

Elloughton-cum-Brough Town Council

Minutes of a Town Council Meeting held on Tuesday 15 November 2011 at Brough Community Centre, Centurion Way, Brough

Public Forum

A member of the public asked if the police could stop people cycling on the pavements. PCSO Nick Overton was present at the meeting and reported that if over the age of 16 a £30 ticket can be given. However, a recent court case has set the precedent that if the cyclist is not causing a nuisance the ticket can be successfully appealed against. It was agreed to put a reminder in the Petuaria Press saying it is illegal to cycle on the pavement.

Residents from Higham Way attended the meeting. Both the residents and the Town Council have been trying to obtain a salt bin for Higham Way for the last three years. The corner is in shade all the time so any ice does not melt and last year two people fell and broke a leg (one broken in two places). The Clerk had provided rocksalt last year and had already taken some to the residents for this year. Discussion followed. See also Item I2.4 'To Decide on a Proposal to Purchase Town Council Salt Bins'.

Thompson Lane in Elloughton is still technically a highway with a 60mph speed limit but a member of the public had finally persuaded ERYC to move towards banning motor vehicles from the lane. ERYC will process a Traffic Regulation Order to prohibit motor vehicles and will consult with the Town Council. It was agreed that the Town Council will support the ban and will request that horses also be prohibited as the lane is very narrow. The Chairman thanked the member of public for taking the time to pursue this course of action.

It was noted that the overhanging trees/bushes on Welton Low Road had finally been cut back following repeated requests from the Clerk, Ward Members and the public.

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

1. TO ACCEPT APOLOGIES

Apologies were accepted from Councillors Busk, Credland and Ms Rowe

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 11.4 'To Note/Discuss a reply from Forward Planning regarding the release of the 'Brough South' site for housing' and signed the Declarations of Acceptance of Office.

3. TO NOTE POLICE ISSUES

3.1 Update on crime figures – copies of crime figures for the month had been given to each member. PCSO Nick Overton attended the meeting and gave a report on the figures. Discussion took place on the increase in crime and assaults in the parish. PCSO Overton gave an update on investigations proceeding and it was noted that some arrests had been made.

3.2 Update on Dog fouling ticketing – nothing to report

3.3 To note the latest Newsletter - noted

4. TO APPROVE MINUTES OF A FULL COUNCIL MEETING HELD ON 18 OCTOBER 2011

With the correction of Councillor Mrs Brogden to Councillor Mrs Galbraith at Item 7, 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 18 October 2011 be signed as a true and accurate record of the meeting.

5. TO NOTE COMMITTEE MINUTES

5.1 Village Environment meeting held on 26 October 2011 - noted

5.2 Development, Planning, Highways & Safety meetings held on 26 October 2011 - noted

6. FINANCE

6.1 To Consider and Note Internal Audit Report - The Internal Auditor's report was considered. The matters arising, relating to vat, were addressed in detail and found to be satisfactory. It was noted that following the Internal Auditor's examination he is satisfied that the council's financial records continue to be well maintained by the Clerk. It was proposed by Councillor Mrs Brogden, seconded by Councillor Galbraith and agreed unanimously to accept the Internal Auditors Report and that no action need to be taken.

Resolved: To accept the Internal Auditors Report.

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

Income in October

Art Exhibition	sponsorship	513.50	
November Expenditure - Cheques for signature			
mnbcomputing	planning computer	300.68	Administration
		60.14	Vat
Holly Wilson	Flowers on Sunny Day	7.20	Art Exhibition sale
Rosalie A Dixon	Gone for an Ice Cream	31.50	Art Exhibition sale
Rebecca Forster	Blossoming Blue Bells	16.65	Art Exhibition sale
David G Storey	Old Timer	18.00	Art Exhibition sale
Keith Britton	Hope	44.10	Art Exhibition sale
Octagon	stands for At Exhibition (no vat)	220.00	Art Exhibition
Mike Clark	Art Exhibition banners	57.00	Art Exhibition
Banaman	CLP banners	149	Parish Plan
		29.80	Vat
Excell Technology	CCTV	2,000.00	Reserves
		2,515.00	Donation from Village Hall
		903.00	Vat
Salaries	Office/amenity sweeping	3,092.60	Remuneration/Salaries
Inland Revenue	NIC/PAYE/EMPNIC	1,108.00	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
Altodigital	copier charges - dd	8.42	Administration
		1.68	Vat
Delagelanden	copier lease - dd	86.00	Administration
		17.20	Vat
Stafforce	Amenity Sweeping	1164.22	Agency Workers
		232.85	Vat
A Johnson	Internal Audit	222.26	Administration
ERYC	street light service agreement	1489.94	Street Lighting
		297.99	Vat

Signed as a True and Accurate Record by the Chairman Date

RecordRSS	repairs/maintenance	930.00	Open Spaces
		186.00	Vat
SMP playgrounds	Ski Stepper	875.00	Donation
		175.00	Vat
Peterson (GB) Ltd	printer ink spares	202.90	Administration
		40.58	Vat
ERYC	supplies - shoe grippers	119.40	Amenity Sweeping equipment
		119.40	Open Spaces
		47.76	Vat
East Riding Engraving	office signage	74.17	Parish Office
		14.83	Vat
GA Coultish	maintenance	2295.00	Open Spaces
Mrs LJ Smith	postage	90.50	Administration
	travel	21.60	Administration

It was proposed by Councillor Mrs Hudson, seconded by Councillor Mrs Gill and agreed unanimously to move £2,000 from the Contingency Budget to the Open Spaces Budget and to approve the Finance Report and pass the cheques for signature.

Resolved: to move £2,000 from the Contingency Budget to the Open Spaces Budget and to approve the Finance Report and pass the cheques for signature.

6.3 Report on CCTV installation at the Elloughton Road site – The installation had been completed. Councillor Mrs Brogden reported that she had met with Karl Rourke of the East Riding of Yorkshire Council to inspect the street light that is causing interference. He is to arrange to black out the side of the lantern shining into the camera. As the streetlight is parish owned the work will be carried out under the Town Council's Service Level Agreement.

7. TO RECEIVE A REPORT ON COMMUNITY LED PLANNING (CLP)

The Chairman and Vice-Chairman had received a request for a grant from the Community Led Planning Committee and although they had asked for more information none had been received. Members discussed the request and unanimously agreed that an application should be made by the CLP group to the Clerk with the usual requisites for a grant application. The application must show proper detailed costings and be accompanied by a list of any other funding applied for, and/or awarded, along with the most recent accounts and latest bank statement. Deadline for the application is to be Monday 28 November 2011 to enable a decision to be made at the Administration & Finance meeting planned for 29 November 2011.

Following discussion Members decided that all CLP costs are to be charged to the CLP budget including the cost of delivery for the CLP questionnaire and envelope. Discussion also took place on the amount spent by the group on banners which Members felt to be excessively expensive. The balance of funding carried over from last year now stands as follows:

Funding amount	1337.00
printing	-714.00
Delivery	-163.40
3 banners	<u>-149.00</u>
Balance	310.60

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

Ward Councillor Galbraith reported that Bovis Homes and the ERYC Highways Department are now in discussion to finalise any issues prior to adoption. The Myrtle Way area will be adopted first followed by the Loxley Way area.

9. TO REPORT ON REQUEST TO ERYC FOR STRATEGIC TRAFFIC OVERVIEW OF BROUGH AND TO REPORT ON PROBLEMS OF PARKING IN WRYGARTH AVENUE

Ward Councillor Galbraith had nothing further to report from ERYC. Discussion took place on parking and it was noted that ERYC have finally taken over traffic warden duties from the police. He had visited a resident on Wrygarth Avenue to discuss parking issues in the avenue and will monitor the situation. Councillor Mrs Smith reported that the PFA would like to place parking mats on the Burrs so that footballers can park on the field all year round.

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

Ward Councillor Mrs Hudson suggested approaching ERYC for double yellow lines outside the ambulance station now that they operate the Traffic Wardens. It was agreed that Councillor Mrs Hudson would approach ERYC with the request.

11. EAST RIDING OF YORKSHIRE COUNCIL (ERYC)

11.1 **To Note Salt Bins approved by ERYC** – it was noted that out of the 23 bins requested only 5 had been approved by ERYC. See Item 12 below.

11.2 **To Receive a Report on the Local Development Framework Core Strategy Further Consultation meetings for Town and Parish Councils** attended by Councillor Davis, Councillor Mrs Duckles and Councillor Mrs Galbraith – Councillor Mrs Galbraith gave a report. An email with a link to the Sustainability Appraisal and Background Documents on Housing and Employment that accompany the LDF consultation document had been forwarded to member. It was noted that the consultation closes on 19 December 2011 and it was agreed that the Chairman, Councillor Mrs Galbraith and Councillor Mrs Duckles will form an LDF working group and will formulate the Council's response to the LDF consultation. At the Town and Parish Council Core Strategy Consultation Meeting held on 10 November 2011 it had been requested that a link to the Government's Community Infrastructure Levy Consultation (closing date 30 December 2011) be forwarded to all Councils. The link had been circulated to Members and it was agreed that the LDF working group will also respond to the consultation.

11.3 **To Note Local Development Framework (LDF) Core Strategy Further Consultation drop in session at the Petuarua Centre 2.30pm to 6.30pm on 6 December 2011** – Noted.

11.4 **To Note/Discuss a reply from Forward Planning regarding the release of the 'Brough South' site for housing** – Councillor Mrs Duckles declared an interest, signed the Declarations of Acceptance of Office and did not take part in any discussion. Lengthy discussion took place. Members still feel very strongly that the Town Council and Ward Members should have been consulted on the change of use to housing and that ERYC should have informed Dale Ward Members and the Town Council of the decision at the time (apparently the decision was made on 9 December 2008).

11.5 **To Note the ERYC Parish Newsletter** – noted. Councillor Mrs Brogden had forwarded to ERYC information on the Art Exhibition for the next issue.

11.6 **ERYC Draft Housing Strategy consultation** – it was noted that the draft policy will be online on the ERYC website from 15 November 2011, the closing date for comments is 6 January 2011. To next agenda.

11.7 **To Receive a Report on the Local Action/Neighbourhood Action Teams and the proposed Haltemprice and Hunsley Community Partnership** – Councillor Galbraith gave a report. The format of the new Community Partnerships has not yet been finalised. The last Haltemprice and Hunsley Local Action Team meeting will be held on 12 December 2011.

12. TO DECIDE ON WINTER EMERGENCY PLANNING

12.1 **To Decide on a Winter Emergency Plan** - Councillor Galbraith gave a report from the Winter Emergency working group (attached at Appendix 1). The group had used the ERYC guidance pack to support the development of a community emergency plan. Following consideration of the report it was proposed by Councillor Mrs Smith, seconded by Councillor Mrs Galbraith and agreed unanimously to accept the working group recommendations, including the purchase from ERYC Supplies of 8 winter shoe adaptors and a hand propelled salt spreader. It was agreed that working party would meet again to formulate the plan, do risk assessments and complete the grant application form. Councillor Galbraith is to investigate a larger salt spreader and take a proposal to the Administration and Finance Meeting on 29 November 2011. The Clerk reported that Zurich, the Town Council's insurers, had requested a copy of the plan and risk assessment.

Resolved: To accept the working group recommendations, including the purchase from ERYC Supplies of 8 winter shoe adaptors at £19.90 each and one hand propelled salt spreader for £67.70. Working party will meet again to formulate the plan, do risk assessments and complete the grant application form.

12.2 **To Decide on a Community Resilience Event** – an email had been received from ERYC to say the Cabinet Office have organised a community resilience event at the Emergency Planning College near York at 1.00pm on Thursday 1st December. They would like to extend the invitation to community members and would welcome thoughts on both the guiding principles proposal and the wider community resilience agenda. They are particularly interested in communities or Town/Parish Councils that have written or are writing a Community Emergency Plan. Travel costs will be covered and lunch will be provided. It was agreed that Councillor Mrs Duckles would attend the event.

12.3 **To Report on a Planning for Emergencies Community Resilience Event held at Cottingham on 1 November 2011** – Councillors Mrs Duckles and Mrs Gill had attended the event and gave a report.

12.4 **To Decide on a Proposal to Purchase Town Council Salt Bins** – Council had received several more requests from the public for Council to consider providing salt bins. The Clerk presented costings for green Town Council salt bins which could be purchased from, and refilled by, ERYC when they refill their own yellow salt bins. Each bin would cost £260 including installation and each fill would cost £31. In an average year ERYC anticipate refilling each bin three times but in the severe winter of 2010/11 they refilled six times. The normal lifespan of the bins is 5 years+, during routine refill visits ERYC will carryout minor repairs but once deemed beyond repair the Town Council will need to consider replacement. Following consideration it was proposed by Councillor Burgess, seconded by Councillor Mrs Brogden and agreed unanimously to purchase 18 salt bins for the locations rejected by ERYC.

Resolved: To purchase 18 salt bins at £260 each to be refilled at the discretion of ERYC at £31 per refill per bin.

It was noted that if a special refill request was made the charge would be £47 per bin. Therefore it was agreed that no Member would ask for an extra refill for a green salt bin.

13. TO CONSIDER JOINING THE 'COUNCILLORS FOR FLOOD PLANNING CHANGES' CONSORTIUM

Councillor Mrs Duckles and the Chairman had met with representatives of the Environment Agency. They had been surprised at the severity of flooding in the parish in 2007 and had not

realised the extent of the pockets of flooding or how big the parish is or how close we are to the surrounding communities. They acknowledged that our main flood risk is from water coming down from the hills and suggest that the parish should have Flood Wardens. Flood Wardens would be the 'eyes and ears on the ground' keeping any eye on the dykes and culverts with a Head Warden who would liaise with the Environment Agency and receive advanced warning of severe weather. The Environment Agency would help by giving advice to people in the community. It was agreed that Councillor Mrs Duckles is to pursue the idea with the Environment Agency.

Councillor Mrs Duckles is to talk to the chairman of, and/or attend a meeting of, the East Riding Consortium of Councillors who are campaigning against building on land linked to flooding. Item is to be placed on the next agenda for discussion and to decide if the Town Council support this group.

Councillor Galbraith is to attend the next ERYC Flood Liaison Group meeting on Friday 10 February 2012. He reported that the results of the ERYC Flood Funding Grant Scheme are scheduled to be announced at that meeting.

14. TO RECEIVE A REPORT ON THE PROPOSED CLOSURE OF BROUGH YOUTH HALL

The Chairman reported that the Youth Hall will definitely shut in July, or before if there is severe weather, as it is felt the building will become unsafe. Councillor Galbraith reported that plans to move the nursery to Blackburn Club had fallen through.

15. TO CONSIDER PROPOSAL BY BROUGH IN BLOOM TO PURCHASE ROMAN STATUE FOR BROUGH CORNER

Councillor Mrs Gill reported that the In Bloom Committee had been fundraising for two years and, following comments from the In Bloom judges, would like to continue the Roman theme at Brough Corner. They would like to purchase a six foot Roman Centurion for Brough Corner to stand on a three foot high plinth. Councillor Mrs Gill introduced sculptor Rob Wilson and invited Members to visit his workshop.

The need for planning permission, an ERYC licence, a search for the multiple services running beneath the site, safety issues and ongoing maintenance costs were all discussed at length. Councillor Mrs Gill had already spoken to the ERYC Planning Department. It was agreed that the item be deferred to the Full Council meeting to be held on 13 December 2011, giving Members a chance to visit Rob Wilson's workshop before further consideration. The Clerk was instructed to contact both ERYC Highways and the Council's Insurance company for advice.

16. TO REPORT ON ELECTION TO THE HUMBER AND WOLDS RURAL COMMUNITY COUNCIL (HWRCC) BOARD OF TRUSTEES

The Chairman reported on the restructuring of the Board of Trustees. The Village/Community Halls section of HWRCC had become a separate Membership scheme. The Annual Report is available to view on the website www.hwrcc.org.uk. The Chairman is also trying to help ERVAS who are struggling to continue.

17. TO NOTE ERNLLCA NEWSLETTER - noted

18. TO NOTE COMMUNITY REPORTS

18.1 Jubilee Celebrations - Councillor Mrs Brogden reported that a committee has been formed to organise the Jubilee celebrations to be held at the Village Hall on Saturday 2 June 2012. She asked everyone to put the date in their diary and all Members present gave a commitment to help on the day. Councillor Mrs Brogden also requested help for the Police Band concert on Saturday 3 December for help at 2pm setting up and for the concert itself from 6pm when the band arrive to around 10pm. A rota was completed.

18.2 **Petuaria Centre Solar Panels planning application** - The Clerk reported that she had been informed that the application by ERYC for solar panels at the Petuaria Centre had been withdrawn.

18.3 **The Burrs Playing Field** – It was noted that a donation of over £300 had been made to the PFA by one of the football teams. Councillor Mrs Smith agreed to ask the PFA for a contribution of £323 towards the completion of the fencing at The Burrs playing field.

19. TO NOTE DATE OF THE NEXT FULL COUNCIL MEETING

The next full Council meeting will be held at 7.00pm on Tuesday 13 December 2011 at Brough Community Centre. It was noted that the meeting is to be held on the second Tuesday of the December not the third.

The next meeting of the Winter Emergency Working Group will be held at 10am on Tuesday 22 November 2011 at the Town Council office.