

# WILBERFOSS PARISH COUNCIL

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

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## MINUTES.

20<sup>th</sup> April 2023

**Present:** Chair Richard Rains, Vice Chair Lynda Hoyle and Cllrs David Barnett, Simon Clark and Dominic Johnson, together Ward Cllr Kay West.

The 15-minute question time was not utilised.

1. There were apologies from Cllrs Dave Smith, Michelle Walls, Claire Norman and Colin Veitch.
2. There were no declarations of interest made by Councillors present.
3. The Minutes of the Meeting of the 16<sup>th</sup> March 2023 were signed as a true record.
4. **Planning Matters**
  - 4.1 Councillors were notified that Planning Application 23/0129/PLF | Erection of a single storey extension to the rear | 27 Becksde, Wilberfoss had been granted permission.
  - 4.2 Councillors were notified that Planning Application 23/00308/PLF | Construction of 2 dormers to rear and erection of a detached garage | 5 Main Street, Wilberfoss had been granted permission.
  - 4.3 Councillors were notified that Planning Application 22/03817/PLF | Conversion of existing rear element into additional living accommodation and storeroom/workshop, changes to fenestration and installation of roof lights | 22 Main Street, Wilberfoss had been granted permission.
  - 4.4 Councillors acknowledged TPO - STORKING LANE, WILBERFOSS - 1980 (REF 337) T9 – Crown reduce 1 no. Ash tree (T1) by 2-3 metres where the crown is protruding to balance areas over road and rear garden, and remove epicormic growth | 19 St Oswald's Close, Wilberfoss and had no observations to make.
  - 4.5 Councillors were notified that Planning application 22/02410/PLF | Change of use of 5 a side pitch and construction of a floodlit multi use games area (MUGA) with associated fencing | Wilberfoss Sports Pavilion Storking Lane Wilberfoss had been granted permission.
5. In anticipation of the forthcoming elections, Ward Cllr West acknowledged it had been a pleasure working with the Council. In addition, she advised that East Riding of Yorkshire Council has secured £3 million in funding to begin a programme of pothole filling and that slurry sealing of pavements will re-commence.
6. The Clerk advised that an outstanding sum of £6 was owed to HMRC. This had to be cleared before issuing P60s to staff for 2022-2023 and opening the 2023-2024 PAYE scheme.
7. **Progress Reports and to address any issues outstanding from previous meetings.**
  - 7.1 The Clerk provided Councillors with an update on the progress at Jubilee Wood, Ings Road. It was acknowledged that the volunteer group is creating something special, and Cllr Clark asked whether a sign should guide people to the site. This was acknowledged as a good idea, along with the potential for an interpretation board once work has been completed.
  - 7.2 Cllr Clark advised that the new-look website has gone live, using a searchable blog format. He feels additional work needs to be carried out to improve the accessibility score and he will delay an attempt to re-score the website until he is confident that it will score highly. He will offer guidance to the Clerk to manage the back-office of the website.

- 7.3 Cllr Clark informed Councillors of a public meeting to inform the community about the installation process of Full Fibre. The meeting will be run by Openreach who will also cover the cost of hiring rooms at the Community Centre. The meeting will take place on Thursday 27<sup>th</sup> April from 6.30 pm. A list of streets which will be impacted the most has been shared with the community through flyers and residents have been encouraged to attend the meeting. Cllr Clark advised that he hopes to get a copy of the Openreach presentation and if successful will share it with the community through the [www.wilberfoss.net](http://www.wilberfoss.net) website.
- 7.4 The Clerk's enquiries to East Riding of Yorkshire Council have ascertained that an increase in wagon and HGV traffic through the village is not the result of the new prison development. The carriage works on the A1079 may be having an impact and it is hoped that the issue may only be temporary. It was acknowledged that the verges on Fangfoss Lane have seen some deterioration in recent months.
- 7.5 The Clerk presented Councillors with information about the cost of installing flashing speed signs and it was suggested that installation could be funded by the Quarry Fund. Information received so far suggests that one solar unit could cost in the region of £2,250 plus VAT.
- 7.6 The Clerk advised that East Riding of Yorkshire Council have blocked access to part of the old road on the top of Wilberfoss Hill to deter fly-tipping. She further advised that she had informed the community of this through the Newsletter, asking residents to be vigilant and report any suspicious activity.

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

- 8.1 Cllr Hoyle advised that academisation is still going ahead, and that the hope is that it will be finalised by the 1<sup>st</sup> May. The Woldgate School Admissions policy is still causing major concerns for feeder schools.
- 8.2 The provision of speed safety signage was suggested for the 2023-2024 Quarry Fund donation earlier in the meeting.
- 8.3 The Clerk advised that residents are working with representatives from East Riding of Yorkshire Council to set up a village Walking for Health group. Fifteen members of the community have already shown an interest in joining such a group.
- 8.4 The Clerk advised that she is in the process of completing a further application to the Do it For East Yorkshire fund to purchase a community PA system and generator. A delay in submission is so that the equipment rented for the 2023 Duck Race can be tested for suitability.
- 8.5 Councillors were in support of the Girlguiding organisation's request to plant a Rowan tree in the jubilee copse on Storking Lane. It was acknowledged that some of the trees planted in 2012 to mark the Queens Diamond Jubilee have died, so the Chair suggested the group seek guidance about where to plant the tree to ensure its survival.
- 8.6 Councillors agreed to use ring-fenced funds to support Wilberfoss in Bloom in planting a memorial for the King's Coronation. The Clerk advised Councillors that the cost is anticipated to be in the region of £60.

## 9. **Councillors' Reports for future Agendas**

- 9.1 The Chair suggested that there had been reports of blocked drains, following a major water leak at the western entrance to the village. The Clerk was asked to investigate.

## 10. **Administration Matters**

- 10.1 The Clerk advised that 7 seats will be filled following the Local Elections on the 4<sup>th</sup> May, leaving 2 vacancies that the Council can fill by co-option within 35 days of the election. Cllr Clark apologised for not having submitted his nomination papers but confirmed that he will apply through the co-option process. The Clerk advised that East Riding of Yorkshire Council's Electoral Service have confirmed that it is legal for an existing Councillor to re-apply.
- 10.2 The Clerk ran through the order of the evening of the meetings to be held in May. The Annual Parish Meeting will begin at 7.00 pm and representatives from community groups in the village will be encouraged to attend or at least submit an annual report of their activities. The Annual Parish Meeting will be followed by the Annual Parish Council Meeting where a Chair and Vice Chair will be appointed, Councillors will be appointed as representatives of organisations and the Annual Accounts will be signed off in anticipation of submission to the External Auditor. The Annual Parish Council Meeting will be followed by the usual monthly Parish Council meeting. The timing of subsequent meetings will be dependent on the finish time of the Annual Parish Meeting.

11. **Finance** (in accordance with The Local Government (Access to Information) (Variation) Order 2006, Part 4(19)) members of the public will be asked to leave the meeting before details of the employees' salaries are revealed but will be permitted to stay for all other payment details. Copies of the Parish Council Minutes are displayed on the two Parish Council village notice boards on Main Street and Willow Park Road and on the parish website ([www.wilberfossparish.org.uk](http://www.wilberfossparish.org.uk))

11.1 The Clerk sought approval of the following payments:-

Gift for the Internal Auditor	£39.95
Combined staff salaries	£756.61
Wilberfoss Community Centre (room hire)	£11.00
James Horsley Limited	£565.07
ERYC (salt bin maintenance)	£108.00
ERNLLCA (annual membership renewal)	£767.20
Poste Haste (Newsletter production)	£300.00
IONOS Cloud Limited (website hosting)	£11.99

It was acknowledged that the Litter Picker's hourly rate has increased in line with the rise in the National Living Wage and that the new 3-year grounds maintenance contact has begun, increasing the payment to James Horsley Limited.

Although it was yet to credit the Council's account, the Clerk confirmed that an invoice for £67.88 has been issued to Envirofriendly Recycling to collect funds raised through the Textile Recycling Bank for the first quarter of 2023.

11.2 The Clerk advised that the Annual Accounts have been prepared and an internal audit has been carried out. The findings of the internal auditor's inspection were shared with Councillors with only 2 minor admin errors and a missing VAT payment being noted. The PAYE end of year submission has been carried out and P60s issued to staff. The VAT claim will be submitted in the coming week.

Meeting closed:- 20.50

The next meeting of Wilberfoss Parish Council will take place on Thursday 18<sup>th</sup> May 2023, along with the Annual Parish and Annual Parish Council meetings.

Chair ..... Clerk .....