

**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 16<sup>th</sup> February 2016 in the John Jeffery Room at the Old School Community Hall, Wigginton.

**15/147 Present**

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

Also present Mrs S Finch

**15/148 In Attendance**

The Clerk.

**15/149 Apologies for absence**

Cllrs Firth and Wreglesworth, City of York Councillors I Cuthbertson and T Richardson and North Yorkshire Police.

**15/150 Declarations of interest**

None

**15/151 To co-opt a new member**

The clerk confirmed that he had received two (2) applications for the vacancy, however one applicant informed him on 16.02.16 that he has withdrawn due to other commitments. Members therefore co-opted Mrs Sandra Finch to be a member of the Parish Council. Cllr Finch joined the meeting and signed her Declaration of Acceptance of Office form. The Clerk will inform the City of York Council of Cllr Finch's appointment. Cllr Finch will also complete a Register of Interests which will be forwarded to City of York Council.

**RESOLVED** that Mrs S Finch be co-opted to the Parish Council and notification be made to City of York Council.

**15/152 To receive crime statistics report from Neighbourhood Policing team**

The clerk presented the figures for January 2016

Anti-Social behaviour Personal	4
Anti-Social Behaviour Nuisance	10
Burglary	0
Theft	2
Autocrime	1
Criminal Damage	5
Total	22

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

**15/153 To receive and discuss Planning Applications**

None.

### **15/154 To receive Planning Application Decision Notices**

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

**APPROVED**

### **15/155 Confirmation of Minutes of the Meeting held on 19.01.16**

Members agreed the minutes of the previous meeting held on 19.01.16

**RESOLVED** that the minutes of the last meeting held on 19.01.16 be accepted as a true record.

The Chairman signed the minutes.

### **15/156 Matters arising from the Minutes of the Meeting held on 19.01.16**

#### **a) Solicitors meeting**

The Chairman informed members that further meetings have taken place with the Solicitor and that matters of land and property registration have progressed significantly. The Solicitor has suggested that a payment advance of £ 300.00 for future disbursements can be lodged with them in order that the costs appear in the 2015-16 accounts, this in addition to current charges for professional service.

**RESOLVED** that the clerk request a further invoice from the solicitors for disbursements costs.

#### **b) Emergency Plan**

The clerk informed members that the draft plan is now complete and has been circulated to members for consideration. Members agreed that the plan will be discussed fully at the next meeting of the Parish Council to be held on 15.03.16

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

### **15/157 To receive minutes of meetings held since the last Parish Council meeting.**

a) The Old School Management Committee 01.02.16

b) Churchfield Open Space Committee 15.01.16

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

### **15/158 Neighbourhood Plan**

The Chairman informed members that a further informal meeting of the proposed strategy group was held on 10.02.16. A further meeting is planned for 09.03.16 when the group will start to be formalised, start the process of preparing the terms of reference and arrangements for managing finance. It was again stressed that the Neighbourhood Plan would be a joint plan with Haxby Town Council and would concern itself with the existing Haxby and Wigginton Ward area boundary only.

**RESOLVED** that the matter be noted and that current costs incurred by the strategy group will be supported by Haxby Town Council and Wigginton Parish Council and that such costs will be recovered from any future payments to the group.

### **15/159 To receive a report from the Old School Management Committee regarding roof repair costs.**

The Clerk informed members that at its meeting held on 01.02.16 the trustees asked for the cost of financing the repairs to the chimneys of the building be financed by the Parish Council as owner of the building.

The Clerk presented three (3) quotations received from local contractor/builders for the work in the sums of

- a) £ 7161.60 incl VAT
- b) £ 4800.00 incl VAT
- c) £4304.40 incl VAT

**RESOLVED** that subject to agreement with the Chartered Building Surveyor, Mr Jon Steel, the work be progressed with contractor c) after April 1<sup>st</sup> 2016 and that the cost be met by the Parish Council.

### **15/160 Clerks Update Report**

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

a) Greenshaw Drive

Complaints received from residents in Greenshaw Drive regarding speeding vehicles and parking on the pavement. These matters have been passed to the City Council and North Yorkshire Police. The Ward Committee members have also been informed.

b) St Mary's Mews

A complaint received from resident in Back lane regarding a new fence position at St Mary's Mews. Following a meeting with the manager of the Mews the fence has now been repositioned and the matter is now fully resolved.

c) The Queens 90<sup>th</sup> Birthday.

The clerk informed members that 2016 is the Queens 90<sup>th</sup> birthday and various items of correspondence have been received in this regard. Members noted the report but no further action is currently being considered.

d) Betty's Seedlings

The clerk informed members that he has received a circular advising that Betty's Tea Rooms are providing funding for schools to plant trees. Members agreed that the Wigginton Primary and Wonder years be informed.

e) Audits

The clerk informed members that new audit arrangements are in place for 2016-17 and particularly affect smaller authorities (not including Wigginton or Haxby).

f) Double Taxation

The clerk informed members that he has now been informed that following our lengthy discussions with City of York Council additional double taxation payments will be made to the Parish Council commencing 2015-16. These are in addition to the grass cutting monies received annually and include:-

Pond repairs                      £ 750.00

Tree management                £ 500.00

Seating repairs                    £ 310.00

In addition monies may be available for Snicket Cleaning to those adopted highway (to be identified) and Hedge Cutting (to be identified by location).

g) Investment

The clerk informed members that he has started to look at investing Parish Council reserves, however returns are low at present or term periods too lengthy.

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

### **15/161 Financial Report**

The clerk presented the Reconciliation and management accounts for January 2016

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 to January 2016	£ 54618.37
Less payments to January 2016	<u>-£49188.33</u>
Balance at 31.01.16	£ 42161.17

Note: The receipts £ 54618.37 and the balance £ 42161.17 includes £ 20.00 received in error from City of York Council and is due to be repaid to the Old School Management Committee.

The following payments were approved:-

08.01.16 100408 Wigginton Squash Club	£ 500.00
31.01.16100409HMRC	£ 214.36
06.12.15 100410 D W Geary	£ 728.53
15.12.15 100411 C.A.B	£ 2611.00
DD BT Telephone	<u>£ 82.33</u>

**Total £ 4136.22**

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

### **15/162 To receive reports from outside bodies**

#### **a) Churchfield Open Space Committee**

Cllr Fisher presented the Churchfield report:-

The AGM was held on 15.02.16 and the minutes circulated.

The application for the Green Flag Award is still on-going and the results will be announced in July.

The amount required for Phases 4/5 is £29,918 and monies raised to date are £18,437.

Churchfields have been short-listed for the Tesco "Bags for Help" initiative.

Voting is to be locally through the stores between 27 February and 06 March.

First will receive £12,000

Second will receive £10,000 and

Third will receive £8,000

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

No report

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

Cllr Fisher presented the HWYCA report:-

No minutes have been received from the January meeting.

There is no new information regarding the two grant applications as a result no further planning is taking place.

In the meantime the team are focusing on:

Increasing numbers and participation

Seeking free and relevant training

Updating youth work policies and risk assessment forms

Evaluating the polit project and its results

Free advertising and marketing opportunities

Since the Christmas break numbers are increasing again. Everybody is working hard to increase the numbers and are hoping that this will be achieved over the next few weeks.

**d) Haxby & Wigginton Cemetery Committee**

The next meeting of the committee will be held on Tuesday 26.04.16  
Cllrs Vaughan and Denton are to carry out an accounts audit.

**e) Environment Committee**

The Environment Committee is due to meet in the next 7-10 days.

**Old School Management Committee**

The next meeting of the Old School will be held on 01.03.05.16 for the Annual General Meeting.

**f) Haxby & Wigginton Ward Committee**

The meeting for 16.01.16 was cancelled and will be rearranged in due course.

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

**15/163 Date of the next Parish Council meeting**

**RESOLVED** that the next meeting of the Parish Council will be held on **Tuesday 15th March 2016** commencing at **1900**. The next meeting of the Finance Committee will be held on 02.03.16

**15/164 Other Business not requiring Notice.**

None

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