

Elloughton-cum-Brough Town Council

60 Welton Road, Brough, HU15 1BH
Write to: PO Box 124, Brough, HU15 1YH
Telephone: 01482 665600
Website: elloughtonbrough-tc.gov.uk



Minutes of the Full Council Meeting held on **Tuesday 27th September 2022** held Meeting Room, Petuaria Community Centre, Brough.

Members Present: Cllr Loizides (Chairman), Cllr S Duckles (Vice Chairman), Cllr Bentley, Cllr Hakes, Cllr C Duckles, Cllr Luckraft, Cllr Trotter, Cllr J Loizides, Cllr Muzaffar, Cllr Blee, Cllr Khan

Meeting Clerk: Philippa Beverley (Town Clerk)

Also in attendance: Danika Lynch (Deputy Clerk), Cllr Smith (ERYC)

Public Forum:
No members of public present.

MINUTES

463/22 To Accept Apologies
Apologies received from Cllr Rowe.

RESOLVED: Council resolved to accept apologies from Cllr Rowe.

464/22 To Accept Declarations of interest relating to items on the agenda.
No declarations received.

RESOLVED: Council resolved no declarations received.

465/22 To confirm as a correct record the minutes of a meeting of the Full Council held on 19th July 2022.

Proposed by Cllr S Duckles, seconded by Cllr J Loizides and agreed unanimously that the minutes be approved as a correct record for the meeting held on Tuesday 19th July 2022.

RESOLVED: Council resolved to approve the minutes as a correct record for the meeting held on Tuesday 19th July 2022.

466/22 To confirm as a correct record the minutes of a meeting of an Extra-Ordinary meeting of the Full Council held on 16th August 2022.

Proposed by Cllr S Duckles, seconded by Cllr Blee and agreed unanimously that the minutes be approved as a correct record for the Extra-Ordinary meeting held on Tuesday 16th August 2022.

Signed:

A handwritten signature in black ink, appearing to read "Loizides".

Date:

25/10/22

RESOLVED: Council resolved to approve the minutes as a correct record for the Extra-Ordinary meeting held on Tuesday 19th July 2022.

467/22 To confirm as a correct record the minutes of the Annual Parish Meeting held on 19th April 2022.

Proposed by Cllr Bentley, seconded by Cllr S Duckles and agreed unanimously that the minutes be approved as a correct record for the Annual Parish meeting held on Tuesday 19th April 2022.

RESOLVED: Council resolved to approve the minutes as a correct record for the Annual Parish Meeting held on Tuesday 19th April 2022.

468/22 To confirm as a correct record the minutes of the Annual Meeting of the Town Council held on 17th May 2022.

Proposed by Cllr S Duckles, seconded by Cllr Bentley and agreed unanimously that the minutes be approved as a correct record for the Annual Meeting of the Town Council held on Tuesday 17th May 2022.

RESOLVED: Council resolved to approve the minutes as a correct record for the Annual Meeting of the Town Council held on Tuesday 17th May 2022.

469/22 To receive and note the following Committee minutes

- Planning Committee – 12th July 2022 - **Noted**
- Environment Committee – 14th June 2022 - **Noted**
- Finance Committee – 27th May 2022 - **Noted**
- Personnel Committee – 15th May 2022 - **Noted**

470/22 To receive reports from external groups and organizations.

470.1 ERNLLCA

Town Clerk advised two new Councillors are confirmed on Good Councillor training.

470.2 Village Hall

Update included information on how the Village Hall Committee is considering price increase due to rising cost of gas and electric and ongoing maintenance.

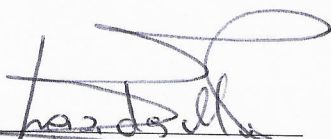
470.3 Community Centre

Cllr Muzaffar advised everything going well and still have money in the bank due to the Covid subsidies. Not fully recovered the number of users. Discount is being reduced slowly.

470.4 The Burrs

Cllr Smith advised she has now left the Burrs as a Trustee.

Signed:



Date:

25/10/22

471/22 To receive reports from East Riding of Yorkshire Council Members, 5 minutes maximum each.

Cllr Smith (ERYC) gave update from Cllr Meredith (ERYC) regarding parking at King Edward Terrace, a request from McCarthy Stone regarding a double lines at the entrances. Speed monitoring has been requested on the new relief road.

Email update from Cllr Gill (ERYC), that Moor Road has now had funding approved to have all fences replaced.

472/22 To consider and approve payments and income for the period June - July 2022.

Proposed by Cllr Bentley, seconded by Cllr Trotter and agreed unanimously that council approve the payment schedule for June 2022 – July 2022.

RESOLVED: Council resolved to approve payments and income schedules for the period of June 2022 – July 2022.

473/22 To consider and approve payments and income for the period July – August 2022.

Proposed by Cllr Loizides, seconded by Cllr Bentley and agreed unanimously that council approve the payment schedule for July 2022 – August 2022.

RESOLVED: Council resolved to approve payments and income schedules for the period of July 2022 – August 2022.

474/22 To consider and approve the bank reconciliations to end of July 2022.

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

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

475/22 To consider and approve the bank reconciliations to end of August 2022.

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

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

476/22 To discuss and approve the Town Councils flying of the Ukrainian Flag.

The Council discussed various options, however it was proposed by Cllr J Loizides, seconded by Cllr Trotter and agreed by a majority that as the flag had been removed throughout the period of the Queens Mourning it remain down and that we acknowledge support for the Ukraine via a banner on our

Signed: 

Date: 25/10/22

website and social media. Cllr S Duckles, objected to this and wanted the flag to remain flying.

RESOLVED: Council resolved to keep the Ukraine flag down and show support to the Ukraine through a banner on our Social media and website.

477/22 To note annual completion of PAT testing in Town Council offices.

Council noted the annual completion of the PAT testing in the Town Council offices.

RESOLVED: Council noted the completion of the annual PAT testing for the Town Council offices.

478/22 To discuss and approve publication of agenda's and updates on social media.

Councillors discussed the publication of agendas on social media and also the possibility of posting meeting updates. Proposed by Cllr J Lozides, seconded by Cllr Hakes and agreed unanimously to publish agendas on social media, but to continue to approve minutes at the next meeting and publish on website.

RESOLVED: Council resolved to publish agendas on Social media in addition to the website. Minutes will continue to be approved at the next meetings and published.

479/22 To note Information Commissioners Office, annual data protection fee of £40 has been paid.

Council noted that the £40 annual data protection fee to the Information Commissioners Office has been paid.

RESOLVED: Council noted that the Information Commissioners Office, annual data protection fee of £40 has been paid.

480/22 To note completion of the AGAR 2021/22 and Notice of Conclusion which is now published.

Council noted a successful completion of the 2021/22 AGAR and its final publication.

RESOLVED: Council noted a successful completion of the 2021/22 AGAR and its publication.

481/22 To consider Town Clerks report on potential future office locations and approve any required actions.

Town Clerk updated the Council with potential Town Council offices. Councillors were in receipt of a Proposal Document before the meeting.

Councillors discussed the first proposal of a small meeting room at the back of the Library in the Petuarua Centre. The pros and cons of this offer were

Signed: 

Date: 25/01/22

discussed and while the Town Council saw this as financially positive with annual rent and utilities an estimated £3500, the space was not suitable for the Council to operate from. Limitations on its size and accessibility for residents and staff were the main obstacles with this proposal. Upon consideration of the Proposal Document and an in depth discussion, it was proposed by Cllr M Loizides, seconded by Cllr Bentley and agreed unanimously to discount this option in its current format but open dialogue to establish if any other options could be proposed.

Councillors also discussed in detail an offer from Horncastle to build a new building on the proposed Transport Hub, Skillings Lane. This option would require a loan to purchase and therefore a small increase in precept. After consideration of the proposal document and in-depth discussion, the Town Council felt that this offer while providing the Council with a designed for purpose building would not be well received within the Community. The Town Council considered the recent feedback in the property survey while making this decision. The Town Council were also unsure that the location and the possibility of looking after the car park were not ideal and not something they wished to pursue. Proposed by Cllr Hakes and seconded by Cllr Bentley and agreed by a majority to decline this offer and thank Horncastle for their consideration. Cllrs S Duckles and Cllr C Duckles abstained from this vote.

Finally, the Town Council considered the proposal to look into leasing the Old Library Building next to Elloughton Road Playground. This proposal is detailed in the Proposal Document the cost of the lease is expected to be approximately £12,000 which is expected to be less than the renewal of the current office space on Welton Road. Council considered the proposal document and the recent Property survey and discussed in detail the pros and cons of the property. Cllr J Loizides proposed, seconded by Cllr Bentley and agreed by a majority to look into this option in more detail. Cllr S Duckles abstained from the vote.

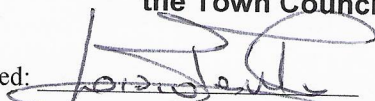
Council discussed the possibility of working from home and the implications around this. Proposed by Cllr M Loizides, seconded by Cllr Bentley and agreed unanimously that working from home does not provide a practical or reasonable solution due to document storage, file sharing and cohesive working, but predominately this would remove easy access to the Town Council for local residents. While many Parish Councils successfully work from home, we are substantially larger as a Town Council and legally are required to hold many physical files and documents that need to be accessed and shared within staff as well as securely stored at all times. Additionally, there is a requirement for audit purposes that financial business is operated on a cross check procedure.

RESOLVED: Council resolved to reject the offer of the library meeting room at the Petuaria Centre in its current format but to open dialogue on any other proposed scenarios; to reject the offer of the new build from Horncastle to be located on Skillings Lane, Brough and to reject the proposal to work from home. The Council resolved that they would like to investigate further the possibility of leasing the Old Library by the Playground on Elloughton Road, Brough.

482/22

To receive verbal update on Christmas Lights and options available to the Town Council for Christmas 2022.

Signed:



Date:

25/01/22

The Town Clerk advised that she had been in touch with the Christmas Lights Provider to discuss a projected cost for the running of the Christmas Lights for Christmas 2022 – 23. It is expected that the cost of running the lights will be approximately £2,500, with lights being switched on 24/7. The Town Clerk has enquired how much it would cost to install timers to reduce the number of hours the Christmas Lights are on. The Lights installer advised that the cost to install timers is £10,500 and often they are unreliable and break down so this would potentially mean costs of up to £600 per call out.

The Clerk advised that the Town Council has a 10% discount to be applied to the Christmas Lights bill this year, it had been planned to use to install another Christmas tree on Brough South, however there is currently not an available/suitable location.

Proposed by Cllr J Loizides, seconded by Cllr Bentley and agreed unanimously that they would use the 10% discount to fund the additional cost of lighting the Christmas lights and reassess next year for the installation of a tree on Brough South.

RESOLVED: Council resolved to use the 10% discount on the Christmas Lights cost towards additional running costs this year and reconsider a tree for Brough South next year when hopefully a suitable location will be accessible.

483/22 To consider Town Clerks proposal to move the December 2022 Full Council meeting to the 15th December 2022.

Proposed by Cllr Khan, seconded by Cllr J Loizides and agreed unanimously to move the December 2022 Full Council Meeting to the 15th December 2022.

RESOLVED: Council resolved to move the December 2022 Full Council Meeting to 15th December 2022.

484/22 To note that KCOM will cease to provide Office 365 from 30th September 2022. Consider quote from MNB Computing for them to take over the service, with no disruption to the Town Council.

Council resolved to note that KCOM will cease to provide Office 365 from 30th September 2022. Proposed by Cllr S Duckles, seconded by Cllr Bentley and agreed unanimously to accept the quote from MNB Computing of £72.00 plus Vat of £14.40 per month.

RESOLVED: Council resolved to accept MNB Computing's quote and approve spend of £74 + £14.40 Vat per month for Office 365.

485/22 Town Council to consider if they would like to be a member of Humber and Wolds Rural Action for an annual fee of £25.

Town Council discussed the proposal. Proposed by Cllr S Duckles, seconded by Cllr C Duckles and agreed unanimously to become a member of Humber and Wolds Rural Action for an annual fee of £25.

Signed: 

Date: 

RESOLVED: Council resolved to become a member of Humber and Wolds Rural Action for an annual fee of £25.

486/22 To note the Town Councillors have received a copy of the Annual Report of the Joint Local Access Forum.

Council noted that they have received a copy of the Annual Report of the Joint Local Access Forum.

RESOLVED: Council noted they have received a copy of the Annual Report of the Joint Local Access Forum.

487/22 To discuss item referred from Environment Committee relating to the painting of bollards in the Town by Brough in Bloom.

Deputy Clerk advised that she has been and inspected the bollards and that after further investigation the bollards are not in need of urgent painting and it would not be wise to paint them at this time of year. Proposed by Cllr Hakes, seconded by Cllr Bentley and agreed unanimously that this be moved to reassess in Spring 2023.

RESOLVED: Council resolved to reassess the bollards in Spring 2023.

488/22 To consider and approve application for Community Grant Scheme 2022-23.

488.1 Blackburn Leisure Bowling Club - £1000.

Councillors discussed the application and its merits and whether they could use any funds from another budget line. Proposed by Cllr M Loizides, seconded by Cllr Bentley and agreed unanimously to reject the application and agreed to close the grant applications for the year.

RESOLVED: Council resolved to reject the application from Blackburn Leisure Bowling Club for a Community Grant of £1000 and agreed to close all further grants for the financial year 2022-23.

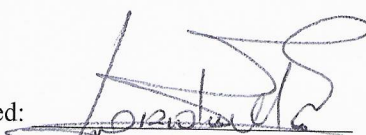
489/22 To note the next full Town Council Meeting is to be held at 7.00pm on Tuesday 18th October 2022.

Council noted the date and time of the next meeting.

RESOLVED: Council noted the date and time of the next Full Council meeting as Tuesday 18th October 2022 at 7pm.

Signed:

Date:


29/10/22

REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	S137 Payments	Payments made to maintain Petty Cash	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE	NOMINAL CODE	DATE PAID	ACCOUNT REF	POWER
P/22/119	01/07/2022	BUS001578400	KCOM			GB647235137	DD - Office internet and calls - July 2022	65.00	13.00	78.00	4350	01/08/2022		1064
P/22/120	01/07/2022	BUS001575665	KCOM			GB647235137	DD - Office 365 - July 2022	60.80	12.16	72.96	4355	01/08/2022		1065
P/22/121	18/07/2022	520648840	British Gas			684966762	Office Electricity - July 2022	35.80	1.79	37.59	4340	01/08/2022		1066
P/22/122	31/07/2022	5080	Turpins accounting			257650485	Payroll June 2022	45.00	9.00	54.00	4215	04/08/2022		1067
P/22/123	01/08/2022	625	Petularia Community Centre			N/A	Meeting Room Hire - July 2022	14.40	0.00	14.40	4305	15/08/2022		1068
P/22/124	05/08/2022	B0010961	Box-it			647500345	Confidential waste - collection and disposal	16.50	3.30	19.80	4990	15/08/2022		1069
P/22/125	08/08/2022	KI-24ABAE-0020	E-on Next			559097889	War Memorial Electric - July 2022	40.98	2.05	43.03	4340	15/08/2022		1070
P/22/126	22/07/2022	N/A	HMRG			N/A	Staff PAYE/NI July 2022	456.28	0.00	456.28	4010	16/08/2022		1071
P/22/127	22/07/2022	N/A	East Riding Pension Fund			N/A	Staff Pensions July 2022	1610.99	0.00	1,610.99	4020	16/08/2022		1072
P/22/128	11/08/2022	001300	GI Landscape Solutions			206913225	Footpaths Jun 25 Jul 1 Aug 10	613.00	122.60	735.60	4311	15/08/2022		1073
P/22/129	18/08/2022	N/A	Town Council Staff			N/A	Lock and Chain Town council staff	35.00	0.00	35.00	4990	18/08/2022		1074
P/22/130	18/08/2022	N/A	Town Council Staff			N/A	Staff Salaries - August 2022	4894.50	0.00	4,894.50	4000	19/08/2022		1075
P/22/131	18/08/2022	N/A	Town Council Staff			N/A	Staff expenses-Mileage	21.15	0.00	21.15	4060	19/08/2022		1076
P/22/132	22/08/2022	N/A	Town Council Staff			N/A	Printer Ink	266.87	0.00	266.87	4360	22/08/2022		1077
P/22/133	22/08/2022	N/A	East Riding Pension Fund			N/A	Staff Pensions August 2022	1375.51	0.00	1,375.51	4020	22/08/2022		1078
P/22/134	22/08/2022	N/A	HSBC			N/A	Bank Charges August	8.00	0.00	8.00	4205	21/08/2022		1079
P/22/135	25/08/2022	84302	Hags SMP Ltd			207853851	Quarterly Playground Inspection	65.00	13.00	78.00	4430	25/08/2022		1080
P/22/136	25/08/2022	BES1968	Burton Electrical Solutions			NA	PAT Testing of office appliances	95.00	0.00	95.00	4320	25/08/2022		1081
P/22/137	01/08/2022	BUS001588724	KCOM			647235137	DD - Office internet and calls - Aug 2022	65.00	13.00	78.00	4350	31/08/2022		1082
P/22/138	01/08/2022	bus001586054	KCOM			647235137	DD - Office 365 - Aug 2022	60.80	12.16	72.96	4355	31/08/2022		1083
P/22/139	16/08/2022	977670795	British gas			684966762	DD - office electricity - August 2022	29.42	1.47	30.89	4340	31/08/2022		1084

9875.00 203.53 10078.53

REFERENCE	DATE RECEIVED	REFERENCE	PAYEE NAME/ORGANISATION	INCOME DESCRIPTION	TOTAL PAID IN	NOMINAL CODE	DATE BANKED	ACCOUNT ENTER DATE
1/22/9	23/08/2022	n/a	HMRC VTR	VAT Reclaim to 31-7-22	£994.68	515	23/08/2022	13/09/2022