

# **Wigginton Parish Council**

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

Minutes of the Virtual (Zoom) Meeting of the Parish Council, held on Wednesday 21.10. 2020, in two sessions, the first starting at 19.00, the second starting at 19.40.

### **20/071 Present**

Councillors: Cllrs Gates (Chairman), Denton, Edwards, Finch, Lakey, Leaf, Runciman and Vaughan.

In attendance: The Clerk and the new Clerk, Karin de Vries

### **20/072 Chairman's welcome**

The Chairman welcomed everyone to the meeting. He explained that the meeting would be held in Zoom sessions of 40 minutes. Although a Zoom Pro subscription had been purchased by the Clerk, its introduction would be deferred to the November meeting. The Clerk explained that he would clerk for most of the meeting, except for item 8b and that the new Clerk would minute the meeting.

### **20/073 Apologies for absence**

Apologies had been received from Cllr Runciman who would arrive a little late due to an engagement. Cllr Wreglesworth and Cllr Spence had sent their apologies.

### **20/074 Declarations of interest**

There were no declarations of interest, apart from those on record already.

### **20/075 To receive the September 2020 report from North Yorkshire Police**

The Clerk informed members that no report had been received. The Clerk, wearing his Ward Councillor hat, would query the absence of police reports at a meeting with the local PCSO.

### **20/076 To consider Planning Applications Received**

The Clerk reported that no Planning Applications affecting the parish were notified by City of York since the week commencing 1 September and none remained with an unexpired consultation period.

### **20/077 To receive Planning Application Decision Notices**

The Clerk reported that no monthly Planning Application Decision Notice report had been received since the meeting of the Parish Council held on 23 September. The Clerk had expected one or two decision notices but these had not been received from the City of York yet. He would investigate the issue.

### **20/078 To approve the Minutes of the Parish Council virtual meeting held on 12.10.20**

It was RESOLVED to approve the minutes of the Parish Council meeting held on 12 October 2020 as a true record.

### **20/079 To consider matters arising from the Minutes of the virtual meeting held 12.10.20 and decide any necessary action**

There were no matters arising.

### **20/080 To receive a further update report from the Clerk on matters dealt with and correspondence received since the Parish Councils last virtual meeting held on 12.10.20**

**a) Arrangements to investigate the legal and on-site background to the village pond and surrounding green**

The Clerk reported that the shuttering around the pond had been installed in two stages over a period of about 15 years. He had written to all occupants of the properties adjoining the village pond and had received a response from 5 out of 6. After some discussion, it was RESOLVED to form a pond subcommittee consisting of Cllrs Denton, Leaf, Vaughan and Lakey, together with the Clerk and possibly the new Clerk. The subcommittee would carry out a site visit first and would then, together with the legal representative, meet with a group of local residents. The Chairman suggested that further legal advice may be required.

The Clerk reported the substance of the legal advice received. While it was possible that some precedent had been set when the Parish Council carried out repairs previously, the residents were still ultimately responsible for maintaining the shuttering. The Chairman suggested that the use of public money on an expensive matter outside the council's responsibility would be ill-advised. It was also RESOLVED that Phil Dobson should be asked to carry out a detailed survey of the banks of the pond and the beck. Councillors agreed with Cllr Finch's suggestion that Yorkshire Water should also be approached as they are responsible for the beck. At this point, the Chairman suggested that contact details of all Councillors including mobile numbers should be distributed. The Clerk was asked to distribute an up to date list.

**b) The desirability of moving from a manual bookkeeping system to a computerised system**

The new Clerk, Karin de Vries, observed that the financial reports currently distributed to Councillors are in Excel format. She offered to enter the manual accounting figures for the first six months into Excel and to continue with Excel for the rest of the financial year. The financial reports to Council would be generated automatically. Towards the end of the financial year the Council could determine whether they wish to invest in another bookkeeping package.

**c) Updated details re hiring of skip to remove waste from allotment 7a.**

The Clerk had made inquiries and had ordered a skip to arrive on Monday 26 October, situated to the front of the hairdresser and chiropodist.

**20/081 To receive the Parish Council's Financial reports (reconciliation and management accounts) for September 2020**

The Clerk reported that the bank reconciliation was slightly different as it accounted for transfers between accounts. The number of unrepresented payments had reduced. He noted that the HSBC savings account had only generated interest of £1.27 whilst the new Skipton account had accumulated significantly more.

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 unrepresented payments 2019-20	£ -1443.88
Balance	£ 51420.69
Add receipts to September 2020	£ 65644.07
Less payments to September 2020	£ -36946.93
Balance	£ 80117.83
Less liabilities	£ -6339.30

Available working balance

£ 73778.53

It was RESOLVED to note the financial reports.

**20/082 To authorise Payments for September**

BT Phone and Internet	(DD)	£	64.20
West Yorks Artificial Lawns. Repairs to Churchfield all weather surface	(CQ)	£	410.00
Newsquest (London) Ltd. Advert for Clerk & RFO	(CQ)	£	360.00
YLCA. Advert for Clerk & RFO	(CQ)	£	15.00
MAH Garden Maintenance Ltd. Grass cutting September	(CQ)	£	1680.00
I M Cuthbertson	(CQ)	£	842.98
HMRC. Income tax and NI Sept	(CQ)	£	<u>255.20</u>
		£	<u>3699.38</u>

It was RESOLVED to confirm the payments made in September.

Councillors discussed that the internet banking transfer from the now retired Clerk to the Clerk had been slow and troublesome. It was RESOLVED that the newly appointed Clerk, Karin de Vries, will be the principal person for payments as soon as practicable.

**20/083 To discuss and decide whether a Christmas tree or trees should be purchased for the Old School and other local venues**

The Clerk had investigated and found that Browns were able to supply the Christmas trees. As Councillors would not be able to help erect the tree and lighting at the school because of Covid19 regulations, the school would be asked to take over the erection and safe lighting. For the past five years Cllr Denton and the previous Clerk had erected the tree in front of the Old School and added lighting. After some discussion, possibly involving a local electrician to install the lights, Cllr Leaf volunteered to work at height with Cllr Denton assisting. It was RESOLVED that two trees would be purchased. The Clerk would place an order for delivery of one tree to the school and one to the Old School.

**20/083 To discuss and decide whether a wreath or wreaths should be purchased in respect of any forthcoming Remembrance Day observances**

Cllr Runciman reported that she usually places a Parish Council wreath at the Haxby St Mary's church but if a Councillor is willing to go, another could be purchased for St Nicholas church in Wigginton. After some discussion, it was RESOLVED to purchase two wreaths from the British Legion.

**20/084 To receive reports from outside bodies**

**a) Churchfield Open Space Committee**

Cllr Denton reported that two-monthly meetings were still impossible. He had sent out reports instead. A donation from a professional dog walker towards the dog walking field, had been used to purchase a dog bag dispenser. He observed that now the park is locked every night at dusk, a group of 14 to 15 year old youths had been very polite when asked to leave. The Clerk had arranged the claim of damage to the Astroturf with the insurer and this had been repaired. Moreover, with the help of a ward grant and a grant from Magic Little Grants, the Committee had purchased two new pieces of play equipment, a step-up bench and a wobble mirror, to be installed soon. Churchfield Open Space had been awarded the Green Flag Community Award again for 2020.

**b) Oaken Grove Community Centre.**

Cllr Finch advised that there was nothing to report.

**c) Haxby & Wigginton Joint Cemetery Committee**

Cllr Vaughan informed members that there was nothing significant to report.

**d) Environment Committee**

It was reported that no meeting had been held.

**e) Old School Management Committee**

Cllr Vaughan reported that the Committee had made every effort to implement the Covid-19 rules. The bookings had recovered to approximately half of the pre-Covid levels.

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

The Chairman reported that the Association had two new trustees. One of these, Jonathan Leaf, had agreed to be vice-chair of the Association.

**g) Haxby and Wigginton Ward Committee**

The Clerk reported on behalf of the Ward Committee that the decision about the proposed pedestrian crossing in York Road will be made in November. Moreover, some works appear to have started at the ambulance station in Haxby, with three portakabins currently on site. Disappointingly, Councillors had not received any notification about the works. In December and January, the Ward Councillors would continue to look out for issues with street lights, road signs and anything else. He reminded Parish Councillors that any report of matters of concern would be very welcome. Cllr Finch asked for an update regarding the plans to install double yellow lines opposite the shop. The Clerk explained that there had been some delays due to an objection to the order. Cllr Leaf confirmed that the double yellow lines were now in place.

**h) Neighbourhood plan**

Cllr Edwards reported that the Neighbourhood Plan was almost finalised and that the group was currently awaiting feedback from the City of York.

Cllr Vaughan took the opportunity to express his thanks to Ian for the excellent job he had carried out over the past months when the Council had unexpectedly found itself without a Clerk. The Chairman concurred and stated that the Council was very much in Ian's debt. Councillors applauded in recognition of the role Ian had played.

**20/085 To confirm the date of the next virtual Parish Council meeting**

Members confirmed that the next virtual meeting will be held on 18 November at 7pm.

The Chairman closed the meeting at 20:10.