

Whitley Parish Council

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

Open Public Forum (OPF). 22nd May 2018

2. Notes from the OPF:

2.1 Resident raised the following points.

- ✓ The issue of the level of dog fouling around Silver Street was raised and with the observation that more dog litter bins could be provided especially by the Wild Life Reserve at the junction between Sheep Wash Lane and Fulham Lane. It also appears that even where litter bins are provided they are not being used dog bags simply being left at the side of the road which is a problem of thoughtless dog owners.

It was observed that although there were no dog bins in the area that there was no prohibition on dog owners using any litter bin in the village to discard the dog bags and if a dog an additional dog bin were to be installed Selby District Council refuse would need to be consulted to arrange collection.

Cllr Watson pointed out that the issue of dog fouling was also a great problem in Daffodil Field.

The cost of a bin would be in the region of £400 plus mounting; Cllr White agreed to look into pricing and suggested that the refreshing of dog fouling notice boards in the village be extended to included additional notices being erected around Silver Street.

- ✓ Cllr Debbie White updated the Council with the following
 - The Pool of Sites Consultation was progressing
 - For information Heck Parish Council had been taking advantage of the litter pick offers of support and consumable items; grap sticks, refuse bags etc
 - Debbie has been appointed Vice Chair of Selby District Council
 - She would address the issue of the mailing of planning application to Whitley Parish with the planning

2.3 At 7.41 pm the OPF was closed.

Minutes of the Whitley Parish Council Meeting held on 22nd May 2018 at Whitley & Eggborough Primary School. Ref 05/2018

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

3. **Present:** Cllr S Humphrey, Cllr J White, Cllr K Walton, Cllr F Blackburn & Clerk to the Council J Hunter.

4. **Apologies:**

4.1 Apologies accepted. Cllr S Cole, Cllr A Coney

5. **Declaration of Interests:**

5.1 No declarations

6.0 The election of Chair for 2018/19

6.1 Cllr Watson proposed the appointment of Cllr Humphrey as Chair seconded by Cllr F Blackburn and carried unanimously.

6.2 Cllr Humphrey duly completed the Declaration of Acceptance of Office as Chair countersigned by Clerk to the Parish Council and Cllr F Blackburn.

7.0 The election of Vice Chair 2018/19

7.1 Cllr Humphrey proposed the appointment of Cllr K Walton as Vice Chair Seconded by Cllr Watson carried unanimously.

7.2 Cllr K Walton duly completed the Declaration of Acceptance of the position as Vice Chair countersigned by the Clerk to the Council and Cllr Watson.

8.0 Minutes of the last meeting

8.1 The minutes of the meeting on 24th April 2018 were taken as read, with the exception of item 7.1 in which the reference to village of Snape should be Snaith and the reference to Fr Marshall should be Fr Marsh and references to Cllr Humphries should be to Cllr Humphrey. The minutes were manually amended accordingly and following the amendments agreed as being a true record and were then signed by the Chair.

9.0 Ongoing matters for information and action as required:

9.1 Future of All Saints Parish Church: Cllr White provided feedback on the progress of the community group. A questionnaire surveying views of the residents has been distributed to all households in addition a copy of the survey has been published on the Council's Facebook page, the Whitley Next Door Forum, and the Whitley Parish Website. The immediate goal is to receive 300 responses from the survey.

The Group have received approximately 100 responses from the online survey the results of which is indicating a view from residents that they do not wish the Church to close but rather it continues to be used as a place of worship and also as a facility for the community. To date the group have not collected responses from the hard copy distribution. Once a substantial number of responses have been received the group intend to summarise the findings and meet with representatives of the Church to provide feedback from the community. They can use these findings to let the Church know what their people want.

In meeting with the Church the group recognise that the key issues for the Church are levels of attendance and difficulties in raising sufficient funds to support the financial needs a substantial proportion of which is required to maintain the building. To this end the group recognise they may be of immediate assistance in promoting some form of gift aid event. It is also worth questioning the Parochial Church Council as to whether they have facilities for the acceptance of direct donations to church funds.

It is however recognised that this will be a slow process and will require engagement of the residents to develop a plan for increased community involvement. To establish a community centre within the Church through the remove of pews and the enhancement of amenities will require financial investment, grant aid for which cannot be achieved without some form of ownership.

There is however, a growing will to engage with the Church and the wider Diocese and have them recognise the interest of the community.

Action: Cllr J White to provide update and feedback of progress at the next Council meeting.

9.2 Local Council Insurance Renewal: The Clerk tabled the details of the renewal of the Whitley Parish Council insurance. Following last years renewal BHIB Insurance Brokers have taken over the provision of Local Council Insurance from AON. The schedule and policy terms are exactly the same as the last year which will be underwritten by Aviva at a cost of £572.80 plus Insurance Premium Tax of £68.74.

Proposed: Cllr Humphrey Council renew insurance at the proposed terms. **Seconded:** Cllr Walton
Vote: Agreed unanimous

9.3 Dates of Council meetings for 2018/19: The Clerk table a list of dates for Council meetings throughout 2018/19 which were agreed.

Action: Council meeting dates to be posted to Council Notice Boards and published on Website.

10.0 Correspondence received:

- 10.1 **Planning Application: All Saints Court** The Clerk tabled details of planning application for 5 fully detached dwelling houses at All Saints Court. Objections and questions raised by Cllrs
- 10.1.1 Is the development beyond the limits set by The National Planning Framework and is it therefore in breach of guidelines and principles set out in the framework
 - 10.1.2 Selby District Council has meet target for building new homes and there is therefore no justification for provision of new homes
 - 10.1.3 Traffic congestion in the area is high with only single point of entry for residents and commercial vehicles. Also proximity to the primary school presents cause for concern
 - 10.1.4 Will the development involve unwarranted destruction of protected trees

11.0 Council Finance & Administration.

11.1 **Internal Audit 2017-18:** The Clerk distributed a copy of the internal audit report for the year to 31 March 2018. The Cllrs review the comments and noted the recommendations and observations

- 11.1.1 Following the change in Clerk during the year the details of salary and rate of payment should be minuted notwithstanding the rates and terms are the same as those adopted and minuted for the previous clerk.
- 11.1.2 There should a Contract of Employment on file for the Clerk
- 11.1.3 The Clerk was not fully conversant with the Standing Orders and Finance Regulations
- 11.1.4 Cheques made payable to individuals using a trading name should be supported by invoices containing the individuals personal name but also referencing their trading name.
- 11.1.5 All cancelled cheques should be recorded within the minutes.
- 11.1.6 The accounts and records provide a clear audit trail and the year end balances correspond with all supporting documentation.

Action: Contract of Employment be prepared and presented to the Council for approval. Clerk to review Standing Orders and Financial Regulations. Cllr J White to be provided with copy of Standing Orders and Financial Regulations.

11.2 **Annual Return 2017-18 –** The Clerk presented detailed particulars of Income and Expenditure of Whitley Parish Council for the year ended 31st March 2018. Councillors noted the information and requested further information in respect of expenditure of Plants itemised at £300. Cllr Humphrey noted that there had been no payments made in respect of Councillors Allowance during the year and suggested that this be tabled for discussion during next months meeting.

- 11.2.1 **Annual Return 2017/18 Section 1** The Annual Governance Statement was considered, responses agreed and signed by Cllr Humphrey and countersigned by the Clerk as confirmation of approval.

11.2.2 **Annual Return 2017/18 Section 2** The Clerk presented the Annual Statement referencing the figures include to the Income and Expenditure Account previous presented. The Annual Statement was signed by the Chair as confirmation of approval.

11.2.3 The Clerk presented further documents that form part of the annual reporting pack and that would be published on the Whitley Parish Council website; Explanation of Variances of income and expenditure between 2016/17 and 2017/18; bank reconciliation statement between accounts and bank statement; a listing of items of expenditure over £100; detailed listing of Whitley Parish Council assets.

11.2.4 The Clerk outlined the next stages in the process of final approval of the year end accounts. Following a change in legislation as the income and expenditure of the Council fell below £25,000 there is no longer a requirement for a limited assurance review as evidenced by the completion of a Certificate of Exemption. To that end the Certificate of Exemption was signed by the Clerk as the Responsible Financial Officer and by Cllr Humphrey as Chair

11.3 RFO Report as of 22nd May 2018

Bank/Account	Income since 1 st April 2017	Expenditure since 1 st 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			6,110.94	No interest
Total Bank Balances				<u>82,236.90</u>	
Less following funds:					
Protected 106 funds		3 x Play areas/ROS and the Tree Lines.		57,448.40	
Other protected funds		A19, WHS Defibrillator fund		3,144.65 355.00 <u>69.60</u> 3,569.25	
Total Protected funds				61,017.65	
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	
Total protected/reserve funds				73,419.05	
Balance:					
Unprotected funds available to the Council		Current account balance + 106 Funds available to transfer		6,110.94	Does not include cheques payable below at 9.2

11.4 Accounts Payable:

Cheque No.	Payable to:	Amount: £
22415	HAGS-Smp Ltd – repair work on Play Areas	2,039.38
22414	Puratech Systems – re bench and algae cleaning Daffodil Park	44.00
22413	B Crossdale – t/a PrintCom2 – re Future of Whitley Parish Church	22.50
22411	BHIB Insurance Brokers	641.54
22412	HM Revenue & Customs	140.20
22416	P Harrison – Internal Audit	107.80

11.5 Accounts Payable retrospectively:

Cheque No.	Payable to:	Amount: £

12.0 Recreational Open Space in Whitley

12.1 ROS and Play Area Inspection reports: The Clerk confirmed that his inspection of HAGs remedial work was completed satisfactorily and the cheque in payment for the work was approved.

Action: A quote from HAGS to be obtained to repair the damage to the surface in Lee Lane Play Area and a no dogs allowed sign for the Lee Lane Play Area to be priced.

12.2 Parks and Ground Maintenance: Based on current performance of Bedford Mowing it is likely more that 12 cuts will be necessary; J Taylor the previous contractor used to carry out up to 15 cuts per year.

Rosslyn Field owned by NYCC and currently not included in the Parish verge maintenance regime. A question for the Council is should the Parish take responsibility and include it in their programme of cutting? Cllr White agreed to discuss the matter with the George and Dragon Inn and establish if they would manage the Rosslyn patch which is next to their own land.

Action: Cllr Watson and Clerk to monitor ongoing performance and state of the Parks and Ground Maintenance. Cllr White to approach George and Dragon in concerning maintenance of Rosslyn Field

12.3 Notice Boards: Cllr White suggested that an additional notice board for the village may be appropriately positioned in Daffodil Field. The Council agreed that it would be worth investigating prices and possible sources of grants to aid purchase. Cllr Humphrey observed that solar powered notice boards are now available providing enhanced communication features.

Action: Clerk investigate costs and grant options.

12.4 Swing removed from Daffodil Field: Clerk confirmed expenditure approved and that following delivery the swing would require fixing.

Action: Clerk to approach HAGs to arrange support to fix swing following delivery.

12.5 Daffodil Field Action Plan: Cllr White outlined the current position concerning the use of the Community Payback Scheme for the maintenance of the Daffodil Field. He has prepared a draft letter advising local residents to Daffodil Field of the plan to use resources from the Community Payback Scheme and circulated it to Councillors. Having received no adverse comments he proposed to distribute copies to residents of Whitley Farm Close requesting any objections or observations to be directed to the Clerk.

Given Cllr Coney's strong personal views it was suggested that the Council give a week to receive any concerns and failing any response that Cllr White submit the requisite forms to the Community Payback Scheme administrators and arrange the first session as soon as practically possible being sensitive to the needs and concerns of the residents of Whitley Farm Close.

Proposed: Cllr Humphrey the Council approval Cllr White's plan to move ahead with the scheme with full acknowledgement and sensitivity to the local residents. **Seconded:** Cllr J Watson **Vote:** Unanimous approval.

Action: Clerk to await any comments and advice Councillors. Cllr White to distribute letters to residents and based on response engage with Community Payback Scheme.

12.6 Water Level & Drainage Daffodil Fields: In the absence of Cllr Coney the review of any plans to develop environmentally friendly marsh park land area was held over for the next meeting. It was observed that presently the area of land in Daffodil Field was currently quite dry and the drainage work being undertaken would have an effect of the water table in the area

13.0 A19 Safety matters:

13.1 Speed Camera Data: The Clerk presented a summary of the speed camera statistics for the period noting the reduction in the levels of offences this year compared to last year. Councillors observed that cars seemed to be travelling slower through the village which may in part be due to the effect of the monitoring.

Action: Cllr White to draft email to be sent to NYCC Traffic Police with a copy to Julia Muligan – Police and Crime Commissioner and John McCartney NY County Councillor.

14.0 A.O.B.

14.1 Whitley Allotment: Cllr White advised that there remain 2 plots unlet despite every effort of the committee to encourage Whitley residents to take up the spaces and therefore in the next meeting of the Allotment Committee it will be proposed that these plots are offered to residents of Eggborough.

14.2 Gravel Hill Lane: An offer has been made by a local resident to clean the village sign on the entry to the Village.

14.3 Cllr White email address: Cllr White advised that he now has a dedicated email address, Selby District Council should be advised.

14.4 Whitley Village Historical Documents: Cllr White suggested that the Council may wish to consider a process or appropriate arrangements for the preservation and management of some of the documents appertaining to the village of some historic significance.

14.5 Footpath Under Highway: The footpath under the highway is in need of cleaning which comes within the remit of Area 7 who should be contacted to undertake necessary management.

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 19th June 2018 at 7.30pm, Whitley & Eggborough School (Election of Chairman)

16.0 Closure of meeting.

16.1 Chairman closed the meeting at 21:29

Signed as a true record:

Chairman:

Date:

Signed as a true record:

Councillor:

Date: