

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 05/11/13 in the John Jeffery Room at the Old School Community Hall, Wigginton.

13/091 Present

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

Also present City of York Councillor T Richardson and the Clerk

13/092 Apologies for absence

City of York Councillor I Cuthbertson.

13/093 Declarations of interest

- a) Wigginton Grasshoppers FC 82 grant application by Cllrs Douglas , Jeffery and the Clerk.
- b) Cllrs Denton, Fisher and Spence in Willow Garth and Churchfield five year plan.

13/094 Report from the Neighbourhood Policing Team

The Clerk informed members that no report was forthcoming for the meeting. (As a report was received before preparation of the minutes the October statistics are included).

Burglary- dwelling	2
Burglary- other	3
Criminal damage	2
Theft	7
TUMV	1
SMV	1
Violence-incl domestic	5
Sexual	3
Total	24

The Clerk reported that he has received a complaint from a resident regarding cold callers on a Sunday evening and a further report of antisocial behaviour at Belfry Court. The matters have been referred to North Yorkshire Police.

RESOLVED that the matters be noted.

13/095 Confirmation of Minutes of Previous Meeting

Members agreed the minutes of the previous meetings held on 01/10/13
The Chair signed the minutes.

RESOLVED that the minutes of the last meeting held on 01/10/13 be accepted as a true record.

13/096 Matters arising from the Minutes of the Previous Meeting.

a) Grant applications 2013-2014

The Clerk reported that Wigginton Grasshoppers have now submitted copy invoices to the Parish Council and confirmed that the dugouts have been completed in accordance with the planning requirements.

RESOLVED that the grant payment be made.

b) Carols around the tree 16/12/13

The Clerk confirmed that arrangements have now been completed for the annual carols around the tree event.

c) Willow Garth

The Clerk informed members that he has received a five year plan from Churchfields Open Space Committee but not as yet received a grant request.

d) Allotments

The Clerk reported that no's 1 and 6a allotment tenants will continue their tenancies. The tenant of 8a allotment is giving up the tenancy but has asked for compensation for crops left in the ground. This is estimated at £ 30.00.

Costings have been obtained for turning no 2 allotment into 3 smaller plots at a cost of £550.00. Members considered that this was not a sum that will be recoverable.

RESOLVED that the 8a tenant be reimbursed the sum of £ 30.00 and that the clerk attempts to let allotments 2 and 8a as whole undivided plots.

e) Notice Boards

The Clerk reported that he is in the process of obtaining quotations for the erection and for provision of hard standings and has consulted Haxby Town Council to obtain information in respect of the provider of their notice boards with whom he is now obtaining a further quotation.

f) Young Achievers award scheme 2013

The Clerk informed members that there have been no applications for the Young Achievers award scheme.

g) Remembrance Services 10/11/13

The Clerk confirmed that 2 wreaths have been received and that he will be collecting a 3rd on Thursday morning.

h) Internal Audit

The Clerk informed members that the first half year audit has been completed and the auditor's report has now been received. The only point raised is to review the Standing Orders.

RESOLVED that the matters be noted and actioned accordingly.

13/97 Confirmation of the receipt of minutes of meetings held since 03/09/13

- a) Planning Committee 10/10/13
- b) Environment Committee 10/10/13
- c) Churchfield Open Space 04/11/13

RESOLVED that the minutes be noted

13/098 To give further consideration to the merging of meetings

Cllr Unsworth previously raised this point and the matter was deferred to this meeting.

The merging of certain meetings with the Parish Council meeting was considered worthwhile giving all members an opportunity to comment this particularly being the case with Planning application. Members noted that there may still be a requirement to hold various meetings between Parish Council meetings. It was noted that finance is discussed at all Parish Council meetings and that it would be difficult to hold Environment meetings in the evenings.

RESOLVED that the with effect from December 2013, Planning applications will form part of the Parish Council meeting agenda, however additional meetings will be held where reply dates do not fit the Parish Council meeting timetable.

13/099 To receive recommendations to adopt the NALC Standing Orders.

The Chairman advised members that the recently received NALC revised Standing Orders as amended to Parish Council standard and previously circulated by the Clerk should be formally adopted at the December meeting. Members were asked to ensure that they make comment to the Clerk by 19.11.13.

RESOLVED that the revised Standing Instructions incorporating the Financial Regulations, Internal Systems of Control and the Risk Assessment be adopted at the December meeting subject to agreement by members.

13/100 Local Plan Update

The Clerk reported that City of York Council have received 14000 replies following the initial period of consultation. The replies were 9000 via petitions and 5000 individual responses. A further period of consultation will take place in 2014 following a review of the responses.

RESOLVED that the matter be noted.

13/101 To consider a request received from Haxby and Wigginton History Group

The Clerk informed members that the secretary of the Haxby and Wigginton History Group has contacted him to advise that they are seeking assistance in obtaining details of any Haxby and Wigginton residents who served in the first world war the centenary anniversary of which is in 2014. They are considering a display board showing details of the individuals who served.

RESOLVED that the matter is noted and members are asked to assist if at all possible in providing names. The information will be posted on the Parish Council website.

13/102 To consider residents requests to undertake tree works in Churchfield snicket

The Clerk informed members that he had received a number of requests to manage the trees and shrubs in Churchfield snicket. Yorkshire Tree Surgeons have visited a limited area and submitted a quotation for the limited work in the sum of £ 870.00. One of the residents has offered to contribute a share of the cost around his property.

RESOLVED that the matter be actioned and the offer of a contribution be accepted.

13/103 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.

RESOLVED that the matter be noted.

13/104 Financial Report

The Clerk presented the management accounts and reconciliation for October 2013. The reconciliation was without current bank statements (not yet received).

Reconciliation

Opening Balance 01.04.13	£ 45713.24
Add total receipts 2013-2014	£ 43836.69
Less total payments 2013-2014	£-34965.24
Balance	£ 54584.69

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	£ 42405.97
Less payments presented 2013-2014	£ -32349.18
Add October Receipts	£ 1427.29
Less October payments	£ -2612.63
Balance	£ 54584.69

The Clerk informed members that due to no meeting taking place in August the auditor had noted that the payments made had not be noted or received members approval even though they had been correctly and appropriately dealt with and cheques approved and signed by signatories. Therefore the July and October payments are listed below:-

July payments

05.07.13	BT Telephone	£ 104.84
18.07.13	D Atkins	£ 72.00
18.07.13	Sleightholm Landscapes	£ 697.92
18.07.13	D W Geary WPC purchases	£ 104.90

18.07.13	*Haxby Helpers	£ 200.00
18.07.13	*Haxby and Wigginton History	£ 102.00
18.07.13	*Flying Ducks Theatre	£ 200.00
18.07.13	*The Wonder Years	£ 500.00
18.07.13	*The Old school Mgm. Comm.	£ 2500.00
27.07.13	Browns Nurseries	£ 300.95
30.07.13	BT Internet	£ 64.80
31.07.13	D W Geary salary July	£ 695.65
31.07.13	HMRC	£ 205.33
31.07.13	Sleightholm Landscapes	£ 545.04
Total		£ 6293.43

*=Grant payments

The payments were noted and agreed to by members.

October payments

08.10.13	BT Telephone	£ 76.62
16.10.13	Embrace trading Ltd Carol sheets	£ 3.95
16.10.13	MacMillan Cancer Support	£ 150.00
22.10.13	Sleightholm Landscapes	£ 539.52
25.10.13	Yorkshire Internal Audit Services	£ 290.00
31.10.13	D W Geary Salary October	£ 673.27
31.10.13	HMRC	£ 196.17
31.10.13	Sleightholm Landscapes	£ 618.30
31.10.13	BT Internet	£ 64.80
Total		£ 2612.63

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

The Clerk informed members that the Co-Operative Bank Fixed Rate Deposit matures on November 29th and funds will be returned to the Parish Council. Maturity instructions were signed by Cllr Vaughan, Jeffery and Runciman.

RESOLVED that the Clerk submits the maturity documents to the Co-Operative Bank.

13/105 Reports from outside bodies.

a) Churchfield Open Space Committee

Cllr Denton reported that the Committee minutes have been circulated for the 4.11.13 meeting and that they are involved in project work for Willow Garth and with a five year plan for the swing area.

b) Wigginton Sports and Playingfields Association

Cllrs Jeffery and Douglas reported that the work was progressing on the de-construction of the redundant building and that the former athletics club has now been converted into a toilet block.

c) Haxby and Wigginton Youth and Community Association

Cllr Fisher reported that there has been no meeting. Cllr Runciman informed members that she has had discussions with the Association and understands that the manager has taken voluntary redundancy and been replaced with two part time members of staff.

d) Haxby and Wigginton Joint Burial Committee

Cllr Vaughan reported that the next meeting of the Joint Burial Committee will be held on Thursday 7th November. Cllr Firth informed members that various works items were either in place or being considered for the cemetery.

e) Environment Committee

Cllr Douglas reported that all relevant matters have been discussed throughout this meeting and that a meeting was to be arranged before the year end.

f) Wigginton Old School

The Chairman thanked committee members for their hard work in completing the building upgrade and renovation.

The Clerk reported that heating was still to be installed in the kitchen area which should be completed by the end of November.

g) Haxby and Wigginton Ward Committee

Cllr Firth reported that various minor grant payments have been agreed for local organisations.

RESOLVED that the reports be noted and actioned accordingly.

13/106 Date of the next Parish Council meeting

RESOLVED that the next meeting of the Parish Council will be held on **Tuesday 3rd December 2013** commencing at **1900** and will include any planning applications received.

13/107 Other Business not requiring Notice.

None.

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