

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

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 16th May 2023** (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 48 hours 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)

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. All documents will be provided on request in advance of the meeting and no additional printed documents will be issued at the meeting.

A G E N D A

- 1. To elect a chairman for the May 2023 to May 2024 municipal year**
Clerk to provide declaration of office of Chairman – Chairman to sign
- 2. 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
- 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 1 – add to later agenda?
 - 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 2023/24.

- To note date of November & December meetings (2nd Tuesday of the month).

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 2023-2024 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 18th April 2023.

15. 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.

16. To confirm attendees to Willerby Carr Lane Primary end of year special assembly on 21st July 2023 (1.30pm-2.30pm)

17. 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 forms must be returned to ERYC Electoral services (via Parish Clerk) within 28 days of start of new term.
- Parish Clerk to inform the Parish Council that the current four vacancies are being promoted in the notice boards and on social media.
- Removal of Coronation Lamp post signs 19/20/21 May 2023
- “Who are we” document has been updated for notice boards.

18. To note the list of correspondence received since the last meeting:
 - Elected Ward Councillors for Willerby & Kirkella.
 - Notices of temporary changes to speed restrictions on Albion Lane & Beverley Road – 09.05.23
19. 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
20. 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.
21. **To approve Parish Council Annual Accounts 2022/2023 Income & Expenditure. Chairman & Clerk to sign**
22. **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**
23. **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**
24. 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 2023
	Appendix B	Financial report for April 2023
	Appendix C	Schedule of payments for May 2023

PLANNING COMMITTEE MEETING

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

C Handforth

Clerk to the Council

11th May 2022