

HUNTINGTON PARISH COUNCIL

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Minutes of the Monthly Council Meeting of Huntington Parish Council held on Wednesday 18th January 2023 at 7.00pm.

PRESENT:	Councillor D. Geogheghan-Breen (DB) – Chair, Councillor D. Jobling (DJ), Councillor G. Shann (GS), Councillor N. Watkins (NW), Councillor M. Duncanson (MD), Councillor S. Jobling (SJ), Councillor J. Shann (JS), Councillor J. Willis (JW), Councillor C. Hillman (CH), Councillor K. Orrell (KO), Councillor D. Smith (DS), Naurin Fatima (NF) - Burial Clerk, Gill Chivers (GC) - RFO, Lorraine Frankland (LF) - Parish Clerk
APOLOGIES:	Councillor J Badenhorst (JB), Councillor K. Glover (KG) and Councillor A. Hawxby (AH)
CIRCULATION:	To attendees, apologies and other all members of the Parish Council
MINUTES PREPARED BY:	Lorraine Frankland
DATE (Draft):	25/01/23
DATE TO BE APPROVED:	22/02/23

ITEM		ACTION
97.	<p><u>To Accept Apologies and Reasons for Absence</u></p> <p>Councillor J Badenhorst (JB) and Councillor K. Glover (KG); absent due to work commitments Councillor A. Hawxby (AH); absent due to illness <u>It was resolved to</u> approve the apology and reason for absence.</p>	
98.	<p><u>To Note Declaration of Interests</u></p> <p>i) <u>To Receive Declarations of Personal, Prejudicial or Disclosable Pecuniary Interests (not previously declared) on any Items of Business</u></p> <p>Non declared</p>	
99.	<p><u>To Consider Business from Members of the Public</u></p> <p>i) MD raised the issue of the potholes in Woodland Way, it was Agreed that; LF would complete a CoYC form, however the issue of potholes is a York wide problem</p> <p>ii) The Clerk has had an email from a resident at Keswick Way in regards to the height of the trees in the central grassed area. It was Agreed to; reissue the letter and a copy of the minutes as agreed on 18th Dec 2019 item 92 i)</p> <p>iii) A resident has been in touch with regards to the maintenance of the Environmental Park, it was Agreed to; ask the Environmental Park committee to install a sign highlighting the committees management program for the area, as different residents hold differing ideas about how the area should be managed, and the sign would solve the issue of residents contacting the Clerk for a response to their complaints.</p>	<p>LF</p> <p>LF</p> <p>Environmental Park Committee</p>
100.	<p><u>Minutes: To Approve the Minutes of the Monthly Parish Council Meeting held 21/12/2022</u></p> <p>The minutes of 21/12/2022 require amendment to items 88, 89, 92 and 94 they will then be approved as a true and accurate record of said meeting signed and dated by the Chair.</p>	

101. **Minutes: To sign the minutes of the Extraordinary Parish Council Meeting held on 10/01/23**

The minutes to be signed on 22/02/23

102. **To determine date and minute taking arrangements for the February Full Parish Council meeting**

It was **Agreed** to; move the meeting to 22/02/23

103. **Finance and Policy Issues:**

i) **To Note Monthly Bank Reconciliation Report**

Monthly Bank Reconciliation Report noted

ii) **To Approve Invoices Presented for Payment**

<u>HUNTINGTON PARISH COUNCIL</u>			
<u>INVOICES PRESENTED FOR PAYMENT 18 JANUARY 2023</u>			
Complete Business	Bacs	Photocopier December 2022	15.97
Sleightholm Landscapes	Bacs	Erection and Removal of Christmas Trees x 3	1092.00
Sleightholm Landscapes	Bacs	Land clearance for seeding/planting	944.64
Park Lane Playgrounds	Bacs	Playground inspection x 3	108.00
Premier Window Cleaners	Bacs	Bus shelter/notice board cleaning - Jan	300.00
City of York Council	Bacs	Waste collection - one quarter	105.00
Vision ICT	Bacs	Annual fee for Website Hosting 2023/24	288.00
H'ton Community Centre	Bacs	Venue x 4 months	286.00
Citizens Advice York	Bacs	Outreach service Oct-Dec 2022	1204.50
Your Marquee	Bacs	Deposit for Marquee Hire Gala 2023	978.70
HMRC	Bacs	PAYE December 2022	401.00
Mrs L Frankland	Bacs	Clerk salary + part home as office Jan 2023	1475.51
Mrs L Frankland	Bacs	Part use of home as office Jan 2023	26.00
Mrs G H Chivers	Bacs	RFO salary Jan 2023	625.03
Mrs G H Chivers	Bacs	Use of home as office Jan 2023	20.00
Mrs G H Chivers	Bacs	Postage	6.02
Yorkshire Bank	DD	Bank Charges Dec 2022	12.90
TOTAL EXPENDITURE			<u>£7,889.27</u>
<u>INCOME:</u>			
Groundwork UK - Tesco	Bacs	Funding Garth Road Playground	500.00
Virgin Money	Bank	Gross Interest	180.44
			<u>£680.44</u>
<u>INVOICES PRESENTED FOR PAYMENT BETWEEN MEETINGS:</u>			
Charity Payments x 3	Bacs	Sports Club Donation Gala 2022	400.00
Sage Software	DD	Accounting	33.00
Lindsay Ball	Bacs	Outside Caretaker OP	322.00
John Cliffe	Bacs	Street Cleaning	316.25
John Cliffe	Bacs	Outside Caretaker OP	434.70
			<u>£1,105.95</u>

Invoices checked and approved by Councillor M. Duncanson
The SLCC and an advert for the RGO position on the CoYC website

Approved

iii) **To Note Current Financial Situation**

- The job advert for the RFO position will be posted on the YLCA website this Friday
- CoYC require a job description for the advert on their website
- GC has processed the payment for employees who are paid at the end of the month
- It was **Agreed** that; LF would cover in the interim (for three months until 19/04/23) whilst the RFO recruitment take place, the closing date is 15th Feb 2023
- All candidates to contact DB

DB

LF

DB

- DB and DS to assess the applicants for interview **Agreed**
- A new Internal Auditor needs appointing as the one agreed last month has resigned their position
- GC and Derek C will remain as the contact for the defibrillators

Financial Situation Noted.

DB &
DS

104. Policing and Security Matters

i) To Note NY Polices update in regards to Crime figures

The volume of theft from the shops at Vangarde were Noted

ii) To Consider any other security related issues

There has been a spate of theft of parcels from doorsteps (left by online delivery)

There has been the theft of charity boxes from a front garden the Police have been made aware.

105. Huntington Cemetery Committee

i) Update on the management of the cemetery

- They held their last meeting yesterday and they are meeting on 17/02/23
- It is the committees intension to enforce the rules of the cemetery in particular rule 10, item/tributes will be removed from identified graves and stored for a period of three months so that relatives can reclaim them
- The committee need to decide who will undertake the work of removing items once they have identified which items need removing from the graves
- CH has met with the civil engineers and the first quote circa £100k has been received, the committee are waiting until all quotes have been received before referring their recommendations to the Parish Council
- There is also an ongoing issue with flooding of the cemetery during times of heavy rainfall, NF is meeting with contractors to try and create a solution to this problem

NF

106. Asset Management

i) Open Agenda Item for Community Centres/Halls to present a report

a. Huntington Memorial Hall

The last meeting was cancelled, and a new date is to be set

b. Huntington Community Centre

Nothing to report

c. Orchard Park Community Centre

They have received a quote for replacing the radiator valves

The fire alarm system has been tested and some items need replacing

DJ painted the outside doors however it then rained so they require painting again

The hooks still need attaching to some of the doors once painted

ii) To Receive Reports from those Councillors who have nomination rights to Outside Bodies:

a) Huntington Riverside Environmental Park

- Huntington Parish Councils asked Councillors on this committee to request a meeting (in particular to discuss the tree survey)
- Beki (CoYC) met with Peter Bland to discuss the green corridor project and the wildflower planting

b) Huntington Sports and Social Club

- There is a new rep. for the football
- The tractor at Hopgrove needs new tyres
- Heworth Parish Council disputes that the Hopgrove Playing field falls within their parish DB sent a map from CoYC website that shows the field **DOES** fall within Heworth Parish
- DB and GC to contact Simon Jones about whether he as managed to secure the additional funding for the spotlights (so that the £500 offered by HPC can be released)

MD,
GS, JW

DB, GC

c) Yorkshire L.C.A.

- Their next meeting is next week via Zoom so that officers don't have to travel to meetings in bad weather

iii) Ward Update

No update

107. **Planning and Green Belt Issues**

i) To Consider Minutes of Planning Committee Meeting held 12/10/22

The minutes were considered.

ii) Management of Green Spaces

The wildflower areas are to be turned over next week.

108. **Amenities**

i) To Consider Minutes of Amenities Meeting held 10/01/23

Considered

It was **Recommended** that; the Full Parish Council make a request to the Community Centre Committee to take down the dividing door on H&S grounds as a matter of urgency, and that this cost would be met by the Parish Council.

GC reported that; the doors are chained back and only accessible by the Centre Manager. There is a meeting in February to look at the options, as some way of dividing the space is need so as not to impact on bookings. GC believes that the doors are to be removed.

It was **Agreed** to resolve that; once the centre representatives have met with the contract a report will given and that these findings will be feed back to Huntington parish Council

DB,
JW, JS

It was **Recommended** that; a request be made to the CoYC for the repair of the potholes which have developed on New Lane between Jockey Lane and Malton Road
Agreed

LF

It was also **Recommended** that; LF contact CoYC about the steep incline to the pavement on the corner of Grampian Close, causing pedestrians to have to walk on the road.

LF

Agreed

Minster Alarms have increased their quote by £30 (to over £2000), as the costs involved have increased, they are requesting the monies for the work in advance. It was **Recommended** that; this work be undertaken as a matter of urgency resolved to **Approve**

ii) To Note any issues with regard to Street Cleaning

GC informed the meeting that; the street cleaner will not be working in July

iii) To Discuss any other Issues relating to General Maintenance of Huntington Parish

Non-raised

iv) To Note any Footpaths, Highways and/or Traffic Issues

The two quotes received for the SAM's (Smiley Activated Message) signs were circulated;

Smiley Activated Message SAM					
Speed Indicator Device (SID)					
Westcotec	£4045 (ex VAT)	£8,090	MessageMaker	£3175 (ExVAT)	£6,350
Solar Option					
Westcotec	Included in price		MessageMaker	£625 (Ex VAT)	£1,250
Delivery					
Westcotec	£45 (Ex VAT)	£45	MessageMaker	£280 (Ex VAT)	£280
Data Capture					
Westcotec	£429 (ExVAT)	£858	MessageMaker	£300 (ExVAT)	£600
Blue Tooth remote data capture					
Westcotec	£1675 (Ex VAT)	£3,350	MessageMaker	£275 (Ex VAT)	£550
		£12,343			£9,030

The quote from MessageMaker was proposed by KO and seconded by DJ. It was **Resolved** to; go with the quote from MessageMaker upon confirmation of the price for two signs.

LF

v) To Consider any issues relating to Huntington Parish Council play areas

LF is to meet with the contractors to discuss the drains at Garth Road.

LF

vi) Gala (2023)

- The magician (deposit £230)
- Minatare Railway (deposit £350)
- Barrel Ride (no price yet)
- Portaloos'
- Security

are booked in for the Gala

The skip is still to book

109. Parish Council Administration Issues

- Dates for Diary: Planning Meeting 01/02/23, Amenities Meeting 07/03/23, F&P Feb
- SJ asked that all councillors promote the Warm Hub poster that she was circulating

All Cllr's

110. To Confirm Date, Time and Venue of Next Meeting

Monthly meeting of Huntington Parish Council to be held **Wednesday 22nd February** commencing at 7.00pm in Huntington Community Centre, Strensall Road, Huntington.

111. Leaving Presentation

The whole Council thank Gill Chivers for her contributions to Huntington Parish Council and to Huntington Parish, both as a Parish Councillor and as the RFO. Her hard work, commitment and devotion were acknowledged. Gill was then presented with a leaving present on behalf of all the Parish Councillors as a sign of appreciation for all she has done over the many years of her involvement.

Gill thank those Councillors present for her gifts

Meeting closed at 8:35pm