

MINUTES of Haxby Town Council Meeting held on Monday 11 November 2013 in the Memorial Hall, Haxby, at 7.30 pm.

<u>PRESENT</u>	Cllr M Crawford (Chairman)	Cllr M Harrison
	Cllr M Preston	Cllr H Ridge
	Cllr R Cousans	Cllr S Newton
	Cllr N Wyatt	Cllr M Guilford
	Cllr D Hunter	Cllr Richardson
	Cllr D Rice	Cllr Cockburn
	Cllr D Lee	Mr M W Scott (Clerk)
	Mrs J Bell (Deputy Clerk)	

Also in attendance were four gentlemen who work for Yorkshire Water and two members of the Haxby & Wigginton Local History Group.

Before the meeting started the gentlemen from Yorkshire Water answered questions asked by Councillors about the present drainage system within the village. They asked about Yorkshire Water's plans to improve the present situation which the Councillors believe to be inadequate and what the position would be should the proposals within the York Local Plan be adopted. In respect of the Local Plan they explained they are involved heavily in the consultations and promised to forward a copy of their comments in respect of the developments proposed for Haxby.

After this session the gentlemen from Yorkshire Water and the two members of the Haxby & Wigginton Local History Group left the meeting.

#### APOLOGIES FOR ABSENCE

1. None

#### DECLARATIONS OF INTEREST

2. None

#### MINUTES

3. **RESOLVED that the minutes of the meeting held on 14 October 2013 be confirmed as a true and accurate record and signed by the Chairman.**

### MATTERS ARISING

4. The Chairman read to the Councillors a letter received from Julian Sturdy MP regarding the public's response to the York Local Plan. The letter stated that there had been 14000 responses to the plan including 5000 written submissions. As a result of this vast number of responses, City of York Council is not now responding to each individual submission. City of York Council however does state that it is still on track to have its response to the consultation completed by the end of 2013 or the beginning of 2014.

### POLICE REPORT

5. The Chairman read out the ward report for October 2013 received from the police. The report advised that there were 24 crimes in October and that this was the same as for the same period last year. The report apologised that they were no specific figures relating to Mancroft incidents but that these would be sent later. The Clerk did add at this point that when speaking to PCSO Smith he had stated that there had been no incidents in respect of Mancroft.

### CO-OPTION OF A NEW COUNCILLOR

6. The Clerk reported that two people had shown an interest in becoming a Councillor but as neither were at the meeting this item was carried forward to December's meeting.

### YORKSHIRE WATER QUESTION & ANSWER SESSION

7. The Council requested that the Clerk writes to Yorkshire Water to thank them for attending tonight's meeting.

### CASH CHECK

8. Two Councillors had carried out a Financial/Cash Check on 7 November 2013 checking cash held, transfers between bank accounts and online direct payments and had found everything to be in order.

### FINANCIAL STATEMENT – 31 OCTOBER 2013

9. **RESOLVED that the financial statement as at 31 October 2013 which detailed payments totalling £15075.19 be approved.**

### BUDGET OUTTURN FIGURES AT 31 OCTOBER 2013

10. The Budget Outturn figures as at 31 October 2013 were copied to each Councillor. The Clerk explained that these had been updated with details of projected income/expenditure for the year ending 31 March 2014. These were received.

### YORKSHIRE LOCAL COUNCILS ASSOCIATION ANNUAL MEETING

11. The Chairman asked Councillors if anyone wished to attend the meeting to be held Saturday 16 November 2013 at the Royal Hotel, York. No one showed an interest in attending the meeting.

### TRAINING REQUIREMENTS

12. The Chairman read out an email from YLCA asking for suggestions as to what types of training the Councillors would like to see in 2014. After discussion it was decided that the Clerk should contact YLCA and ask for training courses based around Neighbourhood Planning, Guidance for New Councillors, Planning and Chairmanship.

### HAXBY & WIGGINTON LOCAL HISTORY GROUP

13. Councillors read and discussed a letter received from the Haxby & Wigginton Local History Group concerning issues within the conservation area.

**RESOLVED that the issues within the letter be considered by the Amenities Committee in order to consider and take any action deemed necessary.**

### FREEMANSHIP OF HAXBY

14. The Councillors discussed the setting up of a scheme where the village could bestow on worthy residents the honorary title of Freeman/Freewoman of Haxby. The issue had been raised by Ian Strong who had approached the Clerk regarding the matter. The Committee were sympathetic to the idea and asked for Mr Strong to be made aware of this fact. The Councillors agreed that the Clerk is to look in to the matter further with a view to setting up a list of eligibility criteria.

### FINANCE WORKING PARTY

15. The Councillors were advised that a meeting will take place on Monday 25 November 2013 at 7.30pm to discuss next year's budget.

### OFFICE RENT

16. The Chairman read out a letter from the Memorial Hall Trust advising that the office rent will increase to £933 per month with effect from 1 April 2014. The increase is based on the RPI percentage increase for the year ending 30 September 2013 which was 3.2%.

### HAXBY MEMORIAL HALL ROOF REPAIRS

17. The Chairman read out a request from the Memorial Hall Trust which asked the Council to make a contribution of £82800 over the next 5 years towards repairs to the Memorial Hall roof. The Trust suggested that the increase could be applied to the Precept when it is calculated later this year. The Councillors were not willing to support this request and wanted their disappointment noting in respect of lack of progress towards development of the hall. They were of the opinion that repairs to the roof were not appropriate at this time.

### LETTER FROM JULIAN STURDY MP

18. The Chairman read out a letter from Julian Sturdy MP thanking Cllr Guilford and the Clerk for meeting him on 27 September 2013. The letter also explained that he had contacted DEFRA to enquire if any funding opportunities were available for the cleaning of Haxby pond and would notify the Council again when he gets a response.

### CARNIVAL 2014

19. **RESOLVED to grant the Carnival Committee the sum of £1500 towards the 2014 Carnival.**

### CODE OF CONDUCT

20. **RESOLVED to adopt the updated version of the Haxby Town Council Code of Conduct prepared by Cllr Newton and previously distributed to Councillors.**

### INTERNAL AUDITOR'S INTERIM VISIT

21. The Clerk advised the Council that the internal auditor carried out her visit on 10 October 2013 and conveyed to the Council the results of her visit. He explained to the Councillors three items which the auditor had picked out for action.

CHRISTMAS CARDS FOR HAXBY UNITED CHARITIES

22. **RESOLVED to purchase 100 Christmas cards for Haxby United Charities at a cost of £35.**

OFFICE ACCESS AND SECURITY ARRANGEMENTS

23. The Clerk explained that in order to increase office security he had changed the office alarm code and asked for any spare keys to be returned to the office. He explained that only those with a need to access the building outside of advertised opening hours would be issued with the alarm code and that a key register was to be set up.

GROUNDSMAN'S SALARY

24. **RESOLVED to increase the Groundsman's salary by 25 pence per hour to £8.05 per hour, this represents an increase of 3.2%. This increase will cost the Council £600 per annum when National Insurance and pension contributions are taken in to consideration and will be effective from 1 April 2014.**

REVIEW OF DELEGATED SPENDING POWERS OF COMMITTEES

25. **RESOLVED to keep the delegated spending powers of Committees the same. These are £1000 for the Amenities Committee and £50 for the Planning Committee.**

REVIEW OF STANDING ORDERS

26. **RESOLVED that the Standing Order document is up to date and that no change is required.**

REVIEW OF FINANCIAL RISK MANAGEMENT

27. **RESOLVED that Financial Risk Management document is up to date and that no change is required**

REVIEW OF THE PUBLICATION SCHEME (FREEDOM OF INFORMATION)

28. **RESOLVED that the Publication Scheme document is up to date and that no change is required.**

REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

29. **RESOLVED** that Council's Complaints Procedure is up to date and that no change is required.

REVIEW OF THE COUNCIL'S GRIEVANCE PROCEDURE

30. **RESOLVED** that the Council's Grievance Procedure is up to date and that no change is required.

REVIEW OF THE COUNCIL'S TENDERING THRESHOLD WITHIN FINANCIAL REGULATIONS

31. **RESOLVED** that Council's tendering threshold be increased to **£50000** with immediate effect.

AMENITIES COMMITTEE

32. The minutes of the meeting held on 21 October 2013 were received.

PLANNING COMMITTEE

33. The minutes of the meeting held on 4 November 2013 were received.

CARNIVAL COMMITTEE

34. The minutes of the meeting held on 6 November 2013 were received.

JOINT BURIAL COMMITTEE

35. The minutes of the meeting held on 7 November 2013 were received.

MATTERS FOR INCLUSION ON NEXT AGENDA

36. None

The meeting closed at 9.12pm

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Chairman

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