

Whitley Parish Council

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

Open Public Forum (OPF). 5th September 2017

2. Notes from the OPF:

2.1 Resident JW raised the following points.

- Thanked the council for the cleaning of the planter near Daffodil Field
- For cutting the grass bund on Doncaster Road opposite Yew Tree Park
- For the new dog bins on Silver Street and Gravelhill Lane
- He raised questions about the strimming of the path ways in Daffodil Field and asked about the cutting of the verge on Silver Street near to utilities compound.
- He had seen a recent campaign in other villages where they are using stickers in the windows warning dog owners that they are being watched so pick up the dog poo. He also mentioned those dog owners who were carrying dog poo bags had bands on their wrists.
- At a previous meeting historic documents about Whitley had been presented and he was wondering what had happened to them and would they go on the website. He asked if the council had any information about the Rosslyn development site and what was happening with it. He was informed by the Clerk that the agent for the site had been contacted and asked to tidy the site up. There was a discussion about the bus stop land and some conflicting information that the whole site had been sold and development was due to start later in the year.
- JW asked if the council had come to a decision about buying a Christmas tree. To be an agenda item at the next meeting.
- JW thanked the outgoing Clerk for his work with the council
- He then raised a question about a payment to the previous Clerk/RFO for work done on the annual return and the cost of this to the council. The Clerk explained the situation and informed him that these cost had been deducted from his salary and therefore there was no cost to the council.
- JW informed the council that another oil order had been placed by the Whitley Oil Co-operative and that this was now in its 4th year.

2.2 County Councillor John McCartney informed the council that he had recently had a meeting with Area 7 Highways and that they were 5 million pound short in the budget and that there was another 3 million pounds short for buses which is why services are being cut. He did say that in response to JW's letter to the council on A19 matters he agreed that the signs at the gateway to the village at both ends need improving. He would also support additional police speed signs and children crossing signs in the village on the A19, for example near Blackthorn Close and Silver Street. Cllr. McCartney stated that he would be emailing Gary Lumb and Vicky Day, Area 7 requesting these signs.

2.3 At 7.55pm the OPF was closed.

Minutes of the Whitley Parish Council Meeting held on 5th September 2017 at Whitley & Eggborough Primary School. Ref 09/2017

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

3. **Present:** Cllrs. S Humphrey, K Walton, J Watson, F Blackburn, Cllr. S. Cole

4. **Apologies:** Cllr. A. Coney.

4.1 Apologies accepted.

5. **Declaration of Interests:**

5.1 None declared.

6.0 Minutes of the last meeting

8.1 The minutes of the meeting on 20th June 2017 were taken as read and agreed as being a true record and were then signed by the Chairman.

7.0 Ongoing Matters for information and action as required.

7.1 Defibrillator for the village: The Clerk informed councillors that the unit had arrived and that the Landlord of the George and Dragon had agreed that the Council could source the electrician and fit the unit. He also stated that he had progressed this and that he hoped that a local electrician would be undertaking the installation. **For Information only**

7.2 Flag Pole(s) for the village: Cllr. Watson stated that he still had not received a reply back from the UK Flag Institute with any advice. He therefore proposed given all the previous discussion on the matter that the council go ahead and purchased two flag poles; together with various flags and that a Whitley village flag should be commissioned and purchased. The original advice from SDC Planning has been very ambiguous on the matter of flag poles so should there be an issue that arises around planning permission at a later date this would be managed by way of a retrospective planning application. He proposed a budget of up to £400.00 for the purchases of the poles, the flags and the commissioning and purchasing of a Whitley village flag. This budget will also include the erection of the flag poles in Daffodil Field. This was seconded by Cllr. Blackburn and a vote was taken; the proposal was carried unanimously. **Resolved: To purchased two flag poles, together with various flags, to erect the flag poles and to commission and purchase a Whitley village flag. A budget of up to £400.00p is authorised to complete this.**

7.3 Dog Fouling: The clerk informed councillors that he had ordered and received from SDC new warning posters about dog fouling which can be placed in residents windows. These were distributed. **For Information only**

7.4 Tree Line Blackthorn Close to Lee View: Cllr. Humphrey informed the council that he has spoken to the farmer in relation to this matter and the issue was not about shadowing but about damage to electronic equipment on top of his tractor which was very expensive. A discussion on the matter took

place which included a proposal by one councillor that the farmer is asked to pay half of the cost. Cllr. Humphrey proposed that the council commissions the work by Huw Forestry for the quoted price of £450.00 and that the council pays this in full. The proposal was seconded by Cllr. Cole and a vote was taken; 4 in favour, 1 abstention. **Resolved: To commission Huw Forestry to undertake the work and the council pays in full.**

8.0 Correspondence received. (Items for comment / information)

8.1 Various magazines were circulated to Councillors for reading.

9.0 Finance & Administration

9.1 RFO Report as of 24th August 2017

Bank/Account	Income since 1 st April 2017	Expenditure since 1 st April 2017	Of which is 106 expenditure	Current Balance	Notes/Comments
Co-op Business Select Instant Access	567.25	0.00		51,128.21	Interest paid monthly
Co-op Current	0.00	0.00		3,112.85	No interest
Santander Deposit	25.32	0.00		24,173.70	Interest paid monthly
Santander Current (Cash Book)	7,461.02	6,203.43	1213.30	3,475.96 less u/presented Chq. 58.50 3,417.46	No interest
Total Bank Balances				<u>81,832.22</u>	
Less following funds:					
Protected 106 funds		3 x Play areas/ROS and the Tree Lines.		62,161.80	
Other protected funds		A19, WHS Defibrillator fund		3,144.65 355.00 <u>69.60</u> 3,569.25	
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.		12,683.72	
Total protected/reserve funds				<u>78,414.77</u>	
Balance:					
Unprotected funds available to the Council		Current account balance 106 Funds available to transfer		3,417.46 <u>1,213.30</u> <u>4,630.76</u>	Does not include cheques payable below at 9.2

Resolved: The above accounts were explained by the RFO and accepted by the council.

9.2 Accounts Payable:

Cheque No.	Payable to:	Amount: £
22323	PKF Littlejohn LLP- Annual return 2016/17	120.00
22324	YLCA- Course - Greens & Common Land – Cllr. Cole	115.00
22325	J Dickens Clerk/RFO Pay & Allowances-1/4/17 to 31/7/17	620.53
	Total	855.53

Resolved: The above cheque payments were agreed by the council and the cheque's signed by two authorised councillors.

9.3 Accounts Payable retrospectively:

Cheque No.	Payable to:	Amount: £
22314	Wel Medical – Defibrillator & safe	1,400.40
22315	Glasdon UK Ltd- Tri-lock kit – Bin Lee View play area	36.36
22316	YLCA Advert Clerks Post	15.00
22317	Bedford Mowing – Invoice No. 28766	1,982.40
22318	W&E School – Room hire Invoice 214470	58.50
22319	Wel Medical- Flo Gas logo	30.00
22320	B Crossdale – printing Invoice No. 0227	50.00
22321	HMRC – PAYE Quarter 1	184.00

Resolved: The above cheque payments were retrospectively agreed by the council.

9.4 Whitley Parish Bank accounts.

The Clerk outlined that Whitley Parish Council holds two bank accounts with the Co-operative bank. The fixed rate deposit account was closed by the bank when it matured on 4th August and the funds plus the interest a total of £51,128.21 were transferred to a Business Select Instant Access Account on 8th August. This account pays 0.03% daily; in effect 0.30p on every £1,000.00 in the account over 12 months. The other account is a current account, this has had a balance of £3,112.85p for number of years as there has been no activity on it over those years. This account does not accrue any interest at all.

He also explained that Whitley Parish Council holds two bank accounts with the Santander Bank a deposit account which pays 0.25% monthly and a current account which attracts no interest but is the main active account for Parish Council business. He informed the council that he had made enquiries with the Santander Bank and established that they have another account called; 'Rewards Saver' this pays an interest rate of 0.35% per month as long as there are no withdrawals in that month. If there are withdrawals in the month then it only pays 0.1% for that month.

He went on to say that as a result of the Co-op changes it gave rise to the opportunity to consider the banking arrangements for Whitley Parish Council. He proposed a number of options and invited options from councillors. A discussion was then had on the matter during which concerns were raised about indemnity limits by the bank on such amounts and if in fact the indemnities applied to Parish Council.

A vote was then held on the proposal to close both Co-op bank accounts and transfer these funds to a new Rewards Saver account. Leave both Santander accounts open but redistribute the funds to reflect; Precept account (Santander current account). Reserve funds (Santander Deposit account) and the Protected funds (Santander Rewards Saver Account). The vote was unanimous in favour of this proposal.

Resolved: To close both Co-op bank accounts and transfer these funds to a new Rewards Saver account. Leave both Santander accounts open but redistribute the funds to reflect; Precept account (Santander current account). Reserve funds (Santander Deposit account) and the Protected funds (Santander Rewards Saver Account).

9.5 Annual Return for year ending 31st March 2017

The Clerk reported that the Annual return for the year ending 31st March 2017 has been received back from the external auditors and it has been certified that Whitley Parish Council has met all the

requirements without comment from the auditors. He also commented that this confirmed the findings of the previous internal audit report.

Resolved: Noted and recorded in the Minutes.

10.0 Recreational Open Spaces in Whitley

10.1 State of ROS Play Areas: Cllr. Humphrey explained that in relation to the reporting that he proposed he only required comments from councillors about any issue that councillors had seen or had been reported to them. He did not expect that formal inspections would be carried out each month by councillors. He just needed an agenda item where councillors could comment and report. **Resolved: An agenda item on the state of the ROS and play areas will be a standing agenda item at each meeting.**

10.2 Report on the state of the ROS and Play Areas: Cllr. Cole reported that there was a tree down in the South East corner of Daffodil Field and there was a damaged fence panel near to the entrance which was closest to the pub. A general discussion was had about the state of the trees and the various tree lines in Daffodil Field. It was proposed by Cllr. Humphrey that Hew Forestry be asked to report and quote for work on the various trees and tree lines as well as been asked to deal with the fallen tree. This was agreed by all councillors. **Resolved: Huw Forestry to be asked to provide a report and quote for work in Daffodil Field ROS.**

11.0 Aon Insurance.

11.1 The Clerk informed councillors that he had received notification from Aon Insurance who provides the insurance policy for Whitley Parish Council had notified the council that the company has withdrawn from the Local Councils market will not be offering renewal terms on the renewal date 1st June 2018. Aon have arranged for BHIB Ltd. to provide a renewal quote three weeks prior to that date. The current insurance is not affected by this notification. **For information only.**

12.0 Appointment of new Clerk/RFO.

12.1 Cllr. Humphrey proposed that Mr. John Hunter, Blackthorn Close, Whitley, be appointed as the new Clerk/RFO and that following two months of induction that he takes over at the November meeting. This was agreed by all councillors. **Resolved: That Mr. John Hunter, Blackthorn Close, Whitley, be appointed as the new Clerk/RFO.**

13.0 Purchase of Portable Hard Drives.

13.1 The Clerk/RFO proposes that the council purchases two portable hard drives for the storage of parish electronic documents and data, one drive to be active the other to act as back up. The suggested capacity of each of the drives is to be 1TB. He offered no specific make but research suggests that the cost of these should be in the region of £50.00 to £75.00 each. This was agreed by all councillors. **Resolved: The Clerk to purchase two 1TB portable hard drives not to exceed £75.00 each.**

14.0 Data Protection.

14.1 The Clerk reported that the new General Data Protection Regulation (GDPR) comes into force on the 25th May 2018. Documents previously circulated outline the action the council has to take prior to this date; this will include appointing a Data protection Officer. The Clerk stated that SLCC is offering 90 minute webinars hosted by Patricia Marks to summarise the new General Data Protection Regulation (GDPR) and provide information on how you can ensure the council is compliant. The cost is £30 + VAT for SLCC members and £35 + VAT for non-members. He proposed that the new Clerk and at least two Councillors' attend the webinar. The council agreed the cost for the new clerk to attend together with Councillors Humphrey and Cole who volunteered. The current Clerk to circulate the webinar dates and organise the applications. **Resolved: Mr Hunter and Councillor's Humphrey and Cole to attend the GDPR webinar. The costs of the webinar are approved.**

15.0 A19 Safety matters.

15.1 Resident JW had written to the council (Letter previously circulated) and proposed a number of proposals in relation to traffic safety along the A19. There were 7 main points: 1. Publish the results of the police safety camera (PSC) details on the website. 2. Have the red 30MPH speed markings on the road at the entrances to the village relayed. 3. To erect playground signs near to the 3 play areas. 4. Have police speed check signs through the village. 5. Ask the County Council to erect larger signs at the entrances of the village. 6. Write to local farmers about the speed of farm vehicles in the village and the drivers using their mobile phones while driving. 7. To promote and support the police community speed watch initiative.

Following a discussion on these matters the following was established / agreed: 1. The current PCD does not include data from within the village. 2. This request has been passed to a highway maintenance inspector. 3. Due to legal restrictions on placing signs it was not possible to place signs near to Lee View and Blackthorn play areas. There has been a sign erected near to the Daffodil Field but there was discussion about if it was in the right place and why it only covered one direction. 4. The Clerk had emailed the police about these signs but had had no response. 5. County Councillor John McCartney is to email Highways about these signs and other child crossing signs. 6. It was agreed that the council would write to the 4 main farms in the area. 7. The Clerk is to write to the police to see if they still want volunteers from the village. It was also established that if residents did volunteer that it is unlikely that they would operate in Whitley. If the police still wanted volunteers then the initiative would be relaunched on the website and poster would be displayed on the notice boards and in the pub.

Resolved: The Clerk would write to Area 7 Highways about the positioning and directions of the new sign by Daffodil Field. Cllr. McCartney would write to Area 7 about the signage as discussed. The Clerk would enquire with the police about the police community speed watch initiative. He would also write to the 4 main farms raising concerns about farm vehicle speeds and driver using their mobile phones.

16.0 Resignation of a Councillor.

16.1 Cllr. Humphrey informed the council that he had received a notice that Cllr. Phillip John Broadhurst had resigned from the council. Councillors agreed that the vacancy on the council would be advertised for a co-opted member via posters on the notice boards and on the website. **Resolved:** to advertise for a co-opted member via posters on the notice boards and on the website.

17.0 A.O.B.

17.1 Cllr. Cole informed the meeting that Mr Marshall of Whitefield bungalows had reached his 80th birthday and should be added to the Christmas presents list.

17.2 Cllr. Blackburn donated a Yorkshire flag to the village for the new flag poles. He also enquired about the progress of the double yellow lines on Whitefield Lane. Finally he commented that the nesting season was over and that work could be commenced on the triangle land on Gravelhill Lane opposite Whitley Common as proposed by Friend of Whitley earlier in the year.

17.3 Cllr. Walton informed the council she had attended the Eggborough Power Station consultation and she circulated the latest up-dated document to councillors

18.0 Confirm time and date of next meeting

18.1 The next Parish Council meeting will be Tuesday 17th October 2017 at 7.30pm, Whitley & Eggborough School.

19.0 Closure of meeting

19.1 The Chairman closed the meeting at 9.20 pm.

Signed as a true record:

Chairman:

Date: