

POCKLINGTON TOWN COUNCIL
MINUTES

Meeting of the Town Council
Meeting Room Old Courthouse George Street Pocklington
Wednesday 8th August 2018 at 7pm

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

Attending: Gordon Scaife - Town Clerk. There was six members of the public in attendance.

Rev Neville Simpson led the council in prayers before the meeting started.

1. Notice of meeting. Cllr Cooper proposed the notice of the meeting 2nd Cllr Ratcliffe and agreed.
2. To accept apologies for absence. Apologies were received from Cllr Sharpe and Cllr Spademan (Holiday)
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 Jones declared a pecuniary interest in item 8a travel expenses due to him as part of the payments

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

A member of the Pocklington and Market Weighton Crime Prevention Panel gave a presentation on their proposed project they were seeking a grant for from the Council.

The project is to produce a leaflet and advice sessions on scams and how to avoid being scammed. The leaflets will be distributed through existing groups in the town rather than leafleting every house. There are some parts of the town that will have leaflets distributed.

Members of the Police and Crime Panel will undertake short presentations to groups using flashcards. The project will be delivered in Pocklington, Market Weighton and Stamford Bridge but smaller parishes can also participate by paying for leaflet printing.

A member of the public dropped off the Healthwatch reports for councillors to take read for information.

5. Consider continuing the meeting.
Cllr Winterton proposed continuing the meeting 2nd Cllr Cooper and agreed.

6. To confirm the minutes of the Town Council meeting held on 11th July 2018. Cllr Sykes proposed the minutes of the Town Council meeting held on 11th July 2018 be accepted as a true record 2nd Cllr Sinton and agreed.

7. To report matters arising from these minutes not on the agenda for information only.

Cllr Cooper asked if the draft of the easement for Buck Inn Yard has been received. The Clerk reported it hadn't and will contact the solicitor to request this work is completed.

Cllr Sykes and the Clerk had investigated whether the tenants owed any money for works undertaken at 20 Market Street. The works in question were not needed as the equipment had fitted through the door meaning the window hadn't been removed.

Councillors asked if a meeting could be arranged to meet the new staff members. The Clerk will organise a meeting.

8. To receive financial statement of

a) Pocklington Town Council and agree payments.

Cllr Jones proposed the below payments for Pocklington Town Council to be authorised 2nd Cllr Sykes and agreed.

		Payee	Detail	Amount
183	BP	All Saints Church	Flower Festival Donation	50.00
184	BP	Christmas Plus	Anchor Testing	528.00
185	BP	Yorkshire Water	Courthouse 20.4.18 - 12.7.18	36.83
186	DD	Plusnet	Internet	18.00
187	Cheque	T Jones	Mileage Costs	18.76
188	DD	Be Fuelcards	Diesel	40.15
189	BP	Vocalist	Summer Carnival	125.00
190	BP	JJP Print	Summer Carnival Flyers/Posters	210.00
191	BP	Electrifying Promotions	Artists - Carnival Cancelled	
192	BP	Hayton Service Station	Work to Van	191.16
193	BP	Artists	Summer Carnival	220.00
194	BP	Pocklington Dolphins	Grant	300.00
195	BP	Pocklington History Society	Grant - World War I book	1000.00
196	BP	Out & About	Advert - July	200.00
197	DD	Be Fuelcards	Diesel	43.32
198	BP	The Tree Walker Arborist Ltd	Tree Felling	2995.00
199	BP	Club Class Entertainment Ltd	Freestanding steps Carnival	208.80
200	Cheque	All Saints Church	Remembrance Day	192.00
201	DR	Travis Perkins	Cable Ties - Arts Centre	2.69
202	DR	Target Scaffolding	Bike Racks - TDY	432.00
203	DR	Gordon Scaife (ERYC)	Planning Question	60.00
	DR	Gordon Scaife (Wilko)	Paint/Brush Victoria Park Fence	31.00
204	DR	Cyber Glide	Computer Support	35.00
205	DR	Dr Shakamotos	PA Equipment Summer Fair	500.00

206	Cash	M Hall	Window Cleaning Courthouse	100.00
207	Cash	H Johnson	Market Stalls Summer Fair	200.00
208	BP	J Farmer	Salary	
209	BP	JW Bielby	Salary	
210	BP	G Scaife	Salary	
211	BP	C Heald	Salary	
212	BP	C Findlay	Salary	
213	BP	P Taylor	Salary	
214	BP	HMRC	PAYE	
215	BP	HMRC	NI	
216	DD	The Soapy Group (taken twice)	Security (credit requested)	144.00
217	DD	Visual Security Systems	CCTV System	90.00
218	BP	Infotone	Printer Cartridges	246.90
219	BP	York Landscapes Ltd	Churchyard grass cut	576.00
220	BP	Cascare	First Aid Cover (Carnival)	200.00
221	BP	Sam Stokes	Summer Fair	50.00
222	BP	Shed Grounds Maintenance	Cemetery grass cutting	574.56
223	BP	Michael Shepherd	Leaflet distribution (mileage)	21.15
224	BP	Woldtech Ltd	Photocopier Rental	104.96
225	BP	A64 Loohire	Toilets Summer Carnival	297.60
226	DD	Daisy	Telephone May	67.76
227	DD	Daisy	Mobile Phone	8.74
228	BP	Anderson Fencing & Gardening	Hedge cutting - Cemetery	720.00
229	BP	EYMS Ltd	Service 197	540.00
230	BP	Travis Perkins	Planned Timber	15.82
231	DD	Nest	Pensions	
232	DD	The Soapy Group	Subscription	60.00
233	BP	Elecplant (Humberside) Ltd	Hire of Generator (Summer)	246.00
234	BP	Pocklington Relief in Need	Ashes Burial (digging)	80.00
235	BP	York Concert Band	Burnby Hall 2/09/18	295.00
236	DD	Be Fuelcards	Diesel	32.00
237	DD	Daisy	Telephone July	67.93
238	BP	Claire Findlay	Postage	1.87
239	BP	Chris Heald	Cleaning Supplies	4.68
			Totals	£ 12,182.68
			Grand total	£ 20,402.01

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

	Payee	Detail	Amount
241	Design by Mint Ltd	Development, design & graphics	4200.00
242	ECO Touring LLP	Artist	3600.00
243	S Espiner	Bookkeeping	137.50
244	J Farmer	Tickets Edinburgh Fringe/Mileage	228.00
245	J Duffy	Sundries	31.40
246	J Wheatley	Lighting & Sound Tech	175.00
247	Artist	Fee	70.00
248	JSS Audio	PA System	360.00
249	Terry Herbert	Bar Supplies	1280.85
250	Design by Mint Ltd	Artwork for advert	75.60
251	Design by Mint Ltd	Artwork for Banner	75.60
252	Design by Mint Ltd	Updates to Events Poster	42.00
253	Barry Collings	Artist	2979.84
254	Coda Agency Ltd	Show	750.00
255	Pivovar	Bar Supplies	96.66
256	Pivovar	Bar Supplies	279.19
257	Brass Castle Brewery Ltd	Bar Supplies	298.78
258	Payment Express	Service fee	94.80
259	Payment Express	Service fee	94.80
260	Payment Express	Service fee	94.80
261	Viking	Ink & Paper	269.89
262	Warner Bros	Film	120.00
263	Swirlz	Ice Cream	48.00
264	S Morton	Display Bags/Mileage/Sundries	49.11
265	Coda Agency Ltd	Show	900.00
266	Midnight Mango Ltd	Artist	500.00
267	Direct Business Equipment Ltd	Support Contract & Cloud	256.20
268	A C Entertainment	Filters	41.75
269	Eden Farm	Ice Cream	174.36
270	GT Graphics x3	Leaflets & Posters	236.98
271	J Farmer	Donation (Boat Trips)	140.00
272	Swirlz (Paid Twice)	Ice Cream	48.00
273	Arts Alliance Media	Lamp Power Supply	2181.60
274	J Duffy	Wages	
275	T Stalker	Wages	
276	N Rudsdale	Wages	
277	P Jennings	Wages	
278	G Waite	Wages	
279	C Heald	Wages	
280	L Robinson	Wages	
281	C Watson	Wages	

282	A Squires	Wages	
283	S Morton	Wages	
284	V Simmons	Wages	
285	HMRC	PAYE	
286	HMRC	Employers NI	
288	Janet Farmer	Spotify Feb-Aug	69.93
289	Janet Farmer (Vista Entertainment)	Web Ticketing Booking Fee	269.50
290	Audience Media Ltd	Subscription	95.00
291	James Duffy	Facebook Ads	58.10
292	K J Falkingham	Tools	10.95
293	A B Electical Wholesalers Ltd	Lamp	18.72
294	Premier Business Supplies Ltd	Cleaning supplies	101.52
295	W & C Forth	Stationary/Postage	99.25
296	Gloria Biggs	Art	43.60
297	Google Ireland Ltd		23.10
		Totals	20720.38
		Grand Totals	26626.88

9. Consider amendments to the council's bank account mandates.

The clerk explained that when the bank mandates were re-done 2 signatories were missed off Pocklington Arts Centres Account. The Arts Centre Manager and Deputy Manager had been missed off.

Cllr Ratcliffe proposed that Janet Farmer (Arts Centre Director) and James Duffy (Arts Centre Manager) be added to the Arts Centre Bank Accounts 2nd Cllr Sykes and agreed.

10. Consider adopting the Health and Safety Policy.

Cllr Hutchinson has some typos and amendments to add. Cllr Jones proposed that the Health and Safety Policy be adopted and the amendments be made 2nd Cllr Sinton and agreed.

11. Consider and agree restarting the loan repayments from Pocklington Arts Centre to Pocklington Town Council for the purchase of the digital projector.

The clerk reported that the outstanding amount was £4,000. The repayments had been set at £250 a month. If the loan repayments began in September at the same level the repayments would end in December 2019.

The Arts Centre is now in a financial position to start repaying the loan.

Cllr Cooper proposed the repayments restarted at £250 a month 2nd Cllr Sinton and agreed.

12. Consider the grant application from Pocklington and Market Weighton Crime Prevention Panel.

Cllr Cooper proposed a grant of £200 to Pocklington and Market Weighton Crime Prevention Panel for their project 2nd Cllr West and agreed.

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

Project Update

Agreed projects	Budget heading	Update
2 Benches	Street Furniture	The benches have arrived and awaiting installation.
Mouse House new kitchen/work area	Property Maintenance	Contract awarded.
New bus service	Transport	The route has been altered
Cemetery Headstones	Earmarked reserves	Works completed.
Churchyard Footpaths		Contract awarded
Dangerous tree on West Green		Works completed
Anchor points for Christmas Lights and catenary wires		The anchor points have been tested by a company who can do this work.

The headstones in the cemetery that were found to be unsafe have been repaired.

The dangerous tree on West Green has been felled and the area made safe.

The town bus service has been re-routed through Broadmanor rather going down to the roundabout on Hodsow Lane. A request to East Yorkshire Motor Services has been made to continue running the service along this route when Hodsow Lane reopens.

The anchor points for where the Christmas lights go over the roads have been checked and certified. During the checks it was found that some of the catenary wires have become unsafe these are the ones at the junction of Railway Street/Regent Street and Pavement. The company that has done the checks will be instructed to put up the wires and also put up one from HSBC Bank to Burton's Butchers. There used to be a catenary wire here but it was taken down some time ago. The anchor point on the bank is still in place but a new one will be required on Burton's. The anchor points require testing every three years to ensure they can take the weight of the lights/bunting across the highway.

Risk Assessments

The risk register and risk assessments have been reviewed and were adopted at the Policy and Resources Committee on 25th July 2018.

Events

The summer carnival was a victim of the weather the only really wet day in July and possibly of the whole summer. The full scale of the loss incurred at the Summer Carnival isn't available yet. It does mean the Mayor's charity will be down on income this year. Preparations for Bonfire night (Monday 5 November), Armistice and Remembrance Day (Sunday 11 November), Christmas Tree Festival, Christmas Festival and Carols with the Mayor are now being made.

Burials

The burial of Berta Reisch has taken place and the memorials/headstones have been approved for Nelson Heseltine, Margaret Jones, Fred, Betsy and Annie Preece

and Cecilia Faiburn and Jean Hayward. An exhumation of cremated remains has taken place following the granting of a licence from the Ministry of Justice, these are to be reinterred in a grave plot at the Cemetery.

14. Consider and agree the tenancy for 20 Market Place.
Cllr West proposed that the tenancy for 20 Market Place should be offered to Michael Fletcher 2nd Cllr Cooper and agreed.
15. Correspondence as per list.
 1. Humberside Police – Crime statistics. The statistics show an increase in crime in the Pocklington Provincial Ward. The Clerk reported that the Police were being invited to Western Area Parishes meeting to discuss the current concerns across the area.
 2. York Bus Forum – New bus interchange proposed outside York train station.
 3. NHS – Vale of York Clinical Commissioning Group – Stakeholder briefing newsletter
 4. HWRA and ERYC – Community led housing event for information.
 5. Humberside Fire and Rescue - advocate for information. statistics for one week for information.
 6. ERNLLCA Newsletter. NALC – Ledbury case for information.
 7. ERYC road closure notice for Regents Street and Pavement. The proposed closure of Pavement will be delayed as it coincided with a large event at All Saints Church.
 8. ERYC Hodson Lane Roadworks.

16. Receive and consider accepting minutes from Transport, Lighting and Road Safety 18/07/2018, Planning 25/07/2018 and Policy and Resources 25/07/2018

Cllr Cooper proposed accepting the minutes from Transport, Lighting and Road Safety Committee from 18/07/2018 2nd Cllr West and agreed.

Cllr West proposed the minutes of Planning Committee 25/07/2018 2nd Cllr Jones and agreed.

Cllr Jones proposed the minutes of Policy and Resources Committee 25/07/2018 2nd Cllr Green and agreed. Cllr Green asked that the portable conferencing microphones be added to the future project list.

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

Cllr Green reported on the Gateway meeting and the concerns expressed about the increases in traffic on the national coast to coast cycle route which may mean a permanent re-route away from the town. It was agreed that a meeting with the relevant portfolio holder is held.

Cllr Ratcliffe has attended two meetings. One being Gateway. The Other was a trustee meeting at Burnby Hall Gardens. The Heritage Lottery Project at the gardens is progressing well. The water lilies have been replanted in the main lake, but due to fish activity they haven't flowered too well. The silt in the grass walk is to be removed and the grass walk will be replanted this autumn and a better footpath constructed. The replanting of the rock garden will start this autumn. The café at the gardens will be extended with work starting this autumn. The work on the café is being funded from the Trust.

Gateway – Gateway had a long discussion on the A1079 particularly with congestion on The Balk and with Hodsow Lane closed the impact on the surrounding accesses through Barmby Moor and The Balk. The issue of town signs was raised. The cycle map leaflet is to be re-designed.

Cllr West had also attended the Trustees meeting at Burnby Hall. Cllr West also reported on the Allotment Society. The annual show will be held in the United Services Club on Saturday 18th August.

The Mayor has attended the Civic Service at Snaith.

The Meeting closed at 8.17pm