

# **Whitley Parish Council**

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

## **2. Open Public Forum(OPF) 16<sup>th</sup> June 2020**

2.1. Cllr Humphrey welcomed a member of the public into the virtual meeting who indicated they choose to attend specifically in connection with the issue of speeding along the A19 within the village. It was agreed that the Parish meeting would proceed, and the member of the public would be invited to comment at the point in the meeting that the agenda item concerning A19 Safety was to be discussed.

2.2. The Chair closed the public forum.

## **Minutes of the Whitley Parish Council Virtual Online Meeting held on 16<sup>th</sup> June 2020**

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

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

4.1. Apologies for absence were received from Cllr Blackburn and Cllr Broadbent.

### **5. Disclosures of interest:**

5.1. It was noted that Cllr T Woodhead, Cllr S Cole and Cllr D Broadbent are members of the Gale Common Action Group. A community group campaigning against the Gale Common Ash Extraction planning application that is due for consideration by the North Yorkshire County Council planning committee.

5.2. There were no other interests registered.

### **6. Minutes of the virtual video conference meeting held on 19<sup>th</sup> May 2020 of Whitley Parish Council:**

6.1. The Council agreed that the minutes of the Whitley Parish Council meeting held on 19<sup>th</sup> May 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 Extraction Proposal:** The Clerk update the meeting on the latest progress of plans by North Yorkshire County Council (NYCC) to hold virtual meetings to consider the Gale Common planning application. The Clerk to the planning committee had indicated that Skype video conferences were to be conducted at which it was envisaged public participation would be accommodated. The full protocol had yet to be defined however, this was in preparation in anticipation of the first meetings which were scheduled for 7<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup> July. It was noted Selby District and North Yorkshire County Councillor John McCartney had advised on Facebook and via email that the planning application was due for consideration on 21<sup>st</sup> July.

Cllr Woodhead mentioned the recent interest expressed by the Commercial Boat Operators Association in the application and their comments lodged with NYCC planning offering canal transportation as an alternative to HGV movement.

**Action:** Councillors summarised their agreed understanding of the Whitley Parish approach to attendance at the meeting. The Clerk to the Parish Council would register an interest to speak on behalf of the full Council and to that end would draft a document of the oral representation that he would deliver to the committee and share it with the council for comment and discussion.

**Action:** It was agreed that an Extraordinary Meeting of Whitley Parish Council would be held on Tuesday 7<sup>th</sup> July to discuss the draft presentation and receive an update on the plans in the conduct of the planning meeting.

- 7.2. Newsletter:** Cllr White thanked Cllr Humphrey for the production of the newsletter. Cllr Humphrey advised that following Councils decision to avoid mass distribution via direct post drop digital copies of the newsletter had been added to social media and the Council website. Some hard copies had been printed by Cllr Humphrey and Cllr White who had delivered some to specific residents on Silver Street. It was observed that certain residents who are not active on social media would not have ready access to the document.

**Action:** It was agreed that limited mail drops would be arranged for Whitefield Bungalows and Templar Close. In addition, copies of the newsletter would be posted onto the four notice boards in the village.

**Action:** It was also agreed that Cllr Humphrey would approach the school and request that an electronic copy of the newsletter is forward onto parents of pupils via the schools mailing contract list.

- 7.3. Training:** Cllr White reminded Councillors that there is an ongoing program of training courses available to Councillors covering a range of subjects. The Clerk shared with the meeting details of online courses scheduled during the June and July including councillor forums.

**Action:** Clerk to maintain circulation list of courses promoted for the benefit of local councils.

- 7.4. Donations:** The Clerk advised that meeting that given the disruption to the meeting schedules following lockdown the usual donations that would have been made at the close of last financial year had not been effected and questioned whether the Council wished to agree an amount and beneficiaries going forward. The meeting discussed the nature of the donations made in previous years and sought clarification to whom contributions were made. It was **Proposed** by Cllr Humphrey and **Seconded** by Cllr White that donations totalling £650 be made in line with sums donated in previous years; Citizen's Advice Bureau £300, Selby District Council Chairman's Fund £150, Selby District Vision £150, and Kellington and Whitley PCC £100. **Carried** unanimously.

- 7.5. Jet Wash:** Cllr White reminded Councillors of his suggestion that a portable jet wash be purchased to be used by a resident who has volunteered to clean on a regular basis the village "Planters" and Whitey signs at either end of the village. The budget for the acquisition would be £150 plus VAT. This compares with contract cleaners who in the past have charged £70 per visit.

Cllr Walton questioned whether there were any public liability issues in covering the volunteer from any accident.

**Action:** Clerk to confirm with Parish insurers that the Council is covered under its public liability policy.

**Proposed** by Cllr White **Seconded** by Cllr Humphrey the Parish purchase a portable jet wash to be used for cleaning tasks throughout the village. **Carried** Unanimously.

**Action:** Subject to adequacy of public liability insurance Cllr White to arrange purchase of jet wash in the name of Whitley Parish Council.

**7.6. Christmas Lights:** Cllr White reminded the meeting that although Christmas was some time away given issues of lead time for planning such installations decisions needed to be made if such a project were to be achieved for Christmas 2020. Cllr Cole summarised the two alternatives available; the provision of solar powered Christmas lights that would be rented for a season at £100 per lamp fitting or installation of permanent fixings at a capital cost with additional revenue expenditure to covering power and consumables.

**Action:** Cllr Cole to prepare an evaluation of options for presentation at the next Council meeting.

**7.7. Council Meetings:** The Councillors reviewed the provisional dates for Council meetings covering the 2020/21 Parish Council year.

**Action:** Council dates agreed. Clerk to post onto the notice boards and the details to be uploaded onto the council's social media.

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

**8.1.** There was no correspondence received other than communications that are included under the specific agenda items.

**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. 2020/0526/ATD** - Mrs Caroline Oades, Whitfield Farm, Whitefield Lane, prior notification for the change of use of agricultural buildings to 3 dwellings (Use Class C3) and associated operational development. Noted with no objections or comments.

**9.2.** There were no planning applications granted approval during the month.

## 10. Council Finance & Administration:

### 10.1. RFO Report as at 16<sup>th</sup> June 2020:

Bank/Account	Income since 1 <sup>st</sup> April 2020	Expenditure since 1 <sup>st</sup> April 2020	Of which is 106 expenditure	Current Balance	Notes/Comment
Santander Deposit	108.94		Nil	73,025.03	Interest paid monthly
Santander Current Account (Cash Book)	4,500.00	2,950.144	230.00	3,681.58	No interest
<b>Total Bank Balances</b>				<b><u>76,706.68</u></b>	

<b>Less following funds:</b>				
Protected 106 funds		3 x Play areas/ROS and the Tree Lines.	50,000.45	
Other protected funds		A19, Defibrillator fund	2,644.65 <u>69.60</u> 2,714.25	
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	
<b>Total protected/reserve funds</b>			65,116.10	
<b>Balance:</b>				
<b>Unprotected funds available to the Council</b>		Current account balance + 106 Funds available to transfer	<u>11,590.58</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 period from 1<sup>st</sup> April to 16<sup>th</sup> June 2020.

Cllr White enquired into the position concerning the reclaim of VAT incurred by the Council referring to the report from the Clerk which quoted a sum of £529.34. The Clerk explained that this was the cumulative amount of VAT incurred to date since the last claim in July 2019 as VAT is refunded from Customs against claims that can be lodged once a year.

Councillors sought clarification concerning the nature of accounting for VAT transactions within the accounting records. The Clerk explained the nature of VAT monies that are reimbursed from HMRC that contrasts with income from precept and rent that is included in the Parish Income and Expenditure Account.

**Action:** The Clerk to extend the accounting statements to include Balance Sheet items that will not only show VAT transactions but also the consumption of section 106 resources, together with copies of bank statements showing the receipt of sums of a capital nature.

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

<b>Cheque No.</b>	<b>Payable to:</b>	<b>Amount: £</b>
22458	Pamela Harrison – internal audit	62.50
22459	J White – Wheelie Bin Stickers	279.50

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

<b>Cheque No.</b>	<b>Payable to:</b>	<b>Amount: £</b>
22457	Danvm Drainage	16.80

**10.4. Annual Governance and Accountability Return (AGAR) 2019/20:**

- 10.4.1. Certification that Whitley Parish Council as exempt from external audit for the fiscal year 2019/20.** It is resolved that Whitley Parish Council is exempt from external audit for the year 2019/20 as the annual turnover does not exceed £25,000. Carried unanimously.

**Action:** Certification of exemption to be signed by Chair and Responsible Finance Offer and a copy published on the Whitley Parish Council website.

- 10.4.2. Annual Internal Audit Report for 2019/20.** The Annual Internal Audit Report for 2019/20 included at page 4 of the Annual Governance and Accountability Return 2019/20 is noted. Carried unanimously.

**Action:** A copy of the Annual Internal Audit Report is published on the Whitley Parish Council website.

- 10.4.3. Approval of Section 1 – Annual Governance Statement 2019/20.** It is resolved that Whitley Parish Council approve section 1 Annual Governance Statement 2019/20 for Whitley Parish Council on page 5 of the Annual Governance and Accountability Return 2019/20. Carried unanimously.

**Action:** The Annual Governance Statement to be signed by the Chairman and the Clerk and a copy of the Section 1 of the Annual Governance Statement is published on the Whitley Parish Council website.

- 10.4.4. Approval of Section 2 – Accounting Statements 2019/20.** It is resolved that Whitley Parish Council approve Section 2 – Accounting Statements 2019/20 for Whitley Parish Council on page 6 of the Annual Governance and Accountability Return 2019/20. Carried unanimously.

**Action:** The Accounting Statement 2019/20 to be signed by the Chairman and the Responsible Financial Officer with insertion of the minute reference and a copy published on the Whitley Parish Council website.

#### **10.4.5. Approval of the publication of documents required by Accounts and Audit**

**Regulations:** It is resolved that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities, Whitley Parish Council will publish the following documents on a public website.

- Certification of Exemption
- Annual Internal Audit Report 2019/20
- Section 1 – Annual Governance Statement 2019/20
- Section 2 – Accounting Statements 2019/20, page 6
- Analysis of variances
- Bank Reconciliation to 31 March 2020
- Notice of the period for the exercise of public rights and other information required by Regulation 15(2), Accounts and Audit Regulations 2015

### **11. Recreational Open Space in Whitley:**

#### **11.1. Parks and Verges:**

**11.1.1. Playground Equipment:** Cllr White reported that the contract painter will be carrying out the painting of the play equipment sometime in July or August and will provide sufficient notice to ensure that temporary closure of the play areas may be advised to residents.

**11.1.2. Playground Maintenance and Repair:** Cllr White informed the Council that the potential garden contractors have declined the work providing management services in the maintenance of the park grounds. The extent of their workload together with the limited amount of time to be commissioned renders the nature of the service to be unviable. Cllr White advised that he would be in touch with the Community Payback team to establish their future plans with regard to provision of support services in addition to a request for volunteers from the village residents to offer practical help in management of the park.

**Action** Notice to be posted onto the notice boards requesting volunteers to assist with the park.

The Clerk updated that meeting on the programme of work to be undertaken by HAGS following the award of contract to effect remedial repairs to the playgrounds. The Clerk confirmed that work is scheduled to commence during July.

**11.1.3. Closure of the Play Areas:** Cllr White raised the issue of closure of the play areas to the public. The Clerk having sought some guidance from Selby Council was informed that the matter of closure of public areas was left to the discretion of each Council. Selby District had closed and locked all play areas in contrast to others that had placed notices restricting access. Cllr Humphrey reflected that given the easing of lockdown it would now no longer be appropriate or relevant to implement any action of closure of parks or play areas unless further lockdown measures were introduced in response to future outbreaks.

**11.1.4. Management of Tree on Daffodil Park and Lee View:** The Clerk summarised the current status of the schedule of work in the management of the trees. The shrub on Lee View that is damaging the fence of a resident on Lee View will be coppiced during the grass contractors next visit to Whitley, at an agreed cost of £80. The trees on Daffodil Park targeted for surgery will be pollarded at a cost of £550, at a time to be arranged with the contractor. The Clerk also confirmed the new contractor has now assumed the task of the cutting of the verges around the village at a cost of £70.

Cllr Cole mentioned that state of the verges on Whitefield Lane at its junction with the A19. The area which is overgrown with nettles, grass and hedges. It was noted that Poskitts Farm were responsible for the management of these verges, but little action had been taken. The Council questioned whether this section was the responsibility of the Parish or if this area came under the management of Selby District or North Yorkshire Counties.

**Action:** Cllr White to check the North Yorkshire grass cutting map to establish deemed responsibility for verge maintenance in the village allocated between County, District and Parish.

The Clerk reported that issues had been raised concerning the tree on the open area by Whitefield bungalows on the A19. Branches of these trees were interfering with the overhead telephone lines.

**Action:** Clerk to report problem of tree branch growth to Selby District Council.

**11.1.5. Security Barrier on Daffodil Park:** The Councillors discussed a request from a resident on Whitley Farm Close for the erection of a height barrier to the entrance gate of the Daffodil Field. It was noted that the gate has only recently been subject to padlock and prior to this there has been no incidence of attempts to gain unauthorised access to the park. In addition, the wooden gate accessing the Daffodil Park on the A19 has far greater vulnerability. It was concluded that the level of expenditure would be greater than the associated risk.

**Action:** The Clerk to advise the resident on Whitley Farm Close that having considered the request the Council have concluded that given the level of risk the proposal has been rejected.

**11.1.6. Drainage of Daffodil Field:** The Clerk reported on his meeting with a ground-work contractor regarding possible installation of water drainage to Daffodil Field. Expenditure would not only be on the physical groundwork but also professional fees of surveyors and civil engineers necessary to investigate deployment of utilities both gas, electrical. The project would also be subject to planning requirements, Collectively the cost would be considerable with no guarantee of success. The Parish Council concluded the given the magnitude of the cost such a project would not be practical.

**11.1.7. Bench on Whitefield Lane:** The Clerk summarised the cost for the installation of the bench by the nominated contractor; cost of labour £200, material budgeted at £50 and mini skip hire budgeted at £100 / £150. The Council approved the budget.

**11.2. Other issues or matters to report:** there were no other items for discussion.

## **12. A19 Safety:**

**12.1. Purchase of additional Vehicle Activated Signs (VAS):** Cllr White outlined the process required to initiate the acquisition of the VAS for the village. Details have been submitted to NYCC Highways specifying the locations of the fixings those being on the A19 at All Saints Close and lamppost W50 by the entrance to Lee View and on Gravel Hill Lane just North of Cathcart Close. A formal letter will be presented by Highways that will be signed on behalf of the Parish Council by the Clerk to confirm the order. Notification of formal approval will then be issued, and the VAS will be procured by the Parish and arrangements for fitting agreed.

**12.2. Closure of the A19:** The Clerk shared with the meeting information received from North Yorkshire County Council regarding the continued close of the A19 by Haddlesey Bridge. A detailed geotechnical survey had been conducted showing large voids at depth below the carriageway surface, giving indications there is extensive damage to the fabric of the A19. Early cost estimates are at £3 to £5million. The road contractors WSP having undertake a risk analysis set the risk allocation to 44% and are indicating a 6 to 8 month construction period. A report with recommended options, cost models and programme is due for completion by week commencing 22<sup>nd</sup> June 2020.

**Action:** Clerk to copy Councillors with information received.

**12.3. Speeding on the A19:** Cllr Humphrey invited a member of the public participating in the meeting to share their comments in connection with issues of traffic on the A19. Although new to the village locating in December the member of the public expressed concerns with the extend of speeding on the A19. As recommended by SDC & NYC Cllr John McCartney complaints were lodged under the 95 Alive initiative following which police speed vans had been deployed near Lee View and speed violation notices served by the police officers. Councillors commented that in recent weeks police vans had been observed at several locations throughout the village. Notwithstanding, Cllr White observed that it is noticeable that the last set of statistics recorded in the NYCC traffic control website covering results of camera van deployment in Whitley was back in April with no further updates.

The Clerk summarised an email from the Police Beat Manager for the area in response to a request for details of plans for ongoing deployment of camera vans. It advised that there were two sites of van deployment although due to parking issues only one site is being used. There was some uncertainty over the capacity to which the vans are operating, and areas targeted due to lockdown issues. It is hoped that things will return to normality as lockdown measures are eased.

The member of the public raised the question of the installation of average speed cameras. Cllr Humphrey explained that the Parish Council were not able to instigate the use of average speed camera's in the village. It was presently an expensive technology although it is hoped that costs would reduce in the future and therefore be available for deployment in villages such as Whitley.

Cllr White made the observation that 95 Alive is the primary portal through which concerns about traffic speeding can be lodged by the general public. The more complaints and issues were raised through such resource the greater would be the response and deployment of speed vans. The suggestion was made that a reminder could be posted onto the Parish Council Facebook page encouraging residents who have any issues with speeding to register specific concerns through the 95 Alive webpages.

**Action:** Cllr Humphrey to add a remainder onto the Parish Council Facebook page reminding residents of the 95 Alive resource.

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

**13.1.** Cllr White requested an update on the status of the resurfacing of the pavement. Cllr Walton raised concerns about the quality of the work. The Councillors concluded that work had been completed according to the specifications of North Yorkshire County Council to whom any complaints should be directed.

**13.2.** Cllr White reported on several posts on social media about group activities being conducted in the Nature Park with rubbish being left. Cllr White undertook to visit the reserve to assess the conditions.



**13.3.** Cllr White questioned whether Frank Blackburn had been kept informed of the proceedings of the Council. Councillors indicated that individually they had various ad hoc conversations. It was suggested that Councillors endeavour to keep in touch and the Clerk would ensure that hard copy of council minutes are delivered followed up with a phone calls to provide a verbal update.

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

**14.1. Next Parish Council Meeting:** Tuesday 21<sup>st</sup> July at 7pm via “Zoom” video conference.

**15. Closure of meeting:** 8:51 pm