

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 19th April 2016 in the John Jeffery Room at the Old School Community Hall, Wigginton.

15/184 Present

Cllrs Vaughan Chair, Denton, Finch, Firth, Fisher, Gates, Runciman (part) and Wreglesworth

15/185 In Attendance

Cllr I Cuthbertson (part), Cllr T Richardson, Mr J White (part) and the Clerk.

15/186 Apologies for absence

Cllrs Jeffery and Spence

15/187 Declarations of interest

Cllr Denton declared an interest in resident's gardens, allotments and Churchfield surface water issues.

Cllr Firth declared a personal interest in road repairs in Back Lane.

15/188 To receive crime statistics report from Neighbourhood Policing team

The clerk presented the figures for March 2016

Anti-Social behaviour	15
Auto-crime	3
Total	18

RESOLVED that the crime statistics be noted.

15/189 To receive and discuss Planning Applications

None received.

15/190 To receive Planning Application Decision Notices

None received.

15/191 Confirmation of Minutes of the Meeting held on 15.03.16

Members agreed the minutes of the previous meeting held on 15.03.16

RESOLVED that the minutes of the last meeting held on 15.03.16 be accepted as a true record.

The Chairman signed the minutes.

15/192 Matters arising from the Minutes of the Meeting held on 15.03.16

a) Roof repairs to the Old School

The Clerk informed members that the repairs should commence on 05.05.16

b) Double Taxation

The Clerk informed members that a payment of £ 4394.00. The payment represented an increase of £ 1980.00 over 2014-16 and consisted of:-

Grass cutting £ 2414.00

Pond maintenance £ 750.00

Tree management £ 500.00

Seat repairs £ 150.00

Hedge cutting £ 580.00

c) Investment of Parish Council Reserves

The Clerk informed members that once the Skipton Building Society application forms have been signed by account signatories he would submit the application. Members acting as signatories would be required to attend a Skipton branch for identity and signature check before the investment can be deposited.

d) Internet Banking

The Clerk informed members that once the HSBC forms have been signed by signatories to the accounts the forms will be submitted to the bank, **RESOLVED** that the matters be noted and acted upon as appropriate.

15/193 To receive minutes of meetings held since the last Parish Council meeting.

a) Churchfield Open Space Committee 4th April 2016.

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

15/194 Neighbourhood Plan

The Chairman and Cllr Firth informed members that a further meeting of the group had been held and that two action groups have been formed to deal with various topics. Further regular meetings are now planned and the whole process will take around 2 years to complete.

RESOLVED that the matter be noted.

15/195 To receive a report from the Old School Management Committee regarding an Asbestos Survey.

The Clerk informed members that a date has still to be confirmed by the service provider.

RESOLVED that the matter be noted and progressed by the Clerk.

15/196 Clerks Update Report

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

a) Allotment rents 2016-17

The Clerk informed members that rent invoices have been sent to allotment holders with the exception of allotment holders for plots 9a, 9b, and 10b. The rent invoice for allotment holder 10a has been reduced by half. The zero invoices and the half charge are as a result of surface water problems.

b) Resident's concerns in respect of garden surface water at properties on Mill Lane, Greenshaw Drive/Churchfield Open Space dog walk and the allotments.

The clerk informed members that this matter has been fully discussed with City of York advisors and contractors and the costs for rectification work are: _

Rear of Mill Lane and WSPFA car park £ 500.00

Petangue Court and WSPFA car park £ 740.00

Churchfields dog walk £ 980.00

Allotments £ 1670.00

Fencing around newly excavated dyke at WSPFA £ 400.00

A total of £ 4210.00

In addition there may be a need to jet a section of drain pipework.

RESOLVED that the expenditure be approved and that the Clerk progress the matters as soon as possible.

c) Tree survey

The Clerk informed members that a tree survey has been carried out and the report is awaited.

d) Corner plot Mill Lane/Westfield Lane junction

The Clerk informed members that the plot was again overgrown and he has obtained a quotation in the sum of £ 130.00 from a local garden care provider to attend to it.

RESOLVED that the quotation be accepted and the contractor be instructed to undertake the work.

e) Citizens Advice Bureau

The Clerk informed members that the dates for advice sessions have been arranged and will be the first and second Wednesdays of each month.

These being 6th& 20th April, 3rd& 18th May, 1st and 15th June, 5th& 20th July, 3rd& 17th August, 7th& 21st September, 5th& 19th October, 2nd& 16th November, 7th& 21st December

2017- 4th& 18th January, 1st& 15th February and 1st& 15th March.

f) Dog Bins and clearing dog waste

The Clerk informed members that two complaints have been received in respect of dog bin positions or clearing up dog waste. One from a resident in Hornsey Garth and one from a resident in Windsor Drive.

g) Proposed Arqiva Smart Metering tower

The clerk informed members that he has spoken to a representative of Daly International and advised them that we have no objection to a survey being carried out but this does not indicate our agreement to any installation which will require further detailed discussion and planning permission.

RESOLVED that the matters be noted, monitored and acted upon accordingly

15/197Financial Report

a) Reconciliation

The Clerk presented the Reconciliation and management accounts for March 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 March 2016	£ 83453.42
Less payments to March2016	<u>£-53959.22</u>
Balance at 31.03.16	£ 66225.53

The following payments were approved:-

19.03.16 100418	Crombie Wilkinson	£ 300.00
100419C.A.B.		£ 1305.50
21.03.16100420	WSPFA	£ 500.00
100421	OSMC	£ 51.00
100422	OSMC	£ 160.00
31.03.16 100423	HMRC	£ 214.36
100418	D W Geary	<u>£ 728.53</u>

Total **£ 3259.39**

b) To receive the Internal Auditors Report for the Year End to 31.03.16

The Clerk informed members that the Internal Audit for the Year End has been carried out by Yorkshire Internal Audit services and their report received. The report states that they have reviewed the Internal Controls and carried out appropriate tests and checks on the accounts and management arrangements and they confirm that the systems of financial controls and operating procedures are effective and that the internal controls are operating as expected. There was one matter raised concerning the Audit of the Cemetery Committee Accounts.

The Clerk informed members that this has been raised with Haxby Town Council and it is confirmed that the Cemetery Accounts have been appropriately audited in accordance with the financial practices.

c) To receive and sign the Parish Council Annual Accounts for 2015-16

The Chairman read extracts from the previously circulated Annual Accounts for 2015-16. Members accepted the accounts and the Chairman and Clerk signed and dated the Accounts.

Cllr Firth asked that as the S 106 funds were significant that they be discussed by members of the Finance Committee with a view to correctly allocating them.

d) To Sign the Annual Return for 2015-16.

The Chairman read out section 1 Annual Governance Statement for 2015-16 after which the Chairman and Clerk signed section 1.

The Chairman read out section 2 Accounting statement for 2015-16 after which the Chairman and Clerk signed section 2.

RESOLVED that the Clerk submit the Annual Return for 2015-16 to PKF Littlejohn LLP.

e) Clerk Salary grade for 2016-17

Members agreed that the Clerks Salary Grade for 2016-17 will be SCP 20. Cllr.

Runciman, Chair of the Finance Committee asked the Clerk to confirm the remaining number of SCP grades.

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

15/198 To receive reports from outside bodies

a) Churchfield Open Space Committee

Cllr Denton informed members that representatives of the committee had attended a presentation to receive the Duke of Yorks Community Initiative Award and that Churchfield Open Space has been inspected for a Green Flag Community Award.

Members congratulated the Churchfield Committee on the Duke of York award and for the work done with the fund raising.

b) Wigginton Sports and Playing Fields Association

No report has been received.

c) Haxby and Wigginton Youth & Community Association

Cllr Fisher informed members that there has been a meeting but no minutes were to hand. It is believed that they are on a better financial course in-line with their proposals.

d) Haxby & Wigginton Cemetery Committee

The next meeting of the Committee will be held on 24.04.16.

e) Environment Committee

The Clerk informed members that he will arrange a meeting in the next few weeks.

f) Old School Management Committee

The Clerk informed members that the Old School accounts have been submitted to the auditor.

g) Haxby & Wigginton Ward Committee

Cllr Gates informed members that a Team meeting /walkabout took place on 14.04.16. He informed members that City of York Council have offered an additional six (6) dog waste/litter bins for the Ward. These will be provided and emptied free of charge. Members were asked to consider positions for these.

RESOLVED that the reports be noted and actioned accordingly.

15/199 Date of the next Parish Council meeting

RESOLVED that the next meeting of the Parish Council will be held on **Tuesday 17th May 2016** immediately following the Annual Parish Meeting which will be commencing at **1900**. The next meeting of the Finance Committee will be held on 17.05.16

15/200 Other Business not requiring Notice.

Cllr Firth raised the matter of road surface repairs in Back lane and reported that the work has resulted in this causing standing water at his drive entrance after rainfall. Cllr Richardson will look into the matter.

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