

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF A TOWN COUNCIL MEETING HELD ON TUESDAY 19 SEPTEMBER 2017
AT BROUGH COMMUNITY CENTRE, CENTURION WAY, BROUGH**

Public Forum – No members of the public attended the public forum.
Councillor Meredith (Ward Councillor) attended the meeting.

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

1. **TO ACCEPT APOLOGIES FOR ABSENCE** – Councillors: Mrs Brogden, Scaife. P Duckles and Luckraft.

A formal request for leave of absence for the next three months of full Council and Committee meetings was received on behalf of Councillor P Duckles. He is working away and unable to attend meetings. A vote was taken and Councillors C. Duckles and Mrs Duckles abstained from the vote as Councillor P Duckles is a relative. It was proposed by Councillor Credland, seconded by Councillor Ms. Rowe and agreed unanimously to accept the request.

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

Councillors Mrs Duckles and C Duckles declared interest on Item 1.

3. **TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 18 JULY 2017**

It was proposed by Councillor Mrs Galbraith, seconded by Councillor Mrs Duckles and agreed unanimously that the minutes of the meeting held on 18 July 2017 be signed as a true and accurate record of the meeting and authorised the Chairman to sign.

4. **TO NOTE COMMITTEE MINUTES**

4.1 **Village Environment Meeting held on 9th August 2017** – Noted

4.2 **Development, Planning, Highways and Safety Committee meeting held on 9th August 2017** – Noted.

5. **TO RECEIVE A REPORT FROM THE PETUARIA REVISITED WORKING GROUP**

Councillor Galbraith reported that a recent meeting with the Playing Fields Association committee was very productive and the group are on track to submit the funding application in October. Councillor Galbraith suggested that a Town Council committee be created. Whilst none of the Playing Fields Association members wish to be co-opted onto the committee they requested they are consulted in an advisory capacity at all stages of the project.

Councillor Mrs Duckles referred to a letter received from a former resident of Brough who was an active member of the Playing Fields Association and who could shed light on the history of the Burrs Playing Fields. Councillor Mrs. Duckles stated her intention to keep in contact with the former resident who is also keeping updated through the Petuaria Press.

6. **TO CONSIDER A GRANT APPLICATION FROM LADYBIRDS PRESCHOOL, BROUGH**

Consideration was given to the application of a grant of £800.00 to purchase equipment. It was agreed unanimously to defer the decision to the next Full Council meeting following further checks.

7. TO CONSIDER THE INSTALLATION OF CHRISTMAS LIGHTS 2018

Members discussed the history of the Christmas lights project. It was proposed by Councillor Mrs Galbraith and seconded by Councillor Rowe and agreed unanimously to refer the project to the Admin and Finance committee to agree a budget.

8. TO RECEIVE AN UPDATE ON THE TOWN COUNCIL FLAGPOLE

The Clerk informed the meeting that it had been confirmed in writing by East Riding Planning Department that no planning permission was needed to erect an 8 metre flagpole. The Clerk and Councillor Duckles agreed to liaise regarding the installation of the flagpole.

9. TO CONSIDER MATTERS RELATING TO OPTIONAL VILLAGE HALL IMPROVEMENTS

Councillor Mrs Brogden was absent from the meeting and no report was heard.

10. TO CONSIDER ELLOUGHTON-CUM-BROUGH TOWN COUNCIL SCHEDULE OF ASSETS 2017-18

Following discussion, slight alterations were made to the Schedule of Assets and it was agreed unanimously that they be approved.

11. FINANCE AND ADMINISTRATION**11.1 To approve the Responsible Financial Officer's report and payments**

Expenditure		Amount	VAT	Total	Budget
Salaries	Staff	2,790.42		2,790.42	Remuneration
HMRC August	NIC/PAYE/EMPNIC	862.01		862.10	Remuneration
ERYC	Pension	3,770.30		3,770.31	Remuneration
KCOM	Telephone-DD	82.50	16.50	99.00	Office
KCOM	Telephone-DD	82.83	16.57	99.39	Office
Southern Electric	Office electric – DD	47.62	2.38	50.00	Office
Siemens FS	Photocopier Rental	58.50	11.70	70.20	Office
PPH Commercial	Rent – DD Service Charge Bal	2,149.34		2,149.34	Admin
PPH Commercial	Service Charge	19.79		19.79	Admin
PPH Commercial	Service Charge	72.73		72.73	Admin
PPH Commercial	Insurance/Service Charge	152.92		152.92	Admin
Stafforce	Agency Workers	57.35	11.47	68.82	Agency Workers
Stafforce	Agency Workers	11.47	2.29	13.76	Agency Workers
Altodigital	Photocopying	120.00	24.00	144.00	Environment
Altodigital	Photocopying DD	8.79	1.76	10.55	Environment
PN Design	Village Hall proposals	210.00	42.00	52.00	Environment
Sancton Accounts	Accountancy	480.00		480.00	Admin
PFK	Internal Audit	400.00	80.00	480.00	Admin
ERYC Supplies	First Aid Kits	41.45	8.29	41.74	Admin
ERYC Supplies	Refuse	120.00		120.20	Admin
ERYC Supplies	Letter tray	5.50	1.10	6.60	Admin
Garden Slave	Various	810.62		810.62	Vill Env
NALC	Annual Membership	121.50		121.50	Admin
HAGS-SMP Ltd	Install new spring	90.00	18.00	108.00	Vill Env
HAGS-SMP Ltd	Maintenance Work – Play Area	270.00	54.00	324.00	Vill Env
HAGS-SMP Ltd	Various bolts/refurb	160.00	32.00	192.00	Vill Env
HAGS-SMP Ltd	Inspection	40.00	8.00	48.00	Vill Env
Humber Wolds RCC	Annual Membership	25.00		25.00	Admin
Heat at Home	New boiler mixer	148.00		148.00	Admin
ERYC	Flag Pole (Planning)	60.00		60.00	Admin
MNB Computing	3 Year Service Agreement	1,254.00	250.80	1,504.80	Admin

It was proposed by Councillor Mrs. Galbraith, seconded by Councillor Rowe and agreed unanimously to approve the finance report and payments.

11.2 To consider a payment report record for audit purposes

The Clerk requested authority to introduce a stamp to endorse details of authority for audit purposes. It was proposed by Councillor Mrs. Duckles, seconded by Councillor Muzaffar and agreed unanimously to adopt this procedure.

12. TO RECEIVE COMMUNITY REPORTS

12.1 To receive a report from the Village Hall Committee

Councillor Credland reported in the absence of Councillor Brogden that the Hall had recently been redecorated and that it was functioning well at present.

12.2 To receive a report from the Petuaria Centre Management Committee

Councillor Mrs Duckles gave a report on the Community Centre.

12.3 To receive a report from the Burrs Playing Fields Association.

Councillor Mrs Credland provided a thorough update of the recent meeting of the Playing Fields Association. The association are trying to establish boundaries between the Burrs and adjoining properties neighbouring the playing field. The footpaths surrounding the Burrs require quite a lot of cleaning at this time of year and the changing hut is in need of tidying up.

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

Councillor Galbraith stated that as Council had been in recess during August there was very little to report.

Councillor Meredith reported that the Local Council were aware of the complaints about vermin in Skillings Lane and were dealing with the problem. He mentioned an ongoing planning application appeal in Elloughton and noted the fact that Town Council were planning to install Christmas lights in the next financial year.

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

Councillor Galbraith reported that Ward members were being consulted on a cycling footpath plan for East Yorkshire.

15. TO CONSIDER MATTERS RELATING TO EAST RIDING & NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION (ERNLLCA)

Councillor Galbraith reported generally on issues raised at the recent Annual General Meeting of ERNLLCA.

16. TO CONSIDER MATTERS RELATING TO HUMBER & WOLDS RURAL COMMUNITY COUNCIL (HWRCC)

Councillor Brogden absent - no report.

17. TO NOTE THE NEXT FULL TOWN COUNCIL MEETING TO BE HELD AT 7.00 PM ON TUESDAY 17th OCTOBER 2017 - Noted