

**BEVERLEY TOWN COUNCIL**  
**MEETING OF FULL COUNCIL**  
**19<sup>th</sup> May 2014**

**Present:** Councillors McGrath (Mayor), Aird, Astell, Bottomley, Boynton, Cox, Gray, Jack, Pearson, Pinder, Sweet, and Whitfield

**In Attendance:** Helen Watson (Town Clerk), Joanna Render (Administrative Assistant).

**Also Present:** Mr John Dawson

Public forum / consultation 6.15 – 6.30pm – No members of the public attended

**1133 To receive apologies for absence**

Apologies were received from Councillor Elvidge & Councillor Thorley

The meeting began – 6.30pm

**1134 (a) 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 Astell expressed a non-pecuniary interest in Queensgate allotment plot one, due to being an allotment tenant.

Cllr Boynton expressed a non-pecuniary interest in the item relating to the Georgian Festival, as he is a member of the Civic Society.

**(b) To note dispensations given to any member of the Council in respect of the agenda items listed below.**

No dispensations were received.

**1135 To receive a presentation from Mr John Dawson regarding listed buildings in Beverley - (The presentation was circulated with the agenda)**

Cllr Astell expressed that the presentation should have been made to Planning, Property and Services committee. Cllr Cox explained that he thought the subject matter of the presentation was of interest to all Councillors, and that is why it has been brought to Full Council.

Mr Dawson gave his presentation. He explained that he was a property developer for nearly 30 years, specialising in the renovation of mainly 17<sup>th</sup> century properties. During 2013 he conducted a photographic survey of listed buildings in Beverley, when it became apparent that a high percentage of listed buildings to the east of the town had illegal developments e.g. UPVC windows and satellite dishes.

Mr Dawson showed the members a number of photographs of such buildings. Mr Dawson presented his letter to Peter Ashcroft – Head of Planning and Development at East Riding of Yorkshire Council (ERYC) outlining his concerns, and the response.

A discussion followed. Members raised concerns that ERYC officers were being taken off conservation duties, to concentrate on other planning issues.

Members agreed that further more open debate was required, and that ERYC must be held accountable, ensuring adequate staffing is in place throughout the planning process. Which included the enforcement of planning applications.

Cllr Pinder proposed - To refer the item to Planning Property and Services, extending an invitation to Mr Dawson and the Town Clerk to invite a conservation officer from ERYC to attend the meeting.

**Resolved** – Members voted unanimously to accept the above proposal of inviting Mr Dawson and a conservation officer from ERYC to attend the next Planning, Property and Services meeting to discuss this issue further.

**1136. To confirm the minutes of the Town Council Meeting on the 31<sup>st</sup> March 2014 are a correct record of that which took place.**

**Resolved** – That the minutes of Town Council meetings were received, adopted and signed as an accurate record.

**1137 To receive and adopt the minutes of the following Committees:**

- |       |                              |                             |
|-------|------------------------------|-----------------------------|
| (i)   | Personnel                    | 14 <sup>th</sup> April 2014 |
| (ii)  | Planning Property & Services | 15 <sup>th</sup> April 2014 |
| (iii) | Policy                       | 28 <sup>th</sup> April 2014 |
| (iv)  | Mayor Making                 | 12 <sup>th</sup> May 2014   |

**Resolved** – Amendment to (iv) paragraph 5.2 To remove the All - weather Sports Pitch Management Committee from Scheme of Delegation.

**Resolved** – That the minutes of Town Council meetings were received, adopted and signed as an accurate record.

**1138 To note the minutes of the following Working Groups:**

- |      |                                 |                             |
|------|---------------------------------|-----------------------------|
| (i)  | Christmas Lights                | 15 <sup>th</sup> April 2014 |
| (ii) | Beverley in Bloom Working Group | 23 <sup>rd</sup> April 2014 |

**Resolved** – That the minutes from the above working groups were received.

**1139 To receive a review of the recorded actions from the previous minutes** (The updated action plan was circulated with the agenda)

**Policy Min 696** - Cllr Pinder advised that she has yet to speak with the archivist.

**Policy Min 308** – Cllr Pinder advised members that ACAS are happy to come and have a meeting with members at no cost.

**Full Council Min 1099** – Cllr Pearson advised the members that the space to the rear of the library is to be redeveloped and used to perform plays, linking up with the new theatre. The re-development is due to start within the next 5 weeks.

**1140 To receive the Annual Town Meeting minutes of the 8<sup>th</sup> April 2014 and discuss any appropriate action required**

**i) Planning Applications**

Cllr Cox explained to members that residents wanted paper copies of planning applications for major developments to be made available for consultation, either at the offices of ERYC, the Town Council or library with the possibility of projector facility.

The Town Clerk advised the members that she had raised this at the Parish Council Liaison meeting, and that ERYC confirmed that they would be happy for hard copies of specific planning applications to be held at the Town Council offices. Viewing of the plans could be facilitated by the office staff, by prior appointment.

Cllr Cox advised that the projector at the library required booking in advance and can only be used in the educational room, at a cost.

Cllr Pearson advised that plans can be viewed at ERYC Customer Services. A number of members did not think that this was the case. Cllr Pearson agreed to look into this and advise members.

**Resolved** – Cllr Pearson to check that plans for planning can be viewed by members of the public at ERYC Customer Services.

## ii) Housing Developments

After a discussion, all members agreed that the Town Council need to be involved in consultations. As future developments, even outside the Beverley Town Council wards may effect the town.

## iii) Controlled Parking Zones

Cllr Astell raised the issue of resident only parking zones, as many controlled zones are currently being misused. ERYC should encourage shoppers to use the pay and display car parks within the town, and finding their own staff suitable parking. Cllr Cox suggested that the Grovehill site could be used as a Park and Ride, with shuttle service to the town. This could be utilised at weekends by shoppers and visitors to the town. Cllr McGrath suggested that ERYC be contacted and asked to send an officer to speak to members.

## iv) Beverley, Molescroft and Woodmansey meet quarterly to discuss common issues.

A discussion was held. Cllr Jack suggested that the Chairs of each council meet 3 times a year.

**Resolved** – That the Town Clerk approach Molescroft and Woodmansey Councils to determine their interest in holding quarterly meetings.

## v) Homeless Provision

Members briefly discussed this issue.

**Resolved** – Cllr Aird advised that an ERYC Ward Councillor has been in touch with the gentleman, with advice, as requested.

## 1141 For information, to receive reports of external organisations, meetings attended and correspondence received (already distributed by email)

- |       |  |                                |
|-------|--|--------------------------------|
| (i)   | Minutes of the Renaissance Management Committee  | 20 <sup>th</sup> November 2013 |
| (ii)  | Action Points – Beverley Renaissance Partnership<br>Annual General Meeting                             | 27 <sup>th</sup> February 2014 |
| (iii) | Beverley and Rural Area Community Partnership  | 13 <sup>th</sup> March 2014    |
| (iv)  | Beverley Rural Area Community Partnership  | 6 <sup>th</sup> May 2014       |
| (v)   | East Riding of Yorkshire Council First World War related exhibitions events<br>and other projects 2014 |                                |
| (vi)  | The Dispute Resolution training presentation from ERNLLCA  |                                |
| (vii) | Detached Youth Worker's Report from 1 <sup>st</sup> January 2014 to 31 <sup>st</sup> March 2014        |                                |

**Resolved** – Members confirmed receipt of the reports and information.

## 1142 Mayor's Announcements

Cllr McGrath began by saying he wanted to sharpen up the business of the Town Council, by keeping control of Full Council meetings by limiting time spent on agenda items. He explained that it was not his intention to stifle debate, but to streamline the meetings. Cllr Pinder agreed, stating that powers of delegation and decision making should be fully utilised by the committees, reducing the number of items returning to Full Council. He asked members to be patient, whilst he settled into his new role as Chair. He went on to say that he was looking forward to the year ahead, attending as many events as he is able to.

## 1143 To elect members of the following committees

- a) **Policy Committee (8 Members)**
- b) **Planning, Property and Services (8 Members)**
- c) **Personnel Committee (4 Members)**
- d) **Grants (2 Members per Ward)**
- e) **Beverley in Bloom (2 Members)**
- f) **Beverley Christmas Lights (3 Members)**

**g) Code of Conduct Committee (5 Members)**

The members were given a paper with the suggested make up of each committee.

Cllr Astell raised a point of order regarding the make-up of the committees, stating that there should be one representative from each party. He suggested looking again at Planning, Property and Services (PPS), to get the political balance correct.

The members discussed the paper.

**Resolved** – Members agreed the Policy committee as Cllr Astell, Cox, Elvidge, Gray, Jack, Pearson, Pinder, and Sweet.

After discussion by members of the political composition of the PPS committee, Cllr Pearson moved to accept the composition as per the sheet, this was seconded by Cllr Gray.

**Resolved** – Members of PPS were agreed as Cllrs, Aird, Astell, Bottomley, Boynton, Elvidge, Pearson, Thorley, Whitfield

Members discussed the composition of the Personnel committee. Cllr Boynton advised that he been advised by ERNCLLA, that only 3 members need be on the committee. Cllr Pinder explained that Standing Orders stated 4, and that the members should not re-visit. Cllr McGrath stated that no individual Councillor should approach ERNCLLA, this was reserved for the Chair and the Town Clerk. Cllr Boynton apologised, explaining that he was not aware of this.

Cllr Aird nominated Cllr Astell for Personnel committee, Seconded by Cllr Bottomley.

Vote taken

Cllr Astel – 5 votes, Cllr Cox – 6 votes, Cllr Gray- 8 votes, Cllr Pearson – 8 votes, Cllr Sweet -9 votes

**Resolved** – Members agreed that Personnel committee members are Cllrs Cox, Gray, Pearson and Sweet.

**Resolved** – That the following committee members/representatives remain the same as in year 2013/14: Grants, Beverley in Bloom, Beverley Christmas Lights.

**Resolved** – That the Code of Conduct Committee is removed as ERYC's have adopted the code and will deal with this matter.

**1144 To elect substitutes for the following committees**

**a) Policy x 2**

**Resolved** – Members elected Cllrs Aird and Whitfield as substitutes for the Policy committee

**b) Planning, Property and Services x 2**

**Resolved** – Members elected Cllrs Jack & Pinder as substitutes for the PPS committee.

**Resolved** – That the Town Clerk publishes a new committee structure and advises members.

**1145 To approve participation in and elect representatives to the following external organisation**

**Resolved** – Members resolved to elect Cllrs to the external organisations as reported below:

- a) **Renaissance Partnership Management Committee** – Cllrs Gray and Boynton
- b) **Business and Visitor Economy Group** – Cllrs Gray and Boynton
- c) **Town Improvement Group** – Cllrs Gray and Boynton
- d) **Beverley & Rural Community Partnership** – Cllr Elvidge
- e) **Beverley & Rural Community Partnership - Heart town** – Cllr Whitfield
- f) **ERNLLCA Central District Committee** – Cllrs Gray and Astell
- g) **Charter Town Council & Charter Trustees Association** – Cllr Gray
- h) **Beverley Youth Town Council** – No operational Youth group at present to elect a representative.

- i) **East Riding Town Councils Network** - Mayor & Town Clerk
- j) **Beverley Memorial Hall Liaison** – Cllrs Cox and Pinder
- k) **Flood Liaison** – Cllr Boynton
- l) **Schools Liaison Group** – Cllr Cox
- m) **Chamber of Trade Representative** – Cllr Pinder
- n) **ERYC Parish/Town Liaison** – Cllr Astell

**Resolved** – Town Clerk to publish new committee structures and advise members.

**1146 To receive and agree the proposed calendar for dates of committee meetings/working party meetings for the municipal year 2014/15**

Members discussed and updated the calendar of meetings for the municipal year 2014/15. Members also requested that information be sought from ERYC electoral services regarding the arrangements for meetings during purdah, pre-election period.

**Resolved** – That the Town Clerk amend and re-issue the calendar of meetings and contact ERYC to clarify holding Council Meetings during purdah, pre-election period.

**1147 To consider the amendments to the Scheme of Delegation and to approve and sign the Scheme of Delegation**

**Resolved** – Members resolved to remove of ‘the All Weather Sports Pitch’ from 5.2.

**1148 To consider underwriting the cost of staging the play, Statues Cradling Toys, pending notification of Heritage Lottery Funding and revenue available from ticket sales – Cllr Cox to report**

Cllr Cox apologised for not including this as an item on the Policy agenda, therefore no decision could be made with regard to the financial support of the projects. He explained that the WW1 working party wanted to support the play with funding of £1000, which could be reduced through ticket sales. Cllr Cox explained the story behind the play, which had been written for the refurbished Memorial in Hengate and featured the people of Beverley.

Cllr Pinder proposed underwriting the event to the figure of £1000, this was seconded by Cllr Whitfield. Members voted to accept.

**Resolved** – That Beverley Town Council underwrite the staging of ‘Statues Cradling Toys’ to the cost of £1000.

**1149 To receive an update on the new Lease of 12 Well Lane Beverley**

The Town Clerk advised the members that the lease has been sent to NALC, and she is awaiting a response. The Town Clerk had been advised by ERNLLCA and NALC to have the lease looked at by a local solicitor. A discussion followed on this matter.

**Resolved** – The Town Clerk is to approach the landlord to discuss the possibility of a reduction in ‘tied in’ years in the lease and to seek further legal advice if required.

**1150 To consider the request from the Beverley Georgian Festival for the Town Council to undertake the invitations to final ceremony**

Members briefly discussed the Georgian Festival. The Town Clerk reported that officers were available to facilitate this process.

**Resolved** – That Beverley Town Council undertake the invitations to the final ceremony of The Beverley Georgian Festival.

**1151 To clarify the arrangements for the Twinning visit to Lemgo especially as it involves the Twinning Association, the Council, the Photographic Club and promotion of local food**

- i) Cllr McGrath explained that normally the Mayor would attend such a visit, and as Mayor he is more than happy to attend. However he wanted member's thoughts on this, due to the spiralling costs of the visit. Cllr Pearson expressed that the Mayor should attend such an event. All members agreed.

**Resolved** – That Cllr McGrath, as Mayor is to attend the visit.

- ii) The Town Clerk wanted to clarify what members wanted on display in Lemgo at the festival stall, and what the members wanted to promote about the town during the visit. A discussion followed.

**Resolved** – That the Town Clerk discuss with the Cllr Pinder how best to promote the town, during the visit to Lemgo.

**1152 To discuss the Market Towns Workshop to include date, time, venues and attendance**

The Town Clerk advised members the workshop can be held w/c 27/10/14, she is still looking at suitable venues. She has negotiated a fee of £42 per delegate. Members who expressed their interest in attending the workshop are: Cllrs Cox, Pinder, Astell, Bottomley, Whitfield and Gray.

**Resolved** – That the Town Clerk is to continue to look for a venue, including Armstrong's Social Club.

**1153 To review and confirm of arrangements for insurance cover in respect of all insured risks.**

The Town Clerk advised the members that the current insurance broker had provided two quotes:

1 year = £4588, or a 3 year deal for the reduced amount of £3952.23, an approximate saving of £600. A discussion followed.

**Resolved** – That the Town Clerk to ensure that two further quotes be obtained on this matter.

**1154 To review the Council's complaints procedure – see circulated document**

**Resolved** – To move to next Full Council meeting.

**1155 To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – see circulated document**

**Resolved** – To move to next Full Council meeting

**1156 To review the Council's policy for communicating with the press**

**Resolved** – To move to next policy committee meeting

The meeting closed at 8.20pm

**ACTION PLAN**

<b>Minute/ Action</b>	<b>Person Responsible</b>	<b>Time to be Reported Back</b>
<b>1135</b> – Planning concerns on listed buildings in the east of the town to be referred to PPS	Town Clerk/Assistant Town Clerk	Next PPS meeting
<b>1135</b> – To invite conservation officer fro ERYC and John Dawson to attend the meeting of PPS	Town Clerk/Assistant Town Clerk	Next PPS meeting.
<b>1137 - (vi) Para 5.2</b> – To remove The All-Weather Sports Pitch Management Committee	Town Clerk	Operational
<b>1140</b> - Cllr Pearson to check that plans for planning can be viewed by members of the public at ERYC	Cllr Pearson	Next Full Council meeting

Customer Services.		
<b>1140</b> - The Town Clerk is to approach Molescroft and Woodmansey councils to determine their interest in holding quarterly meetings	Town Clerk	Operational
<b>1144</b> - Town Clerk to publish new committee structure and advise members	Town Clerk	Operational
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<b>1146</b> – Town Clerk to amend the calendar of meetings and re-issue	Town Clerk	Operational
<b>1146</b> -Town Clerk to approach ERYC to clarify holding Council Meetings during Purdah.	Town Clerk	Operational
<b>1147</b> - To remove of ‘the All Weather Sports Pitch’ from 5.2	Town Clerk	Operational
<b>1148</b> - Beverley Town Council to underwrite the staging of ‘Statues Cradling Toys’ by £1000	Town Clerk	Operational
<b>1149</b> – The Town Clerk to approach the landlord to discuss the possibility of a reduction in ‘tied in’ years in the lease.	Town Clerk	Operational
<b>1150</b> – Beverley Town Council to undertake the invitations to the final ceremony of The Beverley Georgian Festival	Town Clerk	Operational
<b>1151</b> – Town Clerk to discuss with the Cllr Pinder how best to promote the town, during the visit to Lemgo.	Town Clerk / Cllr Pinder	Operational
<b>1152</b> - The Town Clerk is to continue to look for a suitable venue, including Armstrong’s Social Club.	Town Clerk	Operational
<b>1153</b> – To ensure that 2 further insurance quotes to be obtained.	Town Clerk	Operational /Policy
<b>1154</b> – To review Council’s complaints procedure – see circulated document	Town Clerk	Next Full Council Meeting
<b>1155</b> – T review the Council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – see circulated document	Town Clerk	Next Full Council Meeting
<b>1156</b> – To review the Council’s policy for communicating with the press	Town Clerk	Next Policy Meeting