

POCKLINGTON TOWN COUNCIL
MINUTES

Meeting of the Town Council
Meeting Room Old Courthouse George Street Pocklington
Wednesday 10th April 2019 at 7pm

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

Attending: There were 2 members of the public in attendance.
Pocklington Town Council Staff Gordon Scaife - Town Clerk.

Rev N. Simpson led the council in prayers before the meeting started. The Mayor thanked Rev N. Simpson for being chaplain to the council for this year.

1. Notice of meeting. Cllr West proposed the notice of the meeting 2nd Cllr Jones and agreed.
2. To accept apologies for absence. Apologies were received from Cllr Perry (illness) Cllr Sharpe (work), Cllr Spademan (Family commitment) and Cllr Winterton (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.

Cllr Jones declared a pecuniary interest in agenda item 8a as there is a travel expenses payment in the payment schedule for him and a non-pecuniary interest in item 13 as he is a member of the Sherbuttgate Neighbourhood Watch Group.

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.

No members of the public wished to address the council and so the meeting wasn't suspended

Cllr K. West had sent apologies for the meeting due to the elections.

5. Consider continuing the meeting.
The meeting hadn't been suspended.
6. To confirm the minutes of the Town Council meeting held on 13th March 2019.
Cllr West proposed the minutes of the Town Council meeting held on 13th March 2019 should be accepted seconded Cllr Green 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 Ratcliffe proposed the below payments for Pocklington Town Council to be authorised 2nd Cllr West and agreed unanimously.

Pocklington Town Council			
April 10th 2019 Payments from 13th March 2019 – 31st March 2019			
	Payee	Detail	Amount
564	Be Fuelcards	Diesel	43.09
565	HSBC	Business Current Account charges	55.00
566	Plusnet	Business Broadband	18.00
567	Came & Company	Motor Insurance	646.80
568	Fixfire	Extinguisher Maintenance	170.27
569	Be Fuelcards	Diesel	48.67
570	The Soapy Group	Subscription	30.00
570	The Soapy Group	Website backup	60.00
571	The Soapy Group	Website	64.56
572	Travis Perkins	Yard Broom	15.29
573	Travis Perkins	Digital push button lock	72.46
574	Travis Perkins	Handles/Screws	19.17
575	GT Graphics Ltd	Posters/leaflets	69.80
576	Gordon Scaife (ERYC)	Charity Market Stall	37.00
577	Microshade	Cloud Hosting (February)	104.28
578	BG Design Associates	NDP Character assessment	1677.50
579	Daisy	Telephone Courthouse (Feb)	73.50
580	Daisy	Telephone Courthouse (1/2/19-31/1/20)	210.53
581	Sweet Treats	Stall refund (Christmas)	25.00
582	The Wolds Magazine	NDP booklets & distribution	2585.00
583	J Farmer	March Salary	
584	J Bielby	March Salary	
585	G Scaife	March Salary	
586	C Heald	March Salary	
587	C Findlay	March Salary	
588	P Taylor	March Salary	
589	HMRC	Tax	
589	HMRC	NI	
590	Visual Security Systems	CCTV	90.00
		Totals	£6,115.92
		Grand total	£14,220.56

Pocklington Town Council			
10th April 2019 Payments from 1st April 2019			
	Payee	Detail	Amount
1	ERYC	Rates Courthouse	3584.30
2	ERYC	Rates Cemetery	1275.60

3	Cllr T Jones	Mileage expenses	26.10
4	ERNLLCA	Membership	1232.21
5	Phil Wood Electrical Services Ltd	Lighting maintenance Churchyard	180.70
6	Streetmaster	Bolts for benches	61.20
7	A & L Stewart Ltd	Electrical work PAC	519.17
8	A & L Stewart Ltd	Electrical work PTC	477.29
9	Nest	Pension Contributions	
10	Krystal Hosting Ltd	Email address 8/4/19-7/5/19	11.99
11	Westmoreland Builders Ltd	Installation of Benches	525.99
12	Shed Grounds Maintenance	Grass cutting - Cemetery	591.79
13	Be Fuelcards	Diesel	51.13
14	JJP Print	Printing Plans NDP	39.40
15	Richard Wood Associates Ltd	Professional Fees NDP	2410.80
16	Richard Wood Associates Ltd	Professional Fees NDP	11907.00
17	EYMS Ltd	Town Bus Service	540.00
18	The Soapy Group	Subscription	30.00
18	The Soapy Group	Website	60.00
19	J Bond	Light & Sound - Town Meeting	35.00
20	ERYC	Commercial Waste - Courthouse	290.69
21	ERYC	Commercial Waste - West Green	266.76
22	Kaye Middleton & Co	Payroll Services	252.00
23	Wolds Engineering Services Ltd	Compressor - PAC	225.54
24	Microshade Business Consultants Ltd	Cloud Hosting	173.40
25	Daisy	Telephone March	76.54
26	ERYC Supplies	Copier Paper	17.70
27	Yorkshire Water	Water Charges - Courthouse	0.31
28	Yorkshire Water	Water Charges - Cemetery	1.68
29	Chubb Fire & Safety Ltd	Fire Alarm Service - PAC	197.70
		Totals	£25,061.99
		Grand total	£25,372.88

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

Pocklington Arts Centre			
April 10th 2019 payments from 13th March to 31st March 2019			
	Payee	Detail	Amount
1066	S Palmour	Artwork Sales	48.00
1067	PPL PRS	Royalties	1,873.75
1068	Direct Business Equipment Ltd	Cloud Package	46.20
1069	Friends of PAC	Membership	199.00
1070	Swirlz	Ice Cream	72.00
1071	Eden Farm	Ice Cream	176.16
1072	D J Hardy	Stage Crew	70.00

1073	B Wall	Professional Services	200.00
1074	Direct Business Equipment Ltd	Cloud Package/Training	256.20
1075	Strada Music Ltd	Performance	1,680.00
1076	J L Brookes	Confectionary	51.05
1077	The Unthanks	Performance	480.00
1078	Twentieth Century Fox	Films	988.20
1079	Viking	Toner	139.18
1080	GT Graphics Ltd	Leaflets/Posters/Questionnaires	225.00
1081	Premier Business Supplies	Envelopes/Cleaning Supplies	73.85
1082	New Perspectives Theatre Co	Performance	1,009.06
1083	Payment Express	Service Fee	94.80
1084	Universal	Film	638.22
1085	The Robert Fuller Gallery Ltd	Sales	1,118.13
1086	J. Duffy	Wages	
1087	T. Stalker	Wages	
1088	N. Rudsdale	Wages	
1089	P. Jennings	Wages	
1090	C. Heald	Wages	
1091	L. Robinson	Wages	
1092	C. Watson	Wages	
1093	S. Morton	Wages	
1094	B. Holleran	Wages	
1095	B. Watkin	Wages	
1096	J Jenkins	Wages	
1097	HMRC	NI and Tax	
1098	Carlsberg UK Ltd	Bar Supplies	43.20
1099	Carlsberg UK Ltd	Bar Supplies	366.89
1100	Carlsberg UK Ltd	Bar Supplies	219.74
1101	Carlsberg UK Ltd	Bar Supplies	233.90
1102	Carlsberg UK Ltd	Bar Supplies	120.28
1103	Carlsberg UK Ltd	Bar Supplies	378.89
1104	Tate-Smith Ltd	Bar Supplies	128.22
1105	Tate-Smith Ltd	Bar Supplies	59.89
1106	Tate-Smith Ltd	Bar Supplies	1,025.91
1107	BT	Line Rental	31.08
1108	BT	Line Rental	31.08
1109	Daisy	Telephone	202.96
1110	Daisy	Telephone	203.39
1111	Elavon EMS	Card Fees	103.25
1112	Elavon EMS	Card Fees	126.67
1113	Elavon EMS	Card Fees	95.39
1114	Elavon EMS	Card Fees	73.89
		Total	12,883.43
		Grand Total	19,945.02

Pocklington Arts Centre			
10th April 2019 payments from 1st April – 9th April 2019			
	Payee	Detail	Amount
1	Elavon EMS	Card Fees	202.64
2	Elavon EMS	Card Fees	176.24
3	Daisy	Telephone	188.64
4	Carlsberg	Bar Supplies	43.20
5	ERYC	Rates	4664.50
6	British Gas	Gas	2542.17
7	HSBC	Bank Account Charges	104.20
8	J L Brookes	Confectionary	135.73
9	Feathers Hotel	Accomodation	165.00
10	Premier Business Supplies Ltd	Cleaning Supplies	167.52
11	Janet Farmer (Vista)	Booking Fees	217.00
12	A Cook	Artwork Sales	31.80
13	H Angle	Artwork Sales	32.00
14	S Palmour	Artwork Sales	16.00
15	C Castle	Artwork Sales	70.40
16	H Costello	Artwork Sales	165.00
17	S Dunkley	Performance	274.20
18	James Duffy	Facebook ads/sundries/tickets	248.21
19	Country Gas Ltd	Gas	10.74
20	JSS Audio	PA System	390.00
21	York Greenlink Ltd	Programme distribution	266.40
22	Friends of PAC	Membership	233.00
23	J Bond	Light & Sound	85.00
24	K Hukin	Technical Services	157.50
25	Arts Alliance Media	Screen maintenance	954.00
26	J Hardwick	Drumming Workshops	356.50
27	Trafalgar Releasing Ltd	Film	1148.95
28	W & C Forth	Stationary/Stamps etc	79.13
29	Yorkshire Water	Water charges	281.18
30	Gear 4 Music	Mic Cable/Stand	98.92
31	Half Moon Brewery	Bar Supplies	159.60
32	Eden Farm Hulley's	Ice cream	177.55
33	Entertainment One UK Ltd	Film	361.46
34	JSS Audio	PA System	360.00
35	HAC Freelance Specialists	Technical Services	100.00
36	Payment Express	Service Fee	135.55
37	Comeuppance Ltd	Performance	1800.00
		Totals	£16,599.93
		Grand Totals	£16,599.93

9. To consider adopting the revised standing orders for Pocklington Town Council.

Cllr Jones proposed accepting the revised standing orders 2nd Cllr West and agreed unanimously.

10. To consider adopting the constitution for Pocklington Arts Centre Management Team. Cllr Green proposed adopting the constitution for Pocklington Arts Centre Management Team with the following amendments.

- a. In 2 Aims bullet points F and G appear on separate lines
- b. In 3 Administration the number in brackets in A be changed from 14 to thirteen to match the words before it.
- c. In 3 Administration M The wording is changed to the following The role of Council representatives on PACMT is defined as to represent, liaise and disseminate information between members of PACMT and the Town Council.

The proposal was 2nd by Cllr Ratcliffe and agreed.

11. To receive and consider adopting the rules and regulations and to confirm the fees for Pocklington Cemetery.

Cllr Sykes proposed adopting the rules and regulations for Pocklington Cemetery and confirming the fees for Pocklington Cemetery 2nd Cllr Sinton and agreed.

12. To consider proving a contribution of £300 to an event for the volunteers at Pocklington Arts Centre deferred from 13th March 2019.

The item was deferred due to the absence of Cllr Cooper who had requested its inclusion on the agenda. The clerk confirmed the contribution could be provided from the events budget.

Cllr Cooper proposed a contribution of £300 to an event for volunteers at Pocklington Arts Centre 2nd Cllr West and agreed.

13. To consider the grant application from Sherbuttgate Neighbourhood Watch Group.

Cllr Sinton proposed a grant of £45 to Sherbuttgate Neighbourhood Watch Group to cover the costs of room hire for their three meetings they hold each year 2nd Cllr Ratcliffe and agreed.

14. To agree the date of the next Pocklington Town Council meeting to be held at 7.45 pm on Wednesday 15th May 2019.

The Clerk explained that the meeting would follow the AGM which is scheduled for Wednesday 15th May 2019. The meeting schedule for the rest of the Council year will be agreed at the AGM.

Amongst the items to be included on the agenda are the acceptance of minutes from the previous meeting and the planning meeting scheduled for Wednesday 24 April.

Cllr Sinton proposed the next Pocklington Town Council meeting be scheduled for Wednesday 15th May 2019 at 7.45 pm 2nd Cllr Green and agreed.

15. To consider the highway improvements on The Mile proposed by East Riding of Yorkshire Council.

The improvement is to provide a pedestrian refuge close to the junction of The Mile and Chapmangate.

Cllr Cooper reported that this refuge had been requested by Pocklington Town Council on a number of occasions.

Cllr Jones proposed that Pocklington Town Council support the installation of the pedestrian refuge on The Mile proposed by East Riding of Yorkshire Council 2nd Cllr Cooper and agreed.

16. To receive the Clerks report.

Grounds work.

The Town Council team have been undertaking the following work.

- Continuing to tidy the Cemetery, Churchyard, West Green and the play areas. Grass cutting has started with the first cuts at the Cemetery and Churchyard having taken place.
- The benches have been installed. Cllr Hutchinson suggested installing pavers at the bench on Burnby Lane close to Wold Haven.
- The lamppost ring inners have been taken to David Smith at Wilberfoss for planting up in readiness for the summer. These will be installed in June.

Website

The website has now migrated and the clerk and deputy clerk have been updating the information. The Neighbourhood Plan and Survey are on the website. The business directory will need some work to bring it up to date. The documents required by the transparency act have been uploaded to the documents section in the Town Council area of the website. These documents include the following.

- a. The staff structure.
- b. A list of land and buildings the Council owns or leases
- c. A list of grants given to local groups in 2018 – 2019
- d. A report on the car park on West Green.

Neighbourhood Plan

The neighbourhood plan group has been busy promoting the survey. It is important to get as many residents to complete the survey as possible. The character assessment and documents for the draft neighbourhood plan have been produced by the consultants and have been uploaded to the website.

Accounts and Year End Arrangements

The Arts Centre's accounts will be put on to our accounting system from April 2019. The Arts Centre Manager and the bookkeeper both have the accounts software on their computer. The accounts package is shared using a cloud. The close down of our accounts is set for 30th April.

The annual return. Once the close down has happened at the end of April, the internal auditor can then complete the work on the audit. This will mean the meeting to confirm the annual return can then take place on the 29th May.

Meeting schedule

The meeting schedule will need to be confirmed at the Annual General Meeting of the Council which will be on Wednesday 15th May. The meeting schedule should run for the Council year.

Annual Town Meeting

The annual town meeting took place on 3rd April. There were 62 people present which is slightly up on last year's meeting. Keith Hunter the Police and Crime Commissioner gave a presentation and answered questions.

Elections

The Mayor has booked the Arts Centre to host a hustings event for the ERYC ward elections and PTC if a contested election is to held. The date for this is Thursday 25th April which is a week before the elections all candidates will be invited. This is to allow the prospective candidates to put forward their manifesto and for the electorate to ask questions. This is to allow the prospective candidates to put forward their manifesto and for the electorate to ask questions.

Tour de Yorkshire

The Tour de Yorkshire bunting will be going up from the 8th April in readiness for the race. It has been much easier to organise this as this is our third time on the race route. There isn't as much enthusiasm as there has been in previous years.

Burials

The burial of Marie Celine Breadon and the interment of the ashes of George William Stacey and Joan Loffhouse have taken place.

17. To receive and consider and agree any actions required for the elections to be held on Thursday 2nd May.

There were no actions to consider.

18. Correspondence as per list

- 1 Derwent Catchment Partnership – Newsletter.
- 2 NHS England – Diabetes Week Flyer
- 3 Humberside Police March Newsletter - Crimes statistics and newsletter for information
- 4 Hull and East Riding Catchment Partnership – Event on 18th April about Chalk Streams. The Clerk will attend as there could be a possible project bid being put together. Pocklington Beck is a good chalk stream.
- 5 NHS Vale of York Clinical Commissioning Group – GP members review of the meeting
- 6 East Riding of Yorkshire Council – changes to timetable for 747.
- 7 Groundwork UK – Grant for West Green tree trunk wood carving. The Council has been successful in obtaining funding through the Tesco Bags for Help fund. Voting in store will begin in May. Funding will depend on which other projects we are up against.
- 8 East Riding of Yorkshire Council – Tour de Yorkshire Grant. The Council has been awarded funding to pay for the wool for the yarn bombing and the banner making workshop.
- 9 102 Squadron itinerary - for information.
- 10 Resident – No address supplied complaint about parking noted.
- 11 East Riding of Yorkshire Council – Surface dressing on Kilnwick Road will happen between April – September 2019.
- 12 Resident – Complaint about new signage in Market Place and Dean's Lane. Complaint noted and forwarded to East Riding of Yorkshire Council.
- 13 ERNLLCA – Newsletter.

19. Receive and consider accepting minutes from Planning 13.03.19 and 03.04.19 and to receive the draft minutes of the Annual Town Meeting held on 03.04.19.

Cllr West proposed accepting the minutes from Planning Committees held on 13/03/2019 and 03.04.19 2nd Cllr Jones and agreed.

Cllr Sykes proposed accepting the draft minutes from the Annual Town Meeting held on 03.04.19 2nd Cllr Cooper and agreed.

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

Cllr Ratcliffe has attended the Pocklington and District Gateway Meeting. The cycling leaflets are to be re-printed with amendments including changing the photographs for more local pictures. The walks leaflets need revising particularly the bus walks as the bus times and routes have changed. Warter now has only early morning and late afternoon buses. The feasibility study for Burnby Hall was discussed. Gateway noted the loss of three community events this year these being the Flying Man Festival, the Summer Fayre and It's a Pockout. Cllr Cooper reported that Pocklington and District Lions have booked the football club for an event on Sunday 25th August which will replace It's a Pockout.

Cllr Ratcliffe reported that the Burnby Hall meeting isn't till next week but that the Tulip Festival has been brought forward due to warmer weather during February and March which have encouraged the bulbs to flower earlier. The festival will now start on Saturday 20th April. Cllrs Ratcliffe and West are not seeking re-election to the Council so will be stepping down from Burnby Hall Gardens and Museum Trust.

Cllr West reported that the allotments meeting is next week.

Cllr Cooper reported on the work being undertaken by Linden Homes on the new land which will form an extension to the football club. The land wasn't fit for purpose and is being improved. It is unlikely to meet the standard required by the club. Cllr Cooper thanked Cllrs Mole and Sharpe for their intervention to ensure planning enforcement made Linden Homes do the work.

Cllr Hutchinson is not seeking re-election so there will be a vacancy on the Pocklington Heritage Partnership. The Clerk reported that the representation on outside bodies will be discussed at the first meeting of the Council.

Cllr Hodgson reported the following mayoral activities.
Attended Wolds Wonders Show at Pocklington Arts Centre and Bridlington Civic Service.

In view of the confidential nature of the business to be transacted the public and press are requested to withdraw.

The public withdrew.

21. To receive a report from the panel carrying out an investigation into an alleged breach of the code of conduct for councillors.

Cllr Jones gave a report on the findings and asked for the recommendations in the report to be considered. The panel concluded that the councillor hadn't breached the code of conduct.

Cllr Cooper proposed the following recommendations.

- a. The membership of the Personnel Committee be expanded to five
- b. The proper escalation path for the complainant should be, in the first instance, to request another meeting and, failing that, to make a direct appeal to the Mayor.

- c. In the future it should be made clear to the complainant that they may contact the Chair of Personnel Committee at any time for further information concerning their case.
- d. The Chair of the Personnel Committee should always be informed when staff complaints are raised.
- e. The Personnel Committee should ensure that records of agendas and minutes are taken of meetings for circulation to participants on a confidential basis.
- f. The complainant should always be kept informed of progress in a timely manner.
- g. Members of the Personnel Committee (and the whole Council) should undergo training for their role especially on communication versus confidentiality and on the legal context of their position.
- h. Procedural amendments recommended by the panel and those raised by Cllr Cooper, should be reviewed and, where agreed by Full Council, should be implemented.

2nd Cllr Sykes and agreed.

22. To receive and agree a revision to the salary increases for staff.

The Clerk explained that there had been an oversight in the salary increases at the last meeting.

Cllr Sykes proposed the increases for the venue coordinator and the Audience Development and Marketing Officer be accepted 2nd Cllr Sinton and agreed.

The Meeting closed at 7.58 pm.