

**MINUTES OF THE WILLERBY PARISH COUNCIL ANNUAL COUNCIL  
MEETING  
HELD ON TUESDAY, 24<sup>TH</sup> MAY 2022**

VENUE: Willerby Methodist Church

PRESENT:

Members: Cllrs T Williams, G Crawforth, L Telford, L Graham, P Graham, M Grey, J Cowperthwaite

Clerk to the Council: Mrs Caroline Handforth

Members of the Public: 1

Ward Councillors: 0

PSCO: 0

A Member of the Haltemprice Skate Park Committee attended to speak to the Parish Council in the 10-minute public forum. Parish Clerk to provide Skate Park Committee with community grant application form via email.

- 5461 TO ELECT A CHAIRMAN FOR THE MAY 2022 TO MAY 2023 MUNICIPAL YEAR CLERK TO PROVIDE DECLARATION OF OFFICE OF CHAIRMAN – CHAIRMAN TO SIGN AND RETURN.  
Cllr T Williams was duly elected as Chairman and signed declaration of office of Chairman. Parish Clerk to update website and provide laminated copies for notice boards.
- 5462 TO ELECT A VICE-CHAIRMAN FOR THE MAY 2022 TO MAY 2023 MUNICIPAL YEAR CLERK TO PROVIDE DECLARATION OF OFFICE OF VICE CHAIRMAN - VICE CHAIRMAN TO SIGN AND RETURN.  
Cllr G Crawforth was duly elected as Vice Chairman and signed declaration of office of Vice Chairman. Parish Clerk to update Parish Council website and provide laminated copies for notice boards.
- 5463 TO RECEIVE & NOTE APOLOGIES FOR ABSENCE.  
Cllr P Marshall  
Cllr R McKinnon
- 5464 TO RECORD ANY PECUNIARY OR NON-PECUNIARY INTERESTS  
None Received
- 5465 TO AGREE THE ORDER OF THE AGENDA.  
**Agreed** – No Changes
- 5466 TO RECEIVE A REPORT FROM THE POLICE AND LOCAL WARD COUNCILLOR  
Local Ward Councillors unable to attend as it is their Annual Branch AGM. The Parish Clerk provided the Parish Council with a local update from PSCO Jessica Watts.
- 5467 TO APPOINT MEMBERS TO THE FOLLOWING:
- a. Planning committee x 4 -**Cllr T Williams, Cllr G Crawforth, Cllr R McKinnon, Cllr P Marshall, Cllr M Grey**
  - b. Subcommittee representatives:
    - i. Play Park monthly Safety Inspection x 3 – **Cllr G Crawforth, Cllr L Telford, Cllr L Graham**
    - ii. Festive Projects – **Full Council**
  - c. Health & Safety representative x 1 – **Parish Clerk**
  - d. Parish Transport Champion x 1 – **Parish Clerk**
  - e. Storage Container School Liaison x 2 – **Cllr T Williams, Cllr R McKinnon, Cllr P Graham**

- f. Notice board responsibilities:
- i. The Redwoods – **Cllr R Mckinnon**
  - ii. Willerby Square (outside Sainsburys) – **Parish Clerk**
  - iii. Kingston Road (outside Nu Bar) – **Cllr J Cowperthwaite/Parish Clerk**
  - iv. The Parkway – **Cllr L Telford**
  - v. Aston Road – **Cllr T Williams**
  - vi. The Playpark – **Cllr G Crawforth**

5468 TO APPROVE THE DATES FOR ORDINARY PARISH COUNCIL MEETINGS AND THE ANNUAL PARISH MEETING 2022/23.

- TO NOTE DATE OF DECEMBER'S MEETING (2<sup>ND</sup> TUESDAY OF THE MONTH).
- TO CONSIDER/APPROVE REMOVAL OF AUGUST MEETING.

**Approved** – The Parish Council considered and **resolved to approve** the removal of an August meeting.

**Approved** – The Parish Council **resolved to approve** 2022-2023 meeting dates. Parish Clerk to reserve dates with the Methodist Church, provide updated laminated copies for notice boards, update Parish Council website, and provide copy of dates to Councillors.

5469 TO REVIEW WILLERBY 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.

5470 TO REVIEW THE FOLLOWING 2022-2023 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**

**Reviewed** – The Parish Council reviewed the above risk assessments. Parish Clerk to update with minute references.

5471 TO REVIEW WILLERBY PARISH COUNCIL FINANCIAL REGULATIONS.

**Reviewed** – The Parish Council reviewed Financial Regulations (no changes). Parish Clerk to update on Parish Council website with minute reference.

5472 TO REVIEW WILLERBY PARISH COUNCIL STANDING ORDERS.

**Reviewed** – The Parish Council reviewed Standing Orders (no changes). Parish Clerk to update on Parish Council website with minute reference.

5473 TO REVIEW THE FOLLOWING POLICIES:

- BULLYING AND HARASSMENT POLICY - **Reviewed**
- COMPLAINTS PROCEDURE - - **Reviewed**
- HABITUAL OR VEXATIOUS COMPLAINANTS POLICY - **Reviewed**
- HEALTH & SAFETY POLICY - **Reviewed**
- MEETING ATTENDANCE POLICY - **Reviewed**
- MEMBER CODE OF CONDUCT- **Reviewed**
- PROTOCOL ON COMMUNICATION - **Reviewed**
- SOCIAL MEDIA POLICY- **Reviewed**
- TERMS OF REFERENCE FOR THE PLANNING COMMITTEE- **Reviewed**

**Reviewed** – The Parish Council reviewed the above polices. Parish Clerk to update with minute references on Parish Council website.

- 5474 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 26<sup>TH</sup> APRIL 2022.  
**Approved** - The minutes of the meeting on the 26<sup>th</sup> April 2022 were taken as read and signed & initialled by the Chairman as a true and accurate record.
- 5475 TO CO-ORDINATE CLEARANCE OF PARISH COUNCIL CONTAINER AND APPROVE SKIP HIRE MAXIMUM BUDGET OF £350.  
**Approved** – The Parish Council **resolved to approve** the maximum budget of £350.00 for skip hire. It was agreed that the clearance of the container should take place during the school’s summer break to allow for minimum disruption to the school. Parish Clerk to add to July’s agenda.
- 5476 TO NOTE MISCELLANEOUS REPORTS/UPDATES FROM MEMBERS/CLERK - **FOR INFORMATION ONLY:**
- Chairman to welcome new member Cllr J Cowperthwaite – **Cllr T Williams welcomed Cllr J Cowperthwaite onto the Parish Council.**
  - Clerk to inform the Parish Council that Ward Councillor Shaun Horton contacted the owners of the Willerby Manor Hotel and they confirmed that all personnel documents have been removed and destroyed. ERYC have also confirmed that works on the Papa’s roundabout is scheduled to start in October - **Noted**
  - Reminder - Willerby Carr Lane Jubilee Assembly – 27<sup>th</sup> May 2.30pm – **Noted. The Parish Clerk informed the Parish Council that the bookmarks were dropped off at the school last week.**
  - Clerk to inform the Parish Council that both locations for the heritage boards have been approved by ERYC, and that ERYC have confirmed that planning permission is NOT required. Awake U3A group have been informed – **Noted.**
  - Clerk to inform the Parish Council that Willerby Parish Council has been awarded the ERMOS accreditation (East Riding Minimum Operating Standards) for 2022-2023 – **Noted.**
  - The Parish Clerk informed the Parish Council that the flower/barrier baskets should be installed on the 11<sup>th</sup>-12<sup>th</sup> June.
  - The Parish Clerk informed the Parish Council that the Platinum Jubilee Bench had been delivered to L & K Warcup.
- 5477 TO CONSIDER/APPROVE 2021-2022 ERNLLCA & SLCC MEMBERSHIPS AND ASSOCIATED ANNUAL FEES.  
**Approved** – The Parish Council **resolved to approve** renewal of ERNLLCA & SLCC memberships and fees of £1,286.55 & £171.00 Clerk to contact ERNLLCA & SLCC to renew memberships.
- 5478 TO CONSIDER/APPROVE SUPPLEMENTARY NAMES TO ADD TO PARISH COUNCIL APPROVED STREET NAME BANK.  
The Parish Clerk informed the Parish Council that the developers of the former Willerby Manor Hotel site have chosen the following names from the Parish Council approved street name bank – Acacia Drive, Rowan Close, Mulberry Grove & Yew Dene.  
**Approved** - The Parish Council considered and **resolved to approve** the following supplementary names to be added to the approved street name bank – Gardiner, Wilgardi, Andrew Marvel, Thomas Ferens, William Wilberforce, Amy Johnson.  
Parish Clerk to contact ERYC to inform them.
- 5479 TO CONSIDER/APPROVE ERYC PROPOSED SECURE CYCLE PARKING LOCATIONS.  
**Approved** - The Parish Council considered and **resolved to approve** the proposed secure cycle parking locations on the Kington Road/Parkway/Gorton Road Junction with the preferred location being the area outside the row of shops on Kingston Road (Nu Bar/That’s Amore) Parish Clerk to contact ERYC to inform them.

- 5480 TO NOTE THE LIST OF CORRESPONDENCE RECEIVED SINCE THE LAST MEETING:
- Email update regarding relocation of Willerby & Swanland Surgery – 05.05.22 – **Noted.**
  - ERYC Town & Parish Councillor Code of Conduct training (22.06.22 via Zoom) – 09.05.22 – **Noted.**
  - NHS East Riding of Yorkshire CCG newsletter – 09.05.22 – **Noted.**
- 5481 TO NOTE OUTSTANDING MATTERS WITH ERYC –
- Awaiting further instructions with regards to the replacement of Gorton Road Litter Bin – **Noted.**
- 5482 TO PRESENT A REPORT ON ACCOUNTS TO THE END OF APRIL 2022 AND APPROVE THE SCHEDULE OF PAYMENTS FOR MAY. CHAIRMAN & RFO TO SIGN SCHEDULE OF PAYMENTS.
- Approved** – The Parish Clerk confirmed that balance of the Current Account stands at £51,245 with £3,151 in the Reserve account. The Parish Clerk confirmed that first half of the precept and the 2021-2022 VAT reclaim had been paid in the Current Account. Payments this month include payment to JRB Enterprise for 4 x Boxes of Dog Dispenser Bags, and Direct Debit Payments to N Power for April 21-March 22 (Clock and Weathervane).
- 5483 TO APPROVE PARISH COUNCIL ANNUAL ACCOUNTS 2021/2022 INCOME & EXPENDITURE. CHAIRMAN & CLERK TO SIGN.
- Approved** – Parish Clerk and Chairman to sign
- 5484 TO CONSIDER AND APPROVE **SECTION 1 – ANNUAL GOVERNANCE STATEMENT** OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDING 31<sup>ST</sup> MARCH 2022 FOR EXTERNAL AUDIT. CHAIRMAN & PARISH CLERK TO SIGN
- Approved** – Parish Clerk & Chairman to sign. Willerby Parish Council 2021-2022 AGAR accounts to be sent by the Parish Clerk to PKF Littlejohn for external audit.
- 5485 TO CONSIDER AND APPROVE **SECTION 2 – ACCOUNTING STATEMENTS** OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDING 31<sup>ST</sup> MARCH 2022 FOR EXTERNAL AUDIT. CHAIRMAN & PARISH CLERK TO SIGN.
- Approved** – Parish Clerk & Chairman to sign. Willerby Parish Council 2021-2022 AGAR accounts to be sent by the Parish Clerk to PKF Littlejohn for external audit.
- 5486 TO BE INFORMED OF THE DATE AND TIME OF NEXT MONTHLY MEETING AS PER AGENDA ITEM 8 ABOVE.
- Tuesday 21<sup>st</sup> June 2022 at the Methodist Church Building from 7pm.**

## **PLANNING COMMITTEE MEETING**

- 5487 TO APPOINT A CHAIRMAN
- Cllr T Williams was duly elected as Chairman of the Planning Committee.
- 5488 TO NOTE APPROVED PLANNING DECISIONS FROM ERYC:
- 20 Derrymore Road, Willerby, HU10 6ES
  - Willerby Dental Care, 81 Kingston Road, Willerby, HU10 6AH
  - 19 Ash Grove, Willerby, HU10 6JH
  - 97 The Parkway, Willerby, HU10 6BD
  - 122 Ellerker Rise, Willerby, HU10 6EU
  - 7 Setterwood Garth, Willerby, HU10 6AT
  - Willerby Manor Hotel, Well Lane, Willerby, HU10 6ER.

## PLANNING APPLICATIONS –

- i. 22/00278/PLF Erection of first floor extension and single storey extension to rear following demolition of existing conservatory (AMENDED PLANS) at 59 Kingston Road, Willerby, HU10 6AD for Mr & Mrs Antony Smith.  
**The Parish Council Planning Committee resolved that this application be approved.**
- ii. 22/01497/TPO (REF 220) G1 Side reduce 2 no Sycamore trees by up to 2 metres due to branches hanging over the garden and due to bird droppings and branches falling down daily at 2 Great Gutter Lane East, Willerby, HU10 6DE for Scott Williams.  
**The Parish Council Planning Committee resolved that this application be approved.**
- iii. 22/01416/PLF Construction of veranda to rear and replacement of existing flat roof with a larger flat roof at 84 Ellerker Rise, Willerby, HU10 6EU for Mr Philip Mould.  
**The Parish Council Planning Committee resolved that this application be approved.**
- iv. 22/01411/PLF Erection of single storey extension to rear and conversion of existing integral garage into and office/utility at 1 Oaklands Drive, Willerby, HU10 6BJ for Mr & Mrs Gardner.  
**The Parish Council Planning Committee resolved that this application be approved.**
- v. 22/01396/PLF Erection of single storey extension to the rear, porch to front and works to increase height of chimney flue at 84 Main Street, Willerby, HU10 6BZ for Mrs Quantrill.  
**The Parish Council Planning Committee resolved that this application be approved.**
- vi. 22/00956/PLF Siting of two containers to house an automated milk vending machine, pasteuriser and milk holding tank at Bellfield Farm, Well Lane, Willerby, HU10 6HB for D M Collinson.  
**The Parish Council Planning Committee resolved that this application be approved.**
- vii. 22/01567/PLF erection of two storey extension to side/rear and single storey extension to rear following demolition of garage to rear at 44 Wolfreton Lane, Willerby, HU10 6PU for Mr N Bradley.  
**The Parish Council Planning Committee resolved that this application be approved.**
- viii. 22/01494/PLF Erection of two storey extension to rear following removal of existing conservatory and erection of double garage to front following removal of existing garage at 45 Oaklands Drive, Willerby, HU10 6BJ for Rachel Lane.  
**The Parish Council Planning Committee resolved that this application be approved.**
- ix. 22/0115/PLF Erection of two storey extension to side and construction of a flat roof dormer to rear at 34 Bellfield Drive, Willerby, HU10 6HQ for Mr Mel McAlindon.  
**The Parish Council Planning Committee resolved that this application be approved.**
- x. 22/01631/PLF Construction of new vehicular access and hardstanding area to front at 278 Kingston Road, Willerby, HU10 6ND for Mr Samuel Daniels.  
**The Parish Council Planning Committee resolved that this application be approved.**