

WIGGINTON PARISH COUNCIL

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

Minutes of the Ordinary Meeting of Wigginton Parish Council held on Wednesday 5 May 2021, starting after the end of the Annual Meeting, at 20:43.

Present:

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

In attendance: Ward Councillor Cuthbertson, Hughie Ferguson on behalf of the Haxby and Wigginton Traders Association and the Clerk.

21/012 Chairman's welcome

The Chairman welcomed everyone to this last meeting of the evening.

21/013 To receive apologies for absence.

No apologies were received.

21/014 To receive any declarations of interest and any request for dispensations.

None were received.

21/015 To approve the Minutes of the virtual meeting held on 26th April 2021

It was RESOLVED to approve the minutes of the Parish Council meeting held on 26th April 2021.

21/016 Open Forum

It was RESOLVED to adjourn the meeting in order to hold the Open Forum

1. To receive the April 2021 report from North Yorkshire Police.

The April report was noted.

2. To receive a report from the Ward Councillors

Cllr Cuthbertson expressed that after the recent judgment not allowing remote meetings, the Ward Committee will defer its meeting until after 21 June 2021 when restrictions are forecast to be relaxed. The Ward Committee had been involved in some issues regarding young people trespassing on the land to the north of Windsor Drive. Potential solutions such as planting more trees could only happen with consent of the landowner. Cllr Cuthbertson will liaise with the Clerk regarding a number of queries about trees. Cllr Denton added that a community litter pick of the fields behind Windsor Drive organised by the Ward Committee had been carried out.

3. To receive residents' questions.

Hughie Ferguson, a member of the Haxby and Wigginton Traders Association, spoke to get support for a monthly trader's market alternatively to be held in Haxby and on the Wigginton playing field. The first market in Haxby would be held on 25th June with the one in Wigginton in the month after that.

The Open Forum was closed.

21/017 To receive notice of the resignation of Cllr Vaughan.

The Council received with regret the notice of the resignation of Cllr Vaughan.

21/018 Planning

1. To consider a response to the following planning applications:-

- a) 21/00858/FUL – 5 Middle Banks. Ground floor window to front. No objections.
- b) 21/00898/FUL – Windmill House Industrial Estate. Sutton Road. Erection of steel framed garage/store. No objections.

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

- a) 21/00306/FUL - 20 Barley View. Two storey side and rear extension and single storey rear extension (revision to scheme approved under 20/00746/FUL). Approved.
- b) 21/00427/FUL – 7 Ripley Grove. Single storey side extension. Approved.

3. To consider ongoing planning matters and decide upon any necessary action to include:-

- a) CTIL_303790_00_TEF_91168_NA. Phone mast. Pre-application.
Proposed radio base station installation at CTIL_303790_00_TEF_91168_NA, Sutton Road, Wigginton. No objections.

21/019 To receive information and decide actions on village matters to include:

1. To consider an update regarding the village pond.

This item was deferred to the next meeting.

2. To consider commissioning a survey to be carried out to establish the maintenance works required to the Old School.

The Parish Council had received a building report from The Old School Trustees. It was RESOLVED to commission a survey of the building fabric of The Old School for up to £500 plus VAT. The Clerk was asked to check the content of the lease between The Old School and Wigginton Parish Council.

3. To consider options for moving one of the noticeboards on the corner of Westfield Lane and Mill Lane.

The noticeboard on Westfield Lane is in a poor condition and some discussion was held whether to repair or replace it and if so, where to locate the new noticeboard. It was suggested that the Environment Committee with some representatives of The Old School look at locations.

4. To consider the purchase of flowers for in containers.

It was RESOLVED to purchase flowers for the containers up to £300. Cllr Denton and Cllr Leaf offered to plant these flowers.

5. To note proposal for Haxby and Wigginton Traders Markets at the Playing Fields.

The Council was in favour of the proposal by the Haxby and Wigginton Traders to hold market events at the Playing Fields.

21/020 Financial Matters and Governance

1. To receive the Parish Council's Financial reports (bank reconciliation and budget monitoring report) for April 2021.

It was RESOLVED to approve the Bank Reconciliation and Budget Monitoring reports for April 2021.

2. The following receipts were noted.

City of York. First installment of precept	£ 31250.00
Allotment rents received	£ <u>100.00</u>
	£ <u>31350.00</u>

3. To confirm the payments in Appendix 2.

None

4. To approve the payments in Appendix 3.

British Telecom		£ 64.20
Salaries May	(BP)	£ 1028.09
Home working allowance May	(BP)	£ 26.00
Giffgaff. Monthly Plan	(BP)	£ 6.00
HMRC. Income tax and NI May	(BP)	£ 155.71
NEST. Pension contributions May	(BP)	£ <u>81.95</u>
		£ <u>1361.95</u>

It was RESOLVED to approve the above invoices for payment.

5. To consider a review of the delegation scheme to allow for the delegation of decision making to the Proper Officer, where it is found that it is not possible for a council to meet but a decision is required.

It was RESOLVED that the Council empowers the Clerk/RFO, to anything expedient and necessary to ensure the continuous business of the Parish Council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability until the Covid-19 pandemic has been resolved if a virtual or meeting in person cannot be held. The above delegated power is subject to the clerk consulting the following councillors before making the decision;-

- a. With regard to payment of monthly invoices, the clerk shall receive consent from three councillors by email and the Chairman of the Finance Committee shall receive electronic copies of all invoices for approval OR in case two Councillors are allowed to meet, two nominated councillors shall check the payment list against all invoices as well as checking the bank reconciliations against the bank statements before monthly payments. If payments need to be made urgently because of payment terms, the Chair of Finance Committee or the Chairman shall approve the invoice for payment.
- b. With regard to the submission of planning responses, the clerk shall consult the Chairman or Vice-Chairman and receive consent from at least three Councillors.
- c. With regard to any other matter as may be necessary to ensure the continuous business of the council, the clerk shall consult the Chairman or Vice-Chairman and receive consent from three Councillors.

21/021 To consider correspondence received and decide action where necessary to include:-

1. To receive emails from YLCA:-
 - a) White Rose Updates and Training Bulletins.
The White Rose Updates and Training Bulletins were noted.
 - b) The future of remote meetings and annual meetings in May 2021.
It was noted that from 7 May 2021 onwards the power to meet remotely had expired and that venues for face-to-face meetings have to be large enough to allow for Councillors and Members of the public to attend whilst adhering to Coronavirus rules.
 - c) Request to respond to a government consultation regarding remote meetings.
The Clerk was tasked with responding to the consultation on behalf of the Council.
2. To receive emails from NALC
The emails from NALC were noted.
3. To receive emails from City of York
The emails from the City of York were noted.

21/022 To receive reports from Wigginton Parish Council Committees and outside bodies, and to decide on any necessary action:-

1. Churchfield Open Space Committee. Cllr Denton reported two incidents of anti-social behaviour at Churchfield Open Space with one of the incidents resulting in a lot of broken glass. The outcome of a grant application to the City of York Council for wetpour surfacing was still awaited. Churchfield had successfully applied for a grant for bird boxes for £500.
2. Oaken Grove Community Centre
3. Haxby & Wigginton Joint Cemetery Committee
4. Haxby & Wigginton Neighbourhood Plan Group
5. Environment Committee
6. Old School Management Committee
7. Wigginton Sports and Playing Field Association

21/023 To confirm the date and time of the next meeting

It was confirmed that the next Ordinary meeting will be held on Wednesday 23 of June at 19:00 with the location to be confirmed.

The Chairman closed the meeting at 21:04.