

## Elloughton-cum-Brough Town Council

### Minutes of a Town Council Meeting held on Tuesday 13 December 2011 in the Committee Room at Brough Community Centre, Centurion Way, Brough

#### Public Forum

A member of the public spoke in favour of the Council purchasing salt bins but felt that, as it should be an East Riding of Yorkshire Council (ERYC) function, there could be an issue with declarations of interest. Ward Members responded to the declaration of interest issue. The Chairman explained that following the severe winter of 2010/11 and the shortfall in ERYC funding, many town and parish councils are purchasing salt bins. He also reported that the Council is applying to ERYC for a £3,000 grant towards the salt bins.

Councillor Mrs Gill reported that she had received a letter of objection to the replacement of a public seat at Centurion Way. The Chairman reported that the Administration & Finance Committee had decided not to replace the seat as the Council is short of reserves following the severe winter of 2010/11.

**Members Present:** Councillors Davis (Chairman), Mrs Galbraith (Vice-Chairman), Mrs Brogden, Burgess, Busk, Credland, Galbraith, Mrs Gill, Mrs Hudson, Ms Rowe, Mrs Smith

#### 1. TO ACCEPT APOLOGIES

Apologies were accepted from Councillor Mrs Duckles.

#### 2. TO ACCEPT MEMBERS DECLARATIONS OF INTEREST AND REMIND MEMBERS THAT DECLARATIONS OF INTEREST MUST BE MADE AND RECORDED IN THE MINUTES EVEN IF AN INTEREST HAS ALREADY BEEN DECLARED IN THEIR REGISTER

Councillor Davis declared an interest in Item 7 Community Led Planning (being Chairman of the Humber and Wolds Rural Community Council). Councillor Mrs Gill declared an interest in Item 6.3 Grant Application from Brough Voluntary Action, Item 6.4 Purchase of Statue and Item 6.6 Elloughton-cum-Brough In Bloom Grant Application. Councillor Galbraith declared an interest in Item 6.6 Elloughton-cum-Brough In Bloom Grant Application. They all signed the Declarations of Interest Book.

#### 3. TO NOTE POLICE ISSUES

3.1 **Update on Crime Figures** – PCSO Jessica Watts gave a report on crime figures for the month. It was noted that the CCTV at the Village Hall had already reduced the amount of anti-social behaviour in the play area.

3.2 **Update on Dog Fouling Ticketing** – no tickets had been given. Members and the public agreed to inform the local police of specific problems regarding dog fouling.

3.3 **To note the latest Newsletter** - noted

#### 4. TO APPROVE MINUTES OF A FULL COUNCIL MEETING HELD ON 15 NOVEMBER 2011 AND AN ADMINISTRATION & FINANCE COMMITTEE MEETING ON 29 NOVEMBER 2011

It was proposed by Councillor Mrs Smith, seconded by Councillor Mrs Gill and agreed unanimously that the minutes of the Full Council Meeting held on 15 November 2011 be signed as a true and accurate record of the meeting. It was proposed by Councillor Galbraith, seconded by Councillor Mrs Brogden and agreed unanimously that the minutes of the Administration & Finance Committee Meeting held on 29 November 2011 be signed as a true and accurate record of the meeting.

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

## 5. TO NOTE COMMITTEE MINUTES

5.1 **Arts, Publicity and Fundraising Committee meeting held on 16 November 2011** - noted

5.2 **Development, Planning, Highways & Safety meetings held on 16 November 2011** - noted

## 6. FINANCE

6.1 **To Consider Applying for a Grant to replace the litter bin in the footway from Welton Road to Springfield Avenue and Brough School** – it was agreed to apply for a grant to the Atkinson Foundation

6.2 **To Consider a Grant Application from the Community Led Planning Group (CLP)** - Further information had been received from the CLP group as requested. It was noted that the Group will learn if they have been successful for the Awards 4 All funding on 22 December 2011 and as that date is very close Members decided to wait and see if funding is awarded before making a decision. In the meantime it was agreed to pay SMSR £324.70 for their costs to date. Funding to be from the £310.60 left in the budget and the remainder from contingencies. Clerk to inform the Chairman of the CLP Group.

6.3 **To Consider a Grant Application from Brough Voluntary Action (BVA)** – Councillor Mrs Gill declared an interest. It was agreed to give the group £700. As funding from BAE Systems had been reduced they may apply again if other grant applications are unsuccessful.

**Resolved:** BVA grant for 2012/13 to be £700

6.4 **To Consider Proposal by Brough In Bloom to purchase a Roman Statue for Brough Corner** – Members had seen the proposed statue and generally agreed that it was a lovely statue and hoped that the safety issues could be overcome. An email response from ERYC Highways had been circulated to all members. Before a decision can be made Councillor Mrs Gill agreed to obtain more information and report to the next meeting.

6.5 **To Consider a Grant Application from Hull & East Riding Citizens Advice Bureau (CAB)** - A reply had been received from the CAB and the Chairman gave a report. Members felt very strongly that the explanation of additional costs is double billing and that the figures given in the CAB's first letter clearly show that there will be over £1,000 left over from the £5,000 given in this financial year. Members were astonished that CAB had not known the following:

- Council had given a grant of £5,000 this year - Members suggested that if it were to be shown in the annual accounts, as restricted funds to the Brough outreach, there could be no mistake in the future.
- Council has traditionally given the room at the Community Centre free of charge for the outreach session, plus one off bookings for one to one interviews, actual cost per session £20 which equates to £1,000+ per year.
- The outreach session at Brough is for 2 hours not 3 hours.

It was proposed by Councillor Galbraith, seconded by Councillor Credland and agreed unanimously that the recommendation by the Administration & Finance Committee of £3,000 be accepted, plus the usual £1,000+ in kind for room hire. Clerk to inform CAB.

**Resolved:** CAB grant for 2012/13 to be £3,000 plus £1,000 in kind for room hire

6.6 **To Consider a Grant Application from Elloughton-cum-Brough In Bloom** – Following lengthy discussion it was agreed that a grant of £1,000 be given to Elloughton-cum-Brough In Bloom for 2012/13.

**Resolved:** Elloughton-cum-Brough In Bloom grant for 2012/13 to be £1,000

**6.7 To Receive a Report on the Humberside Police Band Concert held on 3 December 2011 and Decide on a Donation to the Band** – The total raised at the Band Concert amounted to £390.30. It was agreed to donate £260 to the band and £130 to the Village Hall. Councillor Mrs Brogden gave a report on another successful annual band concert. It was noted that more help is needed to clear up after the Band Concert. It was requested that Members make a note of the dates of all planned events and that everyone to make the effort to help at all the events. Dates of events are listed within the meetings list for 2012 already circulated.

**6.8 To Decide on Recommendations from the Administration & Finance Committee for the Precept Request for 2012/13** – The Chairman gave a report and discussion followed. It was proposed by Councillor Ms Rowe seconded by Councillor Mrs Smith and agreed unanimously to request from ERYC a Precept of £146,677 for the year 2012/13. Budgets to be as follows.

<b>Footway Lighting Maintenance</b>	1,530.00
<b>Amenity Sweeping</b> – Equipment	200.00
<b>Amenity Sweeping</b> – Salaries	2,150.00
<b>Remuneration</b>	63,978.00
<b>Agency Workers</b> - Sweeping/deliveries	16,600.00
<b>Administration</b>	8,200.00
<b>Parish Office Accommodation</b>	11,300.00
<b>Village Environment</b>	9,200.00
<b>To Reserves to replace Salt Bin Purchases</b>	4,680.00
<b>Salt Bin Refills</b>	3,348.00
<b>Arts &amp; Pubs</b>	4,000.00
<b>Grants</b> - WRCS Nature Reserve <b>s137</b>	1,000.00
Playing Field Association <b>s137</b>	500.00
Village Hall <b>s145</b>	1,000.00
Cemetery <b>s214(a)</b>	1,500.00
Citizens' Advice Bureau <b>s137</b>	3,000.00
Ell/Brough in Bloom <b>s137</b>	1,000.00
Brough Voluntary Action <b>s137</b>	700.00
<b>PWLB Community Centre loan</b>	8,791.00
<b>Contingencies</b>	4,000.00
	<b>146,677.00</b>

**Resolved:** To request a Precept of £146,677 from ERYC for the year 2012/13 with all grants and budgets approved.

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

**Income in November/December 2011**

donation from the PFA towards fencing The Burrs	323.00
donation from the Village Hall towards CCTV (incl. scouts, Petuaria Players, photographer)	2515.00
Band Concert fundraising	390.30

**December Expenditure - Cheques for signature**

Salaries	Office/amenity sweeping	3,092.40	Remuneration/Salaries
Inland Revenue	NIC/PAYE/EMPNIC	1,108.40	Remuneration
ERYC	Pension	1,145.33	Pension
ERYC	Council Tax - dd	131.00	Parish Office
Southern Electric	Office electric - dd	52.38	Parish Office
		2.62	vat
PPH	Office lease - dd	1950.00	Parish Office
PPH	Service Charge	212.13	Parish Office
Brough Comm. Centre	Room hire - Art Exhibition	125.00	Arts & Publicity

ERYC	Election recharge	211.12	Administration
Stafforce	Amenity Sweeping	1164.22	Agency Workers
		232.85	vat
Kingston Cleaning	windows	6.00	Parish Office
		1.20	vat
Swanland Nurseries	Xmas tree	48.33	Open Spaces
		9.66	vat
ERYC	salt spreader	67.70	contingencies
		13.54	vat
SLCC	membership	220.00	Administration
Playsafety Ltd	Safety Report The Burrs	66.00	Amenity Sw equipment
		13.20	vat
Mrs S Duckles	travel	19.35	Administration
Mrs LJ Smith	postage	22.80	Administration
	office supplies	4.98	Administration
		1.00	vat
	laminating pouches	18.32	Administration
		3.66	vat
	travel	26.10	Administration
SMSR Ltd	Freepost envelopes	310.60	Parish Plan
		14.10	Contingencies
		64.94	Vat

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

**6.10 To Note Funding Opportunities for community safety projects and initiatives from the High Sheriffs' and Humberside Police Trust - noted**

**7. TO RECEIVE A REPORT FROM THE COMMUNITY LED PLANNING GROUP**

The Chairman and Vice-Chairman reported that there had been a good return of questionnaires and funding is now needed to pay a professional to evaluate the responses and write a report. The Group are awaiting the results of grant applications. See Item 6.2 above.

**8. TO RECEIVE A REPORT ON THE ADOPTION OF NEW ESTATE ROADS**

Councillor Galbraith reported that the highway work is now satisfactory but part of the road structure is not to the original planning application. Bovis Homes will need to apply for to ERYC for a Variation Notice.

**9. TO REPORT ON A REQUEST TO THE BROUGH STATION MANAGER TO CONSIDER REPLACING LITTERBINS AT EACH END OF THE FOOTPATH FROM SKILLINGS LANE TO THE STATION**

A complaint had been received from a member of the public regarding rubbish along the footpath between Skillings Lane and the Station. The Clerk had asked the Station Manager if the litter bins which had been removed a few years ago could be replaced. The Station Manager is looking into the request.

**10. ROAD SAFETY/PARKING ISSUES**

**10.1 To Report on Road Safety/Parking Issues** - Councillor Galbraith reported that he is still monitoring inconsiderate parking on Wrygarth Avenue. The Chairman reported that the Doctors Surgery had requested double yellow lines on the inside bend of Centurion Way.

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

Members supported this initiative. Councillor Mrs Hudson felt that parking outside the PCT/Ambulance Station is still very dangerous. It was agreed that Councillor Mrs Hudson is to liaise with Councillor Galbraith.

- 10.2 **To consider ERYC proposed 40 Zone for Brantingham, Elloughton and Welton Wolds**  
– Members welcomed the proposal.

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

- 11.1 **To Receive a Report on the LDF drop in session on 6 December 2011** – The Chairman gave a report.

- 11.2 **To Receive a Report from the Town Council LDF Working Group on their proposed responses to the ERYC Local Development Framework Core Strategy Further Consultation and the National Government Consultation on the proposed Community Infrastructure** – The Chairman gave a report on the working group findings, it was agreed that the responses to ERYC will be by letter from the Chairman based on the Working Group findings.

- 11.3 **To Note the ERYC LDF update newsletter Autumn/Winter 2011** - noted

- 11.4 **To Decide on the ERYC Draft Housing Strategy Consultation** – it was agreed that the response will be by letter from the Chairman based on the Working Group findings.

- 11.5 **To Receive a Report on the Budget Event held on 9 December at Brough Business Centre** – Councillor Mrs Brogden had attended and found it very interesting. Alan Menzies had also given a report on future development in the East Riding.

- 11.6 **To Note the ERYC Parish Newsletter** - noted

- 11.7 **To Receive a Report on the Haltemprice & Hunsley Community Partnership (HHCP)**  
– Councillor Galbraith reported Town/Parish Council Network Events in February 2012 will kick off the new HHCP's. The last LAT meeting will be held on 13 January in Cottingham.

- 11.8 **To Consider Nominations for ERYC Chairman's Awards and Commendations for 2012** – Councillor Mrs Brogden took the papers and is to liaise with Councillor Davis.

- 11.9 **To Consider Request for suggestions for items for the Overview & Scrutiny sub-committees** – Members suggested 'Traffic Management and Parking in Brough'.

## 12. EMERGENCY PLANNING

- 12.1 **To Finalise the Winter Emergency Volunteer Rota and Adopt the Winter Emergency Plan** – Councillor Galbraith gave a report. It was proposed by Councillor Davis, seconded by Councillor Mrs Duckles and agreed unanimously that the Winter Emergency Plan (Appendix I) be adopted. The clerk is to complete the Winter Emergency Volunteer Rota and circulate it to Members. A copy of the plan is to be sent to ERYC and to the Town Council's Insurance company.

**Resolved:** To adopt the Winter Emergency Plan

- 12.2 **To Note that ERYC are to include Moor Road on the precautionary salting route from the winter of 2012/13 and have placed two temporary salt bins on Moor Road** – noted. It was noted that for next winter the two temporary salt bins could be moved onto the Bovis estate if the roads are adopted.

- 12.3 **To Receive a Report on the Cabinet Office Community Resilience Event held on 1 December 2011** – Councillor Mrs Duckles was not present to report at the meeting.

12.4 **To Consider the Environment Agency Flood Warden Scheme** – Councillor Mrs Duckles was not present to report at the meeting. Item deferred to the next meeting.

**13. TO RECEIVE A REPORT ON THE EAST RIDING CONSORTIUM OF COUNCILLORS AGAINST BUILDING ON LAND LINKED TO FLOODING**

Councillor Mrs Duckles was not present to report at the meeting. Item deferred to the next meeting.

**14. TO RECEIVE A REPORT ON THE ELLOUGHTON AND BROUGH LIFESTYLE TEAMS**

The Town Council wish to thank the many lifestyle teams that have taken part this year. The Council is extremely proud of all the teams from Elloughton and Brough who have worked so hard within the parish and also fundraising for charities. Five teams reached the finals.

Finalists the 'Pink Ninjas' won an adventure holiday to France including two days at Disney Land Paris and MGM Studios, a tour of Paris and a trip to the top of the Eiffel Tower. The 'Toxic Five' and 'Two Wishes' each won an adventure holiday to France with two day trips to Disney Land Paris and MGM Studios. The 'Fit Four + 1' and 'WOW' won an Adventure Holiday to Wales. Special thanks go to 'Fit Four + 1' for their donation of a Ski-Stepper for the Elloughton Road play area and a new noticeboard for the Village Hall car park entrance.

**15. TO REPORT A REQUEST FOR ASSISTANCE IN SETTING UP A SKATE PARK**

The Clerk had received a copy of an email from an ERYC Officer. The email had originated from a play equipment company who had been contacted via Facebook by children in the parish asking for assistance to build a skate park. Councillor Galbraith had emailed the company.

**16. TO NOTE RECEIPT OF THE HUMBER AND WOLDS RURAL COMMUNITY COUNCIL BOARD OF TRUSTEES ANNUAL REVIEW**

Councillor Davis gave a report and the Annual Review was noted.

**17. TO NOTE THE LATEST ERNLLCA NEWSLETTER** - noted

**18. TO NOTE COMMUNITY REPORTS**

Councillor Mrs Brogden gave a report. The CCTV on the Village Hall needs final adjustments. Will Richardson had arranged for probationers to carryout weeding and gardening at the Village Hall and had achieved a good deal on insurance for the Village Hall.

**19. TO NOTE DATE OF THE NEXT FULL COUNCIL MEETING**

The next meeting will be held at 7pm on Tuesday 17 January 2012 at Brough Community Centre. Meeting dates for 2012 had been circulated to Members prior to the meeting and all dates were agreed.