

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



13 February 2019

Dear Councillor,

Ordinary Meeting of the Town Council

You are hereby summoned to attend an ordinary meeting of Elloughton cum Brough Town Council to be held on **19 February 2019**, commencing at **7pm**, in the **Committee Room, Petuaria Community Centre, Centurion Way, HU15 1DF**.

The agenda for the meeting is set out below.

Tom Clay
Town Clerk

Agenda

No	Item
	<u>Procedural Items</u>
1	Apologies Council to note any apologies, the reason(s) given for absence and to consider acceptance of them.
2	Declarations of interest Council to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interests.
3	Public forum The period of time which is designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes.
4	Minutes of the ordinary meeting held on 15 January 2019 Council to consider approving the minutes of the ordinary meeting as a true and accurate record.

Chairman 2018-2019 Councillor Martin Credland

5	<p>Council committee minutes</p> <p>Council to note the minutes of the following committees and to consider any recommendations contained within:</p> <ul style="list-style-type: none"> i. 8 January 2019 – Personnel Committee ii. 9 January 2019 – Planning Committee iii. 9 January 2019 – Events and Publicity Committee iv. 22 January 2019 – Personnel Committee v. 4 February 2019 – Planning Committee
<u>Reports to Council</u>	
6	<p>Reports from external organisations and groups</p> <p>Council to receive verbal reports from representatives from the following organisations:</p> <ul style="list-style-type: none"> a) ERNLLCA b) Village Hall c) Community Centre d) The Burrs PFA e) Doctors Surgery
7	<p>East Riding of Yorkshire Council</p> <p>Council to note a document which sets out recommendations made by the Town and Parish Council Communication Review Panel. Click the address below to view: https://www.eastriding.gov.uk/council/committees/overview-and-scrutiny-committees/review-panels/</p> <p>Council to receive reports from the East Riding of Yorkshire Council members for the Town Council area and to consider any issues to relating to the East Riding of Yorkshire Council.</p>
<u>Council Finance</u>	
8	<p>A) Schedule of payments</p> <p>Council to consider approval of payments for the period 9 January 2019 to the 13 February 2019 amounting to £11,698.38 and to note income for the same period of £4,713.63.</p> <p>B) Bank Reconciliation</p> <p>Council to note and consider the bank reconciliation for January 2019.</p>
9	<p>Grant Applications</p> <p>A) E-YARD Contribution Request (2018-19 funding)</p> <p>Council to note the offer made for a representative of E-YARD to attend a meeting and to consider a contribution to the organisation.</p> <p>Council to also note that there is £1,520 in community grant funding for 2018-19. E-YARD is affiliated to RoSPA Advanced Drivers and Riders programme, which aims to reduce road accidents by encouraging an interest in road safety and by improving driving standards. Training is free, however, the group incurs costs while providing the training.</p>

B) Annual Grant Scheme 2019-20			
Council to note that there is a budget of £15,000 for grant funding in the 2019-20 financial year.			
Council to consider grant applications from the following groups for the 2019-20 financial year, whether to providing funding and conditions attached to any grant funding provided. The table below sets out the 2018-19 grant allocations and the mount requested in 2019-20.			
Group/Item	2018-19	2019-20	Summary of 2019-20 Application
Elloughton Road Village Hall	£2,000	£2,000	General maintenance of the Village Hall
ECB Parochial Church Council	£2,000	£2,000	General upkeep of St Mary's Church and the churchyard
Hull & ER Citizens Advice	£4,000	£0	No application received
Wold's & Riverbank Countryside Society	£800	£1,000	Maintenance of wood and meadow, purchase of bulbs and a loud speaker
The Burrs Playing Field Association	£600	£3,000	Maintain the fields as a scheduled monument and public open space
ECB In Bloom	£1,000	£3,028	Enhancement of street scene in the Town Council's area
Brough Voluntary Action	£2,000	£1,500	Operate a private car service to take older people to medical appointments
Community Grants	£4,000	£2,500	N/A
Totals	£16,400	£15,028	
<u>Council Business Items</u>			
10	Civic Protocol Council to consider adoption of a Civic Protocol.		
<u>The Next Ordinary Meeting of Council</u>			
11	Date and time of the next meeting Council to confirm date and time of the next ordinary meeting which is scheduled to be held on 19 March 2019 , commencing at 7pm , in the Committee Room, Petuaria Community Centre (HU15 1DF) . Council to note that the Annual Parish Meeting will take place at 6:30pm on Tuesday 16 April 2019 , before the Full Council meeting, in the Committee Room, Petuaria Community Centre (HU15 1DF) . Council to note that NALC's Legal Department has stated that annual meetings can be held between Wednesday 8 May 2019 and Thursday 23 May 2019. Members to consider having the Annual Meeting and the May 2019 Ordinary meeting on Tuesday 21 May 2019.		

ITEM 4

Council Minutes

Elloughton cum Brough Town Council

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Minutes of the ordinary meeting of Council held on **Tuesday 15 January 2019** in the **Committee Room, Petuaria Community Centre, Centurion Way, Brough, HU15 1DF.**

Members Present: Cllr Rowe, Cllr Luckraft, Cllr Brogden, Cllr T. Galbraith, Cllr K. Galbraith, Cllr Davies, Cllr Credland (Chairman), Cllr S. Duckles (Vice Chairman) and Cllr C. Duckles.

Meeting Clerk: Will Richardson

Minutes

Minute	Item
	<u>Procedural Items</u>
83/18	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr Anne Bentley – Personal reasons • Cllr P. Duckles – Work Commitment • Cllr Muzaffar – Personal reasons <p>RESOLVED: Council resolved to note the apologies and accept the reasons given for absence.</p>
84/18	<p>Declarations of interest In accordance with the requirements of the Localism Act 2011 Cllr Brogden declared an interest in Item 9 (Committee Room hire for meetings) as she is a Trustee of the Management Committee for the Petuaria Community Centre.</p>
85/18	<p>Public Forum No members of the public were in attendance.</p>
86/18	<p>Minutes of the ordinary meeting held on 18 December 2018 Cllr K. Galbraith requested that the minutes 76/18 be corrected to reflect the fact that Cllr Brogden reported on the Brough Village Hall, Cllr Muzaffar reported on the Petuaria Centre and Cllr Credland reported on the Playing Fields Association.</p>

Signature: Date:

86/18.1	<p>Cllr K. Galbraith proposed, seconded by Cllr Brogden that the minutes, as amended above, be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Council resolved to approve the minutes as a true and accurate record.</p>
87/18	<p>Council committee minutes</p> <p>Cllr Rowe proposed, seconded by Cllr S. Duckles, that the following committee minutes be noted by Council:</p> <ul style="list-style-type: none"> i. 12 December 2018 – Environment Committee ii. 12 December 2018 – Planning & Licensing Committee iii. 17 December 2018 – Environment Committee <p>RESOLVED: Council resolved to note the committee minutes outlined above.</p>
<u>Reports to Council</u>	
88/18	<p>ERNLLCA and outside bodies reports</p> <p>Council received the following verbal reports from representatives of ERNLLCA, community organisations and outside bodies.</p> <ul style="list-style-type: none"> a) ERNLLCA – Cllr T. Galbraith stated that currently there is nothing to report. b) Village Hall – Cllr Brogden reported that the Fire Officer has signed off the Village Hall. There is a new fire door in the meeting room and new security locks on the fire escape in the corridor. c) Community Centre – Cllr Brogden reported that the Fire Officer has signed off the Petuaria Centre. d) The Burrs PFA - Cllr Credland reported that the PFA were in the process of putting a grant application together and that there was nothing else significant to report. <p>Cllr S. Duckles reported that former Town Councillor Mr Barry Hewson recently passed away. She has attended his funeral and passed on the Town Council's condolences.</p>
89/18	<p>East Riding of Yorkshire Council</p> <p>Cllr Galbraith reported that the East Riding of Yorkshire Council is currently concerned mainly with the budget for the East Riding precept.</p> <p>There could be minor changes to the draft budget. A proposed increase in the precept by 2.99% would raise £168million and create a £41 increase for a Band D equivalent property. More than half of ERYC's expenditure goes towards Adult and Children's Social Services.</p> <p>Cllr Galbraith also mentioned the East Riding Lifeline service and commented on the service this department provides.</p>

Signature: Date:

<u>Town Council Finance</u>	
90/18	A) Schedule of payments Cllr K. Galbraith proposed, seconded by Cllr Rowe that Council note and approve payments for the period 12 December 2018 to the 8 January 2019 amounting to £8,023.32.
90/18.1	RESOLUTION: Council resolved to approve the payments for the period 12 December 2018 to the 8 January 2019 amounting to £8,023.32.
91/18	B) Bank Reconciliation Cllr K. Galbraith proposed, seconded by Cllr Brogden that the Council note and approve the bank reconciliation for the period up to 31 December 2018.
91/18.1	RESOLUTION: Council resolved to note and approve the bank reconciliation up to 31 December 2018
<u>Council Business Items</u>	
92/18	Committee Room hire for meetings Cllr Brogden made clear that she would not speak or vote on the item. Council noted that the Petuaria Community Centre has advised the Council that it will be expected to pay room hire for the use of the Committee Room for meetings. Council is entitled to 'non-profit organisation' and 'multi booking discount'. A 2 hour meeting of Council will be therefore be £14.40 each month. Additional meetings will be charged at a rate of £7.20 per hour. Council further noted that contingencies in place for the 2019-20 financial year and the new charges could be managed within existing budgets. Cllr C. Duckles proposed, seconded by Cllr K. Galbraith, that the Council continue on an indefinite basis to book the Committee Room of the Petuaria Community Centre, which will be charged at a rate of £7.20 per hour. RESOLVED: Council resolved to continue on an indefinite basis booking the Committee Room of the Petuaria Community Centre at a rate of £7.20 per hour.
93/18	Tour De Yorkshire 2019 Council noted that the Tour De Yorkshire will be coming through the Town Council's area on Thursday 2 May 2019 on the 'Doncaster to Selby Stage'.

Signature: Date:

	<p>Cllr Credland spoke of a steering group being set up to try to pull a number of events and activities being set up locally to celebrate this event. It was hoped that such a group would include local schools churches, groups and businesses each contributing to making this a huge success.</p> <p>Cllr Brogden expressed a degree of surprise at the creation of steering group, but agreed that swift action was required and that a meeting was required urgently.</p>
<u>Next Ordinary Meeting of the Town Council</u>	
94/18	<p>Date and time of the next meeting Council confirmed the date and time of the next ordinary meeting to be 19 February 2019 at 7pm, in the Committee Room, Petuaria Community Centre, Centurion Way, Brough HU15 1DF.</p>

Meeting started 7pm and closed 8:15pm

Document published on 17 January 2019

Signed:

Print Name:

Print Position:

Date:

Signature: **Date:**

Appendix A

Schedule of Payments - 12 December 2018 to the 8 January 2019

REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
PS80	14.12.2018	14.12.18	Cleaner	N/A	Office Clean	£36.00	£0.00	£36.00
PS81-85	18.12.2018	N/A	Town Council	N/A	Salaries Nov-Dec 18	£4,058.45	£0.00	£4,058.45
PS85	18.12.2018	N/A	HMRC	N/A	HMRC Nov-Dec 18	£1,510.64	£0.00	£1,510.64
PS86	18.12.2018	N/A	East Riding Pensions Fund	N/A	Pension Nov-Dec 18	£1,280.68	£0.00	£1,280.68
PS87	30.11.2018	N/A		N/A	Accordion for Xmas Tree Festival	£50.00	£0.00	£50.00
PS88	30.11.2018	N/A		N/A	Organist for Xmas Tree Festival	£60.00	£0.00	£60.00
PS89	30.11.2018	N/A	Red Skies	N/A	Ukulele Band for Xmas Tree Festival	£70.00	£0.00	£70.00
PS90	01.12.2019	BUS00114470	Kcorn	647 2351 37	Phone	£297.96	£59.59	£357.55
PS91	02.01.2019	9057986918	Royal Mail	243 1700 02	Door to Door Delivery PP 75	£500.00	£100.00	£600.00
TOTALS						£5,754.09	£159.59	£8,023.32

Signature: Date:

ITEM 5

Committee Minutes

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the **Personnel Committee** meeting held on **8 January** in the **Committee Room**.

Committee Members: Councillors Brogden, Davis, Mrs. Duckles, K. Galbraith, Luckraft and Muzaffar

Meeting Clerk: Vicky Herring, Deputy Clerk

Minutes

Number	Item
	<u>Procedural items</u>
P18.29	Apologies No apologies were received.
P18.30	Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.
P18.31	Minutes of the meeting held on 16 October 2018 Councillor K. Galbraith proposed, seconded by Councillor Davis that the minutes be accepted as a true and accurate record of the meeting. RESOLVED: Committee resolved to approve the minutes as a true and accurate record.
	<u>Business items</u>
P18.32	Draft Training Survey RESOLVED: Committee noted the survey to be undertaken by staff and members shortly after election to be held on 2 May 2019 to assess training needs for the 2019-20 municipal year. No further comments were made.
P18.33	2018-19 National Salary Award Councillor K. Galbraith proposed, seconded by Councillor Duckles that 2018-19 National Salary Award (briefing E02-18 by NALC), which will take effect from 1 April 2019, be noted.

P18.33.1	RESOLVED: Committee noted the 2018-19 National Salary Award (briefing E02-18 by NALC), which will take effect from 1 April 2019, and no further comment was made.
P18.34	<p><u>Exclusion of the press and public</u> Councillor Duckles proposed, seconded by Councillor K. Galbraith that due to the confidential nature of the next two items the press and public be excluded from the meeting during consideration of the next items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p> <p>RESOLVED: Committee resolved that the press and public be excluded from the meeting during consideration of the next two items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>
P18.35	<p>Administrative Assistant Position Councillor K. Galbraith proposed, seconded by Councillor Brogden, that option 3 be pursued which would lead to the current fixed-term contract come to an end on 31 March 2018, a recruitment exercise taking place and a permanent Administrative Assistant position created thereafter. It was further proposed that the Town Clerk be instructed to take the necessary action and to keep committee members informed of progress.</p> <p>RESOLVED: Committee resolved to accept the proposal and the Town Clerk was instructed to take the necessary actions.</p>
P18.36	<p>Environmental Assistant Position Councillor Davis proposed, seconded by Councillor K. Galbraith, that the new contract be issued to the current post-holder and that the Chairman of the Personnel Committee sign on behalf of the Council.</p> <p>RESOLVED: Committee resolved to issue the contract as outlined above and the Town Clerk was instructed to take print out two copies of the new contract for signing.</p>
	<u>Next meeting</u>
P18.37	<p>Items for inclusion on the next meeting agenda No items were raised for the next meeting agenda.</p>
P18.38	<p>Date and time of the next meeting The next ordinary meeting to be held at 2.00 pm on Tuesday 9th April 2019 in the Committee Room at 60 Welton Road.</p>

Document published on 10th January 2019

Signed:

Print Name:

Print Position:

Date:

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Minutes of the **Events and Publicity Committee** meeting held on **9 January 2019**
at the **Petuaría Centre, Centurion Way**

Committee Members: Councillors Mrs. Brogden (Chairman), Credland, Mrs. Duckles, Mrs. Galbraith, T. Galbraith and Luckraft

Meeting Clerk: Vicky Herring, Deputy Clerk

Minutes

Number	Item
	<u>Procedural items</u>
1	Apologies No apologies received
2	Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.
3	Minutes of the meeting held on 14 November 2018 It was proposed by Councillor T. Galbraith, seconded by Councillor Mrs. Galbraith and agreed unanimously that the minutes be accepted as a true and accurate record of the meeting. RESOLVED: Committee resolved to approve the minutes as a true and accurate record.
	<u>Business items</u>
4	To consider matters relating to the Petuaría Press The new format for Issue 75 of the Petuaría Press is to be delivered later in the month. The latest edition includes 6 advertisers. It was agreed to await feedback and possibly approach more advertisers for the next edition.
5	To consider matters relating to the Art and Photographic Exhibition/Civic Event 26-28 April 2019 The Deputy Clerk informed the Committee that the panels had been ordered for the exhibition.

	<p>Discussion followed with regards to the civic event for the opening night of the Exhibition and suggestions put forward for refreshments and entertainment. The Deputy Clerk and Councillor Mrs. Brogden to make enquiries and report back to the next meeting.</p> <p>It was proposed by Councillor Credland, seconded by Councillor Mrs. Duckles to set aside a budget of £500 to cover the costs for the Open Evening.</p> <p>RESOLVED to budget £500 for the Civic Event/Open Evening of the Art and Photographic Exhibition</p>
6	<p>To consider matters relating to the Tour de Yorkshire – 2nd May 2019</p> <p>Lengthy discussion took place and it was proposed by Councillor Credland, seconded by Councillor T. Galbraith and agreed unanimously to form a Tour de Yorkshire Steering Group consisting of Members of the Events and Publicity Committee. It was agreed that the first meeting would be arranged for the end of January at the Town Council Office.</p> <p>Councillor T. Galbraith advised that the Tour Organisers would be willing to visit the parish with advice on the proviso that 20 people would be in attendance. It was agreed that the Deputy Clerk would contact neighbouring Council's and report back to the Working Party.</p> <p>Consideration was given to the purchase of bunting and decorations. In addition suggestions was put forward for entertainment and refreshments.</p> <p>It was proposed by Councillor Credland, seconded by Councillor Mrs. Duckles to set aside a budget of £2,000 to cover the Costs for the Tour de Yorkshire.</p> <p>RESOLVED to budget £2,000 for the Tour de Yorkshire Event</p>
7	<p>To consider matters relating to the Christmas Tree Festival</p> <p>The Christmas Tree Festival 2018 was very successful. An amount of £400 was raised for the Teenage Cancer Trust and a presentation to take place at the local unit at Castle Hill Hospital.</p>
8	<p>To consider matters relating to the Petuaria Awards</p> <p>Council to consider the awards application form and report back to the next Committee</p>
9	<p>To note the Events & Publicity Budget</p> <p>Council noted the budget.</p>

	<u>Next meeting</u>
10	Date and time of the next meeting Wednesday 13 th March 2019 at the Town Council Office

Elloughton cum Brough Town Council

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Minutes of the Planning and Highways meeting held on **9 January 2019** at the Petuaria Centre, Centurion Way

Committee Members: Councillors Credland, Davis, Mrs. Duckles (Chairman), C, Duckles, Mrs. Galbraith (Vice-Chairman), Luckraft and Ms. Rowe

Ward Members Councillors T. Galbraith and R. Meredith attended the meeting to observe only.

Public Forum: One Member of the public attended the meeting for item 4.1 – Concern was raised that that following a previous planning approval, construction workers blocked the access to properties down Woodlands Lane.

21 Members of the public attended the meeting to speak on item 4.2 – Two people were invited to speak, one on behalf of those supporting the application and one on behalf of those opposing the application.

3 Members of the public attended the meeting to speak on item 4.4 to raise objections to the application.

Meeting Clerk: Vicky Herring, Deputy Town Clerk

Number	Item
	<u>Procedural items</u>
1	Apologies No apologies received
2	Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.
3	Minutes of the meeting held on 12th December 2018 Councillor Ms. Rowe proposed, seconded by Councillor Mrs. Galbraith, that the minutes be accepted as a true and accurate record of the meeting. RESOLVED: Committee resolved to approve the minutes as a true and accurate record.
	<u>Business items</u>
4	To consider the following Planning Applications and to receive and consider any further late planning applications (received after publication of this agenda) 4.1 18/03847 – Erection of a detached two storey garage and construction of timber canopy at Springfield Gardens, 4 Woodlands Lane Following discussion Four members voted for the application, two Members voted against.

Signed Date

The Town Council have no objection in principle, however request that this application be discussed at Committee. Should the East Riding of Yorkshire Council approve the application, the Town Council request that the conditions include a construction management plan as Woodlands Lane which accesses other properties must not be obstructed at any time during development.

4.2 **18/03877** – Erection of a Place of Worship with associated parking, landscape and boundary treatments at Land north of Morwell Dale Road

The Town Council object strongly to the application on the following grounds:

- **Flooding - development of the land will further exacerbate the current flooding issues created by the chalk springs that flow down the dale**
- **The proposed building and car park is not in keeping with the amenity and will detract from the open rural character of the street scene, spoiling the visual impact of important views, thus affecting the character and appearance of the Elloughton Dale Road Conservation Area**
- **Parking concerns**
- **Access - the location of the proposed building will create a blind spot on a bend, which will have an impact on road safety. The area is very popular by visitors walking in the Dale**
- **Site inappropriate for such use, the noise of vehicular movements at 5.30 am for Sunday worship will create a disturbance to residents**
- **The area is marked on the Local Plan as high landscape value, therefore should be protected**

The Town Council feel strongly about this application and request that, if the planning officer is recommending a different decision, it should be referred to the appropriate Committee.

4.3 **18/03884** – Display of 21 non-illuminated fascia signs and 12 non-illuminated hoarding signs to include directional, informative and identification details at Hunsley Primary School, Land at Ings Lane and East of Skillings Lane

Following discussion 5 Members voted for the application, 2 Members voted against the application

The Town Council have no objections to the application

4.4 **18/03992** – Alterations and extensions including increase of roof height to create first floor accommodation, erection of two storey bay window to front, erection of single storey extension to front and rear and construction of pitched roof to replace flat roof to side at 4 Ransome Way

The Town Council object strongly to the application on the following grounds:

- **Overdevelopment of the site**
- **Not in keeping with the amenity**
- **Overbearing to neighbouring properties**
- **Overlooking to neighbouring bungalows and loss of light**

The Town Council feel strongly about this application and request that, if the planning officer is recommending a different decision, it should be referred to the appropriate Committee.

4.5 **18/04002** – Erection of single storey extension to rear at 7 Granary Court

The Town Council have no objection to the application

Signed Date

	<p>4.6 18/04031 – Erection of brick boundary wall with timber slatted infills to front at 51 Hunter Road The Town Council object to the application on the grounds that it is not in keeping with the remainder of the street scene.</p> <p>4.7 18/04086 – Erection of single storey extension to rear following demolition of existing conservatory at 22 Welton Road The Town Council have no objections to the application however request that any relevant archaeological surveys be carried out</p> <p>4.8 18/04090 – OUTLINE – Erection of 3 dwellings and garages following demolition of existing dwelling (Access and Layout to be considered) at 4 Higham Way The Town Council object to the application on the following grounds:</p> <ul style="list-style-type: none"> • Overdevelopment of the site • Out of character with the remainder of the street scene • Not in keeping and overbearing to neighbouring dwellings
5	<p>To Note the following Notices of Decision</p> <p>5.1 18/01886 – Fairway View, Elloughton Road – Granted with conditions 5.2 18/02497 – 51 Stockbridge Road – Granted with conditions 5.3 18/02733 – 24 Grange Park – Granted with conditions 5.4 18/02905 – 8 Nursery Court – Granted with conditions 5.3 18/03372 – 27 Oak Avenue – Granted with conditions 5.4 18/03385 – 15 Thornhams – Granted with conditions</p>
6	<p>To note the following Tree Decisions</p> <p>6.1 18/03386 – Spruce Lodge, 2 Pine Walk – Granted with conditions</p>
7	<p>To consider Highway and Road Safety Matters Complaints have been received regarding the Freeman Avenue Zebra crossing. School children are having to wait for a long time for vehicles to stop. Committee request the Clerk to liaise with ERYC.</p>
	<u>Next meeting</u>
8	<p>Date and time of the next meeting Committee confirmed the date and time of the next meeting to be held on Wednesday, 13 February at the Town Council Office</p>

Signed Date

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Minutes of the **Personnel Committee** meeting held on **22 January** in the **Committee Room**.

Committee Members: Councillors Mrs. Brogden, Mrs. Duckles, Mrs. K Galbraith and Luckraft

Meeting Clerk: Vicky Herring, Deputy Clerk

Minutes

Number	Item
	<u>Procedural items</u>
P18.39	Apologies Apologies were received and accepted from Councillor Davis and Councillor Muzaffar.
P18.40	Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.
P18.41	<u>Exclusion of the press and public</u> Due to the confidential nature, Members may resolve to exclude the press and public from the meeting during consideration of the next item in accordance with the Public Bodies (Admission to Meetings) Act 1960.
P18.42	Administrative Assistant recruitment Committee considered the information provided relating to recruitment of a permanent Administrative Assistant It was proposed by Mrs. Galbraith, seconded by Councillor Mrs. Brogden that: <ul style="list-style-type: none"> • the time table be accepted and that 21 days be allowed for advertising; • the documentation be amended to include essential car user; • that the advert be placed on the ERNLLCA website, Town Council notice boards and Indeed website; • all the documentation relating to the recruitment process be approved, with slight amendments, which includes: the job

P18.42	<p>description, person specification, shortlisting form and interview documentation;</p> <ul style="list-style-type: none"> • the draft interview questions be approved, and; • Councillors Mrs. Brogden, Mrs. S. Duckles and Luckraft will form the interview panel. <p>RESOLVED: Committee resolved to instruct the Town Clerk to start the recruitment process for the post of Administrative Assistant as described above and in the timeline.</p>
<u>Next meeting</u>	
P18.43	<p>Date and time of the next meeting The next ordinary meeting of this Committee to be held at 2.00 pm on Tuesday 9th April 2019 at the Town Council Office</p>

Document published on 22nd January 2019

Signed:

Print Name:

Print Position:

Date:

Elloughton cum Brough Town Council

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Minutes of the Planning and Highways meeting held on 4th February 2019 at the Town Council Office, 60 Welton Road.

Committee Members: Councillors Davis, Mrs. Duckles (Chairman), C. Duckles, Mrs. Galbraith (Vice-Chairman), Luckraft and Ms. Rowe

Ward Members Councillors T. Galbraith attended the meeting to observe only.

Public Forum: 5 Members of the public attended the meeting to speak on item 3.2

Meeting Clerk: Vicky Herring, Deputy Town Clerk

Number	Item
	<u>Procedural items</u>
1	Apologies Councillor Credland – Work commitments.
2	Declarations of interest In accordance with the requirements of the Localism Act 2011, Councillor Davis declared an interest on item 3.1.
	<u>Business items</u>
3	<p>To consider the following Planning Applications</p> <p>3.1 18/02648 – Removal of Conditions 3 (overflow parking) and Variation of Condition 4 (approved plans of planning permission 18/000328) Erection of an extension to existing doctors surgery to provide additional consulting rooms, treatment room, associated parking area to the south of existing surgery to replace previously approved overflow parking – amended plans at Brough Surgery, 4 Centurion Way.</p> <p>Following consideration of the application 1 Member voted for the application, 4 Members voted against the application and 1 Member abstained from voting.</p> <p>The Town Council object strongly to the application at the removal of condition 3 and access and egress on variation to condition 4. The proposed car park will emerge onto a blind bend with vehicles parked on both sides of the exit thereby causing a hidden exit and not ensuring highway safety as a result objection is raised to the removal of condition 3 which gives vehicles the ability to park in safety and not on the bend.</p> <p>The Town Council feel strongly about this application and request that, if the planning officer is recommending a different decision, it should be referred to the appropriate Committee.</p>

Signed Date

	<p>3.2 18/03992 – Alterations and extensions including increase of roof height to create first floor accommodation, erection of two storey bay window to front, erection of single storey extension to front and rear and construction of pitched roof to replace flat roof to side at 4 Ransome Way</p> <p>The Town Council object strongly to the application on the following grounds:</p> <ul style="list-style-type: none"> • Overdevelopment of the site • Not in keeping with the amenity • Overbearing to neighbouring properties • Overlooking to neighbouring bungalows and loss of light <p>The Town Council feel strongly about this application and request that, if the planning officer is recommending a different decision, it should be referred to the appropriate Committee.</p>
4	<p>Date and time of the next meeting – Wednesday 13th February 2019 at 7.00 pm</p>

ITEM 8A

Payment & Income Schedule

REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
PS92	11.01.19	003712584W	Viking	673 478 594	Office Phone	£57.99	£11.60	£69.59
PS93	09.01.19	62916990	ERYC	647 4711 23	Replace Salt Bin (11083 Welton Rd)	£340.00	£68.00	£408.00
PS94	09.01.19	1413931	ERYC	647 4711 23	Office Supplies	£61.50	£12.30	£73.80
PS95	15.01.19	13.12.2018	Teenage Cancer Trust	N/A	Christmas Tree Festival Donation (106377)	£400.00	£0.00	£400.00
PS96-99	19.01.19	N/A	Town Council	N/A	Salaries Dec 18 -Jan 2019	£4,058.45	£0.00	£4,058.45
PS100	19.01.19	N/A	HMRC	N/A	HMRC Dec 18 -Jan 2019	£1,510.61	£0.00	£1,510.61
PS101	19.01.19	N/A	East Riding Pensions Fund	N/A	Pension Dec 18 -Jan 2019	£1,280.68	£0.00	£1,280.68
PS102	17.01.19	215917	Image Data	500 653 193	Petuarria Press (Edition 75)	£567.00	£0.00	£567.00
PS103	23.01.19	23.01.2019	Amazon	727 255 821	Ink cartridges for office printer	£49.45	£9.89	£59.34
PS104	23.01.19	2567	Turpin Bookkeeping	257 6504 85	Payroll- November 2018	£30.00	£6.00	£36.00
PS105	23.01.19	2567	Turpin Bookkeeping	257 6504 85	Payroll - December 2018	£30.00	£6.00	£36.00
PS106	23.01.19	62950250	ERYC	N/A	Recharges Petuarria Centre 10-12-18	£2,556.00	£0.00	£2,556.00
PS107	01.01.19	28-Jan-19	Npower	768 362 492	War Memorial Festive Lights	£55.24	£0.00	£55.24
PS108	01.02.19	INV 0088	Petuarria Community Centre	N/A	Hall Hire for January 2019	£43.20	£0.00	£43.20
PS109	29.01.19	981335413	British Gas	684 9667 62	Quarterly Utility Bill (DD)	£293.86	£14.69	£308.55
PS110	01.01.19	BUS001114471	KCOM	647 235 137	Internet Services	£75.00	£15.00	£90.00
PS111	16.01.2019	EC20026876	KCOM	648 235 137	Dec 18-Feb 2019 (2 months) - Office 365	£121.60	£24.32	£145.92
TOTALS						£11,530.58	£167.80	£11,698.38

REFERENCE	DATE RECEIVED	REFERENCE	PAYEE NAME/ORGANISATION	INCOME DESCRIPTION	TOTAL PAID IN
IN10	07.01.2019	02/PP/75	Eloughton Private Nursery	EPN 02/PP75	£110.50
IN11	07.01.2019	401012	Town Council	Festival Donation	£18.81
IN12	08.01.2019	01/PP/75	Ladybird PS	Advert - PP 75	£70.00
IN13	22.01.2019	04/PP/75	Matthew Limb Estate Agents	Advert - PP 75	£130.00
IN14	28.01.2019	N/A	HMRC	VAT Return (May-Dec 2018)	£4,273.59
IN15	31.01.2019	03/PP/77	McCann Erikson Central Ltd	(McCarthy & Stone) Advert - PP 75	£110.73
				TOTALS	£4,713.63

ITEM 8B

Bank Reconciliation

ELLOUGHTON CUM BROUGH TOWN COUNCIL

Bank Reconciliation

ACCOUNTS RECONCILED TO: 31/01/2019

General Fund - Movement

Amount Shown Bank Statement 31/12/2018		£145,284.46
Add receipts		£4,713.63
Less payments		£12,248.94
Total		£137,749.15

Section 137 Expendature 2018-19

	Total	£50.00
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General Fund - Reconciliation

Amount Shown Bank Statement		£137,749.15
Less Unrepresented Cheques		£50.00
Balance A		£137,699.15

Petty Cash - Imprest Account

	Balance B	£200.00
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NS&I Investment

01.01.2019 - Interest of £226.96 paid in	Balance C	£31,523.04
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TOTAL FUNDS AVAILABLE ON: 31/01/2019

	Balance (A+B+C=D) D	£169,422.19
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Prepared by the Town Clerk and RFO - Tom Clay

Signed:



Date:

12/02/2019

ITEM 9a

Community Grant Fund Application

Dear Clerk to the Council,

I am writing to you in the capacity of Chairman of E-YARD, East Yorkshire Advanced Riders and Drivers, which is affiliated to RoSPA, the Royal Society for the Prevention of Accidents, a charity whose aim is to save lives and prevent life changing injuries which occur as a result of accidents. RoSPA is active in many spheres including health and safety at work, and of particular interest to our group, road safety.

RoSPA Advanced Drivers and Riders aim is to reduce road accidents by encouraging an interest in road safety, by improving driving standards, knowledge and skill. In order to achieve this RoSPA Advanced Drivers and Riders have over 65 local groups that provide free training to help improve driving skills.

This 'free' training is free at the point of consumption, that is to say we do not charge a fee to train riders and drivers. However provision of this training facility does incur costs for the group, directly or indirectly. These costs fall into two main areas, training of tutors, and increasing the awareness of the group and its purpose.

Improving driving standards has a direct positive effect on road safety. We will not get every driver and rider in the area to undertake advanced training, but by increasing public awareness we may attract more and consequently contribute positively to road safety. This, by the reduced number of accidents has far reaching benefits for society, of which we are all part. Of course more trainees mean an increased need for tutors.

The group covers East Yorkshire and Hull, within East Yorkshire there are 168 Parish Councils of various sizes. If each Parish Council contributed under sec137 of the Local Government Act 1972 just £5 per year the group income would be increased by £840

Contributions can be made if the Parish Council in their opinion it is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants. E-YARD would respectfully suggest that a contribution would benefit some or all of the inhabitants of your Parish.

A representative of E-YARD would happily attend a meeting of your Parish Council if want to know more about our activities and how they could be considered under s137 for a contribution.

ITEM 10

Civic Protocol

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



CIVIC PROTOCOL

Document History

Adopted by COUNCIL – 19 February 2019

To be reviewed – May 2019

Tom Clay

Town Clerk

1. INTRODUCTION

- 1.1 This Civic Protocol booklet has been produced as guidance to assist the Chairman and Vice Chairman to understand their civic roles and responsibilities and provide some useful information, which may be of assistance to those assisting them in their civic functions.
- 1.2 Not every eventuality is covered in this booklet, but assistance is always available from the Town Council Office.
- 1.3 Section 245 (6) of the Local Government Act 1972 gives Parish Councils the power by resolution to give themselves the title of Town Council and that the Chairman of a Town Council is entitled to the style of 'Town Mayor'. However, it should be noted that the titles of 'Town Mayor' or 'Deputy Town Mayor' are not currently used by the Town Council.
- 1.4 Instead those elected to the position of Chairman (as per Section 15 & 24 Local Government Act 1972) and Vice Chairman at the Annual Meeting of Council are expected to undertake a civic role.
- 1.5 The new Chairman makes the following declaration when accepting the Term of Office at the Annual Meeting of the Town Council [as per the Local Elections (Declaration of Acceptance of Office) Order 2012, SI 2012 No. 1465]:
"I [insert name of office holder] having been elected to the office of Chairman of the Town of Elloughton cum Brough declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability."
- 1.6 The Chairman and Deputy Chairman, by virtue of the office, can use his/her position to stimulate community pride, encourage business, promote the voluntary sector, mould social cohesion, have meetings with dignitaries, attend engagements, and be the public face of the Town Council.
- 1.7 The Chairman and Deputy Chairman's term in office is for one year and during this time the both continue to be a member of the Council, with the former carrying out the statutory duties of a Chairman and the latter those outlined in Standing Orders.

2. CIVIC ROLES AND FUNCTIONS

- 2.1 During the civic year, the Chairman supports a wide variety of events throughout the Town Council's area. If the Chairman cannot attend a function, the Vice Chairman may be asked to attend on his/her behalf.
- 2.2 Duties which the Chairman may carry out include:
 - Organising events to raise funds for charity;
 - Acting as host on behalf of the Council at functions organised by the Council;
 - Attending functions within the Town Council's area, or on occasions outside the town as a ceremonial representative of the Council;
 - Undertaking official openings or presentations within the Town Council on behalf of the Town Council;
 - Representing the Council during royal visits to the town.

- 2.3 The Chairman should at all times act with dignity and integrity and should do nothing to bring the office into disrepute.
- 2.4 Where possible and practical, the Chairman should be prepared to accept invitations to engagements. It would be advisable not to have conflicting interests or other duties which interfere with the duties of the Chairman.
- 2.5 A Chairman may prepare a brief biography (usually no more than around 500 words) for use by the media and in connection with official visits.
- 2.6 When representing the Town Council, the Chairman and Vice Chairman will normally wear the official Chains of Office. The Chains of Office will normally be worn at all official functions within the Town.
- 2.7 Chains of Office are usually worn at functions outside of the town when invited in an official capacity, although there are some exceptions to this which are usually specified in the official invitation.
- 2.8 The Regalia (Chain) should NOT be passed on for someone else to wear if the Chairman is unable to fulfil an engagement or visit without the express permission of the Town Clerk.

3. SUPPORT FOR THE CHAIRMAN

- 3.1 Day to day support for the Chairman's civic role is provided by the Town Council office, under the general direction of the Town Clerk. The Chairman should be able to expect support from fellow Councillors.
- 3.2 The office receives invitations civic engagements and liaises with him/her before accepting/declining invitations. A diary is kept in the Town Council Office of all events the Chairman is attending and he/she will always receive a copy of the invitation for information.
- 3.3 If the Chairman is unsure of anything or requires some guidance, then this should first be raised with the office, which will provide the necessary information.
- 3.4 The Member elected as Vice Chairman will support the Chairman throughout the year by representing the Council when the Chairman is unable to.
- 3.5 If the Chairman is not present at a Council meeting, the Vice Chairman will preside.
- 3.6 The Vice Chairman should not wear the Vice Chairman's Chain of Office in the presence of the Chairman.
- 3.7 Invitations to the Vice Chairman should be dealt with as follows:
 - Invitations to functions should not be sent to (or solicited by) a Vice Chairman. The Vice Chairman should not normally attend functions in his/her own right, except when deputising for the Chairman.
 - All invitations should be sent for consideration by the Chairman and, if the Vice Chairman cannot attend, it may be appropriate to 'pass down' an invitation. However, this should be by no means automatic or desirable.

4. CIVIC INSIGNIA

- 4.1 The Chain of Office are an outward sign of the civic office held, i.e. its insignia.
- 4.2 The Chairman wears the chain of office at ceremonial occasions, such as the Civic Service, Remembrance Sunday and Royal Visits.
- 4.3 The Chairman should not wear the civic insignia outside of the Town Council's area without express permission from the Chairman of the Council for that area.
- 4.4 Civic chains should never be worn with a military uniform. However, a Chairman who is a member of the clergy may wear full canonicals with the chain over the gown. Similarly, the chain may be worn over academic dress.

5. THE CIVIC YEAR

- 5.1 Below is a list of typical events which are organised for or attended by the Chairman during their year in office.
- 5.2 **Annual Parish Meeting.** This is not the Annual Meeting of the Town Council. It is a legal requirement that all Parishes (and Town Councils) in England hold an 'Annual Parish Meeting' to which all local electors are entitled to attend. The meeting is organised and chaired by the Chairman. It must be held between 1st March and 1st June each year.
- 5.3 **Remembrance Sunday.** Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day which is on November 11th at 11am. The Service of Remembrance is led by the vicar, following which the Chairman will lay a wreath in memory of those men and women who gave their lives for their country.
- 5.4 **Petuaria Award.** The Town Council, on behalf of the people of the town, makes an award each year to a member of the public who has made a significant contribution to the life of the town and its community. Nominations are made by the public and members of the Events and Publicity Committee determine who the recipients will be. The Chairman presents the award to the successful recipient at an event.
- 5.5 **Miscellaneous events within the Town Council's area.** Various miscellaneous events are attended by the Chairman, examples of which are listed below:
 - Opening of Fayres / Garden Parties / Coffee Mornings;
 - Presenting Awards and Prizes to individuals and organisations;
 - Entertaining guests and visitors at the Town Council Offices;
 - Art Exhibitions and presentations at local schools;
 - Visits to schools, residential homes, scouts and guides groups etc., and;
 - Attending and meeting Royal Visitors to the Town.
- 5.6 **Miscellaneous events outside of the Town Council's area.** The Chairman is invited to a number of events organised by Civic Dignitaries from the surrounding areas which may include:
 - Civic Services;
 - Civic Carol Services;
 - Civic Dinners, and;
 - Charity Evenings.

6. ALLOWANCE AND GIFTS

- 6.1 A Mayor may be paid an allowance to meet the expenses of his office (LGA 1972, ss 15(5) and 34(5)). It is commonly described as recompense for the expenses of maintaining the dignity of the office.
- 6.2 However, it should be noted that Elloughton cum Brough Town Council at this time does not use the title Town Mayor and as such no allowance will be made by the Town Council.
- 6.3 In the course of official duties and functions, often gifts will be offered to the Chairman. It is suggested that all Members should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally.
- 6.4 The Code of Conduct requires Members to register any gifts or hospitality worth £50 or over that are received in connection with their official duties as a Member, and the source of the gift or hospitality.
- 6.5 The gift or hospitality must be registered and its source recorded within 28 days of receiving it. If in doubt, please consult the Town Clerk.