

## MINUTES OF THE WILLERBY PARISH COUNCIL ANNUAL MEETING HELD ON TUESDAY, 21<sup>st</sup> May 2019

### VENUE:

The Square Well, Methodist Church building, Carr Lane, Willerby

### PRESENT:

Members: Councillors P Laws, T Williams, M Foote, L Graham, M Gray, G Crawforth, M Knott, Cllr Richard McKinnon

Clerk to the Council: Mrs Caroline Handforth

Ward Cllr Shaun Horton

### 4047 TO ELECT A CHAIRMAN FOR THE MAY 2019 TO MAY 2020 MUNICIPAL YEAR

Cllr Pete Laws was duly elected as Chairman and signed a declaration of office of Chairman

### 4075 TO ELECT A VICE-CHAIRMAN FOR THE MAY 2019 TO MAY 2020 MUNICIPAL YEAR

Cllr Tracey Williams was duly elected as Vice Chairman and signed a declaration of office of Vice Chairman

### 4076 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE.

None were Received

### 4077 TO RECORD ANY PECUNIARY OR NON-PECUNIARY INTERESTS

Cllr Richard McKinnon informed the Parish Council that he has recently been elected as a School Governor at Wolfreton School.

### 4078 TO AGREE THE ORDER OF THE AGENDA.

No Change

### 4079 TO RECEIVE A REPORT FROM THE POLICE AND LOCAL WARD COUNCILLOR

No report from local PSCO

Ward Councillor Shaun Horton informed the Parish Council that ERYC are looking into a bigger scheme solution to the traffic issues around the area but this would involve a substantial amount of funding. He confirmed that there is no further news on the vacant Reeds Raines office in Willerby Square, but that Cllr Gary McMaster was looking into this. He informed the Parish Council that Cllr Gary McMaster and Cllr Ben Weeks have had a meeting with the local police with regards to Anti-Social Behaviour around the King George V car park, and with regards to loud vehicles around the area at night. He informed the Parish Council that ERYC are looking into installing CCTV within the car park. The potential installation of CCTV was also being looked into around the Willerby retail park. He understands that this would be funded either by the ASB team or by the retailers themselves.

### 4080 TO APPOINT MEMBERS TO THE FOLLOWING:

Planning committee – **Cllrs, Laws, Williams, Foote & Knott were all elected**

Sub committee representatives:

Play Park Safety Inspection – **Cllrs Laws, Crawford & Graham were elected**

Christmas lighting – **Cllrs Knott, Foote & McKinnon were elected**

Biowise and Flood Liaison representative – **It was agreed that the Parish Clerk would liaise with Biowise, and that Cllrs Laws & Crawforth would continue to attend the Flood Liaison Meetings**

Health & Safety Representative – **Cllr McKinnon was elected**

Parish Transport Champion – **Cllr Knott was elected**

### 4081 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 23RD APRIL 2019.

The minutes of the previous meeting were taken as read and signed by the Chairman as a true record.

**4082 TO AGREE THE DATES FOR ORDINARY PARISH COUNCIL MEETINGS AND THE ANNUAL PARISH MEETING 2019/20**

Dates for the meetings had been previously send to the Parish Council and were all agreed. These will be updated and displayed on the Parish Council website. Copies of the dates were given to Councillors to display on the noticeboards. Meetings will continue to be held on the 3<sup>rd</sup> Tuesday of the month.

**4083 TO REVIEW/APPROVE THE PARISH COUNCIL ASSET INVENTORY AND TO NOTE THAT THE PARISH COUNCIL HAS ADEQUATE INSURANCE IN PLACE THROUGH ZURICH MUNICIPAL.**

The Parish Council inventory was reviewed and approved. The Parish Council were informed that there is also a separate inventory for the Festive Lights. The Parish Clerk informed the Parish Council that the History Board and War Memorial had already been added to the Parish Council's insurance premium.

**4084 TO REVIEW/APPROVE & SIGN THE 2019-2020 PARISH COUNCIL AND LITTER-PICKER RISK ASSESSMENTS.**

Both risk assessments were approved, and the Parish Council assessment was signed by the Chairman and Parish Clerk. The Parish Clerk is to arrange for the litter-picker to sign the litter picker risk assessment. It was suggested that the litter- picker should potentially have a Sharps Bin & Gloves – Clerk to enquire with the litter-picker to whether he felt that this would be necessary/beneficial.

**4085 TO REVIEW/APPROVE & SIGN THE PARISH COUNCIL 2019-2020 HEALTH & SAFETY POLICY.**

The Parish Council Health & Safety Policy was approved and signed by the Chairman and Parish Clerk.

**4086 TO REVIEW & RESOLVE TO ADOPT REVISED STANDING ORDERS & APPENDIX'S, AND TO REVIEW FINANCIAL REGULATIONS.**

The Parish Council resolved to adopt the revised standing orders & associated appendixes. The financial regulations were reviewed and approved.

**4087 TO NOTE VACANCY FOR ONE PARISH COUNCILLOR CAUSED BY THE PARISH COUNCIL ELECTIONS – **Noted.****

**4088 PARISH COUNCIL TO CONSIDER PASSING THE FOLLOWING RESOLUTION: COUNCIL RESOLVES FROM THE 21<sup>ST</sup> MAY 2019, THAT EMPLOYEES MAY BE MEMBERS OF THE LOCAL GOVERNMENT PENSION SCHEME (LGPS), REFERRED TO IN THIS AREA AS THE EAST RIDING PENSION FUND.**

The Parish Clerk is to contact ERPF to enquire into deficits.

**4089 TO DISCUSS ATTENDANCE AT THE TRAFFIC CONSULTATION MEETING ON THE 22<sup>ND</sup> MAY.**

Cllr Richard McKinnon is to attend the meeting as representative of the Parish Council.

**4090 TO APPROVE PURCHASE OF 5 X DOG BAG DISPENSERS AND DISCUSS LOCATIONS.**

The potential purchase of additional dispensers from Gilberdyke Parish Council was discussed. Cllr Richard McKinnon is to contact Gilberdyke Parish Council to decline this offer.

Agreed locations are: - Top of Main Street/back of Mercure Hotel, Near the Playpark/Bellfield Ave, The Parkway, Willerby Square (nr notice board) & Aston Road. The Parish Clerk is to order the dog dispensers and bags and to contact ERYC Viking Close with regards to the loan of a Tespa banding kit.

4091 TO DISCUSS COMMUNITY GRANT FUND APPLICATION FROM SKATE PARK COMMITTEE.

The Parish Council felt that due to the current essential expenditure required in the Well Lane Playpark, they are unfortunately not in a position this year to donate to the Skate Park. The Parish Council voted and resolved to refuse the skate park application. The Parish Clerk is to contact the Skate Park Committee to inform them of the decision.

4092 TO RECEIVE MISCELLANEOUS REPORTS/UPDATES FROM MEMBERS/CLERK FOR INFORMATION:

- Clerk to update Parish Council of current Flower Basket Campaign total.

**The Parish Clerk informed that the current amount stands at £624.00**

- Clerk to inform Parish Council of successful “Tidy Towns” Grant application.

**The Parish Clerk informed that the Tidy Towns grant application had been successful and that this funding would be used to purchase the dog bag dispensers, dog pavement stencils & signs and additional litter-picker material and safety equipment.**

- To update with regards to the meeting with Wolfreton School & PSCO.

**The Parish Clerk provided the Parish Council with an overview of the issues that were discussed at the meeting. The school confirmed that they have staff from their senior leadership team on both School entrances in the morning and afternoon and that Road Safety was being looked into. Local PSCO confirmed that they felt the school was currently doing as much as they could to address any anti-social issues. They reiterated that residents should report any problems or incidents directly to them on the non-emergency 101 number.**

- The Chairman informed the Parish Council that the noticeboard on the Parkway had been vandalised.
- The Chairman updated the Parish Council with regards to a recent meeting with Sainsburys and that they are organising a community litter-pick on the 16<sup>th</sup> June. It was noted that this is Father’s Day and this may cause an issue. The Parish Council are also to look into purchasing suitable vases to go onto the Memorial Bench outside Sainsburys.
- The Chairman informed the Parish Council that the base for the War Memorial is completed and a visit had been arranged to Flaxton Forge on Friday 24<sup>th</sup> May.
- The Parish Clerk informed the Parish Council that a quotation for £414.00 ex VAT had been received from Chester’s Electrical to undertake electrical safety work on the Hop pole & Willerby Square Roundabouts. The quotation was approved, and the Parish Clerk is to contact Chester’s Electrical to inform them.
- The Parish Clerk informed the Parish Council of the amount raised from Hop-pole’s War time weekend. Clerk re-contact L & K Warcup to obtain new quote for footpath.

4093 TO REVIEW THE LIST OF CORRESPONDENCE RECEIVED SINCE THE LAST MEETING:

Tackling Anti-Social behavior on our community – 10.05.19 - **Noted**

4094 TO RECEIVE AN UPDATE ON THE CHILDREN’S PLAYGROUND

The Parish Clerk confirmed that the new swing seats and roundabout had been ordered from Streetscape.

4095 TO PRESENT A REPORT ON ACCOUNTS TO THE END OF APRIL AND APPROVE THE SCHEDULE OF PAYMENTS FOR MAY.

The Parish Clerk confirmed that the first half of the precept had been paid into the current account and the balance of the current account stands at £29,410, with £3,142 in the reserve account. Payments made this month include the Winter Season Salt Bin Maintenance to ERYC, ERNLCCA & SLCC Membership fees, Internal Audit fees & Annual Insurance Premium to Zurich Municipal.

4096 TO SIGN THE ANNUAL RETURN FOR YEAR ENDING 31<sup>ST</sup> MARCH 2019 FOR EXTERNAL AUDIT IN ACCORDANCE WITH GOVERNANCE OF ACCOUNTS.

These were duly signed by the Chairman and Responsible Financial Officer in acknowledgment of correct accounting procedures being carried out by the Clerk throughout the financial year 2018-2019. Willerby Parish Council YE accounts are now to be sent by the Clerk for external audit.

4097 THE NEXT MEETING - ANNUAL PARISH MEETING

TUESDAY, 28<sup>TH</sup> MAY 2019 AT THE SQUARE WELL CAFÉ IN THE METHODIST CHURCH, CARR LANE 7PM – ALL RESIDENTS WELCOME ON THIS OCCASION FOR OPEN DISCUSSION.

Notices were given out to be displayed on Parish Council notice boards.

4098 TO BE INFORMED OF THE DATE AND TIME OF NEXT MONTHLY MEETING.

TUESDAY, 18<sup>TH</sup> JUNE AT THE SQUARE WELL CAFE 7PM

### PLANNING SUB COMMITTEE MEETING

4099 TO APPOINT A CHAIRMAN

Cllr Pete Laws was duly elected as Chairman

5000 CHAIRMAN TO SIGN APPENDIX B – TERMS OF REFERENCE FOR THE PLANNING COMMITTEE.

Appendix A – Terms of reference for the planning committee was approved and signed by the Chairman and Parish Clerk.

5001 TO DECLARE ANY INTERESTS

5002 TO NOTE APPROVED PLANNING DECISIONS FROM ERYC:

- 9 St Stephens Close, Willerby
- 318 Kingston Road, Willerby
- 36 Kingston Road, Willerby
- 78 Kingston Road, Willerby
- 7 Hawthorne Ave, Willerby

Planning applications:

- i. Construction of extension to existing car park and associated landscaping at ALDI Great Gutter Lane East.  
**The Parish Council felt that no allowance has been made for an attenuation system, and that every lost tree due to this extension should be replaced in alternative locations around the village.**
- ii. Installation of internally illuminated digital advertising panel to form an integral part of the shelter at 9 Kingston Road, Willerby for Clear Channel UK.  
**The Parish Council resolved to approve this application.**
- iii. Erection of an extension to rear, removal of porch to front, installation of bay window to front with sloped roof at 32 Marshall Ave, Willerby, HU10 6LL.  
**The Parish Council resolved to approve this application.**
- iv. Erection of a dwelling (re-submission of 18/00626/PLF) at Land South of 2 Great Gutter Lane East, Willerby, HU10 6DE for Miss Sophie Gray.  
**Noted**