

THE WILLERBY PARISH COUNCIL

Clerk to the Council – Mrs Caroline Handforth
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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 21st May 2024** (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)

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 2024 to May 2025 municipal year**
Clerk to provide declaration of office of Chairman – Chairman to sign
2. **To elect a vice-chairman for the May 2024 to May 2025 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 2
 - 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 2024/25.

- To note date of April meeting (4th Tuesday due to Easter)

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 2024-2025 Risk assessments:

- Parish Council Risk Assessment
- Community Groundsman Risk Assessment
- Playpark Risk Assessment

11. To resolve to adopt updated 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 16th April 2024.

15. To note miscellaneous reports/updates from members/clerk - for information only:

- Parish Clerk to inform the Parish Council that the current two vacancies are being promoted in the notice boards and on social media with a closing date of 31st May 2024.
- RBL D Day 80th Anniversary service – Willerby War Memorial – Thursday 6th June 9am.
- Cllr M Killeen – Oakland’s Drive to Main Street landscaping & lighting – Lighting upgraded to new style LED lanterns in January 24.
- ERYC D Day 80th Anniversary Community Funding (£150) and project update.
- Online banking registration update.
- Missing litterbin – Great Gutter Lane East (lamp- post mounted)

16. To update on potential Hop pole Summer Event project following meeting on the 17th May.

17. To consider/resolve to approve quotation for the repair of playpark Rota Web Climber and purchase of wet-pour repair kit.

18. To note the list of correspondence received since the last meeting:

- Local Cycling and Walking Infrastructure Plans (LCWIPs) 2021-2039 (13.05.24) - Chairman to sign on behalf of Council to show local support.
- Annual Town & Parish Council Planning Liaison Meeting Invitation (14.05.24)
- 2024 NALC Good Councillor Guide (16.05.24)

19. To present a report on accounts to the end of April 2024 and approve the schedule of payments for May. Chairman & RFO to sign schedule of payments.

20. To approve Parish Council Annual Accounts 2023/2024 Income & Expenditure. Chairman & Clerk to sign
21. To consider and approve **Section 1 – Annual Governance Statement** of the Annual Governance & Accountability Return (AGAR) for year ending 31st March 2024 for external audit. Chairman & Parish Clerk to sign
22. To consider and approve **Section 2 –Accounting Statements** of the Annual Governance & Accountability Return (AGAR) for year ending 31st March 2024 for external audit. Chairman & Parish Clerk to sign
23. 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 2024
	Appendix B	Financial report for April 2024
	Appendix C	Schedule of payments for May 2024

PLANNING COMMITTEE MEETING

1. To appoint a Chairman
2. To Note Approved Planning decisions from ERYC:
 - TPO – Tree Belt South of Tudor Court, Willerby.
 - 18 Ganton Way, Willerby, HU10 6NJ.
 - 46 Main Street, Willerby, HU10 6BU.
 - 74 Ellerker Rise, Willerby, HU10 6EY.
 - 39 Gorton Road, Willerby, HU10 6LU.
 - 85 Carr Lane, Willerby, HU10 6JS.
3. Planning Applications –
 - i. 24/01042/PLF Erection of first floor extension to front at 2 Oaklands Drive, Willerby, HU10 6BJ for Mr & Mrs Maddison.
 - ii. 24/00850/PLF Erection of first floor extension to side at 39 Kingston Road, Willerby, HU10 6AD for Mr Lee Harrison.
 - iii. 24/01245/PLF Erection of single storey extension with canopy to front and erection of detached garage to front at Michaela House, 37A Well Lane, Willerby, HU10 6HB for Mr & Mrs Mike Thomas.
 - iv. 24/01240/PLF Erection of single storey extension to side following demolition of existing garage, erection of single storey annexe and 1.8m high boundary fence and construction of an extension to existing dropped kerb vehicular access at 89 The Parkway, Willerby, HU10 6AY for Mrs Jacqueline Smith.

C Handforth
Clerk to the Council

16th May 2024