

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL**

**MINUTES OF A TOWN COUNCIL MEETING HELD ON TUESDAY 19 APRIL 2016  
IN THE COMMITTEE ROOM AT BROUGH COMMUNITY CENTRE**

**Public Forum** – no members of the public were present

**Present:** Councillors Credland (Chairman), Mrs Galbraith (Vice-Chairman), Mrs Duckles, C Duckles, Galbraith, Mrs Kerwin, Luckraft, Ms Rowe and Scaife

**1. TO ACCEPT APOLOGIES**

Apologies were received from Councillors Mrs Brogden, P Duckles and Muzaffar

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

There were no declarations of interest.

**3. HUMBERSIDE POLICE**

**3.1 To receive a report from the Police and to consider the latest crime figures** – no crime figures had been received for March. The police had been unable to attend the meeting.

**3.2 To note the Police and Crime Commissioner election to be held on 5 May 2016** – noted

**4. TO APPROVE THE MINUTES OF A FULL COUNCIL MEETING HELD ON 15 MARCH 2016**

It was proposed by Councillor Mrs Duckles, seconded by Councillor Ms Rowe and agreed unanimously that the minutes be signed as a true and accurate record of the meeting.

**Resolved:** The minutes be signed as a true and accurate record of the meeting.

**5. TO NOTE COMMITTEE MINUTES**

**5.1 Arts, Publicity and Fundraising Committee held on 9 March 2016** - noted

**5.2 Development, Planning, Highways and Safety Committee held on 9 March 2016** - noted

**6. TO RECEIVE A REPORT ON THE TOWN COUNCIL'S ART EXHIBITION**

Councillor Mrs Galbraith gave a report. It was proposed by Councillor Mrs Duckles, seconded by Councillor Ms Rowe and agreed unanimously to give the balance of £176.08 to Brough Community Centre for hire of the centre for the exhibition.

**7. ELLOUGHTON ROAD PLAY AREA AND ATKINSON FOUNDATION LAND**

**7.1 To receive an update on the Elloughton Road Play Area refurbishment project and to consider a reduced project as approved by the Atkinson Foundation** – Following approval by the Atkinson Foundation to install a reduced project, the matter was discussed. The Clerk reported that the East Riding of Yorkshire (ERYC) Council Commuted Sums Officer had indicated that it was very likely that ERYC would approve commuted sums for a reduced scheme. It was proposed by Councillor Scaife, seconded by Councillor Mrs Kerwin and agreed unanimously to carry out all the work from the refurbishment project other than the zip wire. With ERYC approval the funding for the safety fencing to be re-allocated to replace the car park barrier and other damaged fence panels.

**Resolved:** to carry out all the work from the refurbishment project other than the zip wire. Funding from the fencing to be re-allocated to replacing the car park barrier and other damaged fence panels.

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

A letter had been received from Historic England saying they may now allow some play equipment on The Burrs playing field. Members felt that as the PFA own and run the Burrs playing field it would not be appropriate for the Town Council to put together a scheme for play equipment. The Town Council will continue to cut the grass and give grants when needed. It was agreed to pass the letter to the East Riding of Yorkshire Council Commuted sums officer and the Playing Field Association for them to move a project forward.

- 7.2 To consider the Arborist's further report on trees at the play area and Atkinson Foundation land** - The ivy had been removed from the trees and the Arborist had re-examined the trees at a site meeting with the Clerk, Councillor Mrs Brogden and a representative of the Atkinson Foundation. A copy of the latest report had been circulated to Members. The Arborist's report refers to Tree TVH1 located in the play area next to the Village Hall carpark entrance and Tree TVH4 located near the shed at the Village Hall car park entrance. Councillor Mrs Brogden had sent a report to say having been at the meeting with the Arborist she is very much in favour of his system of management to definitely remove TVH1 and replace. If funds are available to also plant another tree near to TVH4, even if that is not taken down. To take down and replant on a controlled system will allow trees to mature, rather than having to remove a lot of trees altogether which will be more obvious and denude the area. Councillor Scaife suggested that a mature tree or trees be planted in the vicinity of TVH1 without actually felling it immediately. However, it was noted that two new mature trees are already planned to be planted in the play area in the refurbishment scheme agreed at Item 7.1 and these could be planted near to TVH1. It was agreed that from a child safety aspect it is preferable for the play area to remain open to view from Elloughton Road. It was also noted that Town Council's policy has always been not to fell a tree unless absolutely necessary from a safety point of view. It was proposed by Councillor Mrs Duckles, seconded by Councillor Mrs Kerwin and agreed unanimously not to fell TVH1 and to monitor TVH1 and TVH4 annually using an alternative Arborist.

**Resolved:** Not to fell TVH1 and to monitor TVH1 and TVH4 annually using an alternative Arborist.

## **8. SOUTH HUNSLEY SWIMMING POOL**

- 8.1 To receive an update on correspondence with David Davis MP and South Hunsley School** - A further letter had been received from David Davis MP and was noted. The Chairman had written to David Davis MP as agreed at the previous meeting.
- 8.2 To consider a request from the Save South Hunsley Swimming Pool to use the Elloughton Road play area as a refreshment station and setting off point for a sponsored walk from South Cave Parish Council regarding the closure of South Hunsley Swimming Pool** - Members felt the play area is not a suitable place for the refreshment station and suggested the Village Hall carpark or the Burrs playing field.
- 8.3 To consider a request from the Save South Hunsley Swimming Pool group for possible funding towards Barrister fees to help in taking the case judicial review in the High Court** – Following consideration Members decided not to give a grant.

## **9. TO CONSIDER A COMPLAINT FROM A RESIDENT OF THE NEW DEVELOPMENT AT WELTON LOW ROAD RELATING TO ROAD NOISE AND SPEEDING ON WELTON LOW ROAD**

The Clerk had written to the East Riding of Yorkshire Council and the police. Several responses from various departments within both authorities were considered. The police had offered the resident a scheme called community road watch where at least four people take part and work with the police to monitor speed using a pro laser device. The resident did not know of any other residents who would take part in the scheme and the Town Council had not received any other complaints. Members felt there was nothing more they could do at the present time.

**10. TO CONSIDER A LETTER FROM THE POST OFFICE REGARDING THEIR CONSULTATION ON A PROPOSAL TO RELOCATE ELLOUGHTON POST OFFICE TO THE PREMIER STORE LOCATED AT 53 MAIN STREET ELLOUGHTON**

The consultation was noted. Members were pleased that the post office would remain in Elloughton.

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

Ward Councillor Galbraith gave a report. The legal agreement deadline for the bridge had not been met for the second time. ERYC has obtained a grant to restore artefacts kept in the Treasure House. Once restored they can be used for exhibitions around East Yorkshire. The public may view the restoration process at the Treasure House. Town and Parish Councils may liaise with Bridlington Spa to organise an exhibition in their area. Members discussed holding a Roman themed exhibition. Councillor Galbraith reported that anaerobic digester applications are being received by ERYC from farmers in the East Riding. Anaerobic digestion is the natural breakdown of organic materials into methane and carbon dioxide gas and fertiliser. Discussion followed. Ward Councillor Richard Meredith reported he was dealing with a complaint from a resident of Dale Road regarding the road surface patching on Welton Low Road.

**12. TO RECEIVE COMMUNITY REPORTS**

**Village Hall** – Councillor Mrs Brogden had sent a report. Consideration is being given to LED lighting. New locks are to be fitted to the main door and gate. A grant of £600 had been received from the Atkinson Foundation which will almost cover the cost of the new locks, keys and fitting. The main entrance floor is to be replaced in August.

**13 TO CONSIDER MATTERS FROM HUMBER & WOLDS RURAL COMMUNITY COUNCIL – nothing to report**

**14 TO CONSIDER MATTERS FROM EAST RIDING & NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION AND TO NOTE THEIR LATEST NEWSLETTER**

Councillor Galbraith gave a report on a meeting held on 13 April 2016. They are considering changing their structure. He also reported that in the future Town and Parish Council's will be able to choose their External Auditor.

**15. FINANCE & ADMINISTRATION**

- 15.1 To consider the findings of the 2015/16 review of the effectiveness of the systems of internal control for the Annual Governance Statement** – Members considered the findings of the review of the Council's system of internal control. It was proposed by Councillor Mrs Duckles, seconded by Councillor Luckraft and agreed unanimously that Council has a sound system of internal control, including the preparation of the accounting statements, and the review of the effectiveness of the systems of internal control for the Annual Governance Statement should be approved.

**Resolved:** To Approve the review of the effectiveness of the systems of internal control for the Annual Governance Statement

- 15.2 To approve the Annual Governance Statement for 2015/16 (Section 1 of the Annual Return) by resolution and to sign and date the Statement** – It was proposed by Councillor Mrs Duckles, seconded by Councillor Luckraft and agreed unanimously to approve the Annual Governance Statement for 2015/16 (Section 1 of the Annual Return)

**Resolved:** To Approve the Annual Governance Statement for 2015/16

The Annual Governance Statement for 2015/16 (Section 1 of the Annual Return) was signed and dated.

- 15.3 To appoint an Internal Auditor for 2016/17 and to agree the scope of internal audit –**  
The following resolution was proposed by Councillor Mrs Galbraith, seconded by Councillor Mrs Duckles and agreed unanimously.

**Resolved:** To appoint Alan Johnson of AJACS Accounting Services as the Town Council's Internal Auditor for 2016/17. The scope of the internal audit is to give an independent opinion on the Town Council's financial statements. To check on and report to the Council on the adequacy of the systems of control and to make recommendations where required.

- 15.4 To approve the Responsible Financial Officer's report and cheques for signature -** The Clerk presented the accounts for payment including the bank reconciliation for 2015/16.

**Income**

Art Exhibition sponsor (Received March 2015)	20.00
HMRC vat return (received March 2015)	2115.18
Art Exhibition income	392.40

**Expenditure**

		<b>amount</b>	<b>vat</b>	<b>total</b>	<b>budget</b>
Salaries	staff	3,400.88		3,400.88	Remuneration
Inland Revenue	NIC/PAYE/EMPNIC	1,180.49		1,180.49	Remuneration
ERYC	Pension	1,440.62		1,440.62	Remuneration
Southern Electric	office electric - dd	56.19	2.81	59.00	Office Accommodation
ERYC	Council Tax - dd	160.00		160.00	Office Accommodation
Stafforce Personnel Ltd	Agency Workers	453.16	90.63	543.79	Agency Workers
Knight Robie	Defib installation Brough	314.00	62.80	376.80	Village Environment
Knight Robie	Defib installation Elloughton	704.00	140.80	844.80	Village Environment
Peterson (GB) Ltd	printer supplies	110.14	22.03	132.17	Administration
Octagon Exhibitions	display board hire	220.00		220.00	Arts & Publicity
Mr B Rhodes	Art Exhibition sale	51.00		51.00	Arts & Publicity
Stephanie Hatley	Art Exhibition sale	68.00		68.00	Arts & Publicity
Leibonie Hutchinson	Art Exhibition sale	4.25		4.25	Arts & Publicity
Mr G Wilks	Art Exhibition sale	72.25		72.25	Arts & Publicity
Duncan McMillan	Petuaria Press expenses	300.00		300.00	Arts & Publicity
NALC	Local Council Review x 9	121.50		121.50	Administration
ERYC	Allotments Rent	558.00		558.00	Allotments
ERYC	supply of salt bin	311.00	62.20	373.20	Salt bins
ERYC	street light electrical testing	99.00	19.80	118.80	Street lighting
HAGS SMP	inspection	40.00	8.00	48.00	Village Environment
ERNLLCA	membership fees	1,172.95		1,172.95	Administration
KC	telephone - dd	33.49	6.69	40.18	Administration
KC	internet - dd	75.00	15.00	90.00	Administration
Zurich Management Services Ltd - LCAS membership		95.00	19.00	114.00	Administration
EcB Village Hall - grant		5,000.00		5,000.00	Grants s145
EcB Parochial Church Council - grant		3,000.00		3,000.00	Grants s214(a)
Hull & ER Citizens Advice Bureau - grant Br outreach		5,000.00		5,000.00	Grants s142(2a)
WRCS - grant for nature reserve		1,500.00		1,500.00	Grants s137
EcB PFA - grant		1,000.00		1,000.00	Grants s137
EcB In Bloom - grant		2,000.00		2,000.00	Grants s137
Brough Voluntary Action - grant		2,000.00		2,000.00	Grants s137
Petuaria Community Forum - grant		2,000.00		2,000.00	Grants s137
Mrs V Herring	travel	25.65		25.65	Administration
Mrs LJ Smith	supplies	8.70		8.70	Administration
	telephone allowance	52.50		52.50	Administration
	travel	27.00		27.00	Administration

It was proposed by Councillor Mrs Galbraith, seconded by Councillor Mrs Duckles 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.

**16. TO DECIDE ON THE FOLLOWING GRANTS FROM THE 2016/17 PRECEPT**

Following consideration it was proposed by Councillor Duckles, seconded by Councillor Scaife and agreed unanimously that the following grants approved.

**16.1 Elloughton-cum-Brough Village Hall**

**Resolved:** Council will, in accordance with the powers under Section 145 of the Local Government Act 1972, incur the following expenditure: a grant of £5,000 to Elloughton-cum-Brough Village Hall.

**16.2 Elloughton-cum-Brough PCC for maintenance of the cemetery**

**Resolved:** Council will, in accordance with the powers under Section 214 paragraph 6 of the Local Government Act 1972, incur the following expenditure: a grant of £3,000 to Elloughton-cum-Brough PCC for maintenance of the cemetery at St Mary's Church, Elloughton.

**16.3 Hull & East Riding Citizens Advice Bureau - to maintain the twice weekly outreach sessions held in Brough Community Centre**

**Resolved:** Council will, in accordance with the powers under Section 142(2a) of the Local Government Act 1972, incur the following expenditure: a grant of £5,000 to the East Riding Citizens Advice Bureau to fund two outreach sessions per week at Brough Community Centre.

**16.4 Wolds & Riverbank Countryside Society for Brantingham Road Nature Reserve**

**Resolved:** Council will, in accordance with the powers under Section 137 of the Local Government Act 1972, incur the following expenditure which in the opinion of the Council is in the interests of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure: a grant of £1,500 to the Wolds & Riverbank Countryside Society.

**16.5 Elloughton-cum-Brough Playing Field Association**

**Resolved:** Council will, in accordance with the powers under Section 137 of the Local Government Act 1972, incur the following expenditure which in the opinion of the Council is in the interests of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure: a grant of £1,000 to the Elloughton-cum-Brough Playing Field Association.

**16.6 Elloughton-cum-Brough In Bloom**

**Resolved:** Council will, in accordance with the powers under Section 137 of the Local Government Act 1972, incur the following expenditure which in the opinion of the Council is in the interests of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure: A grant of £2,000 to Elloughton-cum-Brough In Bloom.

**16.7 Brough Voluntary Action**

**Resolved:** Council will, in accordance with the powers under Section 137 of the Local Government Act 1972, incur the following expenditure which in the opinion of the Council is in the interests of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure: A grant of £2,000 to Brough Voluntary Action.

**16.8 Petuaria Community Forum**

**Resolved:** Council will, in accordance with the powers under Section 137 of the Local Government Act 1972, incur the following expenditure which in the opinion of the Council is in the interests of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure: A grant of £2,000 to Petuaria Community Forum

**17. EAST RIDING OF YORKSHIRE COUNCIL (ERYC)**

**17.1 To note the Planning Liaison Meetings and attendance by Councillor Mrs Duckles and Councillor Mrs Galbraith - noted**

**17.2 To consider the East Riding Local Plan – Notice of adoption of the East Riding Local Plan Strategy Document 2012-2029 - noted**

**17.3 To consider sites to request be included in the Brownfield Site Register – discussion took place. Item noted.**

**17.4 To consider ERYC’s proposal to make Public Spaces Protection Orders – consultation period one month from 1 April 2016 – Councillor Galbraith gave a report, the Orders are being renamed and no changes are proposed for Elloughton and Brough. Discussion followed.**

**17.5 To consider the ERYC Preliminary Draft Community Infrastructure Levy Charging Schedule consultation – consultation period 29 March to 13 May 2016 – Councillor Galbraith gave a report and explained the levy.**

**17.6 Help to Shape the Rural East Riding – Invitation to a Stakeholder Consultation event – noted**

**18. TO CONSIDER THE ENVIRONMENT AGENCY’S UPDATE ON THEIR WORK TO MANAGE AND REDUCE FLOOD RISK ON THE HUMBER - noted**

**19. TO RECEIVE A REPORT FROM THE EAST YORKSHIRE TOWN COUNCILS NETWORK**

Councillor Mrs Duckles is to attend the next meeting.

**20. TO NOTE THE TOWN COUNCIL ANNUAL MEETING IS TO BE HELD AT 6.30PM ON 17 MAY 2016 AND WILL BE FOLLOWED AT 7PM BY A FULL COUNCIL MEETING – noted.**