

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

**Draft** Minutes of the Annual Parish Meeting held at 1900 on Tuesday 15.05.18 in the Old School Community Hall, Wigginton.

**A18/01 Present**

Cllrs Vaughan, (Chair), Denton, Finch, Firth, Fisher, Jeffery (part), Runciman, Spence and Wreglesworth.

**A18/02 In Attendance**

The Clerk, City of York Councillor I Cuthbertson, Michael Haseltine WSPFA, Inspector Lee Pointon and PCSO Andy Smith North Yorkshire Police, Adam Ryding and Richard Carr Wigginton Grasshoppers FC 82 and one (1) member of the public.

**A18/03 Apologies for absence**

Cllr J Gates, Cheryl Fisher Citizens Advice York, Martyn Crosby Haxby and Wigginton Youth & Community Association.

**A18/04 Confirmation of Minutes of Previous Meeting**

The minutes of the previous meeting held on 16.05.17 were agreed.

**RESOLVED** that the minutes of the last meeting held on 16.05.17 be accepted as a true record.

The Chair signed the minutes.

**A18/05 The Chairman's Annual report for 2017-18**

Cllr Vaughan presented his annual report.

The year 2017-2018 has been another very successful and busy one. We have continued to engage with members of the public and in particular our residents. We produced and circulated (via Local Link) our first Parish Council brochure. This detailed information about the councillors, our activities and group activities available not only here at the Old School but at the Recreation Hall and the Sports and Playing Field. During this busy year we have been actively involved with Wigginton Sports and Playing Field Association and Wigginton Grasshoppers FC 82 in discussions about the proposed new Community Pavilion and changes to the lease. This has involved many man hours not only of our time but also that of solicitors representing three separate bodies. We hope that all this effort will shortly result in a significant development and lead to the opening of a wonderful village facility.

We introduced to the village a defibrillator placed in the former telephone kiosk at the Black Horse Public House. The grand opening ceremony was performed by the Lord Mayor. We are extremely grateful to two local residents have undertaken to carry out regular weekly checks on the

equipment, which has been taken out on a number of emergency situations already. As the financial year was coming to a close the Parish Council and the Haxby and Wigginton Ward Committee made grants to the Old School in order that the car park could be resurfaced. In addition that Parish Council was able to support through our Section 137 funding projects with Churchfield Open Space, Haxby and Wigginton Youth and Community Association, Haxby Helpers, Haxby and Wigginton Methodist Church Luncheon Club, The Wonder Years, Wigginton Grasshoppers FC 82, The Over Sixties (now re named The Wednesday Club), and Haxby and Wigginton Seniors Group. The annual carols around the tree event was again a great success, this year the Lord Mayor and Lady Mayoress joined us for the celebrations. Again, we were supported by Shepherds Group Youth Brass band and as usual we made a donation towards their running costs.

In the village we carried out grass cutting, hedge cutting and tree works and this year for the first time we carried edging of grass verges in Mill Lane and The Village. We hope that this can be extended in the coming year as it undoubtedly improves the village looks. Flower planting was also carried out resulting in excellent displays.

The Chairman thanked members of the Parish Council and the Clerk for their support and commitment.

**RESOLVED** that the report be noted

#### **A18/06 Report from North Yorkshire Police**

Inspector Lee Pointon gave an overview of the local policing arrangements in the area. He explained that a further review of policing had been carried out and that there are now three PCSO's attached to the fairly large area which included Wigginton. It is not possible for a continuous presence of an officer but members of the public are encouraged to use the 999 and 101 systems for emergencies and non-emergency situations and incidents. He is keen to hear from local communities on their policing requirements in order that resources can be best deployed however, there has been little contact in this regard. A number of points were raised by members and answered.

#### **A18/07 Representative bodies annual reports for 2017-18**

##### **a) The Old School Charity**

Cllr Vaughan presented the Old School report for 2017-18

The year 2017-2018 has been another very successful one both for bookings and with our continuous maintenance improvements programme.

We have achieved record levels of hire and therefore income. Since 2010 we have grown year on year to a level that will be difficult to exceed due to space and availability. We continue to manage our expenditure and to re-invest in the building and its fabric. This year we have installed magnetic door retainers, a roller shutter to the kitchen serving hatch, car out resurfacing of the car park (due to the receipts of grants from, the Haxby and Wigginton Ward Committee, who we thank for their continued support and the Parish Council our landlord. We have also completed the installation of LED lighting to the building thus improving our energy efficiency. were again most successful with our lettings and cost controls.

We continue to invest in the Skipton Building Society and I would suggest that further funds be transferred to this account this year. Increased hiring of the building brings with it increased costs for energy and cleaning. We have therefore introduced additional cleaning on a Friday morning. We now need to ensure that cleaning standards are maintained at the highest level which only adds to the facilities being recognised for their now great appearance. Additionally, our work load's increase in managing the building, arranging of the room hire, invoicing, placing of orders, banking and general administration. During the coming year we hope to continue with security lighting upgrades in the car park area, replacing aged Christmas tree lighting and with general building maintenance. We look forward to another successful year.

**b) The Poor and Towns Land Charity**

The clerk presented the Poor and Towns Land report for 2017-18. During the 2017-2018 year we received five applications for help and assistance. The trustees considered these and awarded a total of £ 1480.00.

The income remains static with receipts only from Wigginton Sports and Playing Fields association however, we are exploring other avenues to add additional income to the fund and currently await advice from our solicitors.

At the year-end we have £ 1363.83 held in our current account with HSBC bank.

The annual return to the Charities Commission has been completed following the annual accounts audit carried out independently.

The trustees of the fund are Paul Firth, Bob Unsworth, John Jeffery, Peter Vaughan and David Geary.

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

The Clerk informed members that he has received a report from Martyn Crosby Chairman of the Haxby & Wigginton Youth & Community Association, this was read out to the meeting.

Trustees, staff and volunteers would like to put on record our gratitude for Wigginton Parish Council's ongoing support of our work - financially in the form of our grant, practically through Sandra's involvement with our committee and as a partner in our work at the Wigginton Old School.

This is particularly welcome because the external environment for charities and community associations continues to be challenging. In particular given:

- There is a notable reduction in the time that local residents have to give to broadly constituted community activity such as HWYCA.
- Social factors also seem to be increasing the social isolation of many young people and adults - making them harder to reach.
- Funding is generally only available for 'new' activity and on a short term project basis and often does not cover overheads or staff costs

- There is a greater responsibility than ever before for all organisations to be best-practice compliant in all areas of activity, meaning the personal responsibilities of trustees is greater.
- There are a relatively large number of community groups in our area of activity which means the time and talent of those involved is necessarily dispersed. Thanks to our local partners and exceptional staff we have been able to minimise the impact of these issues but the reality is that these challenges do cause pressure on HWYCA every year.

### Our Youth Provision

As an Association we continue to run provision for the community. This is currently as follows:

**Pop-up/Detached Work in the Community:** We have a team of youth workers and volunteers in parks and public spaces, engaging young people (ages 7-18). The project is funded by The Ward Committee, with outreach materials (including a gazebo, tables, chairs, sports equipment etc.) funded previously by the Police Crime Commissioner. The session is open to everyone, with specific services targeted for young teens aged 13+. This session offers: big sports games, free hot drinks and giveaways, table top activities, and importantly - youth consultation and a route to access to our youth services.

### Wigginton Drop In - 12-15 year olds (Tuesdays):

Originally funded by the Police Crime Commissioner and Ward Committee, now funded by Wigginton Parish Council. Running until April 2019. This acts as a free Drop In for young people to access informal activity, youth worker support, as well as project work. Young people are encouraged to engage with organised workshop activity to develop their skillsets. We have a small group of regular attenders at the moment and are publicising using word of mouth and in schools.

### Wednesday Youth Club

Our Haxby based youth group is an open space for young people to make new friends, take part in fun activities and workshops, make use of our large playing field and enjoy regular trips, parties and outings. Our regular project work supports young people in making healthy lifestyle choices and explores youth related issues. All our activities are open access, so our young people can pick and choose what they would like to do each week. Numbers are steadily between 15-20 each week.

### Youth Council

This new provision is designed to provide a youth voice within the community. Young people will have training opportunities, council projects and offer a consultation service to the wider community. Funded by Wigginton Parish Council and the Patricia and Donald Shepherd Charitable Trust.

### Youth Volunteer Training (Pilot Project)

Running until April 2019, this is a training opportunity for young people aged 16+ as an introduction to youth work and facilitation. Students currently coming from Huntington School and training with us for 1 term. The project also sees the students volunteering in our Wednesday Youth Group. This provision has received substantial funding from Awards for All to continue over the next 12 months. This includes all associated staff costs, a bolt on ASDAN qualification (including certification and paperwork costs) and finally the registering of Oaken Grove Community Centre as an ASDAN centre. This opportunity will allow us to accredit various courses and projects as needed, providing the provision with multiple opportunities to grow in the next financial year.

### Take a Bow theatre class

Engaging young people (ages 8-12) on Saturdays. Funded via the Haxby Town Council Fund and Wigginton Parish Council and running in term time. Take a Bow is a friendly, supportive and fun space for young people to socialise and get creative. The group takes part in skill workshops, masterclasses, shows and performances, improvisations, script and text work, and of course plenty of fun drama games and activities.

### **New projects:**

#### Haxby and Wigginton Community Awards

Following the sad death of our founding chair of trustees, Eddie Benson MBE, a generous donation was made by his family and friends at the service. One of the ways which we are using the donation is to start an annual Haxby and Wigginton Community Awards to celebrate those in the community (inclusive of all ages) who have given to others. As such we will be seeking to work with both councils, City of York Council and local schools to hold this event and community celebration. If there is a member of the Council who particularly would like to be involved, let us know.

#### Other Projects

- The Community Centre's floor has required significant maintenance this year. This has now been completed.

- It is felt that the cafe space at the Centre now needs attention as it is becoming worn. Unless there is an unexpected maintenance cost, we are likely to take action on this in the coming financial year.
- We have agreed a new set of branding guidelines and colour scheme which will be implemented over the summer (this document is produced in the new scheme).
- Our trustee Kevin Grogan is running a review and update project for all our policies to ensure we're compliant at all levels of our work.

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

Michael Haseltine presented the WSPFA report for 2017-18.

Wigginton Sports & Playing Field Association consists of a body of volunteers. It is a tenant of the landowner, Wigginton Parish Council, and is the umbrella organisation for five amateur sports clubs that offer squash, football, bowls, tennis and petanque to their members and visitors. The Association has now been active for 47 years and has been a Registered Charity for 25 years.

This is necessarily a brief report, as although the Association's accounts have been audited, they have not yet been presented at the AGM, which is due to take place tomorrow, on 16<sup>th</sup> May.

For that reason, it would be improper to present them in detail at this meeting. The main point that can be made is that the Association remains solvent and has an adequate credit balance carried forward to the current financial year. Expenditure was significantly less than income, though the surplus was not as much as in the previous year. The five Clubs affiliated to the Association continued successfully, with total adult and junior playing membership at 634 in 2017 showing an overall increase of 55 on the 2016 figures. All five clubs recorded an increase, albeit some of these were quite modest.

|                                      | <u>2016</u> | <u>2017</u> | <u>Change</u> |
|--------------------------------------|-------------|-------------|---------------|
| Wigginton Bowling Club               | 51          | 54          | +3            |
| Wigginton Grasshoppers Football Club | 284         | 311         | +27           |
| Wigginton Petanque Club              | 22          | 26          | +4            |
| Wigginton Squash & Social Club       | 122         | 139         | +17           |
| Wigginton Tennis Club                | <u>100</u>  | <u>104</u>  | <u>+4</u>     |
| Total Membership                     | 579         | 634         | +55           |

These figures of course reflect only a small proportion of the people who enjoy our, for every one of the five clubs entertains many visiting players from all over Yorkshire, and sometimes from elsewhere.

During the past year, much of our time has been taken up in preparing for a major development project, the creation of a Community Pavilion which would provide much improved changing rooms for the football club and incorporating a meeting room that would augment established social facilities in the village where existing capacity is under pressure. In this regard, not only have we continued to enjoy the Parish Council's customary support, but also their active encouragement throughout, and this is greatly appreciated.

The Chairman raised the issue of subscription reviews which he suggested should be discussed at the forthcoming WSPFA Annual General Meeting.

**e) Wigginton Grasshoppers FC 82**

Adam Ryding presented the Wigginton Grasshoppers FC 82 report for 2017-18

The focus over the past 10 months has been working towards the building of the new Community Pavilion Project. The application will be submitted to the Football Foundation in July 2018. Facilities will include 4 changing rooms, a meeting room and 2 referees rooms as well as a kitchen and storage facilities.

The club have been working closely with the Football Foundation and the North Riding County FA to ensure that the Pavilion meets the needs of both the football club and the local community. The planning application has been submitted and the football club will hear the outcome on the 4th July 2018.

Every player at the club has been given the challenge of raising £30 per player towards the community pavilion. So far, age groups have run table top sales, tenpin bowling nights, sponsored bikes and bag packing at Sainsbury's. The fundraising will continue to run throughout the year.

The next big event at the club is our annual junior football gala which will attract over 450 junior football players. Last year the event raised £5000 and we hoping to match this figure again this year.

The football club continues to be successful on the pitch the several of our age groups (girls and boys) reaching the league finals. The first team have recently won the York Premier Division as the well as the York FA Cup which is a fantastic achievement for the football club.

Girls football continues to go from strength to strength as our membership numbers are increase on a monthly basis. From September 2018 we are introducing a new girl's under 8's and 11's team as well as continuing with the under 10's, under 12's, under 13's and under 14's. The football club are also in talks with the North Riding County FA as we are looking to start junior disability football sessions. We will also in talks with local disability groups in the hope that this begins in September.

**f) Haxby and Wigginton Cemetery Committee**

The Chairman informed members that a report has been received from the Chairman of the Joint Burial Committee this was read out to the meeting.

The Cemetery Committee is made up of four councillors, each from Haxby Town Council and Wigginton Parish Council and meet every other month. In the Summer months we meet at the Cemetery prior to the meeting to conduct topple testing on the headstones to ensure they are secure and inspect the general condition of the grounds.

The Clerk to Haxby Town Council, Mark Scott, is the Responsible Financial Officer to the Cemetery Committee and Jenny Bell acts as Deputy, both of whom can be contacted at the Office in the Memorial Hall.

Business in the Cemetery was down on the previous year.

With 41 Exclusive Rights of Burial compared with 42 last year,

47 Interments compared with 49 last year.

Reserved Graves however saw a decrease from 24 to 17.

Business resulted in an increase in the budgeted income of £24,849.92 to an actual of £31,832.92.

The expenditure was budgeted at £13,756.32 with an actual of £10,703.94.

The buyback scheme that was introduced to purchase back graves no longer required for any reason last year resulted in 0 buy backs.

The original purchase price less £25.00 for administration is paid and frees up spaces in the cemetery that would otherwise be not used.

Plot 25 is still the current plot for full burials and the new plot 30 is the current plot for cremated remains.

Charges from the 1<sup>st</sup> April 2018 are now as follows:-

Purchase of Burial Grave Space - £420

Interment in Burial Grave Space - £265

Purchase of Cremated Remains Grave Space - £285

Interment in Cremated Remains Grave Space - £130

Headstones applications - £130

All burial graves are single depth due to the nature of the sandy soil, cremated remains graves are double depth.

Full details of the Cemetery Committees Agendas, Minutes, Rules and Regulations can be found on the web site for Haxby Town Council at [www.haxbytowncouncil.gov.uk](http://www.haxbytowncouncil.gov.uk)

#### **g) Churchfields Open Spaces Committee**

Cllr R Denton presented the Churchfield Open Space report for 2017-18.

The committee have continued to manage and improve Churchfield Open Space throughout the past 12 months. In early 2017 Andy Mulholland and the children from the wild gardening club planted various native bulbs and wild flowers in the Willow Garth area. Wild flower seeds have been planted along the hedgerow borders with free seeds from Grow Wild sponsored by Kew Gardens. Willow Garth is looking better as each year goes by and the birds are making full use of the nesting boxes and feeders.

During the course of 2017 we improved the dog walk area by further thinning the copse and grinding the stumps of the felled trees and in December we planted 2 new Copper Beech trees. At the request of users we have installed 2 boot scrapers at the field entrances.

Throughout the year volunteers have filled the holes our canine friends love to dig!

Our outdoor gym continues to be popular. We have just received funding from the Duke of York Community Initiative Fund to replace the Space Walker. Andrew Digby continues to hold fitness classes on a Friday morning's during spring summer & winter and a new Friday morning boot camp has been started by Sarah Fitmiss. During the summer months YCFC ran kick-about sessions in Haxby & Wigginton using Churchfield once a week, these sessions were well attended and enjoyed by all.

The children's play area has benefited by having:

- interactive play panels installed.
- A new hydraulic gate



- Repairs to the Springer and Basket Swing
- Boundary Hedge thinning

On the downside we have experienced various acts of vandalism & ASB. Instances include graffiti, damage to equipment, broken glass, late night noise and regular evidence of drug taking. The police have been notified of occurrences. The park has been locked overnight when deemed necessary.

Litter tends to be a problem when we have "late night visitors" and is picked up by volunteers on a regular basis.

Our current fund raising project is the "Kick About Fund" to install an artificial grass surface on our worn out football area. This will cost in excess of £15,000 and grant applications are in progress.

After receiving recommendations from our safety inspectors and Green Flag we have renewed the signage throughout the Churchfield site. Churchfield has received a Green Flag Community Award for the past 2 years. . An inspection has been made for 2018 and result is expected in July. This award recognises the excellence of our community run open space.

Managing and improving our 3.5 acre open space takes both time and money. We are grateful to WPC for our annual grant and the Ward Committee for their continued help and funding. The community also contribute to the costs of running Churchfield with collection boxes at The Cottage Inn and Wigginton Stores. Many people have donated through Localgiving.com enabling us to claim gift aid on the contributions.

Special thanks to David Geary (clerk to WPC) for producing a street map of Wigginton that is available at many local businesses; donations for this map go to Churchfield funds. WPC have helped improve the open space by widening the path on Church Lane and continuing to maintain trees bordering the footpath.

Churchfield has increased in popularity and appeal over the last few years. The committee remain committed to keeping Churchfield Open Space a high-quality facility for our local community to use and enjoy.

#### **h) Citizens Advice York**

The Chairman informed members that a report has been received from Cheryl Fisher of Citizens Advice York, this was read out to the meeting. This year has seen a reasonable take up of the advice service by the residents of Wigginton and Haxby. It has been a year of yet further change within the benefits system with the long awaited Universal Credits coming into force in July 2017. This new benefit replaces all the previous under pension age income related benefits including Working and Child Tax credits, Income Support plus Income related Jobseekers and Employment Support Allowances. At present, only new claims are being processed for Universal Credit with all the existing Income Related benefits claims being transferred upon changes of circumstances and gradual migration. This new benefit is radically different in the way it is claimed, paid and the requirements of entitlement from any previous benefit that has been before. All claims have to be made on-line, require claimants to strictly adhere to a claimant commitment agreement and payments, after the initial 6

weeks wait, are made monthly. Its implementation has caused many claimants to go into debt as they wait for their initial payment with rent arrears being incurred and a subsequent heavy reliance on food banks, family, and doorstep and high interest loans, as they struggle to manage during this period. Following representation from organisations such as ours the government has agreed to scrap the week in hand claimants had to also wait in addition to the 6weeks, meaning initially they had to wait 7weeks for any money! As you can imagine most of the enquiries we receive now are benefit related. The next highest request for advice relates to relationship breakdown which often covers various issues such as benefits, housing, debt, as well as advice relating to the actual separation, especially if children are involved. Debt surprisingly this year has been lower at the outreach as we only saw clients with debts totalling £21,620.00. The remaining queries are very varied in nature and some might say in importance, but all are important to the caller. They can leave the session, maybe not with the answer they would have liked but knowing that the advice is well researched and correct with any options laid out clearly before them.

**RESOLVED** that the reports be noted.

**A18/10Date of the next Annual Parish meeting**

The date of the next annual parish meeting is to be confirmed at a later date.

**NB: These minutes are unconfirmed and subject to confirmation at the next Annual Parish Meeting.**