

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the ordinary meeting of Council held on **16 April 2019** in the **Committee Room, Petuaria Community Centre, Centurion Way, Brough, HU15 1DF.**

Members Present: 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 Clerk: Tom Clay, Town Clerk

Also in attendance: ERYC Cllr Meredith and ERYC Cllr Smith

Minutes

Minute	Item
	<u>Procedural Items</u>
119/18	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr Bentley – personal reasons • Cllr P. Duckles – work commitment <p>RESOLVED: Council resolved to note the apologies and accept the reasons given for absence.</p>
120/18	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
123/18	<p>Public Forum 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.</p> <p>Cllr S. Duckles said that the matter had been looked into and it was being seen if an existing and underutilised bin could be moved.</p> <p>ERYC Cllr Smith also raised concerns about sweeping and mud on Elloughton Road.</p>

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123/18.1	<p>RESOLVED: Council instructed the Town Clerk that the matter be referred to the Environment Committee and that the issue be raised with the East Riding of Yorkshire Council.</p> <p>A resident of Chapel Mews provided an update about planning issues on the same round and to enquire about what was being done.</p> <p>ERYC Cllr Meredith was able to provide an update and said that he would 'chase up' with officers what had happened about a letter that should have been sent to residents some time ago.</p>
124/18	<p>Minutes of the ordinary meeting held on 19 March 2019 Cllr Rowe proposed, seconded by Cllr K. Galbraith, that the minutes 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>
125/18	<p>Council committee minutes Cllr Muzaffar proposed, seconded by Cllr Credland, that the following committee minutes be noted by Council:</p> <ul style="list-style-type: none"> i. 13 March 2019 – Events and Publicity Committee ii. 13 March 2019 – Planning Committee iii. 25 March 2019 – Planning Committee iv. 25 March 2019 – Finance & Strategic Planning Committee <p>RESOLVED: Council resolved to note the committee minutes outlined above.</p>
<u>Reports to Council</u>	
126/18	<p>Reports from external organisations and groups Council received verbal reports from representatives from the following organisations:</p> <ul style="list-style-type: none"> a) ERNLLCA – Cllr T. Galbraith stated that the most recent meeting was unfortunately inquorate. The Town Council would need to elect new members to the body at the Annual Meeting. b) Village Hall - Cllr Brogden stated that the Village Hall accounts were being finalised and that hire rates were being altered. Issues relating to CCTV had been investigated. New lights were to be installed in two rooms. A joiner is carrying out some minor repairs. New Trustees and members of the management committee were required following a number of resignations recently. c) Community Centre – Cllr Muzaffar reported that all was running smoothly at the Centre and that there were quite a few new users. It was hoped that a projector could be installed soon. d) The Burrs PFA – Cllr Credland reported that a tree survey had taken place and some work would be required to one tree.

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	<p>Permission has been given to the Petuaria Community Forum to use the site on 2 May 2019 for the Tour de Yorkshire event. Issues relating to the continued use of the field by a football team were still being considered.</p> <p>e) Ridings Medical Group – Cllr Davis reported that construction is well under way and that the team is coping well despite of the challenges it poses.</p> <p>f) Tour de Yorkshire Steering Group – Cllr Credland reported that there was great enthusiasm for the event and that several projects were being worked on. The wooden bikes would soon be given to the schools and lots of metal bikes had been collected for painting. Cllr T. Galbraith reported about the plans for the event taking place on the Burrs which ties in with the Tour de Yorkshire.</p> <p>g) East Yorkshire Councils Meeting – Cllr K. Galbraith reported that she had attended her last meeting of the group at which interesting information about the PAG awards had been given. The Council would need to appoint a new representative to send at the Annual Town Council meeting.</p>
127/18	<p>East Riding of Yorkshire Council Council received the following reports from the East Riding of Yorkshire Council members for the Town Council area.</p> <p>Cllr T. Galbraith reported that:</p> <ul style="list-style-type: none"> • That purdah (the pre-election period) had started and no new initiatives would be forthcoming until after the election. • He further stated that he was standing down, but would continue to occupy positions on several community groups. A new member would however be required for the Brough South Group. <p>Cllr Meredith reported that:</p> <ul style="list-style-type: none"> • The Parish Review Panel had made several recommendations. • Warden Service users thought highly of the service. • Several issues relating to planning at Chapel Mews were still ongoing. <p>Cllr Smith stated that she had nothing to add to the reports provided by other ERYC councillors.</p>
	<u>Town Council Finance</u>
128/18	<p>A) Schedule of payments Cllr S. Duckles proposed, seconded by Cllr K. Galbraith, that Council note and approve the payments schedule from 12 March 2019 to the 11 April 2019 amounting to £27,113.40 and to note income for the same period of £360. (appendix A).</p>

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128/18.1	RESOLVED: Council resolved to note and approve the payments schedule from 12 March 2019 to the 11 April 2019 amounting to £27,113.40 and to note income for the same period of £360.
129/18	B) Bank Reconciliation Cllr Rowe proposed, seconded by Cllr K. Galbraith, that Council note and approve the March 2019 bank reconciliation.
129/18.1	RESOLVED: Council resolved to note and approve the March 2019 bank reconciliation.
130/18	C) SLCC annual membership The Clerk mentioned that the actual renewal price was slightly higher than that which appeared on the agenda at £300. Cllr Rowe proposed, seconded by Cllr K. Galbraith, that Council approve renewal of the Town Clerk's membership of SLCC for the year 1 April 2019 to 31 March 2020 at a cost of £300.
130/18.1	RESOLVED: Council resolved to renew the Town Clerk's membership of SLCC for the year 1 April 2019 to 31 March 2020 at a cost of £300.
131/18	D) ERNLLCA annual membership Cllr T. Galbraith proposed, seconded by Cllr Brogden, that Council approve renewal of ERNLLCA membership services for the year 1 April 2019 to 31 March 2020 at a cost of £1,284.36, consisting of the following elements: <ul style="list-style-type: none"> • Element forwarded to NALC £555.36 • Element retained by ERNLLCA £729.00
131/18.1	RESOLVED: Council resolved to renew membership services of ERNLLCA for the year 1 April 2019 to 31 March 2020 at a cost of £1,284.36, consisting of the following elements: <ul style="list-style-type: none"> • Element forwarded to NALC £555.36 • Element retained by ERNLLCA £729.00
<u>Council Business</u>	
132/18	2018-19 End of Year Financial Report RESOLVED: Council noted the report prepared by the Town Clerk and RFO for the 2018-2019 financial year.
<u>Next Ordinary Meeting of the Town Council</u>	
133/18	Date and time of the next meeting Council confirmed the date and time of the next ordinary meeting to be Tuesday 14 May 2019 , commencing at 7pm , in the Committee Room, Petuaria Community Centre (HU15 1DF) .

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	<p>Council confirmed that the Annual Meeting of the Town Council will take place at 6:30pm on Tuesday 14 May 2019, before the Full Council meeting, in the Committee Room, Petuaria Community Centre (HU15 1DF).</p>
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Meeting started 7pm and closed 8:25pm

Document published on 25 April 2019

Signed:

Print Name:

Print Position:

Date:

Signature: **Date:**

Appendix A - Schedule of Payments - 12 March 2019 to the 11 April 2019

REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
PS126/1	15.03.2019	N/A	Cleaner	N/A	Office clean	£36.00	£0.00	£36.00
PS127/2	08.03.2019	N/A	PPH	561 0673 00	Rent - 25.03.2019 - 23.06.2019	£1,950.00	£0.00	£1,950.00
PS127/3	08.03.2019	N/A	PPH	562 0673 00	Service Charge - 25.03.2019 - 23.06.2020	£167.02	£0.00	£167.02
PS128	19.03.2019	393 0229 57	Fabric Land (Bournemouth) Ltd	393 0229 57	Fabric - TDY	£89.00	£0.00	£89.00
PS135	20.03.2019	N/A	Town Council	N/A	Salaries - March/April 2019	£4,082.96	£0.00	£4,082.96
PS136	20.03.2019	N/A	ERPF	N/A	Pension - March/April 2019	£1,280.68	£0.00	£1,280.68
PS137	20.03.2019	N/A	HMRC	N/A	PAYE/NI - March/April 2019	£1,510.44	£0.00	£1,510.44
PS138	20.03.2019	N/A	Member of Staff	N/A	Banners for Art and Photographic	£1,269.00	£0.00	£1,269.00
PS140	29.03.2019	N/A	Garden Slave	N/A	Grounds maintenance and water course clearance	£1,670.00	£0.00	£1,670.00
PS144	18.03.2019	PS 126	KCOM	647 235 137	Office 365 - DD	£72.96	£0.00	£72.96
TOTALS						£10,985.96	£0.00	£10,985.96
REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
PS129	19.3.19	N/A	Playing Fields Association	N/A	Community Grant 2019	£3,000.00	£0.00	£3,000.00
PS130	19.3.19	N/A	Brough Village Hall	N/A	Community Grant 2019	£2,000.00	£0.00	£2,000.00
PS131	19.3.19	N/A	EcB Church Council	N/A	Community Grant 2019	£2,000.00	£0.00	£2,000.00
PS132	19.3.19	N/A	Brough in Bloom	N/A	Community Grant 2019	£2,000.00	£0.00	£2,000.00
PS133	19.3.19	N/A	Brough Voluntary Action	N/A	Community Grant 2019	£1,500.00	£0.00	£1,500.00
PS134	19.3.19	N/A	Wolds and Riverbank	N/A	Community Grant 2019	£1,000.00	£0.00	£1,000.00
PS139	28.3.19	O/N 159073	Hampshire Flag Co	339 3616 41	East Yorkshire Hand Flags for TDY 2019	£276.50	£55.30	£331.80
PS141	29.3.19	923	DMH Solutions Ltd	772 3485 12	LCRS Win 2019 Upgrade disk	£59.00	£11.80	£70.80
P/19/1	29/03/2019	3639	Christmas Plus Ltd	817 2363 35	500m Bunting - TDY 2019	£284.50	£56.90	£341.40
P/19/2	27/03/2019	27/03/2019	Tour de Yorkshire, Elloughton Primary	N/A	Grant - TDY 2019	£300.00	£0.00	£300.00
P/19/3	29/03/2019	1060	Art and Soul	N/A	Petuaria Press Nbr 75 Winter 2019	£850.00	£0.00	£850.00
P/19/4	30/03/2019	136	Petuaria Community Centre	N/A	Meeting Room Hire - 19/3/19 1+2 Hrs	£21.60	£0.00	£21.60
P/19/5	03/04/2019	196939	SLCC	891 7527 83	ILCA course	£99.00	£19.80	£118.80
P/19/6	02/04/2019	1624	Wood Design Company	683 1087 29	Wooden Bikes - TDY 2019	£285.00	£57.00	£342.00
P/19/7	09/04/2019	63387690	ERYC	N/A	Allotment Lease	£598.00	£0.00	£598.00
P/19/8	09/04/2019	1677	Celect Electrical Ltd	978 8190 51	PAT test office and inspection of Christmas light supply	£220.00	£44.00	£264.00
P/19/9	09/04/2019	820124	LITE	775 8152 93	Festive Lighting deposit (1st instalment)	£1,123.75	£224.75	£1,348.50
P/19/10	09/04/2019	1427424	ERYC (Supplies)	64 74711 23	Office supplies	£33.79	£6.75	£40.54
TOTALS						£15,651.14	£476.30	£16,127.44
TOTALS						£26,637.10	£476.30	£27,113.40

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