



# Wheldrake Parish Council

wheldrakepc@gmail.com

## OFFICIAL NOTICE OF WHELDRAKE PARISH COUNCIL MEETING TO BE HELD AT 7PM IN CHURCH COTTAGE ON WEDNESDAY 31<sup>ST</sup> JANUARY 2018

**Chairman: Cllr S Mercer**

**Acting Clerk/RFO: Mrs H Guest, 40 Linden Way, Thorpe Willoughby, YO8 9ND**

**Meetings are open to the Press and Public except for any item labelled as part 2 under the  
Public Bodies (Admission to Meetings) Act 1960, Section 1**

**Press and public may not speak when the council is in progress; when councillors are discussing council business; when  
councillors are in the process of decision making.**

- Any elector is entitled to attend this meeting and any concerns, questions or suggestions will be taken after the Chairman welcomes those present. The time for this will be limited to 5 minutes.
- Listeners may also speak at the end of the meeting (for information only).
- Decisions cannot be made at this meeting on items not on the agenda.
- Councillors, clerk, public and press are requested to sign the attendance book.

**Councillors are summoned to attend the Meeting of the Parish Council detailed above and to consider and  
resolve the business to be transacted on the agenda below.**

### Agenda items

#### Part 1

#### **18001: Apologies/Attendance:**

- a. Attendees:** Clerk to note Councillors and visitors present at the meeting.
- b. Apologies:** Council to receive apologies and any reasons for absence from councillors; to consider and resolve whether or not to accept any reasons given.
- c. Attendance Book:** All present are requested to sign the Attendance book.

**18002: Interests:** Chair to remind members to make any declarations of interest in any agenda items.

**18003: Welcome: Chair to welcome** councillors, clerk and visitors to the meeting.

#### **18004: Minutes**

- a.** To resolve whether to accept the Minutes of the meeting held on 29<sup>th</sup> November and the Minutes of the Finance & Admin Committee meeting held 4<sup>th</sup> December, including Part 2 items.
- b.** If approved, Chairman to sign minutes as a true record.

**18005: Council** to receive comments on agenda items or other questions/comments from electors present.  
*(For information only; clerk to make notes of comments; no answers or discussion at this meeting)*

Items received by the Clerk since the last meeting and to resolve any action to be taken:

1. Resident queried whether the Council was aware of a potential housing development to the east of the industrial estate located on the western side of the village.

2. Resident asked when the December 13<sup>th</sup> meeting minutes would be available. Clerk responded.
3. Resident suggested that the Confidential session during meetings is being overused: Clerk responded to say that the session is being used appropriately and in line with statute.
4. Resident requested that City of York Council be asked when the repair work is due to be carried out on Main St at the Old Railway crossing to deal with the pooling water.
5. Resident commented on the traffic issues on Broad Highway and asked when passing places would be constructed following the commencement of business at the egg factory (see item 18000 below).
6. Two residents asked whether the potholes on Broad Highway were due to be repaired (see item 18000 below).
7. Two residents complained about the damage being caused to the verges on Broad Highway by people parking vehicles (see item 18000 below).
8. Resident asked about the current position regarding the 'quiet lane' status of Broad Highway (see item 18000 below).
9. Resident asked when a statement might be given about the issues which were reported to YLCA regarding the Parish Council governance. Clerk advised that this statement was published in the Minutes from the meeting held on 29<sup>th</sup> November.
10. Resident noted the new dog bins in the village and also the replacement bins, which have been purchased from Ward funds.
11. Resident expressed concerns about the external auditing requirements for grant applicants and that they might be prohibitively expensive. Clerk advised that local groups have been advised of requirements and that they should not be prohibitively expensive.
12. Resident requested a breakdown of expenditure for the past two financial years – Clerk dealing.
13. Resident asked whether more comprehensive financial information can be provided on the website – Cllr Mercer explained the current difficulties being experienced with the website and that the Council is looking into a more user-friendly website.
14. Resident commented that there have been a number of police incidents within the Parish and that there hasn't been any police presence at meetings in some time. The Clerk has been in contact with the PCC's office who informed that "Currently, PCSOs Chris SIMSPON and Jake MORRIS have this area as part of their responsibility, York Neighbourhood Policing Team (NPT) is currently undergoing a slight restructure so this may change in the next few months".

**18006: Councillor Vacancy:** Following the last meeting, Cllr Dudley-Smith resigned from the Parish Council. The Clerk reported the vacancy to the Monitoring Officer and a Notice of Vacancy has been added to the website – this has expired. The Council to resolve whether to appoint an applicant for the previously advertised positions into this vacancy. If resolved, new Councillor to sign the Acceptance of Office form and Clerk to witness. Note that Jo Goode is unable to attend this meeting and will take up her position as a Councillor at the February meeting.

**18007: Reports,** for information only, from:

- a) Ward Councillor
- b) Police
  1. Monthly police report for December indicated that there were no incidents of note during December.
  2. Police/Parish meeting to be held on 5<sup>th</sup> February – to resolve attendance.
- c) Other

**18008: Planning:** To resolve comments on the following:

1. **Applications:**

- a. 17/02921/FUL: Single storey front, side and rear extensions at 30 The Cranbrooks, Wheldrake. Extension of time for responses applied for.
  - b. 18/00022/FUL: First floor side and single storey rear extensions at 3 Harcourt Close, Wheldrake.
  - c. 18/00056/FUL: Single storey rear extension and replacement windows at 3 Forge Close, Wheldrake.
  - d. 17/02665/FUL: To note revised plans have been submitted for Puffin House, North Lane, Wheldrake.
2. **Decisions:**
- a. 17/02704/TCA: Reduce and shape Judas tree in Conservation Area at Salamanca, North Lane, Wheldrake. Decision not to make a TPO and therefore works approved.
  - b. 17/02187/FUL: First floor rear extension at Orchard Farm, Wheldrake Lane, Wheldrake. Approved.
  - c. 17/02591/FUL: First floor front and single storey rear extensions at 3 Greengales Court, Wheldrake. Approved.
3. **Consultations/Other:**
- a. 17/01895/FUL: Retention of existing rooflights to side roofslope at 35 The Cranbrooks – to note that an appeal has been made to the Secretary of State following the refusal of this application.

**18009: RFO to report** on closing balances and recent payments.

- a) **Payments made under delegated powers:**
  1. None.
- b) **Payments to be made**

1. Autela Group Ltd (payroll)	£38.40
2. YLCA (Clerk advert)	£15.00
3. Toby H Johnson (Lengthsman)	£1,216.00
4. Playscheme (repairs to play park)	£498.00
- c) **Receipts:**
  3. None.
- e) **Other:**
  4. To note payment of Clerk's salary.
  5. To note that Referendum Principles have been extended for Parish Councils for a further 3 years.
  6. Auto enrolment into workplace pension for Clerk has been postponed until 6<sup>th</sup> February 2018.

**18010: Reports from Committees and Working Groups:**

1. Finance & Admin Committee.
  - a. To resolve whether to accept revised Standing Orders.
  - b. To receive any report from the Committee.
2. Planning Working Group.
3. Village Maintenance & Play Park Working Group.
4. Communications Working Group.
5. Website Working Group.

**18011: Councillor Training Session:** To agree a date for the next Councillor training session.

**18012: General Data Protection Regulations:** These come into force on 25<sup>th</sup> May 2018. Clerk to brief Council on information received to date, which includes the appointment of a Data Protection Officer for the Council.

**18013: Crockey Hill Roadworks:** Due to be completed between January and May 2018. Highways have issued letters to residents and are providing updates via their website and the press. To discuss latest updates and resolve any actions.

**18013: Broad Highway:** A number of issues have been raised regarding Broad Highway – to resolve any action on the following:

1. Damage to verges.
2. Passing places as a result of egg factory have yet to be constructed.
3. Numerous potholes which are in need of repair.
4. 'Quiet Lane' status.

**18014: Meeting Venue:** To discuss options for larger meeting venue. To resolve any actions.

**18015: Correspondence received:**

1. Rural Services Network news items forwarded to Councillors.
2. Yorkshire Wildlife Trust: Recruitment of Stock Checkers on Wheldrake Ings – poster for display.
3. City of York Council – information regarding extra black bin collections over Christmas.
4. Mobile Library Service Stakeholder Consultation Workshop to be held on 12<sup>th</sup> February.
5. Various advertising leaflets received.

**18016: Comments from public present on agenda items** – Note: decisions cannot be made on items brought to this stage of the meeting.

**18017: Items for the next agenda**

**18018: To note the dates of future meetings:** all meetings are to be held on Wednesday evenings at 7pm – venue to be confirmed:

2018 – 28<sup>th</sup> February, 28<sup>th</sup> March and 25<sup>th</sup> April.

**Closure of Part 1 meeting.**

**Part 2**

**18019: Confidential business:** To consider and resolve whether to exclude Public and Press on the grounds that matters for discussion affect individual staff members/ procedures/ legal/ finance issues.

**18020 Finance and Admin Committee** to report on staffing matters.

**17151: Website provision.** To consider moving to new website provider.

**17152: Councillor workload**

**Closure of meeting.**

**Signed Helen Guest**

Acting Clerk/RFO, Wheldrake Parish Council

**Date:** 26<sup>th</sup> January 2018