

## Elloughton-cum-Brough Town Council

### Minutes of a Town Council Meeting held on Tuesday 20 September 2011 in the Committee Room at Brough Community Centre, Centurion Way, Brough

**Public Forum** – Many members of the public were present representing the users of Brough Youth Hall. They requested help from the Council to help preserve this valuable community asset. Councillor Busk asked the public for help with the Brough Youth Initiative to add strength to him in putting a case to the Church to keep the building open. Following lengthy discussion it was agreed that the Chairman would arrange to meet with the Vicar to discuss a way forward and would report back to the next Full Council on 18 October 2011. It was noted that the Youth Hall had always owned the church.

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

#### 1. TO ACCEPT APOLOGIES

Apologies were received from Councillor Ms Rowe and Councillor Burgess.

#### 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 Galbraith, Councillor Mrs Galbraith, Councillor Mrs Gill and Councillor Busk declared and interest in Item 15, To Consider a Letter from Ladybird Pre School regarding proposed closure of the Church Youth Hall in Brough. They all signed the Declaration of Interest book.

#### 3. TO NOTE POLICE ISSUES

The Chairman welcomed PCSO Jessica Watts and PCSO Nick Overton. Jessica gave a report on crime figures for the past two months. The more serious crimes had been dealt with and some arrests/charges had been made. Discussion followed on parking at Elloughton Primary School.

Councillor Mrs Hudson reported that residents, including some from Lowerdale, are concerned about speeding traffic on Stockbridge Road / Welton Low Road. PCSO Nick Overton confirmed that it is a police speed check priority area. Discussion followed on speeding in the parish.

Councillor Galbraith informed the police that the Village Environment Committee had agreed that they did not want the public right of way between Honeysuckle Way and Moor Road to be closed.

The Clerk requested that now PCSO's can issue tickets for dog fouling that various areas be patrolled. Members suggested special attention should be given to after dark and early mornings from 5.00am.

The newsletter and statistics for August had been circulated by email

#### 4. TO APPROVE MINUTES OF FULL COUNCIL MEETINGS HELD ON 19 JULY AND 2 AUGUST 2011

It was proposed by Councillor Mrs Smith, seconded by Councillor Mrs Galbraith and agreed unanimously that the minutes of the Full Council Meeting held on 19 July 2011 be signed as a true and accurate record of the meeting.

It was proposed by Councillor Mrs Gill, seconded by Councillor Mrs Galbraith and agreed unanimously that the minutes of the Full Council Meeting held on 3 August 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 & Fundraising meetings of 1 June and 24 August 2011 - noted

5.2 Village Environment meetings of 22 June and 3 August 2011 - noted

5.3 Development, Planning, Highways & Safety meetings of 3 and 24 August 2011 - noted

## 6. FINANCE

6.1 **To Consider Request from the Planning Committee for hardware/software for digital planning** – Following consideration it was proposed by Councillor Mrs Galbraith, seconded by Councillor Busk and agreed, to ask for paper copies for an interim period and to purchase a computer system to assist in digital planning.

**Resolved:** To install a computer system in the office meeting room for digital planning at a cost of £300.

6.2 **To Consider Request from the Village Environment Committee for funding from reserves towards legal fees for the lease of Elloughton Road Play Area and for vandalism at Elloughton Road Play area** - Following consideration it was proposed by Councillor Davis, seconded by Councillor Mrs Brogden, agreed and resolved as follows.

**Resolved:** To reassign legal fees for the lease to the Contingency budget and to look at the Open Spaces budget again later in the year.

6.3 **To Consider Review of Amenity Sweeping Salaries** – Following consideration it was proposed by Councillor Davis, seconded by Councillor Mrs Galbraith, agreed and resolved as follows.

**Resolved:** From 1 October Amenity Sweeping pay is to be £6.85 per hour in line with the rate paid by the East Riding of Yorkshire Council. Notice/leaflet delivery to be paid at £6.28 per hour.

6.4 **To Approve Risk Assessments** – deferred to Administration & Finance Committee

6.5 **To Consider Request for Donation by Victim Support** – it was agreed not to donate

6.6 **To Approve the Responsible Financial Officer's report and cheques for signature**

### Paid in August

|                   |                         |         |                            |
|-------------------|-------------------------|---------|----------------------------|
| Audit Commission  | audit fees              | 550.00  | Administration             |
|                   |                         | 110.00  | Vat                        |
| ERYC              | supplies (A4 paper)     | 43.80   | Administration             |
|                   |                         | 8.76    | Vat                        |
| Mrs LJ Smith      | telephone allowance     | 52.50   | Administration             |
|                   | supplies                | 33.32   | Administration             |
|                   |                         | 6.67    | Vat                        |
|                   | travel                  | 26.10   | Administration             |
| Salaries          | Office/amenity sweeping | 3079.08 | Remuneration/Salaries      |
| ERYC              | Pension                 | 1145.33 | Pension                    |
| Inland Revenue    | NIC/PAYE/EMPNIC         | 1108.20 | Remuneration               |
| ERYC              | Council Tax – dd        | 131.00  | Parish Office              |
| Southern Electric | Office electric – dd    | 52.38   | Parish Office              |
|                   |                         | 2.62    | Vat                        |
| Stafforce         | agency workers          | 1191.74 | Agency Workers             |
|                   |                         | 238.35  | Vat                        |
| Supplies          | Litter Pickers          | 73.44   | Amenity Sweeping Equipment |
|                   |                         | 14.68   | Vat                        |

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

|                   |                      |       |                              |
|-------------------|----------------------|-------|------------------------------|
| Mrs VA Herring    | book tokens          | 90.00 | Donation Atkinson Foundation |
| Kingston Cleaning | office windows       | 6.00  | Administration               |
|                   |                      | 1.20  | Vat                          |
| Mrs LJ Smith      | Postage              | 14.16 | Administration               |
|                   | supplies (no vat)    | 4.65  | Administration               |
|                   | Travel               | 21.15 | Administration               |
| ERNLLCA           | training courses x 3 | 90.00 | Administration               |

**Income August/September**

|  |                                  |         |
|--|----------------------------------|---------|
| Atkinson Foundation                    | donation to literacy competition | 90.00   |
| Art Exhibition sponsorship             |                                  | 400.00  |
| VAT refund                             |                                  | 3325.30 |
| Fit Four + One Lifestyle Team donation |                                  | 1142.10 |

**September Expenditure - Cheques for signature**

|                                    |                               |          |                       |
|------------------------------------|-------------------------------|----------|-----------------------|
| East Riding Engraving              | Art Exhibition trophies       | 146.25   | sponsorship           |
|                                    |                               | 29.25    |                       |
| mnbcomputing                       | backup re-configure           | 42.50    | Administration        |
|                                    |                               | 8.50     | Vat                   |
| GA Coultish                        | Maintenance/repairs           | 748.00   | Open Spaces           |
| Salaries                           | Office/amenity sweeping       | 3,078.88 | Remuneration/Salaries |
| ERYC                               | Pension                       | 1,145.33 | Pension               |
| Inland Revenue                     | NIC/PAYE/EMPNIC               | 1,108.40 | Remuneration          |
| ERYC                               | Council Tax – dd              | 131.00   | Parish Office         |
| PWLB                               | community centre loan – dd    | 4395.42  | PWLB budget           |
| Southern Electric                  | Office electric – dd          | 52.38    | Parish Office         |
|                                    |                               | 2.62     | Vat                   |
| Altodigital                        | copier charges - dd           | 8.48     | Administration        |
|                                    |                               | 1.70     | Vat                   |
| Delagelanden                       | copier lease – dd             | 86.00    | Administration        |
|                                    |                               | 17.20    | Vat                   |
| PPH                                | office rent – dd              | 1950.00  | Parish Office         |
|                                    | service charge                | 212.13   | Parish Office         |
| Stafforce                          | Amenity Sweeping              | 2041.27  | Agency Workers        |
|                                    |                               | 408.25   | Vat                   |
| mnbcomputing                       | system upgrade                | 22.92    | Administration        |
|                                    |                               | 4.58     | Vat                   |
| Glasdon Uk                         | sweepers barrow               | 656.03   | Open Spaces           |
|                                    |                               | 131.20   | Vat                   |
| Kingston Cleaning                  | Windows                       | 6.00     | Parish Office         |
|                                    |                               | 1.20     | Vat                   |
| Information Commissioner – renewal |                               | 35.00    | Administration        |
| ERYC                               | Supplies                      | 28.63    | Administration        |
|                                    |                               | 5.73     | Vat                   |
| Jenko                              | office signage                | 40.00    | Administration        |
|                                    |                               | 8.00     | Vat                   |
| Record RSS                         | repairs to play area          | 296.80   | Open Spaces           |
|                                    |                               | 59.36    | Vat                   |
| Peterson (GB) Ltd                  | printer supplies              | 59.59    | Administration        |
|                                    |                               | 11.92    | Vat                   |
|                                    | less credit                   | -3.00    |                       |
| Mrs LJ Smith                       | Postage                       | 46.14    | Administration        |
|                                    | to correct overpayment August | -0.03    |                       |
|                                    | Travel                        | 39.15    | Administration        |

It was proposed by Councillor Ms Rowe, seconded by Councillor Mrs Brogden and agreed unanimously to approve the 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 .....

## 7. TO RECEIVE A REPORT ON COMMUNITY LED PLANNING

The questionnaire has been printed and will be delivered with the Petuaria Press. It was agreed to defer a request for further finance to the Administration & Finance Committee.

## 8. TO RECEIVE A REPORT ON PROBLEMS RELATING TO THE ADOPTION OF ESTATE ROADS

Nothing to report, deferred to next meeting.

## 9. TO REPORT ON REQUEST TO THE EAST RIDING OF YORKSHIRE COUNCIL (ERYC) FOR A STRATEGIC OVERVIEW OF PARKING IN BROUGH

A reply had been received from Dean Edwards, ERYC and had been circulated to Members. It was noted that *'All requests for traffic management measures are considered and prioritised against other competing demands on resources and the sparse budget, when available, has to be allocated to address known problem situations'*.

It was agreed that there are already known problem situations in Brough which the East Riding of Yorkshire Council are aware of and have been involved in over the last few years. The town is rapidly expanding and Brough is widely advertised as a main line train station with people coming to use the station from all over East Yorkshire from South of the River Humber. Although Members understand that there is no funding at present, they request that a high priority be given to a strategic overview of parking in Brough to address the known problem situations.

## 10. TO REPORT ON REQUEST TO ERYC FOR REVIEW OF SAFETY ON WELTON ROAD INCLUDING BROUGH TRAFFIC LIGHTS

ERYC Ward Councillor Galbraith reported that an ERYC site meeting with Ward Members from Dale and South Hunsley Wards is to be held on 21 September 2011 to review the situation and produce another scheme. Councillor Galbraith will be attending the meeting and will report back to the Town Council at their full council meeting to be held on Tuesday 18 October 2011.

## 11. EAST RIDING OF YORKSHIRE COUNCIL

**11.1 To Receive a Report on the Haltemprice and Hunsley Community Partnership** - Councillor Galbraith reported that the LATs and NATs are in the process being merged in to one 'Community Partnership' which will also be responsible for parish liaison on all matters except street scenes. They will also be responsible for allocating parish grants.

**11.2 To Consider Highway Network Management Plan questionnaire** – members declined to complete the questionnaire as they felt it is inappropriate as the A63 is the main route in this area and is not covered by ERYC.

**11.3 To Report on the Request to ERYC for Flood Funding** – Councillor Galbraith reported on the working party findings. The priorities chosen were approved with the top priority being the Junction of Church Street/Church Lane, Elloughton on the site of the old Elloughton pond. An extra drain was installed after the 2007 floods but this has proved to be insufficient in heavy rain such as was experienced on Wednesday 3<sup>rd</sup> August 2011. Water burst out of the combined sewer on that occasion, threatening to flood five homes and constituting a health risk. This despite the fact that the drains had been dredged three weeks earlier. As well as the homes, the path leads to St. Marys Church and burial ground. It is also a well used route to school.

**11.4 To Report on topics suggested for ERYC Overview and Scrutiny Committees** – Members suggestions on winter gritting, emergency planning and cluster approach to parish councils. All three have been selected for items on the following sub-committees.

The Winter Maintenance Plan will go to the Environment and Regeneration Overview and Scrutiny Sub-Committee on 2 November 2011. Emergency Planning will go to the Corporate and Communities Overview and Scrutiny Sub-Committee on 8 December 2011. The item on parish clusters will possibly be touched on as part of an item also going to the Corporate and Communities Overview and Scrutiny Sub-Committee on 'Promoting the Culture of the Big Society' on 8 March 2012.

11.5 **To Note the Parish Newsletter** (previously circulated) - noted

11.6 **To Note A164 Humber Bridge to Beverley Route Improvement Scheme** (previously circulated) - noted

## 12. **TO NOTE THE NALC RESPONSE TO THE GOVERNMENT CONSULTATION ON PLANNING FOR TRAVELLERS**

The papers had been circulated and were noted.

## 13. **TO CONSIDER EMAIL FROM UNLOCK DEMOCRACY REGARDING MAJOR PLANNING APPLICATIONS**

The papers had been circulated and were noted. The Chairman suggested that Members should write to the local MP as individuals.

## 14. **TO CONSIDER THE GOVERNMENT BOUNDARY COMMISSION REVIEW**

The papers had been circulated and were noted. The Chairman reported that he had responded via the questionnaire on the website. Following discussion he encouraged other members to complete the questionnaire online as individuals.

## 15. **TO CONSIDER LETTER FROM LADYBIRD PRE SCHOOL REGARDING PROPOSED CLOSURE OF THE CHURCH YOUTH HALL IN BROUGH**

Following discussion it was agreed that the Chairman would arrange to meet with the Vicar to discuss a way forward and would report back to the next Full Council on 18 October 2011. (See also 'Public Forum' above)

## 16. **TO CONSIDER A LETTER FROM A RESIDENT REGARDING PADDOCK LAND TO THE SOUTH OF BRANTINGHAM ROAD**

A letter from a resident of Brantingham Road had been received and had been circulated to members. The Clerk had sought advice from the ERYC Planning Enforcement Officer who reported that there had been no breach of planning legislation. Any direct questions regarding planning permissions/applications for the site should be directed to the Planning Officer and any ongoing concerns over the burning of bonfires should be reported to the ERYC Environmental Health Team. The Clerk's acknowledgement and full response to the resident had also been circulated to members prior to the meeting. Following discussion members felt that the Clerk had dealt with the issues and the matter was noted.

## 17. **REPORT ON THE ERNLLCA AGM / NEWSLETTERS / TRAINING**

All papers had been circulated and were noted.

## 18. **TO NOTE COMMUNITY REPORTS**

**Brough Community Centre** – Councillor Mrs Brogden reported that a new caretaker had been taken on and the Centre continues to do well.

**Elloughton Village Hall** – Councillor Mrs Brogden gave a report. It was noted that the Scouts, Petuaria Players, Stephen Todd Photographer and the Village Hall are to make donations towards the CCTV project. It was agreed that as the cost to the Council would be no more than the £2,000 already allocated the Clerk should order the CCTV.

**Welton Memorial Hall** – A letter had been received from Welton Memorial Hall asking if notices can be put in the parish to advertise the hall. It was agreed they could also be placed on the Town Council Website and Brough Community Centre Site. Councillor Mrs Brogden is to telephone to ask if they are interested in attending the HWRCC East Riding Association of Rural Community Buildings.

**PFA** – Councillor Mrs Smith reported that a meeting is to be arranged shortly, The Clerk requested that at least one more Councillor join the PFA.

**Youth Initiative** - Councillor Busk asked for help with the Brough Youth Initiative to add strength to him putting a case to the Church to keep the building open. He reported that initial plans had identified the Youth Hall as the ideal location for a youth club. It was noted that an ERYC Youth Club had operated from the Youth Hall for many years until fairly recently. Councillor Busk is to attend a free HWRCC workshop – Making it Happen in Your Community.

#### **18. TO NOTE DATE OF NEXT MEETING**

A Public Meeting is to be held at 6.30pm on Tuesday 11 October 2011 at the Brough Methodist Church Hall. The Public Meeting will be followed by a Full Council meeting at 8.30pm to decide on the 'Brough South' development.

A Full Council meeting is to be held at 7pm Tuesday 18 October 2011 at Brough Community Centre