

Wigginton Parish Council

The Old School, Mill Lane, Wigginton, York YO32 2PU

Minutes of the Virtual (Zoom) Meeting of the Parish Council, held in two sessions, the first starting at 19.00 on Tuesday 21.07.2020 and the second starting at 19.45.

20/031 Present

Cllrs Gates (Chairman), Denton, Edwards, Finch, Leaf, Runciman, Spence and Vaughan.

20/032 In Attendance

The Clerk and Cllr Lakey (who could not join in because of an intermittent internet connection).

20/033 Apologies for absence

Cllr Wreglesworth.

20/034 Declarations of interest

There were no declarations of interest.

20/035 To receive a report from North Yorkshire Police

The Clerk informed members that no report has been received for June 2020.

RESOLVED that this be noted.

20/036 To consider Planning Applications received

- a) 20/01059/FUL. Wigginton Cottage Farm Wigginton Road Wigginton York YO32 2RH. Conversion of outbuilding to dwelling.

RESOLVED that the Parish Council has no objections.

- b) 20/01149/TPO. 7 Broad Oak Lane Wigginton York YO32 2SB. Works to Oak protected by TPO no. 1985/81 - reduce limb by 3m, crown clean, prune back side canopy by 2-3m.

RESOLVED that the Parish Council has no objections.

20/037 To receive Planning Application Decision Notices

The Clerk reported that a list of planning applications decided in June had been received just before the start of the meeting and he had not been able to circulate it. This would be done after the meeting.

20/038 Confirmation of Minutes of Previous Virtual Meeting held on 17/06/20

Members agreed the minutes of the previous meeting held on 17/06/20

RESOLVED that the minutes be accepted as a true record.

20/039 Matters arising from the minutes of the meeting held on 17/06/20

a) Bank Mandate and Internet User account arrangements (appointment on temporary basis of Parish Clerk and RFO)

Members confirmed the appointment of Mr Ian Cuthbertson as Parish Clerk and RFO from 1st July 2020 on a temporary basis, expected to be for up to 3 months. Members also agreed that Mr Cuthbertson be authorised to be the Parish Council's principal user for the Internet current account with HSBC.

RESOLVED that the Clerk's appointment and authorisation be recorded.

b) Arrangements for recruiting and appointing a Parish Clerk

The matter of recruiting and appointing a permanent Parish Clerk was discussed; it was agreed that a recruitment panel be formed consisting of Cllrs

Edwards, Leaf, Runciman and Vaughan. The panel will keep the Chairman informed throughout.

RESOLVED that formation of the panel and its membership be noted.

c) Arrangements for skip at allotment

It was reported that provision of a skip may not now be necessary as the allotment in question had been largely cleared; the Clerk was asked to check with the tenant concerned.

d) Licensing application: Event Coordin8 Ltd, Willow House Caravan Park, Wiginton Road, Wiginton, York YO32 2RH

It was agreed that Cllr Vaughan would represent the Parish Council at the hearing and the Clerk would circulate details of the hearing to members.

e) Other allotment matters

The Clerk reported that a tenant had asked about the removal of a trailer left on their allotment by a previous tenant. Cllr Denton and the Clerk agreed to check the situation. Cllr Denton also advised that one of the gate posts had rotted and would need replacing; members agreed that this should be dealt with.

RESOLVED that the matter be noted

20/040 To receive the Clerk's report on matters and correspondence dealt with since the last meeting.

a) HMRC

The Clerk reported that the Parish Council's VAT reclaim to 30/06/20 had been successfully processed and a credit was expected in due course. The necessary PAYE record had also been created for the Clerk.

b) Bank Reconciliation

The Clerk drew members' attention to some minor changes to the layout and wording of the Bank Reconciliation report; it was otherwise the same as before.

20/041 Financial Report

The Clerk presented accounts for June 2020.

a) Reconciliationsummary:

Opening balance brought forward-current account	£	4404.94	
Opening balance brought forward- interest account	£	3465.16	
Opening balance brought forward-Skipton Building S.	£	44994.47	
Less unrepresented payments 2019-20	£	<u>-1443.88</u>	
Balance	£	51420.69	
Add receipts to June 2020	£	31397.56	
Less payments to June 2020	£	<u>-20777.69</u>	
Balance	£	74704.54	
Less liabilities	£	<u>-6339.30</u>	
Available working balance	£	<u>55701.26</u>	

b) Payments

The following payments were approved for May/June 2020 either by Direct Debit (DD) or Bank Payment (BP).

May:

BP	Grove Fire & Security	£	547.73	
BP	P Dobson	£	40.00	
BP	Rosedale Northern Ltd	£	32.76	<u>Total £620.49</u>

June:

DD	BT	£	64.20	
BP	Pinnacle Web Design	£	512.00	
BP	Browns Nurseries	£	234.00	
BP	MAH Garden Services	£	1680.00	

BP	F Vicary	£ 839.26
BP	D W Geary	£ 4210.70
BP	WSPFA (s106 grant)	£ 2200.00
BP	OSMC (s137 grant)	£ 950.00
BP	HMRC	£ 1973.85
		<u>Total £12664.01</u>

RESOLVED that the accounts report be noted and the payments actioned.

- c) Cllr Vaughan asked if it was worth continuing with the HSBC High Interest Account with a low interest rate payable. Cllr Runciman proposed and Cllr Denton seconded that this account be closed and the balance moved to the Parish Council's Current Account; members agreed.

RESOLVED that the High Interest Account be closed and the balance transferred to the Parish Council's Current Account.

- d) To decide on a long-term funding proposal from Citizens Advice York. The Clerk reported that the proposal to fund Citizens Advice York at a rate of £5532 per year (linked to inflation) was consistent with the Council's previous support for this body. It was also confirmed that Haxby TC pays its 1/3 share of the cost of advice sessions direct to CAY. Members approved this arrangement and agreed that the Funding Agreement with CAY for 2020-2023 should be signed on behalf of the Parish Council.

RESOLVED that the decision be noted and the Agreement be signed.

- e) To consider and decide on quotations for tree work and hedge cutting. The Clerk reported that 6 quotations for tree work, hedge cutting and some garden work had been received from Yorkshire Tree Surgeons Ltd. The total cost for the work (covered by quotations 2431, 2830, 2831, 2832, 2833, 2834, 2835) was £6780 or £8136 incl VAT, which was within the total budget of £8500 for hedges, tree care and groundwork/snickets. However, the cost of hedge work (quotations 2830, 2831 and 2833) was £4680 excl VAT, which exceeded the budget allocation of £2500 and the costs would need to be reviewed during budget setting for 2021-2022. Members approved acceptance of the quotations and asked that work could commence as soon as possible.

RESOLVED that the decision be noted and the work authorised.

20/042 To receive reports from outside bodies.

a) Churchfield Open Space Committee

Cllr Denton advised members that weed killing would take place on the dog field in due course. It was planned to place extra WetPour surfacing under two more swings. Users had generally behaved satisfactorily.

b) Oaken Grove Youth & Community Association

Cllr Finch advised that there was nothing to report.

c) Cemetery Committee

Cllr Gates informed members that a socially-distanced topple test would take place on 11th August.

d) Environment Committee

It was reported that the Committee had not met, its current membership being Cllrs Denton, Finch and Vaughan. It was agreed that more members might be needed for the committee and Cllr Spence volunteered to join it.

e) Old School Management Committee

Cllr Vaughan reported that the building has been cleaned throughout and the Committee is eager to hear when it can be re-opened. A grant of about £10,000 has been received from City of York Council to provide financial support during the Covid-19 pandemic. A burst water pipe had been repaired.

f) Wigginton Sports and Playing Field Association

Cllr Gates advised members that there is to be an open day at the new John Jeffery Community Pavilion on Sunday 2nd August from 11.00-15.00; places can be booked via Adam Ryding. The Chairman would circulate details.

g) Haxby and Wigginton Ward Committee

It was reported that Ward Councillors had continued their work during the lockdown period. An update on the library arrangements was given.

RESOLVED that the above reports be noted.

20/043 Farewell gift to previous Clerk

Cllr Denton proposed and members agreed that a farewell gift of crystal glassware should be purchased for David Geary, to be presented on a suitable occasion in the near future.

20/044 Date of the next Parish Council meeting

Members agreed that a date for the next virtual (Zoom) meeting of the Parish Council should be set for a date and time during August or September to be confirmed according to the situation over summer.