

**Elloughton-cum-Brough Town Council**  
**Minutes of a Town Council Meeting held on Tuesday 16 April 2013**  
**at Brough Community Centre, Centurion Way, Brough**

**Public Forum** – On the advice of East Riding of Yorkshire Council (ERYC) Ward Councillor Galbraith, a member of the public reported that he is preparing a petition regarding traffic on Stockbridge Road.

He asked who he should present it to when it is finished. The Chairman suggested Ward Councillor Galbraith should pass it to EYRC and Ward Councillor Galbraith agreed.

**Present:** Councillors Davis (Chairman), Mrs Galbraith (Vice-Chairman), Mrs Brogden, Burgess, Credland, Mrs Duckles, Galbraith, Ms Rowe, Scaife, Mrs Smith

**1. TO ACCEPT APOLOGIES**

Apologies were accepted from Councillor Busk and Councillor Mrs Hudson.

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

Councillor Mrs Duckles declared a non-pecuniary interest in Items 10.3 and 11.4. Councillor Scaife declared a non-pecuniary interest in Item 10.3. Councillor Burgess declared a non-pecuniary interest in Item 10.3. They all signed the Declarations of Interest Book and took no part in any discussion or decision.

**3. POLICE ISSUES**

3.1 **To Receive an Update on crime figures** - noted

3.2 **To Note the latest Humberside Police Parish/Town News Release** - noted

**4. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 19 MARCH 2013**

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

**5. TO NOTE COMMITTEE MINUTES**

5.1 **Village Environment Committee meeting 13 March 2013** - noted

5.2 **Development, Planning, Highways & Safety Committee meetings 13 March and 3 April 2013** - noted

**6. FINANCE & ADMINISTRATION REPORT**

6.1 **To Consider the Internal Auditor's Report** - Copies of the Internal Auditor's report had been circulated to Members. The Internal Auditor remained satisfied that the financial records of the Council continue to be well maintained and are free from error with no matters of concern.

6.2 Following consideration it was proposed by Councillor Mrs Galbraith, seconded by Councillor Mrs Brogden and agreed unanimously that the Internal Auditors Report be approved.

**Resolved:** The Internal Auditor's Report be approved and signed by the Chairman and Clerk.

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

**6.3 To Approve the 2012/13 Annual Accounts including the Receipts & Payments Account and Supporting Statement** - Copies of the Annual Accounts had been circulated to Members. Following consideration it was proposed by Councillor Credland, seconded by Councillor Mrs Galbraith and agreed unanimously that the Annual Accounts be approved.

**Resolved:** The Annual Accounts be approved and signed by the Chairman and Clerk.

**6.4 To Approve the Annual Return for 2012/13** - Copies of the Annual Return, for the year ended 31 March 2013 had been circulated to Members prior to the meeting. The Annual Return had been prepared by the Clerk in accordance with national guidelines.

- **Section 1 Accounting Statements** - presents the Councils current financial position with receipts and payments for the year ended 31 March 2013. The statement was discussed and approved.
- **Section 2 The Annual Governance Statement** – states that Council has a sound system of internal control, including the preparation of the accounting statements. Each Statement was discussed and approved.
- **Section 3 Annual External Audit Report** - to be completed by the external auditor
- **Section 4 Annual Internal Audit Report** – had been completed by the Internal Auditor.

Following consideration of the accounts it was proposed by Councillor Mrs Duckles, seconded by Councillor Credland and agreed unanimously that the Annual Return be approved and signed by the Chairman and Clerk.

**Resolved:** The Annual Return for the financial year 2012/13 be approved and signed by the Chairman and Clerk.

**6.5 To Consider future postage of Council agenda/papers** - Following consideration it was proposed by Councillor Mrs Smith, seconded by Councillor Mrs Duckles and agreed unanimously that all future Town Council meeting papers are to be posted via email only. For the time being paper copies of all agenda and previous minutes will be made available for Members at each meeting.

**Resolved:** All future Town Council meeting papers are to be posted via email only.

**6.6 To Approve the Responsible Financial Officer's Report and Cheques for Signature**

Dobsons Contract Cleaning	window cleaning	10.00	Office Accommodation
Mr T Gill	paint for seats/bus shelters	51.90	Open Spaces
		10.38	Vat
Salaries	Office/amenity sweeping	3,270.10	Remuneration/Salaries
Inland Revenue	NIC/PAYE/EMPNIC	1,042.58	Remuneration
ERYC	Pension	1,259.41	Pension
Stafforce	agency workers	1601.44	Agency Workers
		320.29	Vat
Southern Electric	office electric - dd	61.91	Office Accommodation
		3.09	Vat
ERYC	Council Tax - dd	151.50	Office Accommodation
delagelanden	copier lease	25.00	Administration
		5.00	Vat
Pear Technology	previous underpayment	20.00	Vat
KC	telephone - dd	26.38	Office Accommodation
		5.27	Vat
KC	broadband - dd	75.00	Office Accommodation
		15.00	Vat
ERYC	Allotment rent	540.00	(recharged to allots assoc.)

Recognition Express	Councillor name badge	18.50	Administration
		3.70	Vat
ERYC	street lighting electrical tests	170.00	Street Lighting
		34.00	Vat
ERYC	office waste collection	120.12	Office Accommodation
Letterbox Distribution	deliveries	193.20	Arts & Publicity
NALC	LCR publication	150.00	Administration
A Johnson	Internal Audit	468.90	Administration
Image Data	printing	384.00	Administration
A Busk	travel (who's who seminar)	25.80	Administration
Mrs LJ Smith	office cleaning	25.50	Office Accommodation
	travel	39.45	Administration
	HSE - H&S Law Poster	15.00	Administration
		3.00	vat
	postage	23.40	Administration

It was proposed by Councillor Davisudson, seconded by Councillor Mrs Smith 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 DECIDE ON STATUTORY GRANTS FROM THE PRECEPT BUDGET

Following consideration it was proposed by Councillor Davis, seconded by Councillor Duckles and agreed unanimously that the grants itemised in the Precept budget be approved as indicated in Items 7.1 to 7.7 below.

### 7.1 Wolds & Riverbank Countryside Society

**Resolved:** 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 **£500** to the Wolds & Riverbank Countryside Society.

### 7.2 Elloughton-cum-Brough Playing Field Association

**Resolved:** 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 **£500** to the Elloughton-cum-Brough Playing Field Association.

### 7.3 Elloughton-cum-Brough Village Hall

**Resolved:** Council will, in accordance with the powers under Section 145 of the Local Government Act 1972, incur the following expenditure: a grant of **£1,500** to Elloughton-cum-Brough Village Hall.

### 7.4 Elloughton-cum-Brough PCC for maintenance of the cemetery

**Resolved:** Council will, in accordance with the powers under Section 214 paragraph 6 of the Local Government Act 1972, incur the following expenditure: a grant of **£2,000** to Elloughton-cum-Brough PCC for maintenance of the cemetery at St Mary's Church, Elloughton.

### 7.5 East Riding Citizens Advice Bureau to maintain the weekly outreach held in Brough Community Centre

**Resolved:** Council will, in accordance with the powers under Section 142(2a) of the Local Government Act 1972, incur the following expenditure: a grant of **£3,000** to the East Riding Citizens Advice Bureau.

### 7.6 Elloughton-cum-Brough In Bloom

**Resolved:** 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** to Elloughton-cum-Brough In Bloom.

### 7.7 Brough Voluntary Action

**Resolved:** 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 **£700** to Brough Voluntary Action.

### 8. TO RECEIVE A REPORT FROM THE COMMUNITY LED PLANNING (CLP) WORKING GROUP (SET UP AT THE LAST MEETING) AND TO CONSIDER A REQUEST FROM THE CLP COMMITTEE TO ADOPT THEIR COMMUNITY LED PLAN

A report was received from the Town Council CLP working group. Following lengthy discussion it was agreed to defer the item until the final CLP report is available.

### 9. TO CONSIDER THE YORKSHIRE RIDING SOCIETY'S REQUEST FOR SUPPORT FOR THEIR 'FLAGGING UP THE BOUNDARY' CYCLE/WALK/RUN

A Yorkshire Riding Society event is scheduled to pass through Elloughton-cum-Brough on 29 July 2013. It was agreed to support the event, deferred to Arts, Publicity & Fundraising Committee.

### 10. TO RECEIVE UPDATES ON REQUESTS MADE TO THE EAST RIDING OF YORKSHIRE COUNCIL REGARDING TRAFFIC MANAGEMENT/PARKING/HIGHWAYS ISSUES IN BROUGH AND ELLOUGHTON

**10.1 Request for removal of the one hour no parking restrictions in Station Road and King Edward Terrace** (ongoing request) – The Clerk had reminded ERYC of the Town Council's request that the one hour no parking bays (no parking between 10am and 11am) in Station Road and King Edward Terrace be removed. The Town Council objected to the one hour no parking bays when the idea was first proposed and have continued to request their removal. The restriction is damaging to businesses and residents as health visitors/service companies/carers/family/ visitors etc cannot visit any business or residential home in those streets for that hour. It is noted that there are no other places in the East Riding where this restriction has been imposed. Waiting response from ERYC.

**10.2 Request for Double yellow lines for Main Street/Church Street and down to the crossroads in Elloughton** (requested in July 2012) – ERYC report that following a resident sending round a consultation in John Hannah's name a large volume of unsolicited replies had been received. This will take a considerable length of time to progress and a decision will be made dependent on how it rates against other schemes on road safety grounds.

- 10.3 **Petition presented to ERYC in October 2012 from residents - requesting a traffic review and traffic calming on Saltgrounds Road and Skillings Lane** – Following a request for an update by the Clerk, ERYC have agreed to carryout, as part of their investigations into the issues raised in the petition around Saltgrounds Road and Skillings Lane, two 7 day traffic surveys which will monitor the type of traffic and its speed. It was agreed that Members fully support the surveys.
- 10.4 **Request for Double yellow lines for one side of Elloughton Road/Main Street** (requested in October 2012) – Following a request for an update by the Clerk an officer from ERYC reported that he has visited several times early morning and early evening and although it is busy no road safety issues have been witnessed. There have only been issues of inconvenience for drivers having to give-way to oncoming traffic. Therefore, there are no proposals to install any restrictions at the present time.
- 10.5 **Repairs to the fence between the pavement and (dangerous) deep sided waterway on Welton Low Road** (reported in January 2013) – Following a request for an update by the Clerk, ERYC report that the work should be completed by the end of June 2013.
- 10.6 **Damage to verge on Dale Road at the entrance to Peggy Farrow Lane** (reported on 28 March 2013) – The Clerk reported that an ERYC officer has looked at this many times over the last few years as it has been raised regularly by Ward Councillor Mrs Smith. From a highways point of view the verge damage looks a bit unsightly but does not constitute a road safety issue. They are reluctant to spend any money on reinstating the verge as it is being continually damaged in the same way. The problem will continue to be monitored and action taken if a road safety issue arise and ask if there are any safety issues that they are not aware of. Members were not aware of any safety issues.

## 11. EAST RIDING OF YORKSHIRE COUNCIL (ERYC) MATTERS

- 11.1 **To Receive a Report from the Haltemprice and Hunsley Community Partnership meeting held on 12 April 2013** - Councillor Galbraith gave a report. It was noted that the next meeting will take place on 24 May 2013 at Brough Community Centre. The Chairman encouraged all Members to attend.
- 11.2 **To Receive a report on adoption of the New Estate Roads by ERYC** - Councillor Galbraith reported that Myrtle Way has been adopted but the cul-de-sacs leading from it have not.
- 11.3 **To Note the latest ERYC Parish Newsletter** - noted
- 11.4 **To Consider matters relating to the Brough South Development**
- 11.4.1 **To Consider a report on the status of the Brough South planning application** - Ward Councillor Galbraith gave a report. The Clerk had received an email from Susan Hunt, ERYC to say that following the withdrawal of objections from the Highways Agency and Natural England, and the completion of an Appropriate Assessment (in terms of the Habitats Regulations) the Secretary of State has now said that the application would not be called in. Therefore, the decision notice will be issued as soon as the Section 106 Agreement is completed.
- 11.4.2 **To Consider a report from Ward Councillors on their s106 consultation with ERYC** – Ward Councillor Galbraith gave a report. The Clerk had received an email from Susan Hunt, ERYC. *Quote: “The latest version of the legal agreement was received from Redrow at the end of last week. Amendments principally relate to matters of clarification and detail rather than anything essentially different to what you have already seen, e.g. the mechanisms of transfer of the school, ecology management area and tenure splits of affordable housing. The Travel Plans will form an appendix of the document so the need to adhere to them will be set out. The S.106 is currently with our solicitor for checking and will be distributed amongst the relevant officers (e.g. affordable housing) this week. I anticipate another couple of weeks until it is completed, however this is difficult to predict when there are so many signatories involved.*

*Just to recap and confirm the following matters are included within it (this is a brief summary of a 60 page document):*

1. *Provision of public open space for each phase of residential development - and arrangements for its transfer and maintenance*
2. *Affordable Housing - 10% provision in first phase of residential development, and all following phases subject to a revised Viability Assessment to establish future levels of affordable housing. There are a number of provisions in the Agreement relating to type of affordable housing, tenure and so on.*
3. *Commencement of a new primary school in the first phase of residential development - and arrangements for its completion and transfer.*
4. *Contribution to South Hunsley School and arrangements for phasing of the contribution.*
5. *Provision and phasing of Transport Hub.*
6. *Provision and phasing of off-site highway improvements (including A63 junction improvements).*
7. *Provision of an Ecological Management Plan, and transfer of Ecology Management Area to an Ecological Body.*
8. *Obligations within agreed Residential and Commercial Travel Plans to be carried out - these include traffic monitoring.*
9. *Establishment of a liaison committee and a public liaison officer.  
The liaison group will be progressed as soon as the Section 106 is completed and the decision notice is issued.*

Members noted that, despite asking ERYC on several occasions, the Town Council had not been consulted on the s106 agreement and the draft had not previously been seen by Members at any stage of the negotiations. It was also noted that Ward Members had been consulted and had held a public meeting for which Ward Councillor Galbraith had produced a report on the draft s106 agreement.

## **12. TO CONSIDER MATTERS FROM EAST RIDING & NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION (ERNLLCA)**

**12.1 To Receive a report on the ERNLLCA East Riding (Central) District Committee meeting held on 10 April 2013** - Councillor Galbraith gave a report.

**12.2 To Receive a report from the Chairman on the ERNLLCA Spring Conference held on 12 April 2013** - The Chairman gave a report.

**12.3 To Note the latest newsletter** - noted

## **13. TO CONSIDER MATTERS FROM HUMBER AND WOLDS RURAL COMMUNITY COUNCIL AND EAST RIDING VOLUNTARY ACTION SERVICES – nothing to report**

## **14. TO CONSIDER A LETTER FROM A RESIDENT FORMALLY CHALLENGING THE DECISION BY THE TOWN COUNCIL TO CHANGE THEIR NAME FROM PARISH COUNCIL TO TOWN COUNCIL AND TO NOTE A FREEDOM OF INFORMATION REQUEST**

The contents of the letter and the freedom of information request were considered and noted.

## **15. TO RECEIVE COMMUNITY REPORTS**

**Village Hall** – Councillor Mrs Brogden reported a poor attendance at the Easter Saturday craft fair in the Village Hall. The Management Committee are waiting for the results of recent funding applications and she is investigating further funding opportunities including Gift Aid.

**In-Bloom** – everyone agreed how lovely the villages look thanks to the In-Bloom team.

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

**16. TO NOTE CHAIRMAN'S INVITATIONS TO REPRESENT THE TOWN COUNCIL AT EVENTS/CIVIC RECEPTIONS**

16.1 Chairman of ERYC - Festival of St John of Beverley 12 May 2013

16.2 Chairman of ERYC - Farewell Civic Dinner, Guildhall, Beverley, 8 May 2013

16.3 Two Ridings Community Foundation – evening reception 23 May 2013

**17. TO NOTE DATES OF FUTURE MEETINGS**

17.1 **Annual Town Council Meeting** - 6.30pm on Tuesday 21 May 2013 at Brough Community Centre

17.2 **Full Council Meeting** – 7pm on Tuesday 21 May 2013 at Brough Community Centre