

**Minutes of the meeting of The Wistow Parish Council**

|  |  |
| --- | --- |
| **DATE** | **Tuesday 8th August 2023**  |
| **TIME** | **19.00** |
| **LOCATION** | **The Methodist Church, Wistow** |
| **Present** |  |
| **Name** | **Role** | **Name** | **Role** |
| Richard Harrison (RH) | Councillor | Emily Pownall (EP) | Councillor |
| Aimee Kendal (AK) | Councillor | Charles Richardson (CR) | Councillor |
|  |  |  |  |
| **Absent** |  |  |   |
| Dominic Tyler (DT) | Chair |  |  |
|  |  |  |  |
| **In Attendance** |  |  |  |
| Samantha Edwards |  Clerk |  |  |
| Public Attendees  | 2 |  |  |
| **AGENDA** |  |
| **Number** | **Description** | **Action** |
| **08.08.23-01** | **Welcome & Apologies**Samantha Edwards had been appointed to cover the clerking role temporarily to cover sickness absence. The cover would initially be provided for a 3-month period and then reviewed. |  |
| **08.08.23-02** | **Welcome & Apologies**The meeting was chaired by RH. Everybody was welcomed to the meeting and there was one apology of absence from DT due to work commitments, which was consented to. |  |
| **08.08.23-03** | **Confidentiality and declaration of interests.** There were no new declarations of interest and no confidential items to highlight. |  |
| **08.08.23-04** | **Minutes of the last meeting**The minutes of previous meeting held on 11th July 2023 had been previously circulated. These were approved and ratified as a true and correct record of the meeting. Minutes can now be published.  |  |
| **08.08.23-05** | **Recruitment of councillors**Need to start the process of appointing new councillors. Clerk to draft new advertisement and update with correct dates, interview dates and also number of positions required.Advert to go out to councillors to approve and then it will be posted across social media, website and village noticeboard.Dates agreed:* Advert agreed and published 1st September 2023.
* Closing Date 30th September 2023.
* Interview date 2nd October 2023.

***Q: - Will the clerk need to be present at the interviews as it noted this has happened previously but isn’t common?******A: - Yes, they can be present, all councillors are invited to be at the interviews if they are required.******A: - We would maybe agree that just a couple of councillors are asking the questions though.***Clerk to circulate common interview questions out to all councillors. |  |
| **08.08.23-06** | **Policies** * Grants Policy

Amendments suggested had been completed by RH and policy had been recirculated. Policy can now be added to website.**Councillors were in agreement to ratify and adopt the policy with immediate effect.** |  |
| **08.08.23-07** | **Public Issues** **Receive complaint over the path condition on Selby Road.**Path is reduced to single walkway due to encroachment onto the path. 3 ways to move this forward:* Contact Landowner to address the issue.
* Contact NYC under highways act which make them responsible but would probably see any costs billed to landowner. (Unreasonable if landowner hasn’t been given the opportunity to complete the work themselves.)
* Put together a working group to complete work required.

***Q: - If we complete the work ourselves will we not need to get the landowners permission? Could we maybe send them a letter to say the following work needs doing however we are willing to help?******A: - Yes, we could do that and, in the meantime, start putting a plan together of what we can do and get a working party together.***It was agreed to send the landowners a letter. Letter to be drafted by clerk. Details to be sent to clerk by CR.**Discuss and decide on field use for cycling events which have historically been permitted.*****Q: - Has there been a complaint raised about this?******A: - It has been mentioned and commented on but not a complaint.***Now the boundary issues have been agreed with the Village Hall, we need to be aware of who is using the field as it’s the responsibility of the PC. It would be a shame to cancel events such as cycle races however there needs to be more contact with groups that use the field and liability for any damage agreed. PC to contact both cycle groups and request to be made aware of cycling events so it’s more formalised. |  |
| **08.08.23-08** | **Ongoing Items** Items listed in appendix below. Updates to items as follows:* All items allocated to RH and CR still outstanding due to work commitments since the last meeting. Move to next meeting.
* Item 23.02 social media Policy. Action now completed.
* Item 23/06 Smartstart can now use the allotment. Action completed.
* Item 23.10 Grass Cut. Action completed.
* Item 23.12 Remove as action point until clerk is back in post as not changing bank signatures.
 |  |
| **08.08.23-09** | **Updates from Working Groups and consideration of actions:****Finance (DT/RH)*** Grant Money received for playground.
* Bill to pay for electricity to NYC of £1151.
* Bill paid to NYC for streetlight Maintenance £80.
* HMRC recovering a PAYE underpayment, cheque sent by RH for £360 but it was short by around £2. Clerk to request full underpayment amount and arrange payment.
* Reimbursement outstanding to previous chairman. Expenses receipt has been passed to clerk some time ago. Need to chase the receipt and arrange for a cheque to be raised.
* RH needs to pay gardening club grant but has no contact details. Contact is Vicky Downes. Obtain details to make payment.

**Website (EP/AK)*** Photos to be added to website from CPR session.

**Policies and Procedures (RH/CR)*** No updates

**Playground & Playing Field (RH/AK)*** 2 inspections made this month and nothing to report. NYC contacted regarding the bins, and these will now be added to a schedule to be emptied on a regular basis.
* Email contact required for Jubilee Hall to make them aware of some work in the playpark.

**Cemetery (DT / RP)*** One quote obtained for the fence but struggling to get any others submitted. Add to agenda for next meeting to progress.
* Contact has been made with Gareth Stent (NYC), who was originally involved in the cemetery planning. He will be contacting RP next week and should then be in apposition to move forward.
 |  |
|  | **Date of next meeting:**The meeting closed at 19.45pm* 12th September 2023 7pm
* 10th October 2023 7pm
* 14th November 2023 7pm
* 12th December 2023 7pm
* 9th January 2023 7pm
 |  |

**Appendix 1**

**Outstanding action points and comments.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action Points from 8th August 2023**  | **Responsible for Action** | **Update** |
| 01 | Follow up 20s plenty signage  | RH | Signage received, need to follow up on action to put up signage. |
| 02 | Draft Policy on risk and contingencies | CR | Draft to be circulated once complete |
| 04 | Access rights to payroll portal and inform autella  | Clerk  | Updated required from MH. |
| 05 | Confirm go ahead for work with tree surveyors  | Clerk | Updated required from MH. |
| 08 | Fix skatepark signage  | RH |  |
| 09 | Draft policy for online banking | RH/CR |  |
| 23.11 | Full cemetery plan and action list | DT/RP | Waiting on meeting with NYC, should take place W.C 14th August. |
| 08.12 | Draft recruitment advert for councillors to be amended and circulated to councillors | Clerk |  |
| 08.13 | Advert to be placed on noticeboard, social media and website | AK/ EP |  |
| 08.14 | Interview questions for councillors to be circulated  | Clerk |  |
| 08.15 | Grants Policy to be added to website  |  |  |
| 08.16 | Letter to be drafted regarding work required on footpath on Selby Road. | Clerk / CR  |  |
| 08.17 | HMRC Underpayment to be obtained and paid  | Clerk |  |
| 08.18 | Reimbursement to Michael Hewan. Receipt sent to Clerk (MH) to be located and payment made  | Clerk / RH |  |
| 08.19 | Details of cycle groups to be obtained and letter to be written  | RH |  |
| 08.20 | Reimbursement of expenses to MH. | Clerk |  |
| 08.21 | Details of payment for gardening group to be obtained from Vicky Downes. | Clerk / RH |  |
|  |  |  |  |
|  |  |  |  |