

MINUTES OF THE WILLERBY PARISH COUNCIL MEETING ANNUAL COUNCIL MEETING HELD ON TUESDAY 20th MAY 2025

VENUE: Willerby Methodist Church

PRESENT:

Members: Cllr T Williams, Cllr R Scott, Cllr M Killeen, Cllr L Telford, Cllr S Smith, Cllr P Marshall

Clerk to the Council: Mrs Caroline Handforth

Members of the Public: 0

Ward Councillors: 0

Humberside Police: 1

5919 TO ELECT A CHAIRMAN FOR THE MAY 2025 TO MAY 2026 MUNICIPAL YEAR
CLERK TO PROVIDE DECLARATION OF OFFICE OF CHAIRMAN – CHAIRMAN TO
SIGN.

Cllr Tracey Williams was duly elected as Chairman and signed declaration of office of
Chairman. Parish Clerk to update website and provide laminated copies for notice boards.

5920 TO ELECT A VICE-CHAIRMAN FOR THE MAY 2025 TO MAY 2026 MUNICIPAL YEAR
CLERK TO PROVIDE DECLARATION OF OFFICE OF VICE CHAIRMAN - VICE
CHAIRMAN TO SIGN.

Cllr Richard McKinnon was duly elected as Vice Chairman. Parish Clerk to arrange signing of
declaration of office of Vice Chairman. Parish Clerk to update Parish Council website and
provide laminated copies for notice boards.

5921 TO RECEIVE & NOTE APOLOGIES FOR ABSENCE.

Cllr B Green

Cllr R McKinnon

Cllr M Gray

5922 TO RECORD ANY PECUNIARY OR NON-PECUNIARY INTERESTS

None Received

5923 TO AGREE THE ORDER OF THE AGENDA.

Agreed – No Changes

5924 TO RECEIVE A REPORT FROM THE POLICE AND LOCAL WARD COUNCILLOR

PC Taylor attended and provided the Parish Council with the local crime statistics since the last
meeting. PC Taylor informed the Parish Council that moving into the Summer months the local
Policing team would be focusing on retail thefts in the area and Anti-Social Behaviour reports.

5925 TO APPOINT MEMBERS TO THE FOLLOWING:

a. Planning committee x 4 – **Cllr T Williams, Cllr S Smith, Cllr R Scott. Cllr B Green**

b. Subcommittee representatives:

i. Play Park monthly Safety Inspection x 2 – **Primarily Cllr L Telford.**

Cllr R Scott & Cllr B Green in the event Cllr L Telford is unavailable.

ii. Festive Projects – **Full Council**

c. Health & Safety representative x 1 – **Parish Clerk**

d. Parish Transport Champion x 1 – **Parish Clerk**

e. Storage Container School Liaison x 2 – **Cllr T Williams & Cllr S Smith.**

f. Notice board responsibilities:

i. The Redwoods – **Cllr R McKinnon**

ii. Willerby Square (outside Sainsburys) – **Parish Clerk**

iii. Kingston Road (outside Nu Bar) – **Parish Clerk**

iv. The Parkway – **Cllr L Telford**

v. Aston Road – **Cllr T Williams**

vi. The Playpark – **Cllr R McKinnon**

5926 TO APPROVE THE DATES FOR ORDINARY PARISH COUNCIL MEETINGS AND THE ANNUAL PARISH MEETING 2025/26.

Approved – The Parish Council **resolved to approve** 2025-2026 meeting dates. Parish Clerk to reserve dates with the Methodist Church, provide updated laminated copies for notice boards, update Parish Council website, and provide copy of dates to Councillors.

5927 TO REVIEW WILLERBY PARISH COUNCIL ASSET INVENTORY.

- TO NOTE THAT THE PARISH COUNCIL HAS ADEQUATE INSURANCE IN PLACE THROUGH ZURICH MUNICIPAL.

Reviewed – The Parish Council asset inventory was reviewed, and it was noted that adequate insurance was in place through Zurich Municipal.

5928 TO REVIEW THE FOLLOWING 2025-2026 RISK ASSESSMENTS:

- PARISH COUNCIL RISK ASSESSMENT - **Reviewed**
- COMMUNITY GROUNDSMAN RISK ASSESSMENT – **Reviewed. Parish Clerk to provide Community Groundsman with copy of risk assessment to sign and return.**
- PLAYPARK RISK ASSESSMENT – **Reviewed.**

Reviewed – The Parish Council reviewed the above risk assessments. Parish Clerk to update with minute references.

5929 TO REVIEW WILLERBY PARISH COUNCIL FINANCIAL REGULATIONS.

Reviewed – The Parish Council reviews the financial regulations (no changes). Parish Clerk to update on website with minute reference.

5930 TO REVIEW WILLERBY PARISH COUNCIL STANDING ORDERS.

Reviewed – The Parish Council reviewed Standing Orders (no changes). Parish Clerk to update on Parish Council website with minute reference.

5931 TO RESOLVE TO ADOPT MEMORIAL BENCH & BENCH PLAQUE POLICY.

Resolved to adopt – The Parish Council **resolved to adopt** the Memorial Bench & Bench Plaque Policy. Parish Clerk to add to website with minute reference.

5932 TO REVIEW THE FOLLOWING POLICIES:

- BULLYING AND HARASSMENT POLICY - **Reviewed**
- COMPLAINTS PROCEDURE - **Reviewed**
- HABITUAL OR VEXATIOUS COMPLAINANTS' POLICY - **Reviewed**
- HEALTH & SAFETY POLICY - **Reviewed**
- MEETING ATTENDANCE POLICY - **Reviewed**
- MEMBER CODE OF CONDUCT- **Reviewed**
- PROTOCOL ON COMMUNICATION- **Reviewed**
- SOCIAL MEDIA POLICY- **Reviewed**
- TERMS OF REFERENCE FOR THE PLANNING COMMITTEE- **Reviewed**

Reviewed – The Parish Council reviewed the above policies. Parish Clerk to update with minute references on Parish Council website.

5933 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22nd APRIL 2025.

Approved - The minutes of the meeting on the 22nd April 2025 were taken as read and signed & initialled by the Chairman as a true and accurate record.

5934 TO NOTE MISCELLANEOUS REPORTS/UPDATES FROM MEMBERS/CLERK - **FOR INFORMATION ONLY:**

- Parish Clerk to provide update on new legislation regarding required.gov.uk email addresses – The Parish Clerk informed the Parish Council that changes to future legislation would may mean that non-government email addresses would no longer be permitted. Parish Clerk to research and obtain costings.
- Wicksteed Annual External Playpark Inspection booked – lead time 16 weeks - **Noted**
- 2025 Village Flower Baskets installation date 14th June - **Noted**
- BSL Playpark signs – The Parish Clerk confirmed that the signs had been installed and had been well received on social media.

5935 TO CONSIDER/RESOLVE TO APPROVE QUOTATION FOR THE REPAIR/REPLACEMENT OF WILLERBY SQUARE VILLAGE SIGN.

Approved. The Parish Council considered the quotation for the replacement and installation of the vinyl graphics on the Willerby Square Village Sign and resolved to **approve and accept** the quotation of £282.00 from G4 Design & Print to produce and replace the sign in Black Foamex and dispose of the old sign. Parish Clerk to contact G4 Design and Print to confirm acceptance of the quotation.

Approved. The Parish Council considered the quotation for the repair, repainting and re-setting of the Willerby Square Village signposts and resolved to **approve and accept** the quotation of £80.00 from Hull Handyman. Parish Clerk to contact to confirm acceptance of the quotation.

5936 TO CONSIDER/APPROVE DESIGNS AND COSTINGS FOR SUPPLEMENTARY 2025 VILLAGE FESTIVE LIGHTS AND REQUIRED COLUMN INFRASTRUCTURE WORKS.

Approved. The Parish Council considered the quotation for the supply, installation, removal and storage of five column light displays to be added to the current village festive lights scheme. The Parish Council resolved to **approve and accept** the full scheme project quotation of £6,204 from Lite Ltd. Parish Clerk to contact Lite Ltd to confirm acceptance of the quotation.

Approved. The Parish Council considered the quotation for the supply and installation of the required column infrastructure works and resolved to **approve and accept** the quotation of £1,597.75 from East Riding Council. Parish Clerk to contact ERYC to confirm acceptance of the quotation.

Approved – It was agreed that funding for the required column infrastructure would be obtained by reallocating expenditure from other budgeted areas.

Cllr P Marshall arrived at 19:45

5937 TO DISCUSS MAINTENANCE OF PLAYPARK PLANTERS AND APPROVE ASSOCIATED COSTINGS.

Cllr R Scott provided the Parish Council with an update on the playpark planters and the further maintenance that is required. Cllr R Scott confirmed that Bellfield Farm had kindly donated the pansies which have been planted, and that they have also offered to maintain the Hawthorn hedge adjacent to the playpark. Cllr R Scott confirmed that the current daffodil bulbs and compost needed replacing. It was agreed that Cllr R Scott would approach local retail outlets to enquire about the possibility of further donations of bulbs/plants/compost etc. The Parish Council **resolved to approve** a maximum spend of up to £60.00 on the 2025 maintenance of the planters.

5938 TO APPROVE/NOTE PARISH CLERK'S HOLIDAYS:

Wed 28th May – 3 Days.

Approved

5939 TO INFORM THE PARISH COUNCIL OF MEETING WITH ERYC REPRESENTATIVES TO DISCUSS PROPOSED PARKING RESTRICTIONS ON WELL LANE – TUESDAY 17TH JUNE, WILLERBY METHODIST CHURCH FROM 5.45PM.

The Parish Clerk informed the members that the Parish Council had been invited by ERYC to an informal briefing to obtain information on the proposed parking restrictions on Well Lane. The Parish Clerk confirmed that purpose of the briefing is to obtain information on the proposed changes, and that no decisions will be made.

5940 TO RECEIVE A REPORT ON THE YOUNG CHILDREN’S PLAYGROUND.

Cllr L Telford provided the Parish Council with a report on the Playpark and confirmed that all equipment was in good order. It was noted that there was an area of graffiti on the small slide – Parish Clerk to contact Community Groundman to remove. Parish Clerk to request that the external playpark inspection examines the lifted areas of wet pour to discern whether repair/replacement is required.

Cllr L Telford left the meeting at 20:00

5941 TO NOTE OUTSTANDING MATTERS WITH ERYC:

- Willerby Low Road – litter bin installation (awaiting ERYC site survey) – **The Parish Clerk informed the Parish Council that installation was scheduled for Thursday 22nd May 2025.**
- Damaged bench on Beverley Road – reported to ERYC Ref: SF685399728 – **ERYC to install new bench – Scheduled for June 25.**

5942 TO NOTE THE LIST OF CORRESPONDENCE RECEIVED SINCE THE LAST MEETING:

- Environment Agency Biowise Newsletter – 25.04.25 - **Noted**

5943 TO PRESENT A REPORT ON ACCOUNTS TO THE END OF APRIL 2025 AND APPROVE THE SCHEDULE OF PAYMENTS FOR MAY. CHAIRMAN & RFO TO SIGN SCHEDULE OF PAYMENTS.

Approved – The Parish Clerk confirmed that balance of the Current Account stands at £43,013 with £7,298 in the Reserve account. The Parish Clerk confirmed that first half of the precept and the 2024-2025 VAT reclaim had been paid into the Current Account. Payments this month include HMRC PAYE 4th Quarter payment (via Direct Debit); 2025-2026 ERNLLCA & SLCC Membership fees; payment to Zurich Municipal Insurance for 2025-2026 Insurance premium and payment to The School Sign Shop for two Playpark British Sign Language (BSL) Boards.

5944 TO APPROVE PARISH COUNCIL ANNUAL ACCOUNTS 2024/2025 INCOME & EXPENDITURE. CHAIRMAN & CLERK TO SIGN.

Approved – Parish Clerk and Chairman to sign.

5945 TO CONSIDER AND APPROVE **SECTION 1 – ANNUAL GOVERNANCE STATEMENT** OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDING 31ST MARCH 2025 FOR EXTERNAL AUDIT. CHAIRMAN & PARISH CLERK TO SIGN.

Approved – Parish Clerk & Chairman to sign. Willerby Parish Council 2024-2025 AGAR accounts to be sent by the Parish Clerk to PKF Littlejohn for external audit.

5946 TO CONSIDER AND APPROVE **SECTION 2 – ACCOUNTING STATEMENTS** OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDING 31ST MARCH 2025 FOR EXTERNAL AUDIT. CHAIRMAN & PARISH CLERK TO SIGN.

Approved – Parish Clerk & Chairman to sign. Willerby Parish Council 2024-2025 AGAR accounts to be sent by the Parish Clerk to PKF Littlejohn for external audit.

5947 TO BE INFORMED OF THE DATE AND TIME OF NEXT MONTHLY MEETING AS PER AGENDA ITEM 8.

Tuesday 27th May 2025 at the Methodist Church Building from 7pm – Annual **PARISH** Meeting

Tuesday 17th June 2025, at the Methodist Church Building from 7pm – Parish Council Meeting

PLANNING COMMITTEE MEETING

5948 TO APPOINT A CHAIRMAN.

Cllr T Williams was duly elected as Chairman of the Planning Committee.

5949 TO NOTE APPROVED PLANNING DECISIONS FROM ERYC:

- NatWest, 9 The Square, Willerby, HU10 7UA.
- 50 Prunus Ave, Willerby, HU10 6PJ.
- 368 Kingston Road, Willerby, HU10 6NF.

PLANNING APPLICATIONS –

No planning application received.