

## ELLOUGHTON-CUM-BROUGH TOWN COUNCIL

### MINUTES OF A TOWN COUNCIL MEETING HELD ON TUESDAY 15 SEPTEMBER 2015 AT BROUGH COMMUNITY CENTRE

#### Public Forum

Three members of the Friends of South Hunsley Swimming Pool were present and gave an update on the current position regarding new restricted public swimming times. They asked for the Town Council's support in their fight to keep the pool open for the ever increasing number of people in the area. See also Item 9.

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

#### 1. TO ACCEPT APOLOGIES

All Members were present.

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

Councillor Scaife declared an interest in Item 3 and signed the Declarations of Interest Book.

#### 3. TO RECEIVE A REPORT FROM THE LOCAL POLICE

PCSO Steve Lynch was present at the meeting and gave a report on crime figures for the previous two months. A resident had written to Ward Councillor Meredith regarding traffic on Dale Road and High Road, requesting improved 30mph signage and a police speed check and asking that the matter be raised with the police at the Town Council meeting. Following discussion and a report from Councillor Galbraith that the temporary traffic lights on Welton Low Road would not be there for much longer, it was agreed that the matter should be dealt with by Ward Councillor Meredith. PCSO Lynch noted the problem and said he would ask for occasional police presence at peak times. A police presence was also requested at peak times in other busy roads.

#### 4. TO APPROVE THE MINUTES OF A FULL COUNCIL MEETING HELD ON 21 JULY 2015

It was proposed by Councillor Mrs Duckles, seconded by Councillor Scaife 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

5.1 **Village Environment Committee meeting 12 August 2015** - noted

5.2 **Development, Planning, Highways & Safety Committee meeting 12 August 2015** - noted

#### 6. TO AGREE THE CO-OPTION OF COUNCILLOR P DUCKLES ONTO THE VILLAGE ENVIRONMENT COMMITTEE

It was proposed by Councillor Scaife, seconded by Councillor Ms Rowe and agreed unanimously that Councillor P Duckles be co-opted onto the Village Environment Committee.

**Resolved:** Councillor P Duckles co-opted onto the Village Environment Committee

## 7. TO RECEIVE A REPORT FROM EAST RIDING OF YORKSHIRE COUNCIL WARD MEMBERS

Councillor Galbraith reported on an Overview and Scrutiny visit to Hull Royal's new Accident and Emergency Department. He also reported on planning approval for a new family public house near to the roundabout at the Humber Bridge and on a project to build a tunnel under the Humber to take a gas pipe from Paull.

## 8. TO RECEIVE COMMUNITY REPORTS

**8.1 To receive a report from Ward Members on a meeting with the Community Led Planning Group (CLP) and to receive a report from the CLP** - Councillor Galbraith gave a report on the meeting and on CLP plans. The CLP would still like a neighbourhood plan but Councillor Galbraith felt the Town Council cannot justify the time and expense. Also, he agreed with the Town Council that other parishes wish to retain their own identity as villages. Discussion took place on the use of precept funds for traffic controls. Councillor Muzaffar gave a report from the CLP and confirmed that the group still want a neighbourhood plan. Discussion followed.

**8.2 To receive a report from the Petuaria Community Forum (PCF)** - The Town Council had received a grant of £6,043 from the East Riding of Yorkshire Council High Street Fund on behalf of the Petuaria Community Forum. Councillor Galbraith reported the grant will support a number of projects aimed at encouraging visits to Brough and Elloughton to enhance the business community. Proposals include a community website and street signage to highlight local points of interest. A scarecrow festival is to be held on Saturday 31st October 2015. The main event will be held at Blackburn Club from 12 noon until late and scarecrows will be at various locations around the villages. There will be a disco in the evening with food and a late bar.

Councillor Galbraith reported that the PCF bank account had been opened. It was proposed by Councillor Scaife, seconded by Councillor Galbraith and agreed unanimously that the grant be passed to the PCF. It was noted that the Town Council is still the accountable body and as such monthly spreadsheets and updates of expenditure must be provided.

**Resolved:** The East Riding of Yorkshire Council High Street Fund grant of £6043.60 be passed to the Petuaria Community Forum.

It was proposed by Councillor C Duckles, seconded by Councillor Luckraft and agreed unanimously that as the Town Council is the responsible body for the grant an A5 leaflet advertising the Scarecrow Festival could be delivered with the Petuaria Press.

**8.3 To Receive a Report from the Village Hall** – Councillor Mrs Brogden reported Elloughton Village Hall had received a further grant of £1,906.68 from the Big Lottery Fund for the installation of new security lights and exterior lighting.

**8.4 To Receive a Report from the Community Centre** - Brough Community Centre main hall is to have new flooring and lighting fitted in the main hall. The lighting, which is needed because the roof window had to be removed, will be fitted in the week beginning 28 October 2015. The new floor is to replace the existing water damaged floor and will be fitted during the week beginning 5 October 2015.

**8.5 To receive an update on the Unity Youth Group** – Councillor Galbraith reported Unity Youth Group is to hold its long anticipated launch event at Blackburn Club on 25 September 2015. The event will include a mobile skatepark and will be the culmination of almost two years of planning and campaigning. The group is run by a youth committee and has received funding from the Town Council, the East Riding of Yorkshire Council, BAE Systems and local businesses. They will run a programme of weekly activities.

**8.6 To note an email update from the Hull & East Riding Citizens Advice Bureau** – noted.

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

**9. TO CONSIDER THE SOUTH HUNSLEY SWIMMING POOL CAMPAIGN AND A COPY LETTER FROM A RESIDENT TO THE SOUTH HUNSLEY SCHOOL CHAIRMAN OF THE BOARD OF DIRECTORS**

See also Public Forum above. Since the meeting agenda had been issues the Town Council had received several further copy letters to the School's Board of Directors and a letter from the Friends of South Hunsley Swimming Pool asking for the Town Council's support in their fight to keep the pool open. Members of the Friends of South Hunsley Swimming Pool were present at the meeting. Members had received all the letters and a copy of the Friend's report by email and as hard copies. Following reports by members of the public in the public forum, extensive discussion took place and all Councillors expressed concern that early morning swimming had been removed and that it may be a sign that closure of the pool could be imminent. It was proposed by Councillor Mrs Duckles, seconded by Councillor C Duckles and agreed unanimously that the Town Council should write to the Board of Directors as follows:

- Members of the Town Council are very disappointed to hear that community usage of the swimming pool has been reduced. The swimming pool was built with community funds for community use and has always been very well used by a wide variety of user groups from the ever increasing number of people in the local population.
- The Council's main concern is that the public can no longer swim in the early morning and that this restriction on public use may be portent to further restrictions and ultimately to the closure of the pool to the public.
- Members would like to ask the Board of Directors why they have found it necessary to stop early morning swimming and request that the decision be reconsidered in the light of widespread public outcry.
- The Town Council formally request that the Board of Directors consult with the local communities who fundraised for many years to build the pool and with the existing user groups, to explore ways of keeping the pool open for the community use for which it was intended.
- Members ask what future plans the Board of Directors has for the pool and request reassurance that they are not intending to close the pool to the public either now or at any point in the future.

**10. FINANCE & ADMINISTRATION**

- 10.1 To approve Standing Orders updated in line with Public Contracts Regulations 2015** - It was proposed by Councillor Mrs Duckles, seconded by Councillor Mrs Galbraith and agreed unanimously that the updated Standing Orders be approved and adopted.

**Resolved:** The updated Standing Orders be approved and adopted.

- 10.2 To approve updated Financial Regulations** - It was proposed by Councillor Ms Rowe, seconded by Councillor Scaife and agreed unanimously that the updated Standing Orders be approved and adopted.

**Resolved:** The updated Standing Orders be approved and adopted.

- 10.3 To consider the purchase of a Chain of Office (Chairman)** - The Chairman gave a report and felt that the Town Council undersells itself. The Vice-Chairman agreed and supported the purchase a chain of office. Following discussion it was proposed by Councillor Ms Rowe, seconded by Councillor Mrs Brogden and agreed by the majority that the Clerk investigate both the costs and designs of a Chain of Office and bring them to the next meeting. Councillors are to look at the possibilities of sponsorship. Councillor Mrs Duckles wished it to be noted that she objected to the purchase of a chain of office.

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

10.4 **To approve the Responsible Financial Officer's report and cheques for signature** - It was noted that External Audit had been completed with no matters arising. The minimum wage will increase from 1 October 2015 and, as agreed at the Administration & Finance Committee meeting held on 1 December 2014, the Agency and Playground Worker's pay will increase to keep in line with 5.4% above the minimum wage.

#### Income

donation from a resident to replace seat on the riverbank	410.00
donation from In Bloom for seat at WARCS meadow	368.71
VAT refund	5,606.92
ERYC High Street grant for Petuaria Community Forum	6,043.60

<b>Expenditure - August</b>		<b>amount</b>	<b>vat</b>	<b>total</b>	<b>budget</b>
Glasdon Uk Ltd	seat	368.71	73.74	442.45	donation
ERYC	office supplies	36.80	7.36	44.16	Administration
	refuse sacks	27.90	5.58	33.48	Village Environment
Salaries August	staff	3,355.40		3,355.40	Remuneration
Inland Revenue	NIC/PAYE/EMPNIC	1,099.04		1,099.04	Remuneration
ERYC	Pension	1,376.71		1,376.71	Remuneration
Southern Electric	office electric - dd	52.38	2.62	55.00	Office Accommodation
ERYC	Council Tax - dd	156.00		156.00	Office Accommodation
HAGS-SMP Ltd	repairs	892.55	178.51	1071.06	Village Environment
HAGS-SMP Ltd	inspection	40.00	8.00	48.00	Village Environment
Stafforce - agency worker	deliveries/sweeping	88.56	17.71	106.27	Agency Workers
East Riding Engraving	engraving	4.17	0.83	5.00	Administration
Mrs LJ Smith	window cleaning	10.00		10.00	Office Accommodation
	travel	9.90		9.90	Administration
<b>Expenditure - September</b>		<b>amount</b>	<b>vat</b>	<b>total</b>	<b>budget</b>
GA Coultish	maintenance	835.00		835.00	Village Environment
	safety surface				
Rainbow Safety	repair	270.00	54.00	324.00	Village Environment
ERNLLCA	conference fees x 3	255.00	51.00	306.00	Administration
Salaries - September	staff	3,355.20		3,355.20	Remuneration
Inland Revenue	NIC/PAYE/EMPNIC	1,099.24		1,099.24	Remuneration
ERYC	Pension	1,376.71		1,376.71	Remuneration
Southern Electric	office electric - dd	56.19	2.81	59.00	Office Accommodation
ERYC	Council Tax - dd	156.00		156.00	Office Accommodation
Altodigital	copier charges - dd	7.39	1.48	8.87	Administration
Public Works Loan Board	comm centre loan - dd	4,395.42		4,395.42	PWLB
PPH Commercial	Office rent - dd	1,950.00		1,950.00	Office Accommodation
PPH Commercial	Service Charge	126.61		126.61	Office Accommodation
Stafforce	agency workers	127.92	25.59	153.51	Agency Workers
ERYC	supplies	9.75	1.95	11.70	Administration
	play area				
HAGS-SMP Ltd	inspection	40.00	8.00	48.00	Village Environment
Information Commissioner	data protection	35.00		35.00	Administration
PKF Littlejohn LLP	external audit	400.00	80.00	480.00	Administration
Petuaria Community Forum	ERYC High Street grant	6,043.60		6,043.60	ERYC grant
Mrs LJ Smith	supplies	10.58	1.32	11.90	Administration
	travel	45.90		45.90	Administration
	window cleaning	10.00		10.00	Office Accommodation

It was proposed by Councillor Mrs Galbraith, seconded by Councillor Muzaffar 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.

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

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

- 11.1 **To consider a request from the ERYC Dog Warden for volunteers** – noted. An article is to go in the Petuaria Press.
- 11.2 **To consider Commuted Sums** – The Clerk and Councillor Galbraith gave a report on Commuted Sums. Following discussion it was proposed by Councillor P Duckles, seconded by Councillor Mrs Galbraith and agreed unanimously that the Clerk and Councillor Mrs Brogden investigate the possibilities of installing a zip wire at the Elloughton Road play area from the commuted sums. It was noted advice from ERYC is that a zip wire should not be placed anywhere else on the site other than in the play area as it would be too remote.
- 11.3 **To note the latest East Riding Parish News** - noted
- 11.4 **To note the 11<sup>th</sup> Joint Access Forum Annual Report 2014/15** - noted
- 11.5 **To consider and note the Safe and Sound Grant Scheme** - noted
- 11.6 **Transport events** - noted
12. **To decide on location for Oak sapling donated by Saint-Gobain** - Following discussion it proposed by Councillor Mrs Galbraith, seconded by Councillor C Duckles and agreed to ask for a sapling for the Moor Road roundabout near to the railway line. Clerk to seek ERYC approval.

**13. TO NOTE CORRESPONDENCE FROM FIRST TRANSPENNINE EXPRESS REQUESTING INFORMATION ON BROUGH STATION FOR INCLUSION IN THEIR TRAVEL PLAN**

Following lengthy discussion it was agreed to write to First Transpennine Express to say the Town Council has the following observations on the draft Travel Plan.

- Members feel that it should be made clear throughout the report that the community of 'Brough' actually includes Brough and Elloughton and a good part of the village of Welton. The population of the community is circa 12,000.
- The Town Council support the need for toilets at the station
- Members feel very strongly that the issue of insufficient parking at Brough should be addressed in the plan. The report states there are over 1,000 users daily but that there are only 172 car parking spaces. There are widespread ongoing issues with train users parking in local streets on a daily basis, and sometimes for up to two weeks at a time, and the problem is continually spreading into further streets. The report fails to properly address this issue or say how further parking is to be provided.
- The volume of traffic on our roads is not low, there is often congestion not just at peak times.
- The report fails to say that Brough Station is widely advertised as a main line station and that people come from far and wide, from East Yorkshire, Lincolnshire and Hull.
- Station Road is the only true access road to the Station, it is very narrow and is often congested following peak train times as it is the only access for pick up/drop off.
- King Edward Terrace provides access to the long stay car park but does not provide a pickup or drop off point for the station.

- Saltgrounds Road at the narrow single file bridge can be congested at the rush hour with traffic coming to and from BAE Systems and the Enterprise Zone and at peak train times.

**14. EAST RIDING & NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION (ERNLLCA)**

**14.1 To receive a report from ERNLLCA** – Councillor Galbraith and Councillor Mrs Galbraith are to attend the AGM to be held on 17 September 2015.

**14.2 To note the attendance of the Vice-Chairman and Councillor Galbraith at the annual conference to be held on 23 October 2015** - noted

**14.3 To note an e-survey from the National Association of Local Councils on policy positions** - noted

**14.4 To note the latest ERNLLCA newsletter** - noted

**14.5 To note attendance at the next Councillor training sessions** – it was noted that Councillors Scaife, Muzaffar and Mrs Kerwin had registered an interest with ERNLLCA to attend Councillor training.

**15. TO NOTE THE NEXT FULL COUNCIL MEETING IS TO BE HELD AT 7PM ON TUESDAY 20 OCTOBER 2015** - noted