

MINUTES OF THE MEETING OF THE DRIFFIELD TOWN COUNCIL HELD ON TUESDAY JUNE 5TH 2018 AT 7.30PM IN THE MEETING ROOM, COMMUNITY CENTRE, MILL STREET, DRIFFIELD.

Present: Councillors J Fletcher, P Rounding, M Blakeston, M Steward, G Lucas, M Rogers, K Stack, S Fletcher, T Lee, C Scarlett, A Croft, T Watson, S Starrett and the Town Clerk Mrs C. Binnington.

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

Community Contribution Awards were presented to David Lundy and Darren Baker.

PC Martin Phillips and PCSO Clare Watson attended to inform the council about the new email alert system.

22/18 Apologies for Absence:

Cllr J Cooper, Cllr T Cooper and Cllr H Venter.

23/18 Declarations of Interest:

Cllr J Fletcher and Cllr A Croft declared non pecuniary interests in the Minute Number 36/18 as their Honorariums featured on the list of payments.

24/18 Registration of Gifts and Hospitality:

There were none.

25/18 Questions, Matters of Accuracy and Observations on AGM Minutes of May 1st 2018:

There were none.

26/18 Adoption of the AGM Minutes of May 1st 2018:

The minutes were **adopted** with all in favour.

27/18 Clerks Update:

The clerk reported that the Driffield Children's Outing Fund had requested their annual donation that was already agreed on the budget and she informed council she would send the cheque.

28/18 To consider the Internal Auditor Year End Report:

The report was **acknowledged** with all in favour.

29/18 To consider and resolve the Annual Governance Statement Assertions:

The council went through the attached documentation with the clerk and answered accordingly. The Annual Governance Statement Assertions were **agreed** with all in favour.

30/18 To consider and agree the Annual Return 2017/2018:

The Annual Return 2017/2018 was **agreed** with all in favour.

31/18 To consider development in the town and infrastructure:

Cllr M Steward suggested that the council have a monthly market stall to meet the public and explain the role of the town council. Cllr M Rogers explained that measures were being put in place at the office to inform the public what the town council was responsible for. Cllr M Steward to liaise with the Deputy Clerk re: booking market stalls.

32/18 To elect delegates to meet with the CCG:

It was **agreed** that Cllrs M Steward, J Fletcher, C Scarlett, M Blakeston and G Lucas meet with the CCG.

33/18 GDPR Update:

The clerk distributed the relevant paperwork to the councillors and explained that she was in the process of contacting allotment tenants, market traders, local organisations etc whose contact details the council held. The clerk was also in discussions with the council's computer support company on how best to protect the council's data.

34/18 To consider a request for a donation from the Small Grant Fund from the Driffield Bowls Festival:

The clerk was asked to seek clarification as to why the Mayor no longer was invited to the event and to refer this item to the next agenda in July.

35/18 Highway Matters:

Zebra Crossing at Middle Street South: suggest rumble strips be installed/warning signs designed by children
Resurfacing at St Johns Road
Yellow lines at the junction of Lockwood Street and St Johns Road
Drain at Buck Hotel corner – dangerous condition
Follow up request for attractive roundabouts on by pass
Spellowgate – local businessman parking lorries on grass verge

Clerk reported that the hired speed warning signs had been agreed at the zebra crossing at Middle Street South.

Cllr M Rogers was elected to attend a Highways Review meeting with the clerk at County Hall on June 20th.

It was **agreed** with all in favour that ERYC be permitted to erect the signs on the toilet block at Cross Hill appertaining to the newly installed electric charger points.

36/18 Financial Officers Report:

The Expenditure Report and accompanying reconciliations were signed by the Mayor and **agreed** with all in favour.

37/18

Adoption of Minutes:

Planning Minutes of May 10th 2018: **Agreed** with all in favour.
Market Minutes of May 17th 2018: **Agreed** with all in favour
Event Minutes of May 17th 2018: Agreed with all in favour.

38/18

Correspondence:

Mr David Lundy – acknowledged.
Lidl – electric chargers – Cllr P Rounding commented that he hoped when they extended the car park after demolishing the house on Victoria Road that they would install chargers.

39/18

Temporary Closure of the Meeting:

Cllr M Rogers commented how disappointing the turn out of councillors for the Mayor Making was and that councillors should prioritise such events.

Cllr T Lee reported that he was starting a new job in Amsterdam and thanked everyone for their support to him as a councillor during his time with the council.

40/18

The Meeting re-opens

41/18

Delegates Reports:

There were none.

42/18

Date of Next Meeting:

Tuesday July 3rd 2018

43/18

In view of the confidential nature about to transacted namely the consideration of staff pay scales, tenders for bus contracts and relocation of the depot it was agreed with all in favour to exclude the press and public.

44/18

To consider approval of staff pay rises backdated to April 1st 2018:

These were **agreed** with all in favour.

45/18

To consider the town bus tenders:

The clerk explained that the tenders had been received that day and if not decided upon by the end of the week then ERYC would be unable to ensure a continuation of service in August when the present contract come to an end. As the finance of the town bus had been agreed in the budget then this item was merely to agree which service would be provided.

It was **agreed** with 10 in favour with 2 against and 1 abstention that the present services of Monday to Friday be continued.

46/18

To consider relocation of the depot:

The clerk distributed the report regarding the potential new depot at Skerne Park Industrial Estate and its cost. It was **agreed** with all in favour that the clerk collate all necessary information so that the council could consider

whether to apply for a public work loan. The clerk reported that she would contact the District Valuer in due course as advised by ERNLLCA.

The meeting closed at 9.30pm.

..... Signed

..... Dated

DRIFFIELD TOWN COUNCIL APPROVED MAY EXPENDITURE

Payments made between 01/05/2018 and 31/05/2018

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/05/2018	Penelope Payroll	109378	5,877.29			4000	101		Staff Wages
03/05/2018	Mike Stonehouse	109379	265.00			4221	104	265.00	Framing
04/05/2018	Zip Heaters UK	DD	186.92		31.15	4056	104	155.77	Descaling CH boiler
04/05/2018	Moneymaster	TR	147,657.91			201		147,657.91	Weekly adjustment
08/05/2018	Amanda Croft	109380	500.00			4222	105	500.00	Deputy Mayor Honourarium
08/05/2018	Joyce Fletcher	109381	1,000.00			4070	105	1,000.00	Mayors Honourarium
08/05/2018	Petty Cash	109382pc	100.00			203		100.00	Petty Cash
08/05/2018	Eric Lawson	109383	200.00			4006	101	200.00	CH Caretaking
08/05/2018	Nigel Stinson	109384	200.00			4008	101	200.00	TT cover
08/05/2018	Royal British Legion	109385	22.00			4071	105	22.00	Wreath
08/05/2018	KC Communications	109386	165.69		27.61	4105	106	70.00	CCTV broadband
						4052	104	68.08	CH Utilities
08/05/2018	Thompson Global Logistics	109388	56.86		9.48	4021	102	47.38	Transportation of gear box
08/05/2018	EON	109389	70.57		3.36	4050	104	67.21	1 Mkt Walk electricity
08/05/2018	Southern Electric	109390	133.05		6.34	4052	104	126.71	CH electricity
08/05/2018	All Star	DD	119.96		19.99	4020	102	99.97	Fuel
08/05/2018	Southern Electric	DD	20.30		3.38	4110	106	16.92	Market electricity
11/05/2018	HSBC	DD	80.39			4039	103	80.39	Total charges
12/05/2018	HSBC	DD	8.00			4039	103	8.00	Auto charge
14/05/2018	BRW Sewing	109391	114.50			4034	103	114.50	Town Crier uniform work
14/05/2018	ERYC Pensions	DD	2,108.12			4011	101	2,108.12	Superannuation
14/05/2018	HMRC	DD	1,836.20			4010	101	1,836.20	PAYE & NI
15/05/2018	Alan Johnson Account Services	109392	616.70			4038	103	616.70	Year end audit
16/05/2018	Southern Electric	DD	14.62		0.68	4086	106	13.94	Street lighting
17/05/2018	Hedon Insurance Ltd	109393	10,598.20			4024	103	10,598.20	Yearly insurance premium
21/05/2018	Michael Readman Lawn Mower	109394	1,538.74		256.46	4021	102	1,282.28	Service parts Haytor Mower
24/05/2018	Petty Cash	109395PC	100.00			203		100.00	Petty Cash
25/05/2018	Unicom	DD	116.41		19.40	4030	103	97.01	Telephone
29/05/2018	Southern Electric	DD	971.42		161.90	4050	104	809.52	Mkt Walk electricity
29/05/2018	Southern Electric	DD	425.15		20.24	4051	104	404.91	Depot electricity
29/05/2018	Southern Electric	DD	105.55		5.02	4113	106	100.53	North St PC electric
29/05/2018	Southern Electric	DD	30.50		1.45	4110	106	29.05	Market electricity
29/05/2018	Southern Electric	DD	25.04		1.19	4110	106	23.85	Market electric
31/05/2018	Woodmil Ltd	109396	222.22		37.04	4032	103	185.18	Photocopier
31/05/2018	Mole Trading Ltd	109397	9.25			4042	103	9.25	Provisions
31/05/2018	Wm E Naylor & Son	109398	40.20		6.70	4023	102	33.50	Wood
31/05/2018	Yorkshire Media	109399	18.00		3.00	4126	107	15.00	Website
31/05/2018	Normans of Scarborough Ltd	109400	152.87		25.48	4023	103	127.39	Trimmer/guillatine etc
31/05/2018	Crown Dec Centre	109401	156.72		26.12	4122	107	130.60	Paint etc for poppies
31/05/2018	Visual Security Systems	109402	546.00		91.00	4105	106	455.00	CCTV
31/05/2018	East Riding Power Tools	109403	20.40		3.40	4023	102	17.00	Hard point saw
31/05/2018	F Waites & Sons	109404	134.74		8.29	4023	102	126.45	Various
31/05/2018	MKM Building Supplies	109405	33.44		5.57	4023	102	27.87	Various
31/05/2018	Elcocks Ltd	109406	160.26		26.71	4023	102	133.55	Various
31/05/2018	Minster Cleaning Services	109407	631.54		105.26	4004	101	526.28	PC cleaning
31/05/2018	Angela Longoni-Sarr	109408	500.00			4003	101	500.00	Market Officer March/April

31/05/2018	D&D Taylor Eng	109409	48.55	8.09	4023	102	40.46	D&D Taylor Eng
31/05/2018	G Williamson Garages Ltd	109410	1,159.20	193.20	4021	102	966.00	Welding to pick up
31/05/2018	Squarelabs Ltd	109411	78.00	13.00	4034	102	65.00	Trackers
31/05/2018	Initial	109412	23.03	3.84	4034	103	19.19	Feminine bins
31/05/2018	Nigel Stinson	109413	247.50		4002	101	247.50	Poppies and frame work
31/05/2018	Petty Cash	109414pc	100.00		203		100.00	Petty Cash