

**Wigginton Parish Council**  
**The Old School Community Hall, Mill Lane, Wigginton,**  
**York YO32 2PU**

**Draft** Minutes of the Annual Meeting of the Parish Council held at 1930 on Tuesday 17.05.16 in the John Jeffery Room at the Old School Community Hall, Wigginton.

**16/001 Present**

Cllrs Vaughan, Denton, Finch, Firth, Fisher, Gates, Jeffery, Runciman, Spence and Wreglesworth.

**16/002 In Attendance**

City of York Cllrs I Cuthbertson and T Richardson, Michael Hastell, WSPFA, and the Clerk.

**16/003 Election of Chair and Vice Chair for 2016-2017**

Proposals were received for Cllr Vaughan to be re-elected Chairman and for Cllr Firth to be elected Vice Chairman, both indicated a willingness to accept the proposals.

**RESOLVED** unanimously that Cllr Vaughan be re-elected Chair and that Cllr Firth be elected Vice Chair for 2016-2017

Cllr Vaughan signed the Declaration of Acceptance of Office of Chairman.

**16/004 Apologies for absence**

Cllr Spence

**16/005 Declarations of interest**

Cllr Denton declared an interest in Surface Water and Allotment issues.

**16/006 To receive and discuss Planning Applications received**

- a) 16/00954/FUL 34, Churchfield Drive, Wigginton, York. YO32 2FL. Two storey side extension. Mr Fred Holness.

**RESOLVED** that we have no objections.

- b) 16/00918/FUL 116, Windsor Drive, Wigginton, York. YO32 2YF. Alterations to roof to increase ridge height and first floor side extension. Mr Sean Ellerker.

**RESOLVED** that we have no objections.

- c) 16/01121/FUL 4, Lund Close, Wigginton, York. YO32 2WU. First floor side extension. Mr Graham Marshall

**RESOLVED** that we have no objections.

- d) The Clerk informed members that he has received an email from the Wigginton Squash Club seeking information in respect of erecting signs to their building.

**RESOLVED** that they be informed to make a planning enquiry via the City of York Planning Department.

## **16/007 To receive Planning Application Decision Notices**

None

## **16/008 Confirmation of Minutes of Previous Meeting**

Members agreed the minutes of the previous meeting held on 19/04/16.

**RESOLVED** that the minutes of the last meeting held on 19/04/16 be accepted as a true record.

The Chairman signed the minutes.

## **16/009 Matters arising from the Minutes of the Previous Meeting.**

### **a) Old School Roof**

The Clerk informed members that the repairs have commenced and that completion is expected within 5-7 working days. Additional work has been necessary due to the lead work being defective. This has been quoted at £ 437.00 plus vat.

**RESOLVED** that the matter be noted and the additional cost approved.

### **b) Section 106**

The Clerk informed members that a payment of £ 1187.47 has been received from City of York Council in respect of 12/02650 2, Mill Lane. The S 106 funds now stand at £ 30172.13. The Clerk informed members that he is in discussion with Mr David Meigh, City of York Council to ensure that the members are advised correctly on the exact allocation of funds.

### **c) Investment of reserves.**

The Clerk informed members that the application forms have been submitted to Skipton Building Society.

Members confirmed the signatories and withdrawal arrangements.

**RESOLVED** that Cllrs Firth, Runciman and Vaughan be the main signatories to the account and the Clerk, David Geary be authorised to make the necessary arrangements for payments and withdrawals subject to Parish Council instructions and that the Skipton Building Society be notified of this mandate.

### **d) Internet banking**

The Clerk informed members that the application forms signed by the current signatories Cllrs Jeffery, Runciman and Vaughan have been completed and that the facility is limited to viewing only.

**RESOLVED** that the Clerk David Geary be authorised to access the Internet Banking facility of the Parish Councils HSBC Bank accounts for the purpose of viewing only and that the HSBC Bank be informed of this mandate.

### **e) Surface Water issues Mill Lane/WSPFA Car Park**

The Clerk informed members that the work is completed and that improvements have been noticed to the situation.

The Clerk has received a letter from Mr J White, a resident of Mill Lane affected by the surface water problems, who has thanked the Parish Council for the work carried out. The letter was read out by the Chairman.

Additional work is required to jet out sections of the existing drains which will further improve the drainage. This is costed at £ 88.00

approximately per hour and it is anticipated that the work will take two hours.

**RESOLVED** that the matter be noted and additional expenditure be approved.

**f) Allotments surface water issues**

The Clerk informed members that work is scheduled to start on allotments 3a to 6b and 7a to 10b on Tuesday 24<sup>th</sup> May 2016. It is anticipated that the work should be completed within 5 working days. Allotment holders affected have been written to and a number have contacted the Clerk for clarification.

**RESOLVED** that the matter be noted and progressed.

**g) Asbestos Survey – Old School**

The Clerk informed members that as part of its statutory management responsibility the Trustees arranged for an Asbestos Survey. The survey has been completed and no asbestos was discovered during the invasive work. A full report is now held by the Clerk.

**RESOLVED** that the matter be noted

**h) Tree Survey**

**i) Letter to the Electoral Service manager and his team**

The clerk was asked to correspond with the Electoral Service Manager. The Clerk informed members that a full village tree survey has been carried out and report received. Section of the report have been circulated for information to St Nicholas Church, Churchfield Open Space and Wigginton Sports and Playing Fields Association. Costings for rectification work have been obtained in the sum of £ 1452.00.

**RESOLVED** that the quotation for rectification work be accepted and carried out.

**j) Arqiva smart metering mast**

The Clerk informed members that together with Cllr Jeffery they had met with representatives of Arqiva and a site for their proposed mast was agreed (subject to Planning Permission) as acceptable to Wigginton Sports and Playing Fields Association. It is anticipated that Arqiva will now submit a formal planning application to City of York Council.

**RESOLVED** that the matter be noted.

**k) Village Pond**

The Clerk informed members that repairs and cleaning have been carried out and completed other than for the removal of debris which is in hand.

**RESOLVED** that the matter be noted.

**RESOLVED** that all matters arising be noted and actioned accordingly.

## 16/010 Election/Nominations to Representative Committees 2016-17

Members were nominated and accepted as shown

COUNCILLOR	FINANCE	PLANNING	OLD SCHOOL	CHURCHFIELDS	ENVIRONMENT	H&W YCA	WS&PFA	H&W CC	POOR & TOWNS
PETER VAUGHAN	Yes	Yes	TRUSTEE		Yes			Yes	TRUSTEE
RICHARD DENTON	Yes	Yes		Yes	Yes			Yes	
SANDRA FINCH						Yes			
PAUL FIRTH	Yes		TRUSTEE		Yes			Yes	
MARY FISHER	Yes	Yes		Yes	Yes		Yes		
JOHN GATES							Yes		
JOHN JEFFERY			TRUSTEE		Yes			Yes	TRUSTEE
CAROL RUNCIMAN	Yes								
KATHLEEN SPENCE	Yes	Yes		Yes			Yes		
JACK WREGLESWORTH		Yes							
DAVID GEARY			TRUSTEE						TRUSTEE

Mr Bob Unsworth former parish councillor remains a trustee of the Poor and Towns Land charity

**RESOLVED** that the committee representative appointments are confirmed.

### 16/011 To receive minutes of meetings held in April

The following minutes of meetings have been circulated to members since the last Parish Council meeting.

Old School Management Committee AGM 03/05/16

Old School Trustees meeting 03/05/16

Poor and Towns land Charity AGM 04/05/16

Churchfield Open Space Committee meeting 09/05/16

Environment Committee meeting 16/05/16

Finance Committee meeting 17/05/16

**RESOLVED** that the minutes be noted

### 16/012 Clerks Update Report

The Clerk reported Parish Council business and on correspondence received and dealt with, the majority of which has previously been circulated. Additional includes:-

- a) Residents complaint Windsor Drive

A complaint has been received via the Neighbourhood Enforcement Office regarding dog fouling and fencing issues adjacent to 25, Windsor Drive.

The Clerk informed members that he has made a request to the Ward Committee for a dog bin to be placed in the area. The Enforcement Officer was unable to do anything about the farm land fence situation. **RESOLVED** that the Ward Committee progress as soon as possible the installation of a dog waste bin.

Members also noted that the Ward Committee have also been asked to progress additional dog waste bins at Stoop Close, Church Lane and Windsor Drive at the access to the public right of way at the field entrance.

b) Insurance renewal

The Clerk informed members that the Insurance has been renewed with Zurich Insurance.

**RESOLVED** that the matter be noted.

c) Accident at Churchfield Open Space play area.

The Clerk informed members that he has been notified of an accident to a child which occurred as the child was entering the play area. The accident has been reported to our Insurers.

**RESOLVED** that the matter be noted.

d) Church Lane tree issue

The Clerk informed members that a member of the public notified him that a resident in Lockey Croft has removed hedgerow and cut down/damaged trees in Church Lane. It is not exactly clear which of the three Lockey Croft residents has done this although it is clear that one resident has created an access from their garden into Church Lane at the exact point where the damage has been done.

**RESOLVED** that the Clerk will correspond with the residents in Lockey Croft.

**RESOLVED** that the report be noted and actioned accordingly.

### 16/013 Financial Report

The clerk presented the Reconciliation and management accounts for April 2016.

Opening balance brought forward-current account	£37241.85
Opening balance brought forward- interest account	£ 29926.57
Less un-presented payments 2015-16	<u>-£ 942.89</u>
Balance	£ 66225.53

Add receipts for 2016-17	£ 425.64
Less payments for April 2016	<u>-£ 4888.48</u>
Balance	£ 61762.69

The following payments were approved

30.04.16	100425	HMRC`	£225.56
	100426	D W Geary	£ 755.20
	100427	Information Commission`	£ 35.00
	100428	YLCA	£ 710.00
	100429	P Dobson	£1480.00
	100430	Pinnacle web Design	£ 42.00
	100431	Zurich Insurance	£1215.68
	100432	Yorkshire Internal Audit services	£ 300.00
	100433	D W Geary	£ 39.38

DD

BT Telephone

£ 85.66

Total

£4888.48

**RESOLVED** that the Financial Report and Accounts be accepted and payments approved.

**16/014 Date of the next Parish Council meeting**

**RESOLVED** that the next meeting of the Parish Council will be held on **Tuesday 21<sup>st</sup> June 2014** commencing at **1900**.

**16/015 Other Business not requiring Notice.**

- a) The Clerk informed members that he had received a complaint about dog bin emptying from a resident in Hornsey Garth. Cllr Gates agreed to investigate the matter.
- b) The Clerk informed members that he has received reports in respect of the Foss Barrier issues. This has now been forwarded to members.

**NB These minutes are unconfirmed and subject to confirmation at the next meeting of the Parish Council.**