

Whitley Parish Council

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

2.0 Open Public Forum(OPF) 20th June 2023

2.1 Councillors and members of the public shared observations on the number of “Not in Service Buses’ passing through the village on a regular basis. The frequency of these buses was questioned with indications that they are seen to be travelling through almost on an hourly basis. Cllr White commented on his exchange of communication with Arriva who advised that the movements of these buses were necessary to accommodate the requirement of the scheduled service that commenced in Norton.

Frustrations from members of the public were also expressed about the adequacy of the bus capacity on the service between Eggborough to Selby. These buses are single decker and often due to volume of users passengers are obliged to stand throughout the duration of journey.

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

Minutes of the Whitley Parish Council Meeting held on 20th June 2023 at Whitley & Eggborough Primary School Annex Building – 03/24

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

4.0 Apologies for absence:

4.1 All Councillors were present.

5.0 Disclosure of interest:

5.1 There were no other interests registered.

6.0 Minutes of the Whitley Parish Council Meeting held on 16th May 2023:

6.1 Some minor amendments were suggested, namely the references made to North Yorkshire County Council should be North Yorkshire Council; for the avoidance of doubt the sycamore trees are opposite College Farm Close not in College Farm Close and any references to verge cutting should include the parks. Subject to these amendments the minutes were agreed.

Action: The Clerk to deliver an amended copy for signature by the Chair.

7.0 Matters for information and action as required:

7.1 **Chairs Report:** The Chair tabled a draft of her annual report for inclusion in the newsletter. It was agreed Councillors review the draft and share comments with Cllr Humphrey before finalisation. In addition, Cllr Cole shared details of her investigation into the possibility of the provision of Christmas Lights in the village. It was recognised that whilst including it in the newsletter it is important to manage expectations and to make clear that such a project is embryonic and totally dependant of securing sponsorship and

or funding to cover the entirety of the costs. As such, it may be some years before the Council's ambitions may be fully realised.

Councillors considered the initial draft of the newsletter including items covering the memorial bench and the parish council vacancy confirming their satisfaction with the content and sentiments expressed.

Action: Cllr Humphrey to receive copies of the additional drafts for inclusion in the newsletter prior to production of final copy ready for publishing.

7.2 Christmas Lights: Cllr Cole advised that she is progressing with investigation into options and costs in the provision of Christmas Lights and will report back in due course.

7.3 Parish Council Vacancy: Cllr White reminded Councillors that the Parish have been operating for some time with a vacancy for a Councillor and questioned whether there is an appetite within the Parish Council to actively promote the opening and encourage applicants. It was recognised their process should include the formal protocols required by North Yorkshire Council, but it would be necessary for Councillors to be proactive in engagement with residents of Whitley. In the recruitment process it would be important to encourage residents to come forward who are representative of the community and keen to take on an active role in the Parish Council to make a difference.

Cllr Blackburn reminded the meeting that it would be his intention to stand down from his office as Councillor at the next election.

Action: Councillors to reflect on the idea of filling the vacancy of Parish Councillor and consider approaches to the promotion of the role.

7.4 Prohibition of Waiting & Loading: Councillors discussed the notice issue by North Yorkshire Council concerning proposals to impose Waiting and Loading restrictions affecting Learning Lane. It was noted that North Yorkshire Councillor McCartney has already posted details of the proposed order on social media advising of the deadline for the receipt of objections to the proposal. In addition, a hard copy of the notice has been posted onto the Whitley Parish notice boards. Councillors considered the proposal and have no comments or objections.

A further notice issued by North Yorkshire Council concerning a proposal to impose Waiting and Loading restrictions at the junction of Whitely Farm Close with Selby Road was also considered by Councillors. Whilst Councillors recognised the value of the provision of double yellow lines at this junction to ensure visibility for vehicles entering and exiting the Close, they are concerned about the follow of consequences. In general, the vehicles currently parked at the junction are owned by the staff attending the care home. If yellow lines restrictions are imposed, then vehicles must park elsewhere in an area that is not adequately provisioned with parking spaces. It is likely there will be overspill onto the main road and further along Whitley Farm Close or Whitefield Lane. It was agreed that the Parish Council on behalf of the community make observations and representations about the need to consider the follow-on impact of this proposal.

Action: Cllr Woodhead to draft objections for submission to North Yorkshire Council.

7.5 Memorial Bench: Councillors considered the cost and features of several alternative park benches offered by Glasdon supplier of street furniture.

It was resolved that the Parish Council purchase the Lowther Model Park Bench at a cost of £631.99 plus memorial plaque of £101.17 including free delivery and fixings.

Action: Clerk to obtain quotation from Glasdon for submission and approval by the Police Federation.

7.6 Financial Risk Assessment: The Clerk facilitated considered by the Parish Council of the systems of financial and internal control practiced by the Council during the year. Using the questions on the Financial Risk Assessment Form of the Annual Governance Statement Councillors reviewed the adequacy of the financial management of Parish funds and the areas of potential risk. It was recognised the key component of internal control was the separation of the execution of payments and the reporting on of all aspects of the financial affairs of the Council. The Clerk being responsible for the preparation and posting of cheques to suppliers with two Councillors being required to sign cheques as authorised signatories. Thereby separating routine financial management from authorisation for payment. The Parish Council have chosen not to implement any online banking facilities as such would compromise the principle of separation of the management of transactions from their authorisation.

Councillors concluded that current measures are sufficient to safeguard against present financial risks.

To add further levels of information and control it was agreed that in addition to the annual external audit required within the provisions of the Annual Governance Reporting regime, on a bye annual basis, the Clerk will present to representative members of the Parish Council a detailed analysis of transactions supported by original documentation and bank statements for their perusal and internal audit.

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

8.1 Emails and postage.

8.1.1 Clerk presented the following details of emails or correspondence by mail relevant to the affairs of Whitley Parish Council:

8.1.1.1 An email from a resident in a neighbouring parish enquiring into the availability of an allotment plot. Details shared with secretary of the Whitley Allotment Association for action.

8.1.1.2 An email from customer services of North Yorkshire Council providing instructions on how to permit access to the Whitley Parish Council portal by Parish Councillors. This to be actioned by the Clerk.

8.1.1.3 An email from an individual enquiring into whether any summer fetes are planned within the village. A response has been provided advising that nothing is planned with an open invitation for the individual to attend the Parish Council meeting to make any representations.

8.1.1.4 An email from a resident with a complaint about the quality of the verge cutting and the lack of response to an earlier query. Councillors noted the regrettable delay in reply to the original concern and suggested that the Clerk adopt a protocol of monitoring emails on a regular basis to ensure that all queries are at least acknowledged with a holding response to be followed asap with substantive replies in a timely manner. The Clerk advised his subsequent email in answer to the expression of concern had elicited no further response.

8.1.1.5 An email from Police Constable Sarah Ward providing details of her follow up of the traffic incident and cars parked at the junction of Whitley Farm Close. Cllr White suggested the officer's response should be shared with the member of the public who had brought the issue to the attention of the Council during last month's Parish Council meeting.

- 8.1.1.6 Cllr White questioned whether contact had been made with the management of the Care Home on the A19 in connection with the waste bin left on the public footpath. It was suggested the Clerk could call the duty manager of the Care Home to advise them of the issue and complaints raised by residents.
- 8.1.1.7 Cllr Humphrey advised that the Parish Council have a default email address as part of its website. This is monitored as a matter of course to pick up any communication, comments, and queries.

8.2 Social Media

- 8.2.1.1 There was nothing significant to report on the content of social media other than the issue of parked cars on Whitley Farm Close.
- 8.2.1.2 Cllr White reported that the vehicle speed data has been posted on social media.

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

- 9.1.1 There are no new planning applications to report. The following decisions were made on outstanding applications.
 - 9.1.1.1 ZG2023/0578/HPA, erection of single storey extension to the front. 7 Lee View, Whitley. Noted without comment.
 - 9.1.1.2 ZG2023/0523/DOC, discharge of conditions 3 (highways), 13 (noise, vibration, dust and dirt and 17 (surface water drainage) of planning permission 2021/0268/FUL Erection of 6 dwellings and garages. Land Off Larth Close, Whitley. It was noted the developer is in the process of selling the site by auction.

It was noted that are plots available for sale as agricultural land. Also, there are no further movements on the development of the Rosslyn Property.

10.0 Council Finance & Administration:

10.1 RFO Report as at 20/06/2023:

Bank/Account	Income since 1 st April 2023	Expenditure since 1 st April 2023		Current Balance	Notes/Comment
Santander Deposit				15,248.50	Interest paid monthly
Santander Current Account (Cash Book)	6,342.00	11,337.24		8,388.12	No interest
Total Bank Balances				23,636.62	
Less following funds:					
Allocated Funds		Surplus from Crossing Drainage Daffodil Field		1,798.71	
		Gale Common Settlement		12,230.00	
		Planter Repair		400.00	
				850.00	

Total Allocated funds			15,278.71	
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.	8,357.91	
VAT due for reclaim			1,112.05	
Total Unallocated Parish Funds			9,469.96	

The Clerk presented a cash flow summary analysing month by month the actual receipts and payments up to June 2023, with a forecast of income and expenditure for the remainder of the year to March 2024. Total expenditure up to 31st March 2024 is anticipated to amount to £31,322.37 that compares with total income of precept and rent flowing into the bank for the year of £10,867. The balance of reserves carried forward at the end of the year is forecast to be £5,383.47.

Payments during the month of June 2023 presented for payment included the repair of the planter by Daffodil Field at a cost of £850. This was the subject of an insurance claim settled at £725 after the application of insurance excess. In addition, payments included the clerk’s salary for the quarter to June 2023. The Clerk presented details of the monthly salary charges being hours at the national rate.

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

Cheque No.	Payable to:	Amount: £
22540	NYCC – settlement of Protective Cost Order	200.00
22541	J R Hunter – Clerk Salary	494.30
22542	HMRC - PAYE	123.60
22543	John White – reimbursement for bedding plants	21.75
22544	Roberts CGT Contractors – repair to planters	850.00

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

Cheque No.	Payable to:	Amount: £

10.4 Annual Governance and Accountability Return (AGAR) 2022/23:

10.4.1 Approval of Section 1 – Annual Governance Statement 2022/23. It is resolved that Whitley Parish Council approve section 1 Annual Governance Statement 2022/23 for Whitley Parish Council on page 5 of the Annual Governance and Accountability Return 2022/23. 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.

10.4.2 Approval of Section 2 – Accounting Statements 2022/23. It is resolved that Whitley Parish Council approve Section 2 – Accounting Statements 2022/23 for Whitley Parish Council on page 6 of the Annual Governance and Accountability Return 2022/23. Carried unanimously.

Action: The Accounting Statement 2022/23 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

10.4.3 It was noted that expenditure levels for the year 2022/23 were in excess of £25,000 and as such the accounts of the Parish Council a subject to a limited audit review by the duly appointed statutory auditors PKF.

Action: Clerk to submit accounts to PKF for external audit.

10.4.4 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.

- Section 1 – Annual Governance Statement 2022/23
- Section 2 – Accounting Statements 2022/23 page 6
- Analysis of variances
- Bank Reconciliation to 31 March 2023
- Notice of the period for the exercise of public rights and other information required by Regulation 15(2), Accounts and Audit Regulations 2015.

11.0 Recreational Open Space in Whitley:

11.1 Parks and Verges:

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

11.1.1.1 Cllr Humphrey reported on the poor state of some of the trees in Daffodil Park. Certain trees had been vandalised.

11.1.1.2 Cllr White commented on the recent work carried out by the Community Payback team who have tidied up the undergrowth near

the fencing adjacent to the homes in Whitley Farm Close. He advised the community team are returning this coming weekend and will continue work in Daffodil Field, cutting back hedges, edging the pathways, and weeding around the War Memorial.

11.1.1.3 Cllr White indicated that the gas tank enclosure is overgrown; the surrounding shrubs and undergrowth need drastic pruning. To that end Northern Energy, the new owners have been approached to carry out this maintenance work.

11.1.1.4 It was noted the Play Areas will be due for their annual inspection, scheduling for which is being actioned.

11.1.1.5 Councillors recognised that following the end of the nesting season hedges will require cut back subject to budgetary constraints.

11.1.1.6 The progress on the project to install drainage in the Daffodil Park was reviewed.

11.1.2 Verge Cutting: Councillors considered the verge cutting was operating satisfactorily within the village. The guiding principle being that cutting would be prioritised to those verges running parallel to pedestrian pathways. It was noted that residents adopted different approaches to the management of verges outside of their own property. Some choose to cut these verges; others leave them in their natural state while other residents consider verge maintenance should be the responsibility of the Parish Council.

12.0 A19 Safety:

12.1 Speeding on A19: Cllr White reported that the speed data has been collected, published on social media, and shared with the police. The increased activity of traffic and heavy lorries was noted with the speculation that the increase in volume is due to the road restrictions on the A1.

13.0 A.O.B.

13.1 Cllr Cole observed that arable land is being advertised for sale as farmland.

13.2 Councillors commented on the return of Motor Cross activity near Cridling Stubbs.

13.3 Cllr White commented on the poor state of the notice board on Templar Close and suggested that the Parish Council seek a quotation from Brian Slater to paint and repair the notice boards.

13.4 Cllr White suggested that the Parish Council reach out to the landlords of the George and Dragon.

14.0 Confirm the date, time and place of next meeting:

Next Parish Council Meeting: Tuesday 18th July; 2023 at 7pm at Whitley & Eggborough Primary School.

Closure of meeting: 9:05 pm