

POCKLINGTON TOWN COUNCIL
MINUTES

Meeting of the Town Council
Meeting Room Old Courthouse George Street Pocklington
Wednesday 14th September 2016 at 7pm

Present: Councillors Sykes (chairman), Cooper, Hutchison, Jones, Marron, Perry, Sharpe, Shepherd, Sinton, Spademan.

Attending: Cllr Mole and Cllr Strangeway from East Riding of Yorkshire Council, Gordon Scaife - Town Clerk, Poppy Kennedy – Pocklington Post and four members of the public.

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

1. Notice of meeting. Cllr Perry proposed the notice of the meeting 2nd Cllr Spademan and agreed.
2. To accept apologies for absence. Apologies were received from Cllrs Ratcliffe, West and Winterton.
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 Perry declared a personal interest in item 13 Neighbourhood Watch Group and Cllr Marron declared a personal interest in item 14 (8) Use of West Green by the Lions.

4. Consider suspending the meeting to allow an opportunity for person(s) or groups to address the council for a total period of up to 15 minutes. Richard Bryon has asked to speak about the proposed cuts to the bus services, Richard Knill will ask about the potential of using West Green as the venue for next year's It's a Pockout and John Brown will speak about signage.

Cllr Sharpe proposed the meeting be suspended 2nd Cllr Perry and agreed.

Richard Bryon addressed the Council about the proposals by East Riding of Yorkshire Council to cut some of the subsidised bus services. The services affected include the buses from Huggate and Newton on Derwent on a Tuesday into Pocklington. The late night services on a Sunday – Thursday into York meaning the last bus would be 8.15 pm and the buses would run along the A1079 without serving the villages. Richard asked if the Town Council would consider inviting David Boden from East Riding of Yorkshire Council and Bob Brackley to address the 2nd town meeting. Cllr Sykes thanked Richard for the presentation.

John Brown and Roger Sutton addressed the Council about signage in the town. They came from Pocklington Futures 2 which is the group that is taking forward the projects and ideas in produced in the Town Plan (Pocklington Futures). Roger gave a report on signage. This included providing signage about the town at the new service station to encourage passing visitors to come into the town. There is a perceived need for better signage in the town's car parks and signage around the town in general. Cllr Sykes thanked Roger Sutton and John Brown for the presentation and suggested this be discussed at the next development and marketing sub-committee.

Richard Knill had been due to address the Council about the possibility of hiring West Green for Monday 27 August 2017 for it's a Pockout but was unable to come.

Cllr Mole addressed the Council to inform them that Burnby Hall Gardens had won a 7th consecutive Britain in Bloom Gold. The gardens have welcomed 78,000 visitors so far this season. 48,000 paying visitors and 30,000 annual pass holder visitors. Cllr Mole is to pursue the re-surfacing of Hodsow Lane on behalf of Pocklington Town Council.

5. Consider continuing the meeting. Cllr Spademan proposed continuing the meeting 2nd Cllr Sharpe and agreed.
6. To confirm the minutes of the Town Council meeting held on 10 August 2016. Cllr Jones proposed the minutes be accepted as a true record 2nd Cllr Sharpe and agreed.
7. To report matters arising from these minutes not on the agenda for information only.

No matters were reported.

8. To receive the Arts Centres Managers Report.

The report has been circulated. Due to a live event at the Arts Centre the manager was unable to attend. There was a discussion about the management of the arts centre.

9. To receive financial statement of
 - a) Pocklington Town Council and agree payments.
Cllr Sykes proposed the below payments to be authorised 2nd Cllr Jones and agreed.

243	BP	12.08.16	4039	Traceys Red Hat Hire	Strimmer hire	£ 144.00
244	BP	12.08.16	4024	AHGTC	Town Crier Membership	£ 35.00
245	BP	12.08.16	4015	CNG	Courthouse Gas	£ 28.72
246	DD	12.08.16	4032	Be Fuelcards	Fuel	£ 56.74
247	BP	12.08.16	4207	Elecplant Ltd	Generator hire	£ 85.20
248	BP	12.08.16	4037	Abbey Garden Sales	Strimmer Oil (GS)	£ 25.51
249	DD	18.08.16	4205	Plusnet	Broadband	£ 18.00
250	DD	31.08.16	4014	British Gas	Courthouse electricity	£ 151.96
251	BP	15.09.16	4020	Post Haste	Book of remembrance	£ 500.00
252	BP	15.09.16	4013	Woodmil Ltd	Aug Sept Oct Photocopier	£ 127.91
253	BP	15.09.16	4207	Murr Skip Hire	Summer Fair skip	£ 84.00
254	BP	01.09.16	4036	Don Ogram	Shed door and PAC passage door	£ 32.00
255	BP	15.09.16	4042	F G Adamson	Strimmer repair	£ 39.60
256	BP	01.09.16	4020	Hedgehog Studio	Map design	£ 60.00
257	BP	01.09.16	4209	Npower	Xmas lights	£ 23.40
258	DD	01.08.16	4061/2	PWLB	Loan payment	£ 19,884.34
259	DD	19.08.16	4032	Be Fuelcards	Fuel	£ 15.37
260	2619	11.07.16	4003	R Wood	Final Pension payment	
261	BP	15.09.16	4036	Travis Perkins	McAlpine Trap	£ 7.73
262	BP	01.09.16	4036/4020	Geoff Stubbins	Flag poles, West green fencing	£ 450.00
263	BP	01.09.16	4020	K M Woodhall	West Green accident repairs	£ 108.00
264	BP	01.09.16	4205	Cyber Gilde	IT Support	£ 35.00
265	BP	24.08.16	4036	Chubb	Hobson and Porter alarm damage (to be reclaimed)	£ 144.00
266	DD	26.08.16	4032	Be Fuelcards	Fuel	£ 34.99
267	BP	15.09.16	4023	ER Supplies	Laminating pouches	£ 20.10
268	BP	01.09.16	4200	York Concert Band	Burnby Hall Band Concert	£ 295.00
269	BP	01.09.16	4037	Pocklington Pest Control	Cemetery wasps nests	£ 80.00
270	BP	01.09.16	4037	Gordon Kay	Grass cutting	£ 80.00
271	BP	15.09.16	4201	ERYC	Lamp post embellishments	£ 1,298.59
272	BP	15.09.16	4201	Earth Anchors	Bench fixing kits	£ 319.14
273	DD		4043	VSS	CCTV August	£ 90.00

274	BP	01.09.16	4037	R Westmoreland	Tree maintenance cemetery and West Green	£ 558.00
273	BP	30.08.16	4002	J Farmer	August Salary	
276	BP	30.08.16	4017	E Moore	August Salary	
277	BP	30.08.16	4005	J Bielby	August Salary	
278	BP	30.08.16	4004	L Skelding	August Salary	
279	BP	30.08.16	4001	G Scaife	August Salary	
280	BP	30.08.16	VAR	HMRC	August NI and PAYE	£ 1,724.61
281	2625	30.08.16	VAR	Cash	Petty Cash	£ 88.78
282	DD	15.08.16	4021	Daisy Communications	Mobile phone bill	£ 16.80
283	BP	15.09.16	4053	Daisy Communications	PAC telephone system (part)	£ 1,200.00
284	BP	15.09.16	4036	Steve Wilcock	PAC Toilet repair	£ 99.00
285	BP	15.09.16	4037	ERYC	Broadmanor lease	£ 66.00
286	BP	15.09.16	4037	Wolds Engineering	Oil	£ 26.40
287	BP	15.09.16	4207	Elecplant Ltd	Generator hire (summer fair)	£ 163.16
288	DD	09.09.16	4032	Be Fuelcards	Fuel	£ 10.13
289	BP	15.09.16	4024	Loyal Company of Town Criers	Annual membership	£ 35.00
290	BP	15.09.16	4207	Purple Pig Company	Summer Fair pets	£ 180.00
291	DD		4026	HSBC	Bank charges	£ 55.00
292	DD	01.10.16	4021	Daisy Communications	Landline charges	£ 43.62
293	DD	31.08.16	4021	Daisy Communications	Landline charges	£ 39.84
294	DD	02.09.16	4032	Be Fuelcards	Fuel	£ 12.88
295	BP	15.09.16	4207	G T Graphics	Bonfire night posters	£ 64.80
296	BP	02.09.16	4001	Gordon Scaife	Salary top up due to error	
297	BP	15.09.16	4015	CNG	Gas supply court house	£ 26.57
298	BP	15.09.16	4207	GT Graphics	Bonfire night posters	£ 9.00
299	BP	12.09.16	4036	Chubb	PAC engineer	£ 120.00
300	BP	15.09.16	4023	Wolds Office Supplies	Printer toner	£ 388.80
301	BP	15.09.16	4023 4016	ER Supplies	Stationery and cleaning	£ 61.37
302	DD	16.09.16	4032	Be Fuelcards	Fuel	£ 46.12
					Totals	£ 29,310.18
					Grand total	£ 36,628.37

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

206	BP	16.08.16	Tom Stalker	Travel	£ 24.00
207	BP	16.08.16	Janet Farmer	Travel	£ 15.40
208	BP	16.08.16	Jake Morrell	Fee	£ 150.00
209	BP	16.08.16	Warner Brothers	Fee	£ 152.74
210	BP	16.08.16	Mint	Platform Website	£ 216.00
211	BP	16.08.16	Premier Business Supplies	Cleaning supplies/Uniform	£ 119.95
212	BP	16.08.16	Black Event Furniture	Furniture hire	£ 1,114.80
213	BP	16.08.16	Sam Dunkley	Choir rehearsal	£ 457.00
214	BP	16.08.16	Out and About	Leaflet delivery	£ 195.00
215	BP	16.08.16	POS Yorkshire	Film Hire fee	£ 198.00
216	BP	16.08.16	Terry Herbert	Book keeping	£ 378.00

217	BP	16.08.16	J L Brooks	Confectionery	-£ 109.11
218	BP	16.08.16	J L Brooks	Confectionery	£ 74.27
219	BP	16.08.16	J L Brooks	Confectionery	£ 99.73
220	BP	16.08.16	G T Graphics	Posters	£ 18.00
221	BP	16.08.16	G T Graphics	Posters	£ 2.40
222	BP	16.08.16	Picturehouse Entertainment	Fee	£ 159.50
223	BP	16.08.16	eone	Fee	£ 1,505.68
224	BP	16.08.16	eone	Fee	£ 1,353.77
225	BP	16.08.16	Just Wallpapers Ltd	Wallpaper (JF)	£ 175.92
226	BP	16.08.16	Ticketweb	Tickets (JF)	£ 50.00
227	BP	16.08.16	Facebook	adverts (JF)	£ 40.00
228	BP	31.08.16	J Duffy	August Salary	
229	BP	31.08.16	T Stalker	August Salary	
230	BP	31.08.16	N Rudsdale	August Salary	
231	BP	31.08.16	P Jennings	August Salary	
232	BP	31.08.16	J Boyd	August Salary	
233	BP	31.08.16	G Waite	August Salary	
234	BP	31.08.16	HMRC	August TAX and NI	£ 767.62
235	BP	31.08.16	Tom McCluskie	August Salary	
236	BP	06.09.16	Feathers Hotel	Room	£ 55.00
237	BP	06.09.16	Feathers Hotel	Room	£ 55.00
238	BP	06.09.16	Feathers Hotel	Room	£ 55.00
239	BP	06.09.16	Feathers Hotel	Room	£ 72.00
240	BP	06.09.16	Feathers Hotel	Room	£ 55.00
241	BP	06.09.16	Feathers Hotel	Room	£ 55.00
242	BP	06.09.16	Feathers Hotel	Room	£ 55.00
243	BP	06.09.16	Feathers Hotel	Room	£ 55.00
244	BP	06.09.16	Feathers Hotel	Room	£ 157.85
245	BP	06.09.16	Feathers Hotel	Room	£ 55.00
246	BP	06.09.16	Feathers Hotel	Room	£ 55.00
247	BP	06.09.16	Feathers Hotel	Room	£ 55.00
248	BP	06.09.16	Feathers Hotel	Room	£ 55.00
249	BP	06.09.16	Eventbrite (JF)	Tickets	£ 318.88
250	BP	31.08.16	PTC	Cont to mans salary	£ 71.08
251	BP	31.08.16	PTC	Loan repayment	£ 250.00
252	BP	02.09.16	George Waite	Salary top up error	
253	BP	12.09.16	Your Local Link	Leaflet distribution	£ 174.50
254	BP	12.09.16	Sony Pictures	Fee	£ 350.52
255	BP	12.09.16	BPA Live	Fee	£ 40.00
256	BP	12.09.16	Terry Herbert	Book Keeping	£ 176.40
257	BP	12.09.16	Mint	Artwork	£ 624.00
258	BP	12.09.16	Arts Alliance Media	Battery and Engineer	£ 403.45
259	BP	12.09.16	Lionsgate	Fee	£ 120.00
260	BP	12.09.16	Picturehouse Entertainment	Fee	£ 30.00
261	BP	12.09.16	Lionsgate	Fee	£ 120.00
262	BP	12.09.16	Picturehouse	Fee	£ 228.00

			Entertainment		
263	BP	12.09.16	Elvington Plant Hire	Fence hire	£ 96.00
264	BP	12.09.16	Icon	Fee	£ 120.00
265	BP	12.09.16	C Sleightholme	Confectionery	£ 62.99
266	BP	12.09.16	Picturehouse Entertainment	Fee	£ 238.70
267	BP	12.09.16	POS Yorkshire	Fee	£ 158.40
				Sub total	£ 11,576.44
				Grand Total	£ 14,755.20

10. To agree the list of burials. Cllr Sinton proposed the internment of Emily Rowley, the scattering of the ashes of Derek Bryan Gee and the approval of the headstone memorial for Mary Lydia Cameron Malcolm 2nd Cllr Sharpe and agreed.
11. Agree to adopt the Retention of Documents and Records Management Policy and the Data Protection Policy. Cllr Marron proposed the adoption of the Retention of Documents and Records Management Policy and the Data Protection Policy seconded Cllr Jones and agreed.
12. Consider adopting the standing orders for the council. Cllr Marron has incorporated the comments made by Councillors. Some Councillors haven't had time to comment on the standing orders. The Clerk will produce printed copies for all. Cllr Marron has produced a draft Social Media Policy to be incorporated with the policies in the Standing Orders. Agreed that Councillors will have until the next Full Council meeting in October to send comments to Cllr Marron.
13. Consider the Neighbourhood Watch Paper. Cllr Perry introduced the paper on setting up additional Neighbourhood Watch Areas in the town. Cllr Perry in the presentation explained the benefits of having a Neighbourhood Watch Area. There are currently 6 working around Pocklington. The largest of which covers the Sherbuttgate Estate. Cllr Perry will divide the town into natural geographical areas of around 60 houses and volunteers would be sought to be the coordinators. Cllr Sinton suggested that may be a pilot be done in her neighbourhood area first. Cllr Marron suggested that a volunteer role description is needed and advertised to recruit the coordinators. All agreed that these actions be taken.
14. Correspondence as per list –

Item 1 and 11 Cllr Strangeway has requested that the Council provide funding from its project fund to provide a bus shelter on West Green and to provide funding towards the retention of the night bus from York. A list of all current projects and costs needs to be produced. The Clerk is to produce a draft list. It was suggested that the residents be consulted to choose the most popular project. A draft list was produced and the project fund was to be used to lever in additional funding.

Items 11 and 27 about one way streets are to be placed on a road safety sub-committee for discussion.

Item 14 – Youth grants. The Council would like to consider applying for a grant and this is to be placed on the agenda for Policy and Resources sub-committee next week.

Item 18 – Councillor contact details these had been accidentally omitted when the website was re-designed. It was agreed a .gov.uk email address would be created for all the Councillors and Councillors were asked to confirm which phone number they would like on the website.

Item 19 and 24 to be discussed in the closed part of the meeting.

Item 23 – Data protection breach. The questions posed by the ICO have been answered by the Clerk and we await a reply.

Item 26 – Minster FM's request to attend the Christmas Fair. Cllrs Marron and Shepherd declared a personal interest as directors of West Wolds Radio and didn't take part in the debate or vote. Cllr

Jones proposed that Minster FM be allowed to attend the Christmas Fair 2nd Cllr Sinton. A vote was taken 6 for 1 abstention and 1 against. The motion was carried.

Item 28 – Emergency Plan. A meeting of the emergency sub-committee has been planned for Wednesday 28 September at 7 pm.

Item 34 – Street naming is to be put on a transport lighting and road safety sub-committee.

15. Consider the Clerk's Report. There were no actions arising from the Clerk's report.
16. Receive and consider accepting the minutes from Policy and Resources 240816. Cllr Marron proposed the minutes from Policy and Resources sub-committee be accepted as a true record seconded Cllr Spademan and agreed.
17. Receive reports from any other meetings. Consider written reports to be submitted for prior circulation. There were no reports from other meetings.
18. 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.

Meeting closed at 20:53.