

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL**

**MINUTES OF A TOWN COUNCIL MEETING HELD ON TUESDAY 20 SEPTEMBER 2016  
AT BROUGH COMMUNITY CENTRE, CENTURION WAY, BROUGH**

**Public Forum:** Three members of the public attended the meeting.

**The Burrs Playing Field:** A resident expressed concern over the lack of play for over 11's in Brough, she had received a letter from Historic England (English Heritage) to say they would now consider working with the Playing Field Association (PFA) with a view to placing play equipment on The Burrs. It was noted that since the early 90's English Heritage had refused to allow any play equipment to be installed. (See also Item 6). The Chairman reported that although the PFA had not met for quite some time, they would be meeting soon and she would be welcome to join the committee. It was agreed to ask for more volunteers to join the PFA in the next issue of the Petuaria Press

**In Bloom:** Coleen Gill of In Bloom reported that In Bloom had achieved a silver gilt award. She requested that the village name sign planters be planted with low growing plants and outlined In Bloom's plans for East Riding of Yorkshire Council (ERYC) open space land between Myrtle Way and Welton Road. Mrs Gill supported the Roman project on The Burrs but would also like to see play equipment for the over 11's and to keep the football pitches. Discussion followed. It was noted that weed spraying by ERYC had taken place over the last few days/week.

**Present:** Councillor Credland (Chairman), Mrs Galbraith (Vice-Chairman), Mrs Brogden, Mrs Duckles, C Duckles, Galbraith, Mrs Kerwin, Luckraft, Muzaffar, Ms Rowe

**1. TO ACCEPT APOLOGIES**

Apologies were received from Councillor P Duckles. Councillor Scaife had started a new job and it was agreed unanimously that his apologies be accepted for meetings over the next few months.

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

The Chairman and Councillor Mrs Credland declared an interest in item 5.

**3. TO APPROVE THE MINUTES OF A MEETING OF THE COUNCIL HELD ON 19 JULY 2016**

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.

**Resolved:** 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 held on 13 July** - noted

4.2 **Development, Planning, Highways and Safety Committee meetings held on 13 July 2016 and 10 August 2016** - noted

4.3 **Village Environment Committee meeting held on 10 August 2016** - noted

**5. TO CONSIDER ACCEPTING A DONATION BY THE CHAIRMAN OF A CIVIC REGALIA PENDANT FOR THE DEPUTY CHAIRMAN**

The Chairman and Councillor Mrs Credland declared an interest. The following resolution was proposed by Councillor Mrs Brogden, seconded by Councillor Galbraith and agreed by the majority. Councillor Mrs Duckles wished it to be recorded that she voted against the proposal.

**Resolved:** To accept a donation by the Chairman of a Civic Regalia pendant for the Deputy Chairman

Signed as a True and Accurate Record by the Chairman ..... Date .....

## 6. TO RECEIVE A REPORT FROM THE BURRS ROMAN REMAINS WORKING GROUP

The Chairman gave a report from the Roman Remains Working Group and showed photos of the geophysical survey carried out in 2014. There is an English Heritage Roman site at Caister which includes a virtual app showing 3D images of how the town would have looked in Roman times. The Chairman would like the Town Council to run a project to provide an excavated heritage site with a funding application to the Heritage Lottery Fund. Providing a permanent exhibition that would become a national monument and a tourist attraction. It would include projects for students and an interactive website and app giving augmented reality which would give people something tangible to see. He reported that members of the PFA are in favour of the project and he had invited a representative from the football club to join the working group. The working group would like to run an open day event for the valuation of Roman finds from gardens in the area and encourage people to dig a one metre square test pit in their gardens to see what they unearth. Councillor Galbraith reported there would still be plenty of space for the football pitches. It was noted that it is possible that permission may now be given by Historic England for play equipment somewhere on the site.

## 7. TO CONSIDER THE PURCHASE OF A TOWN COUNCIL FLAGPOLE TO BE PLACED AT BROUGH CORNER AND TO RECEIVE AN UPDATE ON PLANNING PERMISSION

Councillor C Duckles gave a report. ERYC had stated verbally that no planning permission is required but to obtain it in writing would require a planning application costing £60 (no discount for Town Councils). Members felt it was unnecessary to obtain planning permission. ERYC Highways had offered no objections verbally and it was agreed to ask for their permission in writing. The street lights are 8 metres high and Councillor Duckles suggested an 8 metre flagpole. Costs are: flagpole £625, delivery £192 and installation by an ERYC approved contractor £380. The following resolution was proposed by Councillor C Duckles, seconded by Councillor Mrs Credland and agreed unanimously.

**Resolved:** To purchase and install an 8 metre high flagpole at Brough corner behind the Roman Statue

## 8. TO RECEIVE COMMUNITY REPORTS

8.1 **To receive a report from the Community Led Planning (CLP) group** - Councillor Muzaffar gave a report. The CLP group request the following locations for Smiley SIDs - one on Elloughton Road just after Hill Rise and Sands Lane on the approach to Elloughton and the other on Stockbridge Road close to Drivers Rise. They also request a police presence to coincide with the Smiley SIDs to reinforce them. Discussion followed.

8.2 **To receive a report from the Petuaria Community Forum (PCF)** – Councillor Galbraith reported that the PCF are to hold another Scarecrow Festival at Blackburn Club starting at 12 noon on 29 October 2016 followed by an evening disco. Council agreed leaflets could be delivered with the Petuaria Press. Councillor Galbraith reported the PCF website had an initial take up of around 60 businesses and community groups but not so many since. The PCF are very interested in becoming involved in the Roman Remains project.

8.3 **To receive a report from Brough Community Centre Management Committee** - Councillor Muzaffar gave a report on a recent Management Committee meeting. Everything is running smoothly at the centre and bookings are good.

8.4 **To receive a report from the Village Hall Management Committee** - Councillor Mrs Brogden gave a report. A defibrillator, funded by the Atkinson Trust, has been installed and a familiarisation session is to be held at 7pm on 3 November 2016. High capacity gutters and down pipes have been installed, the main entrance ramp has been replaced and new flooring has been laid to the main entrance. Trustees are grateful to WREN and the Atkinson Trust for grants towards the work. Following a spate of vandalism all four flat roofs need to be redone. Additional CCTV is to be installed to cover every angle. Councillor Mrs Brogden is to attend the next Police Liaison meeting (see Item 8.5 below) and will email Inspector Coulthard in advance of the meeting.

Signed as a True and Accurate Record by the Chairman ..... Date .....

8.5 **Police and Partners Meetings** – It was noted that the next meeting of the Cottingham, South Hunsley, Haltemprice and Dale meeting will take place at 10am on 10 November 2016 at Brough Community Centre. Inspector Coulthard had requested that any specific issues for discussion be emailed to him in advance of the meeting. Councillor Mrs Brogden is to attend and will send him an email regarding the spate of vandalism at the Village Hall ahead of the meeting.

## 9. FINANCE & ADMINISTRATION

9.1 **The note the Annual Audit** – It was noted that the Annual Audit had signed off by the external auditor with no matters arising

### 9.2 To approve the Responsible Financial Officer's report and cheques for signature

#### Income

ERYC Local Grant Fund	For two defibrillators	2,890.00
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Expenditure		amount	vat	total	budget
Salaries August	staff	3,427.60		3,427.60	Remuneration
Inland Revenue	NIC/PAYE/EMPNIC	1,199.75		1,199.75	Remuneration
ERYC	Pension	1,455.11		1,455.11	Remuneration
Southern Electric	office electric - dd	70.48	3.52	74.00	Office Accommodation
ERYC	Council Tax - dd	157.00		157.00	Office Accommodation
Stafforce	agency workers	301.40	60.28	361.68	Agency Workers
Duncan McMillan	Petuarria Press expenses	300.00		300.00	Arts & Publicity
Sutcliffe Play	Play area project	13,522.24	2,704.45	16,226.69	Commuted Sums
ERYC	office refuse collection	120.00		120.00	Administration
ERYC	refuse sacks	64.75	12.95	77.70	Village Environment
Altodigital	copier charges - dd	7.38	1.48	8.86	Administration
	second stopped cheque for CAB	10.00		10.00	Administration
Salaries September	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
ERYC	Council Tax - dd	157.00		157.00	Office Accommodation
PPH	office rent - sto	1,950.00		1,950.00	Office Accommodation
PPH	service charge	126.61		126.61	Office Accommodation
Stafforce	agency workers	197.28	39.46	236.74	Agency Workers
Information Commissioner - data protection reg.		35.00		35.00	Administration
Peterson (GB) Ltd	printer supplies	280.50	56.10	336.60	Administration
PKF Littlejohn LLP	Audit	400.00	80.00	480.00	Administration
SLCC	training day	69.00	13.80	82.80	Administration
Thomas Fattorini Ltd	civic regalia	2,480.00	496.00	2,976.00	Working Capital
Glasdon	seat for Centurion Way	368.71	73.74	442.45	Village Environment
HAGS-SMP	inspections Aug & Sept	80.00	16.00	96.00	Village Environment
GA Coultish	maintenance	720.00		720.00	Village Environment
Mrs LJ Smith	supplies (woodstain)	11.64	2.33	13.97	Village Environment
	supplies (calendars)	9.96	2.00	11.96	Administration
	stamps	14.28		14.28	Administration
	travel	20.70		20.70	Administration

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

**Resolved:** To approve the Finance Report and pass the cheques for signature.

Signed as a True and Accurate Record by the Chairman ..... Date .....

**10. TO RECEIVE A REPORT FROM EAST RIDING OF YORKSHIRE COUNCIL (ERYC) WARD MEMBERS**

ERYC Ward Councillor Galbraith gave a report. In October the Clinical Commissioning Group are expected to announce proposals for a solution to the current A&E overload. A 12 week consultation period will then take place. Councillor Galbraith also reported on the City of Culture 2017.

**11. EAST RIDING OF YORKSHIRE COUNCIL (ERYC)**

11.1 **To consider an ERYC consultation on their Draft East Riding Housing Strategy** – considered and noted. Members had no comments.

11.2 **To note the ERYC adoption of their East Riding Local Plan Allocations Document** – noted.

11.3 **To consider the final draft of the ERYC and ER Rural Partnership Rural Strategy 2016-2020** – considered and noted. Members had no comments.

11.4 **To note the date of the Town Council Code of Conduct Training by Matthew Buckley of ERYC** - noted

**12. TO CONSIDER A CONSULTATION BY HM COURTS & TRIBUNAL SERVICE ON A PROPOSED MERGER OF THE LOCAL JUSTICE AREAS IN HUMBER AND SOUTH YORKSHIRE AND TO NOTE A RESPONSE TO THE CONSULTATION FROM THE HUMBER & SOUTH YORKSHIRE JUDICIAL BUSINESS GROUP**

The consultation was considered and noted. Members had no comments.

**13. TO NOTE AN INVITATION FROM THE HUMBER NATURE PARTNERSHIP TO A ‘BIRDS & BUSINESS’ EVENT ON TRACKING BIRDS ACROSS THE HUMBER ESTUARY, AT 10AM ON 29 SEPTEMBER AT THE GUILDHALL, HULL**

The invitation was noted.

**14. TO CONSIDER MATTERS RELATING TO THE EAST RIDING & NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION**

14.1 **To receive a report from the AGM held on Thursday 15 September 2016** – Councillor Mrs Galbraith, Councillor Galbraith and the Chairman had attended the meeting. The Chairman and Councillor Galbraith gave a report.

14.2 **To note the latest newsletter** - noted

14.3 **Annual Conference Friday 18<sup>th</sup> November 2016** – noted. Councillor Mrs Galbraith and Councillor Galbraith to attend.

**15 TO CONSIDER MATTERS FROM HUMBER & WOLDS RURAL COMMUNITY COUNCIL**

15.1 **To consider an email from HWRCC regarding a Community Led Housing survey** - considered and noted. Members had no comments.

**16. TO NOTE THE NEXT FULL TOWN COUNCIL MEETING IS TO BE HELD AT 7PM ON 18 OCTOBER 2016 AT BROUGH COMMUNITY CENTRE** - noted