

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF A FULL COUNCIL MEETING HELD ON TUESDAY 21 FEBRUARY 2017
AT BROUGH COMMUNITY CENTRE, CENTURION WAY, BROUGH**

Public Forum: Richard Meredith ERYC Ward Member, Peter Halkon (Hull University) and Brian Parker (CLP Group)

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

1. TO ACCEPT APOLOGIES

Apologies were accepted from Councillors Mrs. Credland, C Duckles and Scaife.

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 17 JANUARY 2017

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

TO APPROVE THE MINUTES OF AN EXTRA-ORDINARY TOWN COUNCIL MEETING HELD ON TUESDAY 14 FEBRUARY 2017

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

Items 12 and 6 were brought forward for discussion

4. TO NOTE COMMITTEE MINUTES

4.1 Arts, Publicity and Fundraising Committee meeting held on 11 January 2017 –
Noted

4.2 Development, Planning, Highways and Safety Committee meeting held on 11 January 2017 - **Noted**

5. TO NOTE THE RESIGNATION OF THE CLERK AND TO CONSIDER THE PROCEDURE FOR EMPLOYING A NEW CLERK AND RESPONSIBLE FINANCIAL OFFICER

A letter of resignation was accepted from the Town Clerk, notice to include annual leave and lieu time from 17th February to 6th March.

Discussions had taken place with Alan Barker, ERNLLCA who will carry out a full job evaluation for the position of Town Clerk/Responsible Financial Officer and an advertisement will be drawn based on the recommendations received.

It was agreed to form a Recruitment Working Group and it was proposed by Councillor Credland seconded by Mrs. Galbraith that the members of the Working Group be as follows:

Councillor Mrs. Brogden
Councillor Mrs. Credland
Councillor Credland
Councillor Mrs. Duckles
Councillor Mrs. Galbraith
Councillor Ms. Rowe

Signed as a True and Accurate Record by the Chairman Date

In the interim period it was RESOLVED to appoint temporary bookkeeping and administration help until the position of Clerk/RFO is filled. The Deputy Clerk had approached Anthony Whitley, ACMA and it was agreed by Councillor Mrs. Duckles, seconded by Councillor Ms. Rowe and agreed unanimously that Mr. Whitley be appointed to manage the accounts.

It was agreed by Councillor Mrs. Duckles, seconded by Councillor Muzaffar and agreed unanimously that admin assistance be sought if required.

6. PETUARIA REVISITED

6.1 To receive and consider a report from Peter Halkon of Hull University (Peter Halkon to attend the meeting)

The Town Council thanked Mr. Halkon for attending the meeting and giving such an informative presentation. It was agreed to defer the report to the working group for further deliberation.

6.2 To consider a report from the Working Group (Chairman & Councillor Galbraith) – Noted

6.3 To decide on matters related to the Petuaria ReVisited project – A report has been received and was deferred to the next meeting pending further information.

7. FINANCE & ADMINISTRATION

7.1 To consider a grant application from Blackburn Leisure Astronomy Society to the Town Council Community Grant Fund Scheme

Following consideration it was proposed by Councillor Mrs. Duckles, seconded by Councillor Galbraith that the grant be approved.

RESOLVED the Town Council will in accordance with the powers under Section 137 of the Local Government Act 1972, approve a grant of £999.35 to Blackburn Leisure Astronomy Society.

7.2 To note thank you letters from grant recipients – noted

7.3 To note the Clerk’s application to East Riding of Yorkshire Council for small business rate relief dating back to 2010 – noted

7.4 To approve a new bank mandate

Until a new Town Clerk/RFO is appointed it was proposed by Councillor Mrs. Galbraith seconded by Councillor Mrs. Duckles and agreed unanimously that the Deputy Clerk seeks advice from the Bank with regard to a new mandate.

7.5 To approve the Responsible Financial Officer’s report and cheques for signature

Income

Art Exhibition Sponsors x 5 @ £25	125.00
Interest on NS&I Reserves Account	186.03

Expen

		amount	vat	total	budget
Salaries	staff	3,427.40		3,427.40	Remuneration
Inland Revenue	NIC/PAYE/EMPNIC	1,199.95		1,199.95	Remuneration
ERYC	Pension	1,455.11		1,455.11	Remuneration
Southern Electric	office electric - dd	70.48	3.52	74.00	Office Accommodation
Altodigital	copier charges - dd	9.17	1.83	11.00	Administration
Npower	Xmas lights 2011 to 2017	1,122.31	56.12	1,178.43	Administration
HAGS-SMP	repairs	292.02	58.4	350.42	Village Environment
ERYC	hiring of 2 Smiley SIDs	500.00		500.00	Village Environment

Rynant Ltd	Play area annual inspection	90.00	18.00	108.00	Village Environment
Mrs LJ Smith	postage	16.50		16.50	Administration
	travel	11.70		11.70	Administration
	telephone allowance pro rata	37.92		37.92	Administration
	salary balance	0.40		0.40	Remuneration
Mrs VA Herring Stafforce	postage	6.60		6.60	Administration
	agency workers	219.20	43.84	263.04	Agency Workers

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

8. TO RECEIVE COMMUNITY REPORTS

Councillor Mrs. Brogden gave a report. Following damage to the Village Hall, three offenders had been involved in the Police Community Resolution Scheme and carried out work at the Village Hall. Funding for £1,000 towards the CCTV had been received from the Atkinson Trust.

9. TO RECEIVE AN ANNUAL REPORT FROM COUNCILLOR MRS. DUCKLES ON THE ALLOTMENTS ASSOCIATION

Councillor Mrs. Duckles gave a report. The Allotments Association are to apply for a Grant towards the cost of a grass cutter.

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

Councillor Meredith gave a report on ERYC Pension Funds.

Councillor Galbraith gave a report on the increases to the Council tax and a review of blue badges for parking on yellow lines. The first official meeting of the Brough South Liaison Group is to take place on 20th March at the Community Centre. The Petuaria Community Forum are to hold a seminar on Chafer bugs affecting the area. This is to take place on 1st March at Blackburn Leisure.

11. TO CONSIDER MATTERS RELATING TO EAST RIDING OF YORKSHIRE COUNCIL (ERYC)

11.1 To consider two copy letters addressed to the East Riding of Yorkshire Council from a resident of Ferry Court regarding a) heavy trucks delivering to Brough South and b) demolition on land near to Brough Haven
Information passed to ERYC.

11.2 To note action taken by the Clerk regarding numerous emails and telephone complaints regarding Stoneledge trucks delivering to Brough South/bridge –
Noted

11.3 To consider emails from ERYC on Speed Indicator Devices (SIDs) and the Town Council's Smiley SID location requests
The matter is already in hand with ERYC.

11.4 To consider further street names for The Humber Enterprise Park
To be deferred to the next meeting of DPHS.

11.5 To consider a consultation on Urgent Care Services – Health, Care and Wellbeing Overview and Scrutiny Sub-Committee Response
Councillor Galbraith to report back.

11.6 To consider an ERYC consultation on their Statement of Community Involvement: 23 January to 6 March
Following discussion Members felt they had nothing to add to the report.

11.7 To consider an ERYC consultation on their Community Infrastructure Levy Draft Charging Schedule: 23 January to 6 March

Following discussion Members felt they had nothing to add to the report.

12. TO CONSIDER A LETTER FROM THE COMMUNITY LED PLANNING GROUP AND THEIR YEAR-END REPORT FOR 2016

Brian Parker gave a report. The CLP Group now seek guidance whether the Group has future benefit to the town, it was felt they could embrace new ideas particularly with the Brough South Development. It was proposed by Councillor Muzaffar seconded by Councillor Mrs. Duckles and agreed unanimously to a 5 year review.

13. TO NOTE AN UPDATE FROM HULL AND EAST RIDING CITIZENS ADVICE BUREAU AND THEIR TRUSTEES REPORT/ACCOUNTS - Noted

14. TO CONSIDER MATTERS RELATING TO THE EAST RIDING AND NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION (ERNLLCA) AND TO NOTE THEIR LATEST NEWSLETTER - Noted

15. TO CONSIDER MATTERS RELATING TO HUMBER & WOLDS RURAL COMMUNITY COUNCIL (HWRCC) AND TO NOTE THEIR LATEST NEWSLETTER - Noted

16. TO NOTE THE DATE OF THE NEW FULL TOWN COUNCIL MEETING TUESDAY 21 MARCH 2017 AT 7.00 PM AT BROUGH COMMUNITY CENTRE - Noted