

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF A TOWN COUNCIL MEETING HELD ON TUESDAY 20 JUNE 2017
AT BROUGH COMMUNITY CENTRE, CENTURION WAY, BROUGH**

Public Forum – Two members of CLP Group and Richard Meredith (Ward Councillor) John Palmer (East Riding Council Strategic Development Team Neighbourhood Planning) also attended the meeting and gave an informative talk on Neighbourhood Planning.

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

1. **TO ACCEPT APOLOGIES FOR ABSENCE**
Councillors Mrs Credland and Scaife.
2. **TO ACCEPT DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**
There were no declarations of interest.
3. **TO ACCEPT THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 16 MAY 2017**
It was proposed by Councillor Mrs. Brogden, seconded by Councillor Ms. Rowe and agreed unanimously that the minutes of the meeting held on 16th May 2017 be signed as a true and accurate record of the meeting and authorise the Chairman to sign.
4. **TO NOTE COMMITTEE MINUTES**
 - 4.1 **Arts, Publicity and Fundraising Committee meeting held on 10 May 2017-** noted
 - 4.2 **Development, Planning, Highways and Safety Committee meeting held on 10 May 2017 –** noted
5. **TO RECEIVE A REPORT FROM ERYC ON NEIGHBOURHOOD PLANNING**
Following discussion, it was agreed unanimously to defer this item to the next Full Council Meeting.
6. **TO CONSIDER THE TOWN COUNCIL EMAIL ACCOUNTS**
Councillor C. Duckles currently researching a .gov email address for the Town Council. To report back to the next Full Council meeting.
7. **TO CONSIDER MATTERS RELATING TO THE PETUARIA REVISITED PROJECT**
Councillor Galbraith said that recent developments on the issue were both interesting and positive. Historic England will be happy to work with the team. He explained that Historic England was trying to encourage community use of the site. Councillor Galbraith said that it was time to decide whether the Town Council take the lead for fund raising or whether the Council set up a separate charity.

The next meeting with Peter Halkon will be used to discuss financial matters affecting the project.

It was proposed by Councillor Mrs. Duckles, seconded by Councillor Galbraith and agreed unanimously that the Town Council be the responsible financial and lead body to the Petuaria ReVisited project and to look to obtain external funding.
8. **TO CONSIDER MATTERS RELATING TO THE ERECTION OF A FLAG POLE.**
Councillor C Duckles reported that the project was in abeyance to consider funds for the planning application. It was agreed unanimously to defer this item to the next meeting of this Committee.

9. FINANCE AND ADMINISTRATION

9.1 a To approve the Responsible Financial Officer's report and cheques for signature

| Expenditure | | amount | vat | total budget | |
|-------------------------------|--------------------------|----------|-------|--------------|---------------------|
| Salaries | staff | 3,469.02 | | 3,469.02 | Remuneration |
| Inland Revenue | NIC/PAYE/EMPNIC | 355.57 | | 355.57 | Remuneration |
| ERYC | Pension | 568.80 | | 568.80 | Remuneration |
| KCOM | Telephone-DD | | | 0.00 | Office |
| KCOM | Telephone-DD | | | 0.00 | Office |
| Staff force | agency workers | 11.47 | 2.29 | 13.76 | Agency Workers |
| Staff force | agency workers | 11.47 | 2.29 | 13.76 | Agency Workers |
| Staff force | agency workers | 11.47 | 2.29 | 13.76 | Agency Workers |
| Npower | War memorial | 62.49 | | 62.49 | Environment |
| Npower | War memorial | 10.43 | | 10.43 | Environment |
| ERYC Supplies | Office supplies | 90.02 | 18.01 | 108.03 | Administration |
| EROYC Supplies | Office signs | 6.63 | 1.33 | 7.96 | Administration |
| EROYC Supplies | Office supplies | 38.08 | 7.60 | 45.68 | Administration |
| Hags-SMP Ltd | Op inspection May 2017 | 40.00 | 8.00 | 48.00 | Village Environment |
| Café Indulge | Petuaria Awards | 325.50 | 0.00 | 325.50 | Admin |
| SLCC | ILCA Qualification Fee | 99.00 | 19.80 | 118.80 | Administration |
| Garden Slave | Various maintenance work | 885.00 | | 885.00 | Administration |
| PPH commercial-SO | Rent | 2,076.61 | | 2,076.61 | Administration |
| Sancton Accounting Services | Book-keeping | 240.00 | 0.00 | 240.00 | Administration |
| Siemens Financial Services-DD | Photocopier rent | 319.20 | | 319.20 | Administration |
| | Petty cash | | | 0.00 | Administration |

It was agreed unanimously to approve the Responsible Financial Officers report and the Cheques be signed accordingly.

9.2.b To resolve authority for the Town Clerk to use electronic banking and agree the necessary signatures.

The Councillors in attendance signed a fresh mandate for the HSBC bank.

Proposal: To instigate the setting up of online banking with Town Clerk William Richardson as Primary User and that he may make payments solely of up to £5000 per day.

Proposed: Councillor Credland

Seconded: Councillor Mrs Duckles

Resolution: The meeting agreed unanimously that Town Clerk, Will Richardson, can undertake internet Banking and make payments of up to £5000 per day.

9.3 To consider a grant application from 1324 (Hawker Blackburn) Sqn ATC (Deferred from previous meeting).

Discussion took place with regard to time limits between applying for grants and it was proposed by Councillor Credland, seconded by Councillor Mrs. Duckles and agreed unanimously that a second application cannot be made within 12 months of receipt of a previous award.

As a grant for £1,000 was awarded in January 2017, the Council declined the current application, however invite the organisation to re-apply in December 2017 for consideration in January 2018.

9.4 **TO CONSIDER A GRANT APPLICATION FROM LADYBIRD PRESCHOOL**
(Deferred from previous meeting)

It was noted that Ladybird Preschool group did pay substantial rent to Blackburn's and suggested they be responsible to maintain the building. Clerk to obtain legal advice on the matter.

It was agreed unanimously to defer this application to the next Full Council meeting.

9.5 **TO CONSIDER A GRANT APPLICATION FROM ELLOUGHTON CUM BROUGH IN BLOOM**

The Town Council considered the application and felt that the organisation had already benefited from the council by £2000 this year. It was agreed unanimously not to award a grant on this occasion.

9.6 **TO CONSIDER PROVISIONS OF CHRISTMAS LIGHTS**

Following a previous request for Christmas lights to be displayed within the parish, it was agreed unanimously that the Town Clerk look into costings and installations at Elloughton and Brough crossroads and report back to the next Full Council meeting.

10. **TO RECEIVE COMMUNITY REPORTS**

10.1 **To receive a report from the Village Hall Committee**

Councillor Mrs. Brogden informed the meeting that as the Public Works Loan for the Community Centre had come to an end, she invited consideration about applying once again for a loan to improve the Village Hall facilities.

It was agreed unanimously to seek further information and report back to the next Full Council meeting.

11. **TO RECEIVE A REPORT FROM EAST RIDING OF YORKSHIRE COUNCIL WARD MEMBERS**

Councillor Galbraith reported that there had been less activity recently following the election. He also reported that for the fourth year running the ERYC web site had successfully achieved received a 4 star rating in the Society of IT Managers.

12. **TO CONSIDER MATTERS RELATING TO EAST RIDING OF YORKSHIRE COUNCIL (ERYC)**

Nothing received.

13. **TO CONSIDER MATTERS RELATING TO EAST RIDING AND NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION (ERNLLCA)**

Nothing received.

14. **TO CONSIDER MATTERS RELATING TO HUMBER & WOLDS RURAL COMMUNITY COUNCIL (HWRCC)**

Nothing received.

15. **TO NOTE THE NEXT FULL TOWN COUNCIL MEETING TO BE HELD AT 7PM ON TUESDAY 18 JULY 2017 - noted**