

MINUTES of Haxby Town Council Meeting held on Monday 14 April 2014 in the Memorial Hall, Haxby, at 7.30 pm.

<u>PRESENT</u>	Cllr M Crawford (Chairman)	Cllr M Harrison
	Cllr D Harkess	Cllr D Lee
	Cllr S Newton	Cllr Cockburn
	Cllr N Wyatt	Cllr D Hunter
	Cllr R Cousins	Cllr H Ridge
	Cllr D Rice	Cllr Richardson
	Cllr M Preston	Mr M W Scott (Clerk)

In addition City of York Councillor Ian Cuthbertson was also present.

Before the meeting started Cllr Cuthbertson explained to the Council the process in respect of how planning applications are dealt with by City of York Planning Department including how Haxby Town Council's comments impact on the final decision and also the effect caused by the "calling in" of applications.

#### APOLOGIES FOR ABSENCE

1. Apologies were received from Cllr M Guilford

#### DECLARATIONS OF INTEREST

2. None

#### MINUTES

3. **RESOLVED that the minutes of the meeting held on 10 March 2014 be confirmed as a true and accurate record and signed by the Chairman.**

#### MATTERS ARISING

4. None

#### POLICE REPORT

5. The Chairman read out the ward report for March 2014. The report detailed 17 crimes that had taken place in the month and commented that this was 10 more than in the same period last year. It further added that no calls had been received in respect of the Mancroft play area in March. No representatives from the police were present at the meeting.

DOUBLE TAXATION

6. The Clerk explained that the amount received for grass cutting from City of York Council for 2013/2014 was very similar to the actual costs incurred by Haxby Town Council for the same period. He also provided the Council with a comparison of costs compared to the other double taxation amounts received from City of York Council.

CASH CHECK

7. Two Councillors had carried out a Financial/Cash Check on 10 April 2014 checking cash held, transfers between bank accounts and online direct payments and had found everything to be in order.

FINANCIAL STATEMENT – 31 MARCH 2014

8.

Details	Amount
<u>Receipts to 31st March 2014</u>	
T Robert Hardy Nursery Rent	100.00
Bank Interest	12.95
Photocopying	27.05
Carnival Stalls	25.00
Joint Burial Admin Fees - Jan 14	147.20
Joint Burial Admin Fees - Feb 14	166.40
Joint Burial Admin Fees - Mar 14	92.00
	<hr/> <hr/> 570.60 <hr/> <hr/>
<u>Payments Made to 31st March 2014</u>	
Petty Cash	106006 54.01
York Window Cleaning Service	106007 70.00
City of York Council	106008 10.00
Bell Electrical Services	106009 200.00
David Badrick	106010 198.00
Yorkshire Water	DD 78.92
Mark Scott - Mileage	106011 49.50
Matthew Porter w/e 07/03/14	DP 37.00
Matthew Porter w/e 14/03/14	DP 37.00
Matthew Porter w/e 21/03/14	DP 37.00
Talk Talk	DD 15.31
North Yorkshire Pension Fund - Feb	DP 1206.30

14 April 2014

		5903
North Yorkshire Pension Fund - Mar	DP	1206.29
PAYE	DP	953.77
J Bell - Salary	DP	1001.39
Steve Gray - Salary	DP	1023.79
M Scott - Salary	DP	1516.72
Yorkshire Water - Allotments	106012	35.94
NALC	106013	17.00
Crown Forge	106014	102.00
Complete Office Solution	106015	65.86
Smiths of Derby	106016	525.60
YLCA	106017	115.00
Npower	DD	84.00
Smith Gore	106018	162.50
BT	DD	217.21
Barclaycard	DD	30.88
Haxby Memorial Hall Trust	106019	23.76

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9074.75

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Statement brought forward (m/e Feb 2014)	106898.76
Receipts	570.60
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	107469.36
Payments	9074.75
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Balance carried forward	98394.61
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**RESOLVED that the financial statement as at 31 March 2014 which detailed payments totalling £9074.75 inclusive of VAT be approved.**

**BUDGET OUTTURN FIGURES AT 31 MARCH 2014**

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

**ANNUAL MEMBERSHIP OF YORKSHIRE LOCAL COUNCILS ASSOCIATION**

10. **RESOLVED to renew the annual membership of Yorkshire Local Councils Associations at a cost of £858.**

### ILCA TRAINING COURSE

11. The Clerk explained about the new “Introduction to Local Council Administration” course which has been introduced by the Society of Local Council Clerks to replace the “Working With Your Council” course as a new precursor to CILCA. He explained that the cost of the course was £99 plus VAT.  
**RESOLVED that the Clerk is to register for the course at a cost of £99 plus VAT.**

### HERALDIC LOGO

12. The Clerk advised that since the last meeting of the Council no contact had been received from the gentleman who was helping the Council to design the heraldic logo. The Council decided that as a result the Clerk should approach York University and the Archaeological Society in York for their advice.

### FREEDOM OF HAXBY CITATION

13. Cllr Rice distributed an example of a citation to be used when granting the Freedom of Haxby. The example used wording such as, “In Recognition of the Outstanding Services” and “Haxby Town Council confer the Honour of Freedom of the Town of Haxby to:” The Councillors were in favour of such wording but added that each citation should vary slightly to reflect the recipient’s individual circumstances.

### FREEDOM OF HAXBY PRESENTATION

14. The Council discussed how, where and when the presentation should be made and how the awarding of the Freedom of the Town should be announced. They concluded that each recipient should be approached as to their availability and then the Memorial Hall should be booked and at the same time the event should be made public via notices, the Town Council website and Twitter.

### HAXBY CITIZENS ADVICE SESSION

15. The Clerk advised that no firm date has yet been set for the Haxby sessions however the CAB are looking at either second or fourth week of the month. Details are still to be confirmed.

### HAXBY TOWN COUNCIL ON TWITTER

16. The Council commented that they were pleased with how the Haxby Town Council Twitter page was working.

REQUEST FOR A FOOD FESTIVAL IN HAXBY

17. The Clerk read out a request from a resident who was thinking of holding a food festival in Haxby. The Council were generally in support of the idea and suggested that as a starting point they should be advised to take a stall at the Haxby Carnival. They should also be advised however that they should make sure that they contact City of York Environmental Health and Trading Standards to ensure that they have all the necessary certificates to allow the selling of food.

TOWN CLOCK SERVICE CONTRACT

18. **RESOLVED to renew the service contract for the town clock at a cost of £438 plus VAT which covers the next 3 years.**

HAXBY FAIR

19. **RESOLVED not to ask for a £1000 bond in future years from the operators of the fair but instead to get a letter signed confirming that any damage will be repaired at their expense.**

ANNUAL TOWN MEETING

20. The Clerk confirmed that the annual town meeting will take place on Wednesday 21 May 2014 at the Memorial Hall, Haxby commencing at 7pm.

NEIGHBOURHOOD PLANNING CAMP

21. The Clerk reported back to the Council following the attendance by the Deputy Clerk and himself at the Neighbourhood Planning Camp held in York on 23-25 March 2014. Following his report the Council were of the opinion that formulation of a neighbourhood plan was not relevant at this stage as City of York were still in the process of formulating their Local Plan. They did ask that the Clerk to investigate funding should they wish to develop a plan in the future.

ETHEL WARD PLAYING FIELD COMMITTEE

22. The minutes of the meeting held on 6 March 2014 were received.

AMENITIES COMMITTEE

23. The minutes of the meeting held on 17 March 2014 were received.

JOINT BURIAL COMMITTEE

24. The minutes of the meeting held on 27 March 2014 were received.

PLANNING COMMITTEE

25. The minutes of the meeting held on 7 April 2014 were received.

MATTERS FOR INCLUSION ON NEXT AGENDA

26. None

The meeting closed at 8.25pm

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Chairman

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