

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL**

**MINUTES OF A TOWN COUNCIL MEETING HELD AT 7PM ON TUESDAY 15 MAY 2012  
IN THE COMMITTEE ROOM AT BROUGH COMMUNITY CENTRE**

**Public Forum** – there were no members of the public present at the meeting.

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

**1. TO ACCEPT APOLOGIES**

Apologies were accepted from 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 Mrs Duckles declared an interest in *Item 9 To Decide on a letter and petition from a student at South Hunsley School requesting a skate park* as she is a member of the Best 4 Brough Action Group. She signed the Declarations of Interest Book.

**3. TO NOTE POLICE ISSUES**

**3.1 Update on crime figures** – the Chairman welcomed PCSO Barbara Danby to the meeting. PCSO Danby gave a report on crime figures for the month. The Community Bus is going to Morrisons car park on 18 May 2012. Discussion took place on the difficulty of ticketing vehicles for obstruction unless it is a true obstruction. Councillor Mrs Smith had already spoken to PCSO Jess Watts on various parking/obstruction issues. Councillor Mrs Brogden asked for cones for the Jubilee Celebrations at the Village Hall on 2 June 2012. PCSO Danby will be on duty that day and will take some cones. It was noted that there have been repeated vandalism problems in the early hours of Sunday mornings on Main Street/Stockbridge Road, PCSO Danby will report the matter to the police team.

**3.2 Update on Dog fouling ticketing** – no tickets have been given.

**3.3 To Note the latest Humberside Police Parish/Town News Release** – the latest issue had been circulated and was noted.

**4. TO APPROVE THE MINUTES OF A FULL COUNCIL MEETING HELD ON 17 APRIL 2012**

It was proposed by Councillor Mrs Brogden, seconded by Councillor Mrs Galbraith and agreed unanimously that the minutes of the Full Council Meeting held on 17 April 2012 be signed as a true and accurate record of the meeting.

**5. TO NOTE COMMITTEE MINUTES**

**5.1 Development, Planning, Highways & Safety Committee meeting held on 25 April 2012** - noted

**6. FINANCE REPORT**

**6.1 To Consider the Internal Auditors Report and Approve the Annual Accounts for 2011/12** – Copies of the Internal Auditor's report and annual accounts 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.

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

It was proposed by Councillor Mrs Smith, seconded by Councillor Mrs Galbraith and agreed unanimously that the Internal Auditors Report and the Annual Accounts be approved.

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

**6.2 To Approve the Annual Return for 2011/12** – Copies of the Annual Return for the year ended 31 March 2012 had been circulated to Members prior to the meeting. The Annual Return had been prepared by the Clerk in accordance with the guidelines laid down by the Audit Commission with information taken from the Annual Accounts.

- **Section 1 Accounting Statements** - presents the Councils current financial position with receipts and payments for the year ended 31 March 2012. The statement was discussed and approved.
- **Section 2 The Annual Governance Statement** – stating that Council have a sound system of internal control, including the preparation of the accounting statements the 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 Brogden, seconded by Councillor Mrs Galbraith and agreed unanimously that the Annual Return be approved and signed by the Chairman and Clerk.

**Resolved:** The Annual Return for the financial year 2011/12 be approved and signed by the Chairman and the Clerk.

**6.3 To Approve the Clerk's attendance at an SLCC Regional Conference at York on 28 June 2012** – It was agreed that the Clerk should attend the conference at a cost of £78.

**6.4 To Approve the Responsible Financial Officer's Report and the Cheques for Signature** - The Clerk reported that the insurance agreement with Zurich Municipal will enter the second year of the three year agreement on 1 June the premium is £773.69.

#### Income

First half Precept due end April 2012	73,333.50
ERYC Parish Paths Grant	722.00

#### May Expenditure - Cheques for signature

Salaries	Office/amenity sweeping	3,192.47	Remuneration/Salaries
Inland Revenue	NIC/PAYE/EMPNIC	1,124.27	Remuneration
ERYC	Pension	1,218.14	Pension
ERYC (Apr to Jan)	council tax	146.00	Parish Office
Southern Electric		52.38	Parish Office
		2.62	vat
Stafforce	agency workers	1,711.04	Agency Workers
		342.21	vat
LCAS	membership	145.00	Administration
Mrs K Brogden	travel	36.00	Administration
	bunting	288.00	Balances (no vat)
slcc-cilca management - competence training		20.00	Administration
ERYC	Hi-vis jackets	37.08	Open Spaces
		7.41	vat
Mrs LJ Smith	travel	36.00	Administration
	supplies	10.64	Administration
		0.59	vat
Zurich Municipal	Insurance renewal (year 2 of 3)	773.69	Administration

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

It was proposed by Councillor Mrs Hudson, seconded by Councillor Mrs Galbraith 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 RECEIVE AN UPDATE ON JUBILEE CELEBRATIONS PLANNED FOR 2 JUNE 2012**

Councillor Mrs Brogden gave a report. Organisation is going well, she had drawn up a rota of Councillors to help on the day and asked Members to donate tombola prizes and to think of places to put up posters.

#### **8. TO RECEIVE AN UPDATE ON MATTERS RELATING TO THE OLYMPIC TORCH RELAY ON TUESDAY 19 JUNE 2012.**

The Olympic Torch working group gave a report. The leaflet that Duncan McMillan is preparing is nearly ready and will be delivered to all households in the villages at the end of May. It was noted that the Cricket Club is having an open day on Sunday 17 June 2012 the same day as the Town Crier will be walking the route. The Chairman offered to telephone Brian Parker to see if the Town Crier could visit the open day.

#### **9. TO DECIDE ON A LETTER AND PETITION FROM A STUDENT AT SOUTH HUNSLEY SCHOOL REQUESTING A SKATE PARK**

A letter from a student at South Hunsley School had been circulated to members along with a petition signed by over 50 teenagers requesting a skatepark. Councillor Galbraith, ERYC Ward Member and Chairman of the Haltemprice and Hunsley Community Partnership, gave a report. He is already pushing for a Skatepark be included in the Brough South development if it goes ahead and he will respond in writing to the student regarding the request and the petition.

#### **10. TRAFFIC MANAGEMENT/PARKING ISSUES**

**10.1 To Receive a Report on Traffic Management/Parking Issues in Brough/Elloughton -** Councillor Galbraith reported that the matter had been discussed at the Haltemprice and Hunsley Community Partnership (HHCP). The Partnership had been in agreement that Brough and Elloughton should have a traffic management/parking review. He is to attend a meeting on 18 May 2012 to discuss progress on all HHCP issues. Councillor Mrs Hudson had received complaints from residents/businesses in Elloughton regarding all day and overnight parking. Some people park and use the X55 bus and some park for several days to use local holiday coach travel. Buses are having difficulty getting through Main Street in the vicinity of the newsagents. Discussion followed on various related issues within Elloughton and Brough.

*Councillor Mrs Gill left the meeting at 8.10pm*

**10.2 To Receive a Report on a meeting held between the Chairman, Clerk and the ERYC Traffic Warden Manager** – The Chairman reported that following the meeting he is now hopeful that ERYC Traffic Wardens will visit Brough and Elloughton more often. The Manager has appeared to be unaware of the parking problems that regularly occur in Brough and Elloughton

**10.3 To Receive a Report on the adoption of new estate roads by the East Riding of Yorkshire Council** - Councillor Galbraith reported that issues relating to the Myrtle Way area are now in the hands of the ERYC legal team as it does not comply with the approved structure plans. However, he is hopeful that the Loxley way area will be adopted soon.

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

**11. TO DECIDE ON / NOTE EAST RIDING OF YORKSHIRE COUNCIL (ERYC) MATTERS**

- 11.1 To Note a Response from ERYC regarding the Town Council's query on the Third Local Transport Plan (2011/2012) Network Management Duty Summary of Consultation and responses to Q6 Local Issues** – the ERYC Traffic Signal Team are looking into where on the A63 slip road the back up loop is exactly and its current operational status. A response had been received from Mark Jessop, ERYC Principal Transport Policy Officer stating that

*"A couple of the detectors have been holding on to maximum green due to some detector problems. One has been rectified and the other needs to have the loops re-cut on the carriageway. The other detectors have been tested and are working fine. Regarding Queue Loops, there is a Queue Loop on both sides of the A63 as you come up the Welton side and the Brough side of this junction."*

The email did not refer to the A63 slip road. Clerk to call Mark Jessop to clarify that he does understand the question.

- 11.2 To Respond to the new Rural Strategy Consultation by 8 June 2012** (previously circulated) – noted, Members had no comments.

- 11.3 To Note the latest ERYC Parish Newsletter** (previously circulated) - It was noted that Councillor Mrs Brogden had had two articles printed in the latest issue, one on the Jubilee celebrations and one on the Olympic Torch Relay.

- 11.4 To Report on the Haltemprice and Hunsley Community Partnership (HHCP)** - Papers had been circulated and Councillor Galbraith gave a report. Attendance at the meetings is increasing. The Chairman felt that the HHCP is a great improvement on the Local Action/ Neighbourhood Action Teams and is pleased to see more Parish and Town Council representatives attending the meetings. See also Item 10.1 above regarding a Traffic Management/Parking review for Brough and Elloughton. The next meeting is to be held at Haltemprice Leisure Centre on 25 May 2012.

- 11.5 To Note the results of the Chairman's Awards for Enhancing the East Riding of Yorkshire** – Councillor Mrs Brogden gave a report. Unfortunately, Duncan and Justin McMillan had not won the award but it had been an enjoyable evening.

**12. TO RECEIVE A REPORT ON THE ENVIRONMENT AGENCY'S FLOOD WARDEN SCHEME**

Councillor Mrs Duckles gave a report. There are now 7 Flood Wardens registered with the Environment Agency. Each Warden is to be issued with a hi-vis tabard with 'Flood Warden' printed on it. Councillor Mrs Duckles is the head Flood Warden. She will be issued with severe weather warnings from both the Met office and ERYC which she will disseminate to the Flood Wardens who will monitor local issues. Sand bags had been offered but it was agreed that there was nowhere to store them and all previous flooding in the area had been from local ground water and the dale, not from the river. Lengthy discussion took place on flooding.

**13. TO CONSIDER A SUGGESTION BY COUNCILLOR MRS GILL TO REQUEST GRASS TO FRONT OF OLD JOHNSON'S GARAGE DEVELOPMENT RATHER THAN BLOCK PAVING**

It was agreed that the Chairman would take the request to the developer.

- 14. TO NOTE THE FINAL RURAL PARTNERSHIP CONFERENCE (HUMBER & WOLDS RURAL COMMUNITY COUNCIL) TO BE HELD ON 17 MAY 2012** – noted.

- 15. TO NOTE THE LATEST EAST RIDING, NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION (ERNLLCA) NEWSLETTER** - noted.

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

**16. TO CONSIDER A LETTER FROM HOLME ON SPALDING MOOR PARISH COUNCIL REGARDING THE ERYC WESTERN AREA PLANNING COMMITTEE**

The letter had been circulated prior to the meeting, Members did not wish to support the action taken by Holme on Spalding Moor Parish Council against the ERYC Western Area Planning Committee.

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

- St John of Beverley Service at Beverley Minster Sunday 13 May 2012
- Olympic Torch Civic Reception on 31 May 2012
- Carers Advisory Support Service Thanksgiving Service for Carers at Beverley Minster on 20 June 2012

**18. TO NOTE COMMUNITY REPORTS**

**In Bloom** – Councillor Mrs Gill gave a report. A letter from the In Bloom Spring judges had been circulated to Members. Feedback had been very positive, the summer judging will take place on 18 July 2012 but they will be working towards the Jubilee and Olympic Torch dates. In Bloom had submitted a planning application to ERYC to place the statue at Brough Crossroads as a temporary structure for spring and summer.

**Brough Community Centre** – the Annual General Meeting is to take place at 6pm on 25 June 2012 at the Town Council office. More Trustees are needed for the Management Committee.

**Elloughton Village Hall** – The Chairman and Councillor Mrs Brogden had been to a Charity Training day at Swanland Village Hall where Trustee Indemnity Insurance had been discussed.

**Community Led Planning** - Councillor Davis and Councillor Mrs Galbraith gave a report. It was noted that the survey had shown that residents feel the Petuaria Press is good and very informative.

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

An extra full council meeting is to be held on Tuesday 29 May to discuss the Best 4 Brough Action Group requests.

An ordinary full council meeting will be held on 19 June 2012 at Brough Community Centre