

THE WILLERBY PARISH COUNCIL

Clerk to the Council – Mrs Caroline Handforth

Willerby Parish Council, PO Box 730, Hull, HU10 9BG

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ANNUAL COUNCIL MEETING

I hereby give notice of the Annual Council meeting of The Willerby Parish Council, which will be held at **via Zoom** at 7.00 pm on **Tuesday 4th May 2021** (NB the Planning Committee will meet immediately after the Parish Council meeting).

In normal circumstances, members of the public are welcome from 7.00pm to speak in a 10 minute Public Forum in order to address the Parish Council on any local matters or concerns they may have. Please be aware that the Public Forum is a listening process, and although questions may be asked, matters will be referred to a future agenda for any decision to be made. Members of the public should indicate their desire to address the Parish Council on a specific topic during this ten-minute session at least 48hours before the meeting (NB Members of the public or press are also welcome to sit in at Parish Council meeting to listen to the business transacted) During the current crisis relating to Covid-19, for Health and Safety reasons and to ensure physical social isolation guidance can be followed, meetings will be held digitally via online video technology. Members of the public wishing to attend the above meeting can do so using the following details, but should be aware that unless they have given prior notice that they wish to speak in the public forum, they will be muted on arrival:

<https://us02web.zoom.us/j/89953368015?pwd=RmJGazVQUzF3VXdLSUVicFdTVUUVadz09>

Meeting ID: 899 5336 8015

Passcode: 868917

A G E N D A

- 1. To elect a chairman for the May 2021 to May 2022 municipal year**
Clerk to provide declaration of office of Chairman – Chairman to sign and return.
- 2. To elect a vice-chairman for the May 2021 to May 2022 municipal year**
Clerk to provide declaration of office of Vice Chairman - Vice Chairman to sign and return.
- 3. To receive & note apologies for absence.**
- 4. To record any pecuniary or non-pecuniary interests**
- 5. To agree the order of the agenda.**
- 6. To receive a report from the police and local ward councillor**
- 7. To appoint members to the following:**
 - a. Planning committee x 5
 - b. Sub committee representatives:
 - i. Play Park monthly Safety Inspection x 3
 - ii. Festive Projects – Full Council
 - c. Health & Safety representative x 1
 - d. Parish Transport Champion x 1
 - e. Storage Container School Liaison x 2
 - f. Notice board responsibilities:
 - i. The Redwoods

- ii. Willerby Square (outside Sainsburys)
- iii. Kingston Road (outside Nu Bar)
- iv. The Parkway
- v. Aston Road.
- vi. The Playpark

8. To approve the dates for ordinary Parish Council Meetings and the Annual Parish Meeting 2021/22

9. To review the Parish Council Asset Inventory. To note that the Parish Council has adequate insurance in place through Zurich Municipal.

10. To review the following 2021-2022 Risk assessments:

- **Parish Council Risk Assessment**
- **Litter Picker Risk Assessment**
- **Playpark Risk Assessment**

11. To review & resolve to continue to adopt Financial Regulations.

12. To review & resolve to adopt revised Standing Orders.

13. To review & resolve to adopt the following policies:

- **Member Code of Conduct**
- **Protocol on Communication**
- **Terms of Reference for the Planning Committee**
- **Complaints Procedure**
- **Habitual or Vexatious Complainants Policy**
- **Health & Safety Policy**

14. To approve the minutes of the Parish Council meeting held on 20th April 2021.

15. Parish Clerk to inform Parish Council that the Natwest Bank signatories require updating. Parish Council to resolve to select two additional Councillors as new signatories. All signatories to arrange to attend Natwest Bank to complete required documents.

16. Parish Council to resolve to approve the proposed U3A raised planter sponsorship sign. Parish Clerk to inform the Parish Council that the U3A group have proposed that they will present the Parish Council with full details regarding the Willerby Heritage trail (designs/quotations/route etc) in the Autumn to enable this project to be incorporated into the Parish Council's 2022-2023 budget.

17. To **note** miscellaneous reports/updates from members/clerk - **for information only:**

- Parish Clerk to inform the Parish Council that the children's speed signs have been installed on Carr Lane. Local media have been contacted and photographs published on Parish Council social media.
- Parish Clerk to inform Parish council that Alex from Grounds and Gardens will attend June Parish Council meeting to discuss winter options for the roundabout when the Wildflowers are not in bloom.

18. To review the list of correspondence received since the last meeting:

19. To note outstanding matters with ERYC –

- Main Street Salt Bin Application has been submitted, awaiting decision.
- Grass verges reported to ERYC Highways dept.

20. To approve the Schedule of payments for May (excluding monthly contractual payments which are to be paid on the 18th May 2021)
21. **To approve Parish Council Annual Accounts 2020/2021 Income & Expenditure.**
Chairman & Clerk to sign
22. To approve **Section 1 – Annual Governance Statement** of the Annual Governance & Accountability Return (AGAR) for year ending 31st March 2021 for external audit.
Chairman & Parish Clerk to sign
23. To approve **Section 2 –Accounting Statements** of the Annual Governance & Accountability Return (AGAR) for year ending 31st March 2021 for external audit.
Chairman & Parish Clerk to sign
24. The next meeting - **Annual Parish Meeting**
Thursday 6th May 2021 at 7pm via Zoom – all residents welcome on this occasion for open discussion.
25. To be informed of the date and time of next monthly meeting as per agenda item 8 above.

PLANNING SUB COMMITTEE MEETING

1. **To appoint a Chairman**
2. To note approved planning decisions from ERYC:
 - Telecommunications Mast 42693, Beverley Road, Willerby.
 - 56 Kingston Road, Willerby, HU10 6BH.
 - 28 Hawthorne Ave, Willerby, HU10 6JQ.
 - Haltemprice Crematorium, Main Street, Willerby, HU10 6DS x 2
3. Planning applications:
 - i. 21/01435/TPO Crown reduce 1 no Sycamore tree (15) by removing 1 no southern side limb due to limb growing over road with poor branch bark ridge, Crown reduce 1 no Cedar tree (16) by removing 1 no hanging limb due to limb overhanging the road, Crown thin no Ash tree (17) by 10% due to large amounts of major deadwood and recent limb failure at Willersley House 85 Main Street, Willerby, HU10 6BY for Amanda Dillon.
 - ii. 21/01122/PLF Erection of single storey extension to side and rear and part removal of existing garage at 56 Hawthorne Ave, Willerby, HU10 6JJ for Mrs R Glover.
 - iii. 21/01013/PLF Construction of a vehicle access with dropped kerb at 137A Kingston Road, Willerby, HU10 6AL for Miss Leigh Rimmington.

Caroline Handforth
Clerk to the Council

28th April 2021

LIST OF APPENDICES: Appendix A Parish Council Minutes April 2021
Appendix B Schedule of payments for May 2021