

POCKLINGTON TOWN COUNCIL
MINUTES

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

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

Before the start of the meeting Councillor Alan Spademan led the council in prayers as our Council Chaplain, Elder Philip Bradish is unable to attend.

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. TJ 33

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. Proposed Cllr Spademan proposed the meeting be closed 2nd Cllr Sykes. Claude Mole reported he had no update on the Traffic & Parking review. He had attended a fracking seminar at County Hall the details of which will be published on the ERYC web-site. Cllr West asked for support in resisting the closure of the retail outlet at the Co-op. This will be subject to planning so the next planning meeting to draft a suitable letter to ERYC registering concerns about the loss of a retail outlet.

4. Cllr Jones proposed the meeting be re-opened. 2nd Cllr Winterton & agreed.

5. Receive the Arts Centre Managers report. The Mayor said a great deal of work had been carried out and the results were outstandingly good. Staff, volunteers the builders and project manager deserve great praise for all their work under difficult circumstances. Several opening events are planned for the various sections of the community to show them around. Tonight they are hosting the first live event which requires the manager's presence. The pricing structure for use of the facility is to be ratified at the next meeting on 27th April 2016 to which the manager is to be invited.

6. To confirm the minutes of the Town Council meeting held on 9th March 2016 Cllr Sykes proposed they are a true record. 2nd Cllr West & agreed.

7. To report matters arising from those minutes not on the agenda – for information only. Cllr Perry said there was no mention of serving hot food in the new facility which he would like adding. This addition was agreed to.

8. To receive a report on the use of our web-site. Mark Smith had produced some figures on the web-site use but they needed some clarification. Mark to be invited to the next meeting on 27th April 2016.

9. Decide on the Deputy Mayor for the forthcoming year. After a ballot Councillor Tony Marron was appointed the Deputy Mayor. Cllr Jones was thanked for putting his name forward.

10. To receive the financial statement of
(a) Pocklington Town Council and agree payments Cllr Winterton proposed they be accepted 2nd Cllr Sykes and agreed.

		Date Paid	Code	Payee	Detail	Amount
511	BP	16.03.16	4072	All Saints Church	Flying man festival grant	£ 250.00
512	BP	29.03.16	4036	Chubb	Alarm system	£ 96.00
513	BP	29.03.16	4030	Yorkshire Local Councils Ass	Clerk advert	£ 15.00
514	BP	29.03.16	4023	GT Graphics	Paper	£ 7.20
515	DD	18.03.16	4205	Plusnet	Broadband	£ 18.00
516	BP	29.03.16	4023	ER Supplies	Shredder	£ 483.91
517	BP	29.03.16	4205	Cyber Glide	IT Support	£ 40.00
518	BP	29.03.16	4023	ER Supplies	Stationery	£ 30.73
519	BP	29.03.16	4030	Wolds Advertiser	4 page precept notice advert	£ 600.00
520	BP	29.03.16	4030	City of York Council	Clerk advert	£ 50.00
521	BP	23.03.16	4053	Range/B&Q (Janet Farmer)	Mirror etc refurbishment	£ 338.36
522	BP	29.03.16	4207	Ardent Fireworks	Bonfire bight deposit	£ 250.00
523	BP	29.03.16	4030	Newsquest	Clerk advert	£ 180.00
524	BP	29.03.16	4036	Chubb	Intruder alarm	£ 432.00
525	BP	29.03.16	4030	ERYC	Clerk advert	£ 60.00
526	DR	29.03.16	4026	HSBC	Bank charges	£ 55.00
527	BP	29.03.16	4019	Fly Signs	Skatepark signs	£ 84.00
528	BP	29.03.16	4037	R Westmoreland	Tree removal allotments	£ 360.00
529	BP	30.03.16	4023	GT Graphics	Council folders	£ 28.80
530	BP	31.03.16	4020	Sculpture works	Lily pad trail plaques	£ 7,926.57
531	TFR	30.03.16	4210	PAC	Technician wages Perrys transport meeting	£ 40.00
532	BP	30.03.16	4001	Richard Wood	March salary	
533	BP	30.03.16	4002	Janet Farmer	March salary	
534	BP	30.03.16	4017	Eileen Moore	March salary	
535	BP	30.03.16	4005	John Bielby	March salary	
536	BP	30.03.16	4004	Lisa Skelding	March salary	
537	BP	30.03.16	various	HMRC	March Tax and NI	£ 1,617.95
538	BP	31.03.16	4053	Pocklington Rugby Club	Vehicle parking	£ 300.00
				Total		£ 13,263.52
				Grand total		£ 18,392.13
		Date Paid	Code	Payee	Detail	Amount
1	BP	14.04.16	4011	ERYC	rates	£ 3,339.60
2	BP	14.04.16	4011	ERYC	rates cemetery	£ 137.09
3	BP	14.04.16	4025	Zurich Insurance	Insurance premium	£ 6,205.18
4	BP	14.04.16	4037	Westmoreland	tree felling All Saints	£ 1,080.00
5	BP	14.04.16	4203	Ambrol	lamp post baskets	£ 479.70
6	BP	14.04.16	4020	Broxap	Finger post	£ 2,043.00
7	DD		4043	VSS	CCTV maintenance	£ 90.00
8	BP	14.04.16	4037	Travis Perkins	parts for water pipe	£ 5.24

9	BP	14.04.16	4018	A & L Stewart	canopy lighting	£ 1,860.00
10	DD	15.04.16	4021	Daisy	mobiles	£ 16.80
11	DD	01.05.16	4021	Daisy	landline telephone	£ 50.72
12	DD	01.04.16	4032	Be fuel cards	fuel	£ 14.03
13	BP	14.04.16	4030	Johnson Publishing	advert licence Arts	£ 318.60
14	DD	08.04.16	4032	Be fuel cards	fuel	£ 7.70
15	BP	14.04.16	4021	Daisy	Landline calls	£ 50.03
16	BP	14.04.16	4036	Chubb	PAC engineer fire alarm	£ 216.00
17	BP	14.04.16	4037	Travis Perkins	Paint etc	£ 62.15
18	BP	14.04.16	4024	ERNLLCA	Membership 16/17	£ 1,114.08
19	BP	14.04.16	4020	Westmoreland Builders	Lily trail	£ 372.74
20	102604	01.04.16	4003	Standard Life	Skelding pension	£ 527.44
21	BP	14.04.16	4037	Travis Perkins	Duct Tape	£ 4.92
22	DD	17.04.16	4015	Opus Energy	Gas Courthouse	£ 227.64
23	BP	14.04.16	4029	ERYC	Waste disposal	£ 265.46
24	BP	14.04.16	4029	ERYC	Waste disposal West Green	£ 328.64
25	BP	14.04.16	4029	ERYC	Waste disposal Cemetery	£ 328.64
26	BP	14.04.16	4053	Leisure Refurbishing Company	PAC chair sample	£ 89.76
27	BP	14.04.16	4056	Kaye Middleton & Co	Payroll Services 2016/17	£ 240.00
28	DD	16.04.16	4032	Be Fuelcards	Fuel	£ 30.73
29	BP	14.04.16	4053	Leisure Refurbishing Company	Deposit for PAC chairs	£ 1,094.68
30	BP	14.04.16	4203	Henley's nurseries	Privet hedge plants	£ 27.60
					Totals	£ 20,628.17

(b) Consider the bank statements, and agree payments from Pocklington Arts Centre. Cllr Winterton proposed the most recent be accepted but the remainder to be brought back to the May meeting.

	Date Paid	Payee	Detail	Amount
1	BP	Yorkshire POS	Film Charges	£ 158.40
2	BP	Performing Arts etc Ltd	Rehersal fee	£ 731.20
3	BP	Picturehouse Entertainment	Live event charges	£ 276.40
4	BP	Terry Herbert	Book keeping	£ 138.60
5	BP	Synergie Assist	IT support	£ 469.00
6	BP	Picturehouse Entertainment	Film Charges	£ 535.70
7	BP	Oicturehouse Entertainment	Live event charges	£ 1,509.50
8	BP	GT Graphics	Advertising posters, leaflets	£ 110.00
9	BP	Mint Creative Solutions	Website	£ 144.00
10	BP	Premier Business Supplies	Cleaning materials	£ 21.72
11	BP	Black Dyke Band	Concert	£ 2,640.00
12	BP	Wards of York	Catering equipment	£ 1,369.96
13	BP	Big Life	50% fee	£ 3,000.00
14	BP	20th Century Fox	Film hire	£ 455.35
15	BP	Premier Business Supplies	Cleaning materials	£ 30.78

16	BP		Wards of York	Catering equipment	£ 112.75
17	BP		Lipservice	Fee	£ 1,200.00
18	BP	08.04.16	J Duffy (Premier Inn)	Room fee	£ 404.00
				Sub total	£ 13,307.36
				Grand Total	£ 13,307.36

© Agree a list of direct debits/ standing orders for the forthcoming year. These are to be tabled for the meeting on 27th April.

11. Consider a change to our financial standing orders in view of a change in the legislation. Cllr Shepherd proposed the following changes take place to our standing orders & financial regulations. 'To add a new paragraph stating a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall satisfy the requirements of the Public Contract Regulations 2015 and will be procured on the basis of a formal tender as summarised in standing order 18(d) below. The council will advertise the contract opportunity on the Contract Finder website.' 2nd Cllr Winterton & agreed.

12. Nomination of a replacement to Cllr Jones to join the Pocklington Gateway project as the council representative. Cllr Jill Sinton agreed to represent the council on this group.

13. Receive an update on the refurbishment of Pocklington Arts Centre Cllr Ratcliffe said how amazed he had been on the visit last night – it was quite a revelation to see the progress that has been made. It was agreed the builders, project manager, staff and councillors who have been involved need special praise. Cllr Hutchinson said an outstanding item of concern is whether the contract has been fully completed and whether it is to budget. Cllr Perry said we should set a date for the official handover.

13a. Cllr Jones proposed the list of burials of Gladys Barker, Ethel Shanks & Kenneth Turton and memorial for Betty Bond, Magdalene Corneleous & Gladys Barker be agreed. 2nd Cllr West & agreed.

14. Correspondence – as per list 4. Invitation to 102 Squadron dinner Cllr Shepherd asked to be included. 8. Invitation for a councillor to join the FLAG group – no nominations received. 21 the CIL – it was noted the developers costs were in one of the highest bands. 22 Pocklington's Got Talent is to go ahead on 25th April request everyone try to sell tickets. 24. Approval was given for Cllr Hutchinson to investigate the costs of a skateboard course for summer. 28. Cllr Perry proposed a £240 voucher would be given to the over 60's group. 2nd Cllr Sykes & agreed. 31. After a discussion it was agreed to write to the enforcement section of ERYC asking for signs and road markings to be replaced. 33. Cllr Perry proposed a £180 voucher be given to the carers group. 2nd Cllr Sykes and agreed. 35. The hire charges for PAC to be looked at on 27th April. 41. After a debate Cllr Perry proposed awarding Woldgate school £50 towards their Arts Exhibition. 2nd Cllr Ratcliffe & agreed. 43. It was regretted that West Wolds Radio is to close.

15. The Town Clerk's report was noted.

16. The minutes from Policy & Resources on 30th March. Cllr Hutchinson said he expressed a concern at the meeting about the final bill for the Arts Centre refurbishment which he would like including. Once altered they were proposed as a true record by Cllr Shepherd, 2nd Cllr Hutchinson and agreed., Road Safety 6th April. Cllr Perry proposed they be accepted 2nd Cllr Jones & agreed. The notes from a flood meeting on 16th March were accepted. ERYC to be asked to present the flood alleviation plan for north of the town.

17. Receive reports from any other meetings – Gateway etc. Consider written reports to be submitted for prior circulation. Cllr Hutchinson had attended the management meeting at the Arts Centre.

18. Consider closing the meeting Cllr Spademan 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." 2ND Cllr Sykes and agreed.

19. Cllr Ratcliffe gave an update on the recruitment of a new clerk. It was agreed the shortlisted candidates applications could be viewed by councillors not on the Personnel committee on Monday afternoon.

20. Consider a report from the personnel committee to increase the hours of the admin assistant and employ a handyman one day per week during summer. The proposal to increase Lisa Skelding's grade from SCP 16 to SCP 17 was approved and for her to work 20 hours per week. It was further agreed we would advertise for a part-time handyman to work 7hours per week during April to October inclusive. It was agreed a rate of £8.068 would be advertised locally.

The clerk then left the meeting. Cllr Ratcliffe spoke about the circulation of 'e' mails to outside bodies explaining the difficulties such action can have.

The meeting closed at 9pm.

1	Tony Marron	Fracking
2	Tony Marron	Fracking
3	Barbara Ball	Thank you
4	Simon Kularatne	Reunion Invitation 070516
5	Bernard Morris	Linden homes - Temp road
6	Richard Dixon	15/16 Internal Audit year end
7	Glenys Elliot	Dog Fouling thank you
8	Pocklington FLAG	Fairtrade
9	West Wolds Radio	Funding request
10	Andrew Sefton	Linden homes road at Wilberforce Manor
11	ERNLLCA	Membership 2016/17
12	PFK Littlejohn LLP	Annual Return 2016
13	Burnby Equestrian	Open day 010416
14	Bernard Morris	Linden homes - Temp road
15	David Rees	Pocklington to Bolton Road surface
16	Fairtrade East Riding	Event invitation 050516
17	ERYC	Flood meeting
18	Kay West	Robb Street roadway problems
19	PAC	Minutes 220316
20	Woldgate	Art exhibition sponsorship
21	ERYC	Community Infrastructure levy
22	PAC	Pocks got talent
23	Gerry Hutchinson	Arts Centre Management
24	Gerry Hutchinson	Skatepark course
25	Gerry Hutchinson	PAC refurbishment
26	PAC	Pocks got talent update
27	Pocklington Churches	work on All Saints path

28	Over 60's club	application for grant
28a	British Legion	thanks
29	Heritage Lottery Fund	change to grant for WW1
30	ERYC	re closure of Co-op
31	Steve Mullarky	parking offences London Street
32	ERYC	Planning seminar Goole 13th June
33	Pocklington Carers Group	application for grant
34	ERYC	East Riding Plan approved
35	Janet Farmer	fees for hire Arts Centre
36	NALC	Star Councils Award
37	Gerry Hutchinson	planned skateboard event
38	WREN	permission to alter grant
39	Gliding Club	planning Barmby Road
40	Rugby Club	letter re parking of builders vans
41	Woldgate School	Grant application
42	John Turner	Invitation Fairtrade Meal 050516
43	Tony Barker	West Wolds Radio
44	Judith Micklem	Fairtrade Meal
45	Wolds Gliding Club	2nd submission POC1