

POCKLINGTON TOWN COUNCIL
MINUTES

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

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

Attending: Gordon Scaife - Town Clerk. There was one member of the public in attendance.

Rev Anne Cox led the council in prayers before the meeting started. Rev N. Simpson will be leading prayers from August.

1. Notice of meeting. Cllr Ratcliffe proposed the notice of the meeting 2nd Cllr Spademan and agreed.
2. To accept apologies for absence. Apologies were received from Cllr Cooper and Cllr West (Football)
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.

The following declarations of interest were declared.
Cllr Green has a non-pecuniary interest in items 13

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 Green proposed suspending the meeting to allow person(s) and groups to address the Council 2nd Cllr Ratcliffe and agreed.

A resident asked for volunteers to help with the Summer Carnival which is on Sunday 29th July. The main job will be to collect the gate money with most help needed from 12 noon to 3pm. The Clerk will send out an email asking for help.

5. Consider continuing the meeting.
Cllr Spademan proposed continuing the meeting 2nd Cllr Sykes and agreed.
6. To confirm the minutes of the Town Council meeting held on 13th June 2018. Cllr Jones proposed the minutes of the Town Council meeting held on 13th June be accepted as a true record 2nd Cllr Sykes and agreed.
7. To report matters arising from these minutes not on the agenda for information only.

Cllr Perry has been contacted by a member of the Pocklington and District Local History Society about the names on the World War I memorial. There may be at least one name missing from the memorial outside the post office. Agreed this should be an agenda item for a future meeting.

8. To receive financial statement of

- a) Pocklington Town Council and agree payments.
 Cllr Winterton proposed the below payments for Pocklington Town Council to be authorised 2nd Cllr Hutchinson and agreed.

	Payee	Detail	Amount	Wages
130	Plunet	Internet	18.00	
131	Shed Grounds Maintenance	Grass Cutting - Cemetery	574.56	
132	Shed Grounds Maintenance	Grass Cutting - Cemetery	574.56	
133	Shed Grounds Maintenance	Grass Cutting - Cemetery	574.56	
134	Pocklington Tennis Club	Grant Scheme	300.00	
135	Stewart Bowling Club	Grant Scheme	300.00	
136	Be Fuelcards	Diesel	24.26	
137	David Wilkinson	Remove Bunting/Banner	273.00	
138	ERNLLCA	Good Councillor Guides	54.00	
139	East Riding Horticulture Ltd	Compost	200.40	
140	David Smith Garden Centre	Lamp Post Planters	440.00	
141	D Thurlow & Son Ltd	Remove Bunting	648.00	
142	Yorkshire Water	Cemetery 21/3/2018-18/6/2018	10.47	
143	Burnby Hall Band	Concert 17/06/18	260.00	
144	Be Fuelcards	Diesel	43.03	
145	Cyber Glide	Computer Support	35.00	
146	Gordon Scaife (ERYC)	Small Lottery Registration	20.00	
147	Gordon Scaife (ERYC)	Plants	86.68	
	Gordon Scaife (ERYC)	Photocopier Paper	6.50	
148	J Farmer	Salary		
149	JW Bielby	Salary		
150	G Scaife	Salary		
151	C Heald	Salary		
152	C Findlay	Salary		
153	HMRC	PAYE		
	HMRC	NI		
154	Streetmaster	Benches	1416.00	
155	Earley Ornamentals Ltd	Summer Planting	282.83	
156	Shed Grounds Maintenance	Grass Cutting - Cemetery	574.56	
157	Visual Security Systems	CCTV Maintenance	90.00	
158	Harrowells	Professional Charges	442.80	
159	Daisy	Mobile Phone Line	8.74	
160	Be Fuelcards	Diesel	54.52	
161	Dr Shakamotos (A J Baker)	Engineer & Sound Equipment	200.00	
162	Electrifying Promotions	Entertainment Summer Fair	20.00	
163	Nest	Pensions	307.21	
164	The Soapy Group	Subscription	60.00	
165	Public Works Board	Loan Repayments - Capital	14771.24	
	Public Works Board	Loan Repayments - Interest	5327.72	
166	EYMS Ltd	Bus Service 197	540.00	

167	J Bielby (Resolution Tech)	New Mobile Phone	15.00	
168	Wolds Engineering Services	Safety Boots/Clothes	108.60	
169	Wolds Engineering Services	Hydraulic Oil	26.40	
170	Judson's	CCTV electricity	400.00	
171	A&L Stewart Ltd	Electrical Work	227.04	
172	A&L Stewart Ltd	Electrical Work	169.36	
173	CNG	Gas - June	75.79	
174	Daisy	Telephone - June	68.10	
175	Humberside Police Band	Burnby Hall - Sunday 15th July	350.00	
176	York Landscapes	Grass cutting - Churchyard	576.00	
177	Kingfisher Guides	Advert - Hull & York Hotel	582.00	
178	Earth Anchors Ltd	Fixing Kits	177.60	
179	Amberol Ltd	Self Watering Units	154.80	
180	Artist	Performance - Summer Fair	275.00	
181	DJ	Summer Fair	150.00	
182	Wolds Office Supplies	Printer Cartridges	417.48	
			Totals	£ 32,311.81
			Grand total	£ 39,505.61
				£7,193.80

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

	Payee	Detail	Amount
147	Insight Direct (UK) Ltd	Computer Equipment	643.25
148	Insight Direct (UK) Ltd	Software Licence	136.79
149	Insight Direct (UK) Ltd	Software Licences	459.54
150	Premier Business Supplies	Cleaning Supplies	54.12
151	W&C Forth	Office Supplies	80.60
152	Feathers Hotel	Room & Restaurant	524.60
153	Eden Farm Hulleys	Frozen Goods	148.65
154	Moneypenny	Artists	1550.00
155	Cloud9 Management	Production	1320.00
156	Pocklington Community Choir	Rehearsals/Concert	286.55
157	T W Bretherton	Rehearsal/Performance	100.00
158	Pivovar	Bar Supplies	1153.59
159	Entertainment One	Film	770.38
160	Wolds Wonders	Events x 3	920.00
161	Ward's	Catering Supplies	30.00
162	JSS Audio	Technician etc	186.00
163	E Sumner	Hire	81.50
164	Yorkshire Water	Charges	289.44
165	Root Music	Artists	2040.00

166	GT Graphics	Posters	266.12
167	Viking	Ink	106.76
168	Spirit Of Harmony	Performance	500.00
169	Driffield Agricultural Society	Driffield Show	181.00
170	J Farmer (Vista Entertainment)	Ticketing	239.90
171	J Duffy (Trainline)	Tickets	103.00
172	Comeuppance Ltd	Performance	3600.00
173	JSS Audio	Equipment Hire	102.00
174	Avalon	Artist	2400.00
175	Off the Kerb Productions	Artist	2508.17
176	Aldi Stores	Take Out	74.10
177	Universal Pictures	Film	226.14
178	JM Wheatley	Lighting	90.00
179	Swirlz	Ice Cream	36.00
180	Money penny	Artists	1550.00
181	Artist	Christmas Comedy Gala	250.00
182	Money penny	Artists	150.00
183	JM Wheatley	Lighting	150.00
184	ATW	Performance	300.00
185	Terry Herbert	Bar Supplies	757.90
186	The Melting Shop	Artist	240.00
187	Trainline	Train Tickets	85.10
188	David Ford	Artist	545.00
189	Benjamin Wall	Technician	80.00
190	Independent Cinema Office	Film	145.20
191	Direct Business Equipment	IT Support	256.20
192	Mr A Bedford	Artist	1480.00
193	Role Play Records	Artist	27.07
194	PPL PRS	Music Licence	1336.21
195	G Biggs	Stock	85.00
196	J. Wheatley	Technician	110.00
197	J. Farmer (UKTI Grant)	Flights and Accommodation	1481.22
198	Amazon	IT and batteries	70.43
199	English Folk Expo	Ticket	192.00
200	English Folk Expo	Ticket	192.00
201	English Folk Expo	Advert	180.00
202	Driffield Agricultural Society	Driffield Show	30.00
203	Facebook	Adverts	82.02
204	Premier Business Supplies	Cleaning Supplies	50.82
205	Yorkshire Water	Water	209.84
206	T. Herbert	Bar Supplies	1496.69
207	More2screen	Film	725.45
208	More2screen	Film	489.50
209	More2screen	Film	553.50
210	Vista Entertainment Solutions	Ticket Box Office	220.40

211	S. Espiner	Bookkeeper	156.25
212	S. Espiner	Bookkeeper	112.50
213	A & A Textiles	Towels	50.00
214	Payment Express	EFTPOS	189.60
215	Yorkshire Water	Water	303.29
216	GT Graphics	Posters	95.00
217	GT Graphics	Leaflets	431.00
218	GT Graphics	Posters	90.64
219	The Hop Studio	Bar Supplies	82.80
220	Trafalgar Releasing	Film	1019.15
221	Trafalgar Releasing	Film	206.56
222	Trafalgar Releasing	Film	350.10
223	J. Wheatley	Technician	130.00
224	Gilks Gallery	Fee	50.00
225	Gilks Gallery	Fee	45.50
226	Mrs Lancaster	Forgotten Voices	84.50
227	RLN Music	Fee	3600.00
228	J.Duffy	Wages	
229	T.Salker	Wages	
230	N.Rudsdale	Wages	
231	P. Jennings	Wages	
232	C. Heald	Wages	
233	L. Robinson	Wages	
234	C. Watson	Wages	
235	B. Mullarkey	Wages	
236	A. Squires	Wages	
237	S.Morton	Wages	
238	V. Simmons	Wages	
239	HMRC	PAYE	
240	HMRC	NI	
		Totals	41726.64
		Grand Totals	47700.88

9. Consider adopting the amendments to the Standing Orders.
Cllr Green proposed the amendments to Pocklington Town Council's standing orders be accepted 2nd Cllr Spademan and agreed
10. To consider and confirm the committee chairpersonship and committee membership for 2018/19 and representation on outside bodies.

The Clerk reported that the chair for Policy and Resources committee should be Cllr Hodgson and the deputy chair should be Cllr Jones.

Cllr Sinton requested to be a Council representative on the Neighbourhood Development Plan Group and Cllr Ratcliffe asked to be the Council's representative to Pocklington and District Gateway.

Cllr Sykes proposed that the committee memberships be agreed for the year and that Cllr Sinton is appointed to be a council representative on the Neighbourhood Development Group and Cllr Ratcliffe be appointed as the council representative to Pocklington and District Gateway Partnership 2nd Cllr Jones and agreed.

11. Consider and agree the application process for appointing members of the public to Development and Marketing Committee.

Cllr Green proposed that 2 spaces be created on Development and Marketing Committee for members of the public and that the process to follow would be the same as a co-option. The spaces will be advertised in the Pocklington Post and Town Council website and promoted on social media. 2nd Cllr Winterton and agreed.

12. Consider the grant applications from

1. Pocklington Dolphins.

Cllr Sinton proposed Pocklington Dolphins be granted £300 towards their project 2nd Cllr Sykes and agreed

2. Pocklington Flower Festival

Cllr Sykes proposed a grant of £160 for the flower festival which will cover the hire of West Green for the weekend of the festival 2nd Cllr Ratcliffe and agreed.

13. Consider and agree any actions from the Clerk's report.

Agreed projects	Potential cost	Budget heading	Update
2 Benches	£1,000	Street Furniture	The benches have arrived and earth anchors have been ordered.
Mouse House new kitchen/work area		Property Maintenance	Contractor will undertake work in August.
New bus service	£6,200	Transport	The service attracted 17 on Tuesday this week. More passengers are using the service.
Cemetery Headstones		Property Maintenance	Work is scheduled to begin on 23 rd July
Churchyard Footpaths		Property Maintenance	Work is scheduled to happen in July or August depending on the weather. Tarmac isn't laying properly in the hot weather
Dangerous tree West Green		Grounds Maintenance	Work is scheduled for just before the Summer Fair.

Articles have appeared in the Pocklington Post about the works in the Cemetery and the need to fell the tree on West Green.

The bus service is to be discussed at Transport, Lighting and Road Safety Committee next week,

Risk Assessments

Work on updating the risk assessments has been started and the risk register will be reviewed. This work is ongoing with the aim of presenting it to Full Council in August after it has been reviewed at Policy and Resources Committee in July.

Annual Return

The annual return is now with the external auditors. This has been the focus of the work for this month. The accounts are open for inspection for 6 weeks. People have the right to come and inspect the accounts for the Council. I've emailed out the summary of rights and annual return for information.

Data Audit for GDPR and website.

The data audit has been completed see attached document. The website is compliant with GDPR and the privacy notices have been uploaded. The Deputy Town Clerk has spent much of this month updating the website. The website is being brought up to date with all the Council's documents being uploaded.

Risk Assessments

Work on updating the risk assessments has been started and the risk register will be reviewed. This work is ongoing with the aim of presenting this to Full Council in August after it has been reviewed at Policy and Resources in July.

Buck Inn Yard Agreement

The Arts Centre Manager and The Clerk have met with the solicitor about the legal easement. The solicitor is to re-draft the agreement following the comments received.

Neighbourhood Development Plan

Consultants are working on the character assessment part of the Neighbourhood Development Plan. The aim is to complete this work in August. Once this has been completed then the survey questions can be finalised and the household survey will be sent in September.

Burials

The burials of Harry Walter Stratford and Peter Charles Long and the interment of the ashes of Angela Lorraine Ogden and Margaret Ellen Rust have taken place in the cemetery.

20 Market Place

Swirlz are vacating 20 Market Place and moving across the road to 1 Market Place. There have been various enquiries on the premises. The clerk has taken soundings about current rents which on advice should be set around £500.

Cllr Perry asked if the current tenants had paid back the £1,000 cost of taking out and replacing the glass to get their equipment in. The clerk didn't know if this had happened. Cllr Perry proposed that the previous clerk be asked if this had been paid back and if not the current tenants be billed for this amount. The motion wasn't seconded and so was lost. No other Councillors had a recollection of this happening. The Clerk offered to ask the previous clerk if he had any recollection of this.

Cllr Sinton proposed the rent be set at £500 and this be advertised 2nd Cllr Sykes and agreed.

Local History Society World War I project

The Local History Society has requested a grant of £1000 towards the cost of producing a book on World War I which includes the research undertaken by the Town Council and the

diary of a local serving soldier. The cost of producing 500 copies that would be digitally printed in £2,500 and retailed at £12, further copies could be printed if there was sufficient demand. Any profit made would be given to a local charity such as the Royal British Legion Pocklington Branch. The history society will be putting in the remaining £1,500. The Town Council had wanted to publish its research.

Cllr Sykes proposed that a grant of £1,000 be awarded to the History Society for this project 2nd Cllr Sinton and agreed.

The clerk confirmed that the donation can be made and could come from the contingency budget.

Personnel

Vanessa Simmons started on the 16th June as the Venue Co-ordinator at Pocklington Arts Centre. This post is funded through the Arts Council England National Portfolio Grant.

Peter Taylor started on 26th June as the assistant handyman.

14. Discuss the use of the Courthouse for the People's Pantry.
Cllr Sykes proposed that the People's Pantry be allowed to use the small meeting room in the Courthouse for a three month trial period on the understanding that no food is stored or left in the building 2nd Cllr Sharpe and agreed.
15. Consider and agree the rent for 20 Market Place.
This was agreed under the clerk's report.
16. Correspondence as per list.
 1. ERYC – Footpath and Cycleway design consultation with residents on Yapham Road for information. The proposed works on from Garths End going out of town past Sherbuttgate House and Andrews Court.
 2. ERSAB – Adult Safeguarding Newsletter for information.
 3. ERYC – Name bank for information this is an item for Transport, Lighting and Road Safety.
 4. NHS – Vale of York Clinical Commissioning Group – Information on the membership of the Governing Body.
 5. NALC – National Conference information.
 6. Pocklington Arts Centre – statistics for one week for information.
 7. Humberside Police – Crime statistics. The statistics show an increase in crime in the Pocklington Provincial Ward. Crime numbers have been historically low for a while and the increase is a small rise but the percentage rises are large.
 8. ERNLLCA Newsletter. Cllr Sinton would like to attend the ERNLLCA conference in November.
 9. NALC – Ledbury case for information.
 10. NALC and SLCC – Ledbury case for information.
 11. Smile – Safeguarding support service for information.
 12. ERYC – Resurfacing information for Hodsow Lane.
17. Receive and consider accepting minutes from Planning 13/06/2018, Lands and Property 27/06/2018 and Planning 04/07/2018.

Cllr Jones proposed accepting the minutes from Planning committee 13/06/2018 2nd Cllr Spademan and agreed.

Cllr Sykes proposed the minutes of Lands and Property Committee 27/06/2018 2nd Cllr Perry and agreed.

Cllr Spademan proposed the minutes of Planning Committee 04/07/2018 2nd Cllr Sinton and agreed.

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

Cllr Ratcliffe has attended an extraordinary meeting of the Burnby Hall Museum and Gardens Trust. The meeting was to discuss the proposals to extend the café area. The Trust agreed to do this using its own funds. The extension will increase the preparation area, create a separate area for washing up, increase the servery area and separate the queue from customers already seated. The work is scheduled for October and is likely to take 18 weeks.

The Meeting closed at 8.02 pm