

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF A FULL COUNCIL MEETING HELD ON TUESDAY 18 APRIL 2017
AT BROUGH COMMUNITY CENTRE, CENTURION WAY, BROUGH**

Public Forum: 4 Members of the CLP Group attended the meeting for item 6.

One Member of the CLP Group raised issues on traffic problems on Station Road. Concern was expressed that laden Lorries continue to use the railway bridge. He appreciates the work on the Brough Relief Road is a short term problem, however his main concern was the lorries accessing the business park and would like the support from the Town Council to try and get them diverted, along with a weight restriction on the bridge.

Mr. Will Richardson also in attendance.

Present: Councillors Credland (Chairman), Mrs. Credland, Mrs Galbraith (Vice-Chairman), Mrs Brogden, Mrs Duckles, P. Duckles, Galbraith, Luckraft, Muzaffar, Ms Rowe and Scaife

1. **TO ACCEPT APOLOGIES** – Councillor Mrs. Credland
2. **TO ACCEPT DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were no declarations of interest.

3. **TO APPROVE THE MINUTES OF A MEETING OF THE COUNCIL HELD ON 21 MARCH 2017**

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

4. **TO NOTE COMMITTEE MINUTES**

4.1 Arts, Publicity and Fundraising Committee meeting held on 8 March 2017 – **Noted**

4.2 Development, Planning, Highways and Safety Committee meeting held on 8 March 2017 – **Noted**

4.3 Personnel Committee meeting held on 4th April 2017 - **Noted**

5. **TO CONSIDER MATTERS RELATING TO THE APPOINTMENT OF A NEW TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER**

5.1 **To note the acceptance of the offer from Mr. Will Richardson to the Appointment of Town Clerk and Responsible Financial Officer**

The Town Council welcomed Mr. Richardson as the new Town Clerk/RFO.

Mr. Richardson will take up his appointment from 15 May 2017.

6. **TO CONSIDER A REPORT FROM COUNCILLORS MRS DUCKLES AND C. DUCKLES ON NEIGHBOURHOOD PLANNING**

Councillors Mrs. and C Duckles recently attended a training course on planning matters, which included neighbourhood planning.

Councillor Duckles advised on planning legislation at meetings and gave a report on neighbourhood planning matters. Following discussion it was agreed unanimously to defer this item to the June meeting of Full Council and Councillor Galbraith is to invite either John Palmer or Owen Robinson ERYC to speak on neighbourhood planning.

7. PETUARIA REVISITED

7.1 To consider matters relating to the Petuaria ReVisited project

Councillor Galbraith reported he had received confirmation from the Heritage Lottery Foundation to say that the enquiry for Petuaria ReVisited has been approved. Councillor Credland is to invite the Heritage Lottery fund to view the site.

8. TO CONSIDER MATTERS RELATING TO THE ERECTION OF A FLAGPOLE

Councillor Mrs. Duckles advised that following the recent training course she had attended on planning matters, she had noted that the Town Council have a discretionary ability to grant planning permission for a flag pole. The Deputy Clerk is to seek further information from the ERYC planning department.

9. FINANCE & ADMINISTRATION

9.1 To appoint an Internal Auditor for 2017/18 and to agree the scope of internal audit

The following resolution was proposed by Councillor Luckraft, seconded by Councillor Mrs. Duckles and agreed unanimously

RESOLVED To appoint Alan Johnson of AJACS Accounting Services as the Town Council's Internal Auditor for 2017/18. The scope of the internal audit is to give an independent opinion of 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.

9.2 To approve Statutory Grants as allocated in the precept budget

Following consideration, it was proposed by Councillor Mrs. Duckles, seconded by Councillor Mrs. Galbraith and agreed unanimously that the following grants be approved.

Elloughton-cum-Brough Village Hall

RESOLVED The Town Council in accordance with the powers under Section 145 of the Local Government Act 1972 incur the following expenditure: a grant of £2,000 for Village Hall Maintenance.

Elloughton-cum-Brough PCC

RESOLVED The Town Council will in accordance with the powers under Section 214(a) paragraph 6 of the Local Government Act 1972, incur the following expenditure: a grant of £2,000 for maintenance of the cemetery at St. Mary's Church, Elloughton.

Hull & East Riding Citizens Advice Bureau

RESOLVED The Town 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 for weekly CAB outreach at the Petuaria Centre.

Wolds and Riverbank Countryside Society Nature Reserve

RESOLVED The Town 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 £1,500.

Elloughton-cum-Brough Playing Field Association

RESOLVED The Town 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 interest of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure: a grant of £600.

Elloughton-cum-Brough in Bloom

RESOLVED The Town 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 £1,000.

Brough Voluntary Action

RESOLVED The Town 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 £1,200

9.3 To approve the Responsible Financial Officer's report**Income**

| | | | | | |
|---------------------|------------------------|-----------|--------|-----------|------------------|
| Art Exhibition | 4 | 100.00 | | | |
| Sponsors x | | | | | |
| Expenditure | | amount | vat | total | budget |
| Salaries | staff | 1,712.83 | | 1,712.83 | Remuneration |
| Inland Revenue | NIC/PAYE/EMPNIC | 507.69 | | 507.69 | Remuneration |
| ERYC | Pension | 648.81 | | 648.81 | Remuneration |
| KCOM | Telephone-DD | 71.84 | 14.36 | 86.20 | Office Accomm |
| KCOM | Telephone-DD | 75.00 | 15.00 | 90.00 | Office Accomm |
| Staff force | agency workers | 10.96 | 2.19 | 13.15 | Agency Workers |
| Staff force | agency workers | 10.96 | 2.19 | 13.15 | Agency Workers |
| Staff force | agency workers | 142.48 | 28.50 | 170.98 | Agency Workers |
| Staff force | agency workers | 32.88 | 6.58 | 39.46 | Agency Workers |
| Staff force | agency workers | 309.69 | 61.94 | 371.63 | Agency Workers |
| ERNLLCA | 2017/18 membership fee | 1,222.31 | 0.00 | 1,222.31 | Administration |
| Peterson (GB) Ltd | Ink cartridge | 245.15 | 49.03 | 294.18 | Administration |
| Brough Allot Assoc | Grant | 500.00 | | 500.00 | Grants |
| Hags-SMP Ltd | Operational inspection | 40.00 | 8.00 | 48.00 | Administration |
| Hags-SMP Ltd | Spares | 953.25 | 190.65 | 1,143.90 | Administration |
| SW Green | Xmas Tree | 27.00 | 5.40 | 32.40 | Administration |
| Garden Slave | Clear water courses | 1,720.00 | 0.00 | 1,720.00 | Village Env |
| Image Data | Petuarua Press | 395.00 | 0.00 | 395.00 | Administration |
| Duncan McMillan | Petuarua Press | 300.00 | 0.00 | 300.00 | Administration |
| Duncan McMillan | Petuarua Press | 600.00 | 0.00 | 600.00 | Administration |
| EcB Village Hall | | 2,000.00 | 0.00 | 2,000.00 | Grants s145 |
| Cemetery | | 2,000.00 | 0.00 | 2,000.00 | Grants s214 (a) |
| Hull & ER CAB | | 4,000.00 | 0.00 | 4,000.00 | Grants s142 (2a) |
| WRCS parish use | | 800.00 | 0.00 | 800.00 | Grants s137 |
| Playing Field Assoc | | 600.00 | 0.00 | 600.00 | Grants s137 |
| E c Brough in Bloom | | 1,000.00 | 0.00 | 1,000.00 | Grants s137 |
| Brough Vol Action | | 1,200.00 | 0.00 | 1,200.00 | Grants s137 |
| Mrs V Herring | Mileage | 7.20 | 0.00 | 7.20 | Administration |
| Petty Cash | | 87.67 | 8.44 | 96.11 | Administration |
| | | 21,220.72 | 392.28 | 21,613.00 | |

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

The following item was held under the Confidential Session under the Public Bodies (Admission to Meetings) Act 1960.

9.4 To consider staff salaries

Following discussion it was agreed unanimously to convene an Admin and Finance meeting and Personnel committee meeting to discuss staffing issues and contracts.

9.5 To note the Allotment Lease for the period 1st April 2017 to 31 March 2018 – Noted.

10. TO RECEIVE COMMUNITY REPORTS – Nothing to report.

11. TO RECEIVE A REPORT FROM THE EAST RIDING OF YORKSHIRE COUNCIL WARD MEMBERS

Councillor Galbraith reported on recent NHS cut-backs, decisions are being referred to the Secretary of State.

Primary School and Key Stage 5 results are the best the County have had.

12. TO CONSIDER MATTERS RELATING TO THE EAST RIDING OF YORKSHIRE COUNCIL (ERYC) – Nothing to report.

13. TO CONSIDER MATTERS RELATING TO THE EAST RIDING AND NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION (ERNLLCA)

Councillor Galbraith had recently attended a meeting with ERNLLCA and reported information on the annual return and advice on Committees.

14. TO CONSIDER MATTERS RELATING TO HUMBER AND WOLDS RURAL COMMUNITY COUNCIL (HWRCC) – Nothing to report.

15. TO NOTE THE NEXT FULL TOWN COUNCIL MEETING IS TO BE HELD AT 7.00 PM ON TUESDAY 16 MAY WHICH FOLLOWS THE ANNUAL MEETING OF THE TOWN COUNCIL AT 6.30 PM AT BROUGH COMMUNITY CENTRE – Noted.