

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the ordinary meeting of Council held on **19 February 2019** in the **Committee Room, Petuaria Community Centre, Centurion Way, Brough, HU15 1DF.**

Members Present: Cllr Bentley, 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 Clerks: Tom Clay, Town Clerk

Also in attendance: ERYC Cllr Meredith

Minutes

Minute	Item
	<u>Procedural Items</u>
95/18	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr P. Duckles – Work commitment <p>RESOLVED: Council resolved to note the apologies and accept the reasons given for absence.</p>
96/18	<p>Declarations of interest Cllr Brogden declared an interest in accordance with the requirements of the Localism Act 2011 in relation to item 9b as a Trustee and member of the Management Committee of Elloughton Village Hall.</p> <p>Cllr Credland declared an interest in accordance with the requirements of the Localism Act 2011 in relation to item 9b as the Chairman of the Burrs Playing Field Association.</p> <p>Cllr T. Galbraith declared an interest in accordance with the requirements of the Localism Act 2011 in relation to item 9b as the Treasurer of the Burrs Playing Field Association.</p>

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97/18	<p>Public Forum No members of the public were present.</p>
98/18	<p>Minutes of the ordinary meeting held on 15 January 2019 Cllr S. Duckles proposed, seconded by Cllr Brogden, 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>
99/18	<p>Council committee minutes Cllr Rowe proposed, seconded by Cllr K. Galbraith, that the following committee minutes be noted by Council:</p> <ul style="list-style-type: none"> i. 8 January 2019 – Personnel Committee ii. 9 January 2019 – Planning Committee iii. 9 January 2019 – Events and Publicity Committee iv. 22 January 2019 – Personnel Committee v. 4 February 2019 – Planning Committee <p>RESOLVED: Council resolved to note the committee minutes outlined above.</p>
<u>Reports to Council</u>	
100/18	<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 no meeting had been held and there was therefore nothing to report. b) Village Hall - Cllr Brogden stated that no meeting had been held and there was therefore nothing to report. c) Community Centre – Cllr Muzaffar reported that the Management Committee was working. Several issues had arisen related to users that were being dealt with. ERYC had said that it might be possible to have push taps installed in toilets for non-disabled users. The Management Committee was working with ERYC to solve problems relating to anti-social behaviour at the site. Heating has been a major issue in recent weeks with the boiler breaking down. d) The Burrs PFA – Cllr Credland reported that a meeting relating to the Petuaria Revisited project would take place later in the week and that some work had been done at Cave Road to identify a previously dug site. e) Doctors Surgery – Cllr Davis reported that building work will start in mid-March and take 3-6 months to complete. Issues relating to contractor parking were currently being considered. f) Tour de Yorkshire – Cllr Credland reported that several town councillors were in attendance at a roadshow event. Currently the exact time the race would come through the area was not known. The charity being supported is ‘Help for Heros’. If

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	<p>people know in advance of any wacky or fun activities they can let the event organisers know who might arrange coverage of it. The steering group, community groups and the Town Council are all organising different events. The PFA is having a chariot made.</p> <p>The Town Clerk was instructed to apply for a grant relating to the Tour de Yorkshire event.</p>
101/18	<p>East Riding of Yorkshire Council</p> <p>Council noted a document which sets out recommendations made by the Town and Parish Council Communication Review Panel.</p> <p>Cllr K. Galbraith reported that she had recently attended an East Riding Network meeting at which Caroline Lacey, Chief Executive of ERYC, had been present. Caroline had informed those present about the planning for future budgets, proposals to improve communications with parish and town councils, consideration of a parish charter and the possibility of ERYC officers attending meetings.</p> <p>Cllr K. Galbraith also enquired if there was a plan for the passing of major figure. The Clerk reported that currently there was not.</p> <p>Cllr S. Duckles raised the need for a new ‘deputy flagpole operative’.</p> <p>Council received the following reports from the East Riding of Yorkshire Council members for the Town Council area:</p> <p>Cllr Galbraith reported that:</p> <ul style="list-style-type: none"> • Council Tax will increase by 4% overall, but the Police portion would be increase by 12% for 2019-20. The Town Council’s precept was average in comparison to other in the East Riding area. • The Health and Wellbeing Scrutiny committee had recently been updated about BMI factors in operations, progress at East Riding hospitals following a CQC inspection, the budgetary pressures faced by hospitals and an increase in the norovirus. • The Planning Committee had recently considered several contentious issues relating to Brough and Elloughton. <p>Cllr Meredith reported that:</p> <ul style="list-style-type: none"> • Several issues raised with the Town Council relating to parking and roads were being dealt with. • The Police Council Tax rise was a one-off rise permitted by the government to help Police Authorities deal with issues such as pensions. • The current major roadworks taking place within the Town Council area in should be complete by 2 March 2019.

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<u>Town Council Finance</u>	
102/18	<p>A) Schedule of payments Cllr K. Galbraith proposed, seconded by Cllr Luckraft, that Council note and approve the payments period 9 January 2019 to the 13 February 2019 amounting to £11,698.38 and note income for the same period of £4,713.63 (set out in appendix 1).</p>
102/18.1	<p>RESOLVED: Council resolved to approve the payments for the period 9 January 2019 to the 13 February 2019 amounting to £11,698.38 and note income for the same period of £4,713.63.</p>
103/18	<p>B) Bank Reconciliation Cllr Credland proposed, seconded by Cllr Rowe, that Council note and approve the January 2019 bank reconciliation.</p>
103/18.1	<p>RESOLVED: Council resolved to note and approve the January 2019 bank reconciliation.</p>
104/18	<p>Grant Applications A) E-YARD Contribution Request (2018-19 funding) Cllr S. Duckles proposed, seconded by Cllr C. Duckles, that Council make a grant of £100 to E-YARD (S. 137 expenditure) to ensure that the body can reduce road accidents by encouraging an interest in road safety and by improving driving standards.</p>
104/18.1	<p>RESOLVED: Council resolved to grant E-YARD £100 (S.137 expenditure) and the Town Clerk was instructed to make the necessary arrangements.</p>
105/18	<p>B) Annual Grant Scheme 2019-20 Council noted that there is a budget of £15,000 for grant funding in the 2019-20 financial year and considered the matter in parts, with each grant application for the Annual Grant Scheme in turn. Cllr Brogden did not vote or take part in the discussion relating to the grant application for Elloughton Village Hall. Cllr S. Duckles proposed, seconded by Cllr Muzaffar, that Council grant Elloughton Village Hall £2,000 from the Annual Grant Scheme fund for 2019-20.</p>
105/18.1	<p>RESOLVED: Council resolved to grant Elloughton Village Hall £2,000 from the Annual Grant Scheme fund for 2019-20 and the Town Clerk was instructed to inform the organisation as soon as possible and to make the funds available after 1 April 2019.</p>

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105/18.2	<p>Cllr T. Galbraith proposed, seconded by Cllr Brogden, that Council grant the ECB Parochial Church Council £2,000 from the Annual Grant Scheme fund for 2019-20.</p> <p>RESOLVED: Council resolved to grant the ECB Parochial Church Council £2,000 from the Annual Grant Scheme fund for 2019-20 and the Town Clerk was instructed to inform the organisation as soon as possible and to make the funds available after 1 April 2019.</p>
105/18.3	<p>Cllr C. Duckles proposed, seconded by Cllr Rowe, that Council grant the Wold's & Riverbank Countryside Society £1,000 from the Annual Grant Scheme fund for 2019-20.</p> <p>RESOLVED: Council resolved to grant the Wold's & Riverbank Countryside Society £1,000 from the Annual Grant Scheme fund for 2019-20 and the Town Clerk was instructed to inform the organisation as soon as possible and to make the funds available after 1 April 2019.</p> <p>Cllr Credland and Cllr T. Galbraith did not vote or take part in the discussion relating to the grant application for The Burrs Playing Field Association.</p> <p>Cllr S. Duckles chaired the meeting while the grant application for The Burrs Playing Field Association was considered.</p>
105/18.4	<p>Cllr Rowe proposed, seconded by Cllr C. Duckles, that Council grant The Burrs Playing Field Association £3,000 from the Annual Grant Scheme fund for 2019-20.</p> <p>RESOLVED: Council resolved to grant The Burrs Playing Field Association £3,000 from the Annual Grant Scheme fund for 2019-20 and the Town Clerk was instructed to inform the organisation as soon as possible and to make the funds available after 1 April 2019.</p> <p>Cllr Credland resumed the role of Chairman after a resolution was reached on the grant application for The Burrs Playing Field Association.</p>
105/18.5	<p>Cllr Rowe proposed, seconded by Cllr K. Galbraith, that Council grant ECB In Bloom £2,000 from the Annual Grant Scheme fund for 2019-20.</p> <p>RESOLVED: Council resolved to grant ECB In Bloom £2,000 from the Annual Grant Scheme fund for 2019-20 and the Town Clerk</p>

Signature: Date:

	<p>was instructed to inform the organisation as soon as possible and to make the funds available after 1 April 2019.</p> <p>Cllr Muzaffar proposed, seconded by Cllr K. Galbraith, that Council grant Brough Voluntary Action £1,500 from the Annual Grant Scheme fund for 2019-20.</p>
105/18.6	<p>RESOLVED: Council resolved to grant Brough Voluntary Action £1,500 from the Annual Grant Scheme fund for 2019-20 and the Town Clerk was instructed to inform the organisation as soon as possible and to make the funds available after 1 April 2019.</p>
105/18.7	<p>RESOLVED: It was further resolved that the amount remaining £3,500, after the Annual Grant Scheme funds had been made would form the budget of the Community Grant Fund for the 2019-20 financial year.</p>
<u>Council Business Items</u>	
106/18	<p>Civic Protocol Cllr T. Galbraith proposed, seconded by Cllr K. Galbraith, that Council adopt the Civic Protocol.</p> <p>RESOLVED: Council resolved to adopt the Civic Protocol which will henceforth form part of the Council's policies and procedures.</p>
<u>Next Ordinary Meeting of the Town Council</u>	
107/18	<p>Date and time of the next meeting Council confirmed the date and time of the next ordinary meeting to be 19 March 2019, commencing at 7pm, in the Committee Room, Petuaria Community Centre (HU15 1DF).</p> <p>Council noted that the Annual Parish Meeting will take place at 6:30pm on Tuesday 16 April 2019, before the Full Council meeting, in the Committee Room, Petuaria Community Centre (HU15 1DF).</p> <p>Council noted NALC's Legal Department advice about annual meetings, but determined that the Annual Meeting and May Ordinary Meeting would remain on Tuesday 14 May 2019.</p>

Meeting started 7pm and closed 8:35pm

Document published on 22 January 2019

Signed:

Print Name:

Print Position:

Date:

Signature: **Date:**

Appendix A

Schedule of Payments - 9 January 2019 to the 13 February 2019

REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
PS92	11.01.19	003712584W	Viking	673 478 594	Office Phone	£57.99	£11.60	£69.59
PS93	09.01.19	62916990	ERYC	647 4711 23	Replace Salt Bin (11083 Welton Rd)	£340.00	£68.00	£408.00
PS94	09.01.19	1413931	ERYC	647 4711 23	Office Supplies	£61.50	£12.30	£73.80
PS95	15.01.19	13.12.2018	Teenage Cancer Trust	N/A	Christmas Tree Festival Donation (106377)	£400.00	£0.00	£400.00
PS96-99	19.01.19	N/A	Town Council	N/A	Salaries Dec 18 - Jan 2019	£4,058.45	£0.00	£4,058.45
PS100	19.01.19	N/A	HMRC	N/A	HMRC Dec 18 - Jan 2019	£1,510.61	£0.00	£1,510.61
PS101	19.01.19	N/A	East Riding Pensions Fund	N/A	Pension Dec 18 - Jan 2019	£1,280.68	£0.00	£1,280.68
PS102	17.01.19	215917	Image Data	500 653 193	Petuarria Press (Edition 75)	£567.00	£0.00	£567.00
PS103	23.01.19	23.01.2019	Amazon	727 255 821	Ink cartridges for office printer	£49.45	£9.89	£59.34
PS104	23.01.19	2567	Turpin Bookkeeping	257 6504 85	Payroll- November 2018	£30.00	£6.00	£36.00
PS105	23.01.19	2567	Turpin Bookkeeping	257 6504 85	Payroll - December 2018	£30.00	£6.00	£36.00
PS106	23.01.19	62950250	ERYC	N/A	Recharges Petuarria Centre 10-12-18	£2,556.00	£0.00	£2,556.00
PS107	01.01.19	28-Jan-19	Npower	768 362 492	War Memorial Festive Lights	£55.24	£0.00	£55.24
PS108	01.02.19	INV 0088	Petuarria Community Centre	N/A	Hall Hire for January 2019	£43.20	£0.00	£43.20
PS109	29.01.19	981335413	British Gas	684 9667 62	Quarterly Utility Bill (DD)	£293.86	£14.69	£308.55
PS110	01.01.19	BUS001114471	KCOM	647 235 137	Internet Services	£75.00	£15.00	£90.00
PS111	16.01.2019	EC20026876	KCOM	648 235 137	Dec 18-Feb 2019 (2 months) - Office 365	£121.60	£24.32	£145.92
TOTALS						£11,530.58	£167.80	£11,698.38

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Income - 9 January 2019 to the 13 February 2019

REFERENCE	DATE RECEIVED	REFERENCE	PAYEE NAME/ORGANISATION	INCOME DESCRIPTION	TOTAL PAID IN
IN10	07.01.2019	02/PP/75	Elloughton Private Nursery	EPN 02/PP75	£110.50
IN11	07.01.2019	401012	Town Council	Festival Donation	£18.81
IN12	08.01.2019	01/PP/75	Ladybird PS	Advert - PP 75	£70.00
IN13	22.01.2019	04/PP/75	Matthew Limb Estate Agents	Advert - PP 75	£130.00
IN14	28.01.2019	N/A	HMRC	VAT Return (May-Dec 2018)	£4,273.59
IN15	31.01.2019	03/PP/77	McCann Erikson Central Ltd	(McCarthy & Stone) Advert - PP 75	£110.73
				TOTALS	£4,713.63

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