

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

Minutes of the Meeting of the Parish Council held at 1900 on Tuesday 02/09/14 held in the John Jeffery Room at the Old School Community Hall, Wigginton.

14/049 Present

Cllrs Vaughan (Chair), Denton, Douglas, Fisher, Runciman (part), Spence and Unsworth.

Also present the Clerk, City of York Councillor Cuthbertson (part only) PCSO A Smith (part only), Rev Katheryn Jackson and Mr R Tomlinson

14/050 Apologies for absence

Cllrs Firth and Wreglesworth also City of York Councillor T Richardson

14/051 Declarations of interest

Cllr Denton, Fisher and Spence in Churchfields Open Space Financial Assistance request.

14/052 Report from the Neighbourhood Policing Team

PCSO Smith presented the figures for July and August as follows:-

	July	August
Burglary-dwellings	2	1
Criminal damage	4	5
Drug Offences	2	0
Theft (Inc. cycles and shoplifting)	6	4
TUMV	0	4
Violence (incl domestic)	6	2
Total	20	16
Last year	(15)	(25)

PCSO Smith reported that he would shortly be carrying out a vehicle parking check although it was not particularly serious in Wigginton. He stressed the importance of reporting incidents and this can be done by anybody by telephoning 101. If it is necessary to discuss anything with PCSO Smith then state his collar number 5520 or email him at Andrew.smith5520@northyorkshire.pnn.police.uk

RESOLVED that the matters be noted.

14/053 Introduction to Reverend Katheryn Jackson.

The Chairman introduced the Rev Katheryn Jackson and welcomed her to the village and her first Parish Council meeting. The Rev Jackson said how pleased she was to be at her first meeting and looked forward to working with the Parish Council and meeting Councillors. She explained that she had been made most welcome since her arrival and that she could be contacted at the Rectory in Back Lane. Cllr Vaughan thanked Rev Jackson for attending and invited her to remain at the meeting.

14/054 Confirmation of Minutes of the Planning Meeting held on 20.08.14

Members agreed the minutes of the previous meeting held on 20.08.14.

The Chair signed the minutes.

The minutes were accepted and signed

14/054 Matters arising from the previous Planning Committee meeting

The clerk reported that complaints received in respect of planning applications

14/01560/FUL re attached garage obstructing light to resident's property and 14/01712/PO crown reduction of canopy of resident's garden have been responded to and dealt with by the Clerk and City of York Councillor I Cuthbertson.

14/055 To receive Planning Applications

14/01853/FUL. The Sign Shop, Unit 11. Windmill House Industrial Estate, Sutton Road, York. Change of use from office and workshop to nail salon and nail training academy. Mrs Faye Larcum-Wright.

The Chair explained that the Planning Committee Chairman Cllr Douglas, himself and the Clerk had visited the premises and confirmed that the activities planned are in accordance with the planning application. It was noticed during the visit that there was already some activity taking place at the premises.

RESOLVED that we have no objections

14/01923/FUL. York Riding School, Clifton Gate Business Park, Wigginton Road, Wigginton, York. Single storey side extension to commercial building. Mrs Lorna Marchi.

RESOLVED that we have no objections

14/056 Decision Notices.

- a) 14/01560/FUL Mrs Sarah Rowbotham, 6, Bell Close, Wigginton, York YO32 2WE. Attached garage to side.

APPROVED

- b) 14/00497/FUL Mr J Pulleyn, Willow House, Wigginton Road, Wigginton, York YO32 2RH. Siting of eight camping pods and single storey reception building following demolition of horticultural glasshouse (retrospective).

APPROVED

- c) 14/01769/TPO 3, Moor Lane Haxby, York YO32 2PH. Sycamore x 4 (group A) and Sycamore x 4 (group B) Reduce height by 30%/ 4.5mtrs and crown thin. Trees protected by Tree Preservation Order 147/89.

CONSENT GIVEN valid for two years from date of notice.

- d) 14/00499/CLU Willow House, Wigginton Road, Wigginton, York YO32 2RH. Use of the southern part of the first floor of the accommodation block as a two bedroomed flat.

GRANT CERTIFICATE OF LAWFUL EXISTING USE OR DEVELOPMENT

RESOLVED that the decision notices be noted.

14/057 To receive notice of an intended Planning Application from Daly Communications.

The clerk informed members that he has received correspondence from Daly Communication of their intention to apply for Planning Permission for the proposed installation of electronic communications apparatus at Wigginton Road, South of Mill Lane, Wigginton, York YO32 2RH. They had sought the Parish Council's views prior to making a formal planning application to City of York Council. They have been informed that the Parish Council will make comment on receipt of the formal application.

RESOLVED that the matter be noted.

14/058 Confirmation of Minutes of Parish Council meeting held on 01.07.14

Members agreed the minutes of the previous meetings held on 01.07.14

The Chair signed the minutes.

RESOLVED that the minutes of the last meeting held on 01.07.14 be accepted as a true record.

14/059 Matters arising from the Minutes of the Previous Parish Council Meeting.

a) Double Taxation

The Clerk reported that he attended a meeting at City of York, West Offices on 21.07.14. Officers reported that there will be further cuts to the City Council budgets and services previously provided could be reduced or lost. The Clerk reported that it is unlikely that we receive any double taxation funding in future.

RESOLVED that the matter be noted and removed from future agendas unless other information is available.

a) Archives

The Clerk informed members that the project has now been completed on budget and that he is preparing a report to present to Sarah Tester of City of York Council

b) Resident's Complaints

Hedgerow Walmer Carr/Lancar Close

The clerk informed members that after lengthy discussions and correspondence with Persimmon they have now agree that the hedgerow may be cut at their expense in accordance with the quotation provided by D Birdsall in the sum of £ 200.00 plus VAT. The Parish Council will settle the contractors account and re-invoice Persimmon.

RESOLVED that the matters be noted and actioned accordingly and that the residents concerned be informed.

14/060 To confirm receipt of notes and minutes of meetings held since 01.07.14

- a) Notes of meeting with City of York Council in respect of Double taxation.
- b) Churchfield Open Space Committee meeting 21.07.14
- c) Haxby and Wigginton Joint Burial Committee meeting 22.07.14
- d) Notes of meeting with North Haxby developers representatives 29.07.14
- e) Notes of meeting with representatives of Haxby Town Council and Haxby & Wigginton Youth & Community Association 18.08.14
- f) Finance Committee meeting 20.08.14
- g) Planning Committee meeting 20.08.14

RESOLVED that the notes and minutes of meetings be noted

14/061 To receive recommendations from the Finance Committee and decide upon grant awards.

a) Wonder years

The Finance Committee recommend an award of £ 500.00 for the upgrading of ICT equipment.

RESOLVED that the grant be awarded

b) Haxby and Wigginton Youth and Community Association

The Finance Committee recommend an award of £ 3000.00 towards the running costs of Youth Activities with the proviso that the Association supply a satisfactory detailed business plan if possible approved by their accountants.

RESOLVED that the grant be awarded on production of a satisfactory business plan.

14/062 Financial Report

The Clerk presented the management accounts and reconciliation for July and August 2014.

A) Bank Reconciliation

High Interest account Opening balance 01.04.14	£ 29891.57
Add interest received	<u>£6.95</u>
Balance 31.07.14	£ 29898.52

Current Account Opening balance 01.04.14	£ 9395.38
Less payments presented for 2013-14	£ -1276.04
Add receipts 2014-15	£ 23137.27
Less payments 2014-15 to 31.07.14	<u>£-15894.23</u>
Balance 31.07.14	£ 15363.38

Less unrepresented payments:-

July 2014	£ -3159.29
August 2014	<u>£ -2585.69</u>
Actual Balance	£ 9617.40

Balance of all accounts 31.05.14	
High Interest Account	£29898.52
Current Account	<u>£ 9617.40</u>
Balance 30.06.14	£ 39515.92

Note the reconciliation was compiled with August bank statements.

July Payments for approval

14.07.14 100253	Old school Mgt. Committee	£ 80.00
100254	Rosedale Northern	£ 14.70
100255	BT Payment services	£85.72
100256	DW Geary (WPC Purchases)	£ 150.62
31.07.14 100257	HMRC	£198.63
100258	DW Geary Salary	£ 687.26
100259	Sleightholm Landscapes	£1339.80
100260	BT payment Services	£ 69.60
100261	DP & KY Birdsall	<u>£ 864.00</u>
	TOTAL	£ 3490.33

August payments for approval

31.08.14 100262	HMRC	£ 198.63
100263	DW Geary salary	£ 687.26
100264	PKF Littlejohn	£ 360.00
100265	Sleightholm Landscapes	<u>£1339.80</u>
	TOTAL	£2585.69

B) Grant Payments

The clerk requested approval to make S 137 grant payments during September, for grants previously awarded by the Parish Council to:-

Haxby Helpers	£ 300.00
Wigginton Over 60's	£ 400.00
St Nicholas Church	£ 400.00
Flying Ducks Youth Theatre	£ 300.00
Wigginton Sports and Playing Fields Association	<u>£ 1250.00</u>
TOTAL grant payments made	£ 2550.00

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

C) Approval to carry out repairs to seating at the Pond

The Clerk requested approval to carry out repairs to seating and planters at the village pond in the sum of £ 215.00 as indicated in the quotation received from SB Joinery.

RESOLVED that the clerk arranges for repairs to be carried out.

D) To receive a request from Churchfield Open Space Committee for financial assistance.

The Clerk reported that the request has been referred to the Parish Council by the Finance Committee for consideration.

Cllr Denton outlined the request which forms part of the fund raising being carried out by Churchfield Open Space Committee to raise £ 66,500.00 for the replacement of play equipment. The first phase which is currently in hand is for £ 38744.00. A grant has been awarded to Churchfield Open Space Committee by Yorwaste in the sum of £ 25000.00. There is a requirement to repay through a third party 10.17 % of the grant i.e. £ 2542.00. The committee is asking that the Parish Council be that third party. The sum of money requested is paid direct to Yorwaste when the committee starts to draw down the grant. It was noted that other grants have been requested some having already been awarded whilst others remain to be decided upon.

Cllrs Denton, Fisher and Spence having declared an interest in the request and left the meeting for remaining members to discuss the request.

RESOLVED that the Parish Council awards the payment of £ 2542.00 subject to the provisions of the Parish Councils Financial Agreement.

Cllrs Denton, Fisher and Spence returned to the meeting.

E) To receive the External Auditors (PKF Littlejohn LLP) report on the Annual Return 2013-2014.

The Clerk informed members that the annual return has been received back from PKF Littlejohn LLP. They have noted:- "On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving rise that the relevant legislation and regulatory requirements have not been met".

They also noted that the figures in section one of the return, whilst correct in amounts declared had been incorrectly entered. The Clerk informed members that he has discussed this with PKF Littlejohn LLP; the error arises from the precept figures being made up of two elements a) a reduced precept and b) a Council tax grant and not a single figure.

F) The clerk also informed members that the annual returns have been submitted to the Charities Commission for The Old School and Poor and Towns Land Charity.

14/063 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.

Particular items of note are:-

- a. YLCA advice note 22.
- b. DCLG Open and accountable local government guide to meetings

- c. NALC Legal Topic Note LTN1 Councils Powers to discharge their functions
- d. NALC Legal Topic Note LTN5 Parish and Community Council meetings
- e. Statutory Instrument 2014 No.2095 The Openness of Local Government Bodies Regulations 2014.
- f. White Rose update July 2014
- g. White Rose update August 2014

The clerk also reported:-

- a) That Northern Gas Networks will be replacing the gas mains in the village for a period of eight weeks until the end of October.
- b) That resurfacing will take place in Windsor Drive commencing on Monday 6th October.
- c) that there is a big bike event in Leeds on Sunday 21st September

It was also reported that the clerk has held meetings with Iain Dunne of City of York Council to discuss and plan a clean-up and maintenance programme for Westfield Lane/Westfield Dyke footpath/track-way between the junctions of Green Dyke/Westfield Lane to the gates at Millennium Woods. This matter will be further discussed by the Environment Committee at its next meeting.

RESOLVED that the matters be noted.

14/064 Reports from outside bodies.

a) Churchfield Open Space Committee

Cllr Fisher informed members that fund raising was going well otherwise there is nothing to add to the minutes of the last meeting and Cllr Denton's information given this evening.

b) Wigginton Sports and Playingfields Association

Cllr Douglas informed members that following a problem with insects and birds causing serious damage to the playing fields they are to be sprayed. The playing fields will be closed for seven (7) days due to the hazardous nature of the products being used. Members expressed concern about this and asked that COSHH notices be provided before the work commences and that appropriate safety precautions are put in place to protect all who use the playing fields with or without authority. Cllr Douglas also asked if a contribution of £ 100.00 could be made towards the costs involved. Members rejected the request.

RESOLVED that the safety issues be addressed by those concerned.

c) Haxby and Wigginton Youth and Community Association

Cllr Fisher informed members that she attended the Annual General Meeting of the Association and that the report was sent to the Parish Council.

d) Haxby and Wigginton Joint Burial Committee

Cllr Vaughan reported that a name change to Haxby and Wigginton Cemetery Committee was being considered. He also reported that land remains an important issue for the committee. Denton informed members that there was nothing to report.

e) Environment Committee

Cllr Douglas informed members that no meeting has been held. A further meeting will be arranged in the near future.

f) Wigginton Old School

The clerk informed members that the additional works are in hand to complete the secondary glazing to all small windows and extra electrical work is proposed.

g) Haxby and Wigginton Ward Committee

On behalf of the Ward Committee Cllr Runciman informed members that the next ward meeting will be held at the Old School on 08.10.14.

RESOLVED that the Parish Council will provide refreshments for the meeting.

RESOLVED that the reports be noted.

14/065 Date of the next Parish Council meeting

RESOLVED that the next meeting will be held on **Tuesday 7th September 2014** commencing at **1900**. Additional Finance and Environment meetings will be arranged and advised to members.

14/066 Other Business not requiring Notice.

a) Cllr Spence reported that trees in the primary school grounds are at an extreme height and asked if the Parish Council could correspond with the school to ensure that they are managed properly.

RESOLVED that the clerk will correspond with the school head. The matter will also be considered by the Environment Committee.

b) Cllr Denton asked if a letter of thanks could be sent to the resident at No. 1 The Village to thank them for keeping the planters outside their residence in a very good condition.

RESOLVED that the clerk will correspond with the residents.

Signed.....Date.....