

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 19 November 2019** in the **Committee Room, Petuaria Community Centre, Centurion Way, Brough, HU15 1DF.**

Members Present: Cllr Credland (Chairman), Cllr Brogden, Cllr Hakes, 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, the Head of South Hunsley School Richard Williman and the Chair of Governors David Barrett

Minutes

Minute	Item
	<u>Procedural Items</u>
92/1920	<p>Apologies The following apologies were received by Council:</p> <ul style="list-style-type: none"> • Cllr Bentley – personal reasons • Cllr Cropley – personal reasons <p>RESOLVED: Council resolved to note the apologies and accept the reasons given for absence.</p>
93/1920	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
94/1920	<p>Public Forum No member of the public took up the opportunity to speak or ask a question.</p>

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95/1920	<p>South Hunsley School The Head of South Hunsley School, Richard Williman, and the Chair of Governors, David Barrett, gave an update to Council about the work of the School, the role of the Governing Body and several wider community issues.</p> <p>In particular they stressed the School's desire to work more closely with the community and representatives from it. They asked that issues of concern be raised with them.</p> <p>Cycling safety and the need for pupils to wear visible clothing in the winter months was discussed at length. Assurances were given that the School is doing all it can to educate pupils in road safety.</p> <p>Cllr Muzaffar raised an issue about the curriculum and said that he would get in touch with the School through the Town Clerk at a later date.</p> <p>The Town Council was asked if a representative would like to attend a regular meeting to be organised by the School to discuss community matters.</p> <p>RESOLVED: Town Councillors Hakes and Loizides were nominated to act as the Town Council's representatives at regular community meetings organised by the School.</p>
96/1920	<p>Minutes of the ordinary meeting held on 15 October 2019 Cllr Rowe proposed, seconded by Cllr Muzaffar, 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>
97/1920	<p>Council committee minutes Council noted the minutes of the following committees and to consider any recommendations contained within:</p> <ul style="list-style-type: none"> i. Environment Committee – Wednesday 8 October ii. Planning and Highways Committee – Wednesday 8 October iii. Finance & Strategic Planning – Monday 28 October 2019
<u>Reports to Council</u>	
98/1920	<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 Duckles reported that Annual Conference had taken place recently and that she and the Deputy Clerk had been in attendance.

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98/1920.1	<p>b) Village Hall – That actions following a risk assessment were being progressed including the installation of a roof. The Village Hall has a new website and Facebook page.</p> <p>c) Community Centre – 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. One regular customer had left, but he was hopeful a new user group could be found.</p> <p>d) The Burrs PFA – Cllr Credland reported that tree work has taken place and snagging issues were being addressed. North Ferriby FC were coming to collect equipment and to clean the hut. Plans for the ‘Return of the Romans’ event were gathering pace. Grants were being sought and some large ones secured for further archeologically work at the site.</p> <p>Cllr Duckles informed Council that Sainsbury’s workers had done 150 hours of litter picks to celebrate 150 years since the establishment of the company. The work had taken place across the Town Council area, including, The Burrs, Brough Haven and the Elloughton Road Play Park.</p> <p>RESOLVED: Council resolved that the Town Clerk write a ‘thank you’ letter to the store workers on behalf of Council.</p>
99/1920	<p>East Riding of Yorkshire Council</p> <p>Council received the following reports from the East Riding of Yorkshire Council members for the Town Council area. Cllr Meredith reported that:</p> <ul style="list-style-type: none"> • Issues relating to weight restrictions in the Dales is being considered. • A possible ‘land grab’ on the green area on Dale Road has been reported. • Welton Primary School parking problems are being considered. • There is a wasp nest on Dale Road. • He had already reported several issues as part of the overview and scrutiny process for 2020-21. • Ellerker and South Cave Parish Councils have requested a meeting about flooding. Cllr Meredith is organising it and asked for Town Council representatives. The Town Council Chairman, Vice-Chairman and Clerk all said they would attend depending on when the meeting takes place.
100/1920	<p>East Riding of Yorkshire Council’s Overview and Scrutiny committees</p> <p>Council noted that the East Riding of Yorkshire Council’s Overview and Scrutiny committees are keen to hear from town and parish councils who would like to suggest a topic or topics for scrutiny as part of the 2020/21 municipal year.</p>

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100/1920.1	<p>RESOLVED: The Town Clerk was instructed to suggest the following:</p> <ul style="list-style-type: none"> • Traffic and highways management (current infrastructure - how could what exists be improved) • Traffic numbers, statistics and models (future infrastructure associated with planning) • Emergency planning and preparedness (particularly in relation to flooding) • Parking management and enforcement • School drop-off and pick-up parking arrangements (looking for best practice and how improvements could be made) • Cycling infrastructure (joining up the network, getting more cycle lanes and make journeys safer (especially near schools))
<u>Town Council Finance</u>	
101/1920	<p>Schedule of payments</p> <p>Council noted that one of the figures in the payment schedule had been revised down. The Service level agreement 1 Street lights (Apr 19 - Mar 20) had decreased from £4,654.02 to £4,577.97. Consequently the total figure for the payment schedule period is £17,151.20.</p> <p>Cllr Rowe proposed, seconded by Cllr Hakes, that Council note and approve the payments schedule from 4 October 2019 to 12 November 2019 amounting to £17,151.20 and to note income for the same period of £190 (sponsorship and an advert).</p> <p>RESOLVED: Council resolved to note and approve the payments schedule 4 October 2019 to 12 November 2019 amounting to £17,151.20 and to note income for the same period of £190 (sponsorship and an advert).</p>
102/1920	<p>Bank Reconciliation</p> <p>Cllr Luckraft proposed, seconded by Cllr Muzaffar, that Council note and approve the bank reconciliation for all accounts up to 31 October 2019.</p> <p>RESOLVED: Council resolved to note and approve the bank reconciliation for all accounts up to 31 October 2019.</p>
<u>Council Business</u>	
103/1920	<p>Financial regulations</p> <p>Cllr S. Duckles proposed, seconded by Cllr Rowe, that Council note the recommendation from the last meeting of the Finance & Strategic Planning Committee and adopt the updated Financial Regulations.</p>

Signature: Date:

103/1920.1	RESOLVED: Council noted the recommendation from the last meeting of the Finance & Strategic Planning Committee and adopted the updated Financial Regulations.
<u>Next Ordinary Meeting of the Town Council</u>	
104/1920	Date and time of the next meeting Council confirmed the date and time of the next ordinary meeting to be Tuesday 17 December 2019 , commencing at 7pm , in the Committee Room, Petuaria Community Centre (HU15 1DF) .

Meeting started 7pm and closed 8:55pm

Document published on 21 November 2019

Signed:

Print Name:

Print Position:

Date:

Signature: **Date:**

Appendix A - Schedule of Payments - 4 October 2019 to 12 November 2019

SECTION A - Expenditure for Council to note and approve									
REFERENCE	INVOICE DATE	INVOICE NUMBER	COMP ANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE	
P/19/141	07/10/2019	008810430559	ICO	N/A	Data Protection Fee 2019-20 - Renewal	£40.00	£0.00	£40.00	
P/19/142	07/10/2019	N/A	ERYC	N/A	Playground Inspection Training x 2	£130.00	£0.00	£130.00	
P/19/143	14/10/2019	N/A	Trim and Proper	N/A	Painting X3 Town Council benches	£250.00	£0.00	£250.00	
P/19/144	14/10/2019	SL-525	ERNILCA	135 6809 00	ERNILCA Conference x2 attendees	£180.00	£36.00	£216.00	
P/19/145	14/10/2019	SL-497	ERNILCA	135 6809 00	Being a good councillor x1	£37.50	£7.50	£45.00	
P/19/146	18/10/2019	N/A	Town Council	N/A	Staff Salaries - Sep - Oct 2019	£3,452.86	£0.00	£3,452.86	
P/19/147	21/10/2019	N/A	HMRC	N/A	PAVE/NI - Sep - Oct 2019	£1,181.93	£0.00	£1,181.93	
P/19/148	21/10/2019	N/A	ER Pensions	N/A	Staff pensions - Sep - Oct 2019	£1,176.92	£0.00	£1,176.92	
P/19/149	21/10/2019	N/A	Town Council Staff (Amazon & UK Planning Maps)	971 7584 77	Hi-vis Jacket and War Memorial Planning App	£26.48	£2.10	£28.58	
P/19/150	21/10/2019	N/A	Town Council Staff (Amazon)	727 2558 21	Christmas tree lights	£15.12	£3.03	£18.15	
P/19/151	17/10/2019	N/A	KCOM	647 2351 37	DD - Office 365	£72.96	£0.00	£72.96	
P/19/152	24/10/2019	SL-729/730/731/732	World Trees	302 7788 00	Tree work following survey	£2,600.00	£50.00	£3,120.00	
P/19/153	31/10/2019	BUS001218843	KCOM	647 2351 37	DD - Office telephone and Internet	£450.83	£90.16	£540.99	
P/19/154	31/10/2019	712650858	British Gas	684 9667 62	DD - Office electric	£136.45	£6.82	£143.27	
P/19/155	04/11/2019	SL-573	ERNILCA	135 6809 00	Clerk and RFO training	£75.00	£7.00	£82.00	
P/19/156	04/11/2019	746	GJ Landscapes	206 9132 25	Grounds maintenance	£121.00	£24.20	£145.20	
P/19/157	04/11/2019	INV - 0254	Petuaria Community Centre	N/A	Meeting Room Hire - October - 2hrs	£14.40	£0.00	£14.40	
P/19/158	04/11/2019	ER11456117	ERYC Supplies	647 4711 23	Office stationary	£12.69	£2.54	£15.23	
P/19/159	04/11/2019	N/A	Town Council Staff (UK Planning Maps)	N/A	Planning Map for war memorial planning app	£22.80	£0.00	£22.80	
P/19/160	04/11/2019	N/A	Town Council Staff (ERYC Planning App)	N/A	Planning application for war memorial lighting	£117.00	£0.00	£117.00	
P/19/162	14/10/2019	N/A	Art and Soul	N/A	Petuaria Press No 77 - Printing and Delivery	£1,533.94	£0.00	£1,533.94	
P/19/163	08/11/2019	68219	Hags SMP	207 8538 51	Annual inspection	£150.00	£30.00	£180.00	
P/19/164	08/11/2019	T602	PPH Commercial	561 0673 00	Service Charge Balancing	£46.00	£0.00	£46.00	
Section A Total						£11,843.88	£729.35	£12,573.23	
SECTION B - Expenditure requiring authorisation from Council									
REFERENCE	INVOICE DATE	INVOICE NUMBER	COMP ANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE	
P/19/161	04/11/2019	64674587	ERYC	647 4711 23	Service level agreement 1 Street lights (Apr 19 - Mar 20)	£3,878.35	£775.67	£4,654.02	
Section B Total						£3,878.35	£775.67	£4,654.02	
Total (A+B)						£15,722.23	£1,505.02	£17,227.25	

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