

# Whitley Parish Council

1. The meeting was opened at 7.30 p.m. by the Chairman, Cllr. Humphrey.

## Open Public Forum (OPF). 19<sup>th</sup> June 2018

### 2. Notes from the OPF:

2.1 Resident raised the following points.

- ✓ The cleaning of the “Whitley” village signs at the northern and southern ends of the village was raised with a resident volunteering to keep these signs clean and visible, offering to undertake this role without charge. To do this the Council would need to invest in a petrol driven pressure washer equipped with the 5 gallon water tank at a cost of approximately £500. This would enable the regular cleaning of the signs but also the village planters.

Cllrs Humphrey suggested this proposal be included for consideration at the Council meeting in July during which cost and public safety issues would be considered and the possibility of offering use of the equipment or provision of sign cleaning to other councils.

- ✓ Cllr Humphrey prompted by a query from a resident explained the timing of the publication of council minutes on the Whitley website, in particular that minutes of any given meeting are uploaded to the website after they have been approved at the next council meeting.
- ✓ A resident made the observation that dog fouling in Silver Street continued to be a problem especially following the completion of verge cutting and asked that Council consider purchase of a further dog waste bin to be positioned on Sheep Wash Lane.
- ✓ A resident pointed out that visibility of the speed limit sign was being restricted by a growth of hedge around the sign. Councillors pointed out that maintenance of the verge at this location and on Gravel Hill Lane was the responsibility of Selby District Council Highways Department who will be approached to carry out cutting as necessary.

2.3 At 7.44 pm the OPF was closed.

## Minutes of the Whitley Parish Council Meeting held on 19<sup>th</sup> June 2018 at Whitley & Eggborough Primary School. Ref 06/2018

(Minute numbers should be preceded by the above reference prefix)

3. **Present:** Cllr S Humphrey, Cllr J White, Cllr K Walton, Cllr F Blackburn, Cllr S Cole, Cllr A Coney & Clerk to the Council J Hunter.
4. **Apologies:**
  - 4.1 Apologies accepted. Cllr J Watson
5. **Declaration of Interests:**
  - 5.1 No declarations

## 6.0 Minutes of the last meeting

8.1 The minutes of the meeting on 24<sup>th</sup> April 2018 were taken as read, agreed as being a true record and were then signed by the Chair.

## 7.0 Ongoing matters for information and action as required:

**7.1 Future of All Saints Parish Church:** Cllr White updated the Council on the current status of the community engagement process. The results of the survey had been collated by D Broadbent who has published them on the community engagement Facebook page. Cllr Humphrey agreed to add the details of the results onto the Whitley website.

In summary, 90% of the residents completing the survey wished that the Church remain open and that it be maintained both as a place of worship and as a community centre.

The open day that was organised by the Church was attended by about 50 people; the event raised over £700 during the day with £1,500 being reported so far in gift aid including contributors from Kellingto & Eggborough.

The Parochial Church Council (PCC) has been approached with a formal request that closure of the church be put on hold. The PCC have requested that plans be put forward for their consideration in the combined use of the building as Church and Community Centre. The development of such schemes would take time; the issue is can the PCC be persuaded to postpone decisions on closure to provide the community group with time to establish proposals.

A public meeting at the Church has been arranged for the 2 July at which members of the Diocese will be present to receive representations and discuss options.

The extent of the Church's engagement with the community was discussed with a suggestion that representatives of the PCC be invited to the Parish Council to facilitate a greater understanding of the needs of the Church and the activities the Church undertakes within the community at large. Reference was made the possibility the Church be encouraged to produce a parish newsletter that could be distributed to all households.

**Action:** The Council would maintain a keen interest in the work and further actions of the community group and would lend support and advice as necessary.

**7.2 Village History:** Cllr Coney updated the Council on the progress of the digitisation of the historical documents. There is a considerable quantity of documents to decipher and scan so progress is slow. There are a number of large documents that are presenting some problems due to their size and age which rendering them not ideally suitable for scanning, although it would be possible, as an alternative for them to be photographed. The work will be steadily progressed and the digitised data be stored on USB sticks for retention.

**7.3 GDPR:** The Clerk updated the Council on progress on the necessary work to ensure compliance with the regulations. Reference was made to the templates available from the Yorkshire Local Council Association would forms the basis of the required documentation and information audit. To that end the Clerk requested a support from the Councillors to provide some input into the design and review of the process and documentation. Cllr S Cole volunteered to provide the necessary support as required.

## 8.0 Correspondence received:

8.1 **Selby District Council Chairman's Appeal:** A letter from the Chairman of SDC requesting donations to the Chairman's Charities was presented.

**Action:** This request be carried forward for consideration with all other Council donations to be reviewed in the October meeting of the Council.

8.2 **Whitley Farm Close:** The issue of parking on Whitley Farm Close was raised in an email to the Clerk with questions concerning parking permits and comments concerning damage to parked vehicles. The Council considered that whilst Councillors should be aware of such issues these are legal matters that should be brought to the attention of North Yorkshire Police.

## 9.0 Planning Matters:

**9.1 Gale Common Motor Cross:** The Clerk outlined the details of a planning application received in respect of Gale Common Motor Cross that in particular was in respect of, construction of a bund and increase in the number of events during the year. Several possible objections to the application were considered in connection with impact on the local residents and in consideration of past conduct of the owners in compliance with previous planning.

**Action:** Full planning documentation to be circulated to Councillors for their review.

## 10.0 Council Finance & Administration

10.1 **2017/18 expenditure:** The Clerk tabled detailed statements of the income and expenditure of the Council for the year to March 2018 comparing actual income and costs with budget. The Councillors reviewed this information and noted the nature of the primary costs and reasons for variances against the original budget.

10.2 **Review of Standing Orders and Financial Regulations:** The Clerk detailed changes and additions to the Standing Orders as recommended by the Yorkshire Local Councils Association based on their Standing Order template. In particular changes to

10.2.1 Timing to the publication of minutes following Council meetings

10.2.2 Management of the security of personal data including retention policies, disclose of confidential information in minutes and disclosure of personal or confidential information without legal justification.

10.2.3 Changes to threshold levels under the requirements of the Public Contracts Regulations 2015

10.2.4 Council responsibilities under the Data Protection Legislation.

**Proposed:** Cllr Humphrey the Council adopt the proposed changes to the Standing Orders Seconded Cllr Walton Carried Unanimously

10.3 **Salary Clerk to Council:** The Clerk tabled details of the National Association of Local Councils salary scale rates for part time clerks. The scale rate on SCP 18 (spinal column point) has increase to £9.808 per hour from £9.329 per hour.

**Proposed:** Cllr Humphrey new salary scale rate be approved Second Cllr Walton, carried unanimously

The Clerk tabled draft copy of contract of employment for review by the Chairman

10.4 **Councillor Allowances:** The payment of Councillors Allowances was considered noting that in the previous years the allowance had been £54.61 to each Councillor and £354.61 being paid to the Chairman. It was suggested that the Council set aside the practice of awarding annual allowances and simply reimburse expenses as and when incurred.

**Action:** Yorkshire Local Council Associate to be consulted to establish best practice.

10.5 RFO Report as of 22<sup>nd</sup> May 2018

Bank/Account	Income since 1 <sup>st</sup> April 2017	Expenditure since 1 <sup>st</sup> April 2017	Of which is 106 expenditure	Current Balance	Notes/Comment
Santander Deposit	63.74	Nil	Nil	76,125.96	Interest paid monthly
Santander Current Account (Cash Book)	5,733.43	3,075.42	1,699.49	3,035.32	No interest
<b>Total Bank Balances</b>				<b><u>79,161.28</u></b>	
<b>Less following funds:</b>					
Protected 106 funds		3 x Play areas/ROS and the Tree Lines.		55,788.91	
Other protected funds		A19, WHS Defibrillator fund		3,144.65 355.00 69.60 3,569.25	
Total Protected funds				59,358.16	
PC Reserve Funds		Legal Action and Complaints against the Council. Future Development and Facility Provision –Buildings. Future Development and Facility Provision – ROS. Future Development and Facility Provision -Nature Reserve. Unexpected/unforeseeable expenditure.		12,401.40	
<b>Total protected/reserve funds</b>				71,759.56	
<b>Balance:</b>					
<b>Unprotected funds available to the Council</b>		Current account balance + 106 Funds available to transfer		7,401.72	Does not include cheques payable below at 9.2

11.4 Accounts Payable:

Cheque No.	Payable to:	Amount: £
22417	JR & L Taylor – removal of waste bin	100.00
22418	Danvm Drainage Commissioner	15.60

### 11.5 Accounts Payable retrospectively:

Cheque No.	Payable to:	Amount: £

### 12.0 Recreational Open Space in Whitley

**12.1 ROS and Play Area:** Cllr White noted that the bench at Whitefield Bungalows seemed to be in a poor state and suggested that J Taylor be approached to carry out similar maintenance work that he had undertaken on the bench in Daffodil Fields.

**Proposed:** Cllr White that the Clerk request quote for maintenance of work from J Taylor and subject to value being within £150 then Clerk approve repair. Second Cllr Humphrey Carried Unanimously

**12.2 Lee View Play Area:** Cllr White pointed out that there “No Dogs Allowed” signs are not displayed in Lee View Play Area or Daffodil Field.

**Proposed:** Cllr White purchase of two “No Dogs Allowed” sign for Lee View and Daffodil Field at a cost of £11.46 each. Second Cllr Humphrey Carried Unanimously.

**12.3 Parks and Ground Maintenance:** The Council queried the extent of the verge maintenance and cutting, in particular which verges are included in the current schedule and which are presently not covered or are under the remit of Selby District Council. It was observed that College Farm Close and Templar Close seem to be avoided.

It was further noted that the grass is mowed at a high level of cut, and questioned whether mowing can be set to achieve maximum cut.

**Action:** The cutting schedule agreed with Bedford Mowing Services be tabled at the next meeting for review and update as considered necessary. Clerk to discuss cutting level with Contractor.

**12.4 Notice Boards:** The Clerk presented details of the alternative types of notice boards available with prices ranging from £300 to £500. Cllr White had also reviewed certain prices.

**Action:** Clerk and Cllr White to pull together various costs for review at next Council meeting.

**12.5 Daffodil Field Action Plan:** Cllr White summarised the work carried out by the Community Payback Team in Daffodil Field in the previous 3 Sundays. It was noted an excellent job had been done in cutting back the hedging on the paths and in the cleaning of the memorial bench. A further weekend work would complete the hedging cut back. The Council had the option to continuing using the services of the team for litter picking and maintenance work in Blackthorn Close and Lee View Play Areas. Cllr Humphrey suggested that Council should use the services in future as needed.

Cllr White advised that hedging around the Calor installation would be managed by Calor’s own staff.

**Proposed:** Cllr White £25 be donated to the Church in recognition of the use by the Community Payback Team of the toilet facilities Second Cllr Humphrey Carried Unanimously.

**12.6 Water Level & Drainage Daffodil Fields:** The extent, nature and problem of water drainage in Daffodil Field was discussed. Cllr White pointed out his understanding that the Council may qualify for compensation from the Coal Fund and that he had been advised that there was an online enquiry form that could be completed to investigate the opportunity.

**Action:** Cllr White to share details of the online form with Clerk and Cllr Humphrey

**12.7 Dog Bin:** The provision of additional dog bins at the end of Silver Street and Whitley Thorpe Lane was considered. Costing in the region of £300 to £400 the issue would be whether Selby District Council would add the bin to the collection route. A further option is to provision a general waste bin that can legitimately be used to collect dog bags.

**Action:** Clerk to check with Selby District Council refuse department the logistics of adding further sites to their collection routes.

### 13.0 A19 Safety matters:

**13.1 Speed Camera Data:** Given the results achieved in the deployment of the speed camera van Cllr White questioned whether the Council should make application for the installation of an additional Vehicle Activation Sign to be located near the park. It was observed the current sign is presently not working as new batteries are needed.

The use of a warning sign giving notice of the presence of speed camera was considered but this was ruled out as such a device had been erected in the past but subsequently removed as there are strict legal requirements accompanying their deployment.

North Yorkshire Police have a department specialising in the management and provision of VAS.

**Action:** Clerk to make enquires with the North Yorkshire Police Department about the provision of VAS sign.

### 14.0 A.O.B.

**14.1 Whitley Allotment:** Cllr Coney expressed concerns regarding the offer of allotment spaces to non-residents of Whitley Village. The constitution of the Whitley Allotment Association provides that spaces can only be offered to residents of the village. The constitution also contains a provision that only one plot can be allotted to each household. As an alternative to offering free plots to other villages could not the restriction of one plot per household be modified?

As these options are constitutional issues Cllr Coney asserted the issue needs to be consider by the Council.

**Action:** The provision for allotment of plots specified within the constitution of the Whitley Allotment Association be included as an agenda item in the next meeting of the Council.

**14.2 Friends of Whitley:** Cllr Cole sought view of Council in connection with Christmas Tree in 2018. The landlord of George and Dragon would be happy to host a tree lighting village event on Saturday 1<sup>st</sup> December and with contribution from Council would arrange for electrical testing, provision wine and mince pies. Other ideas for the Christmas event were discussed including acquisition of banner, a school choir, brass band.

Other possible village events for the year were tabled including Bonfire Night and the proposal to hold a community meeting at the George and Dragon to consider ideas for the future.

**Action:** Planning of Christmas Tree Lighting to be included as agenda item in next Council meeting.

**14.3 Underpass:** The state of the Underpass was noted and the possibility of the involvement of the Community Payback team in providing resource for tidying was considered, it was recognised that the maintenance of the area is the responsibility of North Yorkshire County Council highways department.

**14.4 Sponsorship of Planters:** Cllr White raised the issue of financial sponsorship of planters in the village. Local business has made offer to donate to maintenance of planters in return for recognition of donation.

**Action:** Sponsorship to be included as Agenda item in next Council meeting

**14.5 Trees Line Whitefield Lane:** The hedges along Whitefield Lane are overhanging and should be cut back.

**Action:** Clerk to notify Selby District Council of hedge cutting.

**15.0 Confirm the date, time and place of next meeting.**

**15.1 Next Parish Council Meeting:** The next Parish Council meeting was confirmed for Tuesday 17<sup>th</sup> July 2018 at 7.30pm, Whitley & Eggborough School (Election of Chairman)

**16.0 Closure of meeting.**

**16.1** Chairman closed the meeting at 21:45

Signed as a true record:

Chairman:

Date:

Signed as a true record:

Councillor:

Date: