

**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 01/10/13 in the John Jeffery Room at the Old School Community Hall, Wigginton.

**13/072 Present**

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

Also present The Clerk and Mr Ronald Kane Community Involvement Officer City of York Council.

The Chair introduced Mr Ronald Kane who explained his role in the City Council and stated that he was always available to assist where possible by contacting via email [ronald.kane@york.gov.uk](mailto:ronald.kane@york.gov.uk).

**13/073 Apologies for absence**

Cllrs Vaughan and Runciman

**13/074 Declarations of interest**

- a) Churchfields Grant application and Willow Garth scheme by Cllrs Denton, Fisher and Spence.
- b) HWYCA grant application by Cllr Fisher.
- c) Wigginton Grasshoppers FC 82 grant application by Cllr Douglas and the Clerk.
- d) Wigginton Sports and Playing Fields Association grant application by Cllrs Douglas, Fisher and Spence.
- e) Cllr Denton and the Clerk in MacMillan Nursing.

**13/075 Report from the Neighbourhood Policing Team**

The Clerk informed members that no report was forthcoming.

The Clerk reported that he has received a complaint from Belfrey Court in respect of anti-social behaviour.

**RESOLVED** that the matter be advised to North Yorkshire Police.

**13/076 Confirmation of Minutes of Previous Meeting**

Members agreed the minutes of the previous meetings held on 03/09/13

The Clerk informed members that Cllr Fishers declaration of interest in Wigginton Sports and Playing Fields association had not been included in the Declarations of interests.

This was duly noted.

The Chair signed the minutes.

**RESOLVED** that the minutes of the last meeting held on 03/09/13 be accepted as a true record.

### **13/077 Matters arising from the Minutes of the Previous Meeting.**

The Clerk reported that grant payments approved have now been paid to:-

a)Wigginton Over 60's	£ 400.00
b)Haxby & Wigginton Youth & Community Association	£ 3000.00
c)St Nicholas Church	£ 1000.00
d)Churchfield Open Space Committee	£ 3300.00

- a) The following grant applications were considered by the Finance Committee at its meeting held on 3<sup>rd</sup> September are still to be paid:-
- a) Wigginton Grasshoppers FC 82- towards construction of dugouts £ 2727.00
  - b) Wigginton Sports and Playing Fields Association-towards deconstruction of building £ 7538.65

The Clerk reported that he had contacted Northern Electricity in respect of Windsor Drive sub-station which they will attend to in due course. They have provided a contract reference number 926303

The Clerk confirmed that the Young Achievers scheme has been extended to 31.10.13 and that the Press will re-run the story line during the month. Cllr Unsworth will amend the poster. The web site has been updated to reflect this change.

**RESOLVED** that the matters be noted.

### **13/078 Confirmation of the receipt of minutes of meetings held since 03/09/13**

- a) Finance Committee 03/09/13
- b) Churchfield Open Space 23/09/13
- c) Environment Committee 23/09/13
- d) Planning Committee 23/09/13
- e) Haxby and Wigginton Joint Burial Committee 24/09/13

**RESOLVED** that the minutes be noted

### **13/079 Report from the Environment Committee in respect of Willow Garth**

Cllr Denton confirmed that the Environment Committee has discussed the Churchfield Open Space Committee report in respect of Willow Garth and supports the proposal in principal. The Churchfield Open Space Committee has been asked to prepare costings via competitive quotations for the proposed works and to submit them to the Parish Council for further consideration.

**RESOLVED** that the matter be noted and monitored

### **13/080 Report from Environment Committee in respect of village notice boards.**

The Clerk reported that the Environment Committee has recommended the addition of one new notice board for the purpose of displaying minutes and to be sited adjacent to the existing notice board. The Clerk advised that quotation's received are:-

- a) Arien Signs £ 1008.00 excluding VAT
- b) Signs of the Times £ 1355.00 excluding VAT
- c) Greenbarnes Ltd £ 1303.07 excluding VAT

The notice board at the entrance to the Sports and Playing Fields will not be attended to.

**RESOLVED** that the quotation received from Arien Signs be accepted and that the Clerk process the project and to obtain the cost of erecting the notice board.

### **13/081 Report from the Environment Committee in respect of the Allotment.**

Cllr Douglas confirmed that following an inspection of the allotments it was agreed that 4 tenants should be asked to cultivate their allotments to a satisfactory standard by the 4<sup>th</sup> November or their tenancies will be terminated on that date. It was noted that there is a current waiting list of 19. The allotments concerned are No.1, 2, 6a and 8a.

The Clerk informed members that the No 2 allotment tenant has now decided to terminate his tenancy with effect from 31<sup>st</sup> October 2013.

Members agreed that No 2 allotment will be sub divided into three (3) separate allotments and offered in due course to residents on the waiting list. The Clerk advised members that he had obtained a non-competitive quotation in the sum of £810.00 excluding VAT for preparing allotment separation and division.

**RESOLVED** that the Clerk will correspond with the appropriate allotment holders advising them accordingly.

### **13/082 Report from the Environment Committee in respect of a Community Garden.**

The Clerk reported that the Environment Committee has considered Cllr Unsworth's proposal and **recommend** that the proposal whilst worthwhile and supported in principal should be held over until the proposed Willow Garth scheme is finalised. It is also suggested that in the meantime suitable areas should be located by members in the event that a garden is given further consideration. The question of management and community involvement was raised which will form part of further discussions.

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

### **13/083 Annual Carols around the Tree**

The Clerk reported that the carols Around the Tree will be held jointly with Wonder Years on Monday 16<sup>th</sup> December 2013 commencing with music at 1845 and the carols and readings at 1900. The Shepherds Group Youth brass band will again provide the music. Cllr Unsworth has again agreed to sponsor the refreshments and will be supported in this by parents of Wonder Years children and local residents. Posters will be displayed in due course.

**RESOLVED** that the matter be noted.

### **13/084 Remembrance Sunday**

The Clerk reported three (3) wreaths will again be purchased from The British Legion Poppy Appeal department. Services will be held on Sunday 10<sup>th</sup> November 2013 when Cllr Runciman and City of York Councillor I Cuthbertson will attend the St Mary's Haxby Service, Cllr and Mrs Vaughan will attend the Haxby and Wigginton Methodist Church service. A wreath will also be placed at St Nicholas Church.

**RESOLVED** that the matter be noted.

### 13/085 Internal Audit

The Clerk advised that the half year internal audit will be carried out on Tuesday 15<sup>th</sup> October 2013.

**RESOLVED** that the matter be noted.

### 13/086 Clerks Update Report

The Clerk reported on Parish Council business and on correspondence received and dealt with, the majority of which has previously been circulated to members.

a)Members were informed that the Grass Cutting contract expires at the end of October. Members agreed that the quality and reliability of the contractors work was acceptable. The contractor has offered to maintain the contract price plus a cost of living increase. (The matter has been discussed with both the Parish Council Chairman and Finance Committee Chair who are in agreement with extending the contract).

**RESOLVED** that the contract be extended by one (1) year to October 2014 before retendering.

b)A complaint has been received from a resident in St Nicholas Way regarding overhanging trees.

**RESOLVED** that the matter will be attended to with the Willow Garth project.

c)The Clerk drew attention to the recently issue DCLG document 'Openness and transparency of personal interest' report which should be read in conjunction with the recently issued Good Councillors Guide.

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

### 13/087 Financial Report

The Clerk presented the management accounts and reconciliation for September 2013.

#### Reconciliation

Opening Balance 01.04.13	£ 45713.24
Add total receipts 2013-2014	£ 21809.40
Less total payments 2013-2014	<u>£-32349.18</u>
Balance	£ 35173.46

#### Bank Reconciliation

Opening balances as at 01.04.13	
Current account	£ 18430.01
High Interest account.	£ 14536.05
Fixed Rate Deposit Account (Co-Operative Bank)	£ 15000.00
Less 2012-13 payments presented	£ -2264.12
Add receipts 2012-13	£ 11.30
Add receipts 2013-2014	£ 21805.97
Add interest received 2013-2014	£ 3.43
Less payments presented 2013-2014	£ -22125.92
Less September un-presented payments 2013	£ <u>-10223.26</u>
Balance	£ 35173.46

The following cheque payments were approved

16.09.13	Wigginton Over 60's	£ 400.00
16.09.13	ST Nicholas Parish Church	£ 1000.00
16.09.13	Haxby & Wigginton Youth Assc.	£ 3000.00
16.09.13	Churchfield Open Space Comm.	£ 3300.00
30.09.13	Old School Mgt. Comm.	£ 50.50
30.09.13	Sleightholm Landscapes	£ 539.52
30.09.13	HM Revenue & Customs	£ 196.17
30.09.13	DW Geary Salary	£ 673.87
30.09.13	DW Geary (postage)	£ 11.40
30.09.13	PKF Littlejohn LLP	£ 396.00
31.08.13	Sleightholm Landscapes	<u>£ 655.80</u>
Total		£-10223.26

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

The Chairman noted that the recent MacMillan Coffee morning had been a great success and that the Parish Council Chairman has proposed that a donation of £ 150.00 be made to the organisation. He also recorded his thanks to Cllr and Mrs Denton for all their hard work in organising the event.

**RESOLVED** that a donation of £ 150.00 be made to MacMillan Nursing Coffee morning fund.

### **13/088 Reports from outside bodies.**

#### **a) Churchfield Open Space Committee**

Cllr Denton reported that the Committee are now preparing the five year plan for equipment replacement.

#### **b) Wigginton Sports and Playingfields Association**

Cllr Jeffery reported that the planning application for new dug outs at the football pitches has been approved and that the dugouts have been constructed. It was also noted that work is due to start on the deconstruction of the redundant building.

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

Cllr Fisher reported that there has been no meeting.

#### **d) Haxby and Wigginton Joint Burial Committee**

Cllr Firth reported that the committee were now actively considering the extending of footpaths to the east end of the cemetery. It was also noted that the annual audit of accounts has now been concluded.

#### **e) Environment Committee**

Cllr Douglas reported that all relevant matters have been discussed throughout this meeting.

#### **f) Wigginton Old School**

The Clerk reported that the renovation work has now been completed. Cllr Jeffery has discussed the question of additional Parish Council support with the Parish Council Chairman in respect of installing heating in the Kitchen at a cost of approximately £600.00. The Clerk reported that he had discussed the matter with the Finance Committee Chair. Both have indicated support for the work.

**RESOLVED** that the Parish Council will support the Old School with funding for the installation of heating in the kitchen as necessary.

**g) Haxby and Wigginton Ward Committee**

Cllr Firth reported that the next public meeting will be held on 17.10.13 at the Ralph Butterfield School.

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

**13/089 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> November 2013** commencing at **1930**.

**13/090 Other Business not requiring Notice.**

a) Cllr Spence expressed concern at the number of meetings now taking place during the day.

**RESOLVED** that the timing of meetings should consider Councillors availability to attend.

b) Cllr Denton reported that on at least two (2) occasions during the collection of waste in the village, the waste has been discharged from vehicles involved on to the highway and it had not be retrieved.

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