

MINUTES OF THE WILLERBY PARISH COUNCIL MEETING ANNUAL COUNCIL MEETING HELD ON TUESDAY 21ST MAY 2024

VENUE: Willerby Methodist Church

PRESENT:

Members: Cllr T Williams, Cllr R McKinnon, Cllr L Telford, Cllr M Killeen, Cllr S Smith, Cllr M Gray

Clerk to the Council: Mrs Caroline Handforth

Members of the Public: 0

Ward Councillors: 0

Humberside Police: 0

- 5731 TO ELECT A CHAIRMAN FOR THE MAY 2024 TO MAY 2025 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.
- 5732 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.
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.
- 5733 TO RECEIVE & NOTE APOLOGIES FOR ABSENCE.
Cllr P Marshall – Absent no apologies received.
- 5734 TO RECORD ANY PECUNIARY OR NON-PECUNIARY INTERESTS
None Received
- 5735 TO AGREE THE ORDER OF THE AGENDA.
Agreed – No Changes
- 5736 TO RECEIVE A REPORT FROM THE POLICE AND LOCAL WARD COUNCILLOR
The Parish Clerk informed the Parish Council that Ward Cllr Z Saribal would be attending the
next Parish Council meeting in June.
- 5737 TO APPOINT MEMBERS TO THE FOLLOWING:
- a. Planning committee x 4 – **Cllr T Williams, Cllr R McKinnon, Cllr S Smith, Cllr M Gray.**
 - b. Subcommittee representatives:
 - i. Play Park monthly Safety Inspection x 2 – **Cllr L Telford**
 - 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 S Smith.**
Cllr R Mckinnon to arrange for container key to be passed onto Cllr S Smith.
 - 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**

5738 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)

Approved – The Parish Council **resolved to approve** 2024-2025 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.

5739 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.

5740 TO REVIEW THE FOLLOWING 2024-2025 RISK ASSESSMENTS:

- PARISH COUNCIL RISK ASSESSMENT - **Reviewed**
- COMMUNITY GROUNDSMAN RISK ASSESSMENT – **Reviewed. Parish Clerk to provide Community Groundsman 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.

5741 TO RESOLVE TO ADOPT UPDATED WILLERBY PARISH COUNCIL FINANCIAL REGULATIONS.

Resolved to adopt – The Parish Council **resolved to adopt** the updated (2024) financial regulations. Parish Clerk to update on website with minute reference.

5742 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.

5743 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.

5744 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16TH APRIL 2024.

Approved - The minutes of the meeting on the 16th April 2024 were taken as read and signed & initialled by the Chairman as a true and accurate record.

5745 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 – **Noted.**
- RBL D Day 80th Anniversary service – Willerby War Memorial – Thursday 6th June 9am - **It was agreed that Cllr R McKinnon, Cllr M Gray & Cllr L Telford would attend. Parish clerk to contact RBL to confirm arrangements.**

- Cllr M Killeen – Oakland’s Drive to Main Street landscaping & lighting – Lighting upgraded to new style LED lanterns in January 24 – **Parish Clerk to contact ERYC regarding landscaping.**
- ERYC D Day 80th Anniversary Community Funding (£150) and project update – **Parish Clerk informed the Parish Council that the funding application for £150.00 had been successful. Cllr T Williams provided the Parish Council with an update on the knitted post box topper project. Parish Clerk to promote on social media once installed.**
- Online banking registration update – **Parish Clerk informed the Members that the Parish Council now had the facility to make payments online, and confirmed that along with the Parish Clerk, Cllrs T Williams & R McKinnon were also signatories on the online banking registration.**
- Missing litterbin – Great Gutter Lane East (lamp- post mounted) – **Parish Clerk to add to 2025-2026 budget.**

5746 TO UPDATE ON POTENTIAL HOP POLE SUMMER EVENT PROJECT FOLLOWING MEETING ON THE 17TH MAY.

Cllr T Williams informed the Parish Council the Hop pole are looking to hold a summer Charity event on the 25th August 2024 and have requested the Parish Council’s support in advertising the event and suggesting a local fundraising campaign or charity. Members to send suggestions to Parish Clerk by Thursday 25th May. Parish Clerk to send suggestions, along with Parish Council logo to the Hop pole.

5747 TO CONSIDER/RESOLVE TO APPROVE QUOTATION FOR THE REPAIR OF PLAYPARK ROTA WEB CLIMBER AND PURCHASE OF WET-POUR REPAIR KIT.

Approved. The Parish Council considered the quotation for the repair of the playpark Rota Web and resolved to **approve and accept** the quotation of £500.00 from Streetscape. Parish Clerk to contact Streetscape to confirm acceptance of the quotation.

Approved – The Parish Council approved the purchase of a wet pour repair kit and associated equipment (up to the value of £150) to allow for the Community Groundman to repair minor areas of wet pour in the playpark.

Cllr L Telford provided the Parish Council with a report on the Playpark and confirmed that all other equipment was in good order. Cllr Telford reported the Hawthorn bushes has been cut back but the nettles needed to be removed.

5748 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 – **Signed & Noted**
- Annual Town & Parish Council Planning Liaison Meeting Invitation (14.05.24) – **Noted. Cllr T Williams to contact to send apologies and request recording of meeting if possible.**
- 2024 NALC Good Councillor Guide) (16.05.24) - **Noted**

5749 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.

Approved – The Parish Clerk confirmed that balance of the Current Account stands at £43,564 with £6,212 in the Reserve account. The Parish Clerk confirmed that first half of the precept and the 2023-2024 VAT reclaim had been paid into the Current Account. Payments this month include HMRC PAYE 4th Quarter payment (via Direct Debit); 2024-2025 ERNLLCA & SLCC Membership fees; payment to Zurich Municipal Insurance for 2024-2025 Insurance premium; and Direct Debit Payments to N Power for April 23-March 24 (Clock and Weathervane).

5750 TO APPROVE PARISH COUNCIL ANNUAL ACCOUNTS 2023/2024 INCOME & EXPENDITURE. CHAIRMAN & CLERK TO SIGN.

Approved – Parish Clerk and Chairman to sign.

- 5751 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.
Approved – Parish Clerk & Chairman to sign. Willerby Parish Council 2023-2024 AGAR accounts to be sent by the Parish Clerk to PKF Littlejohn for external audit.
- 5752 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.
Approved – Parish Clerk & Chairman to sign. Willerby Parish Council 2023-2024 AGAR accounts to be sent by the Parish Clerk to PKF Littlejohn for external audit.
- 5853 TO BE INFORMED OF THE DATE AND TIME OF NEXT MONTHLY MEETING AS PER AGENDA ITEM 8.
Tuesday 28th May 2024 at the Methodist Church Building from 7pm – Annual **PARISH** Meeting
Tuesday 18th June 2024, at the Methodist Church Building from 7pm – Parish Council Meeting

PLANNING COMMITTEE MEETING

- 5754 TO APPOINT A CHAIRMAN.
Cllr T Williams was duly elected as Chairman of the Planning Committee.
- 5755 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.

PLANNING APPLICATIONS –

- 24/01042/PLF Erection of first floor extension to front at 2 Oaklands Drive, Willerby, HU10 6BJ for Mr & Mrs Maddison.
The Parish Council Planning Committee resolved that this application be approved.
- 24/00850/PLF Erection of first floor extension to side at 39 Kingston Road, Willerby, HU10 6AD for Mr Lee Harrison.
The Parish Council Planning Committee resolved that this application be approved.
- 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.
Noted
- 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.
The Parish Council Planning Committee resolved that this application be approved.