

**POCKLINGTON TOWN COUNCIL**  
**MINUTES**

Meeting of the Town Council  
Meeting Room Old Courthouse George Street Pocklington  
Wednesday 10<sup>th</sup> August 2016 at 7pm

**Present:** Councillors Sykes (chairman), Cooper, Jones, Marron, Perry, Sharpe, Shepherd, Sinton, West & Winterton.

**Attending:** Cllr Strangeway from East Riding of Yorkshire Council, Gordon Scaife - Town Clerk, and five members of the public.

Before the start of the meeting Father Michael Sellers our Council Chaplain led the council in prayers.

- 1 To receive any declarations of interest in relation to any agenda item.  
Cllr Marron declared a personal interest in Correspondence - item 5 as he is a member of Pocklington Lions and Correspondence item 13 as a resident of Chapmangate. Cllr Shepherd declared an interest in the payments 8a as there is a payment. Apologies received from Cllr Hutchinson, Ratcliffe and Spademan.
  
- 2 Consider suspending the meeting to allow an opportunity for person (s) or group to address the council for a total period of up to 15 minutes. Cllr Marron proposed suspending the meeting 2<sup>nd</sup> Cllr Winterton and all agreed. Richard Bryon and Catherine Greenaway gave a short presentation on Pocklington Fairtrade and Local Produce. Richard Bryon gave a brief history of how the town obtained Fairtrade status. In 2007 Pocklington Town Council passed a resolution to apply for Fairtrade Town Status. There was a launch event at the Arts Centre in 2007 to establish a Fairtrade Group. The Fairtrade and Local Produce Action Group(FLAG)) was formed and included local produce defined as produce that is produced within a 25 mile radius of the town. Pocklington was successful in obtaining Fairtrade Status in 2009. In order to obtain Fairtrade status there has to be a number of shops supplying Fairtrade goods. Fairtrade goods are available in Pocklington through a number of outlets including at least two of the churches. The Town Council made a commitment in 2009 to use Fairtrade or local produce where it provides refreshments at events.

Catherine Greenaway has recently joined the group and gave an update on the group's activities. These include attending a number of summer events to promote Fairtrade and local produce e.g. Pocklington Summer Fayre and an event at Burnby Hall. The group plans to have a stall at the Pocklington Christmas Festival in December. The group is working with Woldgate School on promoting Fairtrade as it is in the school's curriculum.

The Fairtrade status for the town needs to be renewed. The group have requested that Pocklington Town Council passes a resolution supporting Fairtrade and appointing a named Councillor to act as the communication channel between the group and the Council. This item is included at 14 on the agenda.

The councillors thanked Richard and Catherine for their presentation.

Denise Slights and Sharon Wilby addressed the Council about their concerns about the public consultation being undertaken by Gladman developments. Gladman are promoting a potential residential development which would come up to the boundary of their property and business. The business is Willow Waters Fishery. The business started 20 years ago when they bought the land. It is a fishery and holiday business promoted as a rural retreat. It is open from April – October and includes two fishing lakes and 12 lodges. The business welcomes 800 guests a year many of whom also use the facilities in the town.

The owners are very concerned about the proposed residential development as it will come right up to their boundary and it could have a detrimental impact on their business as it would no longer be in the open countryside. The owners would like to invite Councillors to Willow Waters, Burnby Lane on Wednesday 31 August from 1 pm so they can familiarise themselves with the business. GS to send an email invite to the Councillors.

- 3** Cllr Strangeway was asked if he wanted to report anything to the Council. He reported that consultation will begin shortly on whether Cemetery Lane should be one way from West Green towards its junction with Bintley Drive (towards Sainsbury's). This would then provide more on-street parking on Cemetery Lane which might ease congestion on West Green and Cemetery Lane. Pocklington School are supporting the scheme. Pocklington School are also investigating whether a footpath link across their land can be formed from Robertson Close Car Park (behind the railway station) through to the school car park which is next to the old railway station (their sport's hall).

Cllr Winterton reported that the town council had discussed making Cemetery Lane one way 4 years ago and welcomed the news that this was now being consulted on.

- 4** Consider continuing the meeting. Cllr Marron proposed continuing the meeting 2<sup>nd</sup> Cllr Jones and all agreed.
- 5** Receive the Arts Centre Managers Report. The report has been circulated for information. Janet Farmer reported on a meeting that took place today with East Riding of Yorkshire Council Cllr R. Burton portfolio holder for culture Nigel Leighton (Director of Neighbourhood and Environmental Services), Darren Stevens (Head of Culture and Information) and Louise Adams (Manager for the Sport, Play and Arts Services). The meeting was for them to see the refurbishment work that has taken place and to discuss joint working. East Riding of Yorkshire Council has grants of between £300 and £3000 for City of Culture events and the Arts Centre will be applying.

Janet – reported that the refurbishment work on the studio is nearly finished. The floor is being sanded and sealed. Work will then be needed to clean the studio.

Cllr Winterton reported that Lemon Face's theatre had gone down well at the Pocklington Summer Fayre. James Duffy reported that this was a trailer/promotion and that Lemon Face who produces children's theatre shows will be performing at the Arts Centre. This is being funded through the Small Venues Network.

Cllr Sinton asked if there were any plans for an autism friendly cinema screening. James reported that this could only be done if the Arts Centre applies for a grant to enable it to happen. Autism friendly screenings are where children are allowed to move around the auditorium and the lights are left on.

6 To confirm the minutes of the Town Council meeting held on 13<sup>th</sup> July 2016. Cllr West proposed the minutes by accepted as a true record 2<sup>nd</sup> Cllr Jones and agreed.

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

Item 11 – no paper has been received so this will need to be deferred.

8 To receive the financial statement of

a) Pocklington Town Council and agree payments. Cllr Sykes proposed the below payments to be authorised 2<sup>nd</sup> Cllr Winterton and agreed.

199	BP	14.07.16	4056	Harrowells	Buck Inn Yard Litigation	£ 1,472.40
200	BP	21.07.16	4030	Clothes2Order	Events T shirts (LS)	£ 264.72
201	DD	20.07.16	4205	Plusnet	Internet	£ 18.00
202	BP	11.08.16	4037	Travis Perkins	Nuts and Bolts	£ 4.93
203	BP	11.08.16	4020	History Group	Transcribing WW1 records	£ 100.00
204	BP	11.08.16	4037	Martin Corduff	Cutting cemetery hedges	£ 760.00
205	BP	21.07.16	4037	Co-op	Sun protection (LS)	£ 10.49
206	DD	22.07.16	4032	Be Fuelcards	Fuel	£ 7.34
207	BP	21.07.16	4020	Kirkhouse	Tables PAC studio (LS)	£ 1,146.57
208	BP	11.08.16	4056	ERNLLCA	HR support	£ 360.00
209	102624	25.07.16	var	Cash	Petty Cash	£ 91.41
210	BP	11.08.16	4012	Yorkshire water	Courthouse supply	£ 45.68
211	BP	11.08.16	4207	ToyrRUs	Stampers (LS)	£ 9.98
212	BP	08.08.16	4207	CasCare	1st Aid summer fair	£ 250.00
213	BP	26.07.16	4002	J Farmer	July Salary	
214	BP	26.07.16	4017	E Moore	July Salary	
215	BP	26.07.16	4005	J Bielby	July Salary	
216	BP	26.07.16	4004	L Skelding	July Salary	
217	BP	26.07.16	4001	G Scaife	July Salary	
218	BP	26.07.16	var	HMRC	July Tax and NI	£ 1,268.53
219	DD	29.07.16	4032	Be Fuelcards	Fuel	£ 53.84
220	BP	28.07.16	4053	Scothern Construction	PAC studio Floor	£ 16,096.34
221	BP	28.07.16	4202	Jeff Shepherd	Trophy for Allotment veg show	£ 29.98
222	102621	28.07.16	4207	Cash	Float for summer fair	£ 100.00
223	102622	28.07.16	4207	Cash	Float for summer fair	£ 100.00
224	102623	28.07.16	4207	Cash	Payment for stall man	£ 250.00
225	BP	11.08.16	4016	ER Supplies	Towels/Resuscitades	£ 50.38
226	DD		4043	VSS	CCTV July	£ 90.00
227	DD	05.08.16	4032	BeFuelcard	Fuel	£ 18.17
228	DD	15.08.16	4021	Daisy Communications	Mobile phones	£ 16.80
229	BP	11.08.16	4053	Harrisons Signs Ltd	PAC signage	£ 684.00

230	BP	11.08.16	4036	Travis Perkins	Paint supplies PAC	£ 21.21
231	BP	11.08.16	4205	York Graphic Designers	Website hosting 16/17	£ 200.00
232	BP	11.08.16	4037	Playscheme	Fence repair	£ 168.00
233	BP	11.08.16	4020	Sculpture Works Ltd	Lily Trail	£ 1,788.00
234	DD	31.08.16	4021	Daisy Communications	Landline phones	£ 39.84
235	BP	11.08.16	4201	Northern Flags	Halyard	£ 39.60
236	BP	08.08.16	4207	A64 Lohire	Toilets Summer Fair	£ 288.00
237	BP	08.08.16	4207	JSS Audio	Summer Fair PA	£ 600.00
238	BP	08.08.16	4207	Mr Magic	Summer Fair Punch and Judy	£ 375.00
239	BP	08.08.16	4207	Ten-79band	Summer Fair bands	£ 250.00
240	BP	08.08.16	4207	Out and About the Wolds	Summer fair leaflets	£ 189.00
241	BP	08.08.16	4207	Hayleys Comets	Summer fair bands	£ 125.00
242	BP	11.08.16	4039	SGS Engineering	Flylead for generator (LS)	£ 20.39
					<b>Totals</b>	<b>£ 27,403.60</b>
					<b>Grand total</b>	<b>£ 33,212.71</b>

- (b) Consider the bank statements and agree payments from Pocklington Arts Centre. Cllr Winteron proposed the below statements and agree payments from Pocklington Arts Centre 2<sup>nd</sup> Cllr Shepherd and agreed.

163	BP	15.07.16	X-ray Touring	Fee	£ 3,000.00
164	BP		Country Gas	Bar supplies	£ 10.74
165	BP	21.07.16	Matthew & Alexander Management Ltd	Fee	£ 360.00
166	BP	21.07.16	Creative Artists	Fee	£ 6,500.00
167	BP	21.07.16	Mint	Platform Merchandise	£ 1,398.31
168	BP	21.07.16	One Event Solutions	Toilets	£ 1,595.00
169	BP	21.07.16	Wards	Bar supplies	£ 48.00
170	BP	21.07.16	GT Graphics	Advertising	£ 84.30
171	BP	21.07.16	Premier Business Supplies	Cleaning supplies	£ 33.78
172	BP	27.07.16	Brass Castle	Bar supplies	£ 5,717.85
173	BP	26.07.16	Sainsburys	Catering supplies (CS)	£ 102.06
174	BP	28.07.16	Mick Perrin Worldwide	Fee	£ 6,825.00
175	BP	29.07.16	Side of the Road Tours Inc	Fee	£ 7,250.00
176	BP	26.07.16	J Duffy	July Salary	
177	BP	26.07.16	T Stalker	July Salary	
178	BP	26.07.16	N Rudsdale	July Salary	
179	BP	26.07.16	P Jennings	July Salary	
180	BP	26.07.16	T McCluskie	July Salary	
181	BP	26.07.16	G Waite	July Salary	
182	BP	26.07.16	HMRC	July Tax and NI	£ 692.52
183	TFR	12.08.16	PTC	Cont. to mans salary	£ 71.08
184	TFR	12.08.16	PTC	Loan repayment	£ 250.00
185	BP	08.08.16	Pocklington School	Hire of Sports Hall	£ 800.00
186	BP	08.08.16	PTC Mayors Fund	Stall at summer fair	£ 20.00
187	BP	08.08.16	York Beer and Wine Shop	Bar supplies	£ 923.14

188	BP	08.08.16	Cream Advertising	Commission for platform	£ 124.00
189	BP	08.08.16	Cream Advertising	Commission for platform	£ 260.00
190	BP	08.08.16	Johnston Publishing	Advertising	£ 216.00
191	BP	08.08.16	Johnston Publishing	Advertising	£ 216.00
192	BP	08.08.16	Steve Llewellyn	Fee	£ 300.00
193	BP	08.08.16	Barcode Zebra	Fee	£ 250.00
194	BP	08.08.16	Tracey's Red Hat Hire	Cherry Picker hire	£ 117.60
195	cheque		Station	Food	£ 73.15
196	BP	12.08.16	Yorkshire Water	Oakhouse supply	£ 193.93
197	BP	03.08.16	Seafret	Fee	£ 490.00
198	BP	12.08.16	JSS Audio	Fee Platform	£ 5,515.20
199	BP	12.08.16	Travis Perkins	Cable ties	£ 2.36
200	BP	12.08.16	Travis Perkins	Electric cable	£ 36.22
201	BP	12.08.16	Travis Perkins	Electric cable	£ 54.51
202	BP	12.08.16	PPL Licence	PPL Licence	£ 234.38
203	BP	12.08.16	Wolds Wonders	Tickets	£ 356.00
204	BP	12.08.16	Catherine Sleightholme	Catering supplies (CS)	£ 67.19
205	BP	12.08.16	Gambling society	Renewal (JF)	£ 20.00
				<b>Sub total</b>	<b>£ 44,208.32</b>
				<b>Grand Total</b>	<b>£ 46,916.14</b>

9 To agree the list of burials. Proposed by Cllr Shepherd and 2<sup>nd</sup> by Cllr West and agreed.

10 Correspondence – as per list

- Item 1. Cllr Jones attended the flood liaison group meeting. Cllr Jones has asked that the cameras be sent down the culverts under the town as these are again filling with silt. Cllr Marron asked about the baffle which was to be installed up stream of the bridge on London Street but no work has been done. Cllr Strangeway was asked to investigate this on behalf of the town council.
- Item 2. Agreed to ask Chris Lane to join the flood and emergency sub-committee.
- Item 7. Cllrs were disappointed that neither of the two sites had been listed on the brown field sites register. Particularly as the doctor surgery site could accommodate 5 dwellings. Should write back to ask why it wasn't included.
- Item 11. Town twinning. Agreed to write to our French twin to ask if they wanted to continue with the twinning.
- Item 17. A meeting has been arranged to discuss the cycling hub proposal. The Town Clerk will attend.
- Item 18. City of Culture. All cultural events in the town for 2017 can be sent through to the City of Culture team who will be putting them on to websites.
- Item 19. The council wishes to thank Lisa Skelding for helping the lady with her garden request. East Riding of Yorkshire Council tenants who have become unable to look after their gardens can request help from East Riding of Yorkshire Council. East Riding also offers a service for wheel bin collection to all residents who are unable to put their bins out on the street for collection.

- 11** To consider purchasing the telephone system for the Arts Centre. This item has been deferred to the policy and resources sub-committee meeting on 24 August 2016 as a paper hasn't been produced on the proposed system.
- 12** To consider the redrafting of the Standing Orders for the Council. Cllr Marron has received a response from Cllr Jones on the redrafting of the standing orders. The standing orders are being re-done to fit in with the NALC standard. Responses are requested before the next meeting in September.
- 13** Consider the amendments made to the Council's grants application form. Cllr Sinton has produced a paper and has asked for comments. The grant log will help us to track who has received grants, for what and for how much.

Cllr Perry proposed we introduce the new application form 2<sup>nd</sup> Cllr West and agreed. Councillors thanked Cllr Sinton for producing the new form.

Cllr Sinton has produced an issues and complaints log. The complaints log is for use in the office to log complaints and the issues log is for problems to be written down on the proposed walkabouts. These are to be placed on the next policy and resources sub-committee agenda.

- 14** To consider the request for support for the renewal of the Fairtrade status for the town.  
Cllr Perry proposed that the council resolves to support the application for Fairtrade and that Cllr Winterton becomes the council's link with the Pocklington Fairtrade and Local Produce Action Group 2<sup>nd</sup> Cllr Marron and all agreed.
- 15** Consider the Town Clerk's report. The Town Clerk reported on the progress of the current projects. Wren have paid the Council the grant for the work to the studio.  
A meeting has been arranged with the church to talk about works within the churchyard which need to be undertaken. Cllr Cooper reminded the clerk to include the footpath to the memorial garden.
- 16** Receive & consider accepting minutes from Transport, Lighting and Road Safety 20 July 2016. Cllr Shepherd proposed that the minutes from the meeting of Transport, Lighting and Road Safety should be accepted 2<sup>nd</sup> by Cllr Cooper and agreed. Cllr Cooper has agreed to send the Clerk an email with the actions that need addressing.
- 17** Receive reports from any other meetings – Gateway etc. Consider written reports to be submitted for prior circulation.

- Cllr Sinton attended a meeting of Pocklington Gateway. The new Heritage Officer from Burnby Hall Gardens attended the meeting and would be pleased to be invited to do a presentation on the project to the Town Council. Phil Gillbank is still looking for a potential location for the artefacts found on Burnby Lane.  
The Gladman Developments consultation was discussed and Gateway is going to submit their objections. The site is not an allocated site for

residential development and the infrastructure studies done to back up the local plan do not take this additional number of houses into account. Cllr Sinton is unable to attend the Neighbourhood Development Plan meeting on Thursday evening and requires further information on what is entailed about the plan.

Cllr Shepherd – reported from Barmby Moor Parish Council who have taken a step back from the neighbourhood development plan group for Pocklington which includes the industrial estate which is in Barmby Moor Parish. There was a discussion about the Pocklington Neighbourhood Development Plan and Cllr West agreed to attend the meeting tomorrow night.

Cllr Jones – represented Pocklington at the Western Parish Liaison Group meeting. The only item to report is that East Riding of Yorkshire Council has passed a motion on fracking as and when an application is made. The full motion approved is on the East Riding of Yorkshire Council website but a condition of planning if passed will make companies liable for any clean up after fracking stops on the site.

Cllr West has attended the trustee meeting of Burnby Hall Gardens and Museum Trust meeting.

Cllr Perry – attended a transport meeting in Beverley that concentrated on the 600K cut to the subsidised bus routes. The surveys undertaken have not been taken into account and the results have not been collated. The Mayor is requested to send a letter that Cllr Perry will draft this and a paper for the next Policy and Resources committee about the survey results not being taken into account or used.

Cllr Strangeway was asked if he could add anything. He reported that there had been 271 consultation responses to the bus consultation and that nothing had been decided yet.

Meeting closed at 8.20 pm.