

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

Meeting of the Town Council  
Meeting Room Old Courthouse George Street Pocklington  
Wednesday 13th January 2016 at 7pm

**Present:** Councillors Ratcliffe (Chairman), Cooper, Hutchinson, Jones, Marron, Perry, Shepherd, Sharpe, Spademan, Sykes, West & Winterton. Five members of the public. Daniel Withers Pocklington Post & Richard Wood clerk.

Before the start of the meeting our Council Chaplain, Elder Philip Bradish will lead the council in prayers.

1. To receive any apologies for absence. All councillors were present.
2. To receive any declarations of interest in relation to any agenda item. Councillors are asked to identify the agenda item and the type of interest being declared. Cllr Sykes declared a personal interest in a mileage claim, Cllr Marron a personal interest in items connected with Lions & Cllr Jones a personal interest in a grant application from the British Legion.
3. Consider closing the meeting to allow an opportunity for person(s) or groups to address the council for a total period of up to 15 minutes. Cllr Marron proposed the meeting be closed 2<sup>nd</sup> Cllr Sykes & agreed. Natalie Venning was then invited to speak to the council about super-fast broadband. She said by 2017 95% of the East Riding would be covered and that the BT green boxes in Pocklington are mostly operational. Cllr West said signals were still slow at Nunburnholme and other rural areas. Miss Venning was thanked for her briefing.
4. Consider re-opening the meeting Cllr Marron proposed the meeting be re-opened 2<sup>nd</sup> Cllr Jones and agreed.
5. Consider the Arts Centre Managers report. Janet Farmer and James Duffy spoke about the forthcoming events at the Arts Centre and the progress being made with the building works. Photographs of the building work were then shown.  
Councillors congratulated staff on keeping a programme going and said the future monthly meetings would be in the form of Q&A.
6. To confirm the minutes of the Town Council meeting held on 9<sup>th</sup> December 2015. Cllr Shepherd proposed they be accepted as a true record. 2<sup>nd</sup> Cllr Spademan and agreed.
7. To report matters arising from those minutes not on the agenda – for information only. Cllr Marron asked for a copy of the report sent to ERYC highways about double yellow lines outside Betterton Court.
8. Receive an update regarding the refurbishment of Pocklington Arts Centre. Cllr Perry updated the meeting on progress which was going well

and within timescale. The next update meeting with the builders in next Tuesday.

9. Receive an update on the flooding in the town on Boxing Day. Cllr Ratcliffe gave a brief report on the flooding which he & John the handyman had been able to assist with placing of sandbags. The update meeting last Wednesday had proved popular from which a full report is being compiled for the EA & ERYC.

10. Conduct the annual review of our internal controls and their effectiveness. The clerk had compiled a report (attached) which covers a review of Standing Orders, Financial Regulations, the payment process, appointment of an internal auditor and annual review of charges, an annual review of budget procedures and monitoring, an annual review of payroll procedures and a review of our risk assessment policy which as a separate document had circulated. Both reports had been circulated prior to the meeting. Cllr Marron proposed the report be accepted as the yearly review and undertook to carry out a further review of our Standing Orders. 2<sup>nd</sup> Cllr West and agreed.

11. To receive the financial statement of  
(a) Pocklington Town Council and agree payments

		Date Paid	Code	Payee	Detail	Amount	
382	BP	11.12.15	4209/4207	K Falkingham	Christmas lights, firelighters	£ 40.78	
383	DD	11.12.15	4032	Be Fuelcards	Fuel	£ 0.67	
384	BP	11.12.15	4072	Pock Canal Amenity Society	Grant	£ 250.00	
385	BP		4072	Pocklington Productions	Grant	£ 200.00	
386	102597	11.12.15	var	Cash	Petty Cash	£ 78.65	
387	BP	21.12.15	4053	ERYC	PAC Building regulations charges	£ 1,479.05	
388	DD	18.12.15	4032	Be Fuelcards	Fuel	£ 30.41	
389	DD	18.12.15	4205	Plusnet	Internet	£ 18.00	
390	BP	21.12.15	4030	Wolds Advertiser	October advert	£ 180.00	
391	BP	21.12.15	4209	D Thurlow	Erection Christmas lights	£ 3,813.60	
392	BP	21.12.15	4008	RTPI	Localism training day	£ 276.00	
393	BP	18.12.15	4056	ERYC	Licence fee	£ 300.00	
394	BP	21.12.15	4012	Yorkshire Water	Cemetery supply	£ 11.93	
395	BP	21.12.15	4203	David Smith Garden Centre	Primrose	£ 62.40	
396	BP	21.12.15	4008	Dave Sykes	Travel expenses	£ 30.02	
397	BP	21.12.15	4001	R Wood	December Salary		
398	BP	21.12.15	4002	J Farmer	December Salary		
399	BP	21.12.15	4017	E Moore	December Salary		
400	BP	21.12.15	4005	J Bielby	December Salary		
401	BP	21.12.15	4004	L Skelding	December Salary		
402	BP	21.12.15	various	HMRC	December Tax and NI	£ 1,730.29	
403	BP	21.12.15	4072	Hull and ER CAB	Donation to funding	£ 1,500.00	
404	BP	21.12.15	4072	All Saints Church	Donation to funding	£ 500.00	

405	BP		4053	Fly Signs	Banners for PAC	£ 140.00	
406	DD	25.12.15	4032	Be Fuelcards	Fuel	£ 6.01	
407	BP		4205	Plusnet	Renewal of website domain	£ 150.00	
408	DD	01.02.16	4061/62	PWLB	Loan repayment	£ 15,391.23	
409	BP		4023	G T Graphics	Posters/paper	£ 43.50	
410	BP		4037	Travis Perkins	Shingle	£ 39.60	
411	BP		4205	Norman Computers	IT Support February	£ 46.80	
412	DD		4043	VSS	CCTV December	£ 90.00	
413	DD	8.1.16	4032	Be Fuelcards	Fuel	£ 29.23	
414	DD	15.1.16	4021	Daisy Communications	Landline phones	£ 16.80	
415	DD	31.01.16	4021	Daisy Communications	Mobile phones	£ 41.84	
416	DD	17.01.16	4015	Opus Energy	Gas Courthouse	£ 143.03	
417	BP		4209	David Wilkinson	Christmas tree removal	£ 438.00	
418	BP		4209	Halifax Estates	Christmas tree provision	£ 120.00	
419	BP		4072	ERYC	Burnby Hall hire Chrysanth Show	£ 185.75	
420	102598	08.01.16	various	Cash	Petty Cash	£ 122.52	
421	BP		4030	ERYC	Yorkshire Wolds and Beyond advert	£ 1,020.00	
422	BP		4042	Peter WinnTyres	Puncture repair	£ 60.25	
423	BP		4209	Dave Thurlow	Dismantle Christmas lights	£ 3,420.00	
424	BP		4037	K J Falkingham	Tools	£ 25.99	
425	BP		4037	Travis Perkins	Gravel	£ 79.20	
426	BP		4040	Travis Perkins	Sandbags (flood)	£ 639.74	
427	BP		4036	Lisa Skelding	Reimbursement hooks	£ 45.41	
428	BP		4203	J Parkers	Bulbs	£ 40.20	
429	BP		4035	ERYC	Salt bin maintenance	£ 91.20	
					<b>Totals</b>	<b>£ 32,928.10</b>	<b>£ 5,124.30</b>
					<b>Grand total</b>	<b>£ 38,052.40</b>	

Cllr Winterton proposed the above payment be agreed. 2<sup>nd</sup> Cllr Sykes and agreed.

- (b) Consider the bank statements, and agree payments from Pocklington Arts Centre.

		Date Paid	Payee	Detail	Amount	
435	TF R	16.12.15	PTC	Reimbursement	£ 669.92	
436	BP	21.12.15	J Duffy	December Salary		
437	BP	21.12.15	T Stalker	December Salary		
438	BP	21.12.15	F Argyle	December Salary		
439	BP	21.12.15	N Rudsdale	December Salary		
440	BP	21.12.15	P Jennings	December Salary		
441	BP	21.12.15	S Duffy	December Salary		
442	BP	21.12.15	HMRC	December Tax and NI	£ 640.89	
443	BP	21.12.15	PTC	Repayment of loan	£ 250.00	
444	BP	21.12.15	PTC	Contribution to salary	£ 71.08	
445	BP	23.12.15	Brass Castle	Bar supplies	£ 111.60	

446	BP	23.12.15	J L Brooks	Catering supplies	£ 85.60	
447	BP	23.12.15	Picturehouse Entertainment	Fees	£ 488.70	
448	BP	23.12.15	Mick Perrin	Fees	£ 2,361.50	
449	BP	23.12.15	Arts Alliance	Fees	£ 357.11	not paid, duplicate from last month
450	BP	23.12.15	K J Falkingham	Padlock and bolt	£ 9.85	
451	BP	23.12.15	Johnston Publishing	Pock post	£ 132.00	
452	BP	23.12.15	Will Duggan	Fees	£ 300.00	
453	BP	23.12.15	eone	Fees	£ 281.16	
454	BP	23.12.15	Picturehouse Entertainment	Fees	£ 1,451.20	
455	BP	23.12.15	Performing Arts Etc	Fees	£ 457.00	
456	BP	23.12.15	Fly Signs	Banner	£ 140.00	
457	BP	23.12.15	Freehand Theatre	Fees	£ 510.00	
458	BP	23.12.15	Hulleys	Catering supplies	£ 207.20	
459	BP	23.12.15	Catherine Sleightholme	Catering supplies	£ 49.40	
460	BP	23.12.15	Tom McCluskie	Tech Services	£ 160.50	
461	BP	23.12.15	Tom McCluskie	Tech Services	£ 271.50	
462	BP	13.01.16	J L Brooks	Catering supplies	£ 129.41	inc cr note
463	BP	13.01.16	Terry Herbert	Accountant	£ 126.00	
464	BP	13.01.16	Hulleys	Catering supplies	£ 167.00	
465	BP	13.01.16	W and C Forth	Stationery/stamps	£ 27.68	
466	BP	13.01.16	Premier Business Supplies	Cleaning materials	£ 25.92	
467	BP	13.01.16	Americana Music Association	Awards tickets	£ 226.80	
468	BP	13.01.16	GT Graphics	Poster	£ 24.00	
469	BP	13.01.16	Sony pictures	Film fee	£ 2,591.45	
470	BP	13.01.16	Picturehouse Entertainment	Fees	£ 962.50	
471	BP	13.01.16	UKCA Membership	Fees	112.8	
				<b>Sub total</b>	<b>£ 13,399.77</b>	<b>£ 2,089.34</b>
				<b>Grand Total</b>	<b>£ 15,489.11</b>	

Cllr Winterton proposed the Above payments be agreed,

© Consider the council's precept requirement for 2016/2017

The clerk had compiled a draft budget compiled by comparing this year's spending with the profile and taking into account other budget pressures. Cllr Cooper & Cllr Hutchinson had given their own views on the precept and there followed a lively debate. Cllr Sykes said it was important that a sum of money be available to the Deputy Mayor to cover mainly travelling expenses not to be given as a grant but to be claimed where necessary. He thought £300 was around the right level. Several proposals were put forward ranging from a 1.86% increase to 2%. None attracted the necessary support. Cllr Cooper said he was concerned about ERYC's curtailment of some of the local services and thought a special project fund should be incorporated in the budget. He proposed a 4% increase in the precept from last year's 2<sup>nd</sup> Cllr Perry 8 voted for this proposal 4 against.

BUDGET HEADING	2016/17
Mayors expenses	2000.00
Deputy Mayor's expenses	300.00
Donations Grants	2000.00
salaries	83000.00
n.i. contributions	4000.00
pension	13000.00
rates	3800.00
utilities	
electric	800.00
gas	1500.00
water	400.00
insurance	6400.00
office expenses	2500.00
telephone	750.00
photocopier	500.00
cleaning	400.00
subscriptions	1400.00
audit fees	3000.00
bank charges	220.00
training & travel	1500.00
professional fees	2500.00
Neighbourhood Develop	5000.00
CCTV	2000.00
renewals	2000.00
lease for mags court	0.00
mortgage	40500.00
contingency	7000.00
Allotment maintenance	0.00
Playgrounds maintenance	6500.00
Open Spaces	4500.00
Town clock	400.00
Repairs & Maintenance	20000.00
Van purchase	5000.00
Closed Churchyard costs	3000.00
Cemetery expenses	3000.00
Energy Conservation	1000.00
Band concerts	1200.00
Street furniture	2000.00
Prizes for competitions	250.00
Civic Regalia	700.00
Pocklington in Bloom	2500.00
Internet	1000.00
Town Promotion	3000.00
Entertaining	2500.00
Christmas lights	9000.00
Newsletters	700.00
Electric for footpath lighting	3000.00

Citizens Advice	1500.00
Oak House 1st floor	0.00
Project fund	9000.00
total	<b>£266,220.00</b>
less income	
Meeting room hire	2435.00
Shop rents	12400.00
Bank interest	500.00
Cemetery income	8500.00
Hire West Green	1000.00
Allotment rent	500.00
Repayment of PAC loan	1800.00
Feed-in tariff	1680.00
Council Tax support grant	5405.00
total	<b>34,220.00</b>
total precept required	<b>232,000.00</b>
band D pays	£74.50 an increase of £2.84 – a 3.94% increase

(d) Consider our actions in relation to the internal auditor's report. The matters identified had been listed by the clerk and actions taken to date. Those matters still outstanding to remain items on the monthly agenda.

12. Receive a verbal report from our district councillors. Councillor West reported on a new initiative to monitor sexual exploitation. ERYC have joined a North Yorkshire based consortium to attract regional funding. ERYC have been nominated as the best run local authority in the country.

13. To agree list of burials Cllr west proposed the burial of Thomas Steven Terry & headstones for Sleighholme, Lamb, & Hall be agreed.

14. Correspondence – as per list 9. Cllr Perry will produce a paper setting out the latest information on fracking. 15. Cllr Shepherd proposed £200 be given to the Lions Club 2<sup>nd</sup> Cllr Jones & agreed. 33. Cllr Shepherd proposed £200 be given to the British Legion for stands for standards. 2<sup>nd</sup> Cllr Jones and agreed.

15. Consider the Town Clerk's report The report was accepted.

16. Receive reports from any other meetings – Gateway etc. Consider written reports to be submitted for prior circulation. Cllr Marron asked that the Lions be considered to hold an event at the Arts Centre as part of the refurbishment celebrations. Cllr Shepherd had attended a meeting of Barmby moor council where some concern was aired about Pocklington wanting to take over the industrial estate.

17. Consider closing the meeting. Cllr Ratcliffe proposed 'In view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.' 2<sup>nd</sup> Cllr Sykes and agreed. Members of the public then left the meeting. A discussion on the rent for the ice cream shop whilst the building work was on-going was considered. After a discussion it was agreed to waive the full rent for the four months up to the end of March. A full rent would then be payable. It was agreed that Mrs Lisa Skelding be moved to SCP16 as agreed in her contract as from 1<sup>st</sup> April 2015. Mrs Eileen Moore to work 16hours per month and be paid £6.70 per hour.

18. Consider the applications for co-option onto the council and invite the successful person to become a Town Councillor. Six applications were considered. A short list was compiled with two candidates being invited to attend an informal meeting on Wednesday 20<sup>th</sup> January at 6.15pm and 6.30pm.

The meeting closed at 9.10pm

1	ERNLLCA	New Years Honours 2017
2	Colin Beattie	Traffic Congestion
3	Ann Cox	Festival of Christmas
4	Arts Centre	Update
5	Humberside Police	Community Policing
6	Les Waby	Parking problems Betterton Court
7	Gill Sinton	Councillor application
8	Mason Clark	Ice Cream Shop
9	Cuadrilla Resources	Onshore Oil and Gas Exploration
10	ERNLLCA	Referendum Principles - Precept
11	ERYC	Consultee access
12	Simon Kularatne	102 Squadron newsletter
13	FoPGS	Minutes and AGM
14	Yashpal Anand	Councillor application
15	Richard Knill	Grant application
16	David Wilson Homes	Burnby Lane Developments
17	Peter Hirschfeld	Flooding issues
18	Locality	DCLG's notes on Neighbourhood planning
19	ERYC	Flood Risk Management Strategy
20	ERNLLCA	December newsletter
21	Clive Hinchliffe	Fracking
22	ERYC	Grit Bins
23	ERYC	Speed Limit West Green
24	Roger Bruton	Application for co-option
25	All Saints Church	Thank you
26	Tim Stark	Councillor application
27	Rodger Westmoreland	Road levels in Pocklington Town
28	Wood Sherwood	2 Chapel House

29	Swirlz	Financial matters
30	ERYC	Flooding grant
31	Humberside Police	January Newsletter
32	Pensions Regulator	Employer pension regulations
33	British Legion	Grant application
34	Tracey Tyson Cottam	Councillor application
35	Les Waby	Flooding