

MINUTES of the meeting of Haxby Town Council held on Monday 14<sup>th</sup> June 2021 at The Oaken Grove Community Centre, Reid Park at 6.45pm

PRESENT

Cllr M Guilford (Chairman)	Cllr A Richardson
Cllr M Harrison	Cllr I Craven
Cllr E Shaw	Cllr K O'Sullivan
Cllr D Rice	Cllr G Cockburn
Cllr L Beverley	Cllr N Wyatt
Cllr T Carmichael	Mrs J Bell (Deputy Clerk)

Also present: PCSO A Smith, Police Officer A Foster and also one member from Headlands Year 6 Leavers Committee who was attending regarding Item 20 on the agenda.

APOLOGIES

1. Cllr E Pearson had sent his apologies prior to the meeting.

REASONS FOR ABSENCE APPROVED

2. The reason for Cllr E Pearson's absence was approved.

MINUTES OF THE VIDEOCONFERENCE MEETING HELD ON 4 MAY 2021

3. **RESOLVED that the minutes of the videoconference meeting held on 4 May 2021 were confirmed as a true and accurate record and signed by the Chairman.**

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

4. None.

COMMUNICATIONS WITH YLCA AND OTHER REGULATORY BODIES

5. The Chairman reported that he been in touch with the Monitoring Officer at the City of York Council regarding the behaviour of one Councillor. The Monitoring Officer was asked to look into the matter. A conversation then took place between Councillor Richardson and the Chairman. At this point Councillor Richardson was given a warning regarding his behaviour and the Chairman referred to Section 2 of the Haxby Town Council Standing Orders regarding disorderly conduct at meetings. Councillor Richardson was again asked to moderate his behaviour and no further warnings would be given. The Deputy Clerk was then asked to read out Section 2 of Standing Orders.  
The Chairman also explained that since the last meeting, communications had taken place with Yorkshire Local Council's Association regarding the Haxby United Charities. A copy of the reply has been sent to Councillor's prior to the meeting. He

explained that further Trustees of the Haxby United Charities were required to enable this matter to progress further.

#### AMENDMENT TO STANDING ORDERS

6. The Chairman sent a slide set presentation to all Councillors prior to the meeting. This identified the core responsibilities and maintenance required by this Council. The Chairman proposed that Standing Orders be changed for those committees who manage assets to inspect and for the Council to ensure the assets are insured. He mentioned works required to the Pavilion and to the Village Green verges.

**Resolved:**

- 1. To add a clause to committee Terms of Reference that require those that maintain assets to perform a physical inspection at least once each year. (recommend the month of June)**
- 2. That the Council institutes a freeze on all new capital expenditure until committees confirm they have completed their inspections and set a plan in place to perform those core activities including budget impacts.**

#### CASH CHECK

7. Two Councillors had carried out a Cash Check on 3 June 2021 checking cash held, transfers between bank accounts and online direct payments and had found everything to be in order.

#### FINANCIAL STATEMENT – MAY 2021

8. Financial Statement for Haxby Town Council for May 2021

Details

Amount

Receipts to 31 May 2021

Welcome Nurseries	520.00
Allotment Rents	460.00
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	980.00
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Payments to 31 May 2021

Haxby Memorial Hall - Rent	DP	304.00
NY Pension	DP	1491.71
HMRC	DP	1183.40
Salaries	DP	4371.80
BT	DD	199.28

14 June 2021

Barclays	DP	6.50
R Fitch	DP	60.00
Barclaycard	DD	51.07
Complete Business Solution	DP	91.68
MAH Garden Maintenance	DP	1416.00
Zurich Insurance	DP	89.11
Haxby Memorial Hall - Grant	DP	1000.00
Haxby United Charities - Grant	DP	100.00
Toylikeme - Grant	DP	450.00
The Wonder Years - Grant	DD	231.27
Park Lane Playgrounds	DP	84.00
Haxby Playgroups - Grant	DP	600.00
Playground Projects	DP	23940.00
Cllr M Guilford - Notice Board Repairs	DP	143.01
SJ Danby	DP	162.00

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35974.83

Balance as at 30th April 2021	175226.76
Receipts	980.00
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	176206.76
Payments	35974.83
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Balance carried forward	140231.93

**RESOLVED that the financial statement as at 31 May 2021 which detailed payments totalling £35974.83 inclusive of VAT be approved.**

**APPROVAL OF ACCOUNTS FOR YEAR ENDING 31<sup>ST</sup> MARCH 2021**

9. **RESOLVED that the year ending accounts as at 31 March 2021 be approved and signed by the Chairman.**

**ANNUAL GOVERNANCE STATEMENT 2020-2021**

10. **RESOLVED that each item on Section 1, page 4 of the Annual Governance Statement 2020-2021, which was read out by the Chairman, be completed and signed by the Chairman and the Proper Officer.**

**ANNUAL RETURN 2020-2021**

11. **RESOLVED that Section 2, page 5 of the annual return for 2020-2021 be Signed by the Chairman and the Proper Officer.**

POLICE REPORT FOR MAY 2021.

12. The police report had been received for May 2021. This was copied to Councillors prior to the meeting. There had been 5 calls regarding anti-social behaviour, 1 theft of a bicycle, a theft from a farm compound and a few incidents of criminal damage. Councillors asked the Police various questions relating to response times to 101 and 999 calls. The Chairman reported that members intended to schedule a meeting with the Police regarding this, but the meeting had been postponed due to the Coronavirus Pandemic. Members were informed that there is a new Crime Commissioner, and it was agreed that this would be an appropriate time to schedule a meeting. The Police informed Councillors that a property marking event was due to be arranged on the Ethel Ward Playing Field sometime in July. Cycle safety on the highway was discussed, especially during school leaving time at the Joseph Rowntree School. Police agreed to address the concerns raised.

PERSONS WISHING TO BE CO-OPTED

13. None.

EXCLUSION OF MEMEBERS OF THE PUBLIC AND THE PRESS

14. Not applicable.

CO-OPTION OF NEW COUNCILLORS

15. Not applicable.

HAXBY TRADERS ASSOCIATION

16. The Chairman informed members that he had been attending the Haxby Trader's Association meetings. A Farmers Market was mentioned but there was no further information available.

RESIDENT CONCERNS

17. The Chairman referred to the concern previously raised by residents regarding Oak Tree Lane. It was agreed that this should be a matter for the City of York Ward Councillors to deal with as this was not within the remit of Haxby Town Council.

CODE OF CONDUCT

18. This item was carried forward until the July meeting.

HAXBY FOODBANK

19. A request had been received from the Haxby Foobank stating that certain supplies were running low and they were looking for financial help. A discussion then took place about healthy eating and the need to provide good quality healthy food. **RESOLVED to release funding up to the value of £500, subject to the provision of receipts, for the purchase of good quality and healthy food to ensure quality control. This was a Section 137 payment.**

S137 REQUEST FROM HEADLANDS YEAR 6 SCHOOL LEAVERS COMMITTEE

20. A grant application for a S137 payment had been received from the Headlands Year 6 School Leavers Committee. A copy had been sent to Councillors prior to the meeting. The Chairman permitted the member of the Leavers Committee to speak about the application. The grant had been applied for as a one off request to help towards funds to hold a leaving party for the year 6 pupils, and in particular to help with the mental wellbeing of the children following the difficult year caused by the Coronavirus pandemic. Councillors then discussed this request and also added that this was not the only Primary School in Haxby and perhaps Ralph Butterfield would be holding a similar event and should be considered. **RESOLVED to grant a Section 137 payment of £250 to the Headlands Year 6 School Leavers Committee and also to award the sum of £250 to a similar Committee at Ralph Butterfield C P School subject to them putting on this type of event for the Year 6 school leavers. These grants to be paid out of the budget for this Financial year - 2020/2021.**

RESIGNATION/RETIREMENT OF DEPUTY CLERK

21. A letter had been received from the Deputy Clerk to announce her resignation/retirement from Haxby Town Council with effect from 6 July 2021. The Chairman informed members that this would be referred to the Staffing Committee to deal with.

WHITE ROSE UPDATES

22. The latest White Rose Updates were **RECEIVED.**

RECREATIONAL & OPEN SPACES COMMITTEE

23. The minutes of the meeting held on 17 May 2021 were **RECEIVED.**

COMMUNITY ASSETS COMMITTEE

24. The minutes of the meeting held on 17 May 2021 were **RECEIVED.**

CEMETERY COMMITTEE

25. The minutes of the meeting held on 24 May 2021 were **RECEIVED.**

STAFFING COMMITTEE

26. The minutes of the meeting held on 4 June 2021 were **RECEIVED**.

PLANNING COMMITTEE

27. The minutes of the meeting held on 8 June 2021 were **RECEIVED**.

MATTERS FOR INCLUSION

28. 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 Chairman then closed the meeting and thanked the Police and the member from the Headlands Year 6 School Leavers Committee for attending.

The meeting closed at 8.05pm

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Chairman

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

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