

MINUTES of the meeting of Haxby Town Council held on Monday 14 October 2019 in the Memorial Hall, Haxby, at 7.30 pm.

PRESENT

Cllr M Guilford (Chairman)	Cllr R Cousans
Cllr M Harrison	Cllr I Craven
Cllr T Richardson	Cllr N Wyatt
Cllr T Carmichael	Cllr P Acaster
Cllr D Rice	Mr M W Scott (Clerk & RFO)

In addition, 2 PCSOs and 1 member of the public were present.

ABSENT

- 1 Apologies had previously been approved for Cllr S Newton. Cllr E Samuel & Cllr M Preston were absent.

MINUTES OF FULL COUNCIL MEETING HELD ON 9 SEPTEMBER 2019

2. Approval of Minutes of the last meeting.

When the Chairman asked the Council to approve the previous minutes Cllr Richardson demanded to know why the minutes stated he was absent without stating that he had sent apologies.

The Clerk then clarified the policy regarding apologies and absence. He explained that Standing Orders require that those persons present and those persons absent be recorded in the minutes. As such the minutes are now being written in accordance with that requirement. It was explained that this meant that whereas we previously listed absences as 'apologies received' the minutes would now simply show a councillor was absent unless a longer term absence was requested and approved by the Council (such as with Cllr Newton) which would avoid disqualification under the 6 month rule.

This did not satisfy Cllr Richardson who then went on to question other points that pertained to the conduct of the Chairman and Clerk to the Council. As the agenda item to approve previous minutes only allows for the correction of errors the Chairman advised Cllr Richardson that trying to reopen debate on closed items from the previous month was out of order.

Cllr Richardson persisted and became disrespectful towards the Chairman, Clerk and other Councillors present. This action resulted in the Chairman issuing a warning under section 2 of Standing Orders for disorderly conduct.

RESOLVED that the minutes of the meeting held on 9 September 2019 be confirmed as a true and accurate record and signed by the Chairman.

DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT.

3. Cllr Richardson once again attempted to take the Chairman to task over this issue claiming the Chairman should declare an interest, as the Councillor believed the Chairman had supported a complaint against him.

Cllr Richardson was advised that taking part in a code of conduct complaint was not, in the Chairman's opinion a *pecuniary* interest.

The Councillor once again persisted which drew a second warning under section two of Standing Orders (Only one warning is required, after which the Chairman or any Councillor may raise a motion to silence or exclude the offending party).

COMMUNICATIONS WITH YLCA AND REGULATORY BODIES

4. The Chairman asked if any Councillor wished to report contact with external bodies such as the YLCA.

Several Councillors reported attendance of the recent annual meeting of the YLCA. During this item the use of personal email addresses was discussed following comments made during the YLCA conference.

RESOLVED that all emails from individual Councillors to all other Councillors should go via the Clerk/Deputy Clerk through an office email address.

The Chairman asked if there were any other contacts to be reported in line with Haxby Town Council's policy of disclosure of any such contact.

The Chairman also reported that he and the Clerk had spoken with the Monitoring Officer, which resulted in her presentation to the Council earlier in the evening.

Cllr Richardson proceeded to question details of the most recent Staffing Committee meeting during which a complaint had been raised by a staff member and why he wasn't asked to be present. The Councillor also demanded to know who was the Chairman of the Staffing Committee.

The Chairman advised the Councillor that there was not an elected Chairman of the Committee at this time but that he had acted as Chairman for the most recent meeting. In that meeting the Chairman had advised the Committee that based on the Ledbury decision he did not believe that the Committee could take action with regards to the complaint and that the staff member should approach the Monitoring Officer if they wished to proceed.

Once again this did not satisfy the Councillor, this drew a final warning under section 2 and the Councillor was advised that his behaviour was now inhibiting the Council's ability to transact business and should he continue the Chairman would raise a motion to exclude.

The Councillor refused to comply and this resulted in the Chairman putting forward a motion to the Council that Cllr Richardson be excluded from the remainder of the meeting. The motion was seconded and a named vote was called as requested by Cllr Richardson.

RESOLVED to exclude Cllr Richardson from the Full Council meeting under Section 2 of Standing Orders. Cllrs Guilford, Rice, Harrison, Craven, Carmichael, Wyatt and Cousans were in favour. Cllrs Richardson and Acaster were against.

Councillor Richardson then left the meeting.

The Chairman then added that he was aware that Cllr Richardson had been in contact with YLCA and that he had failed to disclose this fact. He then asked the Clerk to read out a letter received from the Chief Officer of YLCA regarding a series of calls from Cllr Richardson to YLCA, SLCC and NALC. These calls were deemed to be disrespectful and the Officer advised that the call had been terminated due to the aggressive nature of the discussion.

CASH CHECK

- Two Councillors had carried out a Cash Check on 3 September 2019 checking cash held, transfers between bank accounts and online direct payments and had found everything to be in order.

FINANCIAL STATEMENT – 30 SEPTEMBER 2019

6.

Details	Amount
<u>Receipts to 30 September 2019</u>	
Rent	520.00
City of York Council	62300.00
Interest	47.22
Cemetery Admin Fees	644.00
Barclays Loyal Reward	3.54
Photocopying	37.50
	63552.26
<u>Payments to 30 September 2019</u>	
Haxby Memorial Hall - Rent	DP 304.00
North Yorkshire Pension Fund	DP 1589.76

HMRC	DP	1157.95
Npower	DD	511.00
Salaries	DP	4248.00
Dean Landscapes	DP	1063.20
Barclays (Charges)	DP	17.70
R Fitch	DP	120.00
Talk Talk	DD	27.00
Sleightholm Landscapes	DP	804.00
Park Lane Playgrounds	DP	228.00
Sports Turf Services	DP	546.00
Complete Business Solutions	DP	212.60
PKF Littlejohn	DP	480.00
St Leonards Hospice	106820	68.00
Petty Cash	106819	106.10
Cooler Options Ltd	DP	114.00
Flying Ducks Youth Theatre	106821	250.00
Haxby Helpers	106822	250.00
St Johns Ambulance	DP	288.00
Barclaycard	DD	161.54
BT	DD	274.42

12821.27

Balance as at 31 August 2019	88767.02
Receipts	63552.26
	<hr/> 152319.28
Payments	12821.27
	<hr/> 139498.01

RESOLVED that the financial statement as at 30 September 2019 which detailed payments totalling £12821.27 inclusive of VAT be approved.

HALF YEAR FIGURES AS AT – 30 SEPTEMBER 2019

7. The half-year figures as at 30 September 2019 were **RECEIVED**.

POLICE REPORT FOR THE MONTH OF SEPTEMBER 2019

8. The police report for September 2019 had been circulated to Councillors before the meeting. The PCSO's in attendance briefed the Council with a few further details concerning the report.

The police report for the month of September 2019 was RECEIVED.

At this stage the meeting was suspended to allow the member of public present to speak about his desire to have a new war memorial on the village green where the existing diamond shaped flower bed is situated.

After the gentleman finished speaking the suspension was lifted and the meeting continued.

WAR MEMORIAL

9. The Council then considered the gentleman's request for it to grant permission in principal for a war memorial to be erected on the village green. During the discussion the Council expressed concerns that it may not have the authority to allow for such a construction on the village green and that before any permission was granted, it should seek advice on the matter.

RESOLVED that the Council should seek advice in order see whether or not it had the authority to install a war memorial on the village green and that if it had, it would then decide on the exact location at a later meeting.

CO-OPTION OF NEW COUNCILLORS

10. The Chairman reminded Councillors of the need still to co-opt 2 new Councillors to Haxby Town Council.

COMMITTEES' TERMS OF REFERENCE

11. Proposed "Terms of Reference" for the Planning Committee were discussed.
RESOLVED that the proposed "Terms of Reference" for the Planning Committee were approved.

INTERIM STAFF APPRAISALS

12. The Chairman explained that the Clerk's interim appraisal was now due and asked the Councillors present for any item for discussion. No items were forthcoming.

GRANT REQUEST

13. The Chairman explained that a meeting had taken place between representatives of Haxby Memorial Hall, himself, Cllr Harrison and the Clerk. The meeting had been arranged to discuss the Memorial Hall Trustee's recent grant request in more detail. After giving details of the meeting it was proposed that the request from the Memorial Hall Trustees for a grant of £500 be approved. The proposal was seconded but **FAILED**.

LIBRARY UPDATE

14. The Chairman advised that there was no update at this stage.

OUTSIDE BODIES

15. The Council then discussed its representation on the River Foss Drainage Board. The Clerk explained that from his enquiries it had been established that Haxby Town Council presently had no direct representation on the Board and that Councillors from Haxby Town Council could attend meeting if they so wished but only as members of the public.

REMEMBRANCE SUNDAY

16. The Clerk explained the arrangements for the service at St Mary's church to commemorate Remembrance Sunday which this year will take place on Sunday 10th November. The Clerk was asked to contact the Rector to reserve 8 spaces for representatives of Haxby Town Council.

USE OF COUNCIL EMAIL & HAXBY TOWN COUNCIL'S WEBSITE

17. The Chairman spoke about a discussion at the recent YLCA Annual Conference which highlighted issues with the current Haxby Town Council website concerning accessibility and also the incorrect use of personal email addresses for Haxby Town Council business. The Chairman then suggested that a working party should be established in order to look into these matters further. It was then agreed that a working party would be established and that the working party would comprise of Cllrs Guilford, Carmichael and Craven.

CiLCA

18. The Chairman expressed his opinion that Haxby Town Council should strive to obtain the General Power of Competency. This would then give the Council the freedom to do whatever it wished and to also gain a bigger share of CIL monies from future house building in the village. To achieve this it would be necessary for the Clerk to be CiLCA qualified. With this in mind it was agreed that the Clerk should make enquiries as to the cost of the CiLCA course and the study time required.

AMENITIES COMMITTEE

19. The Chairman explained his thoughts about splitting the issues currently managed by the Amenities Committee in to two, new, smaller Committees. He explained that this was required because the complexity of responsibilities facing the current Committee was negatively impacting on its ability to fulfil its terms of reference and that this was resulting in inappropriately long and contentious sessions thereby putting a strain on both councillors and staff. He proposed that the existing Amenities Committee should be dissolved and replaced by a Recreational and Open Spaces Committee (ROSC) and a Community Assets Committee (CAC). The responsibilities of the two new Committees being as follows:

ROSC – a 5 member standing committee responsible for the management, maintenance and necessary updating or improvement of all recreational and open spaces (excluding the village green).

CAC - a 5 member standing committee responsible for the management, maintenance and necessary updating or improvement of all physical assets of the village.

RESOLVED that the existing Amenities be dissolved and replaced by the Recreational and Open Spaces Committee and the Community Assets Committee.

Following this resolution the Council then appointed Councillors to each of the 2 new Committees.

RESOLVED that Cllrs Carmichael (Chairman), Wyatt, Preston and Rice would serve on the ROSC and that Cllrs Wyatt (Chairman), Acaster, Guilford, and Cousans would serve on the CAC.

RESOLVED that both Committees would require a quorum of 3 and would meet for the first time on Monday 28th October 2019.

EXTERNAL AUDIT

20. The External Auditor's report was **RECEIVED**.

HWYCA

21. The Haxby & Wigginton Youth & Community Association's newsletter was **RECEIVED**.

WHITE ROSE UPDATE

22. The most recent issue of the White Rose Update was **RECEIVED**.

CEMETERY COMMITTEE

23. The minutes of the meeting held on 10 September 2019 were **RECEIVED**.

PLANNING COMMITTEE

24. The minutes of the meeting held on 7 October 2019 were **RECEIVED**.

MATTERS FOR INCLUSION

25. The Chairman reminded Councillors that matters for inclusion on the agenda for the next Full Council meeting should be with the Clerk no later than 7 days prior to the meeting. (Standing Order 4.1)

The meeting closed at 9:38pm

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Chairman

(These Minutes are displayed 'unsigned' and are subject to correction at the next Council meeting.)

NB. These minutes are more detailed than the normal requirement in order to adequately explain the events which resulted in Cllr Richardson's expulsion from the meeting.