

POCKLINGTON TOWN COUNCIL
MINUTES

Meeting of the Town Council
Meeting Room Old Courthouse George Street Pocklington
Wednesday 14th March 2018 at 7pm

Present: Councillors Sykes (chairman), Cooper, Green, Hodgson, Hutchinson, Perry, Ratcliffe, Sinton, Sharpe, West and Winterton.

Attending: 6 members of the public, Cllr K. West Pocklington Provincial Ward Councillor and Gordon Scaife - Town Clerk

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

1. Notice of meeting. Cllr Hodgson proposed the notice of the meeting 2nd Cllr Ratcliffe and agreed.
2. To accept apologies for absence. Apologies were received from Cllr Jones (Illness) and Cllr Spademan (Work commitment).
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 Winterton proposed suspending the meeting to allow for presentations and an update from the ward member present 2nd Cllr Perry and agreed.

Mrs M. Stubbs spoke about town twinning and what the current arrangements were. Cllr K. West reported that the current town twinning association is not active. The association in Pays de Racan in France is also not active. Emails have been exchanged.

Cllr Sinton reported that there had been some interest shown on Facebook but these numbers were small given the size of the number of people in the community group in Facebook. There were also comments about the use of tax payers money to fund town twinning. The only money spent by the Town Council on twinning arrangements has been the official reception held at the start of each twinning visit. Volunteers have hosted twinning visitors in the past. There is an independent Twinning Association but at present there isn't an active committee. The suggestion was made that the Town Twinning should be discussed further at the Annual Town Meeting to see if anyone is willing to volunteer to reactivate the twinning association. Mrs Stubbs circulated an article from the Pocklington Post about twinning that had appeared in January 2014.

Cllr Sykes thanked Mrs M. Stubbs for her presentation.

Cllr K. West reported that planning permission had been granted for a new 4 ward mental health hospital in York. This new hospital will accept patients from the Pocklington area.

Cllr West reported on the meeting that Cllr Mole had had with Alan Menzies Director of Planning and Economic Regeneration at East Riding of Yorkshire Council and Ian Burnett the manager of Asset Strategy about the resurfacing of West Green.

5. Consider continuing the meeting.
Cllr West proposed continuing and 2nd Cllr Hodgson and agreed.
6. To confirm the minutes of the Town Council meeting held on 14th February 2018 Cllr West proposed the minutes be accepted 2nd Cllr Winteton and agreed.
7. To report matters arising from these minutes not on the agenda for information only.

Cllr Perry asked that The Richard Wood Associates referred to in the minutes under the Town Council payments 457 is not the previous Clerk. The Clerk confirmed that Richard Wood Associates has nothing and no connection to the previous Clerk.

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

POCKLINGTON TOWN COUNCIL				14/03/2018		
		Date	Code	Payee	Detail	Amount
475	DD	03.01.2018	4021	Daisy	Telephone November	70.49
476	DD	20.02.2018	4205	Plusnet	Broadband Courthouse	18.00
477	DD	07.03.2018	4014	British Gas	Electricity 1/12/17-14/2/18	217.62
478	BP	12.03.2018	4013	Woldtech Ltd	Photocopier Services	106.19
479	BP	12.03.2018	4024	SLCC	Membership	177.00
480	BP	27.02.2018	4036	AB Rooms	PAC Broken Key from lock	166.80
481	BP	28.02.2018	4002	Janet Farmer	Wages	
482	BP	28.02.2018	4005	John Bielby	Wages	
483	BP	28.02.2018	4001	Gordon Scaife	Wages	
484	BP	28.02.2018	4017	Chris Heald	Wages	
485	BP	28.02.2018	4004	Claire Findlay	Wages	
486	BP	28.02.2018	4006	HMRC	NI and tax	1580.92
487	BP	12.03.2018	4008	ERNLLCA	Financial Responsibilities	45.00
488	BP	12.03.2018	4024	ERA of RCB	Membership Fee	75.00
489	BP	12.03.2018	4030	Northwolds Printers	Precept Notice	302.00
490	BP	12.03.2018	4058	The Soapy Group	Flags & Website	2514.00
491	BP	12.03.2018	4205	Cyber Glide	Computer Support	35.00
492	BP	12.03.2018	4008	ERNLLCA	Financial Responsibilities	45.00
493	DD	15.03.2018	4021	Daisy	Mobile Phone Line	8.96
494	SO		4024	The Soapy Group	Subscription	60.00
495	DD	23.02.2018	4032	Be Fuelcards	Diesel	36.55
496	BP	12.03.2018	4037	Henleys Nurseries	Trees	84.30
497	DD	15.04.2018	4011	ERYC	Rates - Court House	3504.00
498	DD	01.04.2018	4011	ERYC	Rates - Cemetery Lane	1133.57
499	BP	12.03.2018	4036	Kinetic Systems Support	Replacement Thermostat	210.00
500	DD	31.03.2018	4021	Daisy	Telephone February	67.85
501	BP	12.03.2018	4207	Paul Miles	Journalist Expenses	240.75

502	BP	12.03.2018	4009	Rialtas Buisness Sol	Training	304.20
503	DD	09.03.2018	4032	Be Fuelcards	Diesel	45.89
504	DD	20.03.2018	4015	CNG	Gas Supply - Courthouse	368.57
505	DD	01.03.2018	4003	Nest	Pensions	105.00
506	DD	16.03.2018	4032	Be Fuelcards	Fuel	36.59
507	BP		4042	Fixfire	Fire Extinguisher Service	72.68
						£
						11,631.93
						£
						11,631.93

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

POCKLINGTON ARTS CENTRE				
14/03/2018				
	Date Paid	Payee	Detail	Amount
745	22.02.18	Eden Farm Hulley's	Ice Cream	118.36
746	22.02.18	More2Screen	Film	553.85
747	22.02.18	Yorkshire Heart Ltd	Bar Supplies	156.00
748	22.02.18	Premier Business Supplies	Cleaning Supplies	40.86
749	22.02.18	Pivovar	Bar Supplies	254.67
750	22.02.18	GT Graphics	Posters	19.80
751	22.02.18	GT Graphics	Posters	536.00
752	22.02.18	Out and About The Wolds	Advert	130.00
753	22.02.18	Picture House Entertainment	Film	236.58
754	22.02.18	Wards of York	Catering Equipment	365.82
755	22.02.18	Wards of York	Catering Equipment	36.00
756	22.02.18	Swirlz	Ice Cream	120.00
757	22.02.18	Adrian Berry Productions	Fee	723.99
758	22.02.18	Terry Herbert	Bar Supplies	182.64
759	22.02.18	Terry Herbert	Bar Supplies	264.38
760	22.02.18	L. Fras	Expenses	18.53
761	22.02.18	J. Duffy	Expenses	93.83
762	26.02.18	JL Brooks	Confectionary	64.98
763	27.02.18	J. Duffy	Wages	
764	27.02.18	T. Stalker	Wages	
765	27.02.18	N. Rudsdale	Wages	
766	27.02.18	P. Jennings	Wages	
767	27.02.18	C. Heald	Wages	
768	27.02.18	L. Robinson	Wages	
769	27.02.18	C. Watson	Wages	
770	27.02.18	B. Mullarkey	Wages	
771	27.02.18	L. Fras	Wages	
772	27.02.18	HMRC	NI and Tax	674.86

773	02.03.18	Art & Rose Gallery	Display cabinet	250.00
774	02.03.18	Art & Rose Gallery	Arts Stock	1130.94
775	02.03.18	Wards of York	Catering Equipment	262.43
776	02.03.18	Country Gas Ltd	Bar Supplies	10.74
777	02.03.18	Entertainment One UK Ltd	Film	182.54
778	02.03.18	Viking	Stationary	197.39
779	02.03.18	J M Wheatley	Lighting	110.00
780	02.03.18	W & C Forth	Stationary	38.12
781	02.03.18	Twentieth Century Fox	Film	820.33
782	02.03.18	Walt Disney Co	Film	343.02
783	02.03.18	Walt Disney Co	Film	1242.42
784	02.03.18	Walt Disney Co	Film	1599.18
785	02.03.18	GT Graphics	Posters	216.20
786	02.03.18	AB Electrical Wholesalers	Lighting	11.04
787	02.03.18	James Duffy	Expenses	205.59
788	02.03.18	Green Chilli Music	Busking	110.00
789	02.03.18	M6 Theatre Company Ltd	Theatre	840.00
790	09.03.18	James Duffy	Expenses	44.99
791	09.03.18	More2Screen	Film x 2	705.10
792	09.03.18	Premier Business Supplies	Cleaning Supplies	38.76
793	09.03.18	Universal Pictures	Film	2917.60
794	09.03.18	Asgard Promotions Ltd	Artist	3250.00
795	09.03.18	J Farmer	Expenses	150.80
796	09.03.18	S E Espiner	Book keeping	137.50
797	09.03.18	Show of Hands (Live) Ltd	Artist	2011.20
798	09.03.18	Design by Mint Ltd	Poster	87.60
799	09.03.18	GT Graphics	Posters	15.60
800	09.03.18	Entertainment One UK Ltd	Film	182.54
801	09.03.18	Moneypenny	Artist	350.00
802	12.03.18	Trafalgar Releasing Ltd	Film	282.70
803	12.03.18	JSS Audio	PA System	792.00
804	12.03.18	K J Falkingham	Sundries	22.77
805	12.03.18	K Hukin	Technical Services	120.00
806	12.03.18	K Hukin	Technical Services	120.00
807	12.03.18	Michael Burdett	Expenses	120.00
808	12.03.18	E Sumner	Hire of Studio	470.70
809	12.03.18	JL Brooks	Confectionary	97.55
Totals				24078.50
Grand Totals				27517.85

9. Consider any actions on the Town Twinning.

This will be put on the Agenda for the Town Meeting which is to be on Wednesday 25th April at 7.30pm in Pocklington Arts Centre.

10. Consider producing a newsletter. This was discussed and agreed to produce the first one in early May after the Town Meeting. The newsletter will appear quarterly and be available on the website and be posted on social media.
11. Discuss nominations for Deputy Mayor for May 2018 – May 2019. Councillors were asked to think about this for the next meeting.
12. Correspondence has per list.
 1. Letter and responses to Mrs M. Stubbs for information.
 2. Pocklington Allotment Association. There had been a query about the letting of allotments to people outside the parish area of Pocklington. The Clerk reported that this rule was still in place.
 3. Letter from a resident about litter and dog fouling in Grant Close – The Clerk confirmed that this area is regularly cleaned by the town's handyperson.
 4. Letter from a resident about the state of the driveway in the Cemetery and car parking on Denison Road. The Council has agreed to carry out work to driveway and to connect the footpaths in the Cemetery. The resident has been informed that parking should be referred to East Riding of Yorkshire Council.
 5. NatWest – Community banker for information.
 6. Cllr Sharpe – email it was for information.
 7. Tour de Yorkshire Best Dressed Competition Launch. The Clerk reported that a new competition has been launched the town will enter the best dressed town comp.
 8. ERYC – consultation on the new parking area on George Street. Agreed with the consultation that this area should be without any parking restrictions.
 9. National Association of Local Councils – Data protection bill. The Clerk reported that work was being undertaken to get ready for the new regulations which come into force in May .
 10. East Riding of Yorkshire Council – Sustainable Transport Plan 1st phase of works. For information.
 11. National Association of Local Councils – Larger Councils Committee Consultation. The Clerk explained if any Councillors had any topics for the committee to discuss please could they let the Clerk know by Friday 23rd March 2018
 12. National Association of Local Councils. Consultation on the code of conduct. The Clerk reported that this is for individuals to complete and encouraged Councillors to complete it.
 13. West Green Gym equipment – for information, report shows progress is being made on obtaining external funding for the proposed gym equipment.
 14. Police Newsletter for information.
 15. Mrs M. Stubbs – views on parking for information.
 16. Minutes from Action Access A1079 for information.
13. Discuss the Food and Drink Festival proposed by Cllr Sharpe.
Cllr Sharpe reported that planning for the festival was going well and the proposed dates are either Sunday 23rd or Sunday 30th June. It would be held in Market Place and would require a road closure. The event is being supported by East Riding of Yorkshire Council.
14. Re-adoption of Policies.
The Clerk reported that the standing orders and financial regulations have to be approved annually. A major review of these had occurred in 2016 and now follow the National Association of Local Councils Model. There have been no modifications by NALC since then.

The asset register had been email out. The Clerk explained that this asset register is for the annual return and not for insurance purposes. The register has been altered into a format used by Town and Parish Councils.

Cllr Hodgson proposed the Standing Orders, Financial Regulations and the Asset Register be approved and adopted 2nd Cllr Sharpe and agreed.

15. To consider signing off the Sustainable Transport Plan (Walking and Cycling) produced by East Riding of Yorkshire Council.

Cllr Cooper proposed signing the Sustainable Transport Plan (Walking and Cycling) produced by East Riding of Yorkshire Council 2nd Cllr Green and agreed.

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

Cllr Perry proposed that the Clerk be given delegated power to appoint a contractor using the council's financial regulations to undertake any necessary Health and Safety work in Primrose Wood 2nd Cllr Winterton and agreed.

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 been installed project completed.
2 Benches	£1,000	Street Furniture	Permission from East Riding of Yorkshire Highways has been granted for the replacement of the bench outside Wold Haven. The clerk needs to contact ERYC Housing Department about the replacement bench for Kirkgate.
Mouse House new kitchen/work area	Trying to obtain quotes	Property Maintenance	Still awaiting one quote
Outdoor Gym Equipment	£10,000	To be paid by commuted sums	The Clerk is awaiting a response from East Riding of Yorkshire Council's commuted sums officer.
New bus service	£6,200	Transport	The meeting with Bob Rackley has been held. The new bus service will start on Tuesday 8 th May. This is because there are changes to timetables happening from Sunday 6 th May.
Cemetery Footpaths		Property Maintenance	Contractor has been appointed..

General Data Protection Regulations

The data protection act from 1998 is to be repealed and replaced with a new act. The General Data Protection Regulations have implications for how we store personal data. The first piece of work we are require to do is to audit all the personal data we hold. The next stage is to say how we use that data. The Council needs to appoint a data controller the suggestion is that this should be the clerk. The council also will need to appoint an independent Data Protection Officer. The clerk and deputy clerk have recently attended a training event organised by ERNLLCA and the data audit is a priority.

The GDPR will affect any organisation that uses people's personal data. In the future people will have to positively opt-in to receive information. This has implications for how the Arts Centre uses mailing lists for direct marketing. The Arts Centre Manager has assured the Clerk that work is being done to ensure compliance with GDPR. GDPR is set to become law on 25th May 2018.

Neighbourhood Development Plan

Progress towards producing the community consultation questionnaire is being made. Draft policies have been formulated and comments have been received from East Riding of Yorkshire Council's Forward Planning Section. The planning consultant working on our behalf is looking to reword some of the policies to try to make them fit with what East Riding of Yorkshire Council might approve.

A meeting has been arranged with East Riding of Yorkshire Council for April 30th to discuss the draft policies.

The Neighbourhood Development Plan Group plan to give an update on the draft policies and public consultation to the Town Council at the May Full Council meeting.

Burials

The burial of Lorna Harris and the interment of the ashes of Brenda Florence Muriel Richardson have taken place.

17. Receive and consider accepting minutes from Transport, Lighting and Road Safety 21/2/2108, Planning 07/03/18 and Lands and Property 07/03/2018.

Cllr Cooper proposed accepting the minutes from Transport, Lighting and Road Safety Committee Meeting held on 21/2/2018 2nd Cllr Green and agreed.

Cllr West proposed accepting the minutes from the Planning Committee Meeting held on 07/03/2018 2nd Cllr Winterton and agreed.

Cllr Hodgson proposed accepting the minutes from the Lands and Property Committee held on 07/03/2018 2nd Cllr Cooper 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.

Thursday 15th February attended the Tour de Yorkshire road show with the Town Clerk.

Sunday 25th February attended the High Sheriff's Legal Service at Hull University.

Sunday 3rd March attended the Goole Mayor's concert

Sunday 10th March invited to the Pocklington Amateur Dramatic Society for their musical productions of Robbers.

Wednesday 14th March meeting with Bob Rackley East Yorkshire Motor Services in company with Town Clerk and Richard Bryon for an update on the Town Bus Service which will now start on Tuesday 8th May.

Wednesday 14th March meeting with John Hoy and Town Clerk for an update on the Neighbourhood Development Plan. A further meeting is planned for 30th April with East Riding of Yorkshire Council to discuss draft policies.

Cllr Hodgson reminded councillors it is Rev G. Hollingsworth's last service All Saint's Pocklington on Sunday 18th March.

Cllr West has attended the Allotments Association meeting. The AGM for the Allotments Association is on Tuesday 20th March at the United Services Club.

Cllrs Green, Hutchinson and West attended the Pocklington Heritage Partnership meeting. Progress is being made on finding a home for the artefacts.

MAP have won Current Archaeology's Rescue project of the Year award. This was voted for on-line and it is testament to the actual and perceived importance of the project that enough local people took the trouble to swell the vote. The link below is to the press release.

<https://www.archaeology.co.uk/press/press-release-map-archaeological-practice-ltd-win-current-archaeologys-rescue-project-year-award-2018-work-pocklington.htm>

The chairman reported that to date there are 3,921 on-line supporters of the petition to keep the artefacts in Pocklington and 500 signatures on paper. Efforts will continue to increase this.

19. 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 West proposed that the public be excluded due to the confidential nature of the business that is to be transacted 2nd Cllr Green and agreed.

Point of order was brought up by a member of the public querying if the public were to be allowed back in for item 20. It is clear that the public aren't being readmitted as it would have stated on the agenda as a separate item to agree to allow the public to return.

1. Consider the insurance quotes Cllr Cooper proposed accepting the quote from Came and Company 2nd Cllr Winterton and agreed.
2. Consider the tenders for constructing a new footpath at Pocklington Cemetery. The tender contracts and work to be done have been agreed. Chesterton's have been appointed to repair and tarmac the driveway leaving the grass strip and connecting the footpath that ends in the
3. Mouse house – The clerk is awaiting another quote.

20. Confirm the appointments of the new members of staff at Pocklington Arts Centre.

Cllr West proposed the appointments be confirmed 2nd Cllr Sinton and agreed.

The new members of staffs are Maisie Naylor who will take up the position of Venue Coordinator. Maisie is due to start work on Monday 9th April.

Sara Morton will take up the position of Audience Development and Marketing Officer. Sara is due to start work on Tuesday 17th April.

Both posts are for 20 hours a week and are paid for by the grant from Arts Council England.

The Meeting closed at 8.14pm.