

ELLOUGHTON-CUM-BROUGH TOWN COUNCIL

**MINUTES OF A TOWN COUNCIL MEETING HELD AT 7PM ON TUESDAY 21 APRIL 2015
IN THE COMMITTEE ROOM AT BROUGH COMMUNITY CENTRE**

Public Forum – no members of the public were present.

Present: Councillors Davis (Chairman), Mrs Galbraith (Vice-Chairman), Mrs Brogden, Busk, Credland, Mrs Duckles, Galbraith, Ms Rowe, Scaife, Mrs Smith

1. TO ACCEPT APOLOGIES

Apologies were received from Councillor Burgess.

2. TO ACCEPT DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations of interest.

3. TO RECEIVE A REPORT FROM THE LOCAL POLICE

PCSO Nick Overton attended the meeting and went through the crime figures. Councillor Ms Rowe reported graffiti on house walls on the Moor Road development. PCSO Overton confirmed that it is criminal damage and will look into it. The police 'Tackling antisocial behaviour in our community' Issue 13 April 2015 was noted.

4. TO APPROVE THE MINUTES OF A FULL COUNCIL MEETING HELD ON 17 MARCH 2015

It was proposed by Councillor Mrs Rowe, seconded by Councillor Mrs Galbraith and agreed unanimously that the minutes be signed as a true and accurate record of the meeting.

Resolved: The minutes be signed as a true and accurate record of the meeting.

5. TO NOTE COMMITTEE MINUTES/DRAFT COMMITTEE MINUTES

5.1 Arts, Publicity and Fundraising Committee meeting held on 11 March 2015 – noted. Councillor Mrs Brogden gave a report on another successful Art Exhibition and thanked everyone who helped. She also thanked the WI who provided tea and cakes.

5.2 Village Environment Committee meeting held on 8 April 2015 - noted

5.2 Development, Planning, Highways & Safety Committee meetings held on 11 March and 8 April 2015 - noted

6. FINANCE & ADMINISTRATION

6.1 To consider the 2014/15 Internal Audit Report - Copies of the Internal Auditor's report had been circulated to Members. The report was considered and discussed. It was noted that the Internal Auditor remained satisfied that the financial records of the Council continue to be well maintained and are free from error with no matters of concern. Following consideration of the report it was proposed by Councillor Mrs Brogden, seconded by Councillor Mrs Smith and agreed unanimously that the Internal Auditor's Report be approved.

Resolved: To approve the Internal Auditor's Report.

6.2 To approve the 2014/15 Receipts & Payments Account and Supporting Statement - Copies of the accounts had been circulated to Members. Following consideration it was proposed by Councillor Ms Rowe, seconded by Councillor Mrs Brogden and agreed unanimously that the Annual Accounts be approved.

Resolved: The Receipts & Payments Account and Supporting Statement be approved.

Signed as a True and Accurate Record by the Chairman Date

6.3 **To Approve the Annual Return for 2014/15** - Copies of the Annual Return for the year ended 31 March 2015 had been circulated to Members prior to the meeting. The Annual Return had been prepared by the Clerk in accordance with national guidelines. Sections 1 and 2 were discussed and approved.

- **Section 1 Accounting Statements** the Councils current financial position with receipts and payments for the year ended 31 March 2015
- **Section 2 The Annual Governance Statement** states that Council has a sound system of internal control, including the preparation of the accounting statements
- **Section 3 Annual External Audit Report** is to be completed by the external auditor
- **Section 4 Annual Internal Audit Report** had been completed by the Internal Auditor.

Following consideration of the accounts it was proposed by Councillor Scaife, seconded by Councillor Mrs Galbraith and agreed unanimously that the Annual Return be approved and signed by the Chairman and Clerk.

Resolved: To approve the Annual Return for the financial year 2014/15

6.4 **To appoint an Internal Auditor for 2015/16 and to agree the scope of internal audit**

The following resolution appointing an Internal Auditor for 2015/16 and setting the scope for Internal Audit for 2015/16 was proposed by Councillor Davis, seconded by Councillor Mrs Galbraith, agreed unanimously and resolved.

Resolved: To appoint Alan Johnson of AJACS Accounting Services as the Town Council's Internal Auditor for 2015/16. The scope of the internal audit is to give an independent opinion on the Town Council's financial statements. To check on and report to the Council on the adequacy of the systems of control and to make recommendations where required.

6.5 **To approve the Responsible Financial Officer's report and cheques for signature**

Income	Description	amount			
ERYC	Local Paths grant	722.00			
Art Exhibition	Fundraising	530.75			
HMRC	VAT reclaim	1324.51			
Expenditure	Description	amount	vat	total	budget
SLCC	staff training	40.00		40.00	Administration
Octagon	exhibition stands	220.00		220.00	Art Exhibition
ImageData Ltd	Printing	423.00		423.00	Arts and Publicity
Salaries	staff	3,401.00		3,401.00	Remuneration
Inland Revenue	NIC/PAYE/EMPNIC	1,126.93		1,126.93	Remuneration
ERYC	Pension	1,399.75		1,399.75	Remuneration
Southern Electric	office electric - dd	45.83	9.17	55.00	Office Accommodation
ERYC	Council Tax	156.00		156.00	Office Accommodation
ERYC	Allotments	552.00		552.00	Allotments
ERNLLCA	membership	1,099.22		1,099.22	Administration
KC	Internet	75.00	15.00	90.00	Administration
KC	telephone	30.71	6.14	36.85	Administration
RES & Sons Ltd	radiator repair	67.00	13.40	80.40	Office Accommodation
HAGS-SMP Ltd	safety inspection	50.00	10.00	60.00	Office Accommodation
HAGS-SMP Ltd	repairs	234.00	46.80	280.80	Arts and Publicity
Stafforce	Agency workers	127.92	25.59	153.51	Agency Workers
A Johnson	internal audit	465.00		465.00	Administration

Signed as a True and Accurate Record by the Chairman Date

Mrs VA Herring	travel - Art Exhib	23.40		23.40	Administration
Mrs LJ Smith	supplies	8.32	1.66	9.98	Office Accommodation
	Art Exhib supplies	5.00	1.00	6.00	Arts and Publicity
	ARCO– spray paint	51.94	10.39	62.33	Village Environment
	adjustment	-1.66		-1.66	Administration
	Telephone allowance	52.50		52.50	Administration
	window cleaning	10.00		10.00	Office Accommodation
	travel	67.50		67.50	Administration
Rosalie A Dixon	Art Exhibition sale	17.00		17.00	Art Exhibition
Dan Collier	Art Exhibition sale	57.80		57.80	Art Exhibition
Dan Collier	Art Exhibition sale	72.25		72.25	Art Exhibition
Sanjay Gupta	Art Exhibition sale	42.50		42.50	Art Exhibition
Jill Hardaker	Art Exhibition sale	29.75		29.75	Art Exhibition
Zurich Municipal Management Service-LCAS		95.00	19.00	114.00	Administration
Brough Comm Centre – hire of for Art Exhib		200.00		200.00	Art Exhibition

It was proposed by Councillor Mrs Galbraith, seconded by Councillor Scaife and agreed unanimously to approve the finance report and pass the cheques for signature.

Resolved: To approve the finance report and pass the cheques for signature.

7. TO DECIDE ON THE FOLLOWING GRANTS FOR 2015/16

Following consideration it was proposed by Councillor Duckles, seconded by Councillor Scaife and agreed unanimously that a decision on the Elloughton-cum-Brough Town In Bloom grant be deferred to the June 2015 Full Council meeting and other grants be approved as indicated in Items 7.1 to 7.7 below.

7.1 Wolds & Riverbank Countryside Society

Resolved: Council will, in accordance with the powers under Section 137 of the Local Government Act 1972, incur the following expenditure which in the opinion of the Council is in the interests of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure: a grant of **£600** to the Wolds & Riverbank Countryside Society.

7.2 Elloughton-cum-Brough Playing Field Association

Resolved: Council will, in accordance with the powers under Section 137 of the Local Government Act 1972, incur the following expenditure which in the opinion of the Council is in the interests of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure: a grant of **£500** to the Elloughton-cum-Brough Playing Field Association.

7.3 Elloughton-cum-Brough Village Hall

Resolved: Council will, in accordance with the powers under Section 145 of the Local Government Act 1972, incur the following expenditure: a grant of **£1,500** to Elloughton-cum-Brough Village Hall.

7.4 Elloughton-cum-Brough PCC for maintenance of the cemetery

Resolved: Council will, in accordance with the powers under Section 214 paragraph 6 of the Local Government Act 1972, incur the following expenditure: a grant of **£2,000** to Elloughton-cum-Brough PCC for maintenance of the cemetery at St Mary's Church, Elloughton.

7.5 Hull & East Riding Citizens Advice Bureau - to maintain the twice weekly outreach held in Brough Community Centre

Resolved: Council will, in accordance with the powers under Section 142(2a) of the Local Government Act 1972, incur the following expenditure: a grant of **£4,000** to the East Riding Citizens Advice Bureau to fund two outreach sessions per week at Brough Community Centre.

7.6 Elloughton-cum-Brough In Bloom – the Clerk was instructed to bring to the June 2015 Full Council meeting the costs incurred in 2014/15 by the Town Council on behalf of In Bloom. To include refuse collection from behind the Town Council office, replacing turf at Elloughton crossroads and refurbishing the seats painted green. Members requested a copy of the In Bloom accounts for 2014/15. The Chairman advised that it would be inappropriate for the Town Council to give a grant that could be construed as aiding a political end. Deferred to the Full Town Council Meeting to be held on 16 June 2015.

7.7 Brough Voluntary Action

Resolved: Council will, in accordance with the powers under Section 137 of the Local Government Act 1972, incur the following expenditure which in the opinion of the Council is in the interests of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure: A grant of **£900** to Brough Voluntary Action.

8. TO RECEIVE AN UPDATE ON THE PLAY AREA REFURBISHMENT PROJECT AND TO DECIDE ON THE ANNUAL INSPECTION CONTRACT

Councillor Mrs Brogden gave a report. Work is to commence on Tuesday 5 May 2015 and will take between one to two weeks to complete. The Chairman thanked Councillor Mrs Brogden and the Clerk for all the work they have done on the project and for obtaining the funding. The following resolution was proposed by Councillor Galbraith, seconded by Councillor Scaife and agreed unanimously.

Resolved: To change inspections by a qualified contractor from quarterly to monthly when the new equipment has been installed. £600 was set aside

9. TO RECEIVE A REPORT ON A MEETING WITH STAGECOACH RAIL BUSINESS DEVELOPMENT

The Chairman gave a report on the meeting held at Brough Station with Oliver Rogers of Stagecoach Rail Business Development. The company intend to bid to run the station.

10. TO RECEIVE COMMUNITY REPORTS

Village Hall – Councillor Mrs Brogden gave a report on further refurbishments that have been carried out. The Village Hall noticeboard provided by a Lifestyle team a few years ago, had been damaged by a vehicle on the day of the meeting and they will look at the CCTV. In the meantime the Town Council agreed to repair the noticeboard.

Community Centre – It was agreed to ask for overhead lighting in the main hall now the roof light has been removed.

Community Led Planning Group – The Group is now re-focusing and will be holding a workshop session very soon.

Petuarria Community Forum – Councillor Galbraith gave a report. The response to the formation of a Town Forum had been very good and the group have named themselves the Petuarria Community Forum. They are already looking at two project for this year. To help the charity run Ladybird Pre-School with funding and to organise a Scarecrow Festival.

Signed as a True and Accurate Record by the Chairman Date

U3A – The Clerk had received information on setting up a local U3A. Councillor Galbraith took the papers.

Brough in Bloom - continues to do good work. It was noted that they have not entered the regional competition this year.

Volunteer Litter Picking Group – continue to be active in the community and are proving to be very effective.

Wolds & Riverbank Countryside Society – On Saturday 25 April volunteers are to help to sow the meadow next to the nature reserve on Brantingham Road.

Brough & South Cave Medical Practice Patients Group – the Chairman gave a report. The Practice continues to deliver a good level of service. Residents' concerns re the ability of the Practice to meet the demands of the ever increasing population are being addressed with an extension to the Brough Site to house additional staff but will not address parking issues. It was noted that from 1st July 2015 the Brough & South Cave Medical Practice will merge with the Holme on Spalding Moor and Bubwith Medical Practice and will be known as 'The Ridings Medical Group'.

11. EAST RIDING OF YORKSHIRE COUNCIL

- 11.1 **To receive a report from ERYC Ward Members** - Councillor Galbraith gave a report. ERYC are now in purdah. An application to paint a wind turbine in Newport as a daffodil had been refused. Councillor Mrs Smith reported that she had requested a 30mph speed limit for Welton Low Road.
- 11.2 **To receive a report from the Haltemprice and Hunsley Community Partnership** – Councillor Galbraith reported that a planned meeting had been cancelled.
- 11.3 **To consider a letter from ERYC and Hull City Council Local Access Forum Verges Sub-Group, following their request for views on future management of verges for access and recreational purposes** – the Chairman gave a report. It was noted that the Forum had misread the Town Council's requests and are only an advisory group. Members decided not to pursue the matter further.
- 11.4 **To consider the East Riding Local Plan Making it Happen Update Spring 2015 and the East Riding Local Plan Modifications Consultation** – The Chairman gave a report. Following discussion it was agreed that the Town Council do not have any further comments.
- 11.5 **To receive a report from the ERYC Flood Liaison Group meeting held on 20 March 2014** – nothing to report. Councillor Galbraith had not been able to attend the meeting.
- 11.6 **To note surface dressing works to Springfield Avenue to be carried out sometime between May and September 2015** – Members are pleased the work is to be carried out.
- 11.7 **To decide on attendance at the ERYC Town & Parish Council Liaison meetings, response requested by 8 May 2015** – It was agreed that Councillor Scaife would attend the Goole session and Councillors Mrs Brogden, Mrs Duckles, Mrs Galbraith and Ms Rowe would attend the Beverley session.
- 11.8 **To decide on suggestions for street names for the Welton Low Road development** - Councillors considered the suggested names but felt very strongly that Roman names and Blackburn and aircraft /aircraft pilot's names relate to the history of Brough but not to Elloughton. It was proposed by Councillor Ms Rowe seconded by Councillor Mrs Brogden and agreed unanimously to send the list of Stately Homes from the Town Council's street name bank.

Signed as a True and Accurate Record by the Chairman Date

The Town Council had already request In November 2013 that Blackburn Aircraft names be used for street names for the Brough South development along with a list of other aircraft if more names were needed. It was agreed to send both lists to ERYC again.

Resolved: To send to ERYC the name bank lists as agreed above for the Welton Low Road development and the Brough South Development.

11.9 To consider Traffic Regulation Order – No Waiting At Any Time Restriction and Provision of Limited Waiting Bays, Main Street, Church Street, Church Lane, Brantingham Road and Welton Low Road – Discussion took place. It was agreed that the Town Council are happy with the proposals.

12. TO RECEIVE A REPORT FROM THE EAST RIDING & NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION AND TO NOTE THE LATEST NEWSLETTER

Councillor Galbraith reported on a recent meeting and the new Town and Parish Council Awards Scheme. The NALC Policy consultation Local Government Ombudsman & Larger Parish Councils was considered. The Town Council had no comments. It was noted that Councillor Training is being held in May/June.

13. TO CONSIDER THE NEED FOR A PEDESTRIAN CROSSING AT THE MORRISONS/BROUGH SHOPPING PARK ENTRANCE ROAD

ERYC had been looking through requests from the Town Council and as a result had offered again (for the third time) to place a pedestrian crossing on the Morrisons entrance road close to Welton Road. The Chairman gave a report. He had approached Morrisons again but the Manager had not come back to him. The previous Manager had said that Morrisons HQ refused to allow the matter to be progressed. ERYC have now dropped the project as they have looked in their records and see that Morrisons have declined the offer twice already.

14. TO NOTE DATE OF NEXT MEETINGS

The Annual Town Council Meeting is to be held at 6.30pm on Tuesday 19 May 2015 at Brough Community Centre and will be followed by a Full Council Meeting 7pm.