

# WHIXLEY PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH MEETING HELD IN THE VILLAGE HALL, WHIXLEY

ON TUESDAY 17TH MAY 7.40 PM 2016.

Meeting began immediately following the Parish Assembly

**PRESENT:** Councillors: Rick Illingworth (Chairman), Clare Beckett, Roger Bailey, Dave Porritt, Katherine Daniel & Andrew Voakes.

**ALSO PRESENT:** Clerk Joy Richardson  
Cllr John Savage  
Cllr Ashley Teague (Arrived during the meeting).  
10 Members of the Public

### **16/46. ELECTION OF CHAIRMAN**

Cllr Bailey proposed Rick Illingworth be re-elected as Chairman for the year May 2016 to May 2017, seconded by Cllr Beckett. It was **resolved** that Rick Illingworth was duly elected as Chairman.

Cllr. Bailey thanked Cllr Illingworth for his work in carrying out the role of Chairman in previous years.

### **16/47. TO RECEIVE THE CHAIRMANS DECLARATION OF OFFICE**

Cllr Illingworth signed his Chairman's Acceptance of his Declaration of Office and the Proper Officer countersigned the Declaration.

### **16/48 ELECTION OF VICE CHAIRMAN**

Cllr. Bailey proposed Clare Beckett be re-elected as Vice Chairman for the year May 2016 to May 2017, seconded by Cllr Illingworth. It was **resolved** that Clare Beckett was duly elected as Vice Chairman.

### **16/49 TO RECEIVE THE VICE CHAIRMANS DECLARATION OF OFFICE**

Cllr. Beckett signed her Vice Chairman's Acceptance of her Declaration of Office and the Proper Officer countersigned the Declaration.

### **16/50 APOLOGIES FOR ABSENCE & DECLARATIONS OF INTEREST**

Cllr. Fathers sent his apologies. No declarations of interest.

### **16/51 TO AGREE MINUTES OF THE MEETING HELD ON 22ND MARCH 2016 AND PLANNING APPLICATION MEETING 20TH MARCH 2016**

Minutes for the Planning Meeting on 20 March 2016 were agreed and signed as a correct record.

Minutes for the Full Council Meeting on 22 March 2016 were agreed and signed as a correct record.

Adopted:.....

  
..... (Chairman)

Date:.....

19/4/16

### **16/52 PUBLIC OPEN FORUM**

Item 17 of the agenda FLOODING was brought forward as several members of the Public attended the meeting to discuss this matter.

The Chairman advised the public of the following:

*The Parish Council acts as a body and not as individuals.*

*All correspondence must be sent via the Clerk and not to individual Councillors.*

Cllr Bailey read out details of the agreed opinion of Whixley Parish Council in relation to a report received from Kathy Stevenson, Lead Local Flood Authority Officer. *A copy of this report can be obtained from the Parish Clerk. A copy of the Parish Council response/opinion can be obtained from the Parish Clerk.*

A member of the public thanked Cllr Savage for helping to obtain a report from Kathy Stevenson. Lengthy discussion took place and the Public present gave their views and opinions regarding the report received from Kathy Stevenson.

Following these discussions involving both the Public and Parish Councillors, County Councillor Savage suggested a meeting be arranged between Kathy Stevenson, Mike Wickens Senior Engineer, himself and two members of the Parish Council to take place in Whixley.

Clerk to liaise with all parties to arrange a mutually agreeable date for the meeting.

Councillor Savage left the meeting.

### **16/53 ALLOTMENTS**

Update via email from NYCC had been circulated. **Full Council noted the contents of email.**

Allotment agreement and policy discussed and it was **resolved** to raise the allotment rents as from 1st April 2017 to Full Plot £20, Half Plot £10, Quarter (or smaller) Plot £5

The Tenancy Agreement year to be changed from 1st April 2017 to run until 31st December 2017. Thereafter the year to run 1st January to 31st December.

The matter of plots not being tendered as per the terms of the tenancy agreement were discussed and it was **resolved** that the Clerk should contact one of the allotment holders who did not appear to be adhering to section 2.3 of the Allotment Tenancy Agreement.

Clerk to write to all current allotment holders regarding change in rent and change of tenancy agreement dates.

### **16/54 CLERKS REPORT**

a) To record/note new bus timetables for the numbers 22, 23, 22X & 23X **Noted.**

b) To consider HBC offer for Bulb/Wildflower Scheme. **Agreed Clerk to advise HBC**

c) To receive the reply from Mark Danforth, Senior Planning Officer. This matter was discussed by Council. **Resolved** that Cllr Bailey would draft out a reply and this be sent to Clerk for circulation for Full Council approval.

### **16/55 PARISH COUNCIL RISK ASSESSMENT**

Risk assessment circulated to full council prior to meeting, reviewed and **agreed** no changes necessary. **Reviewed and signed by Chairman.**

### **16/56 PARISH COUNCIL INSURANCE RENEWAL**

To resolve to accept the Insurance renewal quotation on a 1 year or 3 year discounted rate.

Renewal discussed. Cllr Daniel requested confirmation of the amount of cover included within the Policy.

Clerk to circulate to full council and if seen as adequate **resolved** to accept the 3 year discounted rate.

Adopted: .....

 (Chairman)

Date: .....

19/7/16

**16/57. PLANNING APPLICATIONS FOR CONSIDERATION**

**16/01687/FUL** Demolition of existing conservatory. Erection of new single storey rear extension To create extended Kitchen & Sitting/Dining Area. The Elders 31 Back Lane, Whixley. YO26 8BG  
**Planning Site Meeting agreed for Friday 20th May at 6pm.**

**16/58. PLANNING DECISIONS, APPEALS & ENFORCEMENTS**

**16/00112/PR15** Possible breach of planning application to be investigated. **Noted by Full Council.**

**16/59 TANYARD HOUSE**

Clerk updated email received from Jason Groves. Still awaiting outcome. **Noted.**

**16/60 PROSPECT HOUSE/PARTIAL DEED**

Cllr. Bailey to contact Holly Stevens and update Full Council.

**16/61. LONGLAND LANE**

Photographs to be taken and Clerk to send/update Highways.

**16/62. FLOODING**

This matter had been taken forward and dealt with during the Public Open Forum.

**16/63. DISTRICT LOCAL PLAN**

Report received from Green Hammerton discussed. It was **agreed** to put this matter on hold for the time being.

**16/64 THE PLANTINGS**

Tree Inspection report had been circulated to full council. Cllr. Beckett and Clerk to work together to produce a file and consider any actions required.


**16/65 FINANCIAL MATTERS**

a) To adopt the Receipts/Payments Account Balance Sheet as at year end 31 March 2016.  
**ADOPTED.**

b) To receive the Bank Reconciliation as at 31 March 2016. **Noted.**

c) **Cash book balance as at 29th Feb 16** **£4,573.56**

	Debits	Credits
Transfer from Closed acct.		349.32
Skip Hire	198.00	
Clerks Salary	417.12	
Off Exp (Mileage/Off allow)	59.20	
HMRC paye	46.20	
YLCA Membership	272.00	
Received allotment rents		74.00
Precept		3250.00

Adopted:.......... (Chairman)

Date: .....

**Balance as at 29th April 2016**

**£7254.36 Noted.**

\* Please note: Garage Rent of £55 paid into bank 10.05.16

\*\* As at 10.05.16 Outstanding rent for allotments £4

**Noted.**

d) <b><u>Village Shop Account:</u></b>	Balance as at:30th Nov 15	£ 523.22
	Cq rec'd from shop association	£1000.00
	Balance as at 31st March 16	<b>£1,523.22</b>

To note invoice for the period 1st April - 30th June 2016 issued: £312.50. **Noted.**

e) Payments to be agreed:

	Farm & Land March/April	£438.00
	Office Expenses	22.65
	Clerks Salary Mth 2 & 3	542.92
	(includes expenses of £44 home allowance Mileage £35.60)	
	Barnes & Associates	
	Tree Inspections	£290.00 <b>PAYMENTS AGREED.</b>
Late inv recd.	NYCC Allotment Rent	£ 80.00

\* Please note: mileage is high for this period due to statutory election notices which had to be posted for Parish elections/Borough elections & Police Commissioner elections. **Noted.**

\*\* Please note: There is no longer any payment to the HMRC for paye as I have spread my personal Allowance across the Parish Councils I work for. **Noted.**

**16/66. CORRESPONDENCE (Not included in the agenda).**

Came & company spring newsletter

HBC Notice of persons nominated

YLCA Hambleton Annual Meeting Notice. **ALL CORRESPONDENCE SEEN AND NOTED.**

**16/67. PARISH COUNCILLORS REPORTS**

A resident had made a complaint regarding Clockhill Lane. Photographs to be obtained and sent to Highways by Clerk.

Cllr. Beckett asked for a Thank You to be put onto the Website to all who helped with the village litter pick. Clerk to post to Website.

**16/68. COUNTY & DISTRICT COUNCILLOR REPORTS**

**Cllr Teague** recently elected as the Borough Councillor introduced himself and confirmed his appointment to the Scrutiny and General Purpose Committees.

Whilst he acknowledged his was a steep learning curve it was his intention to assist the Parish Council whenever possible.

Adopted:

 (Chairman)

Date:

19/4/16

**16/69. MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA**

Harrogate Development Plan, Tree Inspections

**16/70. DATE & TIME OF NEXT MEETING**

Currently timetabled as Tuesday 19th July 2016 at 7.30pm.

Adopted: .....



..... (Chairman)

Date: .....

19/7/16