

**Elloughton-cum-Brough Town Council**

**60 Welton Road, Brough, HU15 1BH**  
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**Website: elloughtonbrough-tc.gov.uk**



Minutes of the Full Council Meeting held on **Tuesday 22<sup>nd</sup> November 2022** in the Meeting Room, Petuaria Community Centre, Brough.

**Members Present:** Cllr Loizides (Chairman), Cllr Luckraft, Cllr J Loizides, Cllr Muzaffar, Cllr Bentley, Cllr Hakes, Cllr Rowe

**Meeting Clerk:** Philippa Beverley (Town Clerk)

**Also in attendance:** Danika Lynch (Deputy Clerk), Cllr Meredith (ERYC), Cllr Gill (ERYC)

**Public Forum:**

Three members of public present representing Playing Fields Association, spoke on item 23 and also advised that Peter Halkin would like to arrange a 30 minute presentation to the Councillors. One additional member of public arrived late to the meeting.

**MINUTES**

**505/22 To Accept Apologies**  
Apologies received from Cllr Trotter, Cllr Blee, Cllr Khan, Cllr S Duckles and Cllr C Duckles.

**RESOLVED: Council resolved to accept apologies from Cllr Trotter, Cllr Blee, Cllr Khan, Cllr S Duckles and Cllr C Duckles.**

**506/22 To Accept Declarations of interest relating to items on the agenda.**  
Cllr Hakes declared an interest in item 14 of agenda.

**RESOLVED: Council resolved that Cllr Hakes declared an interest in item 14 and signed the Declaration of Interest log book.**

**507/22 To confirm as a correct record of the minutes of a meeting of the Full Council held on 18<sup>th</sup> October 2022.**

Proposed by Cllr Luckraft, seconded by Cllr Rowe and agreed unanimously that the minutes be approved as a correct record for the meeting held on Tuesday 18<sup>th</sup> October 2022.

**RESOLVED: Council resolved to approve the minutes as a correct record for the meeting held on Tuesday 18<sup>th</sup> October 2022.**

**508/22 To receive and note the following Committee minutes**  
**508.1** Events Committee – 13<sup>th</sup> September 2022 - **Noted**  
**508.2** Planning Committee – 11<sup>th</sup> October 2022 - **Noted**  
**508.3** Finance Committee – 22<sup>nd</sup> August 2022 - **Noted**

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Date: 15/12/22

**508.4 Personnel Committee – 12<sup>th</sup> July 2022 - Noted**

**509/22 To receive reports from external groups and organizations.**

**509.1 ERNLLCA**

Town Clerk advised that ERNLLCA had updated Standing Orders and the updated version is on the agenda for review and approval.

**509.2 Village Hall**

Cllr Khan submitted written update, finance is to be kept an eye on as in current climate some village halls are having to close their doors.

**509.3 Community Centre**

Cllr Muzaffar advised everything heading in right direction currently.

**509.4 The Burrs**

No additional update to that provided in Public Forum and the agenda item regarding the PFA.

**510/22 To receive reports from East Riding of Yorkshire Council Members, 5 minutes maximum each.**

Cllr Meredith gave update on various matters including the Moor Road repairs to bridge which have now commenced. Reminder Local Plan Consultation closes on 5<sup>th</sup> December 2022. A63 improvements scheduled for March 2023. Search for allotment space.

Cllr Gill gave update on graffiti in town, the electric charge point at Aldi and insight into Children's and Young People's school budgets.

**511/22 To consider and approve payments and income for the period September - October 2022.**

Proposed by Cllr Bentley, seconded by Cllr Luckraft and agreed unanimously to approve payments and income for September 2022 – October 2022.

**RESOLVED: Council resolved to approve payments and income schedules for the period of September – October 2022.**

**512/22 To consider and approve the bank reconciliations to end of October 2022.**

Proposed by Cllr Bentley, seconded by Cllr Rowe and agreed unanimously that council approve the bank reconciliation for all accounts up to end of October 2022.

**RESOLVED: Council resolved to approve the bank reconciliation for all accounts up to end of October 2022.**

**513/22 To approve and sign civility and respect pledge.**

Cllr J Loizides proposed, seconded by Cllr Bentley and agreed unanimously to sign the Civility and Respect Pledge.

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**RESOLVED: Council resolved to approve and sign the Civility and Respect Pledge.**

**514/22 To consider and approve new policies; Protocol for death of Senior Royal Family Member and Vexatious Behaviour Policy.**

Council reviewed the policies. Cllr J Loizides proposed, seconded by Cllr Rowe and agreed unanimously to approve and adopt the new policies.

**RESOLVED: Council resolved to approve and adopt the Protocol for death of Senior Royal Family and Vexatious Behaviour Policies.**

**515/22 To consider and approve updated Standing Orders.**

Council reviewed the updated Standing Orders. Cllr Bentley proposed, seconded by Cllr Rowe and agreed unanimously to approve and adopt the updated Standing Orders.

**RESOLVED: Council resolved to approve and adopt the updated Standing Orders.**

**516/22 To consider and approve updated Grant Policy.**

Council discussed and reviewed the updated Grant Policy with amendments recommended by the Finance Committee.

Proposed by Cllr Bentley, seconded by Cllr Rowe and agreed unanimously to approve and adopt the new Grant Policy.

**RESOLVED: Council resolved to approve and adopt the new Grant Policy.**

**517/22 To consider and approve new KCOM Internet and calls package.**

Council reviewed the proposed new KCOM internet and calls package, which includes Full Fibre 750, download speed 750mbps, Upload speed 375 mbps, unlimited data at a cost of £74.99 ex VAT.

Proposed by Cllr Rowe, seconded by Cllr J Loizides and agreed unanimously to accept and approve KCOM's new internet and calls package at a cost of £74.99 ex VAT per month.

**RESOLVED: Council resolved to accept and approve KCOM's new internet and calls package at a cost of £74.99 ex VAT per month from 1<sup>st</sup> December 2023.**

**518/22 To consider and resolve decision on planning application:**

**518.1 22/02930/PLF** Erection of single storey extension to rear following removal of dilapidated carport, out buildings and greenhouse at Peggy Farrow House, Elloughton Dale, Elloughton.

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Councillor Hakes declared an interest in the item, as the architect and left the meeting room while item discussed. Ward Councillor Meredith also left the room, as he had an interest in the application.

Council discussed the application and upon review could see no reason to object to the plans.

Proposed by Cllr Luckraft, seconded by Cllr Bentley and agreed unanimously that they had no objections to the proposed plans.

**RESOLVED: Council resolved they had no objections to the proposed plans.**

**519/22 To approve renewal of 3 year service agreement for MNB Computing at a cost of £1504.80.**

Council reviewed the quote and discussed the confirmed the current service from MNB is good.

Proposed by Cllr J Loizides, seconded by Cllr Bentley and agreed unanimously to accept and approve the quote of £1504.80 for the 3 year service agreement with MNB Computing.

**RESOLVED: Council resolved to approve the quote of £1504.80 for the renewal of a 3 year service agreement with MNB Computing.**

**520/22 To note successful application of "Do it for East Riding Grant" for the amount of £5000 to fund Christmas Ice Rink and part of Christmas Light Switch On.**

Council noted the successful application of the "Do it for East Riding Grant" for the amount of £5000 to fund the Ice Rink and Christmas Light Switch On.

Cllr M Loizides asked it be minuted that Town Council staff be thanked for their work on securing the funding and this event overall.

**RESOLVED: Council noted the successful application of the "Do it for East Riding Grant" for the amount of £5000 to fund the Ice Rink and Christmas Light Switch On.**

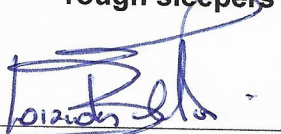
**521/22 To consider request from East Riding of Yorkshire for snapshot of rough sleepers in the Town.**

Council reviewed East Riding of Yorkshire Council's request for snapshot information of rough sleepers in the area.

Councillors are not aware of anyone in the area sleeping rough and asked the Town Clerk to report this back to the East Riding of Yorkshire Council.

**RESOLVED: Council resolved to instruct the Town Clerk to report back to the East Riding of Yorkshire Council that they are unaware of any rough sleepers in the area.**

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**522/22 To receive verbal update on Christmas Light Switch On and finalise volunteers and roles for the event.**

Council received a verbal update on the Christmas Light switch on and Ice Skating and went through a proposed list of volunteer roles and responsibilities. Currently all is according to plan.

**RESOLVED: Council resolved to receive a verbal update on the Christmas Light Switch On and Ice Rink and finalised roles and responsibilities of Councillor Volunteers.**

**523/22 To approve quotes for stage stairs and snow machine for Christmas event.**

Council noted that this was no longer required since agenda published as Holts Haulage had kindly offered the use of safe stairs free of charge.

**RESOLVED: Council resolved to note that these items were no longer required since the publication of the agenda.**

**524/22 To discuss and approve participation in local toy drive.**

Council received a verbal update on the possibility of arranging to be a collection point for Tommy Coyle's Toy Drive.

Proposed by Cllr J Loizides, seconded by Cllr Rowe and agreed unanimously to proceed with the Toy Drive and for Town Council staff to take any required actions.

**RESOLVED: Council resolved to participate as a collection point for Tommy Coyle's Toy Drive and for the Town Council Staff to undertake any required actions.**

**525/22 To discuss and approve any actions relating to the Boundary Commissions Review 2023.**


Councillors had a lengthy discuss regarding the proposed Boundary Commission changes, due to be published in February/ March 2023 and be implemented in June/July 2023.

Cllr Rowe gave some insight into the proposed changes and while most Councillors did not fully support the proposed changes, they are aware that there is little chance of successfully altering.

Proposed by Cllr Rowe, seconded by Cllr Bentley and agreed unanimously that the Town Clerk write and propose the name of Goole and Pocklington be altered to the East Riding and the Rivers.

**RESOLVED: Council resolved to instruct the Town Clerk to write and propose a name amendment.**

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**526/22 To consider and approve any actions in relation to East Riding of Yorkshire CCTV funding grant.**

Council received information on the grant from the Town Clerk. Councillors had a robust conversation around the pros and cons of CCTV around the Town.

Proposed by Cllr Bentley, seconded by Cllr J Loizides and agreed unanimously to not pursue a grant application for CCTV in the Town.

**RESOLVED: Council resolved to not proceed with a grant application for CCTV in the Town.**

**527/22 To discuss requests received via email from PFA and resolve any actions.**

Council received an email from the Playing Fields Association advising that they are creating a new Constitution, in order to update and modernise. The old one allowed the Council to appoint a representative, however they would like to know as they are an independent charity if the Town Council would still like to appoint a liaison.

Councillors held an in depth conversation with the PFA members present at the meeting, however there appeared to be some information missing in order to make a decision. Cllr M Loizides reiterated that the PFA is the priority over Petuaria Revisited and is the registered charity, so work on this must always come first.

The Playing Fields Association suggested that even by removing a Town Council representative they believe the Town Council is obligated to pay for grass cutting and maintenance of the Burrs Playing Field. Councillors questioned that as an independent charity, as like other charities the Trustees would be responsible for securing income for the field and that like other organisations they could apply for grants from the Town Council and other grant funding organisations.

Due to the incomplete information, the Town Clerk advised the Chairman that it would be wise to email the PFA Solicitor to gather information.

Proposed by Cllr M Loizides, seconded by Cllr Rowe and agreed unanimously to receive a draft copy of the Constitution to look over initially and return to December 2022 Full Council.

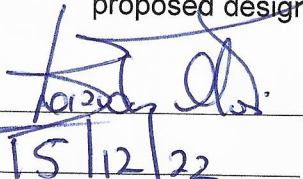
**RESOLVED: Council resolved to receive a draft copy of the PFA Constitution in order to review and consider and return findings to the December 2022 Full Council meeting.**

**528/22 To discuss and approve design for Commemorative Bench at Coronation Copse.**

Council received an update from the Deputy Clerk who presented the proposed design of the bench from Hull College. Deputy Clerk advised Hull

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College are not sure the material available to them within their budget is acceptable for use in the public realm. Hull College propose they will make the bench and if it is suitable for use at Coronation Copse then it will be installed, if not, they will keep as a memorial at Hull College. If the bench remains at Hull College, then a wooden sister bench will be installed at Coronation Copse.

Proposed by Cllr J Loizides, seconded by Cllr Rowe and agreed unanimously that the plans detailed by the Deputy Clerk and Hull College proceed as long as the family are notified and happy with the project plan.

**RESOLVED: Council resolved that providing the family are happy with the proposed project plan then Hull College will proceed to build the bench in the design presented to the Town Council, in the materials within their budget. Once made if it is suitable for use in the public realm it will be installed at Coronation Copse, should it not be suitable Hull College will retain the bench as a memorial and a wooden sister bench will be installed at Coronation Copse as a memorial and reflective bench.**

**529/22 To discuss request from Cllr Gill (ERYC) regarding verge tidying on Elloughton Road, Brough and Skillings Lane, Brough.**

Council discussed at length a request from East Riding of Yorkshire Council, that the Town Council appoint a contractor to undertake work to widen the paths on Elloughton Road and Skillings Lane by reducing the grass verges.

After a robust conversation the Town Council felt this is the responsibility of the East Riding of Yorkshire Council despite deficits in their budgets, as these paths are high volume usage for school children and elderly residents. The paths are a public safety issue and should be looked at in conjunction with the Disability and Discrimination Act and this been a safe route to school.

Proposed by Cllr Hakes, seconded by Cllr Bentley and agreed unanimously that the Town Council write to the East Riding of Yorkshire Council and request that they undertake this work.

**RESOLVED: Council resolved that the Town Clerk write to the East Riding of Yorkshire Council and request that this work be undertaken by them as these paths are of high volume usage and are key to a safe route to school.**

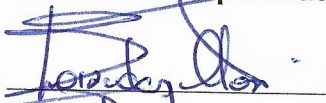
**530/22 To discuss and approve any actions in relation to speeding and traffic calming measures.**

Councillors discussed in detail the previous surveys undertaken around the Town and areas where a speed indicator device may be of value. Town Clerk is awaiting the purchase cost of a speed indicator device, before a decision is made to install on Welton Low Road and will return item to the agenda upon receipt of this information.

**RESOLVED: Town Clerk will return item to the agenda upon receipt of cost to purchase a speed indicator device.**

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531/22

**To receive update on Town Council Office locations and approve any next steps.**

Councillors received a verbal update on the rental of the Old Library Building on Elloughton Road. Currently the owner is prepared to wait until after Christmas before advertising the space to the open market.

The current office lease at 60 Welton Road, expires on the 9<sup>th</sup> November 2023.

Proposed by Cllr Rowe, seconded by Cllr Bentley and agreed unanimously that the Town Clerk start negotiations to ascertain if the Town Council can end the lease before this date in order to secure rental of the Old Library Building.

**RESOLVED: Council resolved to instruct the Town Clerk to commence negotiations with the current landlord to see if the lease can be terminated before its end date of 9<sup>th</sup> November 2023.**

532/22

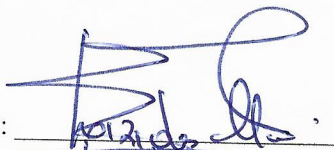
**To note the next full Town Council Meeting is to be held at 7.00pm on Thursday 15<sup>th</sup> December 2022 in the Meeting Room, Petuaria Community Centre, Brough.**

Council noted the date and time of the next meeting.

**RESOLVED: Council noted the date and time of the next Full Council meeting as Thursday 15<sup>th</sup> December 2022 at 7pm.**

**Meeting closed 8.48pm**

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REFERENCE	DATE RECEIVED	REFERENCE	PAYEE NAME/ORGANISATION	INCOME DESCRIPTION	TOTAL PAID IN	NOMINAL CODE	DATE BANKED	ACCOUNT ENTER DATE
1/22/11	03/10/2022	PELL048	East Riding of Yorkshire Council	Parish precept - 2nd installment	£87,512.51	1076	03/10/2022	11/10/2022
1/22/12	18/10/2022		OMYA UK	Ice Rink Sponsorship - Christmas Lights swith on	£200.00	1110	18/10/2022	19/10/2022
1/22/13	20/10/2022		Matthew Netherton / BFG Aquatics	Ice Rink Sponsorship - Christmas Lights swith on	£50	1110	20/10/2022	01/11/2022

REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	\$137 Payments	Payments made to maintain Petty Cash	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE	NOMINAL CODE	DATE PAID	ACCOUNT REF
P/22/158	01/09/2022	BUS001596445	KCOM				DD - Office 365 - Sep 2022	60.80	12.16	72.96	4395	03/10/2022	1103
P/22/159	01/09/2022	BUS001596997	KCOM				DD - Office internet and calls - Sep 2022	65.00	13.00	78.00	4395	03/10/2022	1104
P/22/160	16/09/2022	964876654	British Gas				DD - office electricity - August, Sep 2022	41.13	2.05	43.18	4340	03/10/2022	1105
P/22/161	30/09/2022	5M26226	Riallas Ltd				Asset Inventory - Licence and support - 22/23	121.00	24.20	145.20	4320	03/10/2022	1106
P/22/162	30/09/2022	INV-0651	Pettarusia Community Centre				Meeting room hire - September 2022	28.80	0.00	28.80	4395	03/10/2022	1107
P/22/163	30/09/2022	10396	MNC Computing				Office 365 - 30/9/22 - 30/10/22	72.00	14.40	86.40	4395	03/10/2022	1108
P/22/164	29/09/2022	4345355	Town Council Staff				Battery tea light candles - xmas switch on	10.99	0.00	10.99	4509	03/10/2022	1109
P/22/165	29/09/2022	5331503	Town Council Staff				Fake Snow - Xmas switch on	19.99	0.00	19.99	4509	03/10/2022	1110
P/22/166	29/09/2022	2209290393907600	Town Council Staff				Back drop, Santa Grotto - Xmas switch on	27.80	0.00	27.80	4509	03/10/2022	1111
P/22/167	28/09/2022	381126984	Town Council Staff				Shed (Santas Grotto) - Xmas switch on	237.99	0.00	237.99	4509	03/10/2022	1112
P/22/168	27/09/2022	1749773	GI Landscape Solutions				Halloween Advertising Posters - A3	31.72	0.00	31.72	4508	03/10/2022	1113
P/22/169	29/09/2022	1374	PPH Commercial				Ground Maintenance - Park and green areas cut	220.00	44.00	264.00	4311	03/10/2022	1114
P/22/170	28/09/2022	5331634	Town Council Staff				Additional service charge to SO - 29/09/22-28/12/22	185.87	37.17	223.04	4300	03/10/2022	1115
P/22/171	08/10/2022	gfn-023	Town Council Staff				Petaria Press - September edition, 250 copies	169.22	0.00	169.22	4510	03/10/2022	1116
P/22/172	03/10/2022	N/A	Town Council Staff				Gin Slingers Band/lighting and PA - Xmas Switch On	850.00	0.00	850.00	4509	03/10/2022	1117
P/22/173	03/10/2022	N/A	Town Council Staff				Squarespace Subscription	180.00	36.00	216.00	4520	04/10/2022	1118
P/22/174	12/10/2022	689000004	Town Council Staff				cherry picker for poppies	12.29	0.00	12.29	4990	03/10/2022	1119
P/22/175	04/10/2022	N/A	Town Council Staff				Halloween/Xmas decorations	54.23	0.00	54.23	4508	13/10/2022	1120
P/22/176	04/10/2022	2164	Richard Luncaster				Halloween spiders	9.49	0.00	9.49	4508	13/10/2022	1121
P/22/177	05/10/2022	206-9526413-6801964	E-ON Next				Tree Safety Assessment and Report	740.00	0.00	740.00	4311	13/10/2022	1122
P/22/178	06/10/2022	K1_244BAAEE-0022	Town Council Staff				War Memorial Electric - Aug 22	42.55	2.13	44.68	4340	13/10/2022	1123
P/22/179	09/10/2022	DS-ASE-INV-GE-2022-365433386	Town Council Staff				Halloween spiders	8.99	0.00	8.99	4508	13/10/2022	1124
P/22/180	11/10/2022	GB2680KTAEU1	Office Cleaner				Christmas decoration	8.07	0.00	8.07	4509	13/10/2022	1125
P/22/181	11/10/2022	N/A	Active Hire				Ice Skating Rink Hire - Christmas Switch On	27.00	0.00	27.00	4310	13/10/2022	1126
P/22/182	13/10/2022	4216	ERIC Pension				Staff Pension - Sep 2022	1158.75	231.75	1390.50	4509	17/10/2022	1127
P/22/183	13/10/2022	N/A	Town Council Staff				Staff Salaries Oct 2022	1267.35	0.00	1267.35	4020	18/10/2022	1128
P/22/184	20/10/2022	N/A	HMRC				Staff PAYE/NI Oct 2022	4634.89	0.00	4634.89	4000	20/10/2022	1129
P/22/185	20/10/2022	N/A	HMRC				Staff PAYE/NI Sept 2022	141.36	0.00	141.36	4010	20/10/2022	1130
P/22/186	20/10/2022	N/A	East Riding Pension Fund				Staff Pensions Oct 2022	1078.90	0.00	1078.90	4010	20/10/2022	1131
P/22/187	20/10/2022	N/A	HSBC				Bank Charges - Oct 2022	1352.03	0.00	1352.03	4020	21/10/2022	1132
P/22/188	21/10/2022	N/A	RCOM				DD-Office internet and calls - October 2022	8.00	0.00	8.00	4205	21/10/2022	1133
P/22/189	31/10/2022	BUS001609430	RCOM					65.00	13.00	78.00	4395	31/10/2022	1134
P/22/190								0.00		0.00			1135