

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 1900 on Tuesday 15th September 2015 in the John Jeffery Room at the Old School Community Hall, Wigginton.

15/052 Present

Cllrs Vaughan, Denton, Firth, Fisher, Runciman (part only), Spence and Wreglesworth. The Chairman informed members that the Clerk has been verbally informed of Cllr Douglas's resignation. He and his wife are leaving the area to live near a son in County Clare, Ireland. Cllr Douglas hopes to attend the October meeting to bid farewell.

15/053 In Attendance

Helen Jarvis-Ong City of York Council, City of York Councillor T Richardson (part only) and the Clerk.

15/054 Apologies for absence

Cllrs Douglas, Gates and Jeffery and City of York Councillor I Cuthbertson.

15/055 Declarations of interest

None

15/056 To receive crime statistics report from Neighbourhood Policing team

The clerk presented the figures for July and August 2015. He pointed that no incidents of anti-social behaviour have been reported in Wigginton and the sports field and Churchfield have both noted that there have been no incidents for several weeks.

	July	August
Violence	1	0
Damage	1	1
Burglary	2	6
Arson	0	1
Theft	4	8
Autocrime	3	1
Total	11	17

RESOLVED that the crime statistics be noted.

15/057 To receive and discuss Planning Applications

- a. 15/01747/FUL. 14, Rye Close, Wigginton, York. YO32 2TX. Single storey side and rear extensions. Mrs D Petty.

RESOLVED we have no objections

- b. 15/01904/TPO 14, Lockey Croft, Wigginton, York. YO32 2FP. Prune Oak tree to shape protected by Tree Preservation Order No.: 64/1984 Mrs A Tough

RESOLVED we have no objections

15/058 To receive Planning Application Decision Notices

- a) 15/1441/FUL Wigginton Grange, Corban Lane, Wigginton, York YO32 2RD. Demolition of existing dwelling and erection of 1 no. dwelling. Mr and Mrs Howard Gill.

APPROVED

- b) 15/1435/FUL 34, Minster View, Wigginton, York YO32 2GN. Two storey side and single storey rear extension. Mr Phil Langley.

APPROVED

- c) 15/01549/TPO 11, Lockey Croft, Wigginton, York YO32 2FP. Remove branches from Oak tree protected by Tree Preservation Order No.: 64/1984

APPROVED

RESOLVED that the matters be noted.

15/059 Confirmation of Minutes of the Meeting held on 21.07.15

Members agreed the minutes of the previous meeting held on 21.07.15

RESOLVED that the minutes of the last meeting held on 21.07.15 be accepted as a true record.

The Chairman signed the minutes.

15/060 Matters arising from the Minutes of the Meeting held on 21.07.15.

a) Village pond

The clerk informed members that the pond repair work has been completed and that no further action is currently required.

b) Standing Orders

The clerk informed members that he has received correspondence from YLCA in respect of Public Contracts Regulations 2015. An amendment to the standing orders will be required to insert suggested wording provided by NALC.

The clerk confirmed that the notice has now been displayed in respect of recordings of meetings.

c) S 106 payments

The clerk informed members that no further news has been received in respect of outstanding payments. Various emails have been sent to City of York Officers requesting information. Cllr I Cuthbertson has offered to look into the matter with City of York Officers.

d) Hedge cutting Sutton Road

The clerk informed members that he has been advised that provisional work has been carried out on the hedgerow (which is on City of York land) and that further action will be taken in the Autumn.

RESOLVED that the matters arising be noted and actioned accordingly.

15/061 Confirmation of Minutes of the Meeting held on 24.08.15

Members agreed the minutes of the previous meeting held on 24.08.15

RESOLVED that the minutes of the last meeting held on 24.08.15 be accepted as a true record. The Chairman signed the minutes.

15/062 Matters arising from the Minutes of the Meeting held on 24.08.15.

a) Joint meeting with Haxby Town Council 16.09.15

The Chairman informed members that Cllr Firth and the Clerk will be attending a Haxby Neighbourhood Plan steering group meeting on Wednesday 16.09.15 to confirm the Parish Councils commitment to a joint plan.

b) The Clerk informed members that the Parish Councils questionnaire will be circulated to Wigginton residents by Local Link commencing 19.09.15 (this will take approximately 14 days) the questionnaire can also be found on the website at wiggintonparishcouncil.org.uk and is displayed on the Parish Council noticeboards.

RESOLVED that the matters be noted and actioned accordingly.

15/063 To receive minutes of meetings received since the last Parish Council meeting.

The following minutes of meetings have been circulated to members since the last Parish Council meeting.

a) Haxby and Wigginton Youth & Community Association meeting 16.07.15 and reports dated 04.09.15 and 11.09.15

b) Wigginton Sports and Playing Field Association meeting 28.07.15

c) Cemetery Committee meeting 18.08.15

RESOLVED that the minutes and reports be noted

15/064 To receive and discuss a report received from Citizens Advice Bureau.

The Clerk informed members that he has received the April to July report from Citizens Advice Bureau. The report indicated that 16 clients were seen during 5 sessions. 17 separate issues were dealt with and resulted in identifying £ 22810.84 of previously unclaimed benefits and £ 8000.00 of debt.

RESOLVED that the report be noted.

15/065 Register of Electors and supply to Parish Councillors.

The Clerk issued City of York Council forms to all members for completion should they wish to receive a copy of the Register of Electors.

The Clerk informed members that the Register of Electors is not a public document, and neither the Data Protection Act 1998 nor the Freedom of Information Act 2000 has any provision for the use, access or control of the register. The Register of Electors is not a council document, it is the property of the Electoral Register Officer and breach of regulations or misuse is a criminal offence.

It may not be used other than for electoral purposes. Paper copies may not be scanned, photocopied, photographed or copied by any other means of electronic copying.

RESOLVED that the matter and advice be noted

15/066 To receive confirmation of Annual Return submissions to the Charities Commission.

The Clerk informed members that the Annual Returns for 2015 for The Old School Management Committee, Charity No. 517365 and The Poor and Towns Land, Charity No. 222427 have been submitted to the Charities Commission and receipt acknowledged.

15/067 Clerks Update Report

The Clerk informed members that:-

a) Annual Return

The clerk informed members that PKF Littlejohn have returned the 2014-15 Annual Return. There are no actions required.

b) The Clerk informed members that Haxby Town Council have advised that the Cemetery Committee Annual Return has been returned and no actions are required.

c) The Clerk informed the members that the hedgerow on Walmer Carr has been cut and that Persimmon have agreed to meet the cost of £ 240.00

d) The Clerk informed members that during August two snickets in Stoop Close and behind the Medical Centre and a section of Burrill Drive have been cleared of debris, weeds and over hanging hedgerows at a cost of £ 240.00.

e) The Clerk informed members that he has had a very productive meeting with the new manager of Wonder Years, Mr Dan Sisson. Mr Sisson will be actively involved in this year's Carols around the tree.

f) A resident has complained about an overgrown and overhanging tree on Church lane affecting 24, St. Nicholas Way. A quotation has been obtained for £ 264.00 inclusive of VAT for rectification work.

Members agreed that the work should be carried out.

RESOLVED that the matters be noted and actioned accordingly.

15/068 Financial Report

The clerk presented the Reconciliation and management accounts for July and August 2015.

Opening balance brought forward-current account	£10342.22
Opening balance brought forward- interest account	£ 29909.71
Less un-presented payments 2014-15	<u>-£ 3520.60</u>
Balance	£ 36731.33

Add receipts for 2015-16	£ 27378.21
Less payments to May 2015	<u>-£26086.56</u>
Balance	£ 38022.98

The following payments were approved

31.07.15	100355	M Bonney	£ 40.00
	100356	Cheque void	£ 0.00
	100357	Parish purchases D Geary `	£ 39.17
	100358	BT	£ 74.40
	100359	DW Geary salary	£ 728.53
	100360	HMRC	£214.36
	100361	Andrew Towleron	£ 120.00
	100362	Andrew Hill	£ 1056.00
	100363	T Coates	<u>£ 600.00</u>
	Total		£ 2872.46
17.08.15	100364	Andrew Oldham	£ 100.00
31.08.15	100365	Citizens Advise Bureau	£ 1305.00
	100366	DP & KY Birdsall	£ 930.00
	100367	Parish purchases D Geary	£ 8.78
	100368	DP & KY Birdsall	£ 240.00
	100369	PKF Littlejohn LLP	£ 360.00
	100370	DW Geary salary	£ 728.53
	100371	HMRC	£ 214.36

100372	OSMC	£	85.00
100373	Your Local Link	£	249.00
100374	Andrew Hill	£	<u>984.00</u>

Total **£5206.13**

Cllr Firth queried the PAYE/NI amount shown in the budget as this appeared to be at odds with the current level which shows an overspend. The Clerk will investigate the matter

RESOLVED that the Financial Report and Accounts be accepted, payments approved and acted upon accordingly.

15/069 To receive reports from outside bodies

a) Churchfield Open Space Committee

Cllr Fisher presented the Churchfield report: _

The target to complete phase 3 has now been achieved and it is expected that the work will be due to start next month.

Members of the Committee are conducting weekly checks on the equipment.

The quarterly RSS check has been done and all is in good order. It is also worth noting that there has not been any ASB reported throughout the summer.

The business plan has been updated with Phases 4 and 5. The total required is £25,400. The amount received to date is £4,400. Over 20 grant applications have already been sent out.

Phase 4 is a roundabout to accommodate disabled and able bodied children.

Phase 5 is for low impact fitness equipment in the adult area, with the aim to encourage older people in the community to make good use of the outdoor facilities. There is a personal trainer conducting classes for mums. He has submitted a letter of support for the "Fitness for All" project, together with letters from the Chairman of WPC, the local Health Centre, Age Concern, Probus and Prof. Diane Wilcox the York Older Persons Champion.

b) Wigginton Sports and Playing Fields Association

On behalf of the association the Clerk informed members that he understands that they are seeking a new Vice Chairman.

Members also queried why there was no facility for rugby or cricket at the playing fields.

c) Haxby and Wigginton Youth & Community Association

Cllr Fisher presented a report received from the Association as follows:-

The AGM was held on 12 August 2015. Attendance was not great, possibly due to it being the summer holiday. Minutes of the AGM have not as yet been circulated.

There were 2 resignations from the board of trustees due to job commitments and re-location .

There is now a new Chairman, Mr Martin Crosby and Treasurer Mr Jim Harrison. Mr Crosby was called away just before the meeting started so he was not able to give his thoughts and aspirations on how he hoped to take things forward.

Mrs Pat Wilford did speak on his behalf, using some notes left by Mr Crosby.

This year I reported on the Outreach project, which has been useful in providing more information and a greater understanding of the views and aspirations of the younger members of the community. Go Create was a project running through the summer offering various activities that had been suggested by the young people surveyed. There is a meeting scheduled for this Thursday so

perhaps there are some further youth initiatives in progress (funds and staffing permitting).

d) Haxby & Wigginton Cemetery Committee

The next meeting of the Cemetery Committee was scheduled for 20.10.15, however it is understood that this has been rearranged so as not to coincide with the next Parish Council meeting due to be held on the same day.

e) Environment Committee

There was nothing to report.

f) Old School Management Committee

The Clerk informed members that bookings are slightly down due to one or two cancellations but with over 6 months of the year left he was confident they would pick up.

g) Haxby & Wigginton Ward Committee

The next Ward meeting is planned for 15.10.15.

The next Ward team meeting is scheduled for 29.09.15, however this is likely to be changed to 30.09.15 due to availability of the Old School facilities.

15/070 Date of the next Parish Council meeting

RESOLVED that the next meeting of the Parish Council will be held on **Tuesday 20th October 2015** commencing at **1900**.

The next Finance Committee meeting will be held on 29.09.15 at The Recreation Hall. The Budget meeting is scheduled for 24.11.15.

15/071 Other Business not requiring Notice.

Cllr Spence asked why no action has been taken with road line markings on Greenshaw drive near to the Churchfield play and dog walking area. Cllr Richardson agreed to follow this up.

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