

Elloughton-cum-Brough Town Council

Minutes of a Town Council Meeting held on Tuesday 16 September 2014 at Brough Community Centre, Centurion Way, Brough

Public Forum – A member of the Community Led Planning Group was present at the meeting and gave a report.

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

1. TO ACCEPT APOLOGIES

Apologies were received from Councillor Burgess and Councillor Credland

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

There were no declarations of interest.

3. TO RECEIVE A REPORT FROM THE LOCAL POLICE

The police had been unable to attend the meeting.

4. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 15 JULY 2014

It was proposed by Councillor Davis, seconded by Councillor Mrs Brogden 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.

5. TO NOTE COMMITTEE MINUTES/DRAFT COMMITTEE MINUTES

5.1 **Village Environment Committee meeting held on 23 July and 3 September 2014** - noted

5.2 **Development, Planning, Highways & Safety Committee meetings held on 23 July, 13 August and 3 September 2014** - noted

5.3 **Arts, Publicity and Fundraising Committee meeting held on 13 August 2014** - noted

6. FINANCE & ADMINISTRATION

6.1 **To note completion of the Annual Audit for the year ended 31 March 2014 and consider the Auditor's report** - 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.

There was one matter arising - the Asset Register should now record assets at their original cost and no adjustment is required until disposal. Where original cost is not known a proxy such as insurance value may be used but that value should remain constant throughout the period of ownership and not be revised to reflect current values.

6.2 **To approve an updated Asset Register in line with advice given by the External Auditor, noted at Item 6.1 above** – It was proposed by proposed by Councillor Mrs Smith, seconded by Councillor Ms Rowe and agreed unanimously to adopt the updated Asset Register.

Resolved: To adopt the updated Asset Register

6.3 To approve the Responsible Financial Officer's report and cheques for signature – The Clerk gave a report.

Income		£	
Southern Electric refund		73.85	
ERYC grant for CCTV		986.00	
ECO Friends Lifestyle for seat for play area		418.23	
Police & Crime Commissioner's Grant (CCTV)		1,373.00	
Expenditure			
Salaries (August)	staff	3,333.34	Remuneration
Inland Revenue	NIC/PAYE/EMPNIC	1,025.32	Remuneration
ERYC	Pension	1,305.51	Remuneration
Southern Electric	office electric - dd	45.83	Office Accommodation
		9.17	vat
ERYC	Council tax - dd	153.00	Office Accommodation
PKF LittlejohnLLP	external audit	400.00	Administration
		80.00	vat
Stafforce	agency worker	46.50	Agency Workers
		9.30	vat
Altodigital	copier charges - dd	6.03	Administration
		1.21	vat
Mrs LJ Smith	postage	27.31	Administration
	supplies (no vat)	4.00	Administration
	travel	31.35	Administration
HAGS-SMP Ltd	inspection	50.00	Village Environment
		10.00	vat
Altodigital	copier costs	6.03	Administration
		1.21	vat
Greenbarnes Ltd	noticeboards x 3	3,677.58	Projects/Reserves
		735.51	vat
PWLB	Comm. centre loan - dd	4,395.42	PWLB
Salaries (Sept)	staff	3,333.34	Remuneration
Inland Revenue	NIC/PAYE/EMPNIC	1,025.32	Remuneration
ERYC	Pension	1,305.51	Remuneration
Southern Electric	office electric - dd	45.83	Office Accommodation
		9.17	vat
ERYC	Council tax - dd	153.00	Office Accommodation
Stafforce	agency worker	37.20	Agency Workers
		7.44	vat
Duncan McMillan	Petuarria Press Expenses	600.00	Arts & Publicity
	Walks Leaflet	150.00	Arts & Publicity
HAGS-SMP Ltd	repairs to play area	562.00	Village Environment
		112.40	vat
HPFA	membership	20.00	Village Environment
PPH Commercial	Office rent - sto	1,950.00	Office Accommodation
	Service Charge	126.61	Office Accommodation
GA Coultish	maintenance	690.00	Village Environment
ICO	data protection	35.00	Administration
Imagedata	Walks Leaflet printing	172.06	Arts & Publicity
Mrs LJ Smith	postage	10.08	Administration
	diary CC bookings (no vat)	3.00	Administration
	telephone allowance (July)	52.00	Administration
	travel	18.90	Administration

It was proposed by Councillor Davis, 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.

6.4 **Litter Picking** - It was noted that Hessle Town Council, Beverley Town Council and Cottingham Parish Council do not do litter picking and that ERYC carry out litter clearing in Beverley. Voluntary groups operate in Cottingham and Hessle about once a month and liaise with ERYC to collect the refuse sacks. ERYC provide litter pickers, gloves, refuse sacks and florescent jackets. Members suggested that a voluntary litter pick group could be started in Elloughton and Brough. It was agreed that an article would be put into the next issue of the Petuaria Press asking if there are any volunteers who would be willing to form a group to litter pick as in other larger parishes and towns. It was noted that three Town Council funded litter picks had recently been approved by the Chairman, the first just before In Bloom summer judging and two in September. Following lengthy discussion the following resolution was proposed by Councillor Mrs Brogden, seconded by Councillor Mrs Galbraith and approved by the majority.

Resolved: The Clerk and Chairman are to continue to manage ad hoc litter picks within the available Agency Worker budget.

7. TO CONSIDER PAPERS RECEIVED ON THE BOUNDARY REFERENDUM FROM BOTH EAST RIDING OF YORKSHIRE COUNCIL (ERYC) AND HULL CITY COUNCIL (HCC)

The Chairman gave a report. Papers from HCC and ERYC were considered and noted. It was noted that the Town Council are continuing to encourage residents to use their vote. The Clerk had arranged for a large ERYC 'Have Your Say' poster to be placed on fence of the car park fence outside the Town Council office to help encourage residents to use their vote.

8. TO RECEIVE A REPORT ON A NEIGHBOURHOOD PLANNING BRIEFING HELD ON 29 AUGUST 2014

The Chairman had attended the briefing with members of the Community Led Planning Group. He gave a report and Members agreed to keep a watching brief on Neighbourhood planning.

9. TO RECEIVE A REPORT ON THE BROUGH SOUTH LIAISON GROUP

Councillor Galbraith reported that the building of the bridge is on hold because the developers do not have the funds to complete it and are looking to borrow the necessary funds. The Clerk requested a report from Councillor Galbraith for the Town Council website. Councillor Davis asked that Councillor Galbraith organise another pre-liaison group meeting to explain to the public what is happening.

10. TO NOTE RECEIPT OF GRANT FROM THE POLICE AND CRIME COMMISSIONER'S FUND FOR CCTV IMPROVEMENTS AND TO RECEIVE AN UPDATE ON THE CCTV IMPROVEMENT PROJECT

Councillor Mrs Brogden reported that the Town Council's bid for Humberside Police and Crime Commissioner's Grant Funding had been successful and £1,373 had been awarded to allow completion of the CCTV project at the Elloughton Road play area. Work on the second phase had been completed and the local police had been to set the cameras and are very pleased with the clarity of the images.

11. EAST RIDING OF YORKSHIRE COUNCIL (ERYC)

11.1 **To receive a report from ERYC Ward Members** – Councillor Galbraith gave a report on various subjects including wind farms. Councillor Mrs Smith reported Overview & Scrutiny are to review Safeguarding procedures. The Chairman expressed the hope that ERYC would be working together with Hull City Council on this.

11.2 **To receive a report from the Haltemprice and Hunsley Community Partnership** – Councillor Mrs Galbraith gave a report. An information, advice and guidance event is to be held at Bishop Burton College on 9 October and a networking and information event is to be held at North Ferriby Village Hall on 17 September 2014. Councillor Galbraith also reported on the ERC High Street Grant Fund.

- 11.3 **To receive a report on the adoption of roads and open spaces** – nothing to report.
- 11.4 **To consider a report of the ERYC Overview and Scrutiny Review Panel’s ‘Response of ERYC to Humberside Police Force Redesign Plan’** – The Chairman gave a report. Members expressed concern over the Plan and noted the report of the ERYC Overview and Scrutiny Review Panel.
- 11.5 **To note the ERYC web based consultation on the design of their Local Council Tax Support Scheme for the financial year 2015/16 and to consider a response** – Councillor Galbraith reported on statistics relating to Council Tax payers in the East Riding and the implications of changes to the Local Council Tax Support Scheme. He reported that legislation dictates ERYC must consult annually on Council Tax and ERYC do not expect to change their Council Tax Support Scheme. The consultation was noted, the Town Council did not make a response.
- 11.6 **To receive a report from Ward Members on the ERYC Local Grant Fund criteria and to note if the criteria covers the cleaning of waterways in the Parish** – Councillor Galbraith report there is no published list of criteria. An email from Rose Blackburn (ERYC) had been circulated and was considered.

It was noted that after the bad floods a few years ago the Town Council had organised cleaning of waterways for ERYC, using ERYC Funding and had wanted to repeat this gesture to avoid repeat flooding in the future. Members did not feel the need to justify cleaning of waterways that are mostly in ERYC riparian ownership. Clerk instructed to inform ERYC.

It was noted that the Town Council is riparian owner of the stretch of Main Drain running alongside the public right of way from the junction with Welton Low Road to The Oval and arrange for it to be cleared annually with periodic litter picks throughout the year in order to keep it clear.

Members felt that ERYC, as the Highway Authority, must be riparian owner of Main Drain alongside Welton Low Road. Members felt very strongly that ERYC should keep the waterways in their riparian ownership clear. Clerk instructed to inform ERYC.

- 11.7 **To agree to take part in the ERYC dog fouling scheme** – Members agreed to take part in the scheme and provide a meeting room.
- 11.8 **To note the ERYC Parish News - August and September 2014** – noted
- 11.9 **To note the ERYC Refresh of the East Riding of Yorkshire Rural Strategy** – noted
- 11.10 **To note and consider the Examination of the ERYC Local Plan taking place in two parts from 7 to 15 October and 4 to 14 November 2014, the ERYC Local Plan – Strategy Document and Allocations Document Main Modifications Consultation and the Examination of the East Riding Local Plan Allocations Document** – noted. The Chairman reported that the Town Council has made submissions and comments at every stage and this is now the public hearing. The ERYC Local Plan Update Newsletter for Summer 2014 was noted
- 11.11 **To note the East Riding and Hull Joint Local Access Forum Annual Report** – noted
- 11.12 **To note the Broadband East Riding Project Update – Announcement of the Phase II & III Roll-out Plans** – noted
- 11.13 **To note the ERYC Guidance on ‘Processes and Assessments for Speed Limits and Speed Limit Enforcement’** - noted

12. TO RECEIVE AND CONSIDER A REPORT FROM THE TOWN COUNCIL WORKING PARTY FORMED TO WORK WITH THE COMMUNITY LED PLANNING GROUP

Councillor Galbraith gave a report. The Working Party's written report had been circulated and was tabled at the meeting. It was noted and discussed.

The Chairman reported that the Town Council website is continually evolving and constructive suggestions for improvement have always and will always be considered. The Clerk had placed a note on the front page of the October Petuaria Press, reminding residents of the website. Councillor Galbraith's ideas for the Planning page of the website were defer to the Development, Planning, Highways and Safety Committee.

Although, there had been no response to a previous attempt by the Town Council to set up a Trade Association and 'Shop Watch' scheme it was agreed to support the formation of a Town Forum by providing a meeting room, advertising the initial meeting in the Petuaria Press and inviting local businesses to the initial meeting with the aim of a Town Forum and Trade Association being created. It was agreed that the Town Council would fund quarterly meetings for the first year. Councillor Galbraith offered to organise and Chair the initial meeting.

It was agreed that there had been no suggestion, at any time, by the Town Council that the Town Council would withdraw from the Brough South Liaison Committee.

The Chairman reported that the Town Council will continue to promote the interests of residents and continue to make representations to the East Riding of Yorkshire Council on a wide range of issues. He noted that planning policy and health and education provision are not within the Town Council's remit or control. The Chairman noted that, within its remit, the Town Council had delivered on all the Community Led Planning Group's requests and will continue to represent the interests of residents. However, the Town Council is not responsible for matters outside its remit.

13. TO RECEIVE A REPORT FROM THE EAST RIDING & NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION AND TO NOTE THE LATEST NEWSLETTER

Councillor Galbraith gave a report. He and Councillor Mrs Galbraith will attend the AGM on 18 September and the day conference on 14 November 2014. Newsletters for July and August were noted.

14. TO RECEIVE A REPORT FROM HUMBER & WOLDS RURAL COMMUNITY COUNCIL AND EAST RIDING VOLUNTARY ACTION SERVICES AND TO NOTE THE LATEST NEWSLETTER

A request for nominations for Trustees and been received for the AGM to be held at Eastrington Village Hall on 19 November 2014. There were no nominees. The AGM will follow an event showcasing how HWRCC has changed and to publicise new projects

15. TO NOTE CORRESPONDENCE REGARDING QUEUING ON THE A63 AT THE BROUGH JUNCTION

Correspondence between the Clerk/ERYC and the Highways Agency was noted, discussion followed. Councillor Galbraith reported that the sensor is working on the slip road to Brough from the Hull direction but it will be a condition of the Bellways Homes application that a second, additional sensor be installed further from the lights to give better traffic control. The Clerk reported the Highways Agency are to review the junction later in the year and will consider 'Queue Ahead' signs for the A63 approach.

16. TO RECEIVE A REPORT FROM THE WORKING GROUP REVIEWING THE TOWN COUNCIL EMERGENCY PLAN AND WINTER EMERGENCY PLAN

The Working Party had not met to review the plans.

17. TO RECEIVE AN UPDATE FROM THE HULL & EAST RIDING CITIZENS ADVICE BUREAU (CAB) ON THE BROUGH OUTREACH

Updates from CAB had been circulated. It was noted that a representative of the CAB would attend the November full Council meeting to give an update on the Brough outreach.

18. TO RECEIVE COMMUNITY REPORTS

Village Hall – Councillor Mrs Brogden gave an update and reported on a presentation by the Charity Commission held at North Ferriby Village Hall. The AGM of the East Riding Association of Rural Community Halls is to be held at Tickton Village Hall on 11 October 2014.

Brough WI - Councillor Mrs Brogden reported that a new WI had been formed and would help at the annual Art Exhibition. The WI had also offered to paint the bus shelter on Main Street, Elloughton. Members had no objection and it was agreed that they should liaise with the Village Environment Committee and the In Bloom team.

Elloughton-cum-Brough In Bloom – The In Bloom team had been awarded four awards at the Award Ceremony held the previous evening but no further information had been made available at the time of the meeting.

19. TO NOTE DATE OF NEXT MEETING

The next meeting is to be held at 7pm on Tuesday 21 October 2014 at Brough Community Centre