

POCKLINGTON TOWN COUNCIL
MINUTES

Meeting of the Town Council
Meeting Room Old Courthouse George Street Pocklington
Wednesday 13th March 2019 at 7pm

Present: Councillors Hodgson (chairman), Green, Hutchinson, Jones, Perry, Ratcliffe, Sinton (part of meeting left due to illness after item 2), Spademan (joined at item 6) Sykes, and Winterton

Attending: There was 1 member of the public in attendance and Cllr K. West East Riding of Yorkshire Councillor for Pocklington Provincial
Pocklington Town Council Staff Gordon Scaife - Town Clerk.

Rev N. Simpson led the council in prayers before the meeting started.

1. Notice of meeting. Cllr Winterton proposed the notice of the meeting 2nd Cllr Perry and agreed.
2. To accept apologies for absence. Apologies were received from Cllr Cooper (Prior engagement), Cllr Sharpe (work), Cllr Spademan (work will be late for meeting) Cllr West (meeting).

Cllr Sinton left the meeting due to illness.

3. Declarations of interest. To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

Cllr Jones declared a non-pecuniary interest in agenda item 9 as he is a member of the Pocklington Carers Group.

4. Consider suspending the meeting to allow an opportunity for person(s) or groups to address the council for a total period of 15 minutes and to receive an update from our East Riding of Yorkshire Councillors about East Riding of Yorkshire Council ward matters that affect Pocklington.

Cllr Ratcliffe proposed suspending the meeting to allow person(s) and groups to address the Council 2nd Cllr Jones and agreed.

Cllr K. West gave an update on East Riding of Yorkshire Council matters. The Government has launched the stronger towns fund with significant funding for the Yorkshire and Humber area. ERYC is investing in improving the English Coast Path and canal tow paths to encourage walking. Cllr West is working with transport providers into installing a bus stop at Canal Head.

Cllr Ratcliffe reported that currently no buses pass Canal Head but the town service could be re-routed to serve Canal Lane and Canal Head.

5. Consider continuing the meeting.
Cllr Jones proposed continuing the meeting 2nd Cllr Sykes and agreed.
6. To confirm the minutes of the Town Council meeting held on 13th February 2019.
Cllr Jones proposed the minutes of the Town Council meeting held on 13th February 2019 should be accepted with the following amendments in the line before the start of the

minutes the words as was unable to attend should be deleted and Cllr Green seconded and agreed.

Cllr Spademan joined the meeting.

7. To report matters arising from these minutes not on the agenda for information only.

There were no matters arising.

8. To receive financial statement of

- a) Pocklington Town Council and agree payments.

Cllr Sykes proposed the below payments for Pocklington Town Council to be authorised
2nd Cllr Ratcliffe and agreed unanimously.

Pocklington Town Council			
13/03/2019			
	Payee	Detail	Amount
521	Citizens Advice Hull & East Riding	Provision of services in Pocklington	1500.00
522	British Gas	Electricity Courthouse 17/11-14/02	234.16
523	EYMS Ltd	Town Bus Service	480.00
524	SLCC	Training G Scaife/C Findlay	30.00
525	WoldTech Ltd	Photocopier Maintenance	104.96
526	Plusnet	Business Broadband	18.00
527	Be Fuelcards	Diesel	48.71
528	SLCC	Membership C Findlay	175.00
529	G Scaife (Lightbulb World)	Christmas Lightbulbs	45.75
530	East Riding Horticulture Ltd	Rock Salt	294.00
531	Wilson Services Ltd	West Green carpark repairs	1146.00
532	The Soapy Group	Website Setup	2974.56
533	Travis Perkins	Gravel/Postcrete - Cemetery	62.63
534	The Play Inspection Company	Annual Inspection	270.00
535	J Farmer	February Salary	
536	J Bielby	February Salary	
537	G Scaife	February Salary	
538	C Heald	February Salary	
539	C Findlay	February Salary	
540	P Taylor	February Salary	
541	HMRC	Tax	
541	HMRC	NI	
542	Visual Security Systems	CCTV	90.00
543	Nest	Pension Contributions	
544	The Soapy Group	Subscription	30.00
545	Shed Grounds Maintenance	Grass Cutting Cemetery	574.56
546	G Scaife (Krystal)	Email address 8/3 - 7/4	11.99
547	Yorkshire Made Ltd	Refund Christmas Stall	25.00
548	Peter Winn Tyres Ltd	Tyre for Van	60.00
549	R Jackman	Bellis & Primula	4.65

549	R Jackman	Laundry Costs	6.00
550	Microshade	Cloud Hosting	104.28
551	ERA of RCB	Membership Fee 1/4/19-31/3/20	75.00
552	G K Beulah & Co Ltd	Sheilds	240.60
553	G Scaife (Cygnet Yarn Shop)	Yellow/Blue Wool TDY	42.00
554	Daisy	Telephone Courthouse	73.50
555	EYMS Ltd	Town Bus Service	480.00
556	K M Woodhall	Tractor repairs	1640.00
557	British Gas	Electricity Courthouse 15/02-28/02	32.80
558	Travis Perkins	Wellingtons	18.64
559	Flying Colours	Tour De Yorkshire Bunting	373.38
560	CNG	Gas	398.42
561	Express Lift Alliance Group	Lift Service Contract PAC	407.18
562	Insurance Cover	From 1/4/2019	4765.40
563	M. Hall	Window Cleaning	100.00
		Totals	£16,937.17
		Grand total	£25,247.19

- b) Consider the bank statements and agree payments from Pocklington Arts Centre. Cllr Sykes proposed the below payments for Pocklington Arts Centre to be authorised 2nd Cllr Ratcliffe and agreed unanimously.

Pocklington Arts Centre			
13/03/2019			
	Payee	Detail	Amount
986	Neil O Brien Entertainment	Performance	1,800.00
987	Premier Business Supplies	Cleaning Supplies	50.52
988	Feathers Hotel	Room	153.45
989	JSS Audio	Technical Services	720.00
990	HAC freelance specialists	Lighting	200.00
991	J Bond	Technical Services	80.00
992	Payment Express	Service Fee	96.67
993	National Theatre	Live Broadcast	239.26
994	PPL PRS Ltd	License	1,873.75
995	Trafalgar Releasing Ltd	Live Broadcast	1,942.60
996	Entertainment One UK Ltd	Film	142.80
997	Brass Castle Brewery Ltd	Bar supplies	44.93
998	Friends of PAC	Membership	358.00
999	Twentieth Century Fox	Film	1,370.32
1000	GT Graphics	Leaflets/Activity Sheets	215.60
1001	AB Electrical Wholesalers Ltd	Lamp/Tube	21.60
1002	Brass Castle Brewery Ltd	Bar supplies	382.72
1003	C Sleightholme	Catering	29.86

1004	J Farmer	Mileage/Spotify	46.08
1005	J Duffy	Transport/Bluetooth Receiver	483.49
		Staff Training	
1006	Neil O Brien Entertainment	Performance	1,800.00
1007	J Duffy	Buy Out	70.00
1008	Half Moon Brewery	Bar Supplies	152.76
1009	J Duffy	Travel/Artist Supplies/Till Rolls	193.07
		Party Bag Fillers	
1010	HAC freelance specialists	Lighting Design	200.00
1011	JSS Audio	Technical Services	30.00
1012	J Bond	Lighting	60.00
1013	Tim Foxall	Display Stands/Spatulas	227.04
1014	The Methodist Church	Rehearsal Space	50.00
1015	National Theatre	Live Broadcast	246.14
1016	Gilks Gallery	Artwork sales	25.00
1017	A J Cook	Artwork sales	7.00
1018	J. Duffy	Wages	
1019	T. Stalker	Wages	
1020	N. Rudsdale	Wages	
1021	P. Jennings	Wages	
1022	C. Heald	Wages	
1023	L. Robinson	Wages	
1024	C. Watson	Wages	
1025	S. Morton	Wages	
1026	B. Holleran	Wages	
1027	B. Watkin	Wages	
1028	J Jenkins	Wages	
1029	HMRC	NI and Tax	
1030	K.Hukin	Technical Services	160.00
1031	D. Hardy	Technical Services	60.00
1032	J.Duffy	Expenses	183.46
1033	Strada	Fee	800.00
1034	Arts Alliance Media	Projector Repair	250.00
1035	HAC freelance specialists	Lighting	100.00
1036	HAC freelance specialists	Lighting	50.00
1037	JSS Audio	Technical Services	120.00
1038	Walt Disney	Film	210.98
1039	M. Hildred	Artwork sales	11.00
1040	Alan Field Associates	Fee	4800.00
1041	Comeuppnance Ltd	Fee	1800.00
1042	C. Stones	Bookkeeping	432.00
1043	Vista Entertainment Solutions	Web ticketing	388.80
1044	Pocklington Methodist Church	Room Hire	50.00
1045	J. Farmer	Expenses	46.55
1046	Strada	Fee	186.88

1047	POS Yorkshire	Film Delivery	198.00
1048	J.L Brooks	Confectionary	158.32
1049	J.L Brooks	Confectionary	135.46
1050	J.L Brooks	Confectionary	130.68
1051	T.Bide & T. Cuthbert Menes	fee	600.00
1052	Mint	Brochure	3253.20
1053	Local Link	Leaflet Distribution	234.31
1054	S.Lakeman	Fee	3600.00
1055	20th Century Fox	Film	454.84
1056	20th Century Fox	Film	59.20
1057	M. Hildred	Artwork sales	13.00
1058	T. Gilks	Artwork sales	11.00
1059	I.George	Artwork sales	13.75
1060	J. Bond	Lighting	60.00
1061	Carlsberg	Bar supplies	43.20
1062	Elavon	Card fees December	109.87
1063	Elavon	Card fees December	93.30
1064	BT	Line Rental	29.52
1065	Daisy	Telephone charges	184.00
		sub total	32,343.98
		Total	38,676.81

9. To consider the grant application from Pocklington and District Carers.

Pocklington and District Carers have requested £230 for the cost of room hire from April 2019 to March 2020. The Clerk reported that this grant relates to the next financial year (2019/20)

Cllr Ratcliffe proposed a grant of £230 to Pocklington and District Carers Group to cover the cost of their room hire 2nd Cllr Green and agreed.

10. To consider providing a contribution to an event for Pocklington Arts Centre Volunteers.

Cllr Cooper had requested this be put on the agenda and was deferred to the next meeting.

11. To receive the revised standing orders which are proposed for discussion and adoption at the next Council meeting on 10th April 2019.

The Clerk explained that the standing orders are based on the model standing orders issued by the National Association of Local Councils (NALC). The bold text within the standing orders cannot be changed as this is required by law and is included in legislation that governs parish and town councils.

The text in red is proposed this includes a dispensation for dealing with small planning applications. The clerk explained it would not be the normal way for consulting on planning applications as there are usually a sufficient volume of applications to require a meeting.

The clerk asked if anyone needed a printed copy. Cllr Jones requested a printed copy.

12. To agree to change the date of the Annual General Meeting of the Town Council from Wednesday 8th May to Wednesday 15th May.

The Clerk reported that this is because it will not be possible to publish an agenda with 3 clear working days from the announcement of the election results to the timing of the meeting. This is because Monday 6th May is a bank holiday and therefore doesn't count in the three clear working days. The delay in the timing will also allow time for those elected to visit the office.

Cllr Jones proposed the date for the Annual General Meeting be moved from Wednesday 8th May to Wednesday 15th May 2nd Cllr Spademan and agreed.

13. To receive the Clerks report.

Grounds work.

The Town Council team have been undertaking the following work.

- Tidying the Cemetery, Churchyard, West Green and the play areas in readiness for the forthcoming grass cutting season. This has involved removing wreaths, low branches and litter picking
- The wreaths have been removed from the War Memorials
- Dangerous trees have been felled in Primrose Wood
- Gravel has been removed from the beck below the bridge on London Street

West Green car park has been resurfaced. I'll write to Pocklington School to let them know.

Events

Preparations are now being made for the following events.

There will be a meeting for residents about the Tour de Yorkshire which is scheduled for Wednesday 27th March 2019 at 7pm in The Old Courthouse.

Wednesday 3rd April at 7.30pm at Pocklington Arts Centre will be the annual town meeting. This has moved forward in the calendar. The Humberside Police and Crime Commissioner has agreed to attend the meeting. The clerk is seeking confirmation before issuing the agendas and publicity.

Sunday 14th April Tour de Yorkshire Banner Making with Scrapstore for Tour de Yorkshire.

Elections

The Mayor has booked the Arts Centre to host a hustings event for the ERYC ward elections and PTC if a contested election is to held. The date for this is Thursday 25th April which is a week before the elections all candidates will be invited. This is to allow the prospective candidates to put forward their manifesto and for the electorate to ask questions.

Tour de Yorkshire

The Tour de Yorkshire bunting will be going up in early April in readiness for the race. It has been much easier to organise this as this is our third time on the race route.

Burials

The burials of Marie Hardcastle, Elizabeth Patricia Ann El Jassar, Andrew Paul Thackeray and the interment of the ashes of Sydney Dean have taken place.

Grievance and Disciplinary Procedures

These were approved when the staff handbooks were approved and need to be changed in the Standing Order files that you hold. I'll pass out copies of the disciplinary procedure to insert into the files at the meeting.

Grievance Procedure

The grievance procedure for staff to make complaints about individual Councillors conduct has changed. This follows a ruling against Ledbury Town Council who passed sanctions against a Councillor and didn't have the power to do this. The allegation was that the councillor concerned had bullied the clerk and deputy clerk. Ledbury Town Council found the councillor concerned guilty and passed a sanction that the councillor couldn't come unaccompanied into the town hall. The councillor referred the matter to the Standards Board of the principal authority who found the councillor not guilty of breaching the code of conduct.

East Riding of Yorkshire Council have issued the following guidance about employees of parish and town councils referring councillors to the Standards Board if an allegation of bullying, harassment or other breach of the code of conduct is made. The employee can't directly refer it to the Standard Board and it can only be referred to the Standards Board by the chair of the parish/town council or the Council as a body.

The following is the way East Riding of Yorkshire Council are suggesting that parish and town councils handle allegations from a member of staff of the parish/town council.

Below is how it would work for Pocklington Town Council.

The allegation that a breach of the code of conduct by a councillor is made by a staff member to the Mayor or if the allegation is made against the Mayor to the Deputy Mayor.

The Mayor/Deputy Mayor then sets up a panel of three councillors to investigate the allegation.

The panel reports their findings to the next meeting of the Council with a recommendation either that the code of conduct has or hasn't been potentially breached. The Council then decides whether to accept the recommendation. If there has been a potential breach the Council or the Mayor can then refer this to the Standards Board for further investigation.

Pocklington Town Council doesn't have the power to decide whether a breach of the code of conduct has occurred. The Standards Board at East Riding of Yorkshire Council is the only body that can decide if a breach has occurred and if any sanctions are put in place as a result of the breach.

Cllr Sykes proposed adopting the procedure above 2nd Cllr Perry and agreed.

14. Correspondence as per list

- 1 Humberside Police – Crimes statistics and newsletter for information
- 2 Humberside Police – letter in response to the letter sent to the Police and Crime Commissioner which was forwarded to the Chief Constable. The letter contains reassurances that include the return of CID to the force. The number of CID officers in the East Riding has been increased. Crime Scene Investigators are

attending all burglary offences. There are also Local Intelligence Officers back in the local area.

- 3 Pocklington Canal Amenity Society – Newsletter
- 4 ERNLLCA Newsletter – The newsletter includes information on elections and holding Annual General Meetings.
- 5 Resident letter – re-tourism initiative. The Council wishes to pass on its thanks to the resident for their work on tourism.

15. Receive and consider accepting minutes from Planning 13.02.19

Cllr Jones proposed accepting the minutes from Planning Committee from 13/02/2019 2nd Cllr Winterton and agreed.

16. Receive reports from any other meetings – Gateway etc. Consider written reports to be submitted for circulation.

Cllr Sykes attended the Local Links meeting at the Rugby Club that had been organised by East Riding Voluntary Action Service (ERVAS). Cllr Sykes has made contact with two local charities who may want to come and to speak to the council about their work. They are the Smile Foundation and Jacob's Well.

Cllr Jones and Cllr West attended the planning enforcement plan meeting held for parish and town councillors at Burnby Hall Community Hall. Councillors were able to discuss with officers their complaints about planning. Cllr Jones reported that parish and town councillors have noticed that planning officers haven't always followed the East Riding of Yorkshire Councils planning policies and permissions have been granted that run contrary to these policies. Examples include provision of parking spaces. Planning Enforcement does rely on members of the public reporting breaches to the planning department this can be if development is happening that hasn't been granted permission or the approved plans are not being followed.

Cllr Green reported on the Neighbourhood Development Plan Steering Group Meeting. The household survey is to be distributed in early April. The character assessment is now nearly complete. The last meeting included a meeting with the consultant on how the drafting of the plan might be done.

Cllr Sykes thanked the Mayor for organising the transport to the demonstration in Full Sutton. There were around 200 protesters demonstrating against the plans to build a new prison in Full Sutton.

In view of the confidential nature of the business to be transacted the public and press are requested to withdraw.

The public withdrew.

17. To receive a report from the panel carrying out an investigation into an alleged breach of the code of conduct for councillors

Cllr Jones gave a verbal report on the panels work. They have met with nearly everyone they need to speak to and will be tabling a formal report with recommendations at the next council meeting.

The Meeting closed at 7.39 pm.