

THE WILLERBY PARISH COUNCIL

Clerk to the Council – Mrs Caroline Handforth
Willerby Parish Council, PO Box 730, Hull, HU10 9BG
Tel: (01482) 658804 Email: willerbypc.clerk@outlook.com

ANNUAL COUNCIL MEETING

Councillors,

You are hereby summoned to attend the Annual Council Meeting of The Willerby Parish Council that will be held at the **Methodist Church building, Carr Lane, Willerby at 7.00 pm on Tuesday 24th May 2022** (NB the Planning Sub-Committee will meet immediately after the Parish Council meeting).

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)

To reduce the spread of Covid-19, social distancing measures will remain in place for Councillors and any members of the public who may wish to attend, therefore there may be a limit on attendance numbers. Could all members of the public wishing to attend please inform the Clerk at least 48 hours prior to the meeting for the required arrangements to be made. To adhere to COVID-19 prevention all documents will be provided on request in advance of the meeting and no printed documents will be issued at the meeting. Masks are optional.

A G E N D A

- 1. 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.
- 2. 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.
- 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 4
 - b. Subcommittee 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 2022/23.
 - To note date of December's meeting (2nd Tuesday of the month).
 - To consider/approve removal of August meeting.
9. To review Willerby Parish Council Asset Inventory. To note that the Parish Council has adequate insurance in place through Zurich Municipal.
10. To review the following 2022-2023 Risk assessments:
 - Parish Council Risk Assessment
 - Litter Picker Risk Assessment
 - Playpark Risk Assessment
11. To review Willerby Parish Council Financial Regulations.
12. To review Willerby Parish Council Standing Orders.
13. To review the following policies:
 - Bullying and Harassment Policy
 - Complaints Procedure
 - Habitual or Vexatious Complainants Policy
 - Health & Safety Policy
 - Meeting Attendance Policy
 - Member Code of Conduct
 - Protocol on Communication
 - Social Media Policy
 - Terms of Reference for the Planning Committee
14. To approve the minutes of the Parish Council meeting held on 26th April 2022.
15. To co-ordinate clearance of Parish Council Container and approve skip hire maximum budget of £350.
16. To **note** miscellaneous reports/updates from members/clerk - **for information only**:
 - Chairman to welcome new member Cllr J Cowperthwaite.
 - 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.
 - Reminder - Willerby Carr Lane Jubilee Assembly – 27th May 2.30pm.
 - 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.
 - Clerk to inform the Parish Council that Willerby Parish Council has been awarded the ERMOS accreditation (East Riding Minimum Operating Standards) for 2022-2023.
17. To consider/approve 2021-2022 ERNLLCA & SLCC Membership and associated annual fees.
18. To consider/approve supplementary names to add to Parish Council approved street name bank.
19. To consider/approve ERYC proposed secure cycle parking locations.

20. To note the list of correspondence received since the last meeting:
- Email update regarding relocation of Willerby & Swanland Surgery – 05.05.22
 - ERYC Town & Parish Councillor Code of Conduct training (22.06.22 via Zoom) – 09.05.22
 - NHS East Riding of Yorkshire CCG newsletter – 09.05.22
21. To note outstanding matters with ERYC –
- Awaiting further instructions with regards to the replacement of Gorton Road Litter Bin.
22. 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.
- 23. To approve Parish Council Annual Accounts 2021/2022 Income & Expenditure. Chairman & Clerk to sign**
- 24. To consider and approve **Section 1 – Annual Governance Statement** of the Annual Governance & Accountability Return (AGAR) for year ending 31st March 2022 for external audit. Chairman & Parish Clerk to sign**
- 25. To consider and approve **Section 2 –Accounting Statements** of the Annual Governance & Accountability Return (AGAR) for year ending 31st March 2022 for external audit. Chairman & Parish Clerk to sign**
26. To be informed of the date and time of next monthly meeting as per agenda item 8 above.

LIST OF APPENDICES:	Appendix A	Parish Council Minutes April 2022
	Appendix B	Financial report for April 2022
	Appendix C	Schedule of payments for May 2022

PLANNING COMMITTEE MEETING

1. To appoint a Chairman
2. 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.
3. 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.

C Handforth

Clerk to the Council

19th May 2022