

Wheldrake Parish Council

Proper Officer: Cllr Aidan Nelson
aidan.nelson@wheldrake-pc.gov.uk
07710 306784

Minutes of the Annual Parish Meeting held on Wednesday May 29th, 2024, at 7.00pm Venue - Church Cottage, Main Street, Wheldrake

1. Welcome

Cllr Urwin welcomed all Councillors and one resident to the Annual Parish Meeting.

2. Annual report of the Chair of the Parish Council, Cllr Graeme Urwin

The text of Cllr Urwin's report follows:

At my last Annual Report in 2023, I stated that I had found the previous year enjoyable and challenging. This year I have found it more challenging than enjoyable - largely down to the absence of our Parish Clerk from November 2023 due to long term sickness.

The absence of this key individual has resulted in much more work for the rest of us - in particular Cllr Nelson who has fulfilled the role of Proper Officer and Cllr Myers who up to the end of March was fulfilling the role of our Responsible Financial Officer (RFO). My thanks go to them for their contributions and help over the year.

I am happy to report that we have been able to recruit a temporary RFO into this latter role who brings significant expertise to the job as she is also currently employed as the Clerk and RFO of our neighbouring Parish. Her contribution is much valued.

Over the year, Cllrs Buckle and Wilkinson resigned but we have been happy to welcome Cllr Kate Sneesby who already has brought much to the Council with her personal experience in human resources.

We still have one vacancy available so if anyone is interested - see me afterwards.

I am sure that we all appreciate the hard work of Toby Johnson and his crew who are responsible for grass and hedge cutting who always make a good and tidy job of keeping our verges, trees and hedgerows in order. Thanks, are also due to Blueberry Cooperative for the continued maintenance of our village planters.

We have tried over the year to improve our communications with parishioners with the reactivation of our Facebook page on Wheldrakians. In addition, two village on-line surveys confirmed the usefulness and utility of this modality which far exceeded previous responses of traditional paper-based surveys.

In addition, we are grateful to Cllr Paul Batchelor who on his own initiative, produces a monthly section on Parish Council matters in the Parish News. This is a useful source of information for those without internet access.

Cllr Batchelor has also been working hard with North Yorkshire to develop a Community Speedwatch initiative for the village. Speeding remains one of the top concerns for villagers, so expect to see groups of individuals dressed in hi-viz with radar guns at the ready!

The Council's finances remain robust. Through prudent budgeting and effective management of resources we have been able to fund various projects and initiatives without compromising our financial stability. In particular, I would mention our continued support for the Friday and

Saturday evening bus subsidy and the fact that we have kept the Parish Precept frozen for the 2024/5 financial year. Detailed financial statements will be available on the Parish Council website.

Looking forward, we are committed to continuing our work on infrastructure improvements, expanding our environmental projects, and enhancing community services. Our goal is to make Wheldrake an even better place to live, work and play.

In closing, I would like to thank all Council members, volunteers, and the residents of Wheldrake for their hard work and dedication. Your contributions have been invaluable in making our parish a vibrant and thriving community. Let us continue to work together, building on our successes and addressing our challenges with determination and unity.

3. **Residents' questions concerning the Annual Report of the Chair of the Parish Council**
Please, questions not statements. Responses to questions will be given orally at this meeting, although the Parish Council reserves the right to respond in writing if the necessary information is unavailable while this meeting is in session.

There were no questions from residents.

4. **Open Forum**

There were no discussions.

5. **Meeting closed:**

The meeting closed at 7.09pm.

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Minutes of the Annual Meeting of the Parish Council held on Wednesday May 29th, 2024, after the Annual Parish Meeting at 7.00pm Venue - Church Cottage, Main Street, Wheldrake

1. **Welcome**

The Chair, Cllr Urwin, welcomed all Councillors and one resident to the meeting.

2. **To receive apologies, consider the reasons for absence and record attendance:**

As all were present, there were no apologies to record.

3. **To receive declarations of interests of members present**

There were no declarations of interests.

4. **Elections:**

4.1. **Chairman of the Parish Council**

The Council RESOLVED to elect Cllr Graeme Urwin.

4.2. **Vice-Chair of the Parish Council**

The Council RESOLVED to elect Cllr Aidan Nelson.

5. **Appointments:**

5.1. **Sub-committees:**

The Council RESOLVED to appoint the following:

- Playpark: Cllrs Myers (lead) Southern, Batchelor, Eelsey-Jeffree,
- Village Maintenance: as above
- Staffing; Cllrs Urwin (lead) Batchelor, Southern, Sneesby, Brown,
- Defibrillators: Eelsey-Jeffree (lead), Batchelor
- Finance: Full Council

5.2. **Reappointment of Proper Officer:**

Cllr Nelson's mandate covering the continued absence of the Clerk expired on May 29th, 2024. Thus, the Council RESOLVED to reappoint Cllr Nelson as its proper Officer.

6. **Meeting closed:**

To record the time at which the meeting closed: 7.15pm

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Minutes of the Ordinary Meeting of the Parish Council held on Wednesday May 29th, 2024, following the Annual Parish Meeting and Annual Meeting of the Parish Council which began at 7.00pm Venue - Church Cottage, Main Street

7. **Welcome:**
Cllr Urwin welcomed all councillors and one resident to the meeting.
8. **To receive apologies, consider the reasons for absence and record attendance:**
There were no apologies.
9. **To receive Declarations of Interests from members present:**
Cllr Canfield declared an interest in respect of planning application 24/00802/FUL - Haggwood Lodge, Haggwood Walk, Broad Highway.
10. **Minutes:**
To review the draft minutes of the Extraordinary Meeting held on May 20th, 2024, to consider any amendments, amend and resolve that they are a true record and authorise the Chair to sign them as such. The Council RESOLVED to approve the minutes subject to inclusion of the standing orders that were discussed (IT, Capability, Sickness, Absence and Medical Capability Policy and Procedure)
11. **Public participation - members of the public are invited to speak and raise questions for the council for three minutes:**
Note: The Proper Officer will make notes of comments and questions. No discussion of comments or answers to questions will be given at this meeting.

The resident present did not wish to speak.
12. **To receive reports from:**
 - 12.1. **Chair, Cllr Urwin**
No report as all matters listed for discussion elsewhere on the agenda
 - 12.2. **Proper Officer, Cllr Nelson**
To include planning applications/decisions and correspondence received. This report will be issued on May 27th, 2024

This report is attached as an appendix to these minutes. The Council RESOLVED to make no comment on the applications listed.
 - 12.3. **Ward Councillor, Cllr Vassie**
There was no report
 - 12.4. **Community Police Officer**
There was no report.
13. **Council vacancy:**
To review progress made on filling the sole vacancy by co-option and resolve as necessary.

As there were two expressions of interest, the Council RESOLVED to remit the Chair to

invite both parties to make a short presentation of their case for co-option at the next Ordinary Meeting of the Council.

14. To receive Council sub-group reports and resolve accordingly:

14.1. Playpark

It was reported that issues needing resolution were overdue inspections and repairs under warranty. It was RESOLVED that Cllr Myers would press Playscheme to satisfy the Council and that the Council would seek an alternative source of inspections; perhaps in conjunction with Dunnington PC for which the RFO holds contact information.

14.2. Village maintenance:

It was agreed that the village's planters were in a sorry state and in need of a summer planting. The Council RESOLVED that as Cllr Urwin is progressing with Blueberry Cooperative, no further action is needed at this time.

14.3. Ownership / maintenance of Braythegayte Green

The Council is receiving complaints via Cllrs that since CoYC asserted that it owned Braithgayte Green, maintenance had deteriorated. It was RESOLVED that the Council's previous offer to take-on both ownership and responsibility should be reiterated with CoYC which is overdue a response to the Council

14.4. Defibrillators:

The Council RESOLVED to note that replacement of a battery still under warranty may have been compromised when the power supply was inadvertently switched-off for some time when freezing conditions were in play.

14.5. Staffing:

Please see item 21.

15. Finance:

15.1. Payments to be considered for approval:

The Council RESOLVED to authorise payments to be made as listed in the Proper Officer's report. In addition, the Council RESOLVED to reimburse Cllr Urwin for his expenses of £15.70.

The Clerk had previously advised the Council that it could not reclaim VAT, the locum RFO advised that this was not the case. The Council RESOLVED that the locum RFO would assemble documentation to enable a retrospective claim for VAT paid over the previous three years.

15.2. Clerk's expenses to be considered for approval:

None advised

15.3. Clerk's salary at the previously agreed rate to be considered for approval:

The Council RESOLVED to approve this payment, the cheque for which would be hand-delivered to the Clerk by Cllr Nelson when collecting current finance papers from the Clerk.

15.4. Proper Officer's expenses to be considered for approval:

The Council RESOLVED to reimburse £10.80 for postage.

15.5. Bank balance to be considered and noted:

This was deferred as the Council needed current and recent bank statements held by the Clerk. It was RESOLVED that Cllr Nelson would arrange to collect these when delivering the Clerk's salary cheque.

15.6. Switch to digital banking:

The Council RESOLVED that it would expand the range of signatories eligible to double approve payments. It was RESOLVED the Cllrs Urwin, Nelson, Surtees, Myers and Brown should be authorised to certify payments.

- 15.7. **AGAR:**
The Council noted progress made and agreed it would schedule a full discussion and approval of the AGAR for 2023-2024 at the ordinary Meeting to be held on June 26th, 2024.
16. **Speeding and traffic calming (including Community Speed Watch):**
The Council noted the substantial progress made with regard to Community Speed Watch with five sites approved and training of volunteers to begin during the second-half of June. The Council further noted that the necessary equipment was being purchased on its behalf by Cllr Batchelor and RESOLVED that this was to be added to the Council's asset register maintained by Cllr Surtees. discuss progress and resolve accordingly
17. **Discarded hedge clippings in the snicket next to Chapel Close:**
It was RESOLVED that a written rather than a previously attempted oral request that they be moved should be made by the Proper Officer.
18. **Damage to verges opposite Somerset House due to works traffic:**
The Council noted that this matter would be monitored in expectation that Somerset House's contractors would repair in line with the planning consent for this development.
19. **Items for inclusion on forward agendas:**
Business Continuity and a new email provider were proposed and agreed for inclusion on a future agenda.
- Post meeting note: This will be July as the June agenda is to consider and approve the 2023-2024 AGAR.
20. **To consider excluding the press & public - Public Bodies (Admission to Meetings) Act 1960**
(as the business is prejudicial to public interest by reason of the confidential nature of the business to be transacted)

The Council RESOLVED so to do.
21. **Staffing committee:**

The Council RESOLVED to proceed as proposed in the oral report by Cllr Urwin having taken professional advice and to write to the member of the staff concerned.
22. **Next meeting:**
June 26th, 2024, at 7.00pm. The venue will be Church Cottage, Manin Street, Wheldrake
23. **Meeting closed:**
The meeting closed at 8.19pm.:

Proper Officer's report to Wheldrake Parish Council for its May 29th, 2024, meeting

Please note: this report has been produced without access to the Clerk's email account

1. Correspondence received

Citizen One:

- Substitute herbs in some of the existing planters as is the case in Sutton on Derwent (May 11th, 2024)
- CoYC £100,000 fund to support residents now open for applications (May 23rd, 2024)

Citizen Two:

- Status of Friday and Saturday evening bus service (May 14th, 2024)

Zurich Insurance:

- Confirmation that cover is in place (May 14th, 2024)

2. Payments to be authorised

- Personal Advice & Solutions: £720.00
- Toby H Johnson: £294.00
- Graham Alderson: £1,300.00
- Aidan Nelson (Proper Officer), postage £10.80
- Clerk's salary to May 28th at previously agreed rate

3. Planning

Consultations:

- 24/00802/FUL - Haggwood Lodge Haggwood Walk Broad Highway - single story front and rear extensions
- 24/00803/FUL - Blackwood's Farm Broad Highway Wheldrake - resubmission for single story extension and balcony to first floor rear window

Decisions (approval):

- 21/02283/FULM - Land To The East Of Millfield Industrial Estate, Main Street
Erection of 139 dwellings with associated landscaping and infrastructure

Aidan Nelson

May 29th, 2024

Wheldrake Parish Council

Official notice of Extraordinary Council Meeting to be held on Wednesday, June 12th, 2024, at 7.00pm Venue - Church Cottage, Main Street, Wheldrake

24. **Welcome:**
The Chair welcomed the full attendance of Councillors at this meeting and noted that no residents were present.
25. **To receive apologies, consider the reasons for absence and record attendance:**
There were no apologies.
26. **To receive Declarations of Interests from members present:**
There were no declarations of interest.
27. **Minutes:**
The review the draft minutes of the meetings held on May 29th, 2024, was deferred to the next Ordinary Meeting on June 26th, 2024.
28. **Public participation - members of the public are invited to speak and raise questions for the council for three minutes:**
Note: The Proper Officer will make notes of comments and questions. No discussion of comments or answers to questions will be given at this meeting.

There were no residents present and therefore no residents inputs.
29. **To consider excluding the press and public - Public Bodies (Admission to Meetings) Act 1960** *(as the business is prejudicial to public interest by reason of the confidential nature of the business to be transacted).*

The Council RESOLVED so to do.
30. **Staffing**

The Council receive an oral report from the Chairman and Deputy Chairman and following a substantive discussion without any substantive change to the Council's stated position and that the Deputy Chairman would advise accordingly.
31. **Next meeting:**
June 26th, 2024, at 7.00pm. The venue will be Church Cottage, Manin Street, Wheldrake
32. **Meeting closed:**
The meeting closed at 7.55pm.