

# Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the ordinary meeting of Council held on **14 May 2019** in the **Committee Room, Petuaria Community Centre, Centurion Way, Brough, HU15 1DF.**

**Members Present:** Cllr Luckraft, Cllr Brogden, Cllr Rowe, Cllr Muzaffar, Cllr Credland (Chairman), Cllr Hakes, Cllr Bentley, Cllr S. Duckles (Vice Chairman) and Cllr C. Duckles

**Meeting Clerk:** Tom Clay, Town Clerk

**Also in attendance:** ERYC Cllr Meredith, ERYC Cllr Gill and one member of the public

## Minutes

Minute	Item
	<b><u>Procedural Items</u></b>
18/1920	<b>Apologies</b> ERYC Cllr Meredith gave ERYC Cllr Smith's apologies for the meeting.  No apologies were received from Town Councillors.
19/1920	<b>Declarations of interest</b> No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.
20/1920	<b>Public Forum</b> Cllr Smith enquired on behalf of a resident what measures were being taken to address problems with litter and dog mess near the 'new bridge' leading to the Brough South estate.
	<b><u>Reports to Council</u></b>
21/1920	<b>Reports from external organisations and groups</b> Council received verbal reports from representatives from the following organisations: a) <b>ERNLLCA</b> – No report was made. b) <b>Village Hall</b> - Cllr Brogden stated that the Village Hall had recently held a meeting at which three trustees had resigned.

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	<p>New Trustees were being sought and an advert would soon appear in the Petuaria Press. New lights were to be installed in two rooms. New hire rates would be in effect from 1<sup>st</sup> September 2019.</p> <p>c) <b>Community Centre</b> – Cllr Muzaffar reported that all was at the Centre. Finances were under control and the situation would be monitored. It was hoped that a projector and speakers would be installed soon. A community event would be held in a weeks' time at which 32 children would sing.</p> <p>d) <b>The Burrs PFA</b> – Cllr Credland reported that a tree survey had taken place and that the work following it would be expensive. Issues relating to grass cutting were being solved and a new grounds maintenance contractor was in place. A Facebook page had been set up which Cllr Hakes said he would be happy to assist in the moderation of. An event that had been due to take place on Sunday was being cancelled and wrapped up with the Right Roam Weekend on 20 July 2019.</p> <p>e) <b>Tour de Yorkshire Steering Group</b> – Cllr Credland reported that the event was a great success. Some lessons need to be learnt, but the hard work put in by the community was fantastic. Cllr Brogden thanked Cllr Credland for his hard work on the project.</p>
22/1920	<p><b>East Riding of Yorkshire Council</b></p> <p>Council noted that on Thursday 2 May the following councillors were elected to the East Riding of Yorkshire Council for Dale Ward (which covers the Town Council area):</p> <ul style="list-style-type: none"> <li>• Terry Gill</li> <li>• Richard Meredith</li> <li>• Pat Smith</li> </ul> <p>Council also noted that ERYC Cllr Smith would be the Chairman for the East Riding of Yorkshire Council in the 2019-20 municipal year.</p> <p>Council received the following reports from the East Riding of Yorkshire Council members for the Town Council area.</p> <p>Cllr T. Gill reported that having only just been elected he could give only a limited report, but he said he would attend meetings when he could and provide more information in the future.</p> <p>Cllr Meredith reported that:</p> <ul style="list-style-type: none"> <li>• The following the election on 2 May 2019 the Conservative Group was still in control;</li> <li>• he had been appointed the Chairman of the Pension Committee;</li> <li>• a lot of work was going on to try and tackle the problems with parking in the town council's area, and'</li> <li>• concerns about the lifting of the weight limit on the Station Road bridge has been noted and were being investigated.</li> </ul>

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	Cllr Meredith requested that information about the Burrs be sent to Brantingham Parish Council.
	<b><u>Town Council Finance</u></b>
23/1920	<p><b>Schedule of payments</b> Cllr S. Duckles proposed, seconded by Cllr Brogden, that Council note and approve the payments schedule from 11 April 2019 to the 9 May 2019 amounting to £14,180.69 and to note income for the same period of £81,517.78 (appendix A).</p> <p><b>RESOLVED: Council resolved to note and approve the payments schedule from 11 April 2019 to the 9 May 2019 amounting to £14,180.69 and to note income for the same period of £81,517.78.</b></p>
	<b><u>Council Business</u></b>
24/1920	<p><b>Council Insurance</b> Council noted that the current five year long-term insurance arrangement will come to an end in June 2019.</p> <p>Cllr Bentley proposed, seconded by Cllr C. Duckles, that Council instruct the Town Clerk to undertake an annual quotation of £2,399.65 with Ecclesiastical inclusive of insurance premium tax (at the prevailing rate), plus an administration fee of £50.00.</p> <p><b>RESOLVED: Council instructed the Town Clerk to undertake an annual quotation of £2,399.65 with Ecclesiastical inclusive of insurance premium tax (at the prevailing rate), plus an administration fee of £50.00.</b></p>
25/1920	<p><b>Tidy Town Fund 2019 Grant</b> Cllr Rowe proposed, seconded by Cllr S. Duckles, that Council noted the Town Council's application to the Tidy Town Fund grant and to instruct the Town Clerk to take the necessary steps in the grant application process.</p> <p><b>RESOLVED: Council noted the grant application and instructed the Town Clerk to take the necessary steps in the grant application process.</b></p>
26/1920	<p><b>Co-option to the Town Council</b> Cllr S. Duckles proposed, seconded by Cllr Bentley, that the three vacancies be advertised, that the Town Clerk be delegated with the task of managing applications and that a special meeting be arranged for Tuesday 28 May 2019 to consider the co-option of candidates.</p> <p><b>RESOLVED: Council instructed the Town Clerk to arrange for the meeting and actions described in the proposal.</b></p>

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<b><u>Next Ordinary Meeting of the Town Council</u></b>	
27/1920	<b>Date and time of the next meeting</b> Council confirmed the date and time of the next ordinary meeting to be <b>Tuesday 18 June 2019</b> , commencing at <b>7pm</b> , in the <b>Committee Room, Petuaria Community Centre (HU15 1DF)</b> .

**Meeting started 7:05pm and closed 8:35pm**

Document published on 17 May 2019

**Signed:** .....

**Print Name:** .....

**Print Position:** .....

**Date:** .....

**Signature:** ..... **Date:** .....

## Appendix A - Schedule of Payments - 11 April 2019 to the 9 May 2019

Payment Schedule - 11 April 2019 to the 9 May 2019								
SECTION A - Expenditure for Council to note and approve								
REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
P/19/11	15/04/2019	15.04.19	Member of Staff	N/A	Tractor Paint - TDY 2019	£135.96	£8.99	£144.95
P/19/12	18/04/2019	ERN19-047	ERNLLCA	N/A	Membership - 2019-20	£1,284.36	£0.00	£1,284.36
P/19/13	17/04/2019	03-Sep-11	East Riding Engraving	851111077	Petuaria Awards - glass engraving	£72.49	£14.49	£86.98
P/19/14	18/04/2019	13074	SLCC	N/A	Membership fees - Town Clerk 2019-20	£300.00	£0.00	£300.00
P/19/15	19/04/2019	N/A	Town Council	N/A	Staff Salaries March-April 2019	£4,465.59	£0.00	£4,465.59
P/19/16	19/04/2019	N/A	ER Pensions Fund	N/A	Pensions March-April 2019	£1,458.69	£0.00	£1,458.69
P/19/17	23/04/2019	145796	Hampshire Flag Company	339361641	Hand Flags - TDY 2019	£65.00	£13.00	£78.00
P/19/18	25/04/2019	2660	Turpin Bookkeeping Services	257650485	Payroll - April 2019	£30.00	£6.00	£36.00
P/19/19	25/04/2019	N/A	Member of Staff	N/A	Art Exhibition - Waitress wages 3 x £20	£60.00	£0.00	£60.00
P/19/20	25/04/2019	N/A	Clr Credland	N/A	Art Exhibition - Beverages	£76.98	£0.00	£76.98
P/19/21	29/04/2019	N/A	HMRC	N/A	PAYE/NI March-April 2019	£1,482.86	£0.00	£1,482.86
P/19/25	30/04/2019	N/A	Redacted	N/A	Payment sale of art at exhibition - Chq 106378	£25.50	£0.00	£25.50
P/19/26	30/04/2019	N/A	Redacted	N/A	Payment sale of art at exhibition - Chq 106379	£21.25	£0.00	£21.25
P/19/27	30/04/2019	N/A	Redacted	N/A	Payment sale of art at exhibition - Chq 106380	£102.00	£0.00	£102.00
P/19/28	30/04/2019	N/A	Fine Art	N/A	Hanging of art work at exhibition - Chq 106381	£100.00	£0.00	£100.00
P/19/31	30/04/2019	157	Petuaria Centre	N/A	Meeting room hire 16/4/19 (Full Council)	£14.40	£0.00	£14.40
P/19/32	30/04/2019	N/A	Redacted	N/A	Payment for sale of art at exhibition	£63.75	£0.00	£63.75
P/19/33	30/04/2019	N/A	Redacted	N/A	Payment for sale of art at exhibition	£42.50	£0.00	£42.50
P/19/34	02/05/2019	BUS001149740	KCOM	647235137	Internet services	£75.00	£15.00	£90.00
P/19/35	02/05/2019	Bus001149739	KCOM	647235137	Office telephone	£125.95	£25.19	£151.14
P/19/36	02/05/2019	N/A	Petuaria Community Forum	N/A	TDY 2019 Grant - Burrs Event	£300.00	£0.00	£300.00
P/19/37	02/05/2019	N/A	Brough in Bloom	N/A	TDY 2019 Grant - Village decoration	£120.99	£0.00	£120.99
P/19/38	02/05/2019	N/A	Petuaria Friendship Group	N/A	TDY 2019 Grant - Village decoration	£66.95	£0.00	£66.95
P/19/39	07/05/2019	008b10430458	ICO	N/A	Data Protection Registration Fee	£40.00	£0.00	£40.00
P/19/40	07/05/2019	9058690971	Royal Mail	24317002	Door to Door - PP Delivery	£500.00	£100.00	£600.00
P/19/44	08/05/2019	N/A	Member of Staff (Amazon)	20260743	Office Printer Ink Cartridges	£57.54	£11.51	£69.05
P/19/45	09/05/2019	N/A	Member of Staff	N/A	Petty Cash Transfer	£97.98	£0.00	£97.98
<b>Section A Total</b>						<b>£11,185.74</b>	<b>£194.18</b>	<b>£11,379.92</b>
SECTION B - Expenditure requiring authorisation from Council								
REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
P/19/22	30/04/2019	OP/112978	Sutcliffe Play	464207457	Installation of compression spring	£215.00	£43.00	£258.00
P/19/23	30/04/2019	OP/112883	Sutcliffe Play	464207457	Compression spring and delivery	£35.00	£7.00	£42.00
P/19/24	30/04/2019	OP/112884	Sutcliffe Play	464207457	Hand/Foot hold plastic	£17.64	£3.53	£21.17
P/19/29	30/04/2019	63560642	ERYC	647471123	Salt Bin Maintenance	£1,230.00	£246.00	£1,476.00
P/19/30	30/04/2019	10670	Octagon Exhibition	N/A	Panel Hire for Art Exhibition 26-28 April 2019	£220.00	£0.00	£220.00
p/19/41	07/05/2019	69212	Samba Catering	886670273	Canapes for Art Exhibition	£255.00	£51.00	£306.00
P/19/42	07/05/2019	158	Petuaria Community Centre	N/A	Room hire art exhibition 26/4/19-28/4/19	£402.60	£0.00	£402.60
P/19/43	07/05/2019	N/A	Occasional Melodies	N/A	Music for Art Exhibition 26/4/19 (7pm-9pm)	£75.00	£0.00	£75.00
<b>Section B Total</b>						<b>£2,450.24</b>	<b>£350.53</b>	<b>£2,800.77</b>

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