

# **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 23.09.2020 and the second starting at 19.40.

### **20/045 Present**

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

### **20/046 In Attendance**

The Clerk, Mrs K Newell from Toy Like Me, Mr R Yates from The Wonder Years, who were both in attendance to speak about the grants their organisations were requesting, and Cllr Edward Pearson who was in attendance to give an update on the library and on the work of the Ward Committee.

### **20/047 Public Speakers**

Mrs K Newell thanked members for their welcome and described the toy box project for which Toy Like Me CIC is requesting support. It brings a set of toys, each bearing a different disability for children at school to play with. Boxes are going to various local schools, but this request is for Wigginton Primary School (£150 for the box and £100 for an exhibition at the Haxby & Wigginton Library). The majority of the cost of the project is otherwise being met by Toy Like Me.

Mr R Yates thanked members for their welcome and spoke about the Wonder Years' project to install some additional storage capacity in the roof space of their premises at Wigginton Primary School at a cost of £1472, part of the total being met by The Wonder Years.

Cllr Ed Pearson spoke about the very welcome re-opening of the Haxby & Wigginton Explore Library at Oaken Grove Community Centre on 7<sup>th</sup> September (which Cllr Runciman and the Clerk had attended). The library is open on weekdays (not Thurs) from 10.00-17.00 and Saturdays from 10.00-13.00. A more permanent arrangement at the Centre was currently being discussed. Cllr Pearson also described the Ward Councillors work, in particular visits to many parts of the Ward to identify and deal with residents' problems.

***The first session of the meeting ended at 19.30, the second session starting at 19.40***

### **20/048 Apologies for absence**

Cllr Wreglesworth and Cllr Lakey.

### **20/049 Declarations of interest**

Cllr Edwards declared an interest in the re-opening of the Haxby & Wigginton Explore Library at Oaken Grove Community Centre as Chair of York Explore.

### **20/050 To receive a report from North Yorkshire Police**

The Clerk informed members that no report has been received for July/August 2020. **RESOLVED** that this be noted.

### **20/051 To consider Planning Applications received**

The Clerk reported that no Planning Application Notices had been received from City of York Council during July and August; however, applications received by City of York could be seen on the City Council's website. At the date of this meeting and its notice, no applications were outstanding for the Parish nor were there any with all or part of a consultation period remaining.

**RESOLVED** that this be noted.

**20/052 To receive Planning Application Decision Notices**

The Clerk reported that he had circulated a list of planning applications decided in June after the previous meeting held on 21/07/20 but that no general Decision Notice for July and August had since been received.

**RESOLVED** that this be noted.

**20/053 Confirmation of Minutes of Previous Virtual Meeting held on 21/07/20**

Members agreed the minutes of the previous meeting held on 21/07/20

**RESOLVED** that the minutes be accepted as a true record.

**20/054 Matters arising from the minutes of the meeting held on 21/07/20**

**a) Bank Mandate and Internet User account arrangements update**

The Clerk reported that the change of principal user for the Parish Council's HSBC internet current account were being processed by HSBC. Cllr Denton asked about the change of signatories on the Skipton Building Society deposit account. Members confirmed that, having been appointed as Parish Clerk and RFO from 1<sup>st</sup> July 2020, Mr Ian Cuthbertson be recorded as Account holder no. 1 for the Building Society deposit account.

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

**b) Arrangements for recruiting and appointing a Parish Clerk - update**

The Clerk reported that advertisements for the pending vacancy had been placed with YLCA and Newsquest. Cllr Runciman advised that the recruitment panel had met; there had been six expressions of interest (all from potentially suitable people) and five resulting applications. It was expected that (remote) interviews would be held in early October.

**RESOLVED** that progress on the appointment be noted.

**c) Arrangements for skip at allotment 7a**

The Clerk reported that the positioning of a skip at the allotment may be a problem because of the width of the gateway and the need for a skip lorry to reverse in. He would check with City of York Council about siting the skip on the road and would report back.

**d) Consideration of including Zoom link details in the public notices of Parish Council meetings**

The Clerk reported that an upgraded version of Zoom, costing about £11-12 per month, would make it possible to have longer meetings with no need to split them into 40 minute sessions; also, the password could be changed to that in the published link just before the meeting, then back at the end of the meeting. In this way members of the public who wish to be present would not need to request access (see YLCA White Rose Update of 12.08.20).

**RESOLVED** that the matter be raised at the next full meeting.

**20/055 To receive the Clerk's report on matters and correspondence dealt with since the last meeting.**

**a) Preparatory arrangements for work on the pond**

The Clerk reported that arrangements were being made to discuss the legal background to the pond situation with Richard Watson of Crombie Wilkinson LLP; the meeting would be held via Zoom on 24.09.20.

**b) Changing the Council's accounts from a manual to a computerised system**

The Clerk advised members that a manual book-keeping system had been inherited; a computerised system would be simpler to operate, would provide flexible reports, would allow data to be extracted to spreadsheets easily and would be more accessible for an auditor. Members agreed with these comments and suggested that a decision be made with the incoming Clerk.

**RESOLVED** that both reported matters be noted.

## 20/056 Financial Report

The Clerk presented the accounts for July/August 2020 (the reconciliation and management accounts had already been circulated to members).

### a) Reconciliation summary:

Opening balance brought forward-current account	£ 4404.94
Opening balance brought forward- interest account	£ 3465.16
Opening balance brought forward-Skipton Building Soc.	£ 44994.47
Less unpresented payments 2019-20	£ <u>-1443.88</u>
Balance	£ 51420.69
Add receipts to August 2020	£ 32135.62
Less payments to August 2020	£ <u>-29781.12</u>
Balance	£ 53793.19
Less liabilities	£ <u>-6339.30</u>
Available working balance	£ 47453.89

### b) Payments

The following payments were approved for July/August 2020 either by Direct Debit (DD) or Cheque Payment (CQ).

July:

DD	BT	£ 64.20	
CQ	MAH Garden Maintenance Ltd	£ 1680.00	
CQ	Citizens Advice York	£ 1383.00	
CQ	R Denton	£ 70.66	
CQ	I M Cuthbertson	£ 820.70	
CQ	HMRC	£ 245.53	<u>Total £4264.09</u>

August:

DD	BT	£ 64.20	
CQ	J Gates	£ 35.00	
CQ	PH Dobson	£ 150.00	
CQ	MAH Garden Services	£ 3360.00	
CQ	I M Cuthbertson	£ 865.46	
CQ	HMRC	£ 264.68	<u>Total £4739.34</u>
			£9003.43

**RESOLVED** that the accounts reports be noted and the payments actioned.

## 20/057 Consideration of grant applications

Two grant applications as presented by Mrs K Newell and Mr R Yates at Minute 20/07 above, were considered. Members unanimously agreed to approve grant payments of £250 to Toy Like Me CIC for the Toy Box project and £1472.36 to The Wonder Years for creating extra storage space.

**RESOLVED** that the two grants be approved.

## 20/058 Report from Haxby and Wigginton Ward Committee

Cllr Ed Pearson had presented this report during the first session of the meeting (see Minute 20/047)

## 20/059 To receive reports from outside bodies.

### a) Churchfield Open Space Committee

Cllr Denton reported that there had been some malicious damage to the apron of the Astroturf playing surface; a quotation for repairs of £510 had been received from the installers and the matter was in the hands of Zurich Insurance. Grants of £500 and £756 had been received from Magic Little

Grants and the Ward Committee; these would provide for installation of a Wobble Mirror and a Step-Up Bar.

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

Cllr Finch advised that there was nothing to report.

**c) Cemetery Committee**

Cllr Vaughan informed members that there was nothing to report.

**d) Environment Committee**

It was reported that the Committee had not met.

**e) Old School Management Committee**

Cllr Vaughan reported that the Committee had met on 22<sup>nd</sup> September; its members expressed gratitude to City of York Council for the £10k support grant received earlier. It was noted that no arrangements seemed to have been made for ordering a Christmas tree; the Clerk undertook to check this with Brown's Nurseries and report back.

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

Cllr Gates reported that Bill Tomlinson, a well-known local resident and WSPFA member, had passed away on the weekend of 19<sup>th</sup>-20<sup>th</sup> September; he would be missed. Further news was that Michael Heseltine had retired as Treasurer to the Association. Cllr Gates advised that WSPFA would be looking for 3 new trustees.

**RESOLVED** that the above reports be noted.

**20/060 Date of the next Parish Council meeting**

Members agreed that the date for the next virtual (Zoom) full meeting of the Parish Council should be set for 19.00 on Wednesday 21<sup>st</sup> October.