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Minutes of the Wistow Parish Council Meeting of **Tuesday** 11th of July 2023, commencing at **19.00hrs**, at the **Methodist Chapel Hall, Wistow.**

**Agenda**

11.07.23-01 To receive Apologies of absence and consider the reasons for absence.

Clerk on long term absence.

No apologies or absences from councillors.

11.07.23-02 To receive declarations of Interest from the Parish Councillors.

Cllr Richardson raised a declaration of interest in item 11.07.23-17.

11.07.23-03 To Agree Minutes of last meeting June 6th.

No comments raised.

Proposed: Cllr Harrison

Seconded: Cllr Kendal

Carried.

11.07.23-04 To receive the Acting Chair Statement/Address and consider the recommendations

Cllr Tyler: suggestion to vote on a new chair once the council is fully populated.

Cllr Harrison: suggestion that, for new councillors to be brought on to the council we need a clerk in position, whether that be temporary or whether the clerk returns from absence.

11.07.23-05 To consider the Recruitment of Councillors and agree an action

Proposal: To recruit as soon as possible, within the scope of clerk capabilities.

Proposed: Cllr Tyler

Seconded: Cllr Harrison

Carried.

11.07.23-06 To receive and agree the Clerk Update (13/06/23) – YLCA – and consider operating going forward

Action for Cllr Tyler to speak to the YLCA about the possibility of temp cover. To agree with the YLCA whether that can be arranged locally or through the YLCA.

11.07.23-07 To receive the recommendation of “What we’ve done this year” Leaflet and consider its adoption

Proposal Cllr Pownall: “What we’ve done this year” leaflet to identify to the public what has been achieved in the year and where their money is going. To be delivered in March of every year.

Seconded: Cllr Harrison

Carried.

Action: Cllr Pownall to pull together the actions/ template for the letter.

Carried.

11.07.23-08 To consider and agree The Green - Pond – Rushes, Fish work moving forward

Cllr Kendal: Quotes received from the contractor suggest it is best to continue to repair the fence as and when issues occur.

MOP raised that the rushes were overwhelming the pond again and this issue requires management. MOP has ‘council’ waders that could be used by a working party to enact the work. Expression of interest to help take the rushes out of the pond.

Proposed council working group to resolve these issues:

Cllrs Pownall, Kendal, Harrison, Tyler.

Proposed: Cllr Tyler

Seconded: Cllr Harrison

Carried.

11.07.23-09 To consider Christmas Lights switch on – Retrieving the lights

Cllr Harrison proposed: To create an event working group to host a Christmas event at the beginning of December 2023.

Seconded: Cllr Tyler

Carried.

Proposed working group:

Cllrs Tyler, Pownall, Harrison, Kendal. Open to the public.

Action: Cllr Harrison to reach out to the public to join the working group.

Action: Cllr Tyler to collect lights from MOP..

11.07.23-10 To receive “A future Plan” What’s the Council’s plan for the forthcoming years and consider its adoption

Proposal of the plan raised and drafted by Cllr Harrison.

Agreement that more work must be done on the details within the plan.

Proposal: Propose the premise of a 5 year plan and have the working groups agree, or expand, upon the current draft.

Proposed: Cllr Pownall

Seconded: Cllr Tyler

Carried.

Action: All working groups to update their sections of the plan.

11.07.23-11 To consider the use of a “Handyman”

Proposal by Cllr Pownall to recruit a handyman, in line with neighbouring parishes, to ensure work is completed quickly, safely and at a reasonable price.

Agreement that further information is required.

Action on Cllr Pownall to return with cost, benefit analysis of this role.

11.07.23-12 To consider a Gate key box for access at the Village playing field

Proposal by Cllr Pownall to get new, combination locks for the playingfield. The code will be kept with the playing field working group and clerk.

Proposed: Cllr Pownall

Seconded: Cllr Harrison

Carried.

Further proposal from Cllr Harrison that a sign is required to inform MOP who to contact to receive access to the field.

Proposed: Cllr Pownall

Seconded: Cllr Harrison

Carried.

Action for Cllr Harrison to Create a sign for the gate to advise contact.

Action for clerk/ acting clerk to order the signs and padlocks.

**Members of public issues**

11.07.23-13 To consider leaving wildflower areas on the green raised at the last meeting

Proposal: Rejection of the idea in its current state. The cemetery will provide this space for the village, further development and information is required.

Proposed: Cllr Tyler

Seconded: Cllr Harrison

Carried.

11.07.23-14 To receive “The Councils hedge growing through MOPs fence” consider and approve action

Previous action on MOP to contact other MOP.

Action: Cllr Tyler to follow this up and speak to both MOPs.

11.07.23-15 To receive “Concerns raised by the public regarding the council constitution” consider and approve action

Action: Cllr Tyler to inform complainants that the council can not deal with complaints against individuals.

Action: Cllr Harrison to update the complaints procedure link now that Selby District Council is defunct.

11.07.23-16 To consider the proposal of a dog exercise area on the Field from the previous annual meeting

Proposal: Reject the idea in the current form and seek a business plan.

Proposed: Cllr Tyler

Seconded: Cllr Harrison

Carried.

11.07.23-17 To receive items raised regarding the Defibrillator by the Tennis Club

Action: Cllr Harrison to liaise with the Tennis Club and Village hall regarding funding, fundraising and costings.

11.07.23-18 Ongoing items

An update from acting clerk/Councillors of the actions list. *Appendix 1*

Clerk on sick from the 13th of June.

Cllr Harrison has payed relevant bills; the clerks salary, HMRC, Autella.

Action: Harrison to send out gardening group cheque. Counter sign by Cllr Kendal.

11.07.23-19 Updates from Working Groups and consider an actions

* Finance - Dominic, Margaret
	+ Action: Cllr Tyler to open finance folders on the clerks laptop and send the AGAR to the solicitors.
	+ Cllr Harrison to be added to the working group.
* Policies and procedures – Charles, Richard
	+ Cllr Richardson submitted risk policy for review.
	+ Amendment required by Cllr Harrison: “Quarterly playground inspection” changed to a monthly inspection by councillors and a yearly specialist inspection.
	+ Proposed: Cllr Harrison
	+ Seconded: Cllr Pownall
* Website – Emily
	+ General website management has continued. I.e. agendas and minutes added to the site.
	+ Action: Cllr Pownall to send through log in details to the clerks email address.
	+ Action: Cllr Tyler to reset the password for the clerks email and add Cllr Kendal as an admin.
	+ Cllr Kendal to be added to the working group.
* Playground & Playfield – Richard, Amie
	+ Cllr Kendal, secured £10,000 in lottery funding for the play park. Work should begin from September/ October onwards.
	+ Action: Cllr Kendal to liaise with Jubilee hall for use of their facilities during works.
	+ Action: Cllr Harrison to liaise with NY council about regularity of bin emptying, including dog waste bins.
* Cemetery – Rob, Dominic
	+ No comments

11.07.23-20 To consider the Planning updates detailed below and agree actions:

Appendix 2

11.07.23-21 Winnow Barn

No comments.

11.07.23-22 Lodge Farm

Proposal by Cllr Richardson to support the planning permission to remove the agricultural tie.

Proposed: Cllr Richardson

Seconded: Cllr Pownall

Carried

Action: Clerk/ Acting clerk to submit comments of planning approval.

11.07.23-23 Plantation House

Rejection of the current proposal. Agreement that the below amendments should be considered and made.

* The drainage issue for current households would be worsened by 9 additional houses. Evidence is required to demonstrate how this issue will be avoided.
* Provision of public footpath/ pavement on the roadsides to ensure public safety.
* The road surfacing is not in keeping with the wider area. Tarmacked roads would be more appropriate and more likely to be adopted by the local highways agency.
* The 2009 Wistow village design statement has not been followed. This development sits within the “heritage zone” outlined in this plan. The primary failures against this plan are that; four properties have plans to be rendered, and properties have plans for windows to be built into their roofs. The removal of rendering and roof windows would mean these houses fit within the criteria for the “heritage zone”.
* Houses in the development are within 1.5m of neighbouring houses windows. This will block out a considerable amount of their light. These houses should be shortened or moved to allow the continuation of natural light into neighbouring houses.
* The current plans are to have a wooden fence as a boundary between the development and existing houses. Consideration should be made to keep existing natural boundaries, such as trees and hedgerows, aswell as the existing brick wall.

Action:

Cllr Tyler to send the above collection of complaints to the planning officer via email in the clerks absence.

11.07.23-24 Closure of Meeting and date and time of next meeting

Meeting closed: 21:00

Future Meetings

* 8th August 7pm
* 12th September 7pm
* 10th October 7pm
* 14th November 7pm
* 12th December 7pm
* 9th January 7pm