

Elloughton-cum-Brough Town Council
Minutes of a Town Council Meeting held on Tuesday 17 September 2013
at Brough Community Centre, Centurion Way, Brough

Public Forum – No members of the public were present at the meeting.

Present: Councillors Davis (Chairman), Mrs Galbraith (Vice-Chairman), Mrs Brogden, Burgess, Busk, Credland, Galbraith, Mrs Hudson, Mrs Smith

1. TO ACCEPT APOLOGIES

Apologies were accepted from Councillors: Mrs Duckles, Ms Rowe and Scaife.

2. TO ACCEPT MEMBERS DECLARATIONS OF PECUNIARY & NON-PECUNIARY INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations of interest.

3. POLICE ISSUES

3.1 To receive an Update on crime figures – The Chairman welcomed PC Katie Hewitt and PCSO Barbara Danby to the meeting, PCSO Danby presented the crime figures for the month. Councillor Mrs Brogden reported damage to the Petuaria Players building. Discussion followed on CCTV and cutting the trees back. Discussion also took place on congestion on Main Street.

3.2 To note the latest Humberside Police Parish/Town Newsletter – noted

4. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 16 JULY 2013

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

5. TO NOTE COMMITTEE MINUTES & DRAFT COMMITTEE MINUTES

5.1 Village Environment Committee meeting held on 17 July 2013 - noted

5.2 Development, Planning, Highways & Safety Committee meetings held on 17 July, 7 August & 28 August 2013 - noted

5.3 Arts, Publicity and Fundraising Committee meeting held on 28 August 2013 - noted

6. FINANCE & ADMINISTRATION REPORT

6.1 To approve an updated Town Council Health & Safety Policy - It was proposed by Councillor Mrs Galbraith, seconded by Councillor Mrs Brogden and agreed unanimously to approve the updated Town Council Health & Safety Policy

6.2 To approve an updated Town Council Equal Opportunities Policy - It was proposed by Councillor Mrs Galbraith, seconded by Councillor Mrs Brogden and agreed unanimously to approve the updated Town Council Equal Opportunities Policy.

6.3 To discuss amenity sweeping and consider additional amenity sweeping – On the day of the meeting, the East Riding of Yorkshire Council (ERYC) had informed Council that they now have a small mechanical sweeper dedicated to street sweeping in Hessle, Anlaby and Brough/Elloughton. The mechanical sweeper comes into Brough and Elloughton on 5 separate days within a 3 week rota to sweep the streets. The machine can and will be taken onto the footpath if there is litter or dog dirt to be cleared. In addition, ERYC will carry out ad-hoc litter picks. Members were pleased that ERYC are finally providing a service already provide to other urban areas/towns in the East Riding.

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As a result of the new service, Members felt that continuing to attempt to litter pick/sweep the ever expanding urban area is unnecessary. It was proposed by Councillor Davis, seconded by Councillor Galbraith and agreed unanimously to stop using the agency for street sweeping and see how the new ERYC service goes, together with ad-hoc ERYC litter picks.

Resolved: The Town Council will no longer use the agency for street sweeping.

For health and safety reasons, it was agreed that the playground worker should still clean/garden at the play area/Atkinson Foundation land.

6.4 To note completion of Audit for 2012/13 by the External Auditor - It was noted that the Audit of the Annual Return had been completed by the External Auditor (appointed by the Audit Commission) and the Completion of Audit Notice had been displayed. The External Auditor reported that, in their opinion, the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

6.5 To consider requests from members of the public to install a gate at the entrance to Elloughton Road play area from the Village Hall car park and to block two gaps in the hedge – The Clerk had visited the park to inspect vandalism damage and several adults present at the time had requested that consideration be given to the following.

- Installing a gate at the entrance to the play area from the Village Hall car park.
- blocking gaps in the hedge to the play area and the Village Hall/Scout car park.

A quote had been received for a gate, fencing to block two gaps in the hedge and a new base plate on the train. It was noted that there are actually several more gaps in the hedge. Following discussion, Members requested a quotes to install a fence along the full length of the inside edge of the hedge, install a gate and to replace the damaged base plate of the train.

6.6 To report on the East Riding of Yorkshire Council Community Grant – Councillor Mrs Brogden reported that a grant totalling £2987 had been applied for, for new tables and water boilers for the Village Hall.

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

Income	HMRC	4411.42	vat refund
	Art Exhibition Sponsors	40.00	Art Exhibition
August Expenditure			
mnbcomputing	new router/installation	57.02	Administration
		11.40	vat
Elect Electrical (UK) Ltd	Annual Inspection of office	80.00	Office Accommodation
		16.00	vat
Salaries	Office/amenity sweeping	3347.82	Remuneration/Salaries
Inland Revenue	NIC/PAYE/EMPNIC	1180.94	Remuneration
ERYC	Pension	1323.00	Pension
Stafforce	agency workers (6 weeks)	1854.34	Agency Workers
		370.88	vat
Southern Electric	office electric - dd	61.91	Office Accommodation
		3.09	vat
ERYC	Council Tax - dd	150.00	Office Accommodation
Altodigital - direct debit	copier charges - dd	5.49	Administration
		1.10	vat
delagelanden - direct debit	copier lease - -dd	25.00	Administration
		5.00	vat
PKF Littlejohn LLP	Audit fees	400.00	Administration
		80.00	vat
Imagedata	printing - Petuaria Press	385.00	Arts & Pubs
	- street index map	86.79	Arts & Pubs
Mrs LJ Smith	postage	45.30	Administration
	travel	16.20	Administration
	JM Cleaning - 5 weeks@ £8.50	42.50	Administration
	supplies	5.00	Administration
		1.00	vat
	engraving	3.33	Administration
		0.67	vat
Pest Management Systems	wasps nest play area	45.00	Administration

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September Expenditure

Salaries	Office/amenity sweeping	3,241.36	Remuneration/Salaries
Inland Revenue	NIC/PAYE/EMPNIC	1,131.87	Remuneration
ERYC	Pension	1,272.13	Pension
Stafforce	agency workers	1061.32	Agency Workers
		212.26	vat
Southern Electric	office electric - dd	61.91	Office Accommodation
		3.09	vat
ERYC	Council Tax - dd	150.00	Office Accommodation
GA Coultish	maintenance	690.00	Open Spaces
SLCC East Riding & North Lincolnshire	training day	15.00	Administration
Ferriby Fencing	tree work - play area	200.00	Open Spaces
		40.00	vat
ERYC	supplies - office	47.05	Administration
	supplies - amenity sweeping	100.20	Amenity Sweeping supplies
		29.45	vat
Dobsons Contract Cleaning	windows	10.00	Office Accommodation
	cleaning Welton Road bus		
Dobsons Contract Cleaning	shelter	45.00	Open Spaces
PPH	service charge	126.61	Office Accommodation
Information Commissioner	data protection registration	35.00	Administration
Mrs LJ Smith	postage	15.60	Administration
	supplies (shed key)	4.17	Amenity Sweeping supplies
		0.83	vat
	travel	20.25	Administration

It was proposed by Councillor Mrs Smith, seconded by Councillor Galbraith 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 CONSIDER A PETITION PRESENTED TO THE TOWN COUNCIL IN SUPPORT OF A SKATE PARK

A petition had been presented by the Team 'O' Mighty Lifestyle team to the Chairman, asking the Town Council and ERYC to build a skatepark in Brough. Together with the petition was a letter asking the Town Council to help persuade ERYC to allow a skatepark to be built in Brough. It was noted that the same petition had been presented to the East Riding of Yorkshire Council (ERYC) via Ward Councillor Galbraith. It was decided that the Clerk should write to the Team 'O' Mighty Lifestyle team to reassure them that both the Town Council and ERYC do want a skatepark for the community. The Chairman and the Clerk had previously explained the Town Council's position to a couple of the team's adult helpers. However, Council instructed the Clerk to write to the team and explain again the history of the search for suitable land.

In 1993 an attempt to build a bmx track at The Burrs playing field, with soil donated by local builders, was halted by strong opposition from local residents. The Town Council first asked for a bmx/skatepark to be considered for the 'Bovis' development. Since that time both the Town Council and ERYC has investigated every piece of available land. Councillor Anita Kay (now retired) was instrumental in promoting a skatepark and in locating funding. In late 2002, at Anita's request, ERYC agreed to the use of Welton School's old playing field (locally known as the old hockey field). The field is accessed from Welton Road and is adjacent to the cricket field. In 2003 the Town Council set up a skatepark committee and a skatepark business plan was drawn up. Unfortunately, just as a planning application was about to be submitted in early 2004, furious local residents attended a Council meeting and very loudly and very strongly objected. As a direct result of these angry objections the Chairman of the skatepark committee resigned, he also resigned as a Councillor. Despite further extensive searching no land could be found that residents did not object to. In an article in the Petuaria Press at the time, the Chairman called on residents to help locate alternative land but there had been no response to the article. In 2008 the ERYC Local Action Team made another concerted effort to look again for suitable land (it is understood that Bernie Clarke, ERYC play officer, was involved at the time). ERYC investigated every piece of available land and decided that the old hockey field was the only suitable location. They felt that with a new and different approach to residents the project would be a success. However, in 2009 strong opposition from local residents again prevented the project from proceeding.

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It was noted that Councillor Galbraith and Councillor Mrs Smith (also ERYC Ward Councillors) are liaising with the team, on behalf of both the Town Council and ERYC, and ERYC continue to look for suitable land. ERYC Ward Councillor Mrs Smith is the Chairman of Elloughton-cum-Brough Playing Field Association, who own The Burrs playing field, but she was unaware of the team's suggestion for the field or that they had written to English Heritage.

The Town Council thank the team for taking the time to do the petition and for organising the mobile skatepark at Welton School. Members are very pleased that the day was a success and look forward to the day that Brough has a skatepark of its own.

8. TO CONSIDER A REQUEST FROM THE VILLAGE HALL MANAGEMENT COMMITTEE CHAIRMAN FOR A GRANT TOWARDS EVENTS TO MARK THE 100TH ANNIVERSARY OF THE FIRST WORLD WAR

Members felt that the celebrations are vital and were very impressed by the plans set out by Will Richardson, the Village Hall Chairman. They felt that as time goes on more celebrations will be planned for 2014, both locally and nationally, to commemorate the 100th anniversary of the First World War. Members agreed in principal to a donation to the Village Hall of up to £500 and deferred the decision to a future meeting when more detailed costings are available.

9. TO RECEIVE A REPORT ON A MEETING BETWEEN TOWN COUNCILLORS AND THE HUMBERSIDE POLICE AND CRIME COMMISSIONER HELD ON 15 AUGUST 2013

The Chairman, Councillor Mrs Galbraith and Councillor Galbraith had met with Matthew Grove, the Humberside Police and Crime Commissioner, on 15 August 2013. The Chairman reported that it had been a productive meeting. Members had brought Matthew Grove up to date on the growth of the area and how Brough is now a significant service centre. He had agreed that the community should not be grouped together with the 'West Hull Villages'. Members also informed Matthew Grove of how pleased the Town Council is with all of the officers at Brough Police office.

10. TO RECEIVE UPDATES ON REQUESTS MADE TO THE EAST RIDING OF YORKSHIRE COUNCIL REGARDING PARKING AND CONGESTION ISSUES IN BROUGH & ELLOUGHTON

10.1 Results of 7 day traffic surveys carried out at two locations on Stockbridge Road – ERYC will forward a copy of both surveys to the police and it will be at their discretion what action they choose to take. As the surveys are the result of a petition, data collected in the surveys will be used in the compilation of a report to be presented to the ERYC Environment and Regeneration Overview and Scrutiny Sub Committee at a future date. Results follow.

- **Location 1 between Drovers Rise/Sands Lane** - 22,386 vehicles were counted. The average speed of traffic was 30mph and the 85% was 37mph (the speed at which and below 85% of traffic travel). The number of offenders per day that were travelling 35mph and over, was 720 equating to 23% of total traffic. The ERYC assessment awarded 9 points which unfortunately is not high enough to warrant police speed enforcement or intervention by the ERYC Road Safety team.
- **Location 2 Elloughton School** - 26,417 vehicles were counted. The average speed of traffic was 26mph and the 85% was 32mph. During peak school starting and leaving times the average speed of traffic reduced and vehicles were travelling between 2-3mph over the 20mph speed limit. However, after these peak times there is an increase in the average speed of vehicles as the data captured is inclusive of the times outside of the core school starting and leaving hours.

Members were appalled to learn that the high numbers of offenders is not considered enough to warrant police speed enforcement or intervention by the ERYC Road Safety Team. The Clerk had forwarded the results of all recent traffic surveys to Matthew Grove, Humberside Police and Crime Commissioner to ask if he can help with enforcement of speeding.

10.2 To receive an update on general parking and congestion issues – Nothing to report. General discussion took place on the impact of Brough South on traffic through Brough and Elloughton.

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11. EAST RIDING OF YORKSHIRE COUNCIL (ERYC) MATTERS

- 11.1 To receive a report from the ERYC Haltemprice and Hunsley Community Partnership** – Councillor Galbraith gave a report. Issues covered included hate crime and the Pilkington Review, work carried out by the Youth & Family Support Service and the new Healthwatch initiative. The next meeting is to be held on 16 October 2013.
- 11.2 To receive a report on ERYC adoption of new estate roads and open spaces** – Councillor Galbraith reported that Loxley Way has been approved for adoption.
- 11.3 To consider matters relating to the ‘Brough South’ development including the status of the application, s106 agreement and formation of the Brough South Liaison Group** – Ward Councillor Galbraith reported that the application had been agreed and the decision notice would be issued in around three weeks time. Hopefully, a liaison group would be formed fairly soon after that.
- 11.4 To note the latest ERYC parish newsletter** - noted
- 11.5 To note complaints regarding the state of the verges and standard of street lighting at Moor Road** – Two email complaints had been received via the Council’s website which had been forwarded to ERYC with a request that they respond to the residents.

A copy of the response regarding the street lights had been received. The reply explained that when the road was designed and built the lighting had been designed to the relevant lighting standards including the area with the pedestrian refuge island. Since the lighting scheme had been installed there had been no change to the road lay out which would render the lighting design as inadequate. Providing all the lights are in working order, the lighting scheme is still providing the required lighting levels. The budgets currently available are for existing lighting only and not to provide new lighting. However, as part of their current energy reduction programme they will shortly change the light source in the types of lights that are in Moor Road to a ‘white’ light source which is generally considered to give out a stronger, brighter light than the light source currently in place.

- 11.6 To consider a Community Emergency Planning exercise to test community emergency plans** – It was agreed that the working group would meet again to review and test the Council’s emergency plan
- 11.7 To consider ERYC’s ‘Making it Happen’ Draft Local Plan Major Changes consultation** – It was noted that no changes have been made to Elloughton or Brough.
- 11.8 To consider the ERYC review of their Code of Conduct and complaints mechanism** - It was agreed that Elloughton-cum-Brough Town Council would like to make the following observation on the Code of Conduct. The inclusion of prejudicial interests in the Code of Conduct would be helpful from a public perception point of view. Pecuniary interests and personal interests are clearly laid out in the present code but if a clear definition of prejudicial interests is included it would offer a greater degree of openness and transparency. There were no comments on the complaints mechanism and members made no other observations.

12. TO CONSIDER AN NHS CONSULTATION ON TRANSFORMING WORKING AGE ADULT MENTAL HEALTH INPATIENT SERVICES IN THE EAST RIDING - noted**13. TO CONSIDER MATTERS FROM EAST RIDING & NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION AND TO NOTE THEIR LATEST NEWSLETTER**

Councillor Galbraith gave a report and will attend the Annual General Meeting on 6 November 2013. The latest Newsletters and training sessions had been circulated and were noted. No Members wished to attend.

14. TO CONSIDER MATTERS FROM HUMBER AND WOLDS RURAL COMMUNITY COUNCIL AND EAST RIDING VOLUNTARY ACTION SERVICES AND TO NOTE LATEST NEWSLETTER

It was noted that the conference had been cancelled. New Trustees are needed but no Members wished to volunteer.

15. TO CONSIDER A REQUEST FROM THE YORKSHIRE AIR AMBULANCE TO INSTALL CLOTHING BANKS

Discussion took place, it was agreed that there are no suitable locations for a clothes bank.

16. TO RECEIVE COMMUNITY REPORTS

Village Hall – Councillor Mrs Brogden gave a report on CCTV and options for expanding coverage. It was agreed Councillor Mrs Brogden should seek quotes for upgrading/increasing coverage. Councillor Mrs Brogden also gave an update on fundraising and the installation of the new kitchen by Howdens. She thanked Council on behalf of the Village Hall for the donation of the old Christmas lights. A great many weeds had appeared through the new tarmac in the car park and the contractor had been back to put weed killer on them.

Community Centre – the Chairman gave a report. The toilet in the community centre had been so loud during the meeting that it had disrupted the meeting. It was noted that the problem has existed since the Centre had opened in t 2006 but ERYC do not feel it is a problem. The Clerk was instructed to ask ERYC again to sort the problem out as soon as possible.

17. TO NOTE CHAIRMAN'S INVITATIONS TO REPRESENT THE TOWN COUNCIL AT EVENTS AND CIVIC RECEPTIONS - noted

18. TO NOTE DATE OF NEXT FULL COUNCIL MEETING

The next meeting will be held at 7pm on Tuesday 15 October 2013 at Brough Community Centre