

**MINUTES OF THE MEETING OF THE DRIFFIELD TOWN COUNCIL HELD ON TUESDAY OCTOBER 2<sup>ND</sup> 2018 AT 7.30PM IN THE MEETING ROOM, COMMUNITY CENTRE, MILL STREET, DRIFFIELD.**

**Present:** J Fletcher (Mayor), M Blakeston, G Lucas, S Fletcher, M Rogers, C Scarlett, G Helliwell, J Cooper, P Rounding, M Steward, T Cooper, H Venter, S Starrett and the Town Clerk Claire Binnington.

The Chairman gave instruction as to how to leave the building in the event of an emergency.

The Chairman also welcomed Cllr Gillian Helliwell to her first council meeting.

**92/18 Apologies for Absence:**

Councillors A Croft, T Watson and K Stack.

**93/18 Declarations of Interest:**

Cllr T Cooper declared a non-pecuniary interest in Minute number 113/18 as he had an expense claim on the Expenditure Report.

Cllr J Cooper declared a non-pecuniary interest in Minute Number 113/18 as her husband had an expense claim on the Expenditure Report.

Cllr M Blakeston declared a non-pecuniary interest in Minute Number 111/18 as his planning application appeared on the Planning Minutes.

Cllr J Fletcher declared a non-pecuniary interest in Minute Number 113/18 as she had an expense claim on the Expenditure Report.

**94/18 Registration of Gifts and Hospitality:**

There were none.

**95/18 Questions, Matters of Accuracy and Observations on the Minutes of September 4<sup>th</sup> 2018:**

There were none.

**96/18 Adoption of the Minutes of September 4<sup>th</sup> 2018:**

The minutes were **adopted** with 11 in favour and 2 abstentions.

**97/18 Clerks Update:**

**Website:** the clerk reported that the new website was looking very good and that photographs and content were being uploaded. A launch was expected soon.

**Mortimer's Mill – HLF Bid:** the clerk reported that the bid had been submitted and was expected to take about 10 weeks.

**Community Led Housing:** the clerk reported that the working group were putting together their governance and constitutional framework and had procured the services of Wrigleys Solicitors as they were experienced in this sphere.

**Independent First Aid/MIU Provision:** the clerk reported that councillors had met with Paul Cartledge of Emergency First Response Centre who was very keen to get a volunteer service up and running. The council had initially been keen to assist in the facilitation of this provision; however, it had come to light in the press today that the Driffield Daisy Campaign were already well on with plans to provide this facility with medical professionals and the clerk advised that it was pointless to duplicate work if another organisation was already making considerable headway. Cllr Paul Rounding said he was to become a member of the Driffield Daisy Group. The clerk explained that the planned meeting with the League of Friends to take the First Aid provision further, would still take place as there were many issues still outstanding that required discussion in relation to the Alfred Bean Hospital. A date and time to be confirmed and communicated to councillors.

**98/18 NALC Model Standing Orders:**

The new standing orders were **adopted** with all in favour.

**99/18 To consider the adoption of a General Reserve Policy:**

A General Reserve of 4.5 months of everyday running costs (currently equating to £100,000) was **agreed** with all in favour.

**100/18 To consider the adoption of a Rolling Capital Fund:**

This was **agreed** with all in favour.

**101/18 General Update on the 8-8 Centre and CCG:**

Council accepted the report of the CCG AGM from Cllr C Scarlett. The Mayor thanked Cllr Scarlett for her comprehensive summary. Cllr Scarlett stressed that councillors should encourage all parishioners to make complaints through the official CCG channels or they will not be accounted for.

**102/18 Update on Depot Consultation and to consider the resolution to appoint solicitors to act on behalf of the council:**

The clerk thanked all those who had attended and assisted at the consultation events.

It was **agreed** with Cllrs J Fletcher, S Fletcher, M Rogers, G Helliwell, M Blakeston, P Rounding, G Lucas, S Starrett, C Scarlett in favour to appoint solicitors to act on the council's behalf (clerk to seek quotations for the perusal of the Building Agreement and Conveyancing). Cllrs T Cooper, J Cooper and H Venter voted against and Cllr M Steward abstained.

**103/18 Review and adoption of Emergency Plan:**

After considerable discussion it was **agreed** with all in favour that the contact details of those on the Community Emergency Management Team be listed – the Mayor/Deputy/Staff/Cllr Matt Rogers – provision of heavy-duty plant and equipment/Cllr M Blakeston – communications expertise/Cllr P Rounding – electrical expertise. The members not on the Management Team would be listed by name but that they be contacted by either the Clerk or Deputy directly in the event of an emergency.

**104/18**

**First World War Activities Update:**

The clerk reported that the Events Meeting on October 8<sup>th</sup> would finalise the service and the programme. The silhouette has been erected at Little Driffield Pond and the Station Memorial awaits the plaque. Work has begun on the war memorial in the church yard.

The Christmas Festival plans are moving forward well, with so far, a keen interest being received for the Christmas Market.

**105/18**

**To agree the Bonfire and Firework Display Risk Assessment:**

The risk assessment was agreed with all in favour.

**106/18**

**Stand at the Business Connections event:**

It was agreed that the offer of stand be taken up and Cllrs J Fletcher, S Starrett and S Fletcher would man it with staff assistance.

**107/18**

**To acknowledge and agree the Conclusion of Audit 2017/2018:**

The conclusion of audit was acknowledged and agreed with all in favour.

**108/18**

**To consider a resolution to request bespoke motorhome parking spaces in the town's car parks:**

It was agreed with all in favour to request that 2 or 3 spaces be created at Cross Hill, Beckside and the Cattle Market car parks. It was also agreed with all in favour that a £30 gift voucher be sent to Mr Duckett to recompense his parking ticket, with thanks for visiting the town to see the Poppy memorial.

**109/18**

**To consider a resolution to request a crossing patrol person at Wansford Road, Manorfield Road junction:**

The clerk reported that Cllr F Temple had been in touch to confirm that the post was being advertised.

**110/18**

**To consider a request for funding from the Girl Guides from the Small Grant Fund:**

It was agreed that £500 be donated.

**111/18**

**Adoption of the Planning Committee Minutes of 11<sup>th</sup> September 2018:**

Cllr G Lucas presented the minutes for adoption.

The minutes were agreed with all in favour.

The clerk reported that the Parish Paths officer, Andrew Chudley had confirmed at the Long Lane bridle path was on the definitive map, that Barratt Homes would have to reopen the path by law and there would not occur an situation similar to that on Greenways, as that was only a permissive path.

**112/18**

**Highways:**

Cllr Paul Rounding asked that a letter be sent to Highways requesting double yellow lines be put at the junction of Lockwood Street and St Johns Road. All other junctions off St Johns Road have double yellow lines.

Cllr Joyce Fletcher requested that the double yellow lines be extended on the corner of Mill Street from the mini roundabout.

Cllr Matt Rogers asked that ERYC consider resurfacing the uneven road at Eastgate North from the Exchange Street junction to the Park Surgery at Gibson Street junction.

**113/18**

**Responsible Financial Officers Report:**

The enclosed report was agreed with 11 in favour and 3 abstentions.

**114/18**

**Correspondence:**

Previously emailed ERNLLCA Newsletter.

**115/18**

**Temporary closure of meeting for Post Council Public Review:**

Cllr C Scarlett reported that she was involved in talks with Norther Rail about accessibility issues on the new trains.

Cllr G Helliwell reported that she was going to look into the scheme in Sheffield where allotment holders donated their fresh produce to the Food Bank to report back to the December allotment committee meeting.

**116/18**

**Meeting re-opens.**

**117/18**

**Delegates Reports:**

ERNLLCA AGM: Cllr T Cooper reported on the AGM.

**118/18**

**Date of Next Meeting:**

Tuesday November 6<sup>th</sup> at 7.30pm.

**119/18**

**In view of the confidential nature of the business about to be transacted, namely the discussions surrounding the potential new depot with all in favour to exclude the public:**

**120/18**

**Plans from local landowner:**

The plans were acknowledged, and the clerk reported that she had already spoken to the person in question about them.

The meeting closed at 9.15pm.

Signed: .....

Date: .....

# DRIFFIELD TOWN COUNCIL APPROVED SEPTEMBER EXPENDITURE

Payments made between 01/09/2018 and 30/09/2018

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/09/2018	Penelope Payroll	BACS	6,620.30			520		6,620.30	Net wages September
03/09/2018	HMRC	BACS	2,338.80			525		2,338.80	PAYE & NI
03/09/2018	ERYC Pensions	BACS	2,150.30			526		2,150.30	Superannuation September
03/09/2018	Southern Electric	DD	27.81		4.63	4110	106	23.18	Market electricity
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03/09/2018	Southern Electric	DD	27.81		4.63	4110	106	23.18	Market electricity
04/09/2018	Expert Trees	109550	560.00			4080	106	560.00	Work at St Margarets Close
04/09/2018	Staff	PC1A	-10.00			4041	103	-10.00	Reverse error again
05/09/2018	Southern Electric	DD	16.16		0.76	4086	106	15.40	Street lighting
05/09/2018	Southern Electric	DD	16.53		0.79	4110	106	15.74	Market electricity
06/09/2018	British Telecom	109552	195.46		32.58	4030	103	162.88	Alarm Line MW
06/09/2018	EON	109553	42.87		2.24	4050	104	40.63	Electricity at 1 Mkt Walk
07/09/2018	Petty Cash	109551PC	100.00			203		100.00	Petty Cash
07/09/2018	Valuation Office Agency	109554	1,678.32		279.72	4034	103	1,398.60	Skerne Park valuation
07/09/2018	Eric Lawson	109555	120.00			4006	101	120.00	CH caretaking
07/09/2018	All Star	DD	76.85		12.81	4020	102	64.04	Fuel
10/09/2018	ERYC	109556	212.00			4121	107	212.00	Bonfire road signs fee
10/09/2018	HSBC	DD	82.07			4039	103	82.07	Total charges
13/09/2018	Highfield	109558	255.00		42.50	4071	105	212.50	Civic Afternoon Tea - deposit
13/09/2018	PKF Littlejohn LLP	109559	960.00		160.00	4038	103	800.00	Audit
13/09/2018	HSBC	DD	8.00			4039	103	8.00	Auto charge
13/09/2018	HSBC	DD	20.00			4039	103	20.00	Auto transfer
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17/09/2018	Petty Cash	109557pc	200.00			203		200.00	Petty Cash
17/09/2018	Yorkshire Water	109560	473.45			4050	104	45.88	MW water
						4113	106	119.65	NE PC water
						4113	106	307.92	CH PC water
17/09/2018	Nigel Stinson	109561	85.00			4008	101	85.00	TT help with station memorial
17/09/2018	Southern Electric	109562	120.94		5.75	4052	104	115.19	CH electricity
17/09/2018	KC Communications	109563	163.39		27.23	4105	106	70.00	Police station CCTV broadband
						4052	104	66.16	CH broadband
19/09/2018	Total Gas & Power	DD	302.46		14.41	4052	104	288.05	CH gas
24/09/2018	Nigel Stinson	109564	50.00			4008	101	50.00	Station memorial
26/09/2018	Unicom	DD	105.32		17.55	4030	103	87.77	Telephone
28/09/2018	Yorkshire Staffing Services	109565	851.04		141.84	4121	107	709.20	Bonfire marshalls x 10
28/09/2018	Crown Dec Centre	109566	77.05		12.84	4122	107	64.21	Paint for station memorial
28/09/2018	Initial	109567	23.03		3.84	4034	104	19.19	Feminine bins
28/09/2018	MKM Building Supplies	109568	47.46		7.91	4122	107	39.55	Materials for station memorial
28/09/2018	Minster Cleaning Services	109569	631.54		105.26	4004	101	526.28	PC cleaning
28/09/2018	Yorkshire Media	109570	1,098.00		183.00	4126	107	915.00	Updates/website payment
28/09/2018	F Waites & Sons	109571	65.90		10.98	4023	102	54.92	Various

28/09/2018	CPD PLC	109572	290.57	48.43	4112	106	242.14	PC materials
28/09/2018	D&D Taylor Eng	109573	482.90	80.48	4122	107	402.42	Metalwork for station memorial
28/09/2018	Normans of Scarborough Ltd	109574	152.24	25.37	4031	103	126.87	Stationary inc paper
28/09/2018	Elcocks Ltd	109575	249.02	41.50	4023	102	207.52	Various equipment
28/09/2018	Joyce Fletcher	109576	70.40		4037	103	70.40	Travel expenses
28/09/2018	Tony Cooper	109577	27.20		4037	103	27.20	Travel expenses ERNLLCA
28/09/2018	Moneymaster	TR	145,972.40		201		145,972.40	Weekly adjustment
29/09/2018	Southern Electric	DD	32.80	1.56	4110	106	31.24	Market electricity