

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 March 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 March 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 19 February 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. 13 February 2019 – Environment Committee ii. 13 February 2019 – Planning Committee iii. 25 February 2019 – Events and Publicity Committee iv. 25 February 2019 – Finance & Strategic 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 f) Tour de Yorkshire Steering Group
7	<p>East Riding of Yorkshire Council</p> <p>Council to receive reports from the East Riding of Yorkshire Council members for the Town Council area and to consider any issues 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 13 February 2019 to the 12 March 2019 amounting to £8,150.62 and to note income for the same period of £2,616.00.</p> <p>B) Bank Reconciliation</p> <p>Council to note and consider the bank reconciliation for February 2019.</p> <p>C) Insurance Claim</p> <p>Council to note that the Agiton Cyclone in the play area outside the Village Hall was vandalised recently.</p> <p>The 'bell' section was removed by the Town Clerk under emergency spending powers to make the site safe at a cost of £165 (excluding VAT).</p> <p>A quote has been received to remove and replace entire cyclone yellow bell assembly with fixings £3,642.50 (excluding VAT).</p> <p>Unless instructed otherwise the Town Clerk will make a claim for the equipment in line with the quote described above.</p>

<u>The Next Ordinary Meeting of Council</u>	
10	<p>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 16 April 2019, commencing at 7pm, in the Committee Room, Petuaria Community Centre (HU15 1DF).</p> <p>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).</p>

ITEM 4

Council Minutes

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



Minutes of the ordinary meeting of Council held on **19 February 2019** in the **Committee Room, Petuaria Community Centre, Centurion Way, Brough, HU15 1DF.**

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

Meeting Clerks: Tom Clay, Town Clerk

Also in attendance: ERYC Cllr Meredith

Minutes

Minute	Item
	<u>Procedural Items</u>
95/18	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr P. Duckles – Work commitment <p>RESOLVED: Council resolved to note the apologies and accept the reasons given for absence.</p>
96/18	<p>Declarations of interest Cllr Brogden declared an interest in accordance with the requirements of the Localism Act 2011 in relation to item 9b as a Trustee and member of the Management Committee of Elloughton Village Hall.</p> <p>Cllr Credland declared an interest in accordance with the requirements of the Localism Act 2011 in relation to item 9b as the Chairman of the Burrs Playing Field Association.</p> <p>Cllr T. Galbraith declared an interest in accordance with the requirements of the Localism Act 2011 in relation to item 9b as the Treasurer of the Burrs Playing Field Association.</p>

Signature: Date:

97/18	Public Forum No members of the public were present.
98/18	Minutes of the ordinary meeting held on 15 January 2019 Cllr S. Duckles proposed, seconded by Cllr Brogden, that the minutes be accepted as a true and accurate record of the meeting. RESOLVED: Council resolved to approve the minutes as a true and accurate record.
99/18	Council committee minutes Cllr Rowe proposed, seconded by Cllr K. Galbraith, that the following committee minutes be noted by Council: <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 RESOLVED: Council resolved to note the committee minutes outlined above.
<u>Reports to Council</u>	
100/18	Reports from external organisations and groups Council received verbal reports from representatives from the following organisations: <ul style="list-style-type: none"> a) ERNLLCA – Cllr T. Galbraith stated that no meeting had been held and there was therefore nothing to report. b) Village Hall - Cllr Brogden stated that no meeting had been held and there was therefore nothing to report. c) Community Centre – Cllr Muzaffar reported that the Management Committee was working. Several issues had arisen related to users that were being dealt with. ERYC had said that it might be possible to have push taps installed in toilets for non-disabled users. The Management Committee was working with ERYC to solve problems relating to anti-social behaviour at the site. Heating has been a major issue in recent weeks with the boiler breaking down. d) The Burrs PFA – Cllr Credland reported that a meeting relating to the Petuaria Revisited project would take place later in the week and that some work had been done at Cave Road to identify a previously dug site. e) Doctors Surgery – Cllr Davis reported that building work will start in mid-March and take 3-6 months to complete. Issues relating to contractor parking were currently being considered. f) Tour de Yorkshire – Cllr Credland reported that several town councillors were in attendance at a roadshow event. Currently the exact time the race would come through the area was not known. The charity being supported is 'Help for Heros'. If

Signature: Date:

	<p>people know in advance of any wacky or fun activities they can let the event organisers know who might arrange coverage of it. The steering group, community groups and the Town Council are all organising different events. The PFA is having a chariot made.</p> <p>The Town Clerk was instructed to apply for a grant relating to the Tour de Yorkshire event.</p>
101/18	<p>East Riding of Yorkshire Council</p> <p>Council noted a document which sets out recommendations made by the Town and Parish Council Communication Review Panel.</p> <p>Cllr K. Galbraith reported that she had recently attended an East Riding Network meeting at which Caroline Lacey, Chief Executive of ERYC, had been present. Caroline had informed those present about the planning for future budgets, proposals to improve communications with parish and town councils, consideration of a parish charter and the possibility of ERYC officers attending meetings.</p> <p>Cllr K. Galbraith also enquired if there was a plan for the passing of major figure. The Clerk reported that currently there was not.</p> <p>Cllr S. Duckles raised the need for a new 'deputy flagpole operative'.</p> <p>Council received the following reports from the East Riding of Yorkshire Council members for the Town Council area:</p> <p>Cllr Galbraith reported that:</p> <ul style="list-style-type: none"> • Council Tax will increase by 4% overall, but the Police portion would be increase by 12% for 2019-20. The Town Council's precept was average in comparison to other in the East Riding area. • The Health and Wellbeing Scrutiny committee had recently been updated about BMI factors in operations, progress at East Riding hospitals following a CQC inspection, the budgetary pressures faced by hospitals and an increase in the norovirus. • The Planning Committee had recently considered several contentious issues relating to Brough and Elloughton. <p>Cllr Meredith reported that:</p> <ul style="list-style-type: none"> • Several issues raised with the Town Council relating to parking and roads were being dealt with. • The Police Council Tax rise was a one-off rise permitted by the government to help Police Authorities deal with issues such as pensions. • The current major roadworks taking place within the Town Council area in should be complete by 2 March 2019.

Signature: Date:

<u>Town Council Finance</u>	
102/18	<p>A) Schedule of payments Cllr K. Galbraith proposed, seconded by Cllr Luckraft, that Council note and approve the payments period 9 January 2019 to the 13 February 2019 amounting to £11,698.38 and note income for the same period of £4,713.63 (set out in appendix 1).</p>
102/18.1	<p>RESOLVED: Council resolved to approve the payments for the period 9 January 2019 to the 13 February 2019 amounting to £11,698.38 and note income for the same period of £4,713.63.</p>
103/18	<p>B) Bank Reconciliation Cllr Credland proposed, seconded by Cllr Rowe, that Council note and approve the January 2019 bank reconciliation.</p>
103/18.1	<p>RESOLVED: Council resolved to note and approve the January 2019 bank reconciliation.</p>
104/18	<p>Grant Applications A) E-YARD Contribution Request (2018-19 funding) Cllr S. Duckles proposed, seconded by Cllr C. Duckles, that Council make a grant of £100 to E-YARD (S. 137 expenditure) to ensure that the body can reduce road accidents by encouraging an interest in road safety and by improving driving standards.</p>
104/18.1	<p>RESOLVED: Council resolved to grant E-YARD £100 (S.137 expenditure) and the Town Clerk was instructed to make the necessary arrangements.</p>
105/18	<p>B) Annual Grant Scheme 2019-20 Council noted that there is a budget of £15,000 for grant funding in the 2019-20 financial year and considered the matter in parts, with each grant application for the Annual Grant Scheme in turn. Cllr Brogden did not vote or take part in the discussion relating to the grant application for Elloughton Village Hall. Cllr S. Duckles proposed, seconded by Cllr Muzaffar, that Council grant Elloughton Village Hall £2,000 from the Annual Grant Scheme fund for 2019-20.</p>
105/18.1	<p>RESOLVED: Council resolved to grant Elloughton Village Hall £2,000 from the Annual Grant Scheme fund for 2019-20 and the Town Clerk was instructed to inform the organisation as soon as possible and to make the funds available after 1 April 2019.</p>

Signature: Date:

105/18.2	<p>Cllr T. Galbraith proposed, seconded by Cllr Brogden, that Council grant the ECB Parochial Church Council £2,000 from the Annual Grant Scheme fund for 2019-20.</p> <p>RESOLVED: Council resolved to grant the ECB Parochial Church Council £2,000 from the Annual Grant Scheme fund for 2019-20 and the Town Clerk was instructed to inform the organisation as soon as possible and to make the funds available after 1 April 2019.</p>
105/18.3	<p>Cllr C. Duckles proposed, seconded by Cllr Rowe, that Council grant the Wold's & Riverbank Countryside Society £1,000 from the Annual Grant Scheme fund for 2019-20.</p> <p>RESOLVED: Council resolved to grant the Wold's & Riverbank Countryside Society £1,000 from the Annual Grant Scheme fund for 2019-20 and the Town Clerk was instructed to inform the organisation as soon as possible and to make the funds available after 1 April 2019.</p> <p>Cllr Credland and Cllr T. Galbraith did not vote or take part in the discussion relating to the grant application for The Burrs Playing Field Association.</p> <p>Cllr S. Duckles chaired the meeting while the grant application for The Burrs Playing Field Association was considered.</p>
105/18.4	<p>Cllr Rowe proposed, seconded by Cllr C. Duckles, that Council grant The Burrs Playing Field Association £3,000 from the Annual Grant Scheme fund for 2019-20.</p> <p>RESOLVED: Council resolved to grant The Burrs Playing Field Association £3,000 from the Annual Grant Scheme fund for 2019-20 and the Town Clerk was instructed to inform the organisation as soon as possible and to make the funds available after 1 April 2019.</p> <p>Cllr Credland resumed the role of Chairman after a resolution was reached on the grant application for The Burrs Playing Field Association.</p>
105/18.5	<p>Cllr Rowe proposed, seconded by Cllr K. Galbraith, that Council grant ECB In Bloom £2,000 from the Annual Grant Scheme fund for 2019-20.</p> <p>RESOLVED: Council resolved to grant ECB In Bloom £2,000 from the Annual Grant Scheme fund for 2019-20 and the Town Clerk</p>

Signature: Date:

	<p>was instructed to inform the organisation as soon as possible and to make the funds available after 1 April 2019.</p> <p>Cllr Muzaffar proposed, seconded by Cllr K. Galbraith, that Council grant Brough Voluntary Action £1,500 from the Annual Grant Scheme fund for 2019-20.</p>
105/18.6	<p>RESOLVED: Council resolved to grant Brough Voluntary Action £1,500 from the Annual Grant Scheme fund for 2019-20 and the Town Clerk was instructed to inform the organisation as soon as possible and to make the funds available after 1 April 2019.</p>
105/18.7	<p>RESOLVED: It was further resolved that the amount remaining £3,500, after the Annual Grant Scheme funds had been made would form the budget of the Community Grant Fund for the 2019-20 financial year.</p>
<u>Council Business Items</u>	
106/18	<p>Civic Protocol Cllr T. Galbraith proposed, seconded by Cllr K. Galbraith, that Council adopt the Civic Protocol.</p> <p>RESOLVED: Council resolved to adopt the Civic Protocol which will henceforth form part of the Council's policies and procedures.</p>
<u>Next Ordinary Meeting of the Town Council</u>	
107/18	<p>Date and time of the next meeting Council confirmed the date and time of the next ordinary meeting to be 19 March 2019, commencing at 7pm, in the Committee Room, Petuaria Community Centre (HU15 1DF).</p> <p>Council noted 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).</p> <p>Council noted NALC's Legal Department advice about annual meetings, but determined that the Annual Meeting and May Ordinary Meeting would remain on Tuesday 14 May 2019.</p>

Meeting started 7pm and closed 8:35pm

Document published on 22 January 2019

Signed:

Print Name:

Print Position:

Date:

Signature: Date:

Appendix A

Schedule of Payments - 9 January 2019 to the 13 February 2019

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

Signature: Date:

Income - 9 January 2019 to the 13 February 2019

REFERENCE	DATE RECEIVED	REFERENCE	PAYEE NAME/ORGANISATION	INCOME DESCRIPTION	TOTAL PAID IN
IN10	07.01.2019	02/PP/75	Elloughton 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

Signature: Date:

ITEM 5

Committee Minutes

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



Minutes of the **Environment Committee** meeting held on **13 February 2019** at the Town Council Office

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

Public Forum: One member of the public attended the meeting for item 7.1

Meeting Clerk: Vicky Herring – Deputy Clerk

MINUTES

Number	Item
	<u>Procedural items</u>
1	<p>Apologies The following apologies we received: Councillors Credland and Ms. Rowe – attending another meeting on behalf of the Council. RESOLVED: Committee resolved to note the apologies and accept the reason(s) given for absence.</p>
2	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
3	<p>Minutes of the Meeting held on 12th December 2018 and 17th December 2018 It was proposed by Councillor Mrs. Duckles, seconded by Councillor Mrs. Galbraith and agreed unanimously to approve the minutes of the meetings held on 12th December 2018 It was proposed by Councillor Mrs. Duckles, seconded by Councillor Mrs. Galbraith and agreed unanimously to approve the minutes of the meetings held on 17th December 2018</p>
	<u>Business items</u>
4	<p>To consider matters relating to Town Council Land and Property and Grounds Maintenance Following careful consideration it was proposed by Councillor Mrs. Galbraith, seconded by Councillor Mrs. Duckles seconded and agreed unanimously that the Town Clerk be instructed to undertake an exercise to arrange for a grounds maintenance contractor.</p>

5	<p>To consider matters relating to Play Areas 7.1 Chafer Bugs – Elloughton Road Play Area Councillor Galbraith reported that he had recently inspected the site. The area had not deteriorated and Councillor Galbraith is to monitor.</p>
6	<p>To consider matters relating to footpaths 6.1 To Note the Rights of Way: Restoring the Record Campaign – Noted.</p>
7	<p>To consider matters relating to Street Furniture</p> <p>7.1 Request from Litter Picking Group for the installation of 2 litter bins A Member of the group attended the meeting with a request for 4 litter bins to be installed and provided a map of the suggested areas. The area in question was in the parish of Welton, however Councillor Galbraith to liaise with the group over one of the suggested sites and report back to the next meeting.</p> <p>7.2 Request from resident for installation of bins to alleviate dog fouling issues A request was received for two litter bins to be placed at each end of the new Brough South bridge. Councillor Galbraith to make enquiries with ERYC and report back to the next meeting of this Committee.</p> <p>7.3 To decide on locations for siting of salt bin Suggestions was put forward to place the bin in the Brough South vicinity. Councillor Galbraith to speak with ERYC and report back to the next meeting.</p> <p>7.4 Damage to notice board Welton Road/Centurion Way The doors to the notice board have been removed and awaiting quotes for replacements. In the meantime, ERYC have confirmed that this notice board can be repositioned on the Petuaria Centre land and the Highways department will arrange the relocation of the board. The Town Council are currently awaiting the relevant documentation from ERYC.</p>
8	<p>To consider matters relating to Christmas Lights A suggestion was put forward to extend the Christmas lights, following discussion it was agreed unanimously to stick with the current agreement and look to extending after this period.</p>
9	<p>To note the Environment Budgets – Noted.</p>
	<p><u>Next meeting</u></p>
10	<p>Date and time of the next meeting - Wednesday 10 April 2019 at 6pm.</p>

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



Minutes of the Planning and Highways meeting held on 13th February 2019 at the Town Council Office, Welton Road, Brough

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

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

Public Forum:

Meeting Clerk: Vicky Herring, Deputy Town Clerk

Number	Item
	<u>Procedural items</u>
1	Apologies Councillors Credland and Ms. Rowe – attending other Council business.
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 9th January 2019 Councillor Mrs. Galbraith proposed, seconded by Councillor Luckraft that the minutes be accepted as a true and accurate record of the meeting. Minutes of the meeting held on 4th February 2019 Councillor Mrs. Galbraith proposed, seconded by Councillor Luckraft 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 18/04049 – Erection of two-storey extension to side and first floor alterations to create dwelling to existing boat repair building at Butler Boats, The Boat House, Saltgrounds Road The Town Council have no objections to the application. 4.2 18/04100 – Erection of contractors storage unit and 2.4m high gates with associated service/storage yard and parking at Hytec Business Park, Hytec Way The Town Council have no objections to the application.

Signed Date

	<p>4.3 18/04131 – Erection of single storey extension to side with Velux roof light to rear and ground floor canopy to front at 10 Larchmont Close The Town Council have no objections to the application.</p> <p>4.4 18/04134 – Erection of link extension, alterations to existing dormer windows and installation of roof light to front and erection of single storey extension to rear at West View, 18 Mill Lane West The Town Council have no objections to the application.</p> <p>4.5 19/00044 – Erection of two storey extension to rear and associated external alterations at 9 Longleat Avenue</p> <p>Following discussion Two Members voted for the application, Two Members voted against the application and one Member abstained from voting. The Town Council have no comments to make on the application.</p> <p>4.6 19/00080 – Erection of single storey extension to rear at 13 Albermarle Close The Town Council have no objections to the application.</p> <p>4.7 19/00082 – Erection of two storey extension and first floor extension to side and rear and reduction in size of existing garage at 108 Springfield Avenue The Town Council have no objections to the application.</p> <p>4.8 19/00306 – Erection of single storey extension to rear, following demolition of existing conservatory at 8 Freshfields The Town Council have no objections to the application.</p>
5	<p>To Note the following Notices of Decision</p> <p>5.1 18/03598 – 27 Spindlewood – Granted with conditions</p> <p>5.2 18/03710 – 12 Jefferson Drive – Granted with conditions</p> <p>5.3 18/03835 – 7 Westfield Park – Granted with conditions</p> <p>5.4 18/03884 – Hunsley Primary School – Granted with conditions</p> <p>5.5 18/04002 – 7 Granary Court – Granted with conditions</p>
6	<p>To consider the Draft Planning Enforcement Plan and Consultation Event – Councillor Mrs. Duckles is to attend the meeting.</p>
7	<p>To consider Highway and Road Safety matters</p> <p>7.1 Letter from Resident - Moor Road/Welton Road Roundabout – Noted</p> <p>7.2 To consider email from Councillor Duckles raised on behalf of residents</p> <ul style="list-style-type: none"> • Parking Randsfield Avenue – This is an ongoing issue, Councillors Galbraith and Meredith to make further enquires with ERYC. • Bollards – United Reform Church – Following discussion it was felt that that this is a civil matter between the Resident involved and the Church • Large Lorries accessing Humber Enterprise Park – The matter to be brought to the attention of ERYC with regards to weight restrictions, particularly over the Railway bridge. <p>7.3 Temporary Prohibition of Through Traffic – Welton Road 16th February – 3rd March - Noted</p>
8	<p>Date and time of the next meeting – Wednesday 13th March 2019 at 7.00 pm</p>

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



Minutes of the **Events and Publicity Committee** meeting held on **25 February 2019** in the **Committee Room**.

Committee Members: Cllr Brogden (Chairman), Cllr K. Galbraith, Cllr T. Galbraith, Cllr Credland, Cllr Luckraft and Cllr S. Duckles

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Number	Item
	<u>Procedural items</u>
E18.6	Apologies No apologies were received.
E18.7	Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.
	<u>Business items</u>
E18.8	To consider matters relating to the Tour de Yorkshire Cllr T. Galbraith, seconded by Cllr S. Duckles, that: <ol style="list-style-type: none"> i. £2,500 of the 'Events' (4500) budget line be ring-fenced for the Tour de Yorkshire event taking place on 2 May 2019; ii. Committee request of the Finance and Strategic Planning Committee that a virement of £1,000 be made from the 'Contingency' budget line to the 'Events' budget line in the 2019-20 financial year; iii. the Town Clerk be instructed to apply for grant funding of up to £500 for the East Riding of Yorkshire Council, and; iv. the Town Clerk be delegated the power to purchase 1,200 hand flags (preferably East Yorkshire) up to £250, second-hand bunting from Catwick Parish Council up to £90, more bunting if required up to £450, a leaflet advertising the event up to a cost of £150, fabric for land art up to £100 and a small amount of paint of no more than £50.

E18.8.1	RESOLVED: Committee resolved to support the proposal and the Town Clerk was instructed to carry out the actions described above.
<u>Next meeting</u>	
E18.9	Date and time of the next meeting Committee noted the date and time of the next meeting to be held on Wednesday 8 May 2019 in the Committee Room of the Council Offices .

Meeting started 4pm and closed 4:58pm

Document published on 28 February 2019

Signed:

Print Name:

Print Position:

Date:

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



Minutes of the **Finance & Strategic Planning Committee** meeting held on **25 February 2019** in the **Committee Room**.

Committee Members Present: Cllr K. Galbraith, Cllr T. Galbraith, Cllr Luckraft, Cllr Credland (Chairman), Cllr Brogden, Cllr C. Duckles, Cllr S. Duckles (Vice-Chairman)

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Number	Item
	<u>Procedural items</u>
A18.30	<p>Apologies Councillor Davis' apologies were noted and the Town Clerk reported that he had resigned from the Committee.</p> <p>RESOLVED: Committee resolved not to fill the vacant position as the election to form a new Council and the Annual Meeting of Council would take place in early May 2019.</p>
A18.31	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
A18.32	<p>Minutes of the meeting held on 26 November 2018 Cllr T. Galbraith proposed, seconded by Cllr Brogden, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>
	<u>Business items</u>
A18.33	<p>Budget Monitoring Cllr Brogden proposed, seconded by Cllr T. Galbraith, that the Committee note and approve the third quarter budget report (up to 31 December 2018) for the 2018-19 financial year</p>

Signature: Date:

A18.33.1	RESOLVED: Committee resolved to note and approve the third quarter budget report (up to 31 December 2018) for the 2018-19 financial year.
A18.34	<p>Internal Audit Cllr K. Galbraith proposed, seconded by Cllr Brogden, that the Committee note the contents of the Internal Audit report covering the period 1 April 2018 to 31 December 2019 and the Town Clerk be instructed to undertake any actions described therein.</p> <p>RESOLVED: Committee resolved to note Internal Audit report covering the period 1 April 2018 to 31 December 2019 and the Town Clerk was instructed to undertake any actions described therein.</p>
A18.35	<p>Insurance Cllr Brogden proposed, seconded by Cllr Luckraft, that the Town Clerk be instructed to contact Zurich and arrange the insurance of the War Memorial to be increased to £185,000, with an additional premium this year of £253.48 (includes tax) and an approximate full year cost in future years of £500.65 (excluding tax).</p> <p>RESOLVED: Committee resolved to instruct the Town Clerk to contact Zurich and arrange for the cover described in the proposal above.</p>
A18.36	<p>Financial Regulations and Policies</p> <p>RESOLVED: Committee resolved to note the following drafts of a Scheme of Delegation; Action Plan; Freedom of Information Policy; and, a Publication Scheme to be tabled for consideration by Council at the Annual Meeting in May 2019 without further comment at this stage.</p>
A18.37	<p>Tour de Yorkshire Cllr Luckraft proposed, seconded by Cllr K. Galbraith, that in the 2019-20 a virement of £1,000 be made from the 'Contingency' (4995) budget line to the 'Events' (4500) budget line to ensure enough funds were in place to support the Tour de Yorkshire event taking place on 2 May 2019.</p> <p>RESOLVED: Committee resolved that the Town Clerk be instructed to make the virement described above.</p>
	<u>Next meeting</u>
A18.38	<p>Items for inclusion on the next meeting agenda Members requested that a provisional end of year report be made available at the next ordinary meeting.</p>

Signature: Date:

A18.39	Date and time of the next meeting Committee confirmed the date and time of the next meeting as Monday 25 March 2019 at 5pm , in the Committee Room of the Council Offices (60 Welton Road) .
---------------	---

Meeting started 5.00pm and closed 6:38pm

Document published on 28 February 2019

Signed:

Print Name:

Print Position:

Date:

Signature: Date:

ITEM 8A

Payment Schedule

REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
PS112	23.01.2019	308357	Walkerfire (UK) Ltd	349 9311 26	Fire extinguisher maintenance	£43.80	£8.76	£52.56
PS113	20.02.2019	N/A	Town Council	N/A	Salaries - Jan-Feb 2019	£4,213.41	£0.00	£4,213.41
PS114	19.02.2019	N/A	East Yorks SLCC Branch	N/A	SLCC Branch Training Day	£15.00	£0.00	£15.00
PS115	19.02.2019	N/A	ERPF	N/A	Pension - Jan-Feb 2019	£1,340.75	£0.00	£1,340.75
PS116	20.02.2019	N/A	HMRC	N/A	PAYE/NI - Jan-Feb 2019	£1,602.90	£0.00	£1,602.90
PS117	22.02.2019	7403298	Altodigital	696 6011 12	Meterage for office printer	£152.19	£30.44	£182.63
PS118	06.03.2019	2624	Turpins Bookkeeping	257 6504 85	Payroll - Feb 19	£30.00	£6.00	£36.00
PS119	06.03.2019	2900	Turpins Bookkeeping	257 6504 85	Payroll - Jan 19	£30.00	£6.00	£36.00
PS120	06.03.2019	36439276	Zurich Municipal	107 8316 77	War Memorial insurance	£226.32	£27.16	£253.48
PS121	06.03.2019	N/A	E-YARD - ROSPA	N/A	S.137 Grant	£100.00	£0.00	£100.00
PS122	07.03.2019	N/A	Ian R. Donkin	N/A	Emergency repair to a noticeboard	£35.00	£0.00	£35.00
PS123	08.03.2019	N/A	Petuarria Centre	N/A	Room Hire 5.2.19 and 19.2.19	£36.00	£0.00	£36.00
PS124	12.03.2019	N/A	Catwick Parish Council	N/A	Bunting for Tour De Yorkshire	£90.00	£0.00	£90.00
PS125	12.03.2019	1422663	ERYC Supplies	647 4711 23	Office stationery	£11.44	£2.29	£13.73
PS126			KCOM	647 235 137	Office 365 - DD	£72.96	£0.00	£72.96
PS127	N/A	A8423603	Siemens Finance Services	222 4382 92	Photocopier rental - DD	£70.20	£0.00	£70.20
TOTALS						£8,069.97	£80.65	£8,150.62

ITEM 8B

Bank Reconciliation

ELLOUGHTON CUM BROUGH TOWN COUNCIL

Bank Reconciliation

ACCOUNTS RECONCILED TO: 28/02/2019

General Fund - Movement

Amount Shown Bank Statement 31/01/2019		£137,749.15
Add receipts		£2,616.00
Less payments		£7,774.77
Total		£132,590.38

Section 137 Expendature 2018-19

	Total	£150.00
--	--------------	----------------

General Fund - Reconciliation

Amount Shown Bank Statement		£132,590.38
Less Unrepresented Cheques		£50.00
Balance A		£132,540.38

Petty Cash - Imprest Account

	Balance B	£200.00
--	------------------	----------------

NS&I Investment

	Balance C	£31,523.04
--	------------------	-------------------

TOTAL FUNDS AVAILABLE ON: 28/02/2019

	Balance (A+B+C=D) D	£164,263.42
--	----------------------------	--------------------

Prepared by the Town Clerk and RFO - Tom Clay

Signed:

Date:

12/03/2019