

**MINUTES OF THE WILLERBY PARISH COUNCIL MEETING
HELD ON TUESDAY, 4th May 2021**

VENUE: Held remotely via Zoom

PRESENT:

Members: Cllrs T Williams, G Crawforth, L Graham, R McKinnon, L Telford, P Marshall

Clerk to the Council: Mrs Caroline Handforth

Members of the Public: 0

Ward Councillors: 0

The Chairman read out the Willerby Parish Council recording disclaimer before opening the meeting.

- 5265 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.
Cllr Tracey Williams was duly elected as Chairman. Parish Clerk to provide declaration of office of Chairman for Cllr Williams to sign and return. Parish Clerk to update website and provide updated laminated copies for notice boards.
- 5266 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.
Cllr Geoff Crawforth was duly elected as Vice Chairman. Parish Clerk to provide declaration of office of Vice Chairman for Cllr Crawforth to sign and return. Parish Clerk to update information on notice boards and website.
- 5267 TO RECEIVE & NOTE APOLOGIES FOR ABSENCE.
Cllr M Grey
Cllr D Brooks – Absent no apologies received
Cllr P Graham – Absent no apologies received
- 5268 TO RECORD ANY PECUNIARY OR NON-PECUNIARY INTERESTS
None Received
- 5269 TO AGREE THE ORDER OF THE AGENDA.
Agreed - No Changes
- 5270 TO RECEIVE A REPORT FROM THE POLICE AND LOCAL WARD COUNCILLOR
None Received
- 5271 TO APPOINT MEMBERS TO THE FOLLOWING:
Planning committee - **Cllr T Williams, Cllr G Crawforth & Cllr R McKinnon were appointed**
Sub committee representatives:
Play Park monthly Safety Inspection **Cllr G Crawforth, Cllr L Graham & Cllr L Telford were appointed**
Festive Projects – **Full Council with a view to establishing a working group if required.**
Health & Safety representative – **Parish Clerk**
Parish Transport Champion - **Parish Clerk**
Storage Container School Liaison - **Cllr T Williams & Cllr R McKinnon were appointed.**
Notice board responsibilities:
 - i.** The Redwoods – **Cllr R Mckinnon**
 - ii.** Willerby Square (outside Sainsburys) – **Parish Clerk**
 - iii.** Kingston Road (outside Nu Bar) – **Cllr P Marshall**
 - iv.** The Parkway – **Cllr L Telford**
 - v.** Aston Road – **Cllr T Williams**
 - vi.** The Playpark – **Cllr G Crawforth**

It was agreed the current notice board responsibilities would continue until the installation of the new boards.

5272 TO APPROVE THE DATES FOR ORDINARY PARISH COUNCIL MEETINGS AND THE ANNUAL PARISH MEETING 2021/22

Approved - Dates for the meetings had been previously sent to the Parish Council and were all agreed. Parish Clerk to provisionally reserve dates with the Methodist Church, provide updated laminated copies for notice boards and update Parish Council Website.

5273 TO REVIEW THE PARISH COUNCIL ASSET INVENTORY. TO NOTE THAT THE PARISH COUNCIL HAS ADEQUATE INSURANCE IN PLACE THROUGH ZURICH MUNICIPAL.

Reviewed - The Parish Council asset inventory was reviewed, and it was noted that adequate Insurance was in place through Zurich Municipal.

5274 TO REVIEW THE FOLLOWING 2021-2022 RISK ASSESSMENTS:

- PARISH COUNCIL RISK ASSESSMENT- **Reviewed**
- LITTER PICKER RISK ASSESSMENT – **Reviewed. Parish Clerk to provide Litter Picker with copy of Risk assessment to sign and return.**
- PLAYPARK RISK ASSESSMENT - **Reviewed**

5275 TO REVIEW & RESOLVE TO CONTINUE TO ADOPT FINANCIAL REGULATIONS.

Reviewed & Resolved to adopt – The Parish Council reviewed and resolved to continue to adopt Financial Regulations. Parish Clerk to update regulations on website.

5276 TO REVIEW & RESOLVE TO ADOPT REVISED STANDING ORDERS.

Reviewed & Resolved to adopt – The Parish Council reviewed and resolved to adopt revised standing orders. Parish Clerk to update standing orders on website.

5277 TO REVIEW & RESOLVE TO ADOPT THE FOLLOWING POLICIES:

- MEMBER CODE OF CONDUCT – **Resolved to adopt.**
- PROTOCOL ON COMMUNICATION – **Resolved to adopt.**
- TERMS OF REFERENCE FOR THE PLANNING COMMITTEE– **Resolved to adopt.**
- COMPLAINTS PROCEDURE– **Resolved to adopt.**
- HABITUAL OR VEXATIOUS COMPLAINANTS POLICY– **Resolved to adopt.**
- HEALTH & SAFETY POLICY -**Resolved to adopt.**

Reviewed & Resolved to adopt - The Parish Council reviewed and resolved to adopt all of the above polices. Parish Clerk to update all policies with date and minute reference and publish on website.

5278 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20TH APRIL 2021.

The minutes of the meeting on the 20th April 2021 were taken as read and signed & initialled by the Chairman as a true and accurate record.

5279 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.

Resolved – It was agreed that Cllr G Crawforth and Cllr R McKinnon will be additional signatures on the Parish Council current & business accounts. All signatures to arrange to attend Natwest to sign required documents.

5280 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.

Approved – The Parish Council resolved to approve the proposed raised planter sign design. Parish Clerk to inform U3A Group. Parish Clerk provided the Parish Council with an update to the Willerby Heritage Trail plans for 2022-2023.

5281 TO NOTE MISCELLANEOUS REPORTS/UPDATES FROM MEMBERS/CLERK - **FOR INFORMATION ONLY:**

- **The Chairman informed the Parish Council of the death of former Councillor and Willerby Parish Council founder member Peter Gardiner. The Parish Council sends their condolences to Peter's family and thanked him for his work and service to the Parish Council. The Parish Council to post a tribute to Peter on their website and on the Hull Daily Mail memoriam page.**
- 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 - **Noted**
- 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 – **Noted**

5282 TO REVIEW THE LIST OF CORRESPONDENCE RECEIVED SINCE THE LAST MEETING:

None Received

5283 TO NOTE OUTSTANDING MATTERS WITH ERYC –

- Main Street Salt Bin Application has been submitted, awaiting decision – **Noted**
- Grass verges reported to ERYC Highways dept – **Cllr G Crawforth confirmed that work to repair the grass verges had commenced.**

5284 TO APPROVE THE SCHEDULE OF PAYMENTS FOR MAY (EXCLUDING MONTHLY CONTRACTUAL PAYMENTS WHICH ARE TO BE PAID ON THE 18TH MAY 2021)

Approved - Payments this month include Internal Audit Fees and ERNLCCA Annual Membership. Contractual employee salary & pension payments to be paid as per usual on the 18th May 2021. Clerk to send additional May schedule of payments to Councilors on or around the 18th May 2021.

5285 TO APPROVE PARISH COUNCIL ANNUAL ACCOUNTS 2020/2021 INCOME & EXPENDITURE. CHAIRMAN & CLERK TO SIGN.

Approved – Parish Clerk & Chairman to Sign

5286 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.

Approved – Parish Clerk & Chairman to sign. Willerby Parish Council 2020-2021 AGAR accounts to then be sent by the Parish Clerk to PKF Littlejohn for external audit.

5287 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.

Approved -Parish Clerk & Chairman to sign. Willerby Parish Council 2020-2021 AGAR accounts to then be sent by the Parish Clerk to PKF Littlejohn for external audit.

5288 THE NEXT MEETING - ANNUAL PARISH MEETING
Thursday 6th May 2021 at 7pm via Zoom – all residents welcome on this occasion for open discussion.

TO BE INFORMED OF THE DATE AND TIME OF NEXT MONTHLY MEETING AS PER AGENDA ITEM 8 ABOVE.

Tuesday 15th June 2021 at Willerby Methodist Church (Main Hall) from 7pm.
Social distancing and Covid-19 procedures to be adhered to.

The meeting was closed at 19:39

PLANNING COMMITTEE MEETING

5289 TO APPOINT A CHAIRMAN

Cllr Tracey Williams was duly elected as Chairman of the Planning Committee.

5290 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

1. 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.
Noted
- 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.
The Parish Council Planning Committee resolved that this application be approved.
- iii. 21/01013/PLF Construction of a vehicle access with dropped kerb at 137A Kingston Road, Willerby, HU10 6AL for Miss Leigh Rimmington.
The Parish Council Planning Committee resolved that this application be approved.