

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 05/03/13 in The John Jeffery Room at the Old School Community Hall, Wigginton.

12/142 Present

Cllrs Douglas (Chair), Denton, Runciman, Spence, and Wreglesworth.
Also present from City of York Andrew Flecknor Electoral Services Manager and Mrs Mary Fisher and Mr Steve McGregor, local residents.

12/143 In Attendance

The Clerk,

12/144 Apologies for absence

Cllrs Vaughan, Firth, Jeffery, Unsworth and City of York Cllr I Cuthbertson.

12/145 Declarations of interest

None

12/146 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	2
Criminal damage	2
Drugs offences	0
Fraud	3
Theft	3
SMV	2
Violence (inc. dom vio)	3
Total	15

The figures represent an increase of 7.1%

The Clerk confirmed that he had contacted PCSO Tom Laurie and thanked him for his past services. He will be replaced by PCSO Jimmy Hannon.

Members hoped that a periodic attendance of the North Yorkshire Neighbourhood Team will begin to happen.

RESOLVED that the report be noted.

12/147 Confirmation of Minutes of Previous Meeting

Members agreed the minutes of the previous meeting held on 05/02/13.

RESOLVED that the minutes of the last meeting held on 05/02/13 be accepted as a true record.

The Chairman signed the minutes.

12/148 Matters arising from the Minutes of the Previous Meeting.

- a) The Chair introduced Andrew Flecknor City of York Electoral Services Manager to the meeting. He informed the meeting of the electoral process for the co-option of a new councillor and advised that he would carry out his count on Friday 8th May 2013 with the Clerk. The Chair welcomed local residents Mrs Mary Fisher and Mr Steve McGregor to the meeting and thanked them for their interest in becoming a Parish Councillor. Mrs Fisher had addressed the meeting in February and the Chair invited Mr McGregor to do likewise. He addressed the meeting explaining his time in Wigginton and his career and family background and confirmed his continued interest.
RESOLVED that the co-opting of the replacement Parish Councillor will be confirmed by the City of York Electoral Services Manager and the Clerk after all councillors have completed a postal ballot form and returned them to the clerk in sealed envelopes. The results will be confirmed and advised to the Councillors, Mrs Fisher and Mr McGregor within 4-5 days.
- b) The Clerk reported that he had met with the Police and Crime Commissioner and had received a confirmation letter (already circulated to Parish Councillors). She confirmed that individual area/parish crime statistics will not be available and that she would ask North Yorkshire Neighbourhood Policing team to contact the Parish Council in respect of attendance at Parish Council meetings. Crime figures can be accessed via www.northyorkshirepolice.uk/index.aspx?articleid=8846.
- c) The Clerk confirmed that Westfield Fencing have now commenced work on the garden area at the corner of Mill Lane and Westfield Lane. The agreed sign has not yet been offered for approval.
- d) The Parochial Church Council Chairman wrote to the Parish Council on 1st March 2013 listing works requiring support at the church. The Clerk reported that this has been discussed with the Parish Council Chairman and that they intend to correspond with the Parochial Church Council in the next 7-10 days.
- e) The Clerk reported that the Charles Martin watercolour has now been framed and is permanently displayed in the John Jeffery room.
- f) Cllr Denton reported on the meeting of the Allotment holders (notes already circulated to Parish Councillors). It was agreed that the Clerk will inform allotment 3A holder that the dyke at the rear of his allotment must be cleared within 10 days of being informed and failure to do so will result in his tenancy being terminated. It was also agreed that the Environment Committee consider the use of skips for tenants to dispose of allotment debris.
- g) The Clerk reported that action has now commenced with the highway repairs on Mill Lane. It is understood that they will be completed within 7 days.
- h) The Clerk reported that he has now purchased the Pageplus software for producing a newsletter.

- i) The Clerk reported that YLCA have now advised on the awards to individuals. Members agreed that in view of the limitations, the Chairman and Clerk should meet with The Methodist Minister Philip Turner to discuss the possibilities of a joint venture.
 - j) The Clerk confirmed that the tree survey has been completed and the report will be circulated on receipt. He further explained that the survey was slightly extended to cover the village pond area and the Churchfield Open Space.
- RESOLVED that the matters be noted and actioned accordingly.

12/149 To receive minutes of meetings held in February

The notes of the Allotment Meeting held on 19/02/13 were received. They have been circulated to individual members.

RESOLVED that the matter be noted.

12/150 Clerks Update Report

The Clerk reported on the matters he has attended to on behalf of Parish Council. All appropriate correspondence received has been circulated to individual members. He reported on changes advised by HMRC to PAYE/NI reporting. Cllr Spence informed the meeting that she was already working with the new procedures and will discuss them with the Clerk.

The Clerk reported that he has investigated options for the Old School insurance and that Zurich Insurance have proposed that they amend the Parish Councils policy to incorporate the Old School at a saving of over £256.00 per annum. Members agreed to the proposal.

The revised Risk Assessment has been circulated to members and will be adopted after corrections to the level of Public and Employers Liability levels and amendment to HMRC Compliance to show that External Auditors are employed to carry out the Internal Audits.

RESOLVED that the report be noted and appropriate actions be taken.

12/151 Financial Report

The Clerk presented the Management Accounts for the year to date. A reconciliation of accounts was not available due to lateness of bank statements and of a payment receipt of £3202.00 not explained.

The following cheque payments were approved:-

01.02.13	BT Payment Services	£ -64.80
28.02.13	D Atkins	£ -200.00
28.02.13	City of York Council	£ -48.00
28.02.13	Pinnacle web Design	£ -360.00
28.02.13	Citizens advice Bureau	£ -624.50
28.02.13	BT Payment Services	£ -33.80
28.02.13	HMRC	£ -182.61
28.02.13	D W Geary February salary	£ -636.08
28.02.13	S Barley	£ -188.00
28.02.13	Steve Garnett	£ -56.00
28.02.13	D W Geary Expenses	£ -100.60
	Total	£ -2494.39

The Clerk also confirmed that the 3rd Quarter VAT refund has been received from HMRC.

RESOLVED that the Financial Report be accepted and that payments be approved. The Clerk is to investigate the unexplained payment receipt.

12/152 To receive the Chairman's report of The Railway Station Meeting.

The Clerk presented the Chairman's report of the meeting he had attended at the Recreation Hall. Members agreed that the matter should remain on the agenda for the next meeting when a further update may be available.

RESOLVED that the report be noted and remain on the agenda for the April meeting.

12/153 Reports from Outside bodies

a) Wigginton Old School Management Committee

The Clerk reported that the next meeting of the Committee is due to be held on 28.03.13.

b) Environment Group

Cllr Douglas informed members that the next meeting of the Committee is due to be held on 15.03.13.

c) Churchfields Open Space

Cllr Douglas reported that the AGM has been held and minutes are awaited.

The Clerk reported that he has been made aware that there is likely to be a significant expenditure requirement in the future for replacement furniture but he has not been informed of amounts. It was agreed the Clerk requests the information from Churchfields Open Spaces Committee.

d) Wigginton Sports and Playing Fields Association

Councillor Douglas reported that the next meeting of the Association is due to be held on 11.03.13.

e) Haxby and Wigginton Youth and Community Association

No information was available. Cllr Runciman will contact the Chair of the Association .

f) Haxby Joint Burial Committee

Nothing to report.

g) Haxby and Wigginton Ward Committee.

The next meeting of the Ward Committee is due to be held on 3.4.13.

RESOLVED that the reports be noted and actioned accordingly.

12/154 Date of the next Parish Council meeting

RESOLVED that the next meeting of the Parish Council will be held on **Tuesday 2nd April 2013** commencing at **1930**

12/155 Other Business not requiring Notice.

The Chair distributed ballot papers for members to select their choice of candidate for co-option to the Parish Council. He asked that they be placed in the envelopes provided and sealed before forwarding them to the Clerk. Members agreed to a joint meeting with Haxby Town Council on 12.03.13.

RESOLVED that the matters be noted.

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

