

**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 15<sup>th</sup> December 2015 in the John Jeffery Room at the Old School Community Hall, Wigginton.

**15/113 Present**

Cllrs Vaughan Chair, Denton, Fisher, Gates, Runciman (part), Spence and Wreglesworth.

Also present City of York Councillors T Richardson (part) and I. Cuthbertson.

**15/114 In Attendance**

The Clerk.

**15/115 Apologies for absence**

Cllr Firth.

**15/116 Declarations of interest**

None

**15/117 To receive crime statistics report from Neighbourhood Policing team**

The clerk presented the figures for November 2015.

|          |    |
|----------|----|
| Damage   | 4  |
| Burglary | 4  |
| Robbery  | 1  |
| Other    | 2  |
| Total    | 11 |

The robbery involves a lady who was pushed to the ground and her bag stolen in Haxby by two unknown males.

**RESOLVED** that the crime statistics be noted.

**15/118 To receive and discuss Planning Applications**

15/02551/FUL Part Os Field 0080, Corban Lane, Wigginton, York. Construction of an all weather riding arena. Mrs Samantha Anderson.

**RESOLVED** We have no objections.

15/02555/FUL Bron Y Garth, 14, The Chestnuts, Wigginton, York, YO32 2TS. Single storey side extension (revised scheme), Mr Alan Ashton.

**RESOLVED** We have no objections.

15/02699/FUL West Garth, Sutton Road, Wigginton, York YO32 2RA. Extensions and alterations to existing roof including increasing height, hip gable extensions, dormer window to front and rear pitched roof to existing rear projection. Mr & Mrs Colin Dean.

**RESOLVED** We have no objections.

**15/119 To receive Planning Application Decision Notices**

15/01324/FUL Haxby and Wigginton Methodist Church, The Village, Haxby, York. YO32 2JJ. Removal of existing front porch and erection of replacement, extend external corridor and form part first floor within existing roof space to include insertion of roof light. Haxby and Wigginton Methodist Church.

**APPROVED**

15/00670/FUL Lesley Morrison, Chiropodist.27, Mill Lane, Wigginton, York.YO32 2PU. Single storey side and rear extension to create additional treatment room. (resubmission). Mrs Lesley Peatfield.

**APPROVED**

**15/120 Confirmation of Minutes of the Meeting held on 17.11.15**

Members agreed the minutes of the previous meeting held on 17.11.15

**RESOLVED** that the minutes of the last meeting held on 17.11.15 be accepted as a true record.

The Chairman signed the minutes.

**15/121 Matters arising from the Minutes of the Meeting held on 17.11.15**

**a) S 106 payments**

In respect of 13/03286/FUL 18, The Village, a payment of £ 1172.00 has been made into the Parish Councils account. There has been no other progress in respect of other outstanding payments.

**RESOLVED** that the matters benoted and continue to be monitored and progressed accordingly.

**b) Residents tree cutting financial assistance**

The clerk informed members that as requested at the November meeting he informed City of York Officer Harvey Lawson of the request. The advice given to the Parish Council is that the request be refused as the offering of assistance is likely to snowball and cause issues in the future should a request be refused.

**RESOLVED** that the decision to offer financial assistance be reversed and such requests be declined in future.

**c) Planting of tree in The Village**

The clerk informed members that as requested at the November meeting he informed City of York Officer Harvey Lawson of the request. The advice given to the Parish Council is that the request be refused as the planting of trees may affect underground services and implicate it in future problems.

**RESOLVED** that the decision to allow the tree planting be reversed and the resident be informed of the decision.

**d) Grant Payment to Wigginton Squash Club 2015-2016**

The Clerk informed members that the Finance Committee approved the grant request in the sum of £500.00 at its meeting held on 24.11.15.

**RESOLVED** that the grant payment be made subject to receipt of a Financial Agreement.

**e) Carols around the tree 2015-16**

The clerk informed members that the event was a huge success and the attendance undoubtedly exceeded other years. During the evening residents contributed £ 83.22 in donations which after consultation with the Chairman and Finance Chairman has been awarded to The Wonder Years.

The Chairman thanked all those involved in organising and running the event. It was agreed that the 2016 carols around the tree event will be held on Monday 12<sup>th</sup> December 2016.

It was further agreed that tree light replacements be included on the next Finance Committee agenda.

**RESOLVED** that the matter be noted and acted upon accordingly.

**f) Parish Council Vacancy**

Members agree that the matter be dealt with at the February meeting and that both applicants be invited to attend the meeting. The Clerk informed members that a member of City of York Electoral Services Department will also attend the meeting to assist with the formalities.

**RESOLVED** that the matter be noted and progressed at the Parish Council meeting to be held on 16<sup>th</sup> February 2016 applicants will be notified accordingly.

**g) Neighbourhood Plan Questionnaire**

The Chairman informed members of progress to date and that a meeting will be held in the near future with the Chair and Clerk of Haxby Town Council.

After discussion it was agreed that the report now be circulated to :- Ward Councillors, the Communities & Equalities Department of City of York Council and to Rebecca Harrison of City of York Council.

It was also agreed that a meeting of prospective members to the strategy group will take place in early January and that each of them will be given a copy of the report.

**RESOLVED** that the matter be noted and appropriate actions taken as soon as possible.

**15/122 To receive minutes of meetings held since the last Parish Council meeting.**

a) The Old School Management Committee 17.11.15

b) Finance Committee 24.11.15

**RESOLVED** that the minutes having been previously circulated to members be noted

**15/123 To receive a residents request in respect of pond retaining structure**

The Clerk informed members that he has received an email from Cllr Gates in respect of pond retaining structure reinforcement.

**RESOLVED** that Cllr Gates inform the resident that the matter should be dealt with by their solicitor.

**15/124 Clerks Update Report**

The Clerk informed members that the majority of correspondence has been forwarded to members during the month. Other matters include:-

Completion of a lengthy HSBC Bank document in respect of Tax Status regarding the activities of The Poor and Towns Land Charity, changes in respect of Accounts and Audit notifications to the public who may wish to view annual accounts, Charter for

City of York and Parish Councils and double taxation. The double taxation documents have been completed and returned to City of York.

**RESOLVED** that the matters be noted and acted upon accordingly

## 15/125 Financial Report

The Clerk informed members that:-

The Finance Committee at its meeting held on 24.11.15 approved the budget for 2016-17 and set a precept of £50313.00 which represents an increase of 2.68%. The budget is as follows:

| <b>ANNUAL BUDGET AND PRECEPT FOR 2016-2017</b> |                 |                   |                |                 | <b>20162017</b> |
|--|-----------------|-------------------|----------------|-----------------|-----------------|
| <b>INCOME</b>                                  | <b>PROPOSED</b> |                   | <b>2015-16</b> |                 | <b>AGREED</b>   |
| PRECEPT  | <b>50313.00</b> | increase<br>2.68% | 49000.00       |                 | <b>50313.00</b> |
| S 106  |                 |                   |                |                 |                 |
| WARD COMMITTEE                                 | <b>1500.00</b>  |                   |                |                 | <b>1500.00</b>  |
| GRASS CUTTING                                  |                 |                   |                |                 |                 |
| ALLOTMENTS                                     | <b>600.00</b>   |                   | 600.00         |                 | <b>600.00</b>   |
| OLD SCHOOL                                     | <b>600.00</b>   |                   | 600.00         |                 | <b>600.00</b>   |
| RENT   | <b>100.00</b>   |                   | 100.00         |                 | <b>100.00</b>   |
| BANK INTEREST                                  | <b>15.00</b>    |                   | 20.00          |                 | <b>15.00</b>    |
| TOTAL OF ALL INCOME                            | <b>53128.00</b> | 53128.00          | 50320.00       | <b>50320.00</b> | <b>53128.00</b> |
| <b>EXPENDITURE</b>                             |                 |                   |                |                 |                 |
| <b>ADMINISTRATION &amp; MANAGEMENT</b>         |                 |                   |                |                 |                 |
| AUDIT  | <b>1100.00</b>  |                   | 1000.00        |                 | <b>1100.00</b>  |
| INSURANCE                                      | <b>2100.00</b>  |                   | 1950.00        |                 | <b>2100.00</b>  |
| ROOM HIRE                                      | <b>400.00</b>   |                   | 500.00         |                 | <b>400.00</b>   |
| POSTAGE  | <b>90.00</b>    |                   | 75.00          |                 | <b>90.00</b>    |
| LAND RENT                                      | <b>20.00</b>    |                   | 20.00          |                 | <b>20.00</b>    |
| SALARY   | <b>11326.00</b> |                   | 10700.00       |                 | <b>11326.00</b> |
| NI   | <b>425.00</b>   |                   | 400.00         |                 | <b>425.00</b>   |
| GRATUITY                                       | <b>2352.00</b>  |                   | 1650.00        |                 | <b>2352.00</b>  |
| STATIONERY                                     | <b>295.00</b>   |                   | 275.00         |                 | <b>295.00</b>   |
| SUBSCRIPTIONS                                  | <b>900.00</b>   |                   | 850.00         |                 | <b>900.00</b>   |
| PC EQUIP/TELEPHONE/INTERNET                    | <b>900.00</b>   |                   | 900.00         |                 | <b>900.00</b>   |
| TRAINING/TRAVEL/CAR PARKING                    | <b>225.00</b>   |                   | 200.00         |                 | <b>225.00</b>   |
| WEB SITE/MAINTENANCE                           | <b>395.00</b>   |                   | 350.00         |                 | <b>395.00</b>   |
| Total of Administration & Management           | <b>20528.00</b> | 20528.00          | 18870.00       | 18870.00        | <b>20528.00</b> |
| <b>GROUND MAINTENANCE</b>                      |                 |                   |                |                 |                 |
| CHRISTMAS FESTIVITIES                          | <b>600.00</b>   |                   | 600.00         |                 | <b>600.00</b>   |
| FLOWERS/PLANTING                               | <b>700.00</b>   |                   | 700.00         |                 | <b>700.00</b>   |
| POND   | <b>960.00</b>   |                   | 0.00           |                 | <b>960.00</b>   |
| GRASS CUTTING                                  | <b>4500.00</b>  |                   | 6800.00        |                 | <b>4500.00</b>  |
| ADDITIONAL GRASS CUTTING                       | <b>1890.00</b>  |                   | 0.00           |                 | <b>1890.00</b>  |
| HEDGE CUTTING                                  | <b>1500.00</b>  |                   | 1400.00        |                 | <b>1500.00</b>  |
| TREE MANAGEMENT                                | <b>1750.00</b>  |                   | 2100.00        |                 | <b>1750.00</b>  |
| LANDSCAPE MAINTENANCE                          | <b>1500.00</b>  |                   | 650.00         |                 | <b>1500.00</b>  |
| REMEMBRANCE                                    | <b>50.00</b>    |                   | 50.00          |                 | <b>50.00</b>    |
| Total of Ground Maintenance                    | <b>13450.00</b> | 13450.00          | 12300.00       | 12300.00        | <b>13450.00</b> |
| <b>GRANTS</b>                                  |                 |                   |                |                 |                 |
| OLD SCHOOL MANAGEMENT COMMITTEE                | <b>2850.00</b>  |                   | 2850.00        |                 | <b>2850.00</b>  |

|                                  |                 |          |                 |          |                 |
|----------------------------------|-----------------|----------|-----------------|----------|-----------------|
| CHURCHFIELD OPEN SPACE COMMITTEE | <b>3200.00</b>  |          | 3300.00         |          | <b>3200.00</b>  |
| SECTION 137 COMMUNITY            | <b>6600.00</b>  |          | 6500.00         |          | <b>6600.00</b>  |
| Total of Grants                  | <b>12650.00</b> | 12650.00 | 12650.00        | 12650.00 | <b>12650.00</b> |
| <b>OTHERS</b>                    |                 |          |                 |          |                 |
| CITIZENS ADVISE BUREAU           | <b>5500.00</b>  |          | 5500.00         |          | <b>5500.00</b>  |
| CONTINGENCY/EMERGENCY FUNDING    | <b>1000.00</b>  |          | 1000.00         |          | <b>1000.00</b>  |
| Total of Others                  | <b>6500.00</b>  | 6500.00  | 6500.00         | 6500.00  | <b>6500.00</b>  |
| <b>TOTAL OF ALL EXPENDITURE</b>  |                 |          | <b>53128.00</b> |          | <b>50320.00</b> |

**RESOLVED** that the budget and precept be approved and that when appropriate the Clerk informs City of York Council of the Precept level.

The clerk presented the Reconciliation and management accounts for November 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       | £ 54049.96        |
| Less payments to November 2015 | <u>-£43043.44</u> |
| Balance                        | £ 47737.85        |

The following payments were approved

|          |        |                           |                 |
|----------|--------|---------------------------|-----------------|
| 10.11.15 | 100397 | Zurich Insurance          | £ 55.12         |
|          | 100398 | City of York              | £ 20.00         |
| 30.11.15 | 100399 | HMRC Paye/NI              | £ 214.36        |
|          | 100400 | D W Geary November salary | <u>£ 728.53</u> |

**Total** **£1018.01**

**RESOLVED** that the budget and precept for 2016-17, the Financial Report and Accounts be accepted, payments approved and acted upon accordingly.

### 15/126 To receive reports from outside bodies

#### a) Churchfield Open Space Committee

Cllr Fisher presented the Churchfield report:-

She informed members of a correction to the November report:-

15/110 the statement regarding the Business account was a correct amount but I did not realise that we still owed an outstanding balance for the completion of phases 2 and 3 of £7000 plus.

I can report that since the last PC Meeting we have not had a Committee Meeting. Some members of the committee have now planted a further 100 hawthorn whips in Willow Garth (filling in the spaces on the perimeter).

The first three phases are now complete including a modification to the Tower System, a longer ramp has been fitted thus reducing the incline to enable children who have limited mobility to access.

Two substantial grants have been received:-

£3000 from 29<sup>th</sup> May 1961 CT and

£1000 from George A Moore Foundation.

The target for phases 4 and 5 is £27000, the aspiration is that it will be complete by the summer of 2016. The total raised as of 12<sup>th</sup> December is £15,626. All credit to the very hard work of Richard and Janet Denton in submitting numerous applications for grants and funding. Finally as well as the collection box in Wigginton Village Store, which generates a steady income each week, there is now a collection box in the Cottage Inn in Wigginton, we are still subscribing to the "localgiving.com" website, which from time to time throughout the year offers a doubling up of the donations, there is usually an e mail advising when these events occur. Members thanked Richard and Janet Denton and the committee for their very successful fund raising work

**b) Wigginton Sports and Playing Fields Association**

No report has been received although Cllr Fisher said that she attended the last meeting and that there are matters to report.

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

Cllr Fisher presented a monthly report as follows:-

A meeting was held on 01 December but there are no minutes to date. In general the bookings are still looking good, and financially the outlook is still on target as per the Business Plan. There are various fund raising events which have been relatively beneficial. The Christmas raffle which in past years has been a success, has faltered this year due to the very inclement weather and the re location of the Post Office, thus diminishing the footfall.

HWYCA are continuing to work hard on funding for the Youth Project, Community Ties. Applications have gone out to a number of different bodies, including The Duke of York Communities Initiative and the City of York Council. The maximum amounts are £5000 and £7500 respectively. The process for funding from DoYCI is slow and time consuming. Trustee Members and the youth manager have had a two hour meeting with representatives from DoYCI and all appeared to go very well, unfortunately the decision process has to go through further phases before funding is granted, hopefully. Appreciation is noted for the continued generosity and support of the local Parish and Town Councils.

**d) Haxby & Wigginton Cemetery Committee**

The next meeting of the committee will be held on Wednesday 13.01.16

**e) Environment Committee**

There was nothing to report. It was agreed that a meeting will be held in the new year and drainage of the allotments will be included on the agenda.

**f) Old School Management Committee**

The Clerk informed members that the Old School has received significant bookings for 2016-17. One booking is for a weekly activity and another for Adult Learning via City of York Council.

The new kitchen door is to be fitted on Saturday 19.12.15

**g) Haxby & Wigginton Ward Committee**

The Clerk informed members that two meetings have been arranged for 16<sup>th</sup> January commencing at 2.30pm and 24<sup>th</sup> February commencing at 10am at the Old School.

The Chairman raised a number of issues following the recent Ward Team meeting:-

a) that minutes or at least notes should be made and circulated. The Clerk informed members that the Communities & Equalities Department has

informed him that they do not issue minutes. Members agreed that this should be discussed with them again by the Clerk.

- b) that the City of York Council should be informed that we wish for them to undertake to adopt all currently un-adopted land in Wigginton, in particular village snickets. It is understood that Haxby Town Council plans are similar.
- c) that grass cutting not currently undertaken by the Parish Council continues to be managed by City of York Council. It is understood that Haxby Town Council plans are similar.

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

**15/127 Date of the next Parish Council meeting**

**RESOLVED** that the next meeting of the Parish Council will be held on **Tuesday 19th January 2016** commencing at **1900**.

**15/128 Other Business not requiring Notice.**

The Chairman closed the meeting by wishing everybody a Happy Christmas and New Year and thank all for their input this year.

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