

# Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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

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

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

**Also in attendance:** ERYC Cllr Meredith and ERYC Cllr Gill

## Minutes

Minute	Item
	<b><u>Procedural Items</u></b>
77/1920	<p><b>Apologies</b> The following apologies we received:</p> <ul style="list-style-type: none"> <li>• Cllr Hakes – holiday</li> </ul> <p><b>RESOLVED: Council resolved to note the apologies and accept the reasons given for absence.</b></p>
78/1920	<p><b>Declarations of interest</b> No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
79/1920	<p><b>Public Forum</b> No member of the public took up the opportunity to speak or ask a question.</p>

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80/1920	<p><b>Minutes of the ordinary meeting held on 17 September 2019</b> Cllr Loizides proposed, seconded by Cllr Bentley, that the minutes be accepted as a true and accurate record of the meeting.</p> <p><b>RESOLVED: Council resolved to approve the minutes as a true and accurate record.</b></p>
81/1920	<p><b>Council committee minutes</b> <b>RESOLVED: Council noted, with a few small typographical errors that require amending, the following notes and minutes of Council committees:</b></p> <ol style="list-style-type: none"> <li>i. <b>Events and Publicity – Wednesday 11 September</b></li> <li>ii. <b>Planning and Highways – Wednesday 11 September</b></li> <li>iii. <b>Personnel – Monday 30 September 2019</b></li> </ol>
<b><u>Reports to Council</u></b>	
82/1920	<p><b>Reports from external organisations and groups</b> Council received verbal reports from representatives from the following organisations:</p> <ol style="list-style-type: none"> <li>a) <b>ERNLLCA</b> – Cllr Duckles reported that the Annual Meeting had been held and that there were few changes to the Committee. The East Riding committees were being reduced from 4 four to one committee.</li> <li>b) <b>Village Hall</b> – Cllr Brogden reported that a wall had been repaired and that the work to the flat roofs will take place soon.</li> <li>c) <b>Community Centre</b> – Cllr Muzaffar reported that all is well with the Community Centre and that plans were being progressed for a screen in the Committee Room and speakers in the Hall.</li> <li>d) <b>The Burrs PFA</b> – Cllr Credland reported that tree work has taken place and that plans for an event were being made. Research was also being done into the removal of stonework during the medieval period.</li> </ol>
83/1920	<p><b>East Riding of Yorkshire Council</b> Council received the following reports from the East Riding of Yorkshire Council members for the Town Council area.</p> <p>Cllr Gill reported that:</p> <ul style="list-style-type: none"> <li>• A recent meeting with Highways was held to discuss issues relating to parking in and around the station. Highways officers had said that it is unlikely that a ‘parking zone’ would be introduced soon and that before anything like that could happen public consultation would be required.</li> <li>• ERYC is looking to establish a ‘transport interchange’ in the new Brough South development which it would manage to alleviate parking problems in the area.</li> <li>• Road safety issues at Cavendish Park were being investigated.</li> <li>• The Moor Road/Skillings Lane ‘link road’ was due to start in December, but is being held up by Natural England.</li> </ul>

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	<ul style="list-style-type: none"> <li>• A new traffic light management system will be introduced at Brough Corner in the short to medium term.</li> <li>• Higham Way – planning was approved for two Dormer Bungalows on the condition improvements are made to access.</li> </ul> <p>Cllr Meredith reported that:</p> <ul style="list-style-type: none"> <li>• Removal of trees by ERYC near Wiske Avenue is being investigated as well as flooding issues in the Grassdale Park area.</li> </ul>
<b><u>Town Council Finance</u></b>	
84/1920	<p><b>Schedule of payments</b></p> <p>Cllr Loizides proposed, seconded by Cllr Bentley, that Council note and approve the payments schedule from 11 September 2019 to amounting to 4 October 2019 £10,848.58 and to note income for the same period of £84,642.00 (2nd instalment of the precept and insurance claim).</p> <p><b>RESOLVED: Council resolved to note and approve the payments schedule 11 September 2019 to amounting to 4 October 2019 £10,848.58 and to note income for the same period of £84,642.00 (2nd instalment of the precept and insurance claim). See appendix 1.</b></p>
85/1920	<p><b>Bank Reconciliation</b></p> <p>Cllr Bentley proposed, seconded by Cllr Rowe, that Council note and approve the bank reconciliation for all accounts up to 30 September 2019.</p> <p><b>RESOLVED: Council resolved to note and approve the bank reconciliation for all accounts up to 30 September 2019.</b></p>
<b><u>Council Business</u></b>	
86/1920	<p><b>ERNLLCA Conference</b></p> <p>Cllr S. Duckles proposed, seconded by Cllr Rowe, that Standing Order 7a be suspended to allow for discussion of the item.</p>
86/1920.1	<p><b>RESOLVED: Council resolved to note and approve the bank reconciliations for all accounts up to 30 September 2019.</b></p> <p>Councillor Brogden proposed, seconded by Cllr Muzaffar, that minute 65/1920.1 be rescinded, that the Town Clerk not attend the ERNLLCA Conference and that Cllr Duckles go instead..</p>
86/1920.2	<p><b>RESOLVED: The motion was carried and the Town Clerk was instructed to inform ERNLLCA that Cllr Duckles would be attending instead of the Town Clerk.</b></p>

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87/1920	<p><b>Future office arrangements</b> Councillor Loizides proposed, seconded by Councillor Duckles, that the Working Party recommendation be accepted and that:</p> <ol style="list-style-type: none"> <li>i. All options be considered as they come up and that nothing be ruled out;</li> <li>ii. the option most likely to produce a successful outcome is 5 – development of non-residential land;</li> <li>iii. the Town Clerk pursue this option further on behalf of Council and report back to Council at a future date, and;</li> <li>iv. the Town Clerk also be instructed to establish the process and timescale for securing a Public Works Board Loan.</li> </ol> <p><b>RESOLVED: The motion was carried and the Town Clerk was instructed undertake the actions set out above.</b></p>
88/1920	<p><b>Proposed adjustment to committee meeting dates</b> Councillor Loizides proposed, seconded by Cllr Duckles, that the new committee meeting dates up to the next Annual Meeting of the Town Council in May 2020 be adopted.</p> <p><b>RESOLVED: Council resolved to adopt the new committee meeting dates which would be in effect forthwith.</b></p>
89/1920	<p><b>Review of Polling Districts, Polling Places and Polling Stations</b> Cllr Luckraft proposed, seconded by Cllr Bentley, the proposals for GC and GD be noted (i.e. that there would be no change). It was further proposed that GE (GEA) be split and that ERYC as part of the review identify a suitable polling station for the new polling district. It was suggested that if a suitable ‘fixed’ location could not be found then a ‘temporary hut’ be provided in a central location.</p> <p><b>RESOLVED: Council resolved to instruct the Town Clerk to make the comments made above known to ERYC as part of the review.</b></p>
<b><u>Next Ordinary Meeting of the Town Council</u></b>	
91/1920	<p><b>Date and time of the next meeting</b> Council confirmed the date and time of the next ordinary meeting to be <b>Tuesday 19 November 2019</b>, commencing at <b>7pm</b>, in the <b>Committee Room, Petuarua Community Centre (HU15 1DF)</b>.</p>

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

Document published on 16 October 2019

**Signed:** .....

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

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

**Date:** .....

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

## Appendix A - Schedule of Payments - 11 September 2019 to 4 October 2019

REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
P/19/127	17/09/2019	203-8354158-1877137	Town Council Staff (Amazon)	727 2558 21	Office Ink Cartridge for HP Printer	£93.11	£0.00	£93.11
P/19/128	16/09/2019	N/A	KCOM	647 2351 37	DD - Office 365	£72.96	£0.00	£72.96
P/19/129	20/09/2019	N/A	Town Council	N/A	Staff Salaries - Aug - Sep 2019	£4,078.92	£0.00	£4,078.92
P/19/130	23/09/2019	N/A	FR Pensions	N/A	Staff Pensions - Aug - Sep 2019	£1,332.12	£0.00	£1,332.12
P/19/131	23/09/2019	N/A	HMRC	N/A	PAYE/NI - Aug - Sep 2019	£1,074.35	£0.00	£1,074.35
P/19/132	23/09/2019	301	Picture Box	N/A	Councillor Portrait Pictures	£120.00	£0.00	£120.00
P/19/133	26/09/2019	N/A	Town Council Staff	N/A	Petty Cash Transfer	£62.30	£0.00	£62.30
P/19/134	30/09/2019	233	Petuarra Community Centre	N/A	Meeting Room Hire - 17.09.2019 - 3hrs	£21.60	£0.00	£21.60
P/19/135	30/09/2019	B0007607	Box it	647 5003 45	Confidential Shredding	£15.50	£3.10	£18.60
P/19/136	03/10/2019	31492022	Town Council Staff (Squarespace)	304 1081 MH	Establishment of a Town Council Website	£180.00	£36.00	£216.00
P/19/137	03/10/2019	67356	HAGS	207 8538 51	Playground repairs	£1,338.00	£267.60	£1,605.60
P/19/138	03/10/2019	2943	Turpin Bookkeeping	257 6504 85	August 2019 Payroll	£30.00	£6.00	£36.00
P/19/139	11/09/2019	53963	PPH Commercial	561 0673 00	Office Rent - 29.09.19-24.12.2019	£1,950.00	£0.00	£1,950.00
P/19/140	11/09/2019	53963	PPH Commercial	561 0673 00	Office Service - 29.09.19-24.12.2019	£167.02	£0.00	£167.02
<b>TOTALS</b>						<b>£10,535.88</b>	<b>£312.70</b>	<b>£10,848.58</b>

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