

MINUTES OF THE MEETING OF THE DRIFFIELD TOWN COUNCIL HELD ON TUESDAY FEBRUARY 5TH 2019 AT 7.30PM IN THE MEETING ROOM, COMMUNITY CENTRE, MILL STREET, DRIFFIELD.

Present: J Fletcher (Mayor), T Watson, G Helliwell, S Starrett, A Croft, M Rogers, C Scarlett, T Cooper, G Lucas, P Rounding, K Stack, M Blakeston and the Town Clerk Claire Binnington.

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

186/19 Apologies for Absence:

Councillors M Steward, J Cooper, H Venter and S Fletcher.

187/19 Declarations of Interest:

There were none.

188/19 Registration of Gifts and Hospitality:

There were none.

189/19 Questions, Matters of Accuracy and Observations on the Minutes of January 8th 2019:

There were none.

190/19 Adoption of the Minutes of January 8th 2019:

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

191/19 Adoption of the Special Town Council Minutes of January 29th 2019:

The minutes were adopted with 11 in favour and 1 abstention.

192/19 Clerks Update:

Mortimer's Heritage Project: The clerk reported that as per the Heritage Lottery funding a consultant had been appointed to guide the steering group through the next stages, Sarah Oswald of Authentic Spark had been selected after a rigorous interview process on January 8th. An induction meeting was to be held on Wednesday February 6th and workshops planned for February and March. The clerk also reported that the HLF funded page on the DTC website would be soon completed to promote the project.

Community Led Housing: The clerk reported that she and three other members of the group had visited Pinchbeck in Lincolnshire on January 18th and that the next stage was to consult solicitors on the legal entity that would be formed to take the CLH project further.

CCTV Project: The clerk reported that the Horace Taylor Trust had donated £4000 to the CCTV equipment update project that would match the £6000 from the town council. Although £2000 short of the required £12,000 the clerk said she was sure that much of the system could be updated with the amount so far raised. A letter of thanks will be sent to the Horace Taylor Trust.

Dog Fouling Project: The clerk reported that the Horace Taylor Trust had donated £500 to the council to assist in their fight against dog fouling and that the money would be matched from the Environment committee and spent on doggy bag dispensers and more 'We Are Watching You' signs. The council were delighted to hear this news and a letter of thanks will be sent to the Horace Taylor Trust. The Environment Committee at the meeting next week will begin choosing suitable locations for the bag dispensers and permission will be sought from ERYC to install them.

Mayoral Chains: the clerk reported that the chains had been hand delivered by a work colleague of Cllr M Blakeston to the specialist jewellers in Hartlepool and would be returned in the next three weeks fully renovated along with a new box. A small gift of appreciation to Cllr Blakeston's colleague will be arranged by the clerk.

193/19 Review of Policies:

It was **agreed** with all in favour that the following policies have been reviewed and agreed:

Social Media Policy, Health and Safety Statement, Health and Safety Policy, Equality Policy, Tidy Team Deployment Policy, Publication Scheme, Recording of Meetings Policy, Civic Policy and GDPR Policy.

Cllr J Fletcher requested that the issue of mutual respect and the conduct of councillors on email and social media be placed on the next agenda.

194/19 Review of Internal Audit Procedures and re-appointment of the Internal Auditor:

The attached outlined internal audit procedures were **agreed** with all in favour. The appointment of Mr Richard Dixon as the internal auditor for the council was also **agreed** with all in favour.

195/19 To agree the main scope of audit:

The attached scope of audit was **agreed** with all in favour.

196/19 Review of Risk Assessments:

It was **agreed** with all in favour that the risk assessments had been fully reviewed by MGM Health and Safety Consultants in liaison with the Personnel Committee as outlined in their minutes of January 8th 2019.

197/19 Review of Financial Risk Assessment:

The attached Financial Risk Assessment was **agreed** with all in favour.

198/19 Review of Charges:

The attached review of charges (with the exception of the summer hanging basket charge – April 2019) were **agreed** with all in favour, this also included the building hire rate and the advertising rates for the Town Guide also remain the same.

199/19 To review the Financial Regulations:

It was **agreed** with all in favour that the proposed alteration to 11.1 Contracts Paragraph a (ii) appertaining to specialist services to all include the wording 'provision of firework displays' and 'design and layout of the annual Town Guide' lay on the table until the next ordinary meeting.

It was **agreed** with all in favour that the proposed alteration to 11.1 Contracts Paragraph h appertaining to the amounts when estimates and quotations be required be risen to £10,000 also lay on the table until the next ordinary meeting.

200/19 To consider the proposed Minor Injuries and First Aid Post:

Cllr P Rounding apologised for his absence at the last town council meeting and that this item had therefore been transferred to this evening's agenda. He went on to state that despite trying to find out more about the Daisy Campaign no information whatsoever had been forthcoming. He noted that Drifffield already had the 8-8 centre, which was hardly ideal, however Hornsea had a volunteer first aid post as they had no provision whatsoever. He felt that any attempts to provide a first aid post in Drifffield would result in the CCG diminishing services further.

Cllr Rounding said he wanted to know more about the Daisy Campaign and their plans. Cllr J Fletcher said that all councillors, including those on the Daisy Campaign, had been invited to attend an initial meeting with Paul Cartledge and the council via email and verbally by the clerk. However, two of the Daisy Group councillors chose not to attend having, on the Friday the meeting was announced (after the Macmillan Coffee morning in the office), gone down to the newspaper office to organise an announcement that the Daisy Campaign were providing a volunteer First Aid Post, this then appeared in the local paper the day after the council's initial meeting with Mr Cartledge. Cllr J Fletcher also commented how upsetting it was that another member of the Daisy Campaign had informed her that the Town Council had done 'absolutely nothing' to try to save the MIU, when, in fact, they spearheaded the biggest campaign in the region to save the Drifffield MIU. Cllr C Scarlett and Cllr M Blakeston both said the most effective way forward was to continue to place pressure on the CCG. Cllr T Cooper alerted the council to the fact that there were now rumours that Scarborough A & E was to close. Cllr M Blakeston also voiced the importance that organisations raising money on the pretext of a charitable cause did so within the Charity Commissions guidelines.

There was some discussion as to whether the town council should make a formal proposal to either back or not this campaign for an independent first aid post, however they were advised by the clerk that they did not know enough about it to make an informed decision. This matter will be referred to the March agenda.

201/19 To consider the commissioning of a new Drifffield map:

It was **agreed** with all in favour that the clerk begin to seek quotations and design concepts for a new map of the town as they existing one was now out of date. It was also agreed that the map would be used in subsequent town guides and perhaps a leaflet with the map, featuring local businesses may also be produced. The clerk will get back to the council with an indication of cost and design in due course.

- 202/19 To consider a permanent home for the wooden Poppies:**
- It was **agreed** with all in favour to have the Tidy Team place the poppies on the walls at Cass Hall.
- 203/19 To consider a letter of congratulations be sent to Mrs Anne Knaggs MBE:**
- It was **agreed** a letter of congratulations and a flowers be sent to Mrs Knaggs to congratulate her on the MBE in the New Year's Honours List.
- 204/19 Adoption of the Personnel Minutes of January 8th 2019:**
- Cllr C Scarlett presented the minutes for adoption.
- The minutes were **adopted** with all in favour.
- 205/19 Adoption of the Environment Committee Minutes of January 15th 2019:**
- Cllr T Watson presented the minutes for adoption.
- The minutes were **adopted** with all in favour.
- 206/19 Adoption of the Planning Committee Minutes of January 15th 2019:**
- Cllr G Lucas presented the minutes for adoption.
- The minutes were **adopted** with 10 in favour and 1 against.
- 207/19 Adoption of the Events Committee Minutes of January 22nd 2019:**
- The minutes were **adopted** with all in favour.
- 208/19 Highways:**
- Wansford Road Lollipop person:** Cllr S Starrett asked if a letter of great concern could be sent to ERYC about the continuing lack of a crossing patrol person at this junction.
- Bollard at Providence Place:** clerk to follow up on this loose bollard adjacent to the beck.
- Spellowgate:** two very deep potholes just after the bridge.
- Roundabout at Bridlington Road:** more pressure on the housing developer to put this right.
- Double Yellow Lines at Mill Street:** to request again that double yellows rather than single yellow be put at Mill Street as cars are parked right to the roundabout this evening.
- 209/19 Responsible Financial Officers Report & Mobile Phone Allowance:**

The enclosed report and budget against spend report was **agreed** with all in favour.

The clerk informed council that she had now actioned all the recommendations highlighted by the internal auditor after his six month inspection.

210/19 Correspondence:

ERNLLCA Newsletter: emailed

211/19 Temporary closure of meeting for Post Council Public Review:

No comments.

212/19 Meeting re-opens.

213/19 Delegates Reports:

CCMC: Cllr P Rounding reported on the last meeting and that a new caretaker had been recruited.

Police Community Action Group: Cllr C Scarlett and Cllr J Fletcher reported on the recent meeting they attended and that they had been encouraged to publicise the Crime Stoppers number.

214/19 Date of Next Meeting:

Tuesday March 5th 2019

The meeting closed at 8.50pm.

Signed:

Date:

DRIFFIELD TOWN COUNCIL APPROVED JANUARY EXPENDITURE

Payments made between 01/01/2019 and 31/01/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
07/01/2019	All Star	DD	84.29		14.05	4020	102	70.24	Fuel
10/01/2019	HSBC	DD	103.51			4039	103	103.51	Total charges
11/01/2019	HSBC	DD	8.00			4039	103	8.00	Auto charge
14/01/2019	HMRC	BACS	2,041.61			525		2,041.61	Paye and NI
14/01/2019	ERYC Pensions	BACS	2,150.30			526		2,150.30	Superannuation
14/01/2019	Penelope Payroll	BACS	6,179.65			520		6,179.65	Wages for January
15/01/2019	Petty Cash	109734PC	100.00			203		100.00	Petty Cash
15/01/2019	HMRC	BACS	1,371.72			105		1,371.72	VAT April-Dec
15/01/2019	British Gas Business	DD	374.20		17.81	4050	104	356.39	Market Walk gas
16/01/2019	AFI-Uplift Ltd	109735	228.00		38.00	4035	103	190.00	Abrasive wheel training
16/01/2019	Yorkshire Water	109736	26.20			4050	104	26.20	Market Walk water
16/01/2019	HNS Publishing	109737	48.00		8.00	4127	107	40.00	Xmas greetings in DWW
16/01/2019	KP Motorsport Ltd	109738	654.73		109.12	4021	102	545.61	Land Rover clutch
16/01/2019	Eric Lawson	109739	130.00			4006	101	130.00	CH caretaking
16/01/2019	Nigel Stinson	109740	310.00			4008	101	310.00	Tidy Team cover
16/01/2019	DCK Accounting Solutions	109741	698.58		116.43	4034	103	582.15	Budget setting
16/01/2019	Graham Long	109742	65.00			4008	101	65.00	Tidy Team help xmas lights
16/01/2019	Venco Ltd	109743	276.00		42.00	4121	107	234.00	Telescopic hire
16/01/2019	EON	109744	36.38		1.73	4050	104	34.65	Market Walk electricity
16/01/2019	KC Communications	109745	79.41		13.24	4052	104	66.17	CH broadband
16/01/2019	KC Communications	109745	84.00		14.00	4105	106	70.00	CCTV broadband
16/01/2019	Driffield Agricultural Society	109746	250.00		41.67	4121	107	208.33	Bonfire base work
16/01/2019	Hedon Insurance Ltd	109747	48.00			4024	103	48.00	Fidelity guarantee cover
16/01/2019	Mark Edwards	109748	93.15			5001	106	93.15	Milage to Pinchbeck
17/01/2019	Southern Electric	DD	17.06		0.80	4086	106	16.26	Street lighting
22/01/2019	1 & 1 Internet Ltd	109749	39.56		6.59	4126	107	32.97	WebSPACE
24/01/2019	Unicom	DD	104.47		17.41	4030	103	87.06	Telephone
28/01/2019	Southern Electric	DD	27.90		1.33	4110	106	26.57	Market electricity
28/01/2019	Southern Electric	DD	30.34		1.44	4110	106	28.90	Market electricity
28/01/2019	Southern Electric	DD	29.29		1.40	4110	106	27.89	Market electricity
28/01/2019	Southern Electric	DD`	29.48		1.40	4110	106	28.08	Market electricity
31/01/2019	Local World Ltd	109751	79.20		13.20	4121	107	66.00	HDM advert Bonfire
31/01/2019	Minster Cleaning Services	109752	1,021.54		170.26	4004	101	851.28	PC cleaning
31/01/2019	Mole Trading Ltd	109753	19.77		3.30	4023	102	16.47	Various
31/01/2019	ERNLLCA	109754	60.00		10.00	4035	103	50.00	RFO training
31/01/2019	Yorkshire Media	109755	18.00		3.00	4126	107	15.00	Website
31/01/2019	Addplant Ltd	109756	168.00		28.00	4087	107	140.00	Generator hire - Xmas Festival
31/01/2019	Squarelabs Ltd	109757	67.56		11.26	4034	102	56.30	Trailer connection
31/01/2019	Southern Electric	109758	138.11		6.57	4052	104	131.54	CH electric
31/01/2019	Penelope Payroll	109759	69.60		11.60	4009	101	58.00	Wage management
31/01/2019	Initial	109760	23.03		3.84	4034	104	19.19	Feminine bins
31/01/2019	Crown Landscape Gardening	109761	198.00		33.00	4121	107	165.00	Skip hire Bonfire
31/01/2019	Flying Colours Flags Ltd	109762	182.62		30.39	4122	107	152.23	Remembrance bunting
31/01/2019	World's Fair	109763	144.00		24.00	4110	106	120.00	Entry in Market Year Book
31/01/2019	Crown Dec Centre	109764	23.87		3.98	4023	102	19.89	Wood hardener etc

31/01/2019	Glasdon Ltd	109765	645.73	107.62	4034	106	538.11	Picnic Bench N/End Park
31/01/2019	Visual Security Systems	109766	1,092.00	182.00	4105	106	910.00	CCTV main Dec and Jan
31/01/2019	CPD PLC	109767	470.37	78.39	4112	106	391.98	Supplies for PC
31/01/2019	Elcocks Ltd	109768	183.28	30.54	4023	102	152.74	Various supplies
31/01/2019	EON	109769	67.95	3.24	4050	104	64.71	Mkt Walk electricity