

# Whitley Parish Council

1. The meeting was opened at 7.00 pm by the Chair Cllr Walton.

## 2. Open Public Forum(OPF) 18<sup>th</sup> April 2023

- Members of the public reported on a recurring issue concerning the 476 Arriva bus service from Selby to Whitley. On several occasions when using the service passengers had been required to exit the bus at the stop on the Southbound side of the A19 opposite Learning Lane. The driver insisted that the stop was the terminus of the route and consequently all passengers are obliged to leave the bus. Thus, passengers were obliged to walk across the busy section of the A19 road on their return journey to their homes. Requests had been made to remain on the bus until the turnaround at the George and Dragon so that passengers could exit the bus at the first stop on the Northbound return route, thereby avoiding the necessity of walking across the A19. Attempts had been made to seek clarification from the Arriva service administrators, but responses have been unsatisfactory.

In addition, to compound the problem on occasions the drivers have terminated the service in Eggborough and failed to complete the full route. Passengers had no alternative but to walk from Eggborough into Whitley via the Motorway Underpass.

Councillors agreed that this is unacceptable and although the Parish Council has no direct authority or influence over the delivery of the Arriva bus service written representations and enquiries will be made to the managers of Arriva.

- The Chair closed the public forum and proceeded to the conduct of the Parish meeting.

## Minutes of the Whitley Parish Council Meeting held on 18<sup>th</sup> April 2023 at Whitley & Eggborough Primary School Annex Buidling – 11/23

3. **Present:** Cllr Walton (Chair), Cllr Humphrey, Cllr White, Cllr Cole, Cllr Woodhead and Clerk to the Council J Hunter.

### 4. **Apologies for absence:**

- Apologies for absence were received from Cllr Blackburn.

### 5. **Disclosure of interest:**

- Cllr White is treasurer of the Allotment Association and a plot holder.
- There were no other interests registered.

### 6. **Minutes of the Whitley Parish Council Meeting held on 21<sup>st</sup> March 2023:**

- The minutes were agreed as an accurate account of the meeting.

**Action:** The Clerk to deliver a copy for signature by the Chair.

**7. Matters for information and action as required:**

- **Christmas Lights & Hanging Baskets:** The Council received a presentation from a representative of Acorn Lighting Services based on Selby Business Park a company that specialises in the supply and installation of Christmas Lights and Decorations. In North Yorkshire they manage the contract for the villages of Brayton and Eggborough and for York City from whom references can be supplied.

The stages involved in the installation of a Christmas Light Scheme were outlined as follows:

- Parish Council seek permission from North Yorkshire County Council Highways department to affix Christmas Lights to the lampposts and draw an electrical supply for the power provision within each streetlamp.
- Parish Council agree on the lampposts in the village that are to be provision with Christmas Lights.
- A survey that can be undertaken by Acorn confirming the capability of the lamppost to host the necessary electrical supply and to carry the light fitting. The is offered FOC.
- Installation of the electrical infrastructure at a cost of £200 per light for a 24-hour fitment or £280 for a timer fitment.
- Selection of lighting scheme motifs and design and acquisition either outright purchase or hire. Outright purchase secures full ownership but with the need for storage and ongoing maintenance. Hire offers access to fitments for the duration of the hire period including the provision of storage and repair. Costs for hire range from a minimum of £150 to £500 per fitment per year, with a typical contract term of 3 years. It is worth noting that there are cheaper options of light fittings that could be considered including a simple wrap of string lights around the selected posts.
- A power requirement form be completed and presented the North Yorkshire County Council Highways that will be used to determine the cost of the electrical consumption that will be recharged to the Parish.
- Lights fitted to selected columns at a minimum height of 5.8 metres for the agreed duration of the Christmas season and then removed and stored at a cost of £85.00 per fitting per year.

Councillors debated the merits of the options and summarised the potential budget requirements for a hire scheme based on 10 columns of decorations at £2,000 as a one-off sum for provision of electrical infrastructure and £2,350 per annum for the installation, removal, and storage of light fittings. It was noted there is no minimum requirement for the number of lights to be fitted.

In considering the scheme Councillors recognised that there is some expression of interest from certain residents in village that suggests there may be an appetite in the community for Christmas decorations. However, they were equally aware of the limitations of financial resources that would directly impact the precept requirement to cover the ongoing costs of a Christmas Lighting Scheme. It was agreed that given the funding constraints such a scheme would need to be covered by corporate or personal sponsorship or grant sources. A staged approach to the deployment was considered beginning with the sourcing of funding for the electrical infrastructure through appropriate sponsorship followed by a phased deployment of light fittings.

It was recognised that this is a significant project that would require careful planning, marketing and the communication and approval by the community of its execution. It was agreed that Councillors would reflect on the information provided and resume discussion at the next Parish Council meeting.

- **Allotment Association:** Cllr White summarised the preference of the Allotment Association concerning the rental agreement. They would rather continue with the terms of the current agreement paying a third of the rent collected to the Parish Council with the addition of a further £50 in recognition of the public liability insurance cover that the allotment association will obtain through the Parish Council's own insurance policy.

It was resolved that that an allotment agreement based on the existing terms with the provision of an additional sum of £50 to cover a contribution to the public liability cover of the Parish Council's insurance be approved for presentation to the next Parish Council meeting in May 2023.

**Action:** Cllr White to liaise with the allotment association in the drafting of the rental agreement.

- **North Yorkshire Parish Portal:** The Clerk provided details of the Parish Portal registered with North Yorkshire County Council for the management of the notifications of issues and concerns about Highways matters. Cllr White inquired whether the portal provided detailed reports of all enquiries made to Highways and was advised that the online site does not include reporting functionality.

- **Defibrillator:** The Clerk confirmed that the Defibrillator located at the George and Dragon is registered with "the Circuit" under the Clerks email address. This is an online browser accessible by the public, specifying the location of defibrillators throughout the UK.

The Clerk detailed the routines for the maintenance of the defibrillator kit; batteries should be replaced every two to four years based on usage, with pads being replaced after every use. The frequency of battery replacement is recorded on the Circuit database upon which details remainders are sent to the Clerk notifying of the renewal requirements.

- **Drainage of Daffodil Field:** Cllr White informed the meeting that there was nothing to report in the progress of the project. A meeting is to be arranged with the contractors and the farmer who owns the land adjacent to Daffodil Field to discuss the drainage plan.

**8. Correspondence received:** The Clerk summarised the details of correspondence received by email or post.

- Emails and postage.

**8..1** Clerk presented the following details of emails or correspondence by mail relevant to the affairs of Whitley Parish Council:

- a. An email from North Yorkshire Council from Democratic Services setting out the Code of Conduct to be adopted by North Yorkshire County Council, commending, and recommending its adaptation by all Parish Councils within the County.
- b. an email from a resident offering to repair the Parish Council notice boards.

**Action:** Clerk to liaise with the resident to view the notice board on Templar Close.

- c. a communication from Leeds Diocese in connection with the Closure and Sale of All Saints agreeing to the repossession of the metal fencing originally funded by the Parish Council.

**Action:** Cllr White to continue with the exchange with the Leeds Diocese to explore the potential of some financial reimbursement in lieu of the actual removal of the metal fencing.

- d. a response to Cllr White’s email to members of North Yorkshire County Council regarding their survey and plans to commence the imposition of a charge for removal of green waste.

- Social Media

8..1 Comments about the proposed revision in the Arriva bus timetable. Comments about the proposed litter pick.

9. **Planning matters:** The Clerk provided a summary of the planning applications made in the month for review and consideration by the Council.

- **2023/0124/TPO**, Holly Close, Whitley. Application for consent to reduce canopy height and spread and fell, various trees. Noted with no comments.

**10. Council Finance & Administration:**

- **RFO Report as at 18/04/2023:**

<b>Bank/Account</b>	<b>Income since 1<sup>st</sup> April 2023</b>	<b>Expenditure since 1<sup>st</sup> April 2023</b>		<b>Current Balance</b>	<b>Notes/Comment</b>
Santander Deposit				15,248.50	Interest paid monthly
Santander Current Account (Cash Book)		1,639.00		3,356.24	No interest
<b>Total Bank Balances</b>				<b>18,604.74</b>	
<b>Less following funds:</b>					
Allocated Funds		Surplus from Crossing Drainage Daffodil Field		1,798.71 8,000.00	
Total Allocated funds				9,798.71	
Parish Council Bank 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.		8,806.03	
VAT due for reclaim				1,172.05	

<b>Total Unallocated Parish Funds</b>			<b>9,978.08</b>	
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The Clerk presented a cash flow summary analysing month by month the actual receipts and payments up to April 2023, with a forecast of income and expenditure for the remainder of the year to March 2024. Total expenditure up to 31<sup>st</sup> March is anticipated to amount to £29,797.45 that compares with total income of precept and rent flowing into the bank for the year of £10,860. The balance of reserves carried forward at the end of the year would be £6,002.34.

Of the total expenditure in the year £15,680 covers costs including donations and costs for drainage in Daffodil Park that were anticipated for expenditure within the year to March 2023 but payment for which will be affected during the year to March 2024. The funds for these payments will be drawn from reserves carried forward into this new financial year.

It was noted that the donations originally approved by the Parish Council included a sum payable to Selby District Council for £150. As Selby District Council is no longer operational following the introduction of the North Yorkshire Council unitary authority it was resolved the approval for donations to Selby District Council be withdrawn.

- **Accounts Payable:** The following payments were approved for settlement by cheque.

<b>Cheque No.</b>	<b>Payable to:</b>	<b>Amount: £</b>
	PKF – external audit of the Annual Governance Report 2021-22	360.00
	NYCC – settlement of Protective Cost Order	200.00
	Citizen Advice Bureau – Richmond & Hambleton	300.00
	Selby District Vision	100.00
	Kellington & Whitley PCC	100.00
	Yorkshire Local Council Association	429.00

- **Accounts Payable retrospectively:** The following retrospective payments made by bank transfer since the last council meeting were approved.

<b>Cheque No.</b>	<b>Payable to:</b>	<b>Amount: £</b>

## 11. Recreational Open Space in Whitley:

- **Parks and Verges:**

11.1 **Parks & Playground Maintenance:** Councillors considered various items in connection with maintenance within the park and playgrounds.

- Cllr advised that the Police Benevolent Fund have offered a contribution of £1,300 towards the replacement of the memorial bench in Daffodil Park. Councillors

considered a range of benches available from various suppliers and agreed that suitable products should be aesthetically attractive and of low maintenance made of composite material. The logistics of the fitting and siting needs to be reviewed and agreed.

**Action:** Clerk to identify potential benches within the budget of £1,300 and circulate to Councillors for consideration.

- Clerk advised that the insurance company has agreed the claim for the repair of the planters. Roberts CGT Contractors Limited have been engaged to undertake the work when it can be accommodated within their busy schedule.

Cllr White reflected on the provision of flower displays when the planter is replaced and suggested he will add a post on social media requesting volunteers to assist in the planting.

**11..2 Community Payback Scheme:** Cllr White reported that he has been in contact with the lead of the Scheme requesting another date for a visit from the team. Potential ground maintenance to be undertaken being the cut back of dogwood in Daffodil Park and the general tidying on Blackthorn Close.

**11..3 Verge Cutting:** The Clerk summarised the outcome of a meeting with George Fillingham contractor and recommendations for the management of the grass maintenance within the village. Based on a fixed budget of £4,500 it is suggested that the Parks and Play Areas receive priority with 12 cuts to be programmed during the cutting season with 3 cuts being undertaken for the roadside verges along the A19. This ensures that the growth of the grass in the key open space areas in the village are maintained at acceptable levels.

Councillors considered and approved the arrangement and agreed that details of the scheme be communicated to all residents in the village with explanation of the underlying reasons. The agreement will be subject to review as the season progresses particularly the emerging level of growth along the bund by Silver Street that may require further attention.

The arrangement excludes the Nature Reserve and the Blackthorn Close Tree Line. A small strip will be mowed by the open grass area adjacent to the Lee View Play area to provide pedestrian clear path.

**Action:** Clerk to formalise the cutting schedule with George Fillingham.

## **12. A19 Safety:**

- **Speeding on A19:** There was nothing to report.

## **13. A.O.B.**

- Cllr Cole requested that a resident neighbour on Whitefield Bungalows has reached 80 and should be added the 80's Christmas List.
- Cllr Cole advised that a resident had questioned the necessity of a notice board on Templar Close and was informed that the area is part of Whitley Parish. It was noted that as such Templar Close should be included in the provision of Christmas Lights.
- Cllr Cole reported that rats have been noticed at the rear of a bungalow on Whitfield Lane. It was concluded that the management of rat infestation is not within the preserve of the Parish Council and advised that the matter should be referred to members of the local authority and North Yorkshire County Councillor McCartney.

- Cllr White reported that he had made several attempts to contact Eggborough Power to meet with their team to question details on their latest plans for the future of the Gale Common site and to explore their interest in setting up a Liaison Committee in compliance with the conditions imposed by the planning approval.
- Cllr White sought confirmation that the Parish Council approve the sale of the Council's Jet Wash.
- Cllr White requested that the Parish Council consider the provision of a budget for a Christmas Tree.
- Cllr White suggested that the Parish Council's website be updated with the current address and particulars of Parish and County Councillors and Officers given the recent changes following the introduction of the North Yorkshire unitary authority.

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

**Next Parish Council Meeting:** Tuesday 16<sup>th</sup> May; 2023 at 7pm at Whitley & Eggborough Primary School.

**Closure of meeting:** 9:05 pm