

WIGGINTON PARISH COUNCIL

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Draft Minutes of the Annual Meeting of Wigginton Parish Council Meeting held on Wednesday 18 May 2022 at 19:00 at the Wigginton Old School

Present:

Councillors: Cllrs Gates (Chairman), Denton, Edwards, Lakey, Leaf, Runciman, and Cllr Wreglesworth
In attendance: Cllr Cuthbertson and the clerk Ms Karin de Vries

22/001 To receive nominations and elect the Chairman for 2022/23

It was proposed by Cllr Denton and seconded by Cllr Leaf and RESOLVED unanimously to elect Cllr John Gates as Chairman. Councillor Gates signed the Declaration of Acceptance of Office, witnessed by the Proper Officer.

22/002 To receive nominations and elect the Vice Chairman for 2022/23

It was proposed by Cllr Wreglesworth and seconded by Cllr Denton and RESOLVED unanimously to elect Cllr Runciman as Vice Chair.

22/003 Apologies

1. To receive apologies for absence given in advance of the meeting.
Apologies had been received from Cllr Ferguson and Cllr Finch.
2. To consider the approval of reasons given for absence.
It was RESOLVED to approve the reasons for absence.

22/004 To review the Code of Conduct and to remind councillors to update their Register of Interest within 28 days of any change occurring

It was RESOLVED to adopt the Code of Conduct unamended.

22/005 To receive any declarations of interest and any requests for dispensation

No declarations of interest and requests for dispensation were received.

22/006 To approve the Minutes of the Ordinary Meeting held on 20th April 2022

It was RESOLVED to approve the minutes of the Ordinary meeting held on 20th April 2022.

22/007 To review delegation arrangements to committees and proper officer

The review of delegation arrangements was deferred to the Finance Committee.

22/008 To appoint any new committees or subcommittees

It was RESOLVED to appoint a Planning Committee. Members agreed that for controversial and complicated planning applications, a planning committee would allow for detailed investigation of the applications. It was generally agreed that any applications should be reported to full council and that only in the case of time constraints, the Planning Committee would have decision making powers. In all other cases, it would send recommendations to full Council. The Planning Committee would only meet when required.

22/009 To review the terms of reference for committees

It was RESOLVED to approve the terms of reference for the Finance committee and the Environment Committee. It was RESOLVED to adopt the Terms of Reference for the Planning Committee subject to amendments listed in minute 22/008.

22/010 To receive nominations and appoint members to the following Committees and representative bodies:

1. Finance Committee (4) Cllr Runciman, Cllr Denton, Cllr Finch, Cllr Leaf.
2. Environment Committee (4) Cllr Denton, Cllr Edwards, Cllr Lakey, vacancy.
3. Planning Committee (3) Cllr Edwards, Cllr Lakey and Cllr Leaf.
4. Haxby & Wigginton Cemetery Committee (4) Cllr Denton, Cllr Gates, Cllr Lakey, vacancy.
5. Churchfield Open Space Committee (2) Cllr Denton and Cllr Gates.
6. Haxby & Wigginton Youth & Community Association (1) vacancy.
7. Wigginton Sports & Playing Fields Association (2) Cllr Denton, Cllr Gates, Cllr Leaf.
8. Poor & Town's Land Trustees (2) Cllr Denton, Cllr Edwards.
9. Wigginton Old School Board of Trustees (2) Cllr Finch, vacancy.
10. Haxby and Wigginton Traders Association (1) Cllr Ferguson, Cllr Gates.
11. Yorkshire Local Councils Association (1) vacancy.
12. Neighbourhood Plan (2) Cllr Edwards.

Individual committees appoint a Chair at the first meeting. The Chairman was appointed an ex-officio member of each committee.

22/011 To review the Council's Governance and Policies including:-

- 1. To review and adopt the Standing Orders**
Standing Order 18 was amended in line with advice from NALC. It was RESOLVED to approve the amended Standing Orders. The review of Standing Order 5j was delegated to the Finance Committee.
- 2. To review and adopt the Financial Regulations**
It was RESOLVED to ratify the Financial Regulations.
- 3. To review an inventory of land and other assets including buildings and office equipment**
It was RESOLVED to approve the asset register.
- 4. To review insurance cover and to consider quotations for insurance provision.**
The insurance cover was reviewed and it was RESOLVED to accept the quotation from BHIB for Aviva insurance for a long-term agreement of 3 years.
- 5. To resolve to renew annual membership of YLCA and SLCC.**
It was RESOLVED to renew membership of YLCA and SLCC.
- 6. To approve the Council's complaints procedure**
It was RESOLVED to adopt the Complaints Procedure.
- 7. To approve the Council's equal opportunities policy**
It was RESOLVED to adopt the Equality and Diversity Policy.
- 8. To review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**
The Data Audit was noted and it was RESOLVED to approve the Data Protection Policy, the Privacy Notice, the Privacy Notice for Staff, Councillors and Role holders, the Data Breach Reporting Form, the Retention of Documents-List of Documents for retention or disposal and the Publication Scheme.
- 9. To review the Council's policy for dealing with the press/media.**
It was RESOLVED to adopt the Media Policy.
- 10. To review the Council's employment policies and procedures.**

It was RESOLVED to adopt the Lone Workers Policy, the Disciplinary Policy, the Grievance Policy and the Sickness Absence Policy.

11. To review the Council's expenditure incurred under s. 137 of the Local Government Act 1972

It was noted that in 2021/22, the budget for S137 grants was £13,650 and a total of £13,048.11 in s.137 grants was awarded to Haxby & Wigginton Youth and Community Association (£5974.11), Churchfield Open Space Committee (£3300), The Wonder Years (£1500), The Old School (£1000), WiggyFest (£774), Wednesday Club (£400) and Shepherds Group Youth Brass Band (£100). For 22/23, the statutory amount for S137 is £8.81 per elector and the number of electors is 2792, whilst the budget for S137 grants is £13,650. The Finance Committee would review the s.137 expenditure in 2022/23.

12. To consider the appointment of an internal auditor for 2022/23

The appointment of an internal auditor was deferred until after the internal audit for 2021/22 was concluded.

13. To confirm the Clerk as the Responsible Financial Officer and the carrying out of a risk assessment of the RFO appointment

The Clerk was confirmed as the Responsible Financial Officer. A risk assessment of the appointment formed part of the Risk Management Register.

14. To review the Risk Management Register

It was RESOLVED to approve the updated Risk Management Register. The Finance Committee was tasked with a review of any necessary actions.

15. To receive the bank reconciliation for the year end and to consider the earmarking of reserves at the 21/22 year-end.

The year-end bank reconciliation was noted. It was RESOLVED to accept the following additions to the earmarked reserves:-

£2,700 to be added to the earmarked reserves for the pond

£1,000 added to the earmarked reserve for the Old School roof, and

£1,500 to the earmarked reserve for the Neighbourhood Plan.

These additions to the existing reserves resulted in a total of £12,084.20 for earmarked reserves on 31 March 2022.

16. To consider and confirm the continuation of direct debits instructions for 2022/23.

The clerk had distributed a list of direct debits. It was RESOLVED to confirm the direct debits.

22/012 To consider dates, times and places for ordinary meetings for the full council for the year

The following meeting schedule was approved:

18 May 2022	15 June 2022	20 July 2022
21 September 2022	19 October 2022	16 November 2022
14 December 2022	18 January 2023	15 February 2023
15 March 2023	19 April 2023	

All meetings to start at 19:00 and to be held at the Old School.

The Chairman closed the meeting at 19:48.