

MINUTES OF THE WILLERBY PARISH COUNCIL ANNUAL COUNCIL MEETING HELD ON TUESDAY, 16th MAY 2023

VENUE: Willerby Methodist Church

PRESENT:

Members: Cllr T Williams, Cllr R McKinnon, Cllr L Telford, Cllr M Gray, Cllr P Marshall

Clerk to the Council: Mrs Caroline Handforth

Members of the Public: 0

Ward Councillors: 0

Humberside Police: 0

- 5545 TO ELECT A CHAIRMAN FOR THE MAY 2023 TO MAY 2024 MUNICIPAL YEAR. CLERK TO PROVIDE DECLARATION OF OFFICE OF CHAIRMAN – CHAIRMAN TO SIGN.
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.
- 5546 TO ELECT A VICE-CHAIRMAN FOR THE MAY 2023 TO MAY 2024 MUNICIPAL YEAR. CLERK TO PROVIDE DECLARATION OF OFFICE OF VICE CHAIRMAN - VICE CHAIRMAN TO SIGN.
Cllr R McKinnon 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.
- 5547 TO RECEIVE & NOTE APOLOGIES FOR ABSENCE.
None Received
- 5548 TO RECORD ANY PECUNIARY OR NON-PECUNIARY INTERESTS
None Received
- 5549 TO AGREE THE ORDER OF THE AGENDA.
Agreed – No Changes
- 5550 TO RECEIVE A REPORT FROM THE POLICE AND LOCAL WARD COUNCILLOR
Parish Clerk informed the Parish Council that PSCO Jessica Watts had recently contacted the Parish Council to reconfirm the importance of reporting any incidents or issues to the Police. The Parish Clerk informed the Parish Council that Cllrs Gary McMaster, Zahra Saribal & David Tucker have been elected as Ward Councillors for Willerby & Kirkella and that their contact details have been requested.
- 5551 TO APPOINT MEMBERS TO THE FOLLOWING:
- a. Planning committee x 4 – **Cllr T Williams, Cllr M Gray, Cllr R McKinnon, Cllr P Marshall.**
 - b. Subcommittee representatives:
 - i. Play Park monthly Safety Inspection x 1 – **Cllr L Telford. To be added to September's agenda for appointment of additional members.**
 - 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**
 - f. Notice board responsibilities:
 - i. The Redwoods – **Cllr R McKinnon**
 - ii. Willerby Square (outside Sainsburys) – **Parish Clerk**
 - iii. Kingston Road (outside Nu Bar) – **Parish Clerk**
 - iv. The Parkway – **Cllr L Telford**
 - v. Aston Road – **Cllr T Williams**
 - vi. The Playpark – **Cllr R McKinnon**

- 5552 TO APPROVE THE DATES FOR ORDINARY PARISH COUNCIL MEETINGS AND THE ANNUAL PARISH MEETING 2023/24.
- TO NOTE DATE OF NOVEMBER & DECEMBER MEETINGS (2ND TUESDAY OF THE MONTH).
- Approved** – The Parish Council **resolved to approve** 2023-2024 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.
- 5553 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.
- 5554 TO REVIEW THE FOLLOWING 2023-2024 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
- 5555 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.
- 5556 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.
- 5557 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 policies. Parish Clerk to update with minute references on Parish Council website.
- 5558 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18TH APRIL 2023.
- Approved** - The minutes of the meeting on the 18th April 2023 were taken as read and signed & initialled by the Chairman as a true and accurate record.
- 5559 PARISH CLERK TO INFORM PARISH COUNCIL THAT THE NATWEST BANK SIGNATORIES REQUIRE UPDATING.
- THE PARISH COUNCIL TO RESOLVE TO SELECT AND APPROVE AN ADDITIONAL COUNCILLOR AS A NEW SIGNATORY.
- TO RESOLVE THAT:

- i. IF WE ADD OR REMOVE AUTHORISED SIGNATORIES IN THE “ADD OR REMOVE AUTHORISED SIGNATORIES” SECTION ON THE “ABOUT YOUR REQUEST” PAGE OF THE FORM, NATWEST BANK WILL UPDATE OUR MANDATE ACCORDINGLY FOR THE ACCOUNTS WE SPECIFY IN THE FORM'S “ABOUT YOUR BUSINESS” SECTION.
- ii. IF WE CHANGE THE SIGNING RULES IN THE “CHANGE THE SIGNING RULES ON THE MANDATE” SECTION ON THE “ABOUT YOUR REQUEST” PAGE OF THE FORM, NATWEST BANK WILL UPDATE OUR MANDATE ACCORDINGLY FOR THE ACCOUNTS WE SPECIFY IN THE FORM'S “ABOUT YOUR BUSINESS” SECTION.
- iii. THE CURRENT MANDATE WILL CONTINUE AS AMENDED.
Resolved – The Parish Council resolved to appoint Cllr M Gray as a new signatory. Parish Clerk to contact Natwest to update current signatories and add Cllr M Gray as a new signatory.

5560 TO CONFIRM ATTENDEES TO WILLERBY CARR LANE PRIMARY END OF YEAR SPECIAL ASSEMBLY ON 21ST JULY 2023 (1.30PM-2.30PM)
 It was agreed that the Parish Clerk, Cllrs Marshall, Telford, Gray and Williams would attend the assembly. Parish Clerk to contact school business manager to confirm.

5561 TO NOTE MISCELLANEOUS REPORTS/UPDATES FROM MEMBERS/CLERK - FOR INFORMATION ONLY:

- Parish Clerk to note acceptance of declarations of acceptance of office. To inform members that register of interests form must be returned to ERYC Electoral services (via Parish Clerk) within 28 days of start of new term – **Parish Clerk requested that register of interests are returned to the Parish Clerk if members have not already done so.**
- Parish Clerk to inform the Parish Council that the current four vacancies are being promoted in the notice boards and on social media – **Noted. Closing date for applications 30th June 2023.**
- Removal of Coronation Lamp post signs 19/20/21 May 2023 – **It was agreed that Cllr P Marshall would remove the signs on Main Street and Cllr T Williams would remove the signs in Willerby Square. Signs to then be returned to Cllr T Williams for storage in the container.**
- “Who are we” document has been updated for notice boards – **Parish Clerk to update notice boards.**

5562 TO NOTE THE LIST OF CORRESPONDENCE RECEIVED SINCE THE LAST MEETING:

- Elected Ward Councillors for Willerby & Kirkella – **Noted**
- Notices of temporary changes to speed restrictions on Albion Lane & Beverley Road – **Noted**

5563 TO NOTE OUTSTANDING MATTERS WITH ERYC –

- Damaged ERYC owned bin on Kingston Road reported – Ref: 2608880 - **REPLACED**
- Damaged kerb outside of Playpark reported – Ref DKF502608381 – **Noted**

5564 TO PRESENT A REPORT ON ACCOUNTS TO THE END OF APRIL 2023 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 £44,268 with £3,167 in the Reserve account. The Parish Clerk confirmed that first half of the precept, the ERYC Coronation Community Grant, and the 2022-2023 VAT reclaim had been paid into the Current Account. Payments this month include HMRC PAYE 4th Quarter payment (via Direct Debit); 2023-2024 ERNLLCA & SLCC Membership fees; payment to Zurich Municipal Insurance for 2023-2024 Insurance premium; payment to Trevor Green for 2022-2023 Internal Audit fees and Direct Debit Payments to N Power

for April 22-March 23 (Clock and Weathervane). The Parish Clerk informed the Parish Council that the current N Power contract is due for renewal. It was suggested by Cllr R Mckinnon that this is deferred until October 2023. Parish Clerk to add to June's agenda for consideration.

- 5565 TO APPROVE PARISH COUNCIL ANNUAL ACCOUNTS 2022/2023 INCOME & EXPENDITURE. CHAIRMAN & CLERK TO SIGN
Approved – Parish Clerk and Chairman to sign
- 5566 TO CONSIDER AND APPROVE SECTION 1 – **ANNUAL GOVERNANCE STATEMENT** OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDING 31ST MARCH 2023 FOR EXTERNAL AUDIT. CHAIRMAN & PARISH CLERK TO SIGN
Approved – Parish Clerk & Chairman to sign. Willerby Parish Council 2022-2023 AGAR accounts to be sent by the Parish Clerk to PKF Littlejohn for external audit.
- 5567 TO CONSIDER AND APPROVE **SECTION 2 –ACCOUNTING STATEMENTS** OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDING 31ST MARCH 2023 FOR EXTERNAL AUDIT. CHAIRMAN & PARISH CLERK TO SIGN
Approved – Parish Clerk & Chairman to sign. Willerby Parish Council 2022-2023 AGAR accounts to be sent by the Parish Clerk to PKF Littlejohn for external audit.
- 5568 TO BE INFORMED OF THE DATE AND TIME OF NEXT MONTHLY MEETING AS PER AGENDA ITEM 8 ABOVE.
Tuesday 23rd May 2023 at the Methodist Church Building from 7pm – Annual **PARISH** Meeting
Tuesday 20th June 2023, at the Methodist Church Building from 7pm – Parish Council Meeting

PLANNING COMMITTEE MEETING

- 5569 TO APPOINT A CHAIRMAN
Cllr T Williams was duly elected as Chairman of the Planning Committee.
- 5570 TO NOTE APPROVED PLANNING DECISIONS FROM ERYC:
- 28 Palmer Ave, Willerby, HU10 6LJ.
 - 112 Kingston Road, Willerby, HU10 6LH.
 - 24 Gorton Road, Willerby, HU10 6LT.
 - Wilton Cottage, 7 Ash Grove, Willerby, HU10 6JH.
- PLANNING APPLICATIONS –
- i. 22/01711/PLF Erection of single storey timber extension to rear (retrospective) at 16 Kenwardly Road, Willerby, Hull, HU10 6LY for Mr Neil Gleason.
Noted
 - ii. 23/01083/VAR Variation of condition 2 (approved plans) of planning permission 21/01296/PLF – Erection of timber frame outbuilding to be used as home office and garden room to allow for alterations to design at 14 Birch Drive, Willerby, HU10 6LB for Mr Richard Rowe.
Noted