Cllr A. Boasman

Email: cldr.a.boasman@hollym-pc.gov.uk

Address:

Holme Farm

Vicar Lane

Hollym

HU19 2RT

7.3 Complaints about the conduct of a Councillor

Monitoring Officer

Head of Legal and Democratic Services

East Riding of Yorkshire Council

County Hall, Beverley HU17 9BA

Email: standards@eastriding.gov.uk

8. Acknowledgement of Complaints

8.1 The Council will acknowledge receipt of a formal complaint within **7 working days**, advising:

- Who is dealing with the complaint
- How it will be considered
- The anticipated timescale for response



HOLLYM PARISH COUNCIL

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9. Stage One – Clerk Investigation

9.1 The Parish Clerk will investigate the complaint and attempt to resolve the matter directly.

9.2 The outcome will be confirmed in writing.

9.3 Where resolution is not achieved, the complainant will be informed that the matter will progress to **Stage Two**.

10. Stage Two – Council Review

10.1 The complaint will be considered by the Parish Council at a Full Council meeting.

10.2 The complainant will be invited to attend and may be accompanied or represented.

10.3 At least **7 clear working days** before the meeting, both parties will exchange copies of all documents to be relied upon.

11. Procedure at the Meeting

11.1 The Council will consider whether to exclude the press and public in accordance with Section 1(2) of the **Public Bodies (Admission to Meetings) Act 1960** and the **Local Government Act 1972**.

11.2 The Chairman will outline the procedure.

11.3 The complainant (or representative) will present the complaint.

11.4 Councillors may ask questions of the complainant.

11.5 The Clerk (if relevant) will explain the Council's position.

11.6 Councillors may ask questions of the Clerk.

11.7 The Chairman will summarise and invite the complainant to sum up.

11.8 The complainant and any representative will withdraw while the Council deliberates.

11.9 The complainant may be recalled for clarification if required.

11.10 The complainant will be advised of the decision, or the timescale for the decision.

12. Decision and Notification

12.1 The Council's decision will be confirmed in writing within **7 working days** of the meeting.

12.2 The notification will include:

- The decision reached
- The reasons for the decision
- Any action to be taken by the Council

13. Finality of Decision

13.1 The decision of the Parish Council is final.

13.2 Parish councils are not subject to the Local Government and Social Care Ombudsman.

14. Unreasonable or Vexatious Complaints

14.1 Where a complainant pursues a complaint unreasonably or repetitively without new evidence, the Clerk may refer the matter to the Parish Council.

14.2 The Council may determine that:

- No further action will be taken
- Only new and substantive matters will be considered

The complainant will be informed of this decision in writing.



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15. Complaints Concerning Staff

15.1 Complaints relating to employees will be handled as confidential employment matters.

15.2 The complainant will be informed that appropriate action has been taken, but no personal details will be disclosed.

16. Review and Publication

16.1 This policy will be reviewed periodically and at least every four years.

16.2 The policy will be published on the Council's website and made available upon request.

Formal Resolution for Adoption

Resolved:

That Hollym Parish Council adopts the Complaints Policy and Procedure (NALC-aligned) as presented.

Adopted on: _____

Minute Reference: _____

Signed: _____ (Chair)

Next Review Due: January 2030

HOLLYM PARISH COUNCIL

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Data Protection, Confidentiality and Transparency Policy

(UK GDPR & NALC Aligned)

1. Introduction

Hollym Parish Council (“the Council”) processes information to carry out its statutory functions, services and duties. This includes information relating to Council operations and, in some cases, information shared with partner organisations.

The Council is committed to:

- Lawful, fair and transparent processing of information
- Protecting personal and confidential data
- Openness and accountability in decision-making
- Compliance with all relevant legislation and guidance

This policy is written in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Local Government Act 1972
- Localism Act 2011
- Openness of Local Government Bodies Regulations 2014
- ICO and NALC guidance

2. Types of Data Processed

The Council processes:

- Public information – published information about services, meetings, decisions, policies and finances
- Confidential business information – including draft policies and commercially sensitive material
- Confidential third-party information – relating to contractors and partner organisations
- Personal data relating to current, former and prospective:
 - Employees
 - Councillors
 - Volunteers
- Personal data of members of the public, including those who contact the Council, use services or submit complaints

3. Council Commitment

The Council will:

- Collect only necessary and relevant data
- Keep data accurate and up to date
- Store data securely
- Retain data only for as long as necessary

This policy will be reviewed periodically to reflect:

- Legislative changes
 - ICO guidance
 - Feedback from data subjects
-

HOLLYM PARISH COUNCIL

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4. Data Protection Principles

All personal data will be processed in accordance with UK GDPR principles. Data must be:

- Lawful, fair and transparent
- Collected for specific and legitimate purposes
- Adequate, relevant and limited
- Accurate and kept up to date
- Retained only as long as necessary
- Processed securely

5. Definitions

- Data Subject – the individual whose data is processed
- Personal Data – information identifying a living person
- Special Category Data – data revealing racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexual orientation, genetic or biometric data
- Data Controller – Hollym Parish Council
- Data Processor – a third party processing data on behalf of the Council
- Processing – any operation performed on data, including collection, storage, use, disclosure or deletion

6. Lawful Bases for Processing

Personal data will only be processed where at least one Article 6 UK GDPR condition applies:

- Consent
- Contract
- Legal obligation
- Vital interests
- Public task
- Legitimate interests

For Special Category Data, an Article 9 UK GDPR condition will also apply, such as:

- Explicit consent
- Employment law obligations
- Protection of vital interests

7. Purposes for Processing

The Council processes personal data to:

- Fulfil its duties as an employer
- Carry out statutory and public functions
- Manage Council administration and governance
- Maintain contact details for Councillors, employees and volunteers
- Respond to enquiries, complaints and service requests
- Monitor equality and diversity (anonymised where possible)
- Ensure security of premises and assets
- Undertake research, audit and service improvement

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8. Responsibility for Data Protection

The Council has overall responsibility for data protection compliance.

Day-to-day responsibility is delegated to the Parish Clerk / Data Protection Lead:

Email: clerk@hollym-pc.gov.uk

Telephone: 07730 691410

9. Diversity Monitoring

Diversity data is collected solely to:

- Monitor equality
- Prevent discrimination

This data is confidential, accessed only by authorised persons, not used in decision-making, and anonymised for reporting.

10. Information Security and Retention

Appropriate technical and organisational measures are used to protect data from unauthorised access, loss or unlawful processing.

Data is retained in accordance with the Council's Retention Schedule and securely destroyed when no longer required.

11. Children's Data

The Council will not knowingly process personal data relating to children under 13 without verifiable parental or guardian consent.

12. Rights of Data Subjects

Individuals have the right to:

- Access their personal data
- Rectify inaccurate data
- Request deletion (where legally permitted)
- Object to processing
- Restrict processing
- Data portability (where applicable)

Requests should be made to the Parish Clerk and will be handled within statutory timescales.

13. Complaints About Data Handling

Complaints may be made to:

- The Parish Clerk, or
- Information Commissioner's Office (ICO)
 - Email: casework@ico.org.uk
 - Tel: 0303 123 1113

14. Freedom of Information and Publication Scheme

The Council operates a Publication Scheme under the Freedom of Information Act 2000, based on the statutory model for local councils.

This includes information on:

- Meetings

HOLLYM PARISH COUNCIL

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- Policies
- Accounts
- Governance

15. Open Meetings and Transparency

- All formal meetings are open to the public and press
- Agendas and papers are published at least three clear working days in advance
- Draft minutes are published within one month

The public may only be excluded by formal resolution where confidential or exempt matters are discussed.

16. Recording and Filming of Meetings

In accordance with the Openness of Local Government Bodies Regulations 2014, meetings open to the public may be recorded, provided this is not disruptive.

17. Data Transparency

In line with the Code of Recommended Practice on Data Transparency, the Council publishes:

- Transactions over £100
- Annual accounts and governance statements
- Internal audit reports
- Councillor responsibilities
- Land and asset register
- Agendas, papers and minutes

18. Disclosure and Barring Service (DBS)

Where required, DBS checks will be carried out in line with DBS guidance, with secure handling, storage and disposal of disclosure information.

19. Review and Adoption

This policy will be reviewed regularly and at least every four years.

Formal Resolution for Adoption

Resolved:

That Hollym Parish Council adopts the Data Protection, Confidentiality and Transparency Policy as presented.

Adopted on: _____

Minute Reference: _____

Signed: _____ (Chair)

Next Review Due: January 2030

