

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the ordinary meeting of Council held on **17 July 2018** in the **Committee Room, Brough Community Centre, Centurion Way, Brough HU15 1DF.**

Members Present: Cllr Bentley, Cllr Muzaffar, Cllr Rowe, Cllr Luckraft, Cllr Brogden, Cllr T. Galbraith, Cllr K. Galbraith and Cllr Davies

Meeting Clerks: Tom Clay, Town Clerk

Also in attendance: ERYC Cllr Meredith, ERYC Cllr Smith and seventeen members of the public

Minutes

Minute	Item
	<u>Procedural items</u>
18/18	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr Credland – Civic Engagement • Cllr S. Duckles – Holiday • Cllr C. Duckles - Holiday • Cllr P. Duckles – Work commitment <p>RESOLVED: Council resolved to note the apologies and accept the reason(s) given for absence.</p> <p>Cllr T. Galbraith proposed, seconded by Cllr Rowe, that in the Chairman's and Vice-Chairman's absence Cllr Davis be appointed as Chairman for the meeting.</p> <p>RESOLVED: Council resolved to accept the proposal and Cllr Davis was appointed Chairman for the meeting.</p>
18/19	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>

Signature: Date:

19/18	<p>Public Forum</p> <p>A resident of Elloughton, raised concerns about tree felling at 44 Main Street (Elloughton), trespass on land and anti-social behaviour. Several other residents also raised similar concerns about the area in question.</p> <p>Council advised the residents that they had no planning enforcement powers and that several issues raised were outside the purview of the Council.</p> <p>RESOLVED: Council instructed the Town Clerk raise the issue of the tree felling with the ERYC planning department.</p> <p>Cllr T. Galbraith was asked if he would pursue the concerns relating to tree felling and planning at ERYC.</p> <p>A resident of Brough, raised a concern about changes to parking which would see the number of cars parking on Wrygarth Avenue increase. He also raised concerns about overhanging trees on the Burrs Playing Fields.</p> <p>Cllr Meredith stated that he was working to find a solution to the parking issue and was already taking the matter up at the ERYC.</p> <p>RESOLVED: Council instructed the Town Clerk to pass the residents details onto Burrs Playing Field Association who were the right body to provide a response about the trees.</p> <p>Cllr Davis provided a brief introduction to the topic of the Brough Community Centre. He highlighted the issue of the several leases in operation, the covenant on the land, the history of the site and its complicated nature.</p> <p>Several residents spoke about the Brough Community Centre. In summary they stated how important the facility is for the community, that they would like to see it remain open and that for children in particular the site is very important.</p> <p>A resident of Elloughton, stated that he would like to see the Brough Community Centre remain open and would be willing to become a member of the Management Committee.</p> <p>Cllr Muzaffar welcomed the prospect that members of the community might wish to join the Management Committee. He also stated that Management Committee members were working in the best interest of the community and that a letter to users had been issued only to provide enough warning as possible about issues at the site and for no other reason.</p> <p>Cllr Davis welcomed the support shown for the Brough Community Centre and in particular the possibility that several residents might wish</p>
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	<p>to join the Management Committee or support the Brough Community Centre in other ways.</p> <p>He stated that while Council would formally be discussing the issue later on the agenda he felt certain that the Town Council would work with the Management Committee to ensure the long-term future of the Brough Community Centre.</p>
20/18	<p>Minutes of the meeting held on 19 June 2018 Cllr K. Galbraith proposed, seconded by Cllr Rowe, 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>
	<u>Reports to Council</u>
21/18	<p>Community and outside bodies</p> <p>a) Reports The following reports were made:</p> <ol style="list-style-type: none"> i. Cllr Brogden – no Village Hall meeting has taken place and therefore there are no issues to report. ii. Cllr Muzaffar – the most pressing issues relating to the Brough Community Centre have been covered elsewhere on the agenda. iii. Cllr T. Galbraith – reported on behalf of the Petuaria Community Forum that the Pet-u-Fair-ia (a pet fair and dog show) would take place on 22 July 2018. He also reminded members about the launch of the Petuaria Revisited event on 29 July 2018. <p>b) ERNLLCA Cllr T. Galbraith informed members that the branch AGM had recently taken place and he had again been elected Chairman, with Cllr Astell of Beverley elected Vice-Chairman. At the AGM an update was provided which related to Clerk recruitment. Branch members were informed that arrangements for appointing representatives were being tightened up.</p>
22/18	<p>East Riding of Yorkshire Council</p> <p>a) East Riding of Yorkshire Councillors' Reports Council received reports from East Riding of Yorkshire Council members on the following issues:</p> <ol style="list-style-type: none"> i. Cllr T. Galbraith provided various statistics to members which indicated that the East Riding collects 98.3% of Council Tax, 99.6% of Business Rates and that there is 90% broadband coverage in the authority's area. ii. Cllr Meredith provided assurances that there was no prospect of the Petuaria Centre closing and that ERYC would offer what assistance it could with the Brough

	<p>Community Centre. He also welcomed the letter sent by an ERYC officer in relation to the covenant issues at the Brough Community Centre. Finally Cllr Meredith mentioned that at the next meeting of the Safer & Stronger Committee the Chief Constable and Police Crime Commissioner would be present.</p> <p>iii. Cllr Smith provided a brief update about the Burrs Playing Fields and overhanging trees.</p> <p>b) Matters relating to the East Riding of Yorkshire Council All matters relating to ERYC had been raised elsewhere in the meeting and there was therefore no further discussion.</p>																																																																																										
<u>Town Council Finance</u>																																																																																											
23/18	<p>a) Schedule of payments Cllr K. Galbraith, seconded by Cllr Rowe, that Council note and approve the payments for the period 14 June 2018 to 11 July 2018 amounting to £6,970.57 set out in the schedule below.</p> <table border="1" data-bbox="357 922 1401 2024"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Amount</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Salaries -June 2018</td> <td>Staff</td> <td>2,465.10</td> <td></td> <td>2,465.10</td> </tr> <tr> <td>HMRC - June 2018</td> <td>NIC/PAYE/EMPNIC</td> <td>596.09</td> <td></td> <td>596.09</td> </tr> <tr> <td>Pension -Jun 2018</td> <td>ERPF</td> <td>883.08</td> <td></td> <td>883.08</td> </tr> <tr> <td>KCOM</td> <td>Direct Debit - June 2018</td> <td>60.80</td> <td>12.16</td> <td>72.96</td> </tr> <tr> <td>Nicholas Associates Group</td> <td>May/June invoices</td> <td>386.23</td> <td>77.25</td> <td>463.48</td> </tr> <tr> <td>HAGS</td> <td>Monthly inspection</td> <td>45.00</td> <td>9.00</td> <td>54.00</td> </tr> <tr> <td>Southern Electric</td> <td>Direct Debit - June 2018</td> <td>50.00</td> <td></td> <td>50.00</td> </tr> <tr> <td>KCOM</td> <td>Direct Debit - July 2018</td> <td>49.32</td> <td>9.86</td> <td>59.18</td> </tr> <tr> <td>Glasdon</td> <td>Phoenix Seat</td> <td>416.69</td> <td>83.33</td> <td>500.02</td> </tr> <tr> <td>Garden Slave - A Coultish</td> <td>Maintenance tasks</td> <td>710.00</td> <td></td> <td>710.00</td> </tr> <tr> <td>L & K Warcup Construction Ltd</td> <td>Water pump</td> <td>495.00</td> <td>99.00</td> <td>594.00</td> </tr> <tr> <td>EROYC</td> <td>Various office items</td> <td>78.91</td> <td>15.79</td> <td>94.70</td> </tr> <tr> <td>EROYC</td> <td>Copier paper</td> <td>40.80</td> <td>8.16</td> <td>48.96</td> </tr> <tr> <td>SLCC</td> <td>Clerk Membership</td> <td>258.00</td> <td></td> <td>258.00</td> </tr> <tr> <td>W Richardson</td> <td>Various office items</td> <td>17.50</td> <td>3.50</td> <td>21.00</td> </tr> <tr> <td>Petty cash</td> <td>Top up float</td> <td>100.00</td> <td></td> <td>100.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">Totals</td> <td>6,652.52</td> <td>318.05</td> <td>6,970.57</td> </tr> </tbody> </table>	Item	Description	Amount	VAT	Total	Salaries -June 2018	Staff	2,465.10		2,465.10	HMRC - June 2018	NIC/PAYE/EMPNIC	596.09		596.09	Pension -Jun 2018	ERPF	883.08		883.08	KCOM	Direct Debit - June 2018	60.80	12.16	72.96	Nicholas Associates Group	May/June invoices	386.23	77.25	463.48	HAGS	Monthly inspection	45.00	9.00	54.00	Southern Electric	Direct Debit - June 2018	50.00		50.00	KCOM	Direct Debit - July 2018	49.32	9.86	59.18	Glasdon	Phoenix Seat	416.69	83.33	500.02	Garden Slave - A Coultish	Maintenance tasks	710.00		710.00	L & K Warcup Construction Ltd	Water pump	495.00	99.00	594.00	EROYC	Various office items	78.91	15.79	94.70	EROYC	Copier paper	40.80	8.16	48.96	SLCC	Clerk Membership	258.00		258.00	W Richardson	Various office items	17.50	3.50	21.00	Petty cash	Top up float	100.00		100.00	Totals		6,652.52	318.05	6,970.57
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23/18.1	RESOLVED: Council resolved to approve the payments for the period 14 June 2018 to 11 July 2018 amounting to £6,970.57 set out in the schedule above.
23/18.2	a) Bank mandate Cllr K. Galbraith, seconded by Cllr Bentley, that Council to approve a change to the bank mandate which would see the name of the new Town Clerk added.
23/18.3	RESOLVED: Council resolved to approve the change to the bank mandate and instructed the Town Clerk to complete the necessary paperwork to update the mandate.
<u>Town Council business items</u>	
24/18	<p>Deferred Business - Brough Community Centre</p> <p>Council noted and welcomed the fact that several members of the public had shown a specific interest in joining or supporting the Management Committee to ensure the long-term viability of the Brough Community Centre.</p> <p>Cllr T. Galbraith proposed, seconded by Cllr K. Galbraith, that</p> <ol style="list-style-type: none"> i. Council will provide support to the Management Committee to ensure that the Brough Community Centre remains a community facility into the future and that all other concerns are secondary; ii. the Management Committee is a registered charity which manages the BCC under lease from the Town Council and that it is an independent legal entity with an identity that is separate and distinct from the Council; iii. the issue of the continuation of the BCC is most important, however, the positive reaction of ERYC to the possibility of the Town Council's office relocating to the BCC is welcomed and further investigation would be appreciated; iv. Council delegates the work of liaising with the Management Committee, ERYC and interested parties to the Town Clerk, with decision making on important issues retained by Council, and; v. the Chairman and Town Clerk liaise on the matter of calling an extraordinary meeting before the September 2018 ordinary meeting to further consider the issue of the Brough Community Centre.
24/18	RESOLVED: Council resolved to support the proposal outlined above and in particular that it is the aim of the Town Council to ensure that the BCC remains a community centre.

<p>25/18</p> <p>25/18.1</p> <p>25/18.2</p> <p>25/18.3</p>	<p>Town Council Policy</p> <p>a) Standing Orders Cllr Bentley proposed, seconded by Cllr K. Galbraith, that Council adopt the updated set of Standing Orders based on NALC's 2018 model version.</p> <p>It was further proposed that the Town Clerk draft a 'preamble' to be read out at the start of the meeting to inform members of the public that the meeting might be being recorded and to set out emergency evacuation arrangements.</p> <p>RESOLVED: Council resolved to adopt the new set of Standing Orders and the Town Clerk was instructed to draft the preamble as set out above.</p> <p>b) Terms of Reference RESOLVED: Council resolved to defer consideration of the new Terms of Reference until the next ordinary meeting of the Council.</p> <p>c) General Data Protection Regulations (GDPR) Cllr Bentley proposed, seconded by Cllr K. Galbraith, that Council to consider adoption of the following set of policies relating to GDPR:</p> <ul style="list-style-type: none"> • Data Protection Policy • Data Consent Form • Bring Your Own Device Policy • Document Retention Policy • GDPR Information Audit • General Privacy Notice • Internal Privacy Notice • Privacy Policy • Subject Area Review Policy <p>RESOLVED: Council resolved to adopt the policies relating to GDPR outlined above.</p>
<p>26/18</p>	<p><u>Exclusion of the press and public</u> Cllr Davis proposed, seconded by Cllr Bentley, that Council exclude the press and public from the meeting during consideration of the next two items in accordance with the Public Bodies (Admission to Meetings) Act 1960. The next two items on the agenda can be treated as confidential as they refer to heads of terms (contractual arrangements) and proposals in relation to contractual matters.</p> <p>RESOLVED: Council resolved to exclude the press and public from the meeting during consideration of the next two items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>

27/18	<p>Deferred Business – Town Council Office Lease</p> <p>Cllr Rowe proposed, seconded by Cllr K. Galbraith, that Council renew the lease for the current Town Council offices at 60 Welton Road (option 1 of the report) at a cost of £7,800 per annum (exclusive of rates and VAT) from 10 November 2018 and to be paid on a quarterly basis by standing order.</p> <p>It was further proposed that;</p> <ul style="list-style-type: none"> • Council instruct the Town Clerk to make the necessary arrangements to the renew the lease as set out in paragraph 3.4-3.7 and appendix 1 of the report attached to the agenda; • Council instruct the Town Clerk to liaise with ERYC and the Management Committee over the future of the Brough Community Centre and that the option of the Town Council moving onto the site in three years time be considered further, and; • that new proposals relating to the relocation of the Town Council offices be considered by the Finance & Administration Committee with any recommendations made to Full Council. <p>27/18.1 RESOLVED: Council resolved to renew the lease for the current Town Council offices at 60 Welton Road at a cost of £7,800 per annum (exclusive of rates and VAT) from 10 November 2018 and to be paid on a quarterly basis by standing order. The Town Clerk was instructed to carry out the actions described above.</p>
28/18	<p>Office Electric Supply</p> <p>Cllr Davis proposed, seconded by Cllr Bentley, that Council accept a quote from British Gas of approximately £1,111.01 per annum for the supply of electricity to the Council Office (60 Welton Road) and that a direct debit be set up for the payment thereof.</p> <p>Furthermore it was proposed that the Town Clerk be instructed to set up a new contractual arrangement with British Gas and complete all the necessary documents on behalf of Council.</p> <p>28/18.1 RESOLVED: Council resolved to accept a quote from British Gas of approximately £1,111.01 per annum for the supply of electricity to the Council Office (60 Welton Road) and that a direct debit be set up for the payment thereof. The Town Clerk was instructed to set up the new contractual arrangement and complete all the necessary documents on behalf of the Town Council.</p>
<u>Next ordinary meeting of the Town Council</u>	
29/18	<p>Date and time of the next meeting</p> <p>Council confirmed the date and time of the next ordinary meeting to be 18 September 2018 at 7pm, in the Committee Room, Brough Community Centre, Centurion Way, Brough HU15 1DF.</p>

Meeting started 7pm and closed 8:57pm

Document published on 19 July 2018

Signed:

Print Name:

Print Position:

Date: