

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 19th May 2026** (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 48hours 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 2026 to May 2027 municipal year**
Clerk to provide declaration of office of Chairman – Chairman to sign
2. **To elect a vice-chairman for the May 2026 to May 2027 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 2026/27.**
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 2026-2027 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 review the following policies:**
 - Meeting Attendance Policy
 - Member Code of Conduct
 - Protocol on Communication
 - Social Media & Electronic Communication Policy
 - Terms of Reference for the Planning Committee
 - Complaints Procedure
 - Habitual or Vexatious Complainants Policy
 - Health & Safety Policy
 - Bullying and Harassment Policy
 - Memorial Bench & Bench Plaque Policy
14. To approve the minutes of the Parish Council meeting held on 21st April 2026.
15. To **note** miscellaneous reports/updates from members/clerk - **for information only:**
 - Village clock service update.
16. To discuss proposal for Xmas switch on event historic scroll.
17. To receive a report on the young children's playground.
18. To note outstanding matters with ERYC:
 - Relocation of Gorton Road village sign.
19. To note the list of correspondence received since the last meeting:
 - ERYC Surface dressing works – 23.04.26
20. To present a report on accounts to the end of April 2026 and approve the schedule of payments for May. Chairman & RFO to sign schedule of payments.
21. **To approve Parish Council Annual Accounts 2025/2026 Income & Expenditure. Chairman & Clerk to sign**
22. **To consider and approve **Section 1 – Annual Governance Statement** of the Annual Governance & Accountability Return (AGAR) for year ending 31st March 2026 for external audit. Chairman & Parish Clerk to sign**

**23 To consider and approve Section 2 –Accounting Statements of the Annual Governance & Accountability Return (AGAR) for year ending 31st March 2026 for external audit.
Chairman & Parish Clerk to sign**

24 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 2026
Appendix B Financial report for April 2026
Appendix C Schedule of payments for May 2026

PLANNING COMMITTEE MEETING

1. To appoint a Chairman
2. To Note Approved Planning decisions from ERYC:
 - 6 Beechfield Drive, Willerby, HU10 6DF.
 - Land East of 56 the Parkway, Willerby, HU10 6AZ.
3. Planning Applications –

C Handforth
Clerk to the Council

13th May 2025