

# WILBERFOSS PARISH COUNCIL

Clerk: Sarah Wills 2 Paddock Close Wilberfoss YORK YO41 5LX

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## MINUTES

18<sup>th</sup> April 2019

Present: Chairman Lesley Hoyer, Vice Chairman David Smith and Councillors Judy Abernethy, Anna Coppinger and Anita Coppinger, together with one member of the public.

The 15 minute question time was not utilised.

1. Apologies were received from Councillors Ward, St Giles and Cooper
2. There were no declarations of interest offered by those present.
3. The Minutes of the Wilberfoss Parish Council meeting held on the 21<sup>st</sup> March 2019 were signed as a true record.
4. **Planning Matters**
  - 4.1 Councillors considered Planning Application 19/01044/PLF | Erection of a single storey extension to rear following demolition of existing conservatory | 41 The Paddock Wilberfoss East Riding Of Yorkshire YO41 5LZ and had no observations to make.
  - 4.2 Councillors considered Planning Application 19/01088/PLF | Conversion of a redundant barn to dwelling with associated works | Land And Outbuildings North West Of Bolton Hall Farm Newbridge Lane Wilberfoss East Riding Of Yorkshire YO41 5RB and had no observations to make.
  - 4.3 Members were advised that Planning Application 19/00321/PLF | Erection of single storey extension to rear | 12A Main Street Wilberfoss East Riding Of Yorkshire YO41 5NN had been approved.
  - 4.4 Councillors were advised that Planning Application 19/00621/PLF | Erection of three glass reinforced plastic rectangular kiosks | Waste Water Treatment Works York Road Wilberfoss East Riding of Yorkshire had been approved.
  - 4.5 Councillors were advised that Planning Application 19/00151/CLE | Continued use of the dwelling without compliance with agricultural worker's occupation condition | Linden Lodge Newbridge Lane Wilberfoss East Riding Of Yorkshire YO41 5RB had been approved.
  - 4.6 Councillors were advised that Planning Application 19/00234/PLF | Sub-division of existing dwelling into 2 dwellings and conversion of barn to a dwelling (retrospective application) | Heatherdene Hull Road Wilberfoss East Riding Of Yorkshire YO41 5PF had been approved.
  - 4.7 Councillors were advised that Planning Application 19/00239 for the erection of a single storey extension to front of Swallows Barn, Birker Lane, Wilberfoss had been approved.
  - 4.8 Councillors were advised that Planning Application 19/00399 for the construction of a dormer window to the front of 1 Willow Park Road, Wilberfoss had been approved.
5. Ward Councillor Strangeway and West were not present at the start of the meeting, although Councillor West had been delayed and arrived just as the Parish Councils finances were being discussed.
6. The Clerk advised that there had been no urgent decisions taken since the last meeting
7. **Progress Reports and to address any issues outstanding from previous meetings**
  - 7.1 The Clerk advised that she had again reported the state of the litter bin on Main Street to both Costcutter and ERYC Refuse. She had also received a complaint from a resident regarding the issue. Councillors were asked to continue to monitor the situation. The Clerk was asked to contact East Riding of Yorkshire Council for paint the refurbish the litter bin on Main Street, opposite Becksides, which has fallen into disrepair.

Action

ALL

7.2 The Clerk advised that the East Riding Community Speedwatch Scheme had attracted two more volunteers bringing the total number of volunteers to five. Six volunteers are needed in order to secure the training offered.

8. **Environment & Community matters (to include Highways and Footways, Health, Education, Transport, Policing, Street Lighting and Community Groups).**

8.1 The Clerk confirmed that the next flag flying date is the 21<sup>st</sup> April. Arrangements are in hand for a volunteer to raise the flag.

8.2 There were no items of interested suggested for the website and Facebook page.

8.3 The Clerk confirmed that the Notice Board is ready for delivery and that Councillor Abernethy will arrange to take delivery and attempt to erect it after Easter. Grimston Landscapes could always be called upon if necessary.

8.4 Councillor Abernethy advised that a number of sporting events will take place over May and June and that Wilberfest is scheduled for 25<sup>th</sup> May. This year's event will be restricted to one day.

JA

8.5 In her absence, Councillor St Giles had notified the Clerk that herself and a small group of volunteers have arranged to remove brambles from the wooded copse on Ings Road. As residents made it clear that they want the area to remain natural, and as Councillor Cooper, who was lead on the project to enhance the area, has resigned his position, Councillors agreed to leave the site as it is and agreed that those residents who have offered to maintain the area should be thanked for their efforts and allowed to continue, calling upon the Parish Council when necessary.

ASG

9. Councillor Smith advised that he will be attended the Police & Crime Commissioner meeting on the 27<sup>th</sup> April.

DS

10. **Administration Matters**

Nothing to Report.

11.

11.1 Approval was given for the following payments.

ERNLLCA Annual Membership Renewal	£671.53
Wilberfoss Community Centre Hire Charges	£15.00
Acer Garden Services (grounds maintenance)	£447.60
HM Revenue & Customs (PAYE)	Confidential
Clerk's work from home pay	Confidential
Clerk's salary	Confidential
Litter Picker	Confidential
Councillor's Expenses (Smith) Action A1079 meeting	£12.35
Councillor's Expenses (Smith) Crime Prevention meeting	£7.15
1&1 IONIS (website hosting)	£1.19

11.2 Following a lengthy explanation by the Clerk, members voted unanimously to claim exemption from the limited assurance review, performed by the External Auditor. This will save £200 plus VAT of public funds. It was acknowledged that there is a need to complete the same documentation as has been completed in previous years and that these will be submitted to the External Auditor but that an External Auditors report will not be supplied. Furthermore the Clerk advised that she had improved the parish website ([www.wilberfossparish.org.uk](http://www.wilberfossparish.org.uk)) to make it easier to navigate to the financial information of the Parish Council where all those documents supplied to the External Auditor will be available for public scrutiny.

11.3 Members assessed and signed off the Parish Council's Annual Governance Statement.

11.4 The Clerk advised that the end of year PAYE had been submitted to HM Revenue & Customs and that P60s have been issued to staff members. Furthermore she confirmed that the Internal Auditor had undertaken his review and has suggested that the Responsible Financial Officer should be commended on the quality of the work submitted. He has highlighted one or two minor administration issues which will be addressed.

11.5 In line with advice from the National Association of Local Councils, hourly rate increases were approved for both the Clerk and the Litter Picker.

Meeting Closed at 20.17

Chairman ..... Clerk .....