

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

Meeting of the Town Council  
Meeting Room Old Courthouse George Street Pocklington  
Wednesday 10<sup>th</sup> October 2018 at 7pm

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

**Attending:** Gordon Scaife - Town Clerk. There was 6 members of the public in attendance.

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

1. Notice of meeting. Cllr West proposed the notice of the meeting 2<sup>nd</sup> Cllr Jones and agreed.
2. To accept apologies for absence. Apologies were received from Cllr Perry (illness), Cllr Ratcliffe (Holiday) 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.

There were no declarations of interest 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 Sinton proposed suspending the meeting to allow person(s) and groups to address the Council 2<sup>nd</sup> Cllr Sykes and agreed.

The Head Teacher from Pocklington Community Junior School firstly thanked Pocklington Town Council for its support in the Winter Wonderland project the school organised in March 2018. 700 people from the school community took part in the project.

The Head introduced a new project that the school are looking for support for. This is to create a changing places full accessible toilet and changing facilities within the school. This could be within the school or in a portacabin within the school grounds. The school is at an early stage of developing the project and no decision has been reached yet about the best location. The benefit of siting it in an accessible part of the school grounds is that it would then be available for public use.

There is currently limited availability for a changing places toilet in the town. There is one at Francis Scaife Leisure Centre which is accessible when the centre is open. The favoured location at the school would be within the car park area so that members of the public could access the facility without going into the school. There are safeguarding issues if the facility was inside the school building.

The school are seeking financial support and help with maintaining the facility from the Town Council.

The Mayor thanked the representative from Pocklington Community Junior School for the presentation.

A resident addressed the Council about concerns about street furniture A Boards and outside cafes positioned on pavements particularly on market day for those with a sight impairment. Those who have sight impairments find A boards and tables and chairs outside cafes a real obstacle.

The licencing team and the markets manager at East Riding of Yorkshire Council are to be contacted to express the concerns of the resident and to ask for a site visit.

A resident from the Percy Road area came to express concern about the snicket (alley) that connects Union Street to Cherry Orchard Mews. The snicket causes anti-social behaviour which often disturbs residents at night. Cyclists use the alleyway which is narrow and come into conflict with pedestrians. The resident also reported traffic issues on Percy Road and asked if Percy Road could be made one way. The Police are aware of the anti-social behaviour issues in the local area. Could signage be put up at the ends of the snicket that prohibits cycling along it. The Town Council has been asked to investigate whether signage can be erected.

5. Consider continuing the meeting.  
Cllr West proposed continuing the meeting 2<sup>nd</sup> Cllr Sinton and agreed.
6. To confirm the minutes of the Town Council meeting held on 12<sup>th</sup> September 2018.

Cllr Cooper proposed the minutes of the Town Council meeting held on 12<sup>th</sup> September 2018 shouldn't be accepted as a true record unless the second paragraph of item 8 are struck from the minutes. The proposal wasn't seconded and so fell. Cllr Cooper felt that Standing Orders hadn't been followed and that the council shouldn't have referred the issue to Personnel Committee but back to the committee that had made the decision which in this case should have been Full Council.

Cllr Spademan said that the councillors cannot cherry pick the standing orders that suit them.

Cllr West proposed the minutes of the Town Council meeting held on 12<sup>th</sup> September should be accepted as a true record of the meeting 2<sup>nd</sup> Cllr Jones vote was 5 for 3 abstentions (Cllrs Green, Spademan and Winterton as they hadn't been present at the meeting) and one against Cllr Cooper. The minutes were therefore accepted as a true record. Cllr Cooper voted against for the reason given above.

7. To report matters arising from these minutes not on the agenda for information only.  
Cllr Green asked about the proposal for the wild flower meadow area on West Green. The proposal will only affect a part of West Green which is not part of the area used for recreation.
8. To consider the procedure for Council proposal and debates.

Cllr Cooper asked that once a proposal is on the table it needs to be discussed for before being seconded to allow for debate. If an item is proposed and 2<sup>nd</sup> immediately then there should be a debate before a vote is taken. This allows for members to speak against the proposal and to propose amendments.

All items should be addressed through the chair.

Cllr Jones the standing orders allow all councillors to speak once on a motion. This allows for all points of view to be held. The proposer can only reply to clarify a point being made.

Cllr Jones proposed that everyone should re-read the standing order around how decisions are reached at council 2<sup>nd</sup> Cllr West and agreed.

Cllr Hutchinson requested that if an agenda item is proposed and seconded before a meeting then the Councillors names should go on the agenda.

9. Consider the request from Pocklington Community Junior School.

Cllr Sinton reported that it was too early for the Council to support the project as it isn't clear if the changing facilities will be inside or outside the school building. There are safeguarding issues if it is inside the school building and security issues if it is in a separate building in the car park. There is already one at Francis Scaife Leisure Centre and the need for another facility needs to be investigated further.

Cllr Green would like the school to investigate the need for such a facility and what would be the costs. What costs are the school seeking from the Town Council for the initial capital project and what would be the annual costs.

Cllr Sinton has experience of these types of projects. The project could cost £8,000 for the plans and feasibility study and a further £30,000 to implement.

Cllr Hutchinson questioned whether it would be a good use of public funds.

The clerk to write to the school with the concerns that have been raised.

10. 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 2<sup>nd</sup> Cllr West and agreed.

	<b>Payee</b>	<b>Detail</b>	<b>Amount</b>
289	Plusnet	Internet	18.00
290	Anderson Fencing and Gardening	Hedge cutting - Cemetery	50.00
291	Litemania	Christmas Lights	4048.62
292	Remembered Trading Ltd	There but not there Tommy	776.30
293	Yorkshire Water	Cemetery Water Charges	24.00
294	JSS Audio	Technician Mayormaking	150.00
295	RBS Ltd	Arts Centre Staff training	600.30
296	Travis Perkins	Wood screws/Drill bit	43.20
297	ERYC	License Fee Arts Centre	180.00
298	PKF Littlejohn	External Audit Fees	1560.00
299	Be Fuelcards	Diesel	41.26
300	J Farmer	Salary September	
301	J Bielby	Salary September	
302	G Scaife	Salary September	
303	C Heald	Salary September	
304	C Findlay	Salary September	
305	P Taylor	Salary September	
306	HMRC	Tax	

307	HMRC	NI	
308	Visual Security Systems	CCTV	90.00
309	A&L Stewart Ltd	Repairs - Arts Centre	139.93
310	Cyberglide	Computer Support	35.00
311	Nest	Pension Contributions	
312	Shed Grounds Maintenance	Grass Cutting Cemetery (Oct)	574.56
313	Playscheme	Repairs - play equipment	672.00
314	Be Fuelcards	Diesel	54.17
315	Ardent Fireworks Ltd	Community Bonfire	3000.00
316	Harrowells	Professional Charges	1123.20
317	Daisy	Mobile Phone	8.74
318	ERNLLCA	Conference	216.00
319	EYMS	Town Bus Service	480.00
320	The Wolds Magazine (Out & About)	Advertising (Bonfire)	200.00
321	Shed Grounds Maintenance	Grass Cutting Cemetery (Nov)	574.56
322	Be Fuelcards	Diesel	1.43
323	Daisy	Telephone September	65.18
324	ERYC Supplies	Stationary	43.99
325	York Landscapes Ltd	Closed Cemetery grass cut	576.00
		<b>Totals</b>	<b>£ 15,346.44</b>
		<b>Grand total</b>	<b>£ 23,800.19</b>

- b) Consider the bank statements and agree payments from Pocklington Arts Centre. Cllr West proposed the below payments 426 - 461 for Pocklington Arts Centre to be authorised 2<sup>nd</sup> Cllr Winterton and agreed.

426	K. Hukin	Technician	110.00
427	K. Hukin	Technician	235.00
428	Coda Agency	Show Fee	455.00
429	Mr J. Nicholls	Show Fee	600.00
430	Industry Live Agency	Show Fee	700.00
431	DMF Music Ltd	Show Fee	1,200.00
432	Midnight Mango	Show Fee	2,000.00
433	Gloria Biggs	Art Sales	9.59
434	Midnight Mango	Show Fee	500.00
435	Charles Daykin	Show Fee	300.00
436	Matt Abbott Poet	Show Fee	250.00
437	S.Espiner	Bookkeeping	112.50
438	DBE	Cloud Package	46.20
439	DBE	Cloud Package	46.20
440	Dan Webster	Show Fee	450.00
441	E.Sumner	Event	66.00
442	Yorkshire Water	Water	178.94
443	JSS Audio	Technician	1350.00

444	Amy M Ellis	Show Fee	100.00
445	Jade Helliwell	Show Fee	350.00
446	J. Farmer	Expenses Aldi	80.47
447	Universal Pictures	Film	3914.14
448	Universal Pictures	Film	3896.14
449	Universal Pictures	Film	411.92
450	J. Duffy	Facebook Advertising	100.33
451	Mass Dynamic	Website Agreement	300.00
452	GT Graphics	Leaflets	95.00
453	GT Graphics	Leaflets	67.50
454	GT Graphics	Advertising materials	118.50
455	GT Graphics	Leaflets/Posters	442.48
456	More2screen	Film	230.00
457	Mint	Postcard printing	60.00
458	Johnston Publishing	Advertising	189.55
459	Gloria Biggs	Art Sales	32.24
460	Payment Express	Service Fee	117.26
461	Payment Express	Service Fee	94.80
		Total	£19209.76

11. Elect a new member to the personnel committee.

Cllr Green proposed that due to the sensitive nature of the discussion around this agenda item it should be discussed at the end of the agenda as it involved a staffing issue and that the public and press should be excluded 2nd Cllr Sinton and agreed.

12. Request for volunteers to help with Bonfire Night and Christmas Festival.

Cllr West proposed that councillors should email the Clerk to say if they could help 2<sup>nd</sup> Cllr Sinton and agreed.

13. Request for volunteers to read the names at the Remembrance Day Parade on 11<sup>th</sup> November.

It was agreed that Cllr Cooper would read the names at the World War I memorial and Cllr Sykes would read the names at the World War II memorial.

14. Consider organising defibrillator training.

The Clerk explained that this request had come originally from Cllr Sharpe via a request to the Arts Centre Manager.

Cllrs discussed the options and requested the clerk to do some research into training providers and costs.

15. Consider the recommendation from the Marketing and Development Committee to move the hosting of the website.

Cllr West explained the council's website isn't running on the latest version of wordpress. Cllr Sinton requested the clerk to obtain quotes. The clerk will obtain further quotes for the work.

16. Consider joining Visit York.

Cllr Sinton proposed that the Council doesn't join Visit York as it doesn't offer good value for money 2<sup>nd</sup> Cllr Hutchinson and agreed.

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

**Progress on projects.**

Agreed projects	Budget heading	Update
2 Benches	Street Furniture	Benches to be installed in late October or early November.
Mouse House new kitchen/work area	Property Maintenance	Work to be undertaken starting on 12 <sup>th</sup> November
New bus service	Transport	Meeting with EYMS has taken place.

Cllr Cooper reported that the bus service has been successful and that the Transport, Lighting and Road Safety Committee had recommended that it ran for a further 6 months. East Yorkshire Motor Service have been asked to produce costings for next year which will be included in the budget discussions for 2019/20. Cllr Green asked if the service was to be registered? EYMS have been asked to consider this. The bus service will be discussed at the next Transport, Lighting and Road Safety committee in November.

**Ground Work**

Following the monthly inspections of the play areas a number of safety issues have been addressed. Playscheme have carried out the works for us.

Following Storm Bronagh which occurred overnight 20<sup>th</sup> to 21<sup>st</sup> September part of a healthy tree was blown down in the Cemetery. Emergency work was carried out to make the tree safe. An assessment of the rest of the tree has been carried out and it was decided to remove it. The limb that came down unbalanced the tree and made it more likely the remaining parts of the tree would be susceptible to storm damage.

The cutting of the hedges in the Cemetery has been completed and quotes have been requested for the lowering of the hedges in the cemetery as they are now too high in places. Only our current contractor has put a quote in for the work, one has declined the work and I haven't had a quote from the other contractor. The quote for the work is £2,200.

Tree inspections in Primrose Wood have revealed that three trees will require felling this winter. Two of these have died recently one from drought and one has been ring barked (the bark has either been taken off or has come off).

**Cemetery Records**

The Deputy Town Clerk is working on the historic records to bring them up to date. New stationary will need to be ordered as we are running out of space in the current records books.

## **Events**

Preparations for Bonfire Night, Armistice Day and Remembrance Day parade are in hand.

Preparations for Christmas are also taking place. The request for volunteers is on the main agenda.

Bonfire Night West Green is on Monday 5<sup>th</sup> November 2018 from 5pm – 8pm

Armistice Day Two Minutes Silence Sunday 11<sup>th</sup> November at 11.00am at World War I memorial

Remembrance Day Parade Sunday 11<sup>th</sup> November meet at Pocklington School at 2pm.

Christmas Tree Festival runs from Saturday 1<sup>st</sup> December to Sunday 9<sup>th</sup> December at All Saints Church.

Christmas Festival Wednesday 5<sup>th</sup> December from 1pm

Carols with the Mayor Sunday 9<sup>th</sup> December 2pm All Saints Church

## **Burials**

The burials of Horace Rowley and Nancy Olive Webb and the interment of the ashes of Leene Elisabeth Silickis have taken place.

### 18. Correspondence as per list.

- 1 Humberside Police Crime statistics– Green paper on Adult Social Care and Wellbeing.
- 2 Humberside Police – Anti-social behaviour encouraging residents to report it posters and leaflets.
- 3 East Riding of Yorkshire Council – Woldgate pupil numbers. The clerk reported that the responses received from Woldgate and East Riding of Yorkshire Council have been forwarded to the resident who requested them.
- 4 Pocklington Dolphins – Formal thank you for the grant from Pocklington Town Council.
- 5 External Audit Certificate. Cllr Green requested that this be put on the next Policy and Resources Committee meeting for a fully discussion.
- 6 Surveillance Camera Commissioner – Compliance and police usage of CCTV. Clerk asked to check if the Police misuse the CCTV images is the Council liable as it pays to maintain the system.
- 7 ERNLLCA Newsletter for information.

### 19. Receive and consider accepting minutes from Planning 12/09/2018, Development Marketing and Events 26/09/2018, Planning 03/10/2018 and Transport, lighting and Road Safety Committee 03/10/2018,

Cllr West proposed accepting the minutes from Planning Committee from 12/09/2018 2<sup>nd</sup> Cllr Jones and agreed.

Cllr Spademan proposed the minutes of from Development, Marketing and Events held on 26/09/2018 be accepted 2<sup>nd</sup> Cllr Winterton and agreed.

Cllr Jones proposed the minutes of Planning Committee held on 03/10/2018 be accepted 2<sup>nd</sup> Cllr Sinton and agreed.

Cllr Cooper proposed the minutes of Transport, Lighting and Road Safety Committee held on 03/10/2018 and 2<sup>nd</sup> Cllr Green and agreed.

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

Cllr Hodgson was interviewed by Look North about the concerns residents have about the new developments and the lack of infrastructure investment to support the new houses.

Cllr Hodgson showed the award that Pocklington Arts Centre had won. The award was from the Yorkshire Grassroots Gig Guide for Yorkshire's Outstanding Large Live Venue for 2018.

Cllr Green has attended the Pocklington Heritage Partnership meeting. The project is progressing and the lottery bid for the feasibility study is progressing. The archaeologists have made significant finds on the housing development on The Mile. They have had to work quickly to remove all the significant finds. There is a need in the next local plan to try to slow work down on significant sites like this ones. Sites that are already scheduled or significant are protected from development in the current local plan but this doesn't protect sites that are not known about.

Cllr West has attended a meeting of the Allotment Association everything is fine.

Cllr Hutchinson reported on the latest production involving Pocklington Productions.

Due to the confidential nature of the business about to be transacted the press and public are requested to withdraw. The public withdrew.

11. To elect a new member to the personnel committee.  
There was a discussion about current issues.

Cllr Spademan announced he is stepping down from Personnel Committee due to a lack of time has a result of increased hours at work.

This leaves a vacancy on the personnel committee.

Cllr West proposed Cllr Sykes 2<sup>nd</sup> Cllr Green and agreed.

The Meeting closed at 9.01pm