

MINUTES of the meeting of Haxby Town Council held on Thursday 16 April 2020 by videoconferencing at 11.00am.

PRESENT

Cllr M Guilford (Chairman)	Cllr T Carmichael
Cllr M Harrison	Cllr I Craven
Cllr E Samuel	Cllr N Wyatt
Cllr M Preston	Cllr D Rice
Mr M W Scott (Clerk)	

In addition City of York Councillor Andrew Hollyer was present as was a member of the press.

APOLOGIES

1. No apologies were received but it was believed that Cllr Richardson was unable to join the videoconference due to technical difficulties.

REASONS FOR ABSENCE APPROVED

2. None.

MINUTES OF FULL COUNCIL MEETING HELD ON 9 MARCH 2020

3. **RESOLVED that the minutes of the meeting held on 9 March 2020 were confirmed as a true and accurate record and signed by the Chairman.**

DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT.

4. None

COMMUNICATIONS WITH YLCA AND OTHER REGULATORY BODIES

5. The Chairman explained that the Clerk had been in touch with YLCA concerning remote Council meetings and what a Council needs to do to ensure that Councillors have been given sufficient opportunity to join remote meetings. The summary of what had been said was "Where the council has taken reasonable measures to provide guidance and support to a councillor to join a remote meeting, but that member is experiencing difficulties that are outside the control of the council, the lack of the attendance of the member shall not invalidate a properly convened and quorate meeting".

NEW REGULATIONS

6. New regulations entitled “The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meeting) (England and Wales) Regulations 2020” were discussed. The Clerk explained that these new regulations came in to effect on 4 April 2020 and that broadly speaking they gave local councils the ability to hold remote meetings (including video and telephone conferencing) for a specified period until May 2021. They also removed the requirement for the council to hold an annual meeting.  
**RESOLVED that the following wording was approved for inclusion in to Haxby Town Council’s Standing Orders. ‘Where the council has taken reasonable measures to provide guidance and support to a councillor to join a remote meeting, but that member is experiencing difficulties that are outside of the control of the council, the lack of attendance of the member shall not invalidate a properly convened and quorate meeting’.**

ANNUAL MEETING OF THE TOWN COUNCIL

7. **RESOLVED that there will be no annual meeting of Haxby Town Council in 2020 and that Cllr Guilford will remain in the position of Chairman for the time being.**

REBALANCING COMMITTEES

8. No decision was taken to rebalance committees at this stage.

CASH CHECK

- 9 The normal monthly cash check had not taken place due to restrictions put in place by the government and which related to social distancing measure as a result of the COVID-19 pandemic.

FINANCIAL STATEMENT – MARCH 2020

10.

Details	Amount
<u>Receipts to 31 March 2020</u>	
Sarah Trivett	250.00
Barclays Interest	45.74
Carnival	40.00
Photocopying	27.35
	363.09

Payments to 31 March 2020

Haxby Memorial Hall - Rent	DP	304.00
York & District CAB	DP	682.50
North Yorkshire Pension Fund	DP	1589.76
HMRC	DP	1137.15
Npower	DD	511.00
Salaries	DP	4268.85
Carnival Refunds	DP	20.00
Barclays (Charges)	DP	6.50
Talk Talk	DD	27.00
R Fitch	DP	60.00
Barclaycard	DP	7.26
Minster Alarms	DP	760.20
BT	DD	252.16
Jamie Ulliot	DP	1040.00
Business Steam	DD	70.19
Curry's / PC World	DP	276.00
HWYCA	DP	2500.00
Complete Business Solutions	DP	71.60
City of York Council (Netherwindings)	DP	10.00

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13594.17

Balance as at 29 February 2020	117102.30
Receipts	363.09
	<hr/> 117465.39
Payments	13594.17
	<hr/> 103871.22

**RESOLVED that the financial statement as at 31 March 2020 which detailed payments totalling £13594.17 inclusive of VAT be approved.**

YEAR END FIGURES AS AT 31 MARCH 2020

11. The year-end figures as at 31 March 2020 were **RECEIVED**.

CHANGES TO YEAR-END PROCEDURES AS A RESULT OF COVID-19.

12. The Clerk advised that deadlines had been extended but that the year-end accounts for the Haxby Town Council had been completed and were ready for audit.

2020-2021 BUDGET.

13. The budget for 2020-2021 detailing forecasted income of £172802 and forecasted expenditure of £184718 was **APPROVED**. The Council did however **RESOLVE** that the payments of grants would be deferred until the full impact of the lockdown was known with the exception of the first quarter payment to Haxby & Wigginton Youth and Community Association.

POLICE REPORT FOR MARCH 2020.

14. No police report had been received for March 2020 at the time of the meeting.

VIDEOCONFERENCE WITH LOCAL POLICE INSPECTOR.

15. **RESOLVED** that the Clerk would set up a videoconference with Police Inspector Lee Pointon and that the council will be represented at the meeting by Cllrs Guilford, Rice, Samuel, Wyatt, Carmichael and the Clerk.

HAXBY CARNIVAL

16. It was confirmed that Haxby Carnival 2020 had been cancelled due to the COVID-19 pandemic.

STAFF APPRAISALS

17. Cllr Guilford said that staff appraisals were now due and that any councillors wishing to input should contact him with details.

HAXBY LIBRARY

18. No update.

VE DAY 75 AND VJ DAY 75

19. Cllr Wyatt explained that he was hopeful that some form of commemoration could take place in August 2020.

REFERRALS FROM THE RECREATIONAL AND OPEN SPACES AND COMMUNITY ASSETS COMMITTEES

20. The council discussed 3 projects referred to it by 2 of its sub-committees where the proposed spending was above the limit of the committees.

1. Pavilion Improvements

**RESOLVED that subject to the need for planning permission and that changes can be made to the original plan to cater for 50% glass and 50% solid panels, plans to improve the pavilion frontage at cost of £10400 plus VAT were APPROVED.**

2. Tarmaccing outside Sainsbury's

**RESOLVED to carry out a full resurfacing of the parking area in front of Sainsbury's at a cost of £9980 plus VAT and for white lines to be painted in order to designate parking bays.**

The council then added that the bays should be generous in size and be based on the spaces currently in the car park to the rear of the store or slightly wider. In addition, once a date for the work has been arranged, councillors are to be consulted to establish the best method of cordoning off the area so that the work can be carried out.

3. Hitching Rails.

**RESOLVED to have the hitching rails repainted at a cost of £5750 plus VAT.**

At this stage the Chairman explained that the next item on the agenda was confidential and as such put forward a motion to ask members of the public and press to leave the meeting. **RESOLVED to exclude members of the public and the press from the meeting.**

The City of York Councillor and the member of the press then left the meeting.

ETHEL WARD PAVILION LEASE

21. **RESOLVED that due to the impact of COVID-19, the rent for the nursery, which operates from the pavilion, was waived for May 2020 and June 2020.**

WHITE ROSE UPDATES

22. The latest White Rose Updates were **RECEIVED**.

RECREATIONAL & OPEN SPACES COMMITTEE

23. The minutes of the meeting held on 16 March 2020 were **RECEIVED**.

COMMUNITY ASSETS COMMITTEE

24. The minutes of the meeting held on 16 March 2020 were **RECEIVED**.

MATTERS FOR INCLUSION

25. The Chairman reminded Councillors that matters for inclusion on the agenda for the next Full Council meeting should be with the Clerk no later than 7 days prior to the meeting. (Standing Order 4.1)

The meeting closed at 12.20pm

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Chairman

**(These Minutes are displayed 'unsigned' and are subject to correction at the next Council meeting.)**

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