

# Elloughton cum Brough Town Council

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Minutes of the ordinary meeting of Council held on **18 September 2018** in the **Committee Room, Brough Community Centre, Centurion Way, Brough, HU15 1DF.**

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

**Meeting Clerks:** Tom Clay, Town Clerk and three members of the public

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

## Minutes

Minute	Item
	<b><u>Procedural items</u></b>
34/18	<p><b>Apologies</b> The following apologies we received:</p> <ul style="list-style-type: none"> <li>• Cllr P. Duckles – Work commitment</li> <li>• Cllr Muzaffar - Illness</li> </ul> <p><b>RESOLVED: Council resolved to note the apologies and accept the reason(s) given for absence.</b></p>
35/18	<p><b>Declarations of interest</b> No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
36/18	<p><b>Public Forum</b> A resident of Chapel Mews attended to enquire about the progress made on several issues relating to tree felling, planning and anti-social behaviour.</p> <p>Cllr Meredith was able to report that ERYC officers had spoken to the landowner, that a dove cote was to be restored, planning permission</p>

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	<p>would be required, notices would be served and the tree felling would be addressed through planning. Cllr Meredith said he would chase up progress.</p> <p>A resident of Thornhams Way attended to bring to the attention of members advice he had received from the Highways Agency regarding noise issues on the A63. The resident informed members that funding might be available for improvement work, but that letters of support from local councils would be required.</p> <p>Cllr T. Galbraith thanked the resident for bringing the matter to the attention of Council. He said that ERYC could send a letter of support, but that there would be no loan of noise measuring equipment or funding from the ERYC. Cllr Credland thanked the resident for attending and said that the issue would be considered later on the agenda.</p>
37/18	<p><b>Minutes of the ordinary meeting held on 17 July 2018</b> Cllr K. Galbraith proposed, seconded by Cllr Rowe, 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>
38/18	<p><b>Minutes of the extraordinary meeting held on 21 August 2018</b> Cllr Bentley proposed, seconded by Cllr Rowe, 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>
39/18	<p><b>Council committee minutes</b> Cllr T. Galbraith requested that a name be changed, which had been recorded incorrectly, in the Environmental Committee for the 8 August 2018 before they were signed by the relevant committee chairman.</p> <p>Cllr T. Galbraith proposed, seconded by Cllr K. Galbraith, that the following committee minutes be noted by Council:</p> <ul style="list-style-type: none"> <li>i. 11 July 2018 – Events &amp; Publicity Committee</li> <li>ii. 11 July 2018 – Planning Committee</li> <li>iii. 31 July 2018 - Events &amp; Publicity Committee</li> <li>iv. 23 July 2018 – Personnel Committee</li> <li>v. 8 August 2018 – Environment Committee</li> <li>vi. 8 August 2018 – Planning Committee</li> <li>vii. 15 August 2018 – Personnel Committee</li> <li>viii. 15 August 2018 – Administration &amp; Finance Committee</li> </ul> <p><b>RESOLVED: Council resolved to note the committee minutes as above and instructed the Town Clerk to make the small amendment to the minutes of the Environmental Committee for the 8 August 2018 before they were signed.</b></p>

<b><u>Reports to Council</u></b>	
<b>40/18</b>	<p><b>Community and outside bodies</b></p> <p><b>a) Reports</b></p> <p>The following reports were made:</p> <ol style="list-style-type: none"> <li>i. Cllr Brogden – The Village Hall finances are healthy. Currently Morrisons and Tesco are being approached for grant funding. Unfortunately there had recently been a water leak that led to a higher than expected bill. A fire safety check will be undertaken soon.</li> <li>ii. Cllr Brogden – The BCC Management Committee have appointed a member of staff to act as a Site Manager. Cllr Brogden thanked Duncan McMillan in particular for the hard work he had done in recent weeks as the Vice Chairman.</li> <li>iii. Cllr Credland – reported that a Petuaria Revisited programme is being put together and that Peter Halcon had indicated that he would be able to give another lecture later in the year. Further surveying work would take place on the Burrs Playing Field later in the year.</li> </ol> <p><b>b) ERNLLCA</b></p> <p>Cllr T. Galbraith informed members that the AGM had recently taken place with officers appointed and the finances reported. Members had decided not to take forward proposals around a desktop advisory service because of the costs associated. Several motions would be taken forward from ERNLLCA to a national level about greater devolutions for traffic calming to local councils and a proposal that residual social housing be made available to local tenants.</p>
<b>41/18</b>	<p><b>East Riding of Yorkshire Council</b></p> <p>Cllr Meredith reported that the Community Safety Partnership had had its role expanded and that it was providing grants for issues relating to crime and anti-social behaviour.</p> <p>Cllr Galbraith reported the following:</p> <ul style="list-style-type: none"> <li>• There had only been a small increase of children in care in the East Riding.</li> <li>• Healthwatch East Riding is currently conducting a campaign aimed at tackling male depression.</li> <li>• A review of the 111 service will take place soon.</li> <li>• At a recently held Brough South Liaison Meeting those present had been informed that work had been completed near Railway Cottages, that the school was on track to be open before the start of new term and that the first of the new homes would be occupied by Easter 2019. Cllr S. Duckles raised a number of issues which Cllr Galbraith and Cllr Meredith said they would look into.</li> </ul>

41/18.1	<b>RESOLVED: The Town Clerk was instructed to look into the grants available through the Community Safety Partnership and to report back to members.</b>
<b><u>Town Council Finance</u></b>	
42/18	<p><b>A) Schedule of payments</b> Cllr K. Rowe proposed, seconded by Cllr S. Duckles, that Council note and approve the payments for the period 12 July 2018 to the 11 September 2018 amounting to £23,250.95 set out in the schedule at Appendix A.</p> <p><b>RESOLVED: Council resolved to approve the payments for the period 12 July 2018 to the 11 September 2018 amounting to £23,250.95 set out in the schedule at Appendix A.</b></p> <p><b>The Town Clerk was also instructed to check the records to ensure that no double payments had been made.</b></p> <p><b>B) Bank Reconciliation</b> Cllr K. Rowe proposed, seconded by Cllr Luckraft, that Council note and approve the bank reconciliation up to 31 August 2018.</p> <p><b>RESOLVED: Council resolved to approve the bank reconciliation up to 31 August 2018.</b></p>
43/18	<p><b>Grant application</b> Cllr Brogden proposed, seconded by Cllr K. Galbraith, that:</p> <ol style="list-style-type: none"> <li>i. Council support the grant application;</li> <li>ii. £1,000 be made available to the Hull Ionians Coal Exporters Cricket Club (HICE CC) for improvement of facilities at the cricket ground located at Brantingham Park, Brantingham Road, Elloughton, HU15 1HX;</li> <li>iii. the Club be encouraged to access funding from other local councils in the area, and;</li> <li>iv. the Clerk and Chairman try to set up a meeting with the Brantingham Parish Council Chairman to see what support they can offer to projects in the communities near the Town Council's boundaries with that parish.</li> </ol> <p><b>RESOLVED: Council resolved by a majority of those members voting and present to support the proposal and the Clerk was instructed to make £1,000 in grant funding available to HICE CC for the purpose described above.</b></p>

	<b><u>Town Council business items</u></b>
44/18	<p><b>Deferred business – Terms of reference</b>  Cllr Davies proposed, seconded by Cllr Bentley, that: a number of minor spelling errors be corrected, consideration of membership be deferred until the May 2019 Annual Meeting of Council and Council adopt the Terms of Reference for the following committees:</p> <ul style="list-style-type: none"> <li>• Events &amp; Publicity Committee</li> <li>• Environment Committee</li> <li>• Finance &amp; Strategic Planning Committee (proposed name change from Administration &amp; Finance Committee)</li> <li>• Planning &amp; Highways Committee</li> <li>• Personnel Committee</li> </ul> <p><b>RESOLVED: Council resolved to adopt the Terms of Reference and that consideration of membership would be deferred until the Annual Meeting in May 2019.</b></p>
45/18	<p><b>Referred Business - Internal Audit Arrangements</b>  Cllr Bentley proposed, seconded by Cllr Credland, that Council note and approve the recommendation (<i>in italics</i>) of the Administration and Finance Committee and that Anthony Whitely be appointed as the internal auditor for the Town Council.</p> <p><b>Minute number A18.10</b>  <i>Cllr Muzaffar proposed, seconded by Cllr Luckraft, that:</i></p> <ul style="list-style-type: none"> <li>• <i>The specification setting out the internal audit arrangements of the authority be approved, and:</i></li> <li>• <i>it be recommended to Council at its next ordinary meeting that Anthony Whitely (Sancton Accounting) be appointed the Internal Auditor for the Council in line with the quote provided.</i></li> </ul> <p><b>RESOLVED: Council resolved to note and approve the recommendation made by the Administration and Finance Committee that Anthony Whitely be appointed as the internal auditor for the Town Council.</b></p>
46/18	<p><b>A63 noise monitoring</b>  Cllr C. Duckles proposed, seconded by Cllr Rowe, that the Council should not purchase noise monitoring equipment.</p> <p>It was further proposed that the Clerk be instructed to write to several organisations requesting that improvement work be carried out to reduce the noise of the A63. Cllr Meredith said that he would supply a list of people to write to.</p> <p><b>RESOLVED: Council resolved to instruct the Clerk to write a letter as outlined above once a list of names had been received from Cllr Meredith.</b></p>

<b><u>Next ordinary meeting of the Town Council</u></b>	
<b>47/18</b>	<b>Date and time of the next meeting</b> Council confirmed the date and time of the next ordinary meeting to be <b>16 October 2018 at 7pm</b> , in the Committee Room, Brough Community Centre, Centurion Way, Brough HU15 1DF.

**Meeting started 7pm and closed 8:31pm**

Document published on 24 September 2018

**Signed:** .....

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

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

**Date:** .....

## Appendix A: Schedule of Payments 12 July 2018 - 12 September 2018

Item	Description	Amount	VAT	TOTAL
Salaries -July/August 2018	Staff	£9,299.04	£0.00	<b>£9,299.04</b>
HMRC - July/August 2018	NIC/PAYE/EMPNIC	£2,438.12	£0.00	<b>£2,438.12</b>
Pension -July/August 2018	ERPF	£3,627.66	£0.00	<b>£3,627.66</b>
Nicholas Associates Group	July invoices x4 - All of June 2018	£386.23	£77.25	<b>£463.48</b>
Image Data	Petuarria Press - Edition 73	£331.00	£0.00	<b>£331.00</b>
Recognition Express	Badge with Magnet - 2 Badges	£18.50	£3.70	<b>£22.20</b>
PPH	Extra service charge	£72.73	£0.00	<b>£72.73</b>
EROYC	2 speed indicator devices hire	£500.00	£0.00	<b>£500.00</b>
KCOM	Direct Debit - DD 16 July 2018	£60.80	£12.16	<b>£72.96</b>
Duncan McMillan	Petuarria Press - summer 2018	£675.00	£0.00	<b>£675.00</b>
HAGS	Monthly inspection -July 2018	£45.00	£9.00	<b>£54.00</b>
EROYC	Roll of sacks x 2	£124.00	£0.00	<b>£124.00</b>
KCOM	Direct Debit - DD 31 July 2018	£75.00	£15.00	<b>£90.00</b>
KCOM	Direct Debit - DD 31 July 2019	£49.32	£9.86	<b>£59.18</b>
Recognition Express	Badge with Magnet - 6 Badges	£47.50	£9.50	<b>£57.00</b>
Recognition Express	<b>INVOICED TWICE IN ERROR - COUNCIL TO BE CREDITED</b>	£18.50	£3.70	<b>£22.20</b>
MNB computing	New Desktop for the Clerk	£564.94	£113.06	<b>£678.00</b>
HAGS	Maintenance goods/ropes	£195.00	£39.00	<b>£234.00</b>
Siemens FS	Photocopying	£58.50	£11.70	<b>£70.20</b>
Sancton Accounting Services	Accounting support	£480.00	£48.00	<b>£528.00</b>
AR McDonald	War memorial cleaning	£240.00	£0.00	<b>£240.00</b>
KCOM	Direct Debit - 16 August 2018	£60.80	£12.16	<b>£72.96</b>
Nicholas Associates Group	July invoices x3 - 2nd, 3rd, 4th week July 2018	£289.68	£57.93	<b>£347.61</b>
EROYC	Office supplies	£99.25	£19.86	<b>£119.11</b>
EROYC	Office supplies	£1.29	£0.26	<b>£1.55</b>
Sutcliffe play	Play area maint.	£47.04	£9.41	<b>£56.45</b>
A Coultish T/A Garden Slave	Various maintenance tasks	£655.00	£0.00	<b>£655.00</b>
Mrs V Herring/Amazon	Office supplies	£42.45	£8.49	<b>£50.94</b>
Image Data	Petuarria Press - Edition 71 (March Invoice)	£184.00	£0.00	<b>£184.00</b>
Petty Cash	Cheque	£100.00	£0.00	<b>£100.00</b>
Nicholas Associates Group	August invoices - 1st week July 2018	£126.74	£25.35	<b>£152.09</b>
Nicholas Associates Group	August invoices - 1st week August 2018	£96.56	£19.31	<b>£115.87</b>
HAGS	Monthly inspection -August 2018	£45.00	£9.00	<b>£54.00</b>
Southern Electric	Quarterly bill Q2	£56.70	£2.83	<b>£59.53</b>
EROYC	Petuarria Centre recharge	£1,356.00	£0.00	<b>£1,356.00</b>
Alto Digital	DD - Photo copying meter reading	£222.56	£44.51	<b>£267.07</b>
	<b>TOTALS</b>	<b>£22,689.91</b>	<b>£561.04</b>	<b>£23,250.95</b>

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