

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

**DRAFT** Minutes of the Meeting of the Parish Council held at 1930 on Tuesday 05/02/13 in The John Jeffery Room at the Old School Community Hall, Wigginton.

**12/121 Present**

Cllrs (Chair) Douglas, Denton, Firth, Runciman, Spence, Unsworth and Wreglesworth.

Also present City of York Cllrs Cuthbertson and Richardson and Mrs Mary Fisher local resident

**12/122 In Attendance**

The Clerk,

**12/123 Apologies for absence**

Cllr Vaughan

**12/124 Declarations of interest**

None

**12/125 Report of Neighbourhood Policing Team**

As no member of the Policing team was available the Clerk presented figures received via email.

The statistics provided for January are:-

Burglary dwelling	0
Burglary other	0
Criminal damage	3
Drugs offences	1
Fraud	0
Theft	2
TUMV	0
Other	1
Sexual	1
Total	8

The figures represent a reduction of 72.4%.

The Clerk also informed members that PCSO Tom Laurie has informed him that he will be leaving his current post as the community support officer after 10 years and he thanked the councillors for their support in the past.

**RESOLVED** that the report be noted and that the Clerk sends a letter of thanks to PCSO T Laurie and to wish him well for the future.

## **12/126 Confirmation of Minutes of Previous Meeting**

Members agreed the minutes of the previous meeting held on 08/01/13.

**RESOLVED** that the minutes of the last meeting held on 08/01/13 be accepted as a true record.

The Chairman signed the minutes.

## **12/127 Matters arising from the Minutes of the Previous Meeting.**

- a) The Clerk reported that he had received an email from the Police and Crime Commissioners office advising that the Commissioner is holding a surgery at Haxby Memorial Hall on Friday 8<sup>th</sup> February 2013 at 1200. Appointments can be made by contacting 01765 641839. The office has also asked the Safer Neighbourhood Team to contact the Parish Council in respect of attendance.

**RESOLVED** that the Clerk will attend the surgery with Cllr Firth.

- b) The need to send letters to residents in respect of overgrown hedgerows is deferred until the Chairman returns.
- c) The Chair welcomed local resident Mrs Mary Fisher to the meeting and thanked her for her interest in becoming a Parish Councillor. She addressed the meeting explaining her time in Wigginton and confirmed her continued interest.

**RESOLVED** that the co-opting of the replacement Parish Councillor be deferred till the next meeting of the Parish Council as a further resident has also shown an interest and will attend that meeting.

- d) The Clerk reported he has had further brief discussions with the Parochial Church Council Chairman and has received an item of correspondence detailing a list of their work requirements.
- RESOLVED** that the Clerk prepares a draft letter to the Parochial Church Council outlining the Parish Councils position. The letter will be discussed with the Chairman and Chair of the Finance Committee before being sent.

- e) The Clerk reported that no action has been noted in respect of the highway repairs on Mill Lane. It was noted that the work is to be carried out during February so there is time for completion before the month end.

- f) The Clerk reported that the Haxby and Wigginton Joint Burial Committee Agreement has now been signed and we are awaiting its issue. He also reported that the Chairman has written to Haxby Town Council suggesting that investment of Joint Burial Committee funds should not exceed 75% of its current value.

Cllr Spence suggested that rather than make an investment with a banking organisation the money should be invested in land.

**RESOLVED** that members of the Joint Burial Committee raise this matter at the next Joint Burial Committee meeting.

- g) The Clerk reported that in order to proceed with a Parish Council newsletter we need to purchase software.

**RESOLVED** that the Clerk obtains Pageplus software.

## **12/128 To receive minutes of meetings held in December**

The minutes of meetings held by the following committee were presented; -

Churchfields Open Spaces Committee 16/01/13

Environment Committee 18/01/13

Finance Committee 04/02/13

They have been circulated to individual members and will be subject to review by the various committees at their next meeting.

**RESOLVED** that the minutes be noted.

### **12/129 Clerks Update Report**

The Clerk reported on the matters he has attended to on behalf of Parish Council. All correspondence received has been circulated to individual members. The Parish Precept notice for 2013-2014 has been completed, signed and returned to City of York.

City of York have now moved offices to their new address at:- West Offices, Station Rise, York YO1 6GA.

**RESOLVED** that the report be noted.

### **12/130 Financial Report**

The Clerk presented the Management Accounts for the year to date and bank account reconciliations.

Reconciliation at 31<sup>st</sup> January 2013

Balance brought forward 01.04.12 Current Account	£ 13101.06
Balance brought forward 01.04.12 Interest Account	£ 29523.05
Total receipts to 31.01.13	£ 50654.67
Less total payments to 31.01.13	<u>£-47713.13</u>
Balance	£ 45565.65

Closing balance of current account 31.01.13	£ 16911.53
Closing balance of interest account 01.12.12	£ 14533.35
Co-Operative Bond	£ 15000.00

Less unrepresented January payments	<u>£ -879.23</u>
Balance	£ 45565.65

The following cheque payments were approved:-

08.01.12	MT Electrical	£ -64.00
31.01.13	HMRC	£ -182.61
31.01.13	D W Geary January salary	£ -636.08
31.01.13	The Old School Mgt. Comm.	£ -34.00
31.01.13	BT Payment Services	<u>£ -26.54</u>
	<b>Total</b>	<b>£ -943.23</b>

The Clerk also confirmed that the 3<sup>rd</sup> Quarter VAT refund request has been submitted to HMRC.

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

### **12/131 To consider a proposal from the Environment Committee in respect of Churchfield Open Spaces.**

The Clerk reported that a proposal has been made by the Environment Committee for closer links with or a merger with Churchfields Open Spaces.

**RESOLVED** that as Churchfields Open Spaces has a separate and specific constitution no merger can take place. Closer links were however agreed to.

### **12/132 To consider the Young Achievers Award Scheme for 2013.**

The Clerk reported that the funding arrangements for the 2013 scheme need to be resolved before the notices for this year's applicants are posted. The Chairman has suggested that it might be appropriate for the Old School Board of Trustees to run and fund the scheme.

**RESOLVED** that the Old School Board of Trustees be approached with a view to operating the scheme.

### **12/133 To consider a further tree survey**

The Clerk informed members that the Finance Committee has approved expenditure of £ 440.00 for a further tree survey following discussions with our Insurers who have suggested a four yearly review.

**RESOLVED** that Waller Tree Consulting be asked to carry out a tree survey.

### **12/134 To consider expenditure on the allotments**

The Clerk informed members that the Finance Committee has approved expenditure of £ 200.00 for internal hedge cutting and £ 188.00 for a new side gate on the allotments.

**RESOLVED** that the work be carried out.

### **12/135 To consider complaints in respect of vermin.**

The Clerk informed members that following a complaint and after discussion with the Chairman, City of York were engaged to carry out baiting on the allotments at a cost of £69.00. No vermin was discovered.

The Clerk also reported that no reply has been forthcoming from allotment 3a tenant in respect of clearing the dyke.

**RESOLVED** that the Clerk tries to contact the allotment holder and discuss the issue directly with him. If the matter cannot be resolved further action will be taken.

### **12/136 To consider an offer of free maintenance at the corner of Mill Lane and Westfield Lane and the erection of a sign.**

The Clerk informed members of a request from Westfield Fencing to manage the garden area at the corner of Mill Lane and Westfield Lane free of charge and in addition to maintain the pond free of debris. In return the contractor seeks to erect a sign with his trade details on.

**RESOLVED** that the contractors offer be accepted and a sign be erected of a suitable and fitting size to be agreed with the Clerk.

### **12/137 To confirm the 2013 Grant Process.**

The Clerk informed members that the 2013 Grant application process has been advertised in the February edition of Outlook and is displayed on the web site with a downloadable application form. Applications must be supported by accounts and quotations. The closing date for application is 30<sup>th</sup> April 2013. Applications from members of the Wigginton Sports and Playing Fields Association will need to be processed through the association.

**RESOLVED** that the Clerk obtains information on completion of works or activities for which grants were awarded in 2012.

## **12/138 To confirm the dates of Citizens Advice Bureau Counselling Sessions for 2013.**

The Clerk informed members that the CAB counselling sessions are held on the 3<sup>rd</sup> Wednesday of each month from 9am to 12.30pm as follows:-

February 20th  
March 20th  
April 17th  
May 15th  
June 19th  
July 17th  
August 21st  
September 18th  
October 16th  
November 20th  
December 18th

**RESOLVED** that the dates be noted and shown on the Parish Council's website.

## **12/139 Reports from Outside bodies**

### **a) Wigginton Old School Management Committee**

The Clerk reported that the works programme is continuing and that he has submitted a funding application to the Lottery Funding Group for £ 13000.00.

The Chair thanked the Clerk for his work at the Old school.

### **b) Environment Group**

Cllr Douglas informed members that the committee held a meeting on 15<sup>th</sup> January. Various matters raised are noted in 12/131, 12/132, 12/133, 12/134 and 12/135 above.

### **c) Churchfields Open Space**

Cllr Douglas reported that no members of the Parish Council were available for the last meeting. See also report in 12/131 above.

### **d) Wigginton Sports and Playing Fields Association**

Councillor Douglas reported that the next meeting date has not as yet been confirmed.

### **e) Haxby and Wigginton Youth and Community Association**

Cllr Runciman reported that she has had discussions with Pat Wilford of the Association and it was confirmed to her that funding will be a serious issue for 2013. Members were agreed that funding will be provided.

### **f) Haxby Joint Burial Committee**

There was nothing to add to the Clerks report in 12/127f above.

### **g) Haxby and Wigginton Ward Committee.**

The have been no Ward Committee meetings.

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

## **12/140 Date of the next Parish Council meeting**

**RESOLVED** that the next meeting of the Parish Council will be held on **Tuesday 5<sup>th</sup> March 2013** commencing at **1930**

**12/141 Other Business not requiring Notice.**

The Clerk informed members that he accepted from the City of York Council on behalf of the Parish Council an original water colour by local artist Charles Martin.

RESOLVED that the water colour be suitably framed and hung in the John Jeffery Room.

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