

# WILBERFOSS PARISH COUNCIL

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

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## MINUTES

18<sup>th</sup> June 2020

**Present:** Chair Judy Abernethy, Vice Chair David Smith and Councillors Richard Rains, Kris Henderson, Steve Abernethy, Dominic Johnson and Claire Norman together with Ward Councillor Kay West

The meeting took place on Zoom Cloud Meeting and the 15 minute question time was not utilised.

1. There were no apologies received and no applications for the current co-option vacancies. A vacancy notice will continue to be displayed on the Parish Council notice boards and village website.
2. There were no declarations of interest made by any Councillor present.
3. The Minutes of the Meetings of the 20<sup>th</sup> February 2020 were signed as a true record.
4. **Planning Matters**
  - 4.1 The Clerk advised that planning permission had been granted for Planning Application PP-08495798 for the erection of a dwelling and detached garage at land east of 3 Main Street, Wilberfoss.
  - 4.2 The Clerk advised that planning permission had been granted for Planning Application PP-08072457 for the erection of a dwelling on land north of 20 Main Street, Wilberfoss.
  - 4.3 Councillors considered Planning Application 20/01585/PLF | Erection of two detached dwellings with detached garages following demolition of redundant farm buildings (re-submission of 19/02855/PLF) | Land And Buildings East Of Brook House Farm 11 Middle Street Wilberfoss East Riding Of Yorkshire YO41 5NR. Because of historic flooding issues and the proximity of the proposed dwellings to the neighbouring watercourse, members were concerned that the Flood Risk Assessment may be inadequate and wondered whether the Environment Agency should have some input. Concerns were also raised about the foundations of the neighbouring properties should pile driving and a shoring up of the beck be necessary to accommodate the garage of one of the dwellings so close to the bank of Wilberfoss beck.  
  
Councillors had no observations to make on Planning Application 20/01708/CLE | Certificate of Lawfulness for the use of a dwelling (C3) in breach of condition 3 (agricultural occupancy) of planning permission Q2440A | Bankburn Sand Lane Wilberfoss East Riding Of Yorkshire YO41 5PB.
5. Ward Councillor Kay West advised that as a county, the East Riding of Yorkshire has had fewer Coronavirus cases than had been anticipated. The Covid-19 Hub in Pocklington is working well but is not as busy as had been expected. She further confirmed that as far as she was aware, funding had been secured for the proposed highway alterations project at Wilberfoss but that a lengthy consultation process and land surveys will need to take place before the project can be considered definite.
6. Councillors acknowledged and had given prior approval by email to the purchase of a webcam and a replacement pair of defibrillator pads. Furthermore, prior email approval had been given to increasing the Clerk's work from home pay in line with Government guidelines.
7. **Progress Reports and to address any issues outstanding from previous meetings**
  - 7.1 Councillor Steve Abernethy advised that the new shed had been delivered and installed and fitted with a security lock. The shed will accommodate the Council's winter weather equipment. Councillor Rains questioned whether the existing high viz jackets may need replacing and Ward Councillor West agreed to approach ERYC for spares.
  - 7.2 The Clerk advised that the Parish Council's buddy system appeared to be working well and requests for assistance

Action

have reduced in the last week . A number of Community Support Volunteers have been partnered with vulnerable residents. The community as a whole is helping vulnerable neighbours and the village appears to be coping. Furthermore, the hairdresser is opening on the 11<sup>th</sup> July and following an inspection by ERYC the Pavilion may also be able to open in July. Meetings of the staff and Management Committee of the Community Centre will take place over the coming weeks to establish the way forward for opening of the Community Centre.

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

8.1 The next flag flying date is the 21<sup>st</sup> June – the Birthday of the Duke of Cambridge. Councillor Rains agreed to raise the flag and the Clerk advised that we have a volunteer to assist.

RR

8.2 Members were in agreement to the Clerk making enquiries as to the cost of road closure signage to give advance notice to pedestrians and drivers of the annual Remembrance Sunday parade.

Clerk

8.3 Councillors considered a risk assessment drawn up by Councillor Norman to allow the Litter Picker to recommence duties. A conversation took place about whether the Litter Picker should carry a sharps box and Councillors Judy and Steve Abernethy agreed to speak to Elvington Practice above the provision of such an item. Councillors were in agreement to the Litter Picker returning to his duties, following his acknowledgement of the Risk Assessment.

JA/SA

8.4 The Clerk reported that a number of residents had been in touch about Footpath 1 leading to Low Catton. Councillor Norman advised that she attempted to walk the route and the footpath is not clear. The Clerk agreed to contact East Riding of Yorkshire Council's footpath officer. Councillors were reminded of where the parish footpaths are. It was suggested that a number of fingerposts are missing. This will also be reported to the Footpaths Officer.

Clerk

8.5 The Chairman suggested that some sort of acknowledgement of life in lockdown might be considered, with her preferred option of a calendar. She advised that a member of the community, David Robinson, had offered to assist and following agreement she would post on the Wilberfoss Group Facebook page. Other suggestions were made to include a mosaic and/or a time capsule. Councillor Henderson also reminded Councillors that a village flag had been considered in the past and this too may be fitting.

JA

8.6 The provision of a wooden bus shelter was considered and it was agreed to add the suggestion to the Council's Action Plan. The cost would be around £5,000 and although the site in question (Wilberfoss Hill/Cherry Hill) was agreed as suitable, it was acknowledged that no further action would be taken at present.

9. **Councillors Reports for future Agendas**

9.1 Councillor Rains advised that he will re-locate the 30 mph roundels on Birker Lane, following damage to the existing post. It is proposed that one is sited on the pedestrian sign at the end of The Cloisters and the other on a telegraph pole coming from Fieldhead. A brief discussion took place regarding a speed restriction on Birker Lane but it was acknowledged that certain criteria must be met and it was highly unlikely that East Riding of Yorkshire Council would consider such a request.

RR

Councillor Rains also offered to undertake some voluntary maintenance work to the permissive path off Birker Lane – something that in the past had been undertaken free of charge by Acer Garden Services.

RR

9.2 Councillor Norman advised that overhanging branches were evident on Ings Road which is preventing full use of Footpath 5. The Clerk advised that the copse of trees on Ings Road is owned by the Parish Council but that maintenance has been undertaken by a group of residents on Ings Road.

10. **Administration Matters**

10.1 There was nothing to report but at this stage, and before the Parish Council's finances were discussed, Ward Councillor West left the 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 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 or at [www.wilberfossparish.org.uk](http://www.wilberfossparish.org.uk).)

11.1 The Clerk/RFO sought payment for the following transactions:-

|   |         |
|---|---------|
| Sharps World of Wood                            | £617.00 |
| Staff salaries                                  | £658.91 |
| Clerk's expenses – webcam for remote meetings   | £35.99  |
| James Horsley Limited (grounds maintenance)     | £434.38 |
| Councillor Expenses – Abernethy (shed security) | £24.89  |

***In addition to this month's payments, agreement was given to making the following payments during lockdown***

| DATE       | PAYEE   | AMOUNT  |
|------------|---|---------|
| 19/03/2020 | Acer Garden Services                                | £447.60 |
| 19/03/2020 | Post Haste Printers Limited (Newsletter production) | £195.00 |
| 19/03/2020 | Staff salaries                                      | £650.91 |
| 19/03/2020 | Wilberfoss Community Centre (Hire Charges)          | £50.00  |
| 19/03/2020 | 1&1 IONOS   | £5.99   |
| 19/03/2020 | Burton Farming (Allotment rent)                     | £450.00 |
| 19/03/2020 | Quarterly Service Charge                            | £18.00  |
| 01/04/2020 | Supreme Clean Windows (Bus Shelters)                | £80.00  |
| 16/04/2020 | Acer Garden Services (final invoice)                | £447.60 |
| 16/04/2020 | Cardiac Science (Defibrillator pads)                | £34.74  |
| 16/04/2020 | Elders Party expenses (food/drink)                  | £249.32 |
| 16/04/2020 | James Horsley Limited (grounds maintenance)         | £434.58 |
| 16/04/2020 | Post Haste Printers Limited (Newsletter production) | £195.00 |
| 16/04/2020 | Clerk's expenses (Internal Auditor gift)            | £27.43  |
| 16/04/2020 | Staff salaries                                      | £650.91 |
| 16/04/2020 | 1&1 IONOS   | £5.99   |
| 26/05/2020 | ERNLLCA - Annual Membership                         | £701.82 |
| 26/05/2020 | James Horsley Limited (grounds maintenance)         | £434.58 |
| 26/05/2020 | Staff salaries                                      | £658.91 |
| 26/05/2020 | Clerk's telephone and broadband expenses            | £166.21 |
| 26/05/2020 | Cardiac Science (Defibrillator pads)                | £34.74  |
| 26/05/2020 | 1&1 IONOS (Website Hosting)                         | £5.99   |

11.2 The Clerk notified Councillors that all future invoices from James Horsley Limited would incur VAT (which is reclaimable at the end of the financial year).

11.3 The Clerk confirmed receipt of the following payments:

First instalment of the 2020-2021 Precept - £10,500  
 VAT for 2019-2020 - £1458.83  
 Costcutter Grant Funding (Elders' Party) - £568.97  
 Allotment Association Annual Rent (1/4/20 – 31/3/21) - £630.00

11.4 The Clerk advised that the HMRC Payroll end of year paperwork has been completed for 2019-2020 and staff have been furnished with P60s.

11.5 It was agreed that existing winter weather ring-fenced funds of £367.05 would contribute towards the cost of the replacement shed to house the winter weather equipment.

Meeting closed 20.58

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