

THE WILLERBY PARISH COUNCIL

Clerk to the Council – Mrs Caroline Handforth
Willerby Parish Council, PO Box 730, Hull, HU10 9BG
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ANNUAL COUNCIL MEETING

Councillors,

You are hereby summoned to attend the Annual Council Meeting of The Willerby Parish Council that will be held at the **Methodist Church building, Carr Lane**, Willerby at **7.00 pm** on **Tuesday 20th May 2025** (NB the Planning Sub-Committee will meet immediately after the Parish Council meeting).

Members of the public are welcome from 7.00pm to speak in a 10 minute Public Forum in order to address the Parish Council on any local matters or concerns they may have. Please be aware that the Public Forum is a listening process, and although questions may be asked, matters will be referred to a future agenda for any decision to be made. Members of the public should indicate their desire to address the Parish Council on a specific topic during this ten-minute session at least 48 hours before the meeting (NB Members of the public or press are also welcome to sit in at Parish Council meeting to listen to the business transacted)

Could all members of the public wishing to attend please inform the Clerk at least 48 hours prior to the meeting for the required arrangements to be made. All documents will be provided on request in advance of the meeting and no additional printed documents will be issued at the meeting.

A G E N D A

1. **To elect a chairman for the May 2025 to May 2026 municipal year**
Clerk to provide declaration of office of Chairman – Chairman to sign
2. **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
3. To receive & note apologies for absence.
4. To record any pecuniary or non-pecuniary interests
5. To agree the order of the agenda.
6. To receive a report from the police and local ward councillor
7. **To appoint members to the following:**
 - a. Planning committee x 4
 - b. Subcommittee representatives:
 - i. Play Park monthly Safety Inspection x 2
 - ii. Festive Projects – Full Council
 - c. Health & Safety representative x 1
 - d. Parish Transport Champion x 1
 - e. Storage Container School Liaison x 2
 - f. Notice board responsibilities:
 - i. The Redwoods
 - ii. Willerby Square (outside Sainsburys)
 - iii. Kingston Road (outside Nu Bar)
 - iv. The Parkway
 - v. Aston Road.
 - vi. The Playpark

8. **To approve the dates for ordinary Parish Council Meetings and the Annual Parish Meeting 2025/26.**
9. **To review Willerby Parish Council Asset Inventory.**
 - To note that the Parish Council has adequate insurance in place through Zurich Municipal.
10. **To review the following 2025-2026 Risk assessments:**
 - Parish Council Risk Assessment
 - Community Groundsman Risk Assessment
 - Playpark Risk Assessment
11. **To review Willerby Parish Council Financial Regulations.**
12. **To review Willerby Parish Council Standing Orders.**
13. **To resolve to adopt Memorial Bench & Bench Plaque Policy**
14. **To review the following policies:**
 - Bullying and Harassment Policy
 - Complaints Procedure
 - Habitual or Vexatious Complainants Policy
 - Health & Safety Policy
 - Meeting Attendance Policy
 - Member Code of Conduct
 - Protocol on Communication
 - Social Media Policy
 - Terms of Reference for the Planning Committee
15. To approve the minutes of the Parish Council meeting held on 22nd April 2025.
16. 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.
 - Wicksteed Annual External Playpark Inspection booked – lead time 16 weeks.
 - 2025 Village Flower Baskets installation date 14th June.
 - BSL Playpark signs.
17. To consider/resolve to approve quotation for the repair/replacement of Willerby Square Village Sign.
18. To consider/approve designs and costings for supplementary 2025 village festive lights and required column infrastructure works.
19. To discuss maintenance of playpark planters and approve associated costings.
20. To approve/note Parish Clerk's holidays:
Wed 28th May – 3 Days.
21. 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.
22. To receive a report on the young children's playground.

- 23 To note outstanding matters with ERYC:
- Willerby Low Road – litter bin installation (awaiting ERYC site survey)
 - Damaged bench on Beverley Road – reported to ERYC Ref: SF685399728
- 24 To note the list of correspondence received since the last meeting:
- Environment Agency Biowise Newsletter – 25.04.25
- 25 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.
- 26 To approve Parish Council Annual Accounts 2024/2025 Income & Expenditure. Chairman & Clerk to sign**
- 27 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**
- 28 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**
- 29 To be informed of the date and time of next monthly meeting as per agenda item 8 above.

LIST OF APPENDICES:

Appendix A	Parish Council Minutes April 2025
Appendix B	Financial report for April 2025
Appendix C	Schedule of payments for May 2025

PLANNING COMMITTEE MEETING

1. To appoint a Chairman
2. 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.
3. Planning Applications –

C Handforth
Clerk to the Council

15th May 2025