

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

Minutes of the Meeting of the Parish Council held at 1900 on Tuesday 18.12.18 in the John Jeffery Room at the Old School Community Hall, Wigginton.

**18/110 Present**

Cllrs Vaughan (Chairman), Denton, Fisher, Runciman and Spence

**18/111 In Attendance**

Martyn Crosby Oaken Grove Youth and Community Association (part), City of York Councillor I Cuthbertson, and The Clerk

**18/112 Apologies for absence**

Cllrs, Firth, Gates, Finch and Jeffery

**18/113 Declarations of interest**

None

**18/114 To receive a report from North Yorkshire Police**

The Clerk informed members he has now received a report for November there were 5 recorded incidents:-

Anti-Social Behaviour	1
Criminal Damage	3
Violence	1

Contact can be made with the police a) in an emergency by telephoning 999 and in a non-emergency 101. For general communication they can be emailed [lee.pointon@northyorkshirepnn.police.uk](mailto:lee.pointon@northyorkshirepnn.police.uk) or

[snayorknorth@northyorkshire.pnn.police.uk](mailto:snayorknorth@northyorkshire.pnn.police.uk)

Other useful links include:

Crime statistic [www.police.uk/north-yorkshire/york-north/crime/](http://www.police.uk/north-yorkshire/york-north/crime/)

Community speed watch [www.northyorkshire.police.uk/what-we-do/road-policing/community-speed-watch/](http://www.northyorkshire.police.uk/what-we-do/road-policing/community-speed-watch/)

**RESOLVED** that the report be noted.

**18/115 To receive and discuss Planning Applications received**

a) 18/02473/FUL. 115, Windsor Drive, Wigginton, York YO32 2RZ. Two storey side and rear extension and single storey rear extension.

**RESOLVED** We have no objections

b) 18/02717/FUL. Bron Y Garth, 14, The Chestnuts, Wigginton, York YO32 2TS. Single storey rear extension.

**RESOLVED** We have no objections

### **18/116 To receive Planning Application Decision Notices**

- a) 18/01839/FUL. Brecks Farm, Wigginton Road, Wigginton, York YO32 2RH. Erection of 2no. holiday cottages following demolition of existing farm buildings and construction of new access track.

**APPROVED**

- b) 18/01525/FUL. West Garth, Sutton, Road, Wigginton, York YO32 2RA. First floor side and rear extension, alterations to existing roof to increase height including hip to gable extensions, front and rear dormers and pitched roof to replace flat roof on rear projection (retrospective amendments to planning approval 15/02699/FUL).

**APPROVED** without conditions Planning Permission.

- c) 18/02178/FUL. Os Field 351, Plainville Lane, Wigginton, York. Erection of horse walker.

**APPROVED**

**RESOLVED** that the matters be noted

### **18/117 Confirmation of Minutes of Previous Meeting**

Members agreed the minutes of the previous meeting held on 20.11.18.

**RESOLVED** that the minutes of the last meeting held on 20.11.18 be accepted as a true record.

The Chairman signed the minutes.

### **18/118 Matters arising from the Minutes of the Previous Meeting.**

#### **a) Neighbourhood Plan**

Cllr Vaughan informed the members that a further meeting of the Neighbourhood Plan team is to be arranged. It is now hoped to circulate the draft plan to all interested parties.

**RESOLVED** that the matter be noted.

#### **b) WSPFA highway access alterations**

The clerk informed members that the work was carried out on 13/14<sup>th</sup> December and with line markings down, the project is completed.

**RESOLVED** that the matter be noted.

#### **c) Acoustic panels to the Old School ceiling.**

The Clerk informed members that the work was completed on 15<sup>th</sup> December.

**RESOLVED** that the matter be noted.

#### **d) Additional Bank Signatory and Telephone Banking.**

The Clerk informed members that we are still waiting confirmation of an additional signatory to the HSBC Parish Council bank accounts and for telephone banking.

**RESOLVED** that the matter be noted and progressed accordingly.

#### **e) S 137 Grant payments**

The Clerk informed members that all approved grant payments have been made.

**RESOLVED** that the matter be noted.

### **18/119 To receive minutes of meetings held since November meeting**

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

a) Community Pavilion Steering Group 20.11.18

**RESOLVED** that the minutes be noted

**18/120 To receive the Environment Committees recommendation regarding the tenders received for allotment hedgerow removal and new fencing.**

The Clerk informed members that two (2) tenders were received (Elite Fencing failed to return their tender documents). The Environment Committee considered both the returned tenders received from D Atkins and P Dobson (these had previously been opened by the Clerk and Jon J Steel on 30.11.18). After due consideration the committee recommends acceptance of the tender received from P Dobson.

**RESOLVED** that the tender received from P Dobson be accepted and that notifications be sent to residents of 9 to 35A Burrill Drive and Allotment holders 7a to 10b informing them of the decision to commence the works.

**18/121 Zurich Insurance premium increase to cover carols around the tree events.**

The Clerk informed members that he has received an email from Zurich Insurance Group informing the Parish Council that the Carols around the tree Event does not form part of the risk element of our Public Liability policy. As a result, there is to be a premium increase of £ 56.01 per annum.

**RESOLVED** that the matter be noted

**18/122 YLCA/NALC notification of salary increases for 2019-20 and regrading.**

The Clerk informed members that NALC have issued new guidance for regrading of staff and of salary increases to be paid 01.04.19. The information has been passed to the Chairman Cllrs Firth and Chair of the Finance Committee Cllr Runciman.

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

**18/123 Clerks Update Report**

The Clerk reported Parish Council business and on correspondence received and dealt with, the majority of which has previously been circulated. Additional includes:-

**a) YLCA out of hours contact**

The clerk informed members he has been advised by YLCA of their new out of hours between 7pm and 9pm contact number 07706869221.

**RESOLVED** that the matter be noted.

**b) Citizens Advice York Annual Report 2017-2018**

The Clerk informed members that he has received a copy of Citizens Advice York annual report for 2017-2018. This is available in the Clerk's Office.

**RESOLVED** that the matter be noted.

**c) Carols around the tree**

The clerk informed members that the event was again very well attended and was its usual success. The Lord Mayor and Civic party were accompanied by Cllr Firth. During the evening we raised £75.00. Refreshments were once again provided by Sainsbury's Haxby who have been sincerely thanked

**RESOLVED** that the fund raised be donated to Wigginton Primary School Sing Stars to support their activities.

**d) Request for support for Wigginton Tennis Club fund raising.**

The Clerk informed members that a request for support has been received from Wigginton Tennis Club in respect of fund raising towards a new club house. The request refers to support for a tennis club team involved in a 24 hour tennis marathon involving Marcus Willis and Naomi Cavaday- Federation Cup players.

**RESOLVED** that the Wigginton Tennis Club be asked to submit a grant application.

**18/124 Financial Report**

**a)** Members discussed the precept for 2019-2020 and after agreeing to an increase of £ 550.00 to reflect YLCA/NALC salary review information in 18/122 above that the precept for 2019-2020 be set at £56184.00. The budget having previously been circulated was accepted subject to the amendment to the Salary to reflect YLCA/NALC salary review. On completion of the City of York Precept Notice for 2019/20 the Chairman and Clerk will sign the form and submit it. A revised copy of the budget for 2019/20 is attached.

**b)** The clerk presented the Reconciliation and management accounts for November 2018:

Opening balance brought forward-current account	£18633.85
Opening balance brought forward- interest account	£ 9949.32
Opening balance brought forward-Skipton Building S.	£ 40313.90
Less un-presented payments 2017-18	<u>-£ 5739.13</u>
Balance	£ 63157.94
Add receipts to November 2018	£ 61341.25
(receipts include £ 335.31 interest received for the Skipton account in November).	
Less payments to November 2018	<u>-£ 43504.23</u>
Balance	£ 80994.96
Less reserves	<u>-£ 24365.55</u>
Available balance	£ 56629.41

Two members of the Parish Council have carried out a monthly check on the cash book and accounts.

The following payments were approved for November

06.11.18	100687	City of York Council	£ 20.00
	100688	Royal British Legion	£ 34.00
	100689	Yorkshire Tree Surgeons	£ 1284.00
13.11.18	100690	Linklite	£ 273.00
	100691	A Bell	£ 84.00
16.11.18	100692	D W Geary	£ 115.24
	100693	Citizens Advice York	£ 870.33
20.11.18	100694	A Hill	£ 1308.00
30.11.18	100695	HMRC	£ 290.15
	100696	D W Geary	£ 916.14
	100697	Churchfield Open Space Com.	£ 3250.00

100698	H & W Luncheon Club	£ 250.00
100699	H & W Seniors Social Club	£ 200.00
100700	The Wonder Years	£ 1998.00
100701	The Wednesday Club	£ 400.00
100702	Browns Nurseries	£ 75.00
	DDBT	£ 79.06
	TOTAL	£11447.52

- e) The clerk informed members that the S 137 Finance agreements have been received in respect of:-  
Oaken Grove Youth & Community Association £ 5118.00.  
**RESOLVED** that payment to Haxby and Wigginton Youth & Community Association be made.
- f) To consider additional funding to the Poor and Towns Land Charity.  
The Clerk informed members that the charity income is such that the trustees may not be able to continue to support applications for assistance. The current income of £ 165.00 per annum is its only receipt.  
**RESOLVED** that the income received from the allotment rents is to be paid annually to the Poor and Towns Land Fund commencing 2019-2020.
- g) **Double Taxation**  
The Clerk informed members that City of York Councils Head of Communities and Equalities has informed him that the double taxation payments have now been agreed and that the Parish Councils payment of £ 4530.01 will be paid shortly.  
**RESOLVED** that the financial report be noted, payments be authorised and matters actioned accordingly.

#### 18/125 To receive reports from outside bodies.

##### a) Churchfield Open Space Committee

Cllr Denton informed the members that the new artificial playing pitch is due for completion week ending 22.12.18

##### b) Oaken Grove Youth & Community Association

Martyn Crosby gave a short presentation at the commencement of the meeting regarding the proposed Oaken Grove Youth and Community Associations Community Awards Scheme. The association is not seeking financial support but would like both Haxby Town Council and Wigginton Parish Council to be supporters of it. A steering group is being formed and the Parish Council are invited to nominate a representative to sit on it. The first awards evening is hoped to be staged in July/August 2019 and awards will reflect local individual's contribution to our villages, it will particularly look at young people but not exclusively. Members raised a number of questions. It is proposed to discuss the steering group representation with Cllr Finch.

##### c) Cemetery Committee

Cllr Vaughan informed members that the next meeting is arranged for 21.01.19.

**d) Environment Committee**

The clerk informed members that a meeting of the committee was held on 10.12.18 minutes of the meeting have been circulated.

**e) Old School Management Committee**

The clerk informed members that a meeting of the Trustees was held on 10.12.18 minutes have been circulated.

**f) Wigginton Sports and Playing Field Association**

The Clerk informed members that other than as reported in 18/118b there is nothing to report.

**g) Haxby and Wigginton Ward Committee**

The next meeting of the Ward Committee is scheduled for 10.01.19 which he hoped that members could attend.

**RESOLVED** that the reports be noted.

**18/126 Date of the next Parish Council meeting**

**RESOLVED** that the next meeting of the Parish Council will be held on **Tuesday 15<sup>th</sup> January 2019** commencing at **1900**.

**18/127 Other Business not requiring Notice.**

**a) Emergency Prepared**

The clerk informed members that the City of York Emergency Planning Team have issued a new document in respect of winter protection. Although circulated some members said they were unable to open the document. The Clerk will re-send it.

**RESOLVED** that the matter be noted.

The Chairman closed the meeting by wishing members a Happy Christmas and New Year.

Signed.....Date.....

# WIGGINTON PARISH COUNCIL

## BUDGET FOR 2019-2020

*Wigginton Parish Council*



*Working for Wigginton*

## Financial Overview 2018-19

The Parish Council is currently in a reasonably healthy financial position. Our finances are divided between the HSBC Bank (2 accounts) and the Skipton Building Society. We also have a small number of shares in Lloyds Bank (of little value).

### Banking:-

HSBC High Interest Account at 31.11.18	£ 5954	
HSCBC Current Account at 31.11.18	<u>£30391</u>	
<b>Total at 31.11.18</b>	<b>£ 36345</b>	
Less anticipated expenditure to 03/19	-£17750	
Add anticipated income to 03/19	<u>£ 6180</u>	
<b>Anticipated year-end total 03/19</b>	<b>£24775</b>	<b>24775</b>
<b>Add Skipton Building Society at 31.11.18</b>	<b><u>£ 4464944649</u></b>	
<b>Anticipated total of all total of all at year end 03/19</b>	<b>£69424</b>	<b>69424</b>
Less reserves		
S 106 award to Wigginton Grasshoppers	-£ 7000	
S 106	-£6799	
S 106 Churchfield OSC	-£ 5300	
Gratuity	-£ 2966	
Ward Grant	-£ 2300	
50% of precept as a reserve	<u>-£26844</u>	
<b>Total of reserves</b>	<b>- £51209</b>	<b>- <u>51209</u></b>
<b>Total unreserve available at year end</b>		<b>18215</b>



## INCOME

	2018-2019	<b>2019-2020 PROPOSED</b>	AGREED AMOUNT
	£	£	
1. PRECEPT	53686	<b>56184</b>	
Precept increase decrease	<b>3.09%</b>	<b>4.6%</b>	
2. S.106 RECEIPTS			
3. DOUBLE TAXATION CofY	4393	4393	
4. ALLOTMENTS	600	600	
5. OLD SCHOOL	1000	1000	
6. BANK INTEREST/SHARES	300	300	
7. RENT RECEIPTS	108	108	
Total income other than the precept	6401	<b>6401</b>	
	<b>60087</b>	<b>62585</b>	
Income Increase/decrease		<b>4.15%</b>	

### NOTES IN RESPECT OF INCOME:

1. The precept is the amount of funding received from City of York Council and the amount is calculated by expenditure less other income. The total Precept is currently made up of 2 elements a) precept and b) council grant payment. The 2019-20 precept proposal shows a 4.6% increase over 2018-19. The total income shows a 4.15% increase.
2. There are no outstanding S 106 monies owed to the Parish Council
3. Double Taxation – this is now reasonably assured and will remain at its currently level unless more work is taken on or is reduced.
4. Allotments – Income has risen to its current level and there are no current plans for any rent increase. A rent review could be carried out in 2019-20 for implementing in 2020-21. Members have agreed that the income derived from allotment rents will be paid over to The Poor and Towns Land Charity with effect from 2019-2020.
5. Old School – This represents a repayment from the O.S. for the Clerk’s time. The level charged £ 250.00 per quarter and was reviewed in 2016-17. This represents approximately 40% of the clerk’s time commitment involved in the management of the Old School due almost entirely to the increased use, maintenance and operating requirements.
6. Bank Interest/Shares – Interest from HSBC remains derisory (as are the returns from our Lloyds Bank shares). The interest received from the Skipton Building Society account is substantially more than the banks or shares. Consideration should be given to further transfer of funds to this account.
7. Rent is received from WSPFA, Churchfield Open Space Committee, The Old School and Northern Power Grid. Whilst these are not variable it is anticipated that there will be a small increase in the rent received from WSPFA once the new lease is initiated.

**NOTE:** The draft precept amount shown is a guide based on the figures indicated in the report and excludes allotments, Old School, bank interest, rents and vat income and is subject to discussion. Many costs (detailed in Expenditure below), are in essence non-negotiable particularly with administration.

## EXPENDITURE

	2017-18	2019-2020 PROPOSED	AGREED AMOUNT
<b>ADMINISTRATION</b>	£	£	
1.Audit Fees	1250	1400	
2.Insurance Fees	1400	1520	
3.Room Hire	500	500	
4.Postage	90	100	
5.Rent	20	20	
6.Salary/PAYE	13473	14740	
7.NI <span style="float: right;">NI (£500) Only applies to WPC</span>	500	750	
8.Gratuity	3420	3480	
9.Stationery	350	350	
10.Subscriptions	975	1000	
11.PC Equipment/Telephone/Internet	750	1000	
12.Web Site Maintenance	824	500	
13.Travel/Training	100	100	
<b>TOTAL OF ADMINISTRATION</b>	<b>23652</b>	<b>25460</b>	
<b>GROUND MAINTENANCE</b>			
14.Christmas Festivities and Band	600	600	
15.Flowers, etc	900	800	
16.Pond	250	400	
17.Grass Cutting	8510	9600	
18.Hedge Cutting	1750	2000	
19.Tree survey	500	0.00	
20.Tree Care	2750	2750	
21.Other ground maintenance including drains	2000	2000	
<b>TOTAL OF GROUND MAINTENANCE</b>	<b>17260</b>	<b>18150</b>	
<b>OTHERS</b>			
22.Remembrance	100	75	
23.Adoption of telephone kiosk and defibrillator/maintenance	175	50	
24.Citizens Advice	5500	5500	
25.Neighbourhood Plan	1000	1000	
<b>TOTAL OF OTHERS</b>	<b>6775</b>	<b>6625</b>	
<b>GRANTS S.137/Donations</b>			
26a.The Old School	0	0	
26b.Churchfield Open Space Committee	3300	3250	
26c.Oaken Grove/Wigginton specific	1600	1600	
26c.Other Support Grants(incl.Oaken Grove )	7500	7500	
<b>TOTAL OF GRANTS AND DONATIONS</b>	<b>12400</b>	<b>12350</b>	
<b>TOTAL OF ALL EXPENDITURE</b>	<b>60087</b>	<b>62585</b>	

## NOTES IN RESPECT OF EXPENDITURE

The draft 2019-20 expenditure is anticipated to be 4.15% higher than for 2018-19, based on the proposals below, this primarily arises due to a decrease in Other costs, although the administration costs have risen due primarily to reflect NALC advised 2019-2020 salary increases. There are also minor increases in gratuity and web maintenance which includes for a web site upgrade.

1. Audit Fees: to Yorkshire Internal Audit Services and PKF Littlejohn LLP.
2. Insurance: For WPC, Old School and Churchfields Open Spaces. The current contract expires in June 2019, Zurich will offer the Parish Council a 3 Year contract with 5% discount or a 5year contract with a 10% discount. The budgeted price may increase as at this stage Zurich are unable to give a firm price for 2109.
3. Room Hire: Costs of Old School Room Hire for WPC Meetings.
4. Postage: Monthly cheque payments, correspondence, etc.
5. Rent: Payable to City of York Council for land leases in Windsor Drive and Westfield Grove.
6. Salary: Members agreed that the clerk's salary be Scale SCP 25 with effect from 1<sup>st</sup> April 2018. It was further agreed that any NALC salary increase be awarded and implemented at the specified time. A further increase is due in April 2019. This has now been advised by NALC including regrading. The salary level reflects the proposed changes.
7. NI: PAYE is from the salary element and NI is a direct payment by WPC.
8. Gratuity: Annual reserve sum payable to the Clerk on retirement in lieu of pension. The gratuity increases annually due to increased Lower Earnings Limit (NI) and years of service. (Currently the LEL is £116.00 x 3.75% x the no. of years service. The LEL increases annually along with service.)
9. Stationery: Items for day to day office administration.
10. Subscriptions: YLCA, SLCC and Data protection membership annual payments.
11. PC/Telephone/Internet: Cartridges, telephone, internet payments. The Parish Council now has an all-inclusive telephone/broadband which will include free calls monthly invoiced plan.
12. Web: Annual fees for maintenance and support.
13. Travel/Training: Travel payment include any mileage, car parking etc.
14. Christmas Festivities: Trees for Old School, School and Village, lights and electrics and band for Carol Event. Generally speaking refreshments have been provided by local sponsors. It is becoming more and more difficult with the placing and lighting of the Christmas tree and therefore members agreed that a contractor should be engaged to assist from 2018-19.
15. Flowers: Planting out in village and school in Spring and Autumn.

16. Day to day maintenance is minimal at the pond. Significant work is due to take place at the pond in 2019-20 (deferred from 2018-19), costs for this work will be taken from reserves following a tender process. As the pond works costs are from reserve's they do not appear in the budgeted figures above.
17. Grass Cutting: Final year of Andrew Hill's contract (tendering required in 2020-21 no further extension of the contract is planned). Cutting April or May through to October, including church. Additionally, verge edging has again been agreed.
18. Hedge Cutting: This is contracted through a local contractor and has been a Spring and Autumn event. Hedge cutting through village, includes church. With the hedge cutting occurring later than in previous years it is now possible to arrange just a single late summer cut. Forgoing the winter cut will avoid damage to grassed areas caused by the tractor equipment due to soft ground conditions.
19. It is not proposed to carryout a tree survey during 2019-20.
20. Tree Care: Additional tree care required particularly through Churchfields/Church Lane and around the village pond. Includes tree density, height reduction and cut back around street lighting.
21. Other ground maintenance/miscellaneous: Funds for unspecified and infrequent works in the village that now include monthly cleaning and maintenance of the snickets and garden areas at Burrill Drive and Windsor Drive. Any work carried out at Village Garth is taken from S 106 reserves.
22. Remembrance: Wreaths, etc.
23. Adoption of the Telephone kiosk for the defibrillator has been completed but there will be a small annual charge for consumables and annual maintenance.
24. Support for Citizens Advice York (CAY) for 3 visits per month (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Wednesdays). Fees have risen periodically and covers the costs incurred by CA|Y for its outreach workers. (Haxby Town Council currently are invoiced by CAY directly for 1 visit).
25. Neighbourhood Plan: To date the Parish Council has paid out £ 500.00 (to Haxby Town Council) for administration. We have not been made aware of any future expenditure requirements. No provision has been made in the budget. For future budgets we may need to consider including expenditure for works & objectives identified in the Neighbourhood Plan, which is not yet to hand
26. Grants:
  - a. The Old School is now in a very settled financial position and will not be seeking a Parish Council S137 grant in 2019-20.
  - b. Churchfield Open Space Committee grant will be automatic as agreed at Finance Committee.
  - c. Other Support Grants – various applicants will make applications. The level for Oaken Grove Youth & Community Association within the grants overall level has been increased to reflect a separate additional support

level by the Parish Council for youth activity actually in Wigginton (held on a Tuesday/Wednesday evening at the Old School)

- d. Two major projects remain in the planning stage for Haxby (new library) and Wigginton (Community Pavilion) remain active. Both projects have considerable costs attached and may warrant the Parish Councils support. Such support is not included in these budget proposals and may be difficult to award under S 137. Some of the monies held under, (but not all), S 106(see reserves held page 1), could be used for the Wigginton pavilion project but not for the Haxby Library project.

NOTE: VAT – This is not included as expenditure figures are VAT free.