

MINUTES OF THE WILLERBY PARISH COUNCIL MEETING ANNUAL COUNCIL MEETING HELD ON TUESDAY 19th MAY 2026

VENUE: Willerby Methodist Church

PRESENT:

Members: Cllr T Williams, Cllr R McKinnon, Cllr R Scott, Cllr S Smith, Cllr L Telford, Cllr B Green, Cllr G Gollins, Cllr C Brooks.

Clerk to the Council: Mrs Caroline Handforth

Members of the Public: 0

Ward Councillors: 0

Humberside Police: 1

6099 TO ELECT A CHAIRMAN FOR THE MAY 2026 TO MAY 2027 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.

6100 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.

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

6101 TO RECEIVE & NOTE APOLOGIES FOR ABSENCE.

Cllr P Marshall – Absent no apologies received.

6102 TO RECORD ANY PECUNIARY OR NON-PECUNIARY INTERESTS

None received

6103 TO AGREE THE ORDER OF THE AGENDA.

Agreed – No Changes

6104 TO RECEIVE A REPORT FROM THE POLICE AND LOCAL WARD COUNCILLOR
PCSO Gary Gowan attended and provided the Parish Council with local crime statistics since
the last meeting. It was noted that ASB incidents had been recorded on Main Street Willerby
(at the back of the Mercure hotel) and also on King George V playing fields with a dispersal
authority being authorised.

6105 TO APPOINT MEMBERS TO THE FOLLOWING:

- a. Planning committee x 4 - **Cllr T Williams, Cllr S Smith, Cllr B Green, Cllr R Scott. Parish Clerk to contact ERNLCCA with regards to upcoming planning training sessions.**
- b. Subcommittee representatives:
 - i. Play Park monthly Safety Inspection x 1 - **Cllr R Scott. Parish Clerk to contact ERNLCCA with regards to upcoming playpark inspection training sessions and also provide Cllr R Scott with playpark inspection checklist.**
 - 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, Cllr C Brooks. Parish Clerk to provide Cllr C Brooks with key for container at next meeting.**

- 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**

- 6106 TO APPROVE THE DATES FOR ORDINARY PARISH COUNCIL MEETINGS AND THE ANNUAL PARISH MEETING 2026/27.
Approved – The Parish Council **resolved to approve** 2026-2027 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.
- 6107 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.
- 6108 TO REVIEW THE FOLLOWING 2026-2027 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
- 6109 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.
- 6110 TO REVIEW WILLERBY PARISH COUNCIL STANDING ORDERS.
Reviewed – The Parish Council reviewed the Standing Orders (no changes). Parish Clerk to update on Parish Council website with minute reference.
- 6111 TO REVIEW THE FOLLOWING POLICIES:
- MEETING ATTENDANCE POLICY – **Reviewed**
 - MEMBER CODE OF CONDUCT - **Reviewed**
 - PROTOCOL ON COMMUNICATION - **Reviewed**
 - SOCIAL MEDIA & ELECTRONIC COMMUNICATION POLICY - **Reviewed**
 - TERMS OF REFERENCE FOR THE PLANNING COMMITTEE - **Reviewed**
 - COMPLAINTS PROCEDURE - **Reviewed**
 - HABITUAL OR VEXATIOUS COMPLAINANTS POLICY - **Reviewed**
 - HEALTH & SAFETY POLICY - **Reviewed**
 - BULLYING AND HARASSMENT POLICY - **Reviewed**
 - MEMORIAL BENCH & BENCH PLAQUE POLICY – **Reviewed**
- Reviewed** – The Parish Council reviewed the above polices. Parish Clerk to update with minute references on Parish Council website.
- 6112 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21ST APRIL 2026.
Approved - The minutes of the meeting on the 21st April 2026 were taken as read and signed & initialled by the Chairman as a true and accurate record.

- 6113 TO **NOTE MISCELLANEOUS REPORTS/UPDATES FROM MEMBERS/CLERK - FOR INFORMATION ONLY:**
- Village clock service update – The Parish Clerk informed the Parish Council that a clock engineer from Smith of Derby had attended and confirmed that there is currently no power supply to the clock. Chesters Electrical have been contacted and were now liaising directly with Smith of Derby to arrange a joint site visit to assess the issue.
- 6114 TO DISCUSS PROPOSAL FOR XMAS SWITCH ON EVENT HISTORIC SCROLL.
The Parish Clerk informed the Parish Council that a proposal has been put forward by the Town Crier to have an historic scroll/plaque listing the names of the individuals who annually assist with the switch on of the Christmas tree lights. The Parish Council **resolved to approve** the proposal. Parish Clerk to obtain costings and designs of a perpetual plaque/trophy.
Cllr R McKinnon to liaise with the Star Inn with regards to the display of the sign within the Star Inn premises. Project update to be added to June’s agenda.
- 6115 TO RECEIVE A REPORT ON THE YOUNG CHILDREN’S PLAYGROUND.
The Parish Clerk informed the Parish Council that there were two areas of wet pour that required repair and that the Community Groundman had scheduled this work for Thursday 21st May (weather permitting). It was noted that the nettles growing through the fence required cutting back. Parish Clerk to add 2026-27 budgeted spend for the playpark planters to June’s agenda for approval.
- 6116 TO NOTE OUTSTANDING MATTERS WITH ERYC:
- Relocation of Gorton Road village sign – The Parish Council **resolved to approve** the installation of the new village sign back in the original site. Parish Clerk to contact G4 design and print to confirm location and arrange installation date.
- 6117 TO NOTE THE LIST OF CORRESPONDENCE RECEIVED SINCE THE LAST MEETING:
- ERYC Surface dressing works – 23.04.26 – **Noted.**
- 6118 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.
Approved – The Parish Clerk confirmed that balance of the Current Account stands at £34,979 with £10,372 in the Reserve account. The Parish Clerk confirmed that first half of the precept and the 2025-2026 VAT reclaim had been paid into the Current Account. Payments this month include HMRC PAYE 4th Quarter payment (via Direct Debit); 2026-2027 ERNLLCA Membership fee and Internal Audit fee.
- 6119 TO APPROVE PARISH COUNCIL ANNUAL ACCOUNTS 2025/2026 INCOME & EXPENDITURE. CHAIRMAN & CLERK TO SIGN.
Approved – Parish Clerk and Chairman to sign.
- 6120 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.
Approved – Parish Clerk & Chairman to sign. Willerby Parish Council 2025-2026 AGAR accounts to be sent by the Parish Clerk to PKF Littlejohn for external audit.
- 6121 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.
Approved – Parish Clerk & Chairman to sign. Willerby Parish Council 2025-2026 AGAR accounts to be sent by the Parish Clerk to PKF Littlejohn for external audit.

6122 TO BE INFORMED OF THE DATE AND TIME OF NEXT MONTHLY MEETING AS PER AGENDA ITEM 8 ABOVE.

Tuesday 26th May 2026 at the Methodist Church Building from 7pm – Annual **PARISH** Meeting

Tuesday 16th June 2026, at the Methodist Church Building from 7pm – Parish Council Meeting

PLANNING COMMITTEE MEETING

6123 TO APPOINT A CHAIRMAN

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

6124 TO NOTE APPROVED PLANNING DECISIONS FROM ERYC:

- 6 Beechfield Drive, Willerby, HU10 6DF.
- Land East of 56 the Parkway, Willerby, HU10 6AZ.

PLANNING APPLICATIONS –

No planning application received.