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 18.11. 2020, starting at 19.00

20/086 Present:
Councillors: Cllrs Gates (Chairman), Denton, Edwards, Finch, Lakey, Leaf, Runciman, Spence and Vaughan.

In attendance: The Clerk, Karin de Vries and Ward Councillor Ian Cuthbertson

20/087 Chairman's welcome
The Chairman welcomed everyone to the meeting. He explained that the meeting would be recorded.

20/088 Apologies for absence
Apologies had been received from Cllr Runciman who would arrive a little late due to a meeting overrunning. Cllr Wreglesworth had sent their apologies and was unable to attend the meeting due to technical problems. It was RESOLVED unanimously to approve Cllr Wreglesworth's reason for absence.

20/089 Declarations of interest
Cllr Denton and Gates declared an Disclosable Pecuniary Interest in item 20/094.i.b

20/090 To receive the September 2020 report from North Yorkshire Police
No report had been received. Cllr Cuthbertson had not yet been able to query the absence of police reports.

20/91 To approve the Minutes of the Parish Council virtual meeting held on 21.10.20
It was RESOLVED to approve the minutes of the Parish Council meeting held on 21 October 2020 as a true record.

20/092 To consider matters arising from the Minutes of the virtual meeting held 21.10.20 and decide any necessary action
Cllr Leaf had been recorded as present at the September meeting but had not attended the meeting.

20/093 Planning

1. **To consider a response to the following planning applications:-**
   a) 20/02149/FUL – 50 Plantation Way, Wigginton. Single storey rear extension after demolition of existing conservatory, single storey front extension and partial conversion of existing garage into habitable accommodation. No objections.
   b) 20/02006/FUL – Strathmore, Sutton Road, Wigginton. Demolition of existing building and erection of industrial building (Use class B8 storage or distribution). No objections.
   c) 20/02153/FUL – 27 Plantation way, Wigginton. Single storey side and rear extension. No objections.

2. **To note details of planning applications decided by the City of York Council and to decide upon any necessary action:-**

a) 20/01439/FUL 33 Walmer Carr. Wigginton. One and two storey rear extension and new first floor window opening to side elevation of existing house. Householder Approval.
b) 20/01059/FUL Wigginton Cottage Farm. Wigginton Road. Wigginton. Conversion of outbuilding to dwelling. Approved.

20/094 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 21.10.20

a) To note progress in arrangements to investigate the legal and on-site background to the village pond and surrounding green.
Councillors discussed this matter in detail and received some historic background. On reflection, it was decided that rather than forming a Pond Subcommittee, the responsibility should lie with the Environment Committee with Cllr Denton as Chairman. It was agreed to arrange a meeting with Cllr Denton and Phil Dobson in the first instance.

b) To receive update re hiring of skip to remove waste from allotment 7
The Clerk reported that the skip had been organised by the Interim Clerk and now been removed.

c) To note progress on the purchase of Christmas trees for the Old School and Wigginton Primary School.
The Interim Clerk had arranged the trees. The Christmas tree for the school should arrive towards the end of the week ending 27th of November. The tree for the Old School would be supplied on 27th of November. Cllr Denton offered to receive the tree on that date and Cllr Leaf would help with the lights.

d) To note the purchase of wreaths as well as the impact of the lockdown on Remembrance Day observances.
Cllr Leaf had delivered the wreath to the St Nicholas Church in Wigginton. Cllr Runciman dealt with the wreath for the St Mary's Church in Haxby.

e) To consider grass cutting specification and contract for 2021-22.
The grass cutting contract had been agreed until 2023 and did not need considering. Councillors remarked that the quality of the works was good.

f) To consider hedge cutting specification and contract for 2021-22.
The consideration of the hedge cutting specification was deferred to the Environment Committee.

g) To consider quotations for edging of lawns and path edges.
This item was deferred to Finance Committee.

h) To receive quotations for various tree works within the village.
This item was deferred to Environment Committee.

i) To receive grant applications:

a) Haxby & Wigginton Youth & Community Association.
This grant application was deferred to Finance Committee

b) Churchfields Open Space.
It was RESOLVED to approve a grant of £3300. Cllrs Gates and Denton abstained from the vote.

c) Wigginton Recreation Hall Trust.
This grant application was deferred to Finance Committee.

j) To confirm the purchase of a mobile phone for the Clerk.**
It was RESOLVED to confirm the purchase of a mobile phone including a first monthly plan for £115.

k) To confirm attendance by the Clerk of the YLCA Excel for Accounts webinar within the training budget.
It was RESOLVED to confirm the Clerk's attendance of the YLCA Excel for Accounts webinar.

20/095 Financial Matters and Governance

1. **To receive the Parish Council's Financial reports (bank reconciliation and budget monitoring reports) for October 2020**

It was RESOLVED to approve the Bank Reconciliation and Budget Monitoring reports for October 2020.

2. **Council noted the following receipts:**

Skipton Building Society. Interest		£ 129.13

3. **To confirm the following payments:-**

BT Phone and Internet	(DD)	£ 64.20
Toy Like Me. Grant Toy Boxes	(CQ)	£ 250.00
The Wonder Years. Grant for storage space in loft	(CQ)	£ 1472.00
Salaries October	(CQs)	£ 1248.28
HMRC. Income tax and NI October	(CQ)	£ 255.19
		£ 3289.67

It was RESOLVED to confirm the above payments.

4. **To approve the following payments:-**

BT Phone and Internet	(DD)	£ 64.20
MAH Garden Maintenance Ltd. Grass cutting September	(CQ)	£ 1680.00
PKF Littlejohn. Limited assurance review AGAR 2019/20	(CQ)	£ 360.00
Giffgaff. iPhone and SIM monthly plan	(CQ)	£ 115.00
The Royal British Legion. Suggested donation 2 wreaths	(CQ)	£ 34.00
City of York. Amenity Space. Windsor Drive	(CQ)	£ 10.00
City of York. Amenity Space Westfield Grove	(CQ)	£ 10.00
		£ 2273.20

It was RESOLVED to approve the above invoices for payment.

5. **Governance & Accountability Return (AGAR) for Wigginton Parish Council for the year ended March 2020.**
   a. **To note the External Auditors Report and Certificate.**
      No matters were raised by PKF Littlejohn.
   b. **To note the publication of the External Auditor's Report and the Notice of Conclusion of Audit on the website and noticeboard.**
      The Clerk would publish the External Auditor's Report and the Notice of Conclusion of Audit on the website and noticeboard after the meeting.
6. **To approve the double taxation claim for 2020/21.**
   The Clerk had liaised with Cllr Runciman to compile an increased claim. It was RESOLVED to approve the submission of the double taxation claim for 2020/21.
7. **To approve the appointment of the Clerk as the Principal internet user for the HSBC current account**.
   It was RESOLVED to appoint the Clerk as the Primary User for Internet banking for the HSBC Community Account.
8. **To approve the appointment of the Clerk as a signatory to the Skipton Building Society account.**
   It was RESOLVED to approve the appointment of the Clerk as a signatory to the Skipton Building Society Account. It was RESOLVED to remove the name for the previous Clerk at the same time.

20/096 To receive reports from outside bodies

a) Churchfield Open Space Committee

Cllr Denton reported that the two new pieces of equipment had been installed. Unfortunately, because of the Covid-19 Regulations, the gym equipment had to be roped off. The Committee stopped locking the gate to the playground as there had been no instances of anti-social behaviour. Cllr Denton had circulated the Green Flag Community Award report that included some nice comments

about the playground. A group of litter pickers clearing leaves from the Church opposite, had been very helpful in removing leaves from the Churchfield side as well.

b) Oaken Grove Community Centre.
Cllr Finch advised that there was nothing to report.

c) Haxby & Wigginton Joint Cemetery Committee
No meeting had been held since the last Parish Council meeting.

d) Environment Committee
A meeting is to be scheduled to discuss the pond.

e) Old School Management Committee
Cllr Vaughan reported that the Old School had to close again in line with the Covid-19 Government guidance.

f) Wigginton Sports and Playing Field Association
The Chairman reported that quotations had been sought for works to the car park adjacent to the tennis courts as well as for the main drive. Cllr Denton added that the pavilion had to be closed due to Covid-19 regulations.

g) Neighbourhood Plan
Some advice was still awaited from the City of York.

h) Haxby and Wigginton Ward Committee
Cllr Cuthbertson reported that a planning application had been submitted for Haxby Hall. The application for a full re-build, had led to some questions from local Councillors regarding the internal layout of the building. The works for the pedestrian crossing on York Road just north of Calf Close were scheduled to take place in the next three weeks. It was observed that the yellow lines opposite the Wigginton shop have been completed and that make quite a difference on the congestion. Cllr Denton mentioned the traffic issues caused by parking on both sides of the road at the school around school pick up time. He asked Cllr Cuthbertson to investigate the possibility of double yellow lines on one side of the road. Cllr Cuthbertson offered to raise this with the City of York.

20/097 To confirm the date of the next virtual Parish Council meeting
Members confirmed that the next Ordinary Parish Council meeting will be held on 16 December at 7pm and a Finance Committee meeting on 4 December at 10am.

Cllr Vaughan took the opportunity to welcome Karin and Cllr Denton added to wish Ian all the best. All Councillors concurred.

The Chairman closed the meeting at 20:13