

WHITLEY PARISH COUNCIL

1. The meeting was opened at 7.00 pm by the Chairman Cllr Humphrey.

2. Open Public Forum(OPF) 19th May 2020

2.1. No members of the public joined the virtual meeting nor were there any comments and questions raised with the Clerk prior to the meeting. The public meeting was closed by the Chair.

Minutes of the Whitley Parish Council Virtual Online Meeting held on 19th May 2020 Ref 02/20

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

4. Apologies for absence:

4.1. Apologies for absence were received from Cllr Blackburn.

5. Disclosures of Interest:

5.1. There were no disclosures of interest from any member of the Council.

6. Minutes of the virtual video conference meeting held on 28th April 2020 of Whitley Parish Council:

6.1. The Council agreed that the minutes of the Whitley Parish Council meeting held on 28th April 2020 are a true record and accordingly were approved for signature by the Chair Cllr Humphrey.

Action: Clerk to deliver a copy of the minutes for signature by Cllr Humphrey.

7. Opening matters for information and action as required:

7.1. **Gale Common Action Proposal:** The Clerk advised the meeting that as yet there has been no consideration of the planning application. The Planning Committee had conducted a virtual meeting on the 12th May 2020, but this was to consider an unrelated application. A communication had been received from the planning officer for North Yorkshire Council who is responsible for the management of the Gale Common Ash Removal application. In this email he advised that the planning team are currently in the process of developing a protocol for virtual Planning Meetings that will include public participation. It is expected that something will be in place by the beginning of June and it is hoped that planners will be able to consider applications on a rolling timetable.

It is also expected that the Gale Common application will be one of those to be included in the process. He did, assure me that all involved, including the local Parish Councils and local communities, will be given ample notice of when this will be considered and provided with an opportunity to participate.

The Clerk made reference to a document circulated by Selby District and North Yorkshire County (SD&NYC) Councillor John McCartney of an planning objection raised by the Commercial Boat Operators Association (CBOA) that presents a compelling case for credible and viable alternatives in the transport for the Ash from the site. Cllr Woodhead update the Councillors following his conversation with the Press Officer for CBOA who granted permission for the contents of their objections to be circulated to interested parties in particular for details to be shared with the office of Nigel Adams MP.

The Clerk advised that acting with the Gale Common Community Action group he was progressing with the preparation of further statement of objection for submission to the planning committee in writing or verbal representation during the meeting of the planning committee when it is finally convened.

7.2. **Newsletter:**

7.2.1. Cllr Humphrey update the meeting on the progress towards completion of the newsletter and requested that any contributions be forwarded to him in the next week with the aim of finalising the newsletter by the end of the month. Cllr Walton requested the insertion of a piece encouraging residents reaching their 80th birthday to get in touch if they would like to be added to the list of recipients of the annual Christmas Hampers. Cllr Humphrey requested councillors to provide him with any update on their personal profile that they would wish to be shared with the community.

7.2.2. Councillors discussed the arrangements for the distribution of hard copies of the newsletter. They considered the implications of hand delivery by Councillors of the newsletter to resident's homes given social distancing issues and management of virus contamination. It was agreed that the newsletter would be completed initially in digital form following which the Council would consider alternative approaches to their distribution to the community.

Action: Councillors to exchange ideas on how the finished newsletter can safely be distributed throughout the village without visiting every letter box.

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

8.1. An email received from Constable Neil Morris introducing himself as the newly appointed Beat Manager for Camblesforth and Carlton, Eggborough and Whitley. He wished to be made known to the Parish Council and is keen and available to liaise in all matters of community policing. The Clerk notified the Councillors of actions following the operation of the Gale Common Motor Cross event on the bank holiday weekend. In response to complaints that had been lodged with the police, questioning the holding of the motorbike meet, officers attended the site and discussed the situation with the event organisers. The conclusion was that it was compliant with Government guidance and regulations.

8.2. An email from a residents on Lee View pointing out trees on green belt land immediately adjacent to her fence are overgrown and encroaching into their garden.

8.3. An email from the secretary of the Annual Allotment Association enclosing the Chairman's Report and a copy of the minutes of the Annual General Meeting. Cllr Cole advised the meeting that the Allotment Committee had received 3 applications on the waiting list for plots; from one resident of Eggborough and 2 residents of Whitley.

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

9.1. 2020/0324/HPA Blue Bell Cottage – Erection of an orangery/conservatory to the rear.

9.2. 2020/0301/HPA 18 Lee View – Retrospective application for single storey extension to the rear.

9.3. The Councillors proposed no objections.

10. Council Finance & Administration:

10.1. RFO Report as at 14th May 2020.

| Bank/Account | Income since 1st April 2020 | Expenditure since 1st April 2020 | Of which is 106 expenditure | Current Balance | Notes/Comment |
|---|---|--|------------------------------------|--------------------------------------|----------------------------------|
| Santander Deposit | 37.06 | | Nil | 72,953.15 | Interest paid monthly |
| Santander Current Account (Cash Book) | 4,500.00 | 2,591.34 | 230.00 | 4,040.38 | No interest |
| Total Bank Balances | | | | <u>76,993.53</u> | |
| Less following funds: | | | | | |
| Protected 106 funds | | 3 x Play areas/ROS and the Tree Lines. | | 50,000.45 | |
| Other protected funds | | A19, Defibrillator fund | | 2,644.65 69.60 <u>2,714.25</u> | |
| Total Protected funds | | | | | |
| 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 | | | | 65,116.10 | |
| Balance: | | | | | |
| Unprotected funds available to the Council | | Current account balance + 106 Funds available to transfer | | <u>11,877.43</u> | Includes cheques payable in 10.2 |

The Clerk presented his report on the financial position of the Parish Council with reference to detailed income and expenditure statements providing details of receipts and payments for the year to 14th May 2020.

The Clerk advised the meeting that he had sought and obtained confirmation from PKF, the external monitors, and the Yorkshire Local Council Association that the Annual Governance and Accountability Return for 2019/20 could legally be approved by the Council at a virtual Parish Council Meeting conducted via video conference. The Clerk advised that copies of the returns and accompanying documentation would be circulated to Councillors for their review. The Clerk reminded the Council that the financial figures were due for audit in accordance with prescribed conditions set out by Statute and that he proposed to use the same approved auditor that has undertaken the necessary inspection for previous years.

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

| Cheque No. | Payable to: | Amount: £ |
|-------------------|--------------------|------------------|
| 22456 | Bedford Mowing | 722.40 |
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The Councillors sought clarification on the nature and cost of the work undertaken by Bedford Mowing. The Clerk confirmed that charges were consistent with the agreed rates that were included on the detailed schedules used in setting the grass maintenance budgets for the year. The invoice covered cutting and strimming of verges and Park and play areas for two cuts in April in addition to the application of herbicidal sprays on all verges.

The Council expressed some exasperation at the extent of the application of spraying and the effect it had on the grass at the verge side.

The Council subject to the information provided approved the expenditure and agreed a cheque was to be raised for signature in accordance with the bank mandate.

10.3. **Accounts payable retrospectively:**

| Cheque No. | Payable to: | Amount: £ |
|-------------------|--------------------|------------------|
| | | |
| | | |

11. Recreational Open Space in Whitley:

11.1. Parks and Verges:

11.1.1. **Playground Equipment:** Cllr White tabled a quotation for rub down and painting of the Playground equipment on Daffodil park. This was for the sum of £760 including paint.

Proposed: Cllr Humphrey the quotation is accepted, and the painter commissioned to undertake the work. **Seconded:** Cllr Walton. **Agreed:** Unanimously.

Action: Cllr White to liaise with the painter to agree date and time.

11.1.2. **Playground Maintenance and Repair:** Cllr Humphrey presented a summary of recommendations of the "Playground & Daffodil Park Working Group" in their review of the maintenance work suggested by HAG's in their inspection report. The total quote from HAG's for the remedial work was £14,600 which included two significant items. One for £3,950 being repairs to the Steel Slide in Blackthorn Close and the other being the addition of soft lining at the base of the bucket swing in Daffodil Park at a cost of £3,500. There being little visible evidence of any damage to the slide and that the swing is suspended over soft grass the working group suggest that these items be eliminated from the order for the work. This will bring the price down to £7,174.11.

It was noted that all items recommended for repair presented a low risk and on this basis it was **Proposed by** Cllr Humphrey that the two items referred to above be removed from the works order and HAG's be instructed to carry out the remedial works. **Seconded by** Cllr White. **Agreed** unanimously.

11.1.3. **Management of Trees on Daffodil and Lee View:** Cllr Humphrey suggested that in response to concerns and requests expressed by residents of Daffodil Park and Lee View that the trees in Daffodil Park be subject to Pollarding and trees encroaching the property on Lee View be coppiced. In addition, the tree line walks between Blackthorn and Lee View be cut back to accommodate free access. The Clerk reminded the Councillors that the contractor had quoted £550 for the pollarding of the trees on Daffodil Park.

Proposed: Tree on Daffodil Park be pollarded, the tree encroaching on rear fence of resident on Lee View be coppiced, and overgrown walkway between Blackthorn and Lee View be managed. **Seconded** by Cllr White. **Agreed** unanimously.

11.1.4. **Engagement with General Gardeners:** Cllr White explored the details of the proposal discussed in a previous council meeting of the engagement with a professional partnership of two specialist gardeners. The organisation would provide services in the management of the detail of garden maintenance primarily in Daffodil Park. This would include a variety of activities including the care of the plantings in the War Memorial, pruning of trees and advice in the provision of wildlife friendly environments. The hourly rate is £35; if the council choose to commission services of 2 hours per month over a 9-month period the total cost would be in the magnitude of £650.

Proposed by Cllr White, the gardeners be engaged initially for a 9 month contract **Seconded** by Cllr Humphrey **Carried** unanimously.

Action: Cllr White to approach business and agree terms and billing arrangements.

12. A19 Safety:

- 12.1. **Purchase of additional Vehicle Activated Signs (VAS):** The Councillors discussed the merits of the purchase of a vehicle active sign for the village. The equipment is movable and would be installed by contractors from North Yorkshire County Council highways. Fittings would be installed on suitable lampposts near All Saints Close, Silver Street and Gravel Hill Lane and the VAS would be located at each station for a period of 2 to 3 months. The total cost of a single sign with fittings is £3,500.

Proposed by Cllr White a vehicle activated sign be purchase from North Yorkshire Council for installation in the village. **Seconded** by Cllr Humphrey **Carried** unanimously.

- 12.2. **Wheelie Bin Stickers:** Cllr White facilitated a discussion on the purchase of additional wheelie bin stickers with the conclusion that a quantity of 500 would be appropriate at a cost of £280. Cllr Broadbent suggested that the availability of these stickers could be promoted in the newsletter together with details of the planned installation of the VAS.

- 12.3. **Speed Camera Van:** Cllr White commented on the omission of speed van data on the police website since the end of March. The Clerk suggested that contact be made with the new Beat Manager to establish the status in the deployment of police speed monitoring in the area.

13. A.O.B

- 13.1. Cllr Cole raised the issue of the drainage in Daffodil Field and that advice from a groundwork contractor who is a new resident in the village may be of interest to the Council. The same individual is also worth contacting to provide a quote for the installation of the bench.

Action: Clerk to request quote for work on bench. Drainage to be included as an item on the agenda of the next Council meeting.

- 13.2. Cllr White expressed frustration with the proposed length of close of the A19 and suggested that the Clerk write on behalf of the council to Area 7 Highways with a copy to SD & NY Cllr McCartney seeking further information about plans and reasons.

- 13.3. Cllr White requested that the circulation folder be passed between Councillors a little quicker.

- 13.4. Cllr White suggested that the Clerk on behalf of the Council write to the Public Rights of Way officer to establish the status of the public path from Lee Lane to Heck.

- 13.5. Cllr White requested that the Council consider the purchase of a cordless Jet Wash that can be used to regularly clean the Whitley Village sign and that it be included as an agenda item in next month's council meeting.

- 13.6. Cllr White mentioned the availability of online training meetings provided by the Yorkshire Council Association that may be of interest to Councillors.

- 13.7. Cllr White noted that the landlords have been out watering the land around the Christmas Tree and speculated that the tree may need some attention given the prolonged drought. Cllr Walton agreed to speak with the landlords to determine any further support they may require in care of the Christmas Tree.

13.8. Cllr White enquired into the outstanding actions including the response to the email from the Chair of Heck Parish Council and an enquiry from a resident of Whitley Farm Close for the purchase of gate barrier to Daffodil Park. The acquisition of a gate barrier to Daffodil Park to be added as an agenda item to next month's council meeting. Cllr Broadbent's email to the Chair of Heck Council to be copied to all Councillors.

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

14.1. **Next Parish Council Meeting:** Tuesday 16th June 2020 at 7pm via 'Zoom' video conference.

15. Meeting Closed: 8:35 pm.