

ERNLLCA

East Riding and Northern Lincolnshire
Local Councils Association

26 June 2018

Dear Colleague,

The **Annual Meeting of the East Riding (North East) District Committee** will be held as follows:

Date: Tuesday 10 July 2018
Time: 7.30pm
Venue: Tibthorpe Village Hall, Well Lane, Tibthorpe,

The village hall is located on Well Lane which is on the left hand side of Bainton Road (the B1248) as you drive north. There is limited parking alongside the hall.

The Annual Meeting will elect its Chairman and Vice-Chairman for the forthcoming year, in addition to electing two of its number to represent the member councils in this district on the ERNLLCA Executive Committee. Please note that those persons nominated will be asked to sign GDPR consent forms to enable ERNLLCA to communicate with them. Nominations can be accepted "from the floor" but from next year onwards, because of a change made to the constitution at the ERNLLCA 2017 Annual General Meeting, any nominations will have to be of persons who have been formally appointed by their council to be ERNLLCA delegates and that information communicated to this office in writing. In other words the Executive Committee, from July 2019, will consist only of persons appointed as ERNLLCA delegates by their member councils.

That having been said, all Councillors and Clerks are (and will continue to be) welcome to attend, although only two representatives per Council are allowed to vote.

Please be kind enough to forward the enclosed agenda papers to your Council's delegates and any other members who may wish to attend. Additional copies of the documentation can be downloaded from the ERNLLCA website.

I look forward to meeting your representatives on the 10th.

Yours sincerely



Alan Barker
Executive Officer

AGENDA

- 1 To elect a Chairman for the year 2018/2019
- 2 Introductions and apologies
- 3 To elect a Vice-Chairman for the year 2018/2019
- 4 To consider the minutes of the meeting held on 10 April 2018. These minutes do not appear to have been received by ERNLLCA.
- 5 Matters arising from the minutes
- 6 To elect two members to the Association's Executive Committee to hold office for a twelve month period. In line with Association policy, the attendances of this committee's 2017/2018 representatives at Executive Committee meetings are shown below:

	Possible attendance	Actual attendance
Councillor T. Cooper	3	2
Councillor N. Noble	3	3

- 7 To elect two members to the Association's East Riding Committee to hold office for a twelve month period, the current post-holders are:

Councillor T Cooper
Councillor N. Noble

Driffield Town Council
Langtoft Parish Council

There were no meetings of this committee held during 2017/2018

- 8 To consider the items relating to the 2018 Annual General Meeting:
 - A Date and venue:
Thursday 13 September 2017 at the Hallmark Hotel, North Ferriby
 - B Submission of resolutions from this District Committee
 - C Nomination of Officers: President *
Vice Presidents (1) **

* The current President is Councillor G. Thurston of Hedon Town Council

** The current Vice-President is Councillor T. Cooper of Driffield Town Council.

- 9 Executive Committee report – attached

- 10 Matters referred from the previous meeting:
(A) None notified to ERNLLCA
- 11 ERNLLCA Annual Conference 23 November 2018
- 12 Quick Brief – Good recruitment practice
- 13 GDPR - discussion on progress being made by councils
- 14 Explanation of the change to Executive Committee nominations to take effect for 2019.
- 15 Open Forum (time permitting and at the Chairman's discretion)
- 16 Agenda items for future meetings
- 17 Proposed dates for future meetings are:
 - 9 October 2018
 - 9 April 2019
 - 9 July 2019 (Annual Meeting)

Suggestions are invited for possible venues.

**EAST RIDING AND NORTHERN LINCOLNSHIRE
LOCAL COUNCILS ASSOCIATION**

EAST RIDING (NORTH EAST) DISTRICT COMMITTEE

**Minutes of the meeting held on 10 April 2018
at the WI Hall, Flamborough**

Present: Councillor T.Cooper (Driffield TC) (in the Chair)
Councillors J. Swift (Barmston & Fraisthorpe PC); C Marsburg (Bridlington TC);
J Fletcher, M Steward and H Venter (Driffield TC); B Maxwell (Flamborough PC);
I Bell, C Duncan, K Duncan and S. Poessl (Garton on the Wolds PC); N
Noble (Langtoff)

Clerks – R. Swift (Barmston & Fraisthorpe PC); P King (Bridlington TC); A Tyler
(Nafferton)

Apologies: Councillors J Cooper (Driffield TC)

Clerk C Boston (Langtoff PC)

E293 Welcome and apologies

The Chairman welcomed everyone to the meeting and asked that they introduce themselves in turn.

E294 Minutes of the meeting held 10 October 2017

RESOLVED: That the minutes be agreed and accepted as a true record after the following amendment:

Item 286 re Item 281. Delete Councillor J Cooper
Add Councillor J Fletcher

E295 Matters arising

E289 ERNLLCA Annual Conference - Councillor J Swift said it was well organised and useful although the key-note speaker, Councillor Sue Baxter had been disappointing

E290 Open Forum – D: Garton on the Wolds – The council has received a reply from Sir Greg Knight MP saying that he knew nothing about the problems with 4 x 4's ruining country lane but there is a select committee looking into it in the Houses of Parliament.

E296 Executive Committee report

The Vice-Chairman presented the Executive Committee report item by item

The variable standard of speakers and food in the past at the annual conferences was noted although it is a good event and the Vice-Chairman encouraged everyone to attend

The problem of late payment of membership fees was highlighted and the Vice-Chairman said that the Executive Officer will be monitoring this.

The problem with the high turnover of clerks was exacerbated by the understatement of the responsibilities of the role when interviewing applicants for the positions.

The last date for applications under the transparency funding scheme has now passed. The support had been very good in the ERNLLCA area.

There had been a good attendance at The Being a Good Councillor courses. The question was asked whether there was a problem with people not turning up for courses booked. The Chairman said that this was not so much of a problem as courses being arranged as a result of requests and then registrations not being placed for them. Although the courses can be cancelled, venue hire costs are already incurred and are not refundable.

E297 To note ERNLLCA Annual Conference 16 November 2018 – further details will be issued in due course

Councillor Swift said that the only problem with the venue in 2017 was arriving and leaving West Hull in the rush hour. Councillor Noble said that finding a venue able to cope with the food requirements at lunchtime limited the choice of venues. He also said that the word “conference” was maybe a strange word to describe the event as it was really a discussion and training day with an opportunity to ask questions and to split into smaller groups with a choice of topics.

E298 General Data Protection Regulation – opportunity to discuss the forthcoming changes which have been communicated to member councils by ERNLLCA and to be updated by the Chair on the Government influencing work being carried out by NALC

Rosemary Swift – Clerk said that the recent ERNLLCA briefing had been very good but that she had not had an opportunity to do much work on it yet due to the need to complete the year end procedures. Councillor Swift understood that it had not been finally ratified by the Lower House. Councillor Noble said that it did not need to be ratified. He said that so long as we can show that we have started work on the new regulations by the start date in May we will not be exposed to fines, etc.

The question of Information Officer appointments was discussed and ERNLLCA’s advise to ignore the offers being advertised currently by so called qualified people or firms was re-iterated. We should wait for further advise from ERNLLCA about these appointments. ERYC have been contacted but have not yet responded to ERNLLCA. Councillor Noble said that Information Officers will have the right to look at all emails if a complaint is lodged so it is very important not to use shared email addresses. The possibility of appointing a senior clerk as information officer for a number of smaller councils was being looked into. The roll of information officer can only be filled by someone with a sound working knowledge of town/parish council workings. There will be a large amount of work generated by this new regulation.

The Chairman reported on the question of the change of name of NALC from National Council to National Assembly. All elections to committees remain unchanged and terms of reference will be similar or the same as under NALC. Personal targets, reporting back to local committees on achievements of targets, strategic plans, reports on parliamentary

committees are all topics to be covered by NALC. It is hoped that these will be for the benefit of all and not for just a few.

E299 Open Forum

A: Nafferton PC

Anne Tyler, Clerk reported on:

- year end forms not yet received from PKFL – they were notified of new email contact details last May but have still not amended their records
- 5 solicitors at NALC - only Alan at ERNLLCA who resolves problems far more quickly than NALC

B: Bridlington TC

Paula King, Clerk reported on:

- the award of their Quality Certificate. The Chairman congratulated them on behalf of everyone
- Steve Shaw-Wright's reponse from ERNLLCA now being very quick although not always as clear as Alan's yet. Councillor Noble said that Alan is training Steve to get him up to speed.
- Councillor Swift mentioned the problem with signage at the new layout of the junction of Queen Street/Manor Street, Bridlington. Paula said that the signs are temporary and have, in fact been improved in the last few days.

C: Flamborough PC

Councillor Maxwell reported on:

- 4 new councilors having been co-opted from 6 applicants so there is now a full complement of councilors. Following the review of numbers, they will have to reduce the councilors from 13 to 9
- the clerk who is slowly recovering from the hand over of duties to her and all is going smoothly. Parish council meetings are now fun to be at.

D: Barmson & Fraisthorpe PC

Councillor Swift reported on:

- the clerk's complaint about the volume of documentation sent out via email by PKFL instead of in hard copy.
- the continuing problems with the outreach postal service. Following television, radio and press coverage a new postmistress from Hunnanby has been appointed and the service is scheduled to re-commence tomorrow.
- efforts to adopt the telephone box and re-locate the defibrillator in it have proved very problematical both with British Telecom and their lack of any trained staff who could repair the light fitting and with Yorkshire Ambulance Service who are unable to resolve the trouble with the electricity supply to the casing of the defibrillator. The situation is on-going.
- the appointment of a new internal auditor, Richard Dixon, thanks to the help of ERNLLCA.

E: Driffield TC

Councillors Fletcher, Steward & Venter reported on:

- progress with new email addresses and allotment owners' forms in line with new data processing regulations
- ERYC still not prepared to do anything about the zebra crossing problem. Plans are in place to hire 1 or 2 flashing warning signs. A lot on social media with people getting caught in the middle of the road between the traffic.
- meeting with ERYC representative who came to talk about what can be done with derelict sites in Driffield
- the continuing problem with potholes
- meeting held re Christmas Market which is an ongoing problem
- a vigil held at Alfred Bean Hospital and the hard work being done to ensure the facility remains available for all the local community. The opinion that the CCG is not fit for purpose. The X-ray not operational due to lack of staff but posts at Driffield being advertised as in Hull so applicants not coming forward. The moving around of staff causing discontent. Still awaiting a response to their letter to the Minister of Health. Councillor Maxwell said Mr Proctor was unable to attend recent meeting due to illness but people from different areas found they were doing a lot of things the same so hopefully it will result in better "end of life" care in the Bridlington area. Only 2 wards now open in Bridlington Hospital from an original 7 when it opened.

F: Garton on the Wolds PC

Councillors Craig Duncan, Kerry Duncan & S Poesl reported on:

- the continuing problems with 4x4's ruining country lanes. Some police say it is nothing to do with them. The Local Access Group have said they will arrange for the Rural Crime PC to come to their next meeting to help. Councillor Swift said he had attended the last Cluster Meeting where the problem of the police and ERYC both denying responsibility for vehicle related issues was raised. There are problems with installing permanent road signs but could look into parishes in an area sharing a mobile sign. It is becoming obvious that we will have to rely on self help methods in future. Councillor Noble said ERYC have to approve any permanent signs. Councillor Maxwell said local PCSO's can contact a police officer operating out of Hornsea who has been specially trained re speeding.
- local doctors' surgeries not giving patients the option to attend Alfred Bean Hospital for appointments, they are only being given the choice of Scarborough, Hull or Beverley. It is important that patients ask for Alfred Bean to ensure the surgeries continue there.

G: Langtoff PC

Councillor Noble reported on:

- his plans to leave the immediate area means he will not be standing for election next time so a new vice chairman will need to be found.

E300 Agenda items for future meetings

The Chairman asked that any ideas for future agenda items be sent to the ERNLLCA office

E301 Dates agreed for future meetings

RESOLVED: 10th July 2018 (annual Meeting)

Venue – Barmston & Fraisthorpe Village Hall

Signature	Date

**EAST RIDING AND NORTHERN LINCOLNSHIRE
LOCAL COUNCILS ASSOCIATION**

Report title: Executive Committee report

Report prepared for: East Riding (North East) District Committee

Agenda number: 9

Date: 10 July 2018

Status: Open

Report prepared by: Alan Barker

Recommendations: That the report is received

The latest meeting of the Executive Committee was held on Saturday 28 April 2018 at The Ropewalk, Barton upon Humber.

Members of the Executive Committee reported on the various district committee meetings which had been held during the month of April. The North Lincolnshire District Committee has discussed the question of the high level of turnover of Clerks and it was confirmed that the July round of meetings will receive a briefing on good recruitment practice. Discussion also centred on whether or not a Clerk could be a member of the Executive Committee. The Executive Officer explained that the Constitution is silent on the matter but that was probably because it is assumed that such places would be filled by members of councils. It was suggested that the Executive Committee should consider making a proposal to the Annual General Meeting that the Constitution is changed to clarify this point. The Executive Officer was asked to prepare a possible change for consideration at the next Executive Committee meeting in July.

Concerns were expressed by the North East Lincolnshire District Committee members about access problems in relation to the venue for the April meeting. The room had to be unlocked, it was not laid out and that the hire payment had to be made on the night by one of the councillors. The Executive Officer explained that the booking had been properly made and that the hall had not made it known that payment would be needed on the night. The Executive Officer confirmed that some venues are used once – and never again.

ERNLLCA's delegate to the National Association of the Local Councils presented his report which had been circulated with the agenda. He referred to the upcoming review of the NALC Strategic Plan and the success achieved in persuading the Secretary of State for a moratorium on the need for referendum principles to be applied to parish and town council precept increases.

The Executive Officer reported on membership renewals and the very positive news about councils applying to join ERNLLCA. Concerns were expressed that if a council dropped out of membership, it would still be able to use both ERNLLCA and NALC copyright material obtained during their period of membership. It was noted that material is often the subject of review and previously obtained documents would soon be out-of-date.

The un-audited statement of accounts, for the financial year ended 31 March 2018, was presented for information purposes. The Committee was reminded that the budget for 2017/2018 had been set to deliver a small surplus. The Committee received a report detailing activity across all financial headings and was pleased to note that revenues were in excess of that budgeted for. This was due to the recruitment of more member councils and a very successful annual conference.

The annual accounts would be examined by the Association's Auditor and presented to the Annual General Meeting for adoption.

The better than budgeted for surplus would enable a contribution to be made to balances. The Committee was reminded that since ERNLLCA became a truly independent body in 2009, a great deal of effort had been placed on putting the organisation on a sure financial footing. As the organisation's level of financial activity increases, great care must continue to be taken to ensure that, as a percentage, a safe level of balances is maintained.

It was reported that all insurances are up-to-date and meet the requirements set by the Association's Risk Analysis and that a further review will be carried out in the summer of 2018.

The Committee Executive discussed the ever-increasing level of applications for support to the Desktop Advisory Service and the growing complexity of some of the questions asked.

It was reported that the advent of the General Data Protection Regulation (GDPR) had created an additional, and unplanned for, workload. Not only would councils have to be supported with their efforts to become compliant, ERNLLCA itself would have to do so. A timetabled plan to move towards compliance had been drawn up and the Executive Officer tasked with implementing the various stages.

A report was presented detailing the training provided for councillors and clerks during 2017/2018. In all, 430 councillors and clerks attended the various events and feedback from the various sessions had been very positive.

Members of the committee discussed the survey being undertaken by the Committee on Standards in Public Life into local government ethical standards. Members agreed with the Committee's position that robust standards arrangements are needed to safeguard local democracy, maintain high standards of conduct, and to protect ethical practice in local government. All member councils had been contacted by email and urged to make their views known. The survey was also being mentioned at all ERNLLCA training events. It was pointed out that responses could be submitted by Councils as a body, by Councillors as individuals or by Clerks.

The Chairman, Councillor T Cooper, reported on the work of the Yorkshire & Humber Regional Training Partnership of which ERNLLCA is a member.

Before the meeting closed, the Chairman informed that meeting that Councillor Naizby Noble of Langtoft Parish Council would not be seeking re-election to the committee. The committee warmly thanked him for all his work in support of ERNLLCA over the years and wished him well for the future.

The committee will next meet on Saturday 28 July 2018.