

WISTOW PARISH COUNCIL

Minutes of the Wistow Parish Council meeting held on Tuesday 11th April 2023

23.28 Apologies for absence and consider the reasons for absence

- Clerk Horton: Illness
- Cllr Kendal: Prior Commitments

23.29 Declarations of interest from Parish Councillors

- Cllr Richardson. 23.33 request from the Tennis Club, as he is a member.
- Cllr Hewan. 23.33 request from the Gardening Club, as he is a member.

23.30 Previous minutes meeting held on 9th March

- Corrections required: Date to the 14th of March and the corresponding file name.
- Proposed Acceptance after corrections: Cllr Golton.
- Seconded: Cllr Harrison.
- Carried.

23.31 Any issues arising out of previous minutes

- None.

23.32 Update re the Action List

- See Bottom of document.

23.33 The removal of vegetation around the Transformer Pole in the grounds of Jubilee Hall

- General information from MOP: The vegetation in this area could be considered 'live' on a 'bad day'. The area of concern is where the pole meets the playing fields and tennis courts. The vegetation is within half a metre of stay wires. There are already plans to turn power off for Lordship lane, for other works in the area, within 2 to 4 months. Work is currently within the planning stage and customers will get at least 2 weeks notice. MOP will find out before this point, and will let the Parish council know.
- Cllr Harrison: Should we close off the local area?
Answer: Advise that Smart Start Allotment is not used and to close down/ rope off a 2m 'Vacinity zone'.
- Action for Cllr Tyler to liaise with Smart Start to advise them of this.
- Action for a MOP and Cllr Harrison to close off the area.

- Cllr Hewan: Do you need access to the Jubilee Hall side of the hedge?
Answer: No, cones will be on the lane. Bucket to raise people up. Walk round the other side.
- Cllr Pownall: Will this get worse with 2 to 4 months of vegetation growth or is the risk at its maximum?
Answer: Shouldn't worsen in terms of risk, due to the place of the pole. If anything changes, emergency works can/ will be arranged.
- Cllr Richardson: Should we erect permanent fencing after the works are complete?
Answer: Decision for the council to take in the future. To be readdressed once works are complete.

23.33. Members of the Public issues

- To consider a request from the Tennis Club for a donation towards a defibrillator at Jubilee Hall
 - Cllr Tyler to liaise with Tennis Club and Jubilee Hall regarding a defibrillator, to avoid duplication of efforts.
 - Cllr Pownall to ask if the Coronation Committee would like to direct fundraising towards a defibrillator for the hall.
- Request from Wistow Gardening Club to make a donation to pay for bulbs and bedding plants
 - Cllr Golton raised objections.
 - Proposal that we agree to give them the amount given last year: Cllr Tyler.
 - Seconded: Cllr Pownall
 - Action on the Clerk to find the amount given last year and to arrange another donation.

23.34 Request from Jubilee Hall for another meeting to discuss further on moving ahead with regard to trusteeship of Jubilee Hall

- Jubilee Hall Committee would like further clarification around the lease document and boundaries.
- Noted from Councillor Pownall that previously agreed actions have not been carried out by the Jubilee Hall Committee. Suggestion that Acre attends the meeting agreed.
- Proposal that Clerk arranges a meeting with the Jubilee Hall Committee: Cllr Hewan
- Seconded: Cllr Harrison.
- Carried.
- Meeting Agenda required from Jubilee Hall Committee, including the purpose and ideal outcomes, before a date is agreed.

23.35 Request from Brayton to hire Jubilee Playing field

- Agreed Acceptance of their use with understanding that the below actions are completed.
- Cllr Pownall noted the poor state of the grass cutting on the playing field.
- Clerk to raise complaints with Contractors who cut the grass.
- Clerk to respond to Brayton football group regarding hire and enquire about the level of pitch management they require.
- Cllr Tyler to liaise with Jubilee Hall to understand the financial requirements to mark up the pitch.

23.36 Clerk studying CiLCA qualification

- Proposal of consideration raised by Cllr Hewan, upon recommendation from the YLCA.
- Objections raised by Cllrs Pownall, Richardson, Harrison and Tyler.
- Proposal: No action be taken for the current Clerk, but plans are incorporated in to future Onboarding plans for future Clerks. No Seconder. Not carried.
- Proposal: No action be taken for the current Clerk.
- Seconder: Cllr Tyler.
- Carried.

23.37 Review the decision to allow a dog show on Jubilee playing field at the Coronation event

- Noted by Cllrs Pownall, Tyler and Harrison that this was agreed at the previous meeting (14th March 2023) and therefore is not needed.
- Noted discussion surrounding Dog Foul, in general, on the play field from Cllrs Golton and Tyler.

23.38 Updates from working groups and actions

1 Cemetery

- Update from MOP: They have requested an informal meeting with an ecologist and the North Yorkshire Council to discuss changes to proposals sent to them. Awaiting a date for the meeting. There will be further updates to feasibility and potential financial expenditure after this meeting.

2 Web Site

- Cllr Hewan has added Cllr Tyler's details to the website
- Cllr Hewan has removed any phone numbers on the site.
- Cllr Hewan has removed the 'New Councillor' banner for Cllr Tyler.
- Cllr Hewan acted on Cllr Kendal's advice that the QR code on the map on the village green was incorrect, by updating the QR code.
- Action for Cllr Pownall to amend email address to image files.

3 Playground

- Cllr Harrison: Advised that Cllr Kendal has applied for Lottery Grant funding for the playground.
- Cllrs Kendal, Harrison and Pownall added 'No Dogs' signage to the children's play area.

4 Policies

- Action for Cllr Richardson to send over the risk policy draft once complete.
- Noted by Cllr Harrison that, as Selby District Council has 'merged' in to North Yorkshire Council, the complaints policy needs to be updated. Action on Cllr Harrison to update this.
- Noted by Cllr Hewan that all files are saved to One Drive. Action on the Clerk to unlock this account so documents can be shared with the council.

Review Standing Orders and Financial controls required for an Annual Review

- Action for Cllr Richardson and Cllr Harrison to assess this.

5 Finance

- Purchases for the PC goods and services
 - Cllr Hewan: Noted that the clerk should complete all purchases in future.
- Bank mandate
 - Failed payments to various people.

- Cllr Hewan: Noted that we are able to get online banking for the account with multiple admin signatories.
- Proposal to 2 out of the 4 cheque signatories authorisation and add 'any' 2 out of 4 signatories to the online banking.
- Seconded: Cllr Harrison
- Carried
- Clerk having a debit card
 - Proposal that the Clerk has a debit card by Cllr Hewan.
 - Seconded by Cllr Tyler.
 - Carried.
- Year end audit checklist
 - Noted by Cllr Hewan that the internal audit can be completed by anyone. Creers can give a certification of exemption for an external audit, if they complete an audit. Action on the Clerk to check this.
- Update on the Autella portal
 - No update.
- Update on Year end accounting and budgets
 - No update.

6 Merger of SDC into NYC

- The meeting to discuss the merger of SDC into NYC with Cllr Cattnach and the Clerk, Cllr Hewan, and Cllr Tyler had been cancelled due to Cllr Cattnach's illness.

23.39 Noted:

- Bank statement
- Bank reconciliation statement
- Approve the list of payments
 - As the most recent bank statement had not been received by the Clerk, from the bank, the above information has not been reviewed.

23.40 Date of next meeting 9th May 2023

End of Meeting: 20:45

Actions:

Agenda item	Action	Who	Notes	Date completed
23.17	Order bookmarks for Wistow school children	Cllr Harrison	To give to school once they arrive.	11/03/23
23.18	To follow up 20s plenty signage	Cllr Harrison	Signs received. Next action to put up signage.	
23.18	Liaise with NYCC re rumble strips	Cllr Tyler	Chased for more information.	
23.23	Order defibrillator signs from Amazon	Clerk Horton	Completed and put up. Can remove.	11/03/23
23.24	Change facebook profile settings	Cllrs Kendal	Completed. Can remove.	11/03/23
23.24	Submit grant claim to Awards for All	Cllr Kendal	Grant submitted. Awaiting response.	11/03/23
23.24	Draft policy on risk and contingencies	Cllrs Harrison, Richardson	Draft to be sent round all councillors once complete.	
23.24	Social media policy to be posted on the web	Cllr Hewan		
23.24	Access rights to payroll portal inform Autella	Clerk Horton		
23.26	Arrange meeting with Cllr Cattanach	Clerk Horton		
23.33	Confirm with Tree Surveyors to go ahead with work.	Clerk Horton		
23.33	Advise Smart Start not to use their Allotment Area.	Cllr Tyler		
23.33	Rope off Allotment area around Jubilee Hall and the transformer pole.	Cllrs Tyler and Harrison		
23.33	Arrange a donation to the gardening club for the same amount given in 2022.	Clerk Horton		
23.33	Discuss use of CCTV systems surrounding Jubilee Hall, with MOP.	Cllr Tyler		
23.33	Amend website emails to images	Cllr Pownall		
23.38 (3)	Fix skatepark signage	Cllr Harrison		
23.38 (4)	Drafting of online banking policy	Cllrs Richardson and Harrison		
23.33	Raise complaint with playing field grass cutting. Arrange a cut before the coronation date, if possible.	Clerk Horton		
23.33	Arrange meeting with Jubilee Hall committee	Clerk Horton		
23.38 (1)	Full cemetery plan and action list.	Cllr Tyler, Cllr Golton	MOP waiting on meeting with North Yorkshire Council to confirm proposals.	
223.38 (5)	Arrange for online banking and a debit	Clerk Horton,		

	card for the account.	Cllr Hewan		
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