

Elloughton-cum-Brough Town Council

Minutes of a Town Council Meeting held on Tuesday 15 April 2014 at Brough Community Centre, Centurion Way, Brough

Public Forum: no members of the public were present.

Councillor Galbraith reported that Hull City Council is to establish a Commission to consider extending its administrative boundaries into the East Riding. To give electors an opportunity to have their say on the issue the East Riding of Yorkshire Council is to hold a postal referendum in the wards/parts of wards that may be affected by any boundary change. These include the parishes of Anlaby with Anlaby Common, Bilton, Cottingham, Elloughton-cum-Brough, Hedon, Hessle, Kirk Ella, North Ferriby, Preston, Swanland, Welton and Willerby.

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

1. TO ACCEPT APOLOGIES

Apologies were accepted from Councillor Scaife, Councillor Busk and Councillor Credland.

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

Councillor Mrs Smith declared an interest in Item 7.2 Elloughton-cum-Brough Playing Field Association. She signed the Declarations of Interest Book and took no part in any discussion or decision.

3. TO RECEIVE A REPORT FROM THE LOCAL POLICE

The Police sent their apologies. The monthly crime report was discussed and noted

4. TO APPROVE MINUTES OF A FULL COUNCIL MEETING HELD ON 18 MARCH 2014

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

5. TO NOTE COMMITTEE MINUTES/DRAFT COMMITTEE MINUTES

5.1 **Village Environment Committee meeting held on 19 March 2014** - noted

5.2 **Development, Planning, Highways & Safety Committee meeting held on 19 March 2014**
- noted

6. FINANCE & ADMINISTRATION

6.1 **To consider the 2013/14 Internal Audit Report** - Copies of the Internal Auditor's report had been circulated to Members. The report was considered and discussed. It was noted that 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. Following consideration of the report it was proposed by Councillor Mrs Galbraith, seconded by Councillor Mrs Smith and agreed unanimously that the Internal Auditor's Report be approved.

Resolved: To approve the Internal Auditor's Report.

6.2 **To approve the 2013/14 Receipts & Payments Account and Supporting Statement** - Copies of the accounts had been circulated to Members. Following consideration it was proposed by Councillor Mrs Galbraith, seconded by Councillor Mrs Smith and agreed unanimously that the Annual Accounts be approved.

Resolved: The Receipts & Payments Account and Supporting Statement be approved

Signed as a True and Accurate Record by the Chairman Date

6.3 **To Approve the Annual Return for 2013/14** - Copies of the Annual Return for the year ended 31 March 2014 had been circulated to Members prior to the meeting. The Annual Return had been prepared by the Clerk in accordance with national guidelines.

6.3.1 **Section 1 Accounting Statements** the Councils current financial position with receipts and payments for the year ended 31 March 2014 - discussed and approved

6.3.2 **Section 2 The Annual Governance Statement** states that Council has a sound system of internal control, including the preparation of the accounting statements – the statement was discussed and approved.

6.3.3 **Section 3 Annual External Audit Report** is to be completed by the external auditor

6.3.4 **Section 4 Annual Internal Audit Report** had been completed by the Internal Auditor.

Following consideration of the accounts it was proposed by Councillor Mrs Galbraith, seconded by Councillor Mrs Smith and agreed unanimously that the Annual Return be approved and signed by the Chairman and Clerk.

Resolved: To approve the Annual Return for the financial year 2013/14

6.4 **To approve the Responsible Financial Officer's report and cheques for signature**

Ell/Br In Bloom	grant (s137)	60.00	Grants
Salaries	staff	3,333.54	Remuneration
Inland Revenue	NIC/PAYE/EMPNIC	1,025.12	Remuneration
ERYC	Pension	1,305.51	Remuneration
Southern Electric	office electric - dd	61.91	Office Accommodation
		3.09	vat
ERYC	Council tax	153.75	Office Accommodation
Stafforce	agency worker	18.60	Agency Workers
		3.72	vat
Image Data	printing	385.00	Arts & Publicity
Letterbox	deliveries	235.00	Arts & Publicity
NALC	LCR subscription	162.00	Administration
ERNLLCA	membership	1,083.18	Administration
ERYC	waste collection	123.76	Administration
ERYC	Allotment rent	548.00	Allotments
KC	telephone	22.17	Administration
		4.43	vat
KC	broadband	75.00	Administration
		15.00	vat
Wolds & Riverbank Countryside Society		600.00	Grants
EllcBrough Playing Field Association		500.00	Grants
EllcBrough Village Hall		1,500.00	Grants
EllcBrough Cemetery		2,000.00	Grants
Hull & ER Citizens' Advice Bureau		4,000.00	Grants
EllcBrough in Bloom		1,000.00	Grants
Brough Voluntary Action		900.00	Grants
A Johnson	internal audit	475.65	Administration
ERYC	supplies	36.80	Administration
		7.36	vat
Mrs LJ Smith	postage	17.10	Administration
	telephone allowance	52.50	Administration
	travel	36.90	Administration

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

Signed as a True and Accurate Record by the Chairman Date

7. TO APPROVE STATUTORY GRANTS AS ALLOCATED IN THE PRECEPT BUDGET

Following consideration it was proposed by Councillor Davis, seconded by Councillor Ms Rowe and agreed unanimously that the grants itemised in the Precept budget be approved as indicated in Items 7.1 to 7.7 below.

7.1 Wolds & Riverbank Countryside Society

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 **£600** to the Wolds & Riverbank Countryside Society.

7.2 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 **£500** to the Elloughton-cum-Brough Playing Field Association.

7.3 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 **£1,500** to Elloughton-cum-Brough Village Hall.

7.4 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 **£2,000** to Elloughton-cum-Brough PCC for maintenance of the cemetery at St Mary's Church, Elloughton.

7.5 East Riding Citizens Advice Bureau to maintain the weekly outreach 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 **£4,000** to the East Riding Citizens Advice Bureau.

7.6 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 **£1,000** to Elloughton-cum-Brough In Bloom.

7.7 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 **£900** to Brough Voluntary Action.

8. TO RECEIVE AN UPDATE ON THE PLAY AREA/VILLAGE HALL CCTV PROJECT

Councillor Mrs Brogden gave a report. It was proposed by Councillor Mrs Smith, seconded by Councillor Ms Rowe and agreed unanimously to purchase and install enhanced lenses for three of the existing cameras as requested by the police at a cost of £156 per lens plus installation and to consider alternatives to the installation of an 8 metre pole with camera.

Resolved: To purchase and install three enhanced lenses for the CCTV cameras

9. TO DISCUSS THE WAR MEMORIAL REFURBISHMENT PROJECT

Councillor Galbraith reported a local resident had suggested public subscription to the project. Following lengthy discussion the Chairman suggested that, as the Town Council has already resolved to fund the project, people should contribute to In Bloom instead.

10. TO CONSIDER THE REPLACEMENT OF TOWN COUNCIL NOTICE BOARDS

The Chairman gave a report. Following discussion it was agreed to replace three noticeboards located at Centurion Way, Welton Low Road and Main Street (wall mounted), with noticeboards made from man-made timber. Quotes were considered. Councillor Mrs Smith suggested that HMP Everthorpe may be able to manufacture the noticeboards at a less expensive price. It was proposed by the Chairman, seconded by Councillor Ms Rowe and agreed unanimously that if the prison cannot make the noticeboards they be purchased from Greenbarnes Ltd at a total cost of £3685.92.

Resolved: To purchase three new man-made timber two bay noticeboards, each bay to hold 6 x A4 sheets. Total cost to be £3685.92 if purchased from Greenbarnes Ltd.

11. EAST RIDING OF YORKSHIRE COUNCIL

11.1 To receive a report from the Haltemprice and Hunsley Community Partnership –
Councillor Galbraith gave a report. A networking event is to be held on 19 May 2014 at Cottingham.

11.2 To receive a report on the adoption of roads and open spaces – nothing to report

11.3 To note the latest Parish News - noted

12. TO RECEIVE AN UPDATE ON THE BROUGH SOUTH LIAISON GROUP – nothing to report

13. TO CONSIDER MATTERS FROM EAST RIDING & NORTH LINCOLNSHIRE LOCAL COUNCIL ASSOCIATION AND TO NOTE THE LATEST NEWSLETTER

Councillor Galbraith gave a report. Newsletter noted.

14. TO CONSIDER MATTERS FROM HUMBER & WOLDS RURAL COMMUNITY COUNCIL AND EAST RIDING VOLUNTARY ACTION SERVICES AND TO NOTE THE LATEST NEWSLETTER

The Chairman gave a report. Newsletter noted.

15. TO RECEIVE A REPORT FROM THE WORKING GROUP REVIEWING THE TOWN COUNCIL EMERGENCY PLAN AND WINTER EMERGENCY PLAN

Councillor Galbraith and Councillor Mrs Duckles gave a report. The working group will report to the next meeting

16. TO RECEIVE COMMUNITY REPORTS

Village Hall – Councillor Mrs Brogden gave an update.

Unity Youth Club – Councillor Galbraith reported that a £2,000 grant had been received from the East Riding of Yorkshire Council and the youth club is scheduled to start in June 2014.

17. TO NOTE DATE OF NEXT MEETINGS

The Annual Town Council Meeting is to be held at 6.30pm on Tuesday 20 May 2014 and will be followed by a Full Council Meeting at 7pm. Both meetings are to be held in the Meeting Room at Brough Community Centre within the Petuarria Centre.