

POCKLINGTON TOWN COUNCIL
MINUTES

Meeting of the Town Council
Meeting Room Old Courthouse George Street Pocklington
Wednesday 11th April 2018 at 7pm

Present: Councillors Sykes (chairman), Cooper, Green, Hutchinson, Jones, Perry, Ratcliffe, Sinton, Spademan, and Winterton.

Attending: Gordon Scaife - Town Clerk. There were no members of the public in attendance.

David Rumbelow led the council in prayers before the meeting started.

1. Notice of meeting. Cllr Spademan proposed the notice of the meeting 2nd Cllr Cooper and agreed.
2. To accept apologies for absence. Apologies were received from Cllr Hodgson (Illness), Cllr Sharpe (Work) and Cllr West (Caring for relative.)
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.

There were no members of the public or ward councillors present so the meeting wasn't suspended.

5. Consider continuing the meeting.
The meeting hadn't been suspended.
6. To confirm the minutes of the Town Council meeting held on 14th March 2018. Cllr Green proposed the minutes be accepted 2nd Cllr Sinton and agreed.
7. To report matters arising from these minutes not on the agenda for information only.
There were no matters arising.
8. To receive financial statement of
 - a) Pocklington Town Council and agree payments.
Cllr Cooper proposed the below payments to be authorised 2nd Cllr Ratcliffe and agreed.

POCKLINGTON TOWN COUNCIL				11/04/2018		
		Date	Code	Payee	Detail	Amount
506	DD	20.03.18	4205	Plusnet	Broadband Courthouse	18.00
507	BP	22.03.18	4036	Heating Genie	Waterheater Courthouse	728.68

508	BP	22.03.18	4043	H.S Thirsk	CCTV Feathers Hotel	240.00
509	BP	23.03.18	4025	Came and Company	Insurance	4653.06
510	BP	23.03.18	4025	Came and Company	Motor Insurance	616.00
511	Petty Cash	23.03.18	4016	M. Hall	Window cleaning	100.00
512	BP	23.03.18	4039	ARCO	PPE	105.94
513	BP	23.03.18	4032	BP	Fuel	30.07
514	BP	23.03.18	4009	Clerk Expenses	Train travel	33.30
515	BP	23.03.18	4023	Custom Stamps Online	Ink Pads	19.80
516	BP	27.03.18	4036	Express Lifts	Lift Service PAC	389.65
517	BP	27.03.18	4036	Cooltec	Refridgeration	63.00
518	BP	28.03.18	4102	Deputy Mayor	Travel	100.00
519	BP	28.03.18	4070	Hull & ER CAB	Donation	1500.00
520	BP	28.03.18	4009	The Soapy Group	Website Training	162.00
521	BP	28.03.18	4012	Yorkshire Water	Cemetery Dec 17-March 18	6.77
522	Not used					
523	BP	29.03.18	4002	Janet Farmer	Wages	
524	BP	29.03.18	4005	John Bielby	Wages	
525	BP	29.03.18	4001	Gordon Scaife	Wages	
526	BP	29.03.18	4017	Chris Heald	Wages	
527	BP	29.03.18	4004	Claire Findlay	Wages	
528	BP	29.03.18	4006	HMRC	PAYE/NI	1766.54
Totals						£ 10,532.81
Grand total						£ 16,370.86

POCKLINGTON TOWN COUNCIL						
11/04/2018						
		Date	Code	Payee	Detail	Amount
1	BP	03.04.18	4205	Cyber Glide	Computer Support	35.00
2	DD		4032	Be Fuelcards	New card	10.36
3	BP	03.04.18	4016	Ruth Jackman	Laundry	8.00
4	BP	04.04.18	4009	Claire Findlay	SLCC Training Day	10.00
5	SO		4043	Visual Security Systems	CCTV Maintenance	90.00
6	DD		4024	The Soapy Group	Subscription	60.00
7	DD		4021	Daisy	Mobile Phone Line	8.74
8	DD	04.04.18	4003	Nest	Pensions	111.32
9	BP	09.04.18	4024	ERNLLCA	Membership	1184.14
10	BP	09.04.18	4208	G K Beulah & Co Ltd	Shields	381.00
11	BP	09.04.18	4056	Kaye Middleton & Co	Payroll Services	252.00
12	BP	05.04.18	4036	Fixfire	Maintenance PAC	237.93
13	BP	09.04.18	4029	ERYC	Waste Cemetery 18/19	338.52
14	BP	09.04.18	4029	ERYC	Waste West Green 18/19	253.89
15	BP	09.04.18	4029	ERYC	Waste PTC 18/19	1025.44

16	BP	09.04.18	4029	ERYC	Waste Recycling 18/19	272.22
17	BP	09.04.18	4037	Travis Perkins	Screws	8.42
18	BP	09.04.18	4209	NPOWER	Christmas lights	143.44
19	BP	09.04.18	4030	Out & About	Precept Distribution	184.00
20	BP	11.04.18	4037	ERYC	Salt Bin Maintenance	588.00
21	BP	11.04.18	4201	Westmoreland Builders	Noticeboard installation	55.00
22	DD		4032	Be Fuelcards	Diesel	42.66
23	DD		4021	Daisy	Telephone March	67.76
24	BP	11.04.18	4036	A & L Stewart Ltd	Electric socket repair	47.53
25	BP	11.04.18	4036	Arts Alliance Media	Projector repair	2258.40
Totals						£ 7,673.77
Grand total						£ 7,673.77

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

POCKLINGTON ARTS CENTRE				
11/04/2018				
	Date Paid	Payee	Detail	Amount
835	29.03.18	James Duffy	Wages	
836	29.03.18	Tom Stalker	Wages	
837	29.03.18	Nigel Rudsdale	Wages	
838	29.03.18	Paul Jennings	Wages	
839	29.03.18	Chris Heald	Wages	
840	29.03.18	Lee Robinson	Wages	
841	29.03.18	Charlie Watson	Wages	
842	29.03.18	Bethany Mullarkey	Wages	
843	29.03.18	Lisa Fras	Wages	
844	29.03.18	HMRC	NI & Tax	693.98
1	04.04.18	Vista Entertainment Solutions	Veezi Web Ticketings	141.50
2	04.04.18	James Duffy	Expenses	64.55
3	04.04.18	Payment Express	Service Fee Dec	94.80
4	04.04.18	Payment Express	Service Fee Feb	94.80
5	04.04.18	See Tickets	live at Leeds	42.10
6	04.04.18	Facebook	Advertising	103.30
7	04.04.18	Spotify February	Music	9.99
8	04.04.18	Spotify March	Music	9.99
9	04.04.18	Cambridge Folk Festival	Tickets	447.50
10	04.04.18	Arts Alliance Media	Warranty	2258.40
11	04.04.18	J Hartley	Till	120.00
12	04.04.18	Tommy Tucker Ltd	Confectionary	92.60
13	04.04.18	The Hop Studio	Bar Supplies	165.60
14	04.04.18	Pivovar	Bar Supplies	206.50
15	04.04.18	R. Croft Music	Fee	88.00

16	04.04.18	K. Hukin	Technical Services	90.00
17	04.04.18	K. Hukin	Technical Services	95.00
18	04.04.18	Eden Farm Hulley's	Ice Cream	147.26
19	04.04.18	Brass Castle Brewery	Bar Supplies	174.79
20	04.04.18	T. Herbert	Bar Supplies	99.14
21	04.04.18	JSS Audio	Technical Services	360.00
22	04.04.18	GT Graphics	Programmes	10.00
23	04.04.18	Gotport Ltd (Stuarts of Driffield)	Fish and Chips	220.90
24	11.04.18	More2Screen	Film	224.95
25	11.04.18	Box of Tricks Theatre	Fee	700.00
26	11.04.18	Amazon	Towels and coat hooks	81.53
27	11.04.18	S. Espiner	Bookkeeping	137.50
28	11.04.18	JSS Audio	Technical Services	90.00
29	11.04.18	JSS Audio	Technical Services	360.00
30	11.04.18	Swirlz	Jacket Potatoes	24.00
31	11.04.18	SJM	Advertising	120.00
32	11.04.18	K. Hukin	Technical Services	95.00
33	11.04.18	Arts Alliance Media	Bulb protector	576.00
34	11.04.18	RTR Productions	Fee	3720.00
35	11.04.18	More2Screen	Film	589.50
			Totals	12549.18
			Grand Totals	15879.13

9. Consider and agree nominations for Deputy Mayor for May 2018 – May 2019

Cllr Spademan proposed Cllr Jones to serve as the Deputy Mayor for May 2018 – May 2019 2nd Cllr Winterton and agreed.

10. Consider the adoption of the new data protection policy and procedures required under the new General Data Protection Regulations.

The clerk explained that from 25th May the new General Data Protection Regulations come in and that the old data protection act will be repealed. People have a right to know what personal data we store, why we store it and for what purpose we use it. Amongst the documents sent to Councillors are an updated data protection policy, the data audit, the privacy notices two are required one for the website and one for staff.

Cllr Green proposed that the updated data protection policy and the new procedures required under the General Data Protection Regulations be adopted 2nd Cllr Sinton and agreed.

11. Consider the adopting the amendments made to the Code of Conduct.

The updated code of conduct has been sent out with the amendments highlighted.

The main change is that Councillors leave the room if a pecuniary interest is to be discussed and that they are not allowed to use the public forum part of the meeting to speak if they have declared a pecuniary interest.

Cllr Jones proposed accepting the amendments made to the Code of Conduct 2nd Cllr Ratcliffe and agreed.

12. World War I Commemoration Ideas and agree any actions.

There was a discussion on how the Council could best commemorate the Centenary of the end of World War I. The main focus for the town is on the flower festival being hosted in All Saints in September. Armistice Day and Remembrance Day coincide on Sunday 11 November.

Cllr Cooper has heard that there are a number of names missing from the World War I memorial and these may need to be added.

It was agreed to do more research before making a decision. The research that needs to be carried out are to find out what plans the British Legion have for 11th November. Cllr Cooper is to find out the number of missing names, so a cost can be worked out on how to add them to the memorial.

Cllr Green reported that a member of the history group is putting together a book on World War I using research already gathered. Cllr Cooper reminded the Council that he had undertaken this research but hadn't known the Local History Group had planned to put it in a book.

13. Correspondence as per list.

1. Pocklington Beck – Flood Alerts. The Beck has reached heights at which point minor flooding could have occurred. There were on Tuesday 13 March and Monday 2nd April (Easter Monday).
The Clerk is to ask the Environment Agency to undertake a camera survey of the culverts under the town to find out if gravel is building up in them.
2. E mail from Barmby Moor Parish Council in reply to us about dressing the route of the Tour de Yorkshire. They have no problem in us dressing the route down Hodsworth Lane to Pocklington Service Station. This part of the route is in Barmby Moor Parish.
3. East Riding of Yorkshire Council Street Naming – The names suggested by the Town Council have been added to the street name bank.
4. Commuted Sums – Confirmation that the Town Council has been awarded the East Riding of Yorkshire funding to install the outdoor gym on West Green.
5. East Riding of Yorkshire Council – Victoria Road Play Area. This was to inform us that the land on which our play equipment sits belongs to East Riding of Yorkshire Council. The clerk already knew this and is informed East Riding of Yorkshire Council Estates and Valuations team that the Town Council inspects and repairs the play equipment. A request for an asset transfer has been requested.
6. East Riding of Yorkshire Council Infrastructure and facilities. The Town Council has been asked which of the following projects should be prioritised. The choice is to upgrade the footpaths on Yapham Road and The Mile to shared use footway/cycleway or to install a shared use footpath/cycleway from the doctor's surgery through the Cemetery. It was agreed that the upgrading of the footpaths on Yapham Road and The Mile to shared use for pedestrian and cyclist be

prioritised. A link through the Cemetery directly to the Doctor's isn't supported by the surgery.

7. EYMS – Town bus service. The Town Bus Service is due to start on Tuesday 8th May. A request to route the service from Pocklington Service Station along the A1079 then along Canal Lane has been made.
 8. East Riding of Yorkshire Council – Planning liaison meeting for information.
 9. East Riding Adult Safeguarding Board Newsletter for information.
 10. East Riding Town and Parish Council Communication Survey – The Council has been asked to respond. The Clerk circulated. One comment that we include that one ward councillor refuses to work with us and often requires separate meetings which wastes officers time and money.
 11. For information.
 12. A resident has requested a dog exclusion order for West Green Queen Elizabeth II Playing Fields. Cllr Sinton organised a straw poll on the two Pocklington Community Facebook Pages and on the open Local Politics Facebook page. The result is that 85% of responses were from people who didn't want to have dogs banned and 15% in favour of a dog ban. The results have been circulated to Councillors and a number of comments may require following up. In particular disable dog walkers said they use West Green as it is accessible to them. A letter is to be sent to the resident explaining the Council wouldn't be seeking a dog exclusion order for West Green.
 13. Email from a resident about Pocklington Arts Centre about its economic and social benefits. Action to email resident to ask where the information was obtained as the Council recognises both the economic and social benefits rather than just the economic benefits.
 14. Humberside Police Community Alert – For information
Cllr Perry voiced his concerns about the rising levels of crime. Particularly in burglary and anti-social behaviour. Humberside Police has promised more officers but will these new officers be deployed in Pocklington. There is a misconception that the Police Station in Pocklington is closed.
 15. Letter from Full Sutton and Skirpenbeck Parish Council – for information.
14. Consider and agree and arrangements for the Annual Town Meeting.

The annual town meeting which is not a Town Council meeting but is chaired by the Mayor is scheduled for Wednesday 25th April at 7.30pm in Pocklington Arts Centre. The Clerk reported that the agenda has been done, a press release has been sent out and reminders about the meeting will be posted on Social Media.

Cllr Sinton requested that an invite be sent to the Police given the concerns about the rising levels of anti-social behaviour in the town.

15. Discuss and agree any action relating to planting more plants to encourage pollinators.

Item deferred as Cllr Sharpe was unable to attend.

16. Consider and agree any actions from the Clerks report. The clerk reported on the following.

The table below shows the current status of the agreed projects.

Agreed projects	Potential cost	Budget heading	Update
2 Benches	£1,000	Street Furniture	Permission has been granted. The benches will be ordered from Streetmaster.

Mouse House new kitchen/work area		Property Maintenance	Awaiting one more quote
Outdoor Gym Equipment	£10,000	To be paid by commuted sums	Gym equipment ordered. Commuted sums to be used to pay for it.
New bus service	£6,200	Transport	Start date will be 8 th May 2018
Cemetery Footpaths	£9,000	Property Maintenance	Contract let.

Neighbourhood Development Plan

John Hoy has stepped down from chairing the Neighbourhood Development Plan Group and resigned from the group. David Hobson has also resigned from the group. The Mayor asked a letter to be sent to both thanking them for their work on the Neighbourhood Development Plan.

Work is continuing on the plan with the group being chaired by John Brown. A meeting is to take place on 30th April with East Riding of Yorkshire Council to discuss the draft objectives and policies. The group will present progress to Full Council at the next meeting.

Pocklington Beck

John deployed the sandbags on Monday 2nd April (Easter Monday) as Pocklington had a flood alert. There was no flooding but the beck overtopped in Jubilee Gardens and water came out next to English's Pet Shop on Market Street. The flooding was minor and no water entered any properties as far as we know.

There was also standing water on Kilwick Road and Fishpond Hill B1246.

Tour de Yorkshire

The Tour de Yorkshire is now less than a month away. The timings for the race have just been released.

The Women's Race is due into Pocklington between 9.45 am and 10.00 am depending on weather conditions.

The caravan of vehicles is due in to Pocklington at 13.50pm

The Men's race is due into Pocklington between 16.00 and 16.20. The big screen will need to be in place early on the Thursday morning along with some volunteers to hand out flags to spectators.

The bunting has gone up and the bikes and other town dressing will be put up nearer the time. I understand that the large yellow t-shirt for the church will go up on the morning of the race. Wonder Wheelers from Magic Carpet Theatre Company has been booked. They will bring different bikes for children and adults to have a go on. There will be some food stalls in the town as the parking will be suspended and have requested a road closure for Market Place (Feathers down to Regent Street) The secure bike park has been booked for behind Pane e Veno, first aid is organised and an extra 10 wheelie bins have been ordered from ERYC.

Crime rates and new Humberside Police staff

The crime rates for burglary, anti-social behaviour and drugs offensives are continuing to rise in Pocklington. Humberside Police are recruiting 215 additional officers who should be in place by September 2018. A number of these officers will be deployed in the rural parts of the East Riding which includes Pocklington. Numbers had been reduced under the previous Chief Constable with officers concentrated in the urban areas which led to an imbalance which the new Chief Constable is attempting to address.

Market Place

The re-surfacing of Market Place is in the forward work programme for East Riding of Yorkshire Council. Cllr Cooper has suggested that suggestions on how it could be resurfaced are put on a future Transport, Lighting and Road Safety Agenda.

The traffic regulation orders are to be changed in the Town Centre primarily so Market Place can re-opened to traffic after the market has packed up. A meeting on 5th April 2018 with Helen Firth, Paula Danby and Denise Flint (East Riding of Yorkshire Council Parking and Enforcement), Cllrs Mole and K. West (ERYC Ward Councillors), Cllr D. Sykes and the Town Clerk took place to look at the proposed changes.

ERYC Parking are to investigate how best to enforce the no-waiting at any time round the pedestrian crossing on Market Place (Danby's and Sue Ryder). If limited parking on Grape Lane could be introduced outside Fresh Foods. Double yellow lines at various places in the town centre. A revised scheme will be produced for further comment. Cemetery Lane will be looked at to see if any restrictions are needed. These include double yellows close to the junction with West Green and close to driveways of existing properties.

A meeting with Pocklington School is to be organised to discuss the parking issues in the town car parks. Parking restrictions may be needed, for Railway Street Front Car Park in terms of a maximum waiting time.

Personnel

The person offered the post of Venue Coordinator at Pocklington Arts Centre has turned down the position and so this post will have to be re-advertised.

Burials

The burial of Francis O'Reilly has taken place.

17. Receive and consider accepting minutes from Planning 04/04/2018

Cllr Sinton proposed the minutes from Planning Committee held on 04/04/2018 be accepted 2nd Cllr Ratcliffe and agreed.

18. 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.

Sunday 18th March am attended the last church service and reception for Geoff Hollingsworth on his retirement. Plaque presented on behalf of the Town Council. Congregation in attendance.

Sunday 18th March PM. Attended Civic Service at Hessle.

Wednesday 28th March. Burnby Hall Gardens Community Exhibition, Pocklington Arts Centre.

Thursday April 5th. Meeting with ERYC Parking and Enforcement in company with councillor's Kay West, Claude Mole, and Town Clerk.

Saturday 7th April. Attended the Peturia awards at Elloughton Cum Brough.

Sunday 8th April Civic Service. Goole.

Cllr Green reported from the Pocklington Heritage Partnership meeting that East Riding of Yorkshire Council are investigating an asset transfer of Burnby Hall to the Stewart's Museum and Garden Trust. The Stewart's Trust is in the process of applying to the Heritage Lottery Fund Resilient Heritage Fund for around £40K which will require a 10% cash match. The Town Council will be approached to provide some of this funding. One of the proposals is to create an exhibition space within Burnby Hall for the artefacts found during the archaeology work on Burnby Lane. Action to place this

item on the next Full Council Agenda. This is potentially a big project to be undertaken in the town.

Cllr Cooper has attended the Playing Fields Association at which a problem has arisen which they would like the Town Council to get involved with. The planning applications for the sites on The Balk (Allocations POC F and POC G) were to deliver a new football pitch. The site chosen was adjacent to the football club and would mean that the current pitches would need to be re-orientated through 90°. However the new land is lower than the current pitches and hasn't been de-stoned. The Playing Field Association has approached East Riding of Yorkshire Council but hasn't heard back from the officer. The Clerk has offered to contact the planning department to check on the conditions of the planning application.

Cllr Winterton attended the Neighbourhood Development Plan Group meeting on 5th April.

The Meeting closed at 8.26pm