

Whitley Parish Council

1. The meeting was opened at 7:35 pm by the Chairman Cllr Humphrey.

2. Open Public Forum (OPF) 21st May 2019.

2.1. There being no matters or questions raised by members of the public the forum was closed 7.37pm.

Minutes of the Whitley Parish Council Meeting held on 21st May 2019 at Whitley & Eggborough Primary School Annex Building Ref 05/19

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

4. **Apologies for absence:**

4.1. All Councillors were present at the meeting.

5. **Disclosures of Interest:** The Clerk advised the Councillors that following the appointment of the members of the Council after the uncontested Parish election of 2nd May 2019 all Councillors are required to complete a new disclosure of interest form and the signed forms are to be lodged with Selby District Council Democratic Services by the deadline of 4th June 2019.

Action: Councillors to complete and sign the disclosure of interest form and deliver to the Clerk within the next week who will then email completed copies to Selby District Council.

6. **Minutes of meeting on 30th April 2019:**

6.1. Cllr White requested clarification of item 11 on the minutes that referred to the application of weed killer to the hedges. The item should in fact read “edges” rather than “hedges”; the weed killer should be applied to the edges of path in Daffodil Field.

6.2. Subject to this clarification the Council agreed the minutes presented were a true record of the meeting held on 30th April 2019 and accordingly the minutes were signed by the Chair.

7. **Ongoing matters for information and action as required:**

7.1. **Return of Councillors expenses:** The Clerk reminded the Council that a statutory requirement upon completion of the Parish electoral process was the submission of a return of expenses incurred by Councillors during the election campaign. This was required even if there were no expenses in which case a nil return should be submitted. The Clerk distributed copies of the return form to each Councillor for their completion.

Action: Councillors to complete an expense form and return to the Clerk who will deliver the document to Selby District Council Democratic Services within the required deadline of 30th May 2019.

7.2. **Whitley Community Group:** Cllr Humphrey reminded the Councillors that at the last meeting it was agreed that he would approach David Broadbent (Chair of the Whitley

Community Group) to obtain a copy of a draft of the business plan drawn up by the Community Group in pursuit of their ambitions in connection with the establishment of a community centre. Once received Cllr Humphrey would present a copy with the permission of David Broadbent to the Clerk who in his capacity of financial officer to the Parish Council would review the document with particular reference to the financial proposition presented. Any observations would then inform further debate by the Council as to the extent they would wish to be actively involved in the practical aspects of the plans of the community group.

Cllr Humphrey advised that to date no further information or progress has been made and speculated that it may be the Community Group are presently dormant awaiting feedback of the decision of the Church Commissioners of England and Wales in respect of their deliberations of the proposal of the parochial church commission of Leeds to cease services at All Saints Church.

Cllr White asked the meeting whether the Parish Council were intending to submit a response to the Church Commissioners. He noted that a formal notice had been delivered to the Parish Council of the proposal to cease all church services at All Saints Church in Whitley and that notice had invited representations to be made by individuals and interested parties. The meeting debated the alternative responses that could be made, and Councillors shared their own perspective on the proposal. Differing views were expressed but there was a consensus that the Council should make a representation expressing the preference for the Church to continue its ministry to the community through the provision of church services. The council do recognise the questionable financial viability of the building but would prefer as a compromise for the Church to act as a community hub offering as a minimum several key services during the year.

Cllr Walton proposed that the Council's response to The Church Commissioners be that the Council request that the Church remains open as a place of worship as it is now with further discussions to take place to make the premises available for use by the community.
Seconded Cllr White. Carried 4 to 1.

- 7.3. Gale Common Extraction Proposal:** Cllr Humphrey informed the meeting that he had been advised by Helen Ainscough (Project Co-ordinator of EP UK Investments) that the planning application for the extraction proposal has just been submitted to Selby District Council. Electronic and paper copies of the planning application documents were available upon request. The Clerk outlined details of a conversation he had with John McCartney (North Yorkshire County Councillor and Selby District Councillor for Whitley) who offered his support in further action to be taken by the Parish Council in pursuit of their objections to the planning application.

Action: Clerk to request paper copies and an electronic file of the planning application from EP UK Investments.

- 7.4. Gale Common Motor Cross:** The Clerk informed the Council that he has received no response to an email sent on the 25th April 2019 enquiring into enforcement action against the operators of the Motor Cross. An attempt to engage in phone conversation with anyone from the enforcement team proved to be fruitless which led to a call in frustration to North Yorkshire & Selby District Cllr John McCartney who advised that he had an appointment with the chief planning officer to discuss the very issue of enforcement concerning several applications including Gale Common Motor Cross. It was, however, worthy of note that the second additional site previously occupied by the Motor Cross has been reverted back to agricultural land.

It was agreed that the Clerk would continue to press the planning department for an informed response to his email.

Action: Clerk to email Planning Enforcement requesting response with copy to head of Selby District Planning, Mark Crane (Leader of Selby District Council) and Nigel Adams (MP for Selby)

8. Correspondence received:

8.1. There was no further correspondence received. The Clerk informed the meeting that he had not received any further Local Council Updates. He advised that the current months edition and historic archive is available online; browser access details will be circulated to Councillors.

9. Planning Matters:

9.1. Lists of weekly planning applications have been circulated to Councillors via email. The only item concerning property in Whitley was:

2019/0393/DOC discharge of condition of approval 2017/0590/FULL and proposed erection of 2 growing houses, canteen, plantroom and workshop to include relocation of previously approved vehicular access following demolition of existing phase 1 buildings). Councillors had no comments concerning the application.

10. Council Finance & Administration

10.1. **Exemption form External Audit:** The Clerk tabled the Certificate of Exemption Form for signature confirming that Whitley Parish Council qualifies for exemption from external audit as its income and expenditure falls below £25,000.

Proposed: Cllr Humphrey, that the certificate be signed confirming the exemption from audit.

Seconded: Cllr Blackburn **Carried:** Unanimously.

Action: Certificate of Exemption form signed by Cllr Humphrey and Clerk to the Council J Hunter.

10.2. **Annual Internal Audit Report for 2018/19:** The Clerk distributed a copy of the internal audit report for the year to 31st March 2019. The Councillors reviewed the comments and noted the recommendations and observations:

10.2.1. It was clear from the inspection of the minutes that all accounts matters are well covered, and members have the opportunity to review reported matters and assess any risks, however it is a requirement to carry out a specific annual financial risk assessment which should be recorded in the minutes.

The Clerk advised the Council that he had sourced a template risk assessment form suitable for Parish Councils and tabled a completed draft of the document for review by the Councillors.

Action: Councillors to review the draft risk assessment in anticipation of discussion and adoption at the next Council meeting.

10.2.2. **Annual Governance Statement 2018/19:** The Clerk presented detailed particulars of Income and Expenditure of Whitley Parish Council for the year ended 31st March 2019 together with the Annual Return Statements for 2018/19.

Proposed: Cllr Humphrey, the annual governance statements are accepted by the Council as a true statement of the financial position of the Council and Cllr Humphrey sign the documents in confirmation. **Seconded:** Cllr Cole **Carried:** Unanimously.

10.2.2.1. Annual Return 2018/19 Section 1 The Annual Governance Statement was considered, responses agreed and signed by Cllr Humphrey and countersigned by the Clerk as confirmation of approval.

10.2.2.2. Annual Return 2018/19 Section 2. The Clerk presented the Annual Statement referencing the figures included to the Income and Expenditure Account previous presented. The Annual Statement was signed by the Chair as confirmation of approval and the Clerk in his capacity as Responsible Financial Officer.

10.2.2.3. 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 2017/18 and 2018/19; bank reconciliation statement between accounts and bank statement; detailed listing of Whitley Parish Council assets.

10.3. Publication of Documents 2018/19: The Clerk tabled a copy of the notice of public rights and publication of annual governance & accountability return. This a document that will be posted onto the Council notice boards advising members of the public of their right to inspect the books accounts and records of the Parish Council.

Proposed: Cllr Humphrey, the public rights and publications notice be posted onto the Council notice board as required by statute. **Seconded:** Cllr Cole **Carried:** Unanimously.

10.4. Local Council Insurance Renewal: The Clerk presented details of the Parish insurance policy which is due for renewal on 1st June 2019. The insurance which is the second year of a three-year contract provides adequate and comprehensive cover for all required risks. **Proposed:** Cllr Humphrey, the insurance terms be accepted **Seconded:** Cllr Walton **Carried:** Unanimously.

10.5. RFO Report as at 21 May 2019: he Clerk presented the following financial summary of expenditure to 21st May 2019.

Bank/Account	Income since 1 st April 2019	Expenditure since 1 st April 2019	Of which is 106 expenditure	Current Balance	Notes/Comment
Santander Deposit	73.69	1,000.00	Nil	72,548.14	Interest paid monthly
Santander Current Account (Cash Book)	5,600.00	2,131.09	260.00	3,951.51	No interest
Total Bank Balances				<u>76,499.65</u>	
Less following funds:					
Protected 106 funds		3 x Play areas/ROS and the Tree Lines.		52,544.45	
Other protected funds		A19, WHS Defibrillator fund		3,144.65 355.00 <u>69.60</u> 3,569.25	
Total Protected funds				56,113.70	
		Legal Action and Complaints against the Council.			

PC Reserve Funds		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			68,515.10	
Balance:				
Unprotected funds available to the Council		Current account balance + 106 Funds available to transfer	<u>7,984.55</u>	Includes cheques payable in 10.7

The Clerk presented his report on the financial position of the Parish Council and tabled income and expenditure statement providing details of receipts and payments during the year to date.

- 10.6. Accounts Payable:** The following cheque payments were approved and the cheques prepared and signed.

Cheque No.	Payable to:	Amount: £
22366	BHIB Limited – insurance renewal	665.27
22367	P Harrison – internal audit	57.80

- 10.7. Accounts Payable retrospectively:**

Cheque No.	Payable to:	Amount: £

- 10.8. Dates of Council Meetings for 2019/20:** The Council confirmed their agreement to the dates of Council meetings for the 2019/20 year to May 2020.

Action: Clerk to post details of the dates of Council Meeting on the Parish Notice Boards.

- 10.9. Councillors Contact Details:** Cllr White observed that the contact details of the Parish Council posted on the Selby District Council website need to be updated and questioned whether it was the responsibility of the Parish to advise Selby District of any changes. The Clerk informed the meeting that he had been in contact with Democratic Services in Selby Council who are responsible for the maintenance of particulars and was advised that all Councillor details throughout the district are in the process of revision and update following the recent elections. No further action is required.

- 10.10. Bank Mandate & Cheque Signatories:** Following the passing of Cllr Watson there is now only two cheque signatories on the bank mandate. It was agreed that Cllr White be added as a further signatory.

Action: Clerk to arrange the addition of Cllr White as a cheque signatory to the bank mandate.

11. Recreational Open Spaces in Whitley:

11.1.1. **ROS and Play Areas:** Cllr Cole reported on the state of weeds in Daffodil Field and noted that there were trees that were bending and needed stakes to provide support. Cllr White noted that the gate on Lee View Play area will not close and advised that he will try applying WD40. Cllr White advised that the "No Dogs in the Park" signs on Lee View and Daffodil Park had been torn down.

Cllr White informed the Council that a resident had volunteered to take the green waste to the local Council waste tip but this would be considered to be commercial waste and as such would incur a charge. In the absence of a viable alternative Cllr White sought approval of the Council to remove waste to the tip at an estimated cost of £100.

The Council considered the requirement for a safety inspection of the Play areas and noted that the last full inspection was conducted in 2016 and is now overdue.

Action: Cllr White to arrange the removal of green waste. The Clerk to arrange a safety inspection of all Play Areas.

11.2. Parks and Verges:

11.2.1.1. *Review of grass cutting frequency and schedule* - Cllr Humphrey and Cllr White also expressed concern regarding the quality and frequency of the grass cutting in the Park. They posed the question whether the requirement for the management of the Park was such that it needed greater expertise and attention than can be provided purely by the current contractor. Was there a need for a specialist contract gardening firm? Bedford Mowing are a grass cutting firm well versed and capable in dealing with verges in the village but should or are they able to deal with the maintenance of the Parks; keeping on top of weeds, care of the trees, management of the paths and hedges. Mid-season, it was considered to be impractical to make significant changes to the arrangements with the current contractors, but it is possible to contemplate the provision of additional resource to ensure the quality of the recreational spaces. Cllr White and Cllr Humphrey tabled the idea that a contract gardener appropriately qualified could be engaged to supplement the work of Bedford Mowing.

The Clerk raised the issue of the requirement for, in addition to that of a gardener, the services of a general handyman. Jim Taylor who has previously been the primary contractor for various pieces of repair and maintenance throughout the village has now retired. Cllr Cole mentioned that a neighbour of hers who offers such services could be approached to provide the necessary resource. Current requirements are; the erection of Notice Board in Daffodil Park, the repair of litter bins in Learning Lane and the Daffodil Park and the fixing of bench on Whitefield Lane.

The absence of a well defined specification of grass cutting throughout the village makes the task of quality management difficult and to that end a meeting has been arranged by the Clerk with Derek Bedford to review the grass cutting schedule and discuss the frequency and quality of the work. Cllr White suggested that during the meeting we request a further cut of the Daffodil Park given the present state of the grass and also that the cutting requirement particularly with respect to verges is clearly defined. He pointed out that several verges in the village seem to be excluded from the schedule and remarked on the state of the verge immediately South of Whitefield Lane and other areas and observed that the situation is made

more complex given that certain parts of the verge cutting is the responsibility of the North Yorkshire Highways.. The aim should be to establish a clear programme of work that maps the specific areas to be cut attacking responsibilities and timing which during the growing season should be every two to three weeks.

The extent of the undergrowth on the tree line of Blackthorn Close was commented upon; cow parsley, elder and brambles was encroaching on the access path through the trees and was in urgent need of cutting back. Cllr White pointed out that the Community Payback team were due to attend the village in June and he would add this work to their schedule as a short-term measure.

Cllr Humphrey also drew the Councils attention to the poor state of panel fencing on Templar Close. It was considered that such repairs were the responsibility of Highways to whom the issue should be reported.

Action:

- Clerk and Cllr Humphrey to meet with Derek Bedford to discuss grass cutting in the Parks and Verges.
- Cllr Cole to approach her neighbour to establish availability and interest in undertaking some general maintenance work on behalf of the Council.
- Clerk to source potential contract garden firms who would be interest in providing specialist support in the management of the Parks.

11.2.2. Christmas Tree at The George and Dragon – Cllr Cole raised the issue of the suitability of the acidity level of the soil at the proposed site of the Christmas Tree recollecting comments made previously by NY Cllr McCartney who had recounted experience in Kellington of Christmas Trees being planted in “sour” soil that failed to survive. Cllr White shared with the meeting details of his investigation into the issue and his suggestion of the planting of a Norwegian Spruce that can accommodate soils ranging in Ph of 5 through 7 ½ even up to 9. The consensus of the Council was that, subject to the choice of a tree compatible with the soil condition, the proposal of the siting of a permanent Christmas Tree at the front of The George and Dragon would be favourably received.

Action: Cllr White to make further investigation into the condition of the soil and the species of Christmas Tree suitably tolerant of such soil and to provide information at next meeting of the Council.

11.2.3. Repair of bins on Learning Lane and Daffodil Park – the completion of this work is on hold pending the sourcing of a “handyman”

11.2.4. Notice Board for Daffodil Park – the completion of this work is on hold pending the sourcing of a “handyman”

11.3. Repair / maintenance of the Underpass: Cllr White advised the meeting that due to time constraints and other commitments he has put this project on the back burner for the moment. He reminded the meeting of NY & Selby District Cllr John McCartney’s undertaking to discuss the matter with Highways. The Clerk updated the meeting on his conversation with Area 7 and that in summary they had no objection to the project but requested to be kept informed on progress and plans and recommended such work if it does proceed is best completed during the school holidays to minimise disruption of public access. Cllr White warned the whist in principle Highways would be supportive based on meetings that he and

Cllr Blackburn had in July 2018 with representatives from Highways the execution of the project would be more complicated; works orders and public notes would be required together with risk assessments. Although unable to source a mural artist Cllr White had obtained a quote for the application of anti-graffiti paint at a cost of £1,500 and suggested that the Parish may wish to invite Eggborough Parish to undertake the project as a joint venture to defray the expense.

Cllr Humphrey question whether responsibly for the underpass should rest with Highways however it was recognised that in the absence of a budget and given that maintenance was not a issue of safety such work would not be of high priority for the County Council.

Following further discussion, it was concluded that for the moment the project be placed on hold.

- 11.4. Replacement of bench on Whitefield Lane:** The Clerk advised the Council that the bench had been ordered and he was holding off deliver until the sourcing of a contractor to install the bench on Whitefield Lane. Cllr Cole agreed to approach her neighbour a local building contractor to enquire into whether he would be able to assist.

12. A19 Safety matters:

- 12.1. Speed Camera:** Cllr White advised the meeting that the Vehicle Activated Sign will be installed on Thursday 23rd May, and located by the planter alongside Daffodil Park the old VAS will be removed. The invoice for £500.00 being the contribution payable by the Parish Council will be raised by North Yorkshire County Council Highways department following confirmation of satisfactory installation.

- 12.2. Resurfacing of A19:** Cllr White commented on the poor quality of the road resurfacing work carried out in through the village. Complaints had been received from residents concerning impact damage on house windows from loose stone chippings being thrown up from the surface by passing traffic. The general consensus from the meeting was that work was completed to a less than satisfactory standard and that this concern of the Parish should be registered with the County Council.

Action: Clerk to email North Yorkshire County Council with a copy to NY & Selby District Cllr John McCartney of the Parish Councils dissatisfaction with the road resurfacing work.

13. A.O.B.

- 13.1.** Cllr Humphrey informed the meeting that he had received from Andrew Watson (son of the late Cllr John Watson) the remaining copies of Heritage Trail leaflets and the burner used for the jubilee celebration. Cllr Humphrey suggested that he would distribute the leaflets for public and visitor information at various locations; The George and Dragon, Eggborough Post Office, The Farm Shop.

- 13.2.** Cllr White enquired into the current status of the empty property on Rosslyn. The Clerk advised that he had received no response to his notification to the empty houses officer of Selby District Council and would request an update.

- 13.3.** Cllr White noted there had been no progress on the yellow lining of Learning Lane and resolved to question NY& Selby Councillor John McCartney for an update.

- 13.4.** Cllr Blackburn advised that he is still awaiting return of the historic maps and documents from Amanda Coney. The Clerk to remain Amanda Coney of her undertaking to return the documents.

13.5. Cllr White advised that the Care Home despite previous requests have failed to cut back the conifers at the edge of their property and consequently Cllr White will submit a request to NY Highways for action.

13.6. Cllr White brought to the attention of the meeting that there have been incidences of HGV's driving along Silver Street and travelling the wrong way on Gravel Hill Lane. The Clerk to write to the Mushroom Farm requesting that HGV drivers be reminded of the one-way system.

14. Confirm date and time of next meeting:

14.1. Next Parish Council Meeting: Tuesday 18th June 2019 at 7.00 pm Whitley & Eggborough School.

15. Meeting Closed: 9:40 pm.