

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL  
MINUTES OF A TOWN COUNCIL MEETING HELD ON TUESDAY 21 NOVEMBER 2017  
AT BROUGH COMMUNITY CENTRE, CENTURION WAY, BROUGH**

**Public Forum** – No members of the public attended.

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

**1. TO ACCEPT APOLOGIES FOR ABSENCE** – Councillors: P Duckles and Mrs. Credland

A letter of resignation was handed in by the Chairman on behalf of Councillor Mrs Credland. This was accepted by the Town Council.

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

Councillor Galbraith declared an interest on item 7

**3. TO APPROVE THE MINUTES OF THE EXTRA-ORDINARY MEETING HELD ON 30 OCTOBER 2017 AND TO APPROVE THE MINUTES OF A MEETING OF THE COUNCIL HELD ON 14<sup>TH</sup> NOVEMBER 2017**

It was proposed by Councillor Credland, seconded by Councillor Galbraith and agreed unanimously that the minutes of the Extra-ordinary meeting held on 30<sup>th</sup> October be signed as a true and accurate record of the meeting and authorised the Chairman to sign.

Councillor Galbraith requested the following statement to be added to the minutes of the Full Council meeting of the 14<sup>th</sup> November 2017 ... *'Councillor Galbraith confirmed that he had obtained legal advice on the clauses and wording of the proposed partnership agreement'*

With the amendment added, it was proposed by Councillor Galbraith, seconded by Councillor Mrs. Galbraith and agreed unanimously that the minutes of the Full Town Council meeting held on 14<sup>th</sup> November 2017 be signed as a true and accurate record of the meeting.

**4. TO NOTE COMMITTEE MINUTES**

4.1 Personnel Committee Meeting held on 18<sup>th</sup> September 2017 – Noted

4.2 Development, Planning, Highways and Safety Committee meeting held on 11 October 2017 - Noted

**5. TO CONSIDER MATTERS ARISING FROM THE PERSONNEL COMMITTEE MEETING HELD ON 21 NOVEMBER**

Councillor Mrs. Duckles reported that a draft recruitment document regarding the post of Town Clerk and Responsible Financial Officer had been created and advised the members of the process and timescale involved in the selection process. Members discussed issues including the hours of staff currently employed in the office and what would be a realistic number of working hours for the incoming Town Clerk whenever the post is filled.

**6. TO DECIDE ON PROPOSALS FOR ON CARRIAGEWAY ADVISORY CYCLE LANES**

Councillor Galbraith referred to a consultation document proposed by the East Riding of Yorkshire Council regarding a carriageway cycle lane between Main Street and Elloughton Road. It had been referred from the Development, Planning, Highways and Safety meeting the previous evening.

Members discussed the proposal at length and Councillor Mrs Galbraith produced a list of objections for consideration. After due consideration and discussion Councillor Credland asked the members for their views. The majority of members objected to the proposal and it was agreed that Councillor Mrs Galbraith submit a copy of her list of objections to the office to forward to the East Riding Council.

**7. TO DECIDE ON PLANNING APPLICATION 17/03403**

Councillor Galbraith declared an interest in this matter as Ward Councillor and declared that he would not vote.

Elloughton cum Brough Town Council object strongly to the application on the grounds of over development of the site and not in keeping with the street scene. The Town Council feel strongly about this application and request that this should be referred to the appropriate Committee.

**8. TO DECIDE ON MATTERS RELATING TO PETUARIA REVISITED**

Councillor Credland updated the meeting of recent developments regarding the project, in particular the recent formation of the Petuaria Revisited Committee. He said that the committee accepts that a financial risk assessment will be required and will seek advice at the appropriate time. If the grant is successful the committee accept that legal advice must be taken before accepting the terms and conditions set by Heritage Lottery Fund (HLF). He stated that on advice from ERNLLCA, the committee can submit the application but are not under any obligation to accept any subsequent offer. He said that the application must now be submitted as soon as possible and they must raise the £17,000 funding or have written pledges for that amount in the next 3 months.

Councillor Galbraith said that he hoped the application would be submitted by the end of the week and had a meeting planned for Thursday night with Dr Halkon.

Discussion then took place regarding the application. The concern was that much of the application was completed adhering to HLF guidelines provided in June and these guidelines had recently been updated. Councillor Galbraith said that he would check with Katherine Boardman at HLF to see if these new guidelines would affect the application.

**9. TO RECEIVE AN UPDATE ON THE FLAGPOLE**

The Admin Assistant reported that the flag pole had been delivered to Councillor Duckles' home and a license had been applied for from the East Riding of Yorkshire Council.

**10. TO APPROVE THE ASSET REGISTER 2017**

After discussion and examination of the register, Councillor Mrs Brogden proposed that the Asset Register 2017 be approved and this was seconded by Councillor Muzaffar and agreed unanimously.

**11 FINANCE AND ADMINISTRATION****11.1 To approve the report and payments**

| <b>Expenditure</b>                    |                            | <b>amount</b> | <b>vat</b> | <b>total</b> | <b>budget</b>             |
|---------------------------------------|----------------------------|---------------|------------|--------------|---------------------------|
| Salaries - November                   | staff                      | 2,900.87      |            | 2,900.87     | Remuneration              |
| HMRC - November                       | NIC/PAYE/EMPNIC            | 1,160.46      |            | 1,160.46     | Remuneration              |
| ERYC-November                         | Pension                    | 1,275.41      |            | 1,275.41     | Remuneration<br>Office    |
| Siemens Fin Servs                     | DD Photocopy               | 70.20         |            | 70.20        | Accommodation             |
| EROYC                                 | Refuse sacks               | 38.85         | 7.77       | 46.62        | Administration<br>Village |
| ROSPA                                 | Burrs annual inspection    | 66.50         | 13.30      | 79.80        | Environment<br>Village    |
| EROYC                                 | Street light service agree | 1,539.96      | 307.99     | 1,847.95     | Environment<br>Agency     |
| Staff force Nicholas Associates Group | agency workers             | 11.47         | 2.29       | 13.76        | Workers<br>Agency         |
| Staff force Nicholas Associates Group | agency workers             | 28.68         | 5.74       | 34.42        | Workers<br>Agency         |
| Staff force Nicholas Associates Group | agency workers             | 45.88         | 9.18       | 55.06        | Workers<br>Office         |
| Southern Electric                     | DD Office                  | 50.00         | 0.00       | 50.00        | Accommodation             |

|                             |                            |        |       |        |                  |
|-----------------------------|----------------------------|--------|-------|--------|------------------|
| Image Data                  | Petuaria Press production  | 184.00 | 0.00  | 184.00 | Arts & Publicity |
| Ladybirds Pre school        | Grant for equipment        | 800.00 | 0.00  | 800.00 | Grants           |
| Trophy Pets & Equestrian    | hoops chq 106325           | 22.00  |       | 22.00  | Administration   |
| Arco                        | hoops chq 106325           | 41.47  | 8.29  | 49.76  | Administration   |
| ebay                        | Vest/waistcoats chq 106325 | 44.00  | 0.00  | 44.00  | Administration   |
| EROYC                       | Various                    | 46.71  | 9.34  | 56.05  | Administration   |
| Paul Dykes Electrical       | Various electricals        | 30.00  | 6.00  | 36.00  | Administration   |
| Celect Electrical (UK) Ltd  | PAT tests & Inspections    | 222.00 | 44.00 | 266.00 | Administration   |
| Sancton Accounting Services | Book-keeping               | 240.00 |       | 240.00 | Administration   |

It was proposed by Councillor Ms Rowe and seconded by Councillor Muzaffar and agreed unanimously to approve the Accountant's report and approve payments detailed in that report.

## 12 TO RECEIVE COMMUNITY REPORTS

**12.1 Village Hall.** Councillor Brogden reported that the next meeting of the Management Committee was not for a few weeks so there was nothing to report. Councillor Credland said that the Radio Humberside Phil White Show was visiting the Village Hall on Friday 1 December and would broadcast from there during the afternoon.

**12.2 The Burrs Playing Fields Association.** Councillor Credland said that there was nothing to report other than the information relating to Petuaria ReVisited which had been reported upon.

## 13. TO RECEIVE A REPORT FROM EAST RIDING OF YORKSHIRE COUNCIL WARD MEMBER

Councillor Galbraith reported on the work of the Public Health Department in East Riding. It receives a grant of £10,000,000 a year which is one of the lowest in the country and the budget includes school nurses, health visitors, flu jab programs and campaigns.

He reported that the recent planning application for 38 Welton Road was won on appeal. Until 2008/9 East Riding had a high level of planning applications which fell over years, but the level has risen again to its previous level. Up to a few weeks ago there were 34 applications at appeal.

Councillor Galbraith reported on Care Homes in the East Riding. In 2016 there were 142 care homes. Six homes closed and 5 opened however the 5 new homes were bigger homes so there were actually more beds available.

Councillor Rowe asked when the Brough South Bridge was going to be finished as it was now overdue. Councillor Galbraith said that there was a liaison Committee meeting coming up in 2 weeks so would have a better idea after that meeting.

Councillor Rowe asked if there Local Authority were planning to place cancer screening in any car parks in the area. Councillor Galbraith reported that there were no plans at present.

## 14. TO CONSIDER MATTERS RELATING TO THE EAST RIDING OF YORKSHIRE COUNCIL (ERYC)

Nothing to report

## 15. TO CONSIDER MATTERS RELATING TO THE EAST RIDING & NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION (ERNLLCA)

Councillor Galbraith reported that he and Councillor Mrs Galbraith attended the Village Hotel for the ERNLLCA conference. Councillor Sue Baxter of Worcester was a guest speaker. There were a number of mini training sessions including one on risk assessments for play areas.

He reported that other sessions came under the umbrella of emergency planning and disaster planning. Steve Shaw Wright of ERNLLCA gave valuable information on completing funding applications which is an area of expertise he holds.

**16. TO CONSIDER MATTERS RELATING TO HUMBER AND WOLDS RURAL COMMUNITY COUNCIL (HWRCC)**

Councillor Mrs. Brogden attended the AGM the previous week. They are changing their working model and name to HUMBER AND WOLDS RURAL ACTION. They have new trustees most of whom are new and have secured more funding so are fully solvent. They have a number of ongoing initiatives including 'Men in Sheds', 'Voluntary Car Share' and 'Wheels to Work' Their next AGM is 14 November 2018.

**17. TO NOTE THE DATE OF NEXT TOWN COUNCIL MEETING - 7pm Tuesday 19 December 2017**