

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

Meeting of the Town Council  
Meeting Room Old Courthouse George Street Pocklington  
Wednesday 14<sup>th</sup> February 2018 at 7pm

**Present:** Councillors Sykes (chairman), Green, Hodgson, Hutchinson, Ratcliffe, Sinton, Spademan, West and Winterton.

**Attending:** 5 member of the public, Cllr C. Mole and Cllr K. West Pocklington Provincial Ward Councillor and Gordon Scaife - Town Clerk

Alan Spademan led the council in prayers before the meeting started.

1. Notice of meeting. Cllr Hodgson proposed the notice of the meeting 2<sup>nd</sup> Cllr West and agreed.
2. To accept apologies for absence. Apologies were received from Cllr Cooper (Prior engagement), Cllr Jones (Illness) Cllr Perry (Illness) and Cllr Sharpe (Work).
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.

No declarations of interest were declared.

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 West proposed suspending the meeting to allow for presentations and an update from the ward member present 2<sup>nd</sup> Cllr Green and agreed.

Cllr C. Mole has met with Alan Menzies East Riding of Yorkshire Council Director for Planning and Economic Regeneration about the state of West Green/Hodsow Lane. West Green and Hodsow Lane will be used as part of this year's Tour de Yorkshire and require repair. Alan Menzies has agreed that this is a priority road repair and will be done for Tour de Yorkshire

Cllr K. West reported that the budget for East Riding of Yorkshire Council has been approved.

5. Consider continuing the meeting.  
Cllr Sinton proposed continuing and 2<sup>nd</sup> Cllr West and agreed.
6. To confirm the minutes of the Town Council meeting held on 10<sup>th</sup> January 201 Cllr West proposed the minutes be accepted 2<sup>nd</sup> Cllr Green and agreed.
7. To report matters arising from these minutes not on the agenda for information only.  
Soapy group have reported to Development and Marketing about the video project. The Clerk and Deputy Clerk have received the training on the accounts software and the Arts Centre staff will be undertaking training shortly.

8. To receive financial statement of  
a) Pocklington Town Council and agree payments.  
Cllr Hodgson proposed the below payments to be authorised 2<sup>nd</sup> Cllr West and agreed.

POCKLINGTON TOWN COUNCIL				14-02-18		
		Date	Code	Payee	Detail	Amount
430	BP	22.01.18	4036	Westmoreland Builders	Flagpole base install	154.00
431	BP	22.01.18	4012	Yorkshire Water	Water Courthouse	39.46
432	DD	22.01.18	4205	Plusnet	Website	18.00
433	BP	22.01.18	4036	ERYC	Parking Bay Suspension	175.00
434	BP	22.01.18	4209	D Thurlow	Christmas Lights	3420.00
435	BP	22.01.18	4037	Travis Perkins	Cemetery Tap	16.89
436	BP	22.01.18	4045	Vidahost	NDP Website	11.99
437	BP	22.01.18	4003	NEST	Pensions	109.62
438	BP	22.01.18	4037	Play Inspection Company	Play area annual inspection	234.00
439	BP	24.01.18	4037	Big Boolies	New signage Arts Centre	480.00
440	BP	22.01.18	4039	Peter Winn Tyres	Battery Tractor	117.60
441	BP	19.01.18	4012	Yorkshire Water	Old Courthouse	28.79
442	BP	25.01.18	4039	Amazon	Mobile Phone Handset	29.99
443	BP	24.01.18	4208	Flying Colours	Bunting and Flags	517.38
444	BP	10.01.18	4205	Cyber Glide	Computer Support	35.00
445	BP	31.01.18	4002	Janet Farmer	Wages	
446	BP	31.01.18	4005	John Bielby	Wages	
447	BP	31.01.18	4001	Gordon Scaife	Wages	
448	BP	31.01.18	4017	Chris Heald	Wages	
449	BP	31.01.18	4004	Claire Findlay	Wages	
450	BP	31.01.18	4006	HMRC	NI and Tax	1933.09
451	DD	27.01.18	4032	BP	Fuel	39.00
452	BP	31.01.18	4201	Green Scene	Planter removal and tree planting	478.27
453	BP	31.01.18	4201	Notice-IT	Notice Board	920.00
454	BP	28.01.18	4208	Fresh Food Deli	Finger Buffet	426.50
455	BP	25.01.18	4036	Travis Perkins	Timber Arts Centre	4.99
456	BP	25.01.18	4036	Travis Perkins	Timber Arts Centre	1.43
457	BP	02.02.18	4045	Richard Wood Associates	Neighbourhood Development Plan	6027.00
458	DD	05.02.18	4024	Soapy Group	Subscription	60.00
459	DD	30.01.18	4043	Visual Security System	CCTV	90.00
460	DD	01.02.18	4021	Daisy	Mobile Phone line	8.40
461	BP	22.01.18	4209	D Wilkinson	Take Down Christmas Lights	438.00
462	BP	23.01.18	4209	R. Westmoreland	Christmas Tree	96.00
463	BP	01.02.18	4023	ERYC	Stationary	29.79
464	DD	31.01.18	4021	Daisy	Telephone January	67.76

465	DD	31.01.18	4021	Daisy	Telephone yearly acc	202.44
466	BP	06.02.18	4201	Marmax	Planters	1088.40
467	BP	10.02.18	4015	CNG	Gas	346.55
468	BP	31.01.18	4009	Rialtas Business Solutions	Accounts training	598.68
469	BP	08.02.18	4045	People and Places	NDP Consultant	3058.80
470	BP	13.02.18	4036	M. Wilcockson	Tree Works	280.00
471	BP	13.02.18	4023	Custom Stamps On Line	Ink Pad	6.60
472	BP	13.02.18	4208	Gordon Scaife Expenses	See sheet	85.58
473	DD	31.01.18	4021	Daisy	Telephone for December	67.90
474	DD	05.02.18	4003	Nest	Pensions	111.40
						£
<b>Totals</b>						<b>21,467.84</b>
						£
<b>Grand total</b>						<b>24,085.64</b>

- b) Consider the bank statements and agree payments from Pocklington Arts Centre.  
 Cllr West proposed the below payments to be authorised 2<sup>nd</sup> Cllr Hodgson and agreed.

POCKLINGTON ARTS CENTRE					
14-02-18					
		Date Paid	Payee	Detail	Amount
667	BP	22.01.18	Feathers Hotel	Room	55.00
668	BP	22.01.18	Feathers Hotel	Room	55.00
669	BP	22.01.18	Feathers Hotel	Room	55.00
670	BP	22.01.18	JL Brooks	Confectionary	276.24
671	BP	22.01.18	JL Brooks	Confectionary	41.69
672	BP	22.01.18	Tungate Group	Tickets	803.60
673	BP	22.01.18	Mint	Posters	108.00
674	BP	22.01.18	Sharps Funerals	Bar Reimbursement	258.85
675	BP	26.01.18	The Hop Studio	Bar Supplies	153.60
676	BP	26.01.18	J L Brooks	Confectionary	183.94
677	BP	26.01.18	Pivovar	Bar Supplies	293.11
678	BP	26.01.18	J Wheatley	Technician Services	75.00
679	BP	26.01.18	J Wheatley	Technician Services	75.00
680	BP	26.01.18	JSS Audio	Technician Services	360.00
681	BP	26.01.18	JSS Audio	Technician Services	120.00
682	BP	26.01.18	Mint Ltd	Artwork	108.00
683	BP	26.01.18	Country Gas Ltd	Bar Supplies	20.28
684	BP	26.01.18	Hambledon Productions		525.00
685	BP	26.01.18	GT Graphics	Leaflets	279.40
686	BP	26.01.18	Premier Business Services	Cleaning supplies	31.08
687	BP	26.01.18	Avalon Promotions	Fee	500.00
688	BP	26.01.18	Park Circus	Film	195.60
689	BP	26.01.18	Park Circus	Film	195.60
690	BP	26.01.18	Alan Field Associates	Fee	4020.00
691	BP	26.01.18	D Burnham	Fee	1502.91

692	BP	29.01.18	Spotify	Music September	9.99
693	BP	29.01.18	Spotify	Music October	9.99
694	BP	29.01.18	Spotify	Music November	9.99
695	BP	29.01.18	Spotify	Music December	9.99
696	BP	29.01.18	J. Farmer	Expenses	64.59
697	BP	31.01.18	J. Duffy	January Salary	
698	BP	31.01.18	T. Stalker	January Salary	
699	BP	31.01.18	N. Rudsdale	January Salary	
700	BP	31.01.18	P Jennings	January Salary	
701	BP	31.01.18	G Waite	January Salary	
702	BP	31.01.18	C Heald	January Salary	
703	BP	31.01.18	L Robinson	January Salary	
704	BP	31.01.18	C Watson	January Salary	
705	BP	31.01.18	B Mullarkey	January Salary	
706	BP	31.01.18	L Fras	January Salary	
707	BP	31.01.18	HMRC	NI and Tax	674.86
708	BP	08.02.18	STX International	Film	120.00
709	BP	08.02.18	Pocklington Arts Society	Event	202.00
710	BP	08.02.18	Pivovar	Bar Supplies	344.41
711	BP	08.02.18	The Hop Studio	Bar Supplies	153.60
712	BP	08.02.18	Yorkshire Water	Water	210.00
713	BP	08.02.18	JSS Audio	Technician Services	222.00
714	BP	08.02.18	JSS Audio	Technician Services	108.00
715	BP	08.02.18	D Webster	Technician Services	100.00
716	BP	08.02.18	Mint	Web Domain name	23.99
717	BP	08.02.18	T Herbert	Wine	215.42
718	BP	08.02.18	Swirlz	Ice Cream	72.00
719	BP	08.02.18	E Sumner	Event	111.00
720	BP	08.02.18	Payment Express	September	284.40
721	BP	08.02.18	S Espiner	Bookkeeping Oct	150.00
722	BP	08.02.18	S Espiner	Bookkeeping Nov	150.00
723	BP	08.02.18	S Espiner	Bookkeeping Dec	150.00
724	BP	08.02.18	J. Wheatley	Technician Services	85.00
725	BP	08.02.18	J. Duffy	Expenses January	103.57
726	BP	08.02.18	Facebook	Adverts	18.86
727	BP	08.02.18	Vista Entertainment Sol	Web Ticketing	164.53
728	BP	13.02.18	Viking	Office Supplies	145.15
729	BP	13.02.18	More 2 Screen	Film	486.00
730	BP	13.02.18	Brass Castle Brewery	Bar Supplies	298.78
731	BP	13.02.18	Universal Films	Film	108.00
732	BP	13.02.18	Manchester Food and Drink	Fee Advertising	360.00
733	BP	13.02.18	Trafalgar Releasing	Film	371.26
734	BP	13.02.18	Pivovar	Bar Supplies	276.48
735	BP	13.02.18	J. Wheatley	Technician Services	92.00
736	BP	13.02.18	JSS Audio	Technician Services	96.00

737	BP	13.02.18	JSS Audio	Technician Services	30.00
738	BP	13.02.18	S Dunkley	Fee	1421.00
739	BP	13.02.18	The Hop Studio	Bar Supplies	165.60
740	BP	13.02.18	Green Link Couriers	Delivery of leaflets	270.00
741	BP	13.02.18	Asgard Promotions	Fee	2000.00
742	BP	13.02.18	Asgard Promotions	Fee	100.00
743	BP	13.02.18	Amazon	Labels	10.45
744	BP	13.02.18	Spotify	January	9.99
<b>Totals</b>					<b>20300.80</b>
<b>Grand Totals</b>					<b>24029.59</b>

9. Correspondence has per list.

1. Humberside Police – January Newsletter for information.
2. Humberside Police – January Anti-Social Behaviour newsletter for information.
3. Letter from a resident with some ideas – No actions agreed.
4. Letter from a resident about Cllr Strangeway. For information. The resident had been bullied and complained about his behaviour towards a member of the public.
5. A researcher is asking Town Councillors to undertake a survey on flood risks and their experiences of flooding.
6. Cllr Cooper had emailed the sad news of the passing of Neil Dexter a former Pocklington Town Councillor
7. Woldgate College request for a donation towards the purchase of a cabinet for a defibrillator. Action to send a grant application form to the college.
8. Newsletter from the Transforming Care Partnership for information.
9. Thank you from the High Sheriff re The Civic Service.
10. East Riding of Yorkshire Council – notice of road works on the A166 in Stamford Bridge. These have been shared on the Facebook pages for Pocklington.
11. Letter from Barmby Moor Parish Council for information
12. Thank you for the Civic Service.
13. East Riding Safeguarding Adults Board – Newsletter for information.
14. Letter from All Saints Church about the retirement of Geoff Hollingsworth. Agreed to write a formal letter and a Town Council plaque to be given to Rev Hollingsworth.
15. Newsletter from 102 Squadron about the annual reunion which will be in May and coincide with the Flying Man Festival. Councillors wishing to attend the reunion dinner should let the Clerk know.
16. Minutes for information from the Pocklington and Market Weighton Crime Prevention Panel
17. Notice of training for Councillors on Financial regulations. Cllr Sinton is attending and Cllr Hodgson would like to attend.
18. Humberside Police – Notice of a rural safety conference
19. Humberside Police – Newsletter for February
20. East Riding and North Lincolnshire Local Councils Association. Newsletter
21. Letter from South Moor Park, The Balk about the planning enforcement compliance.
22. Email from resident thanking our handyman for sweeping the footpaths around the Mile and Garth's End.
23. Notice from East Riding of Yorkshire Council about the adoption of the Lower Derwent Valley Supplementary Planning Document. This applies to the Pocklington Canal at Canal Head.

10. Discuss the Food and Drink Festival proposed by Cllr Sharpe.  
This was deferred to the March Full Council meeting as Cllr Sharpe was unable to attend this meeting.
11. Re-adoption of Policies. The Clerk reported that the Council is required to affirm some of its policies on an annual basis. The Clerk will produce a schedule to policies that require adopting for the next meeting.
12. Consider and agree any actions from the Clerks report. The clerk reported on the following.

**Progress on the agreed projects.**

Progress on the projects has been good in January with a number being completed or nearing completion.

Agreed projects	Potential cost	Budget heading	Update
Notice Board		Street Furniture	Notice board has arrived. A contractor has been arranged to install it.
2 Benches	£1,000	Street Furniture	Awaiting permission from East Riding of Yorkshire Council to install.
Replacement Windows Old Courthouse		Property Maintenance	No budget to do this in this financial year or the next
Refurbishment of toilets Old Courthouse	Needs to be quoted for	Property Maintenance	No budget to do this in this financial year or the next
Refurbishment of toilets Pocklington Arts Centre	£30,000 approx	Property Maintenance	No budget to do this in this financial year or the next
Mouse House new kitchen/work area	Trying to obtain quotes	Property Maintenance	Quotes have been obtained and will be discussed in the closed part of the meeting.
Replacement of planters	£1,500 for three	In Bloom or street furniture	5 of the existing planters have been removed. 3 replacements have been ordered.
Outdoor Gym Equipment	£10,000	To be paid by commuted sums	The request to order them is now with the Commuted Sums officer at ERYC.
New bus service	£6,200	Transport	Meeting with Bob Rackley being arranged.
Cemetery Trees		Grounds Maintenance	Trees felled and new trees planted. Project complete.
Cemetery Footpaths		Property Maintenance	Quotes obtained to be discussed in the closed part of the meeting.

**Events update**

Summer Fair - The date for this year is Sunday 29<sup>th</sup> July 2pm – 9pm.

Tour de Yorkshire Preparations for this year's event are in hand. Letters have been delivered to the businesses and residents on the route. The blue and yellow bunting and banner will be erected in Mid-March in time for Easter. The blue and yellow bikes will be put along the route during April. There is a roadshow meeting tomorrow 15<sup>th</sup> Feb at the KP Club from 2.30pm.

Souvenir Flags for the event have been ordered and will be given to the local schools and spectators.

Civic Service – The Civic Service went very well with lots of positive comments received.

Litter pick – The annual litter pick day will be Sunday 4<sup>th</sup> March at 10am – 11.30pm meet at the Courthouse. Litter pickers and gloves will be provided. Refreshments will be available afterwards.

### **Cemetery layout and other issues**

Work is continuing on the cemetery layout and the manual from NALC which has been reprinted has been ordered. This will assist to overall the management of the Cemetery.

Rock tests have been carried out and work to secure the gravestones has been organised. This is a health and safety matter. The clerk will inform the town's undertakers and the public via the local media to inform people of the work to be carried out.

### **Office Hours**

Cllr Green proposed that the opening hours for the Council's office be changed to the following

9 – 12 Monday – Thursday for anyone to drop in. Appointments can be made outside of these times. The opening hours will be reviewed in 3 months. 2<sup>nd</sup> Cllr Spademan and agreed. Vote 6 in favour and 2 abstentions.

### **Burials**

The burial of Helen Carlton has taken place.

13. Receive and consider accepting minutes from Policy and Resources 24/01/2018, Personnel 24/01/2018, Planning 31/01/18 and Development and Marketing 31/01/2018.

Cllr Spademan proposed the minutes from Policy and Resources Committee held on 24/01/2018 be accepted 2<sup>nd</sup> Cllr Winterton and agreed.

Cllr Spademan proposed the minutes from Personnel Committee held on 24/01/2018 be accepted 2<sup>nd</sup> Cllr West and agreed

Cllr West proposed the minutes from Planning Committee held on 31/01/2018 be accepted 2<sup>nd</sup> Cllr Hodgson and agreed.

Cllr Hodgson proposed the minutes of Development and Marketing Committee held on 31/01/2018 be accepted 2<sup>nd</sup> Cllr Winterton and agreed.

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

Cllr Sykes has submitted a report on his mayoral activities.

28<sup>th</sup> January – Civic Service, All Saints Pocklington

29<sup>th</sup> January – Odd Man Odd Competition certificate presentations at St Mary and St Joseph RC Primary School assembly

31<sup>st</sup> January - Odd Man Odd Competition certificate presentations at Pocklington Infants School

2<sup>nd</sup> February - Odd Man Odd Competition certificate presentations at Pocklington Community Junior School

13<sup>th</sup> February – Fairtrade promotion at All Saints Church Pocklington.

15. Consider excluding the press and public 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.

Cllr Hodgson proposed that the public be excluded due to the confidential nature of the business that is to be transacted.

1. Consider the tenders for grass cutting at Pocklington Cemetery.

Cllr West proposed that Shed Grounds be awarded the contract for the grass cutting at the Cemetery for this year 2<sup>nd</sup> Cllr Ratcliffe. Vote 8 for and one abstention. Motion carried.

2. Consider the tenders for constructing a new footpath at Pocklington Cemetery.

Cllr West proposed that Chesterton be awarded the contract for the grass cutting at the Cemetery for this year 2<sup>nd</sup> Cllr Ratcliffe. Vote 8 for and one abstention. Motion carried.

3. Consider the quotes for installing the new kitchen at the Mouse House.

The clerk is awaiting further quotes.

The Meeting closed at 8.01pm