

HUNTINGTON PARISH COUNCIL

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Minutes of the Monthly Council Meeting of Huntington Parish Council held on Wednesday 18th March 2020 at Huntington Community Centre at 7.00pm.

| | |
|-----------------------------|--|
| PRESENT: | D. Geogheghan-Breen (DB) – Chairman, Councillor J. Shann (JS), Councillor K. Deadman (KD), Councillor M. Duncanson (MD), Councillor D. Smith (DS), Councillor A. Hawxby (AH), Councillor C. Hillman (CH), Councillor J. Willis (JW), Councillor G. Shann (GS), Mrs Gill Chivers (GC) – RFO, and Lorraine Frankland (LF) – Parish Clerk |
| APOLOGIES: | Councillor D. Jobling (DJ), Councillor S. Jobling (SJ), Councillor K. Orrell (KO) and Councillor J. Badenhorst (JB) |
| CIRCULATION: | To attendees, apologies and other all members of the Parish Council |
| MINUTES PREPARED BY: | Lorraine Frankland |
| DATE (Draft): | 19/03/2020 |
| DATE TO BE APPROVED: | unknown |

| ITEM | | ACTION |
|------|--|--|
| 126. | <u>To Accept Apologies and Reasons for Absence</u> Councillor D. Jobling (DJ), Councillor S. Jobling (SJ), Councillor K. Orrell (KO); absent due to self-isolation without symptoms Councillor J. Badenhorst (JB); absent due to self-isolation with symptoms <u>It was resolved to</u> approve the apology and reason for absence. | |
| 127. | <u>To Note Declaration of Interests</u> i) <u>To Receive Declarations of Personal, Prejudicial or Disclosable Pecuniary Interests (not previously declared) on any Items of Business</u> None declared | |
| 128. | <u>To Consider Business from Members of the Public</u> i) A resident contacted the Parish Council about volunteer to help with vulnerable neighbours, LF informed the meeting that she has set up a Facebook profile to try and coordinate this effort resolved to: support the effort so long as it does not detract the clerk from her main duties. | LF |
| 129. | <u>Minutes: To Approve the Minutes of the Monthly Parish Council Meeting held 19/02/20</u> The minutes of 19/02/20 were approved as a true and accurate record of said meeting signed and dated by Chairman. | |
| 130. | <u>Covid19</u> i) Recommendation by the Chair following advice from YLCA to; to hold no further face to face meeting meetings until further notice. Huntington Parish Council resolved to; implement this recommendation forthwith, (Amenity meetings will be suspended, and Amenity activity unless urgent will cease, Planning Meetings will be conducted via email and/or Skype, the Parish Meeting and Annual Meeting will be either postponed or conducted via email). ii) Recommendation by the Chair following advice from YLCA to; transfer executive powers to both the Parish Clerk and the RFO during this period. Huntington Parish Council resolved to; implement this recommendation forthwith. NF will not hold executive powers and will communicate with both LF | All Cllr's LF, GC & NF LF, GC NF |

and GC at this time

iii) It was N **resolved** that; F to contact all local funeral directors to create a plan for this best why forward in terms of removing the need to physically handle paperwork where this can be done electronically and how to manage what will inevitably be an increase in funerals (it was acknowledged by the council that; the way funerals are managed may be taken out of the councils control in a top down approach from Central Government in the coming months).

NF

It was **resolved** that; should the work load for **NF** become too much and beyond what she could reasonably be expected to manage DB would assist her in her duties, during this time of extra work NF will be paid for any additional hours she works.

NF

NF was issued with a Facility Closed sign to display at the entrance to the cemetery

NF

It was **resolved** that; The pricing structure would remain the same during the Covid19 outbreak

NF

DB is to check with the cemetery maintenance contractor that he is happy to continue with his work at this time, that however he should not allow the public to approach hem for both his and the publics safety

DB

iv) Following Central Government advice, it was **resolved** that;

Huntington Memorial Hall
Huntington Community Centre
Orchard Park Community Centre

Will be closed to the public from Friday evening (20th March) until further notice, and that once able to re-open it is recommended that a deep clean is undertaken MD asked if an exception could be made for a local Dance Group taking exams This request was **refused**.

MD

Notices to be put up accordingly, to include request that members of the public do not approach individual employees or Councillors who may be checking on the inside of the building. Only exception to this being if children of key workers require a venue for care, as per Government guidelines. Any planned work to go ahead in the 3 Halls, if contractors are able to do so, but without social contact from HPC.

v) It was **resolved** that; The three Play Areas will remain open until either advice from the Central Government overrides this decision/or the Safety Inspection stop, or both employees self-isolate.

LF, GC

vi) It was **resolved** that; The Annual Gala be cancelled

It was **resolved** that; The Garden Scheme will go ahead, however there will be fewer gardeners and therefore the scheme will not be as effective and remedial work may have to be undertaken when the Covid19 situation has passed. LF to contact both recipients and contractors

LF

131. Policing and Security Matters

i) To Note NY Polices update in regards to Crime figures
Have been circulated, GC had not received a copy LF to forward

LF

ii) To Consider any other security related issues
No other issues were raised

132. Finance and Policy Issues:

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

ii) To Approve Invoices Presented for Payment

| HUNTINGTON PARISH COUNCIL | | | |
|---|------|--|-------------------------|
| INVOICES PRESENTED FOR PAYMENT 18 MARCH 2020 | | | |
| Complete Office Sols | Bacs | Photocopier February | 14.52 |
| Stoneplan Ltd | Bacs | Bus shelter and notice board cleaning | 2148.00 |
| Cottage Garden Services | Bacs | Planters and Gateway signs | 530.00 |
| HMRC | Bacs | PAYE March 2020 | 1887.46 |
| Mrs L Frankland | Bacs | Clerk salary + 50% home as office March 2020 | 1310.21 |
| Mrs L Frankland | Bacs | 50% Use of home as office March 2020 | 18.00 |
| Mrs G H Chivers | Bacs | RFO pay March 2020 | 576.37 |
| Mrs G H Chivers | Bacs | Use of home as office March 2020 | 12.00 |
| Mr S Wadsworth | Bacs | 4 weeks Street Cleaning | 380.00 |
| Mr S Wadsworth | Bacs | Boots (street cleaning) | 54.00 |
| Yorkshire Bank | DD | Bank Charges Feb 2020 | 14.60 |
| TOTAL EXPENDITURE | | | <u>£6,945.16</u> |
| INCOME: | | | |
| Yorkshire Bank | Bacs | Gross Interest | 8.84 |
| | | | <u>£8.84</u> |
| INVOICES PRESENTED FOR PAYMENT BETWEEN MEETINGS: | | | |
| Sage Software | DD | Accounting | 24.00 |
| Nest Pensions | DD | Clerk Pension Scheme | 53.27 |
| Lindsay Ball | Bacs | Outside Caretaker Orchard Park | 304.50 |
| John Cliffe | Bacs | Wellingtons for Orchard Park | 10.50 |
| John Cliffe | Bacs | Outside Caretaker Orchard Park | 520.60 |
| | | | <u>£912.87</u> |

Invoices checked and approved by Councillor K Deadman

iii) To Note Current Financial Situation

Current Financial Situation noted, Request for funding from Huntington Community Centre for £1584 plus VAT for repairs to the bell tower, necessary as the rain is coming in **Agreed**.

CH has been asked to raise the question as to why the precept has risen by 12.7% against other components e.g. Policing, Fire. GC explained that this was discussed in full at the January Meeting.

133.

Huntington Cemetery Committeei) To consider the options and decide on a way forward with grass cutting and management of the cemetery

The current contractor is to finish at the end of August/beginning of September, He has kindly provided a list of duties he currently preforms, and has offered to give a handover to his successor.

After discussion it was **Resolved** to; add the maintenance of the planters to the roles. It was **Resolved** that; using a contractor rather than an employee would be better. This would mean an invoice being presented on a monthly basis rather than adding someone to the HPC payroll. It was **Resolved** that; this should be put out to tender as soon as possible, Job description circulated.

It was **agreed** to; allow the current contractor to continue to inter the cremated remains

ii) To consider the potential impact of the current Covid19 pandemic - discussed under item 130iii) The committee have considered three options for providing toilets at the cemetery;

- 1) reconfigure to building to allow access to the one on site,
- 2) Install a Porta loo
- 3) Create a gate to far East of the cemetery to allow access to the Park and Ride toilets

Parish Councillors **agreed** that; they believed the first option to be the best option.

134. Asset Management

- i) Open Agenda Item for Community Centres/Halls to present a report
 - a. Huntington Memorial Hall - None raised
 - b. Huntington Community Centre - None raised
 - c. Orchard Park Community Centre - None raised
- ii) To Receive Reports from those Councillors who have nomination rights to Outside Bodies:
 - a) Huntington Riverside Environmental Park
Committee members to check whether authorised work has been taking place in the park as people have been seen cutting back trees
 - b) Huntington Sports and Social Club
To remain open for two weeks pending any further advice. All events cancelled and Bar just in one room with regular cleaning.
 - c) Yorkshire L.C.A.
CoYC are going to look at their charter with parish councils as all parish councils raised the issue of getting maintenance work requests and enforcement forms addressed even when using CoYC e-forms.
- iii) To Receive Report re: Ward Team Meeting
Nothing to feedback.

GS, MD

135. Planning and Green Belt Issues

- i) To Consider Minutes of Planning Committee Meeting held 26/06/19
Minutes considered
Report regarding Primary School wishing to open an onsite Nursery.
Recommended and **agreed** that HPC do not support this. However, as the School is an Academy, CoYC have no power over this.
- ii) To Consider any further Planning and Green Belt issues
Non raised
- iii) Neighbourhood Plan Update
DJ been asked to talk about Local Plan with CoYC.

LF

136. Amenities

- i) To Consider Minutes of Amenities Meeting is to be held on 03/03/20
 - Minutes agreed.
 - CoYC have approached Earswick PC with a view to purchasing Diamond Wood for widening the Ring Road.

137. Parish Council Administration Issues

- i) Dates for Diary: No dates until further notice.
- ii) Huntington Walkabout: Postponed until further notice.

138. To Note Correspondence Received

Electronic mail forwarded to Parish Councillors.

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

Postponed until further notice. **Meeting closed at 8:30pm**