

MINUTES of the Annual Meeting of Haxby Town Council held on Monday 14 May 2018 in the Memorial Hall, Haxby, at 7.00 pm.

PRESENT

Cllr M Crawford (Chairman)	Cllr M Preston
Cllr D Harkess	Cllr D Rice
Cllr Richardson	Cllr C Mulholland
Cllr D Lee	Cllr M Guilford
Cllr N Wyatt	Cllr I Craven
Cllr E Samuel	Cllr R Cousans
Mr M W Scott (Clerk)	

Also present was Ward Councillor Ian Cuthbertson.

ELECTION OF CHAIRMAN

1. **RESOLVED** that Cllr Mary Crawford serve as Chairman for the year.

CHAIRMAN'S ACCEPTANCE OF OFFICE

2. Cllr Crawford then signed the 'Declaration of Acceptance of Office'.

ELECTION OF VICE CHAIRMAN

3. **RESOLVED** that Cllr David Rice serve as Vice Chairman for the year.

APOLOGIES FOR ABSENCE

4. Apologies had been received from Cllr S Newton and Cllr M Harrison

ELECTION OF COMMITTEES

5. Planning Committee  
**RESOLVED** that Cllr M Crawford, Cllr M Harrison, Cllr D Rice, Cllr E Samuel, Cllr Lee, Cllr Harkess, Cllr I Craven and Cllr R Cousans were elected to serve on the Planning Committee.

Amenities Committee

**RESOLVED** that Cllr M Crawford, Cllr D Rice, Cllr S Newton, Cllr M Preston, Cllr A Richardson, Cllr N Wyatt, Cllr C Mulholland and Cllr R Cousans were elected to serve on the Amenities Committee.

Cemetery Committee

**RESOLVED** that Cllr D Rice, Cllr M Harrison, Cllr A Richardson and Cllr N Wyatt were elected to serve on the Cemetery Committee.#

Staffing Committee

**RESOLVED** that Cllr M Harrison, Cllr M Crawford, Cllr C Mulholland and Cllr D Rice were elected to serve the Staffing Committee

Finance Committee

**RESOLVED** that Cllr M Crawford, Cllr M Harrison, Cllr D Rice, Cllr D Harkess and Cllr Lee were elected to serve on the Finance Committee.

Carnival Committee

**RESOLVED** that Cllr M Crawford and Cllr M Preston were elected to represent the Council on the Carnival Committee.

Ethel Ward Playing Field Committee

**RESOLVED** that Cllr M Preston and Cllr Mulholland were elected to represent the Council on the Ethel Ward Playing Field Committee.

ELECTION OF REPRESENTATIVES6. Neighbourhood Plan Steering Group

**RESOLVED** that Cllr M Crawford, Cllr C Mulholland, Cllr M Harrison and Cllr I Craven were elected to represent the Council on the Neighbourhood Plan Steering Group.

Yorkshire Local Councils Association York Branch

**RESOLVED** that Cllr M Crawford and Mr M W Scott (the Clerk) were elected to represent the Council on the York Branch of the Yorkshire Local Councils Association.

Haxby & Wigginton Youth and Community Association

**RESOLVED** that Cllr I Craven would represent the Council at Haxby & Wigginton Youth and Community Association meetings.

ELECTION OF TRUSTEES7. Haxby United Charities

**RESOLVED** that Cllr M Crawford, Cllr M Harrison, Cllr D Lee, Cllr D Rice and Cllr M Guilford were confirmed as trustees for Haxby United Charities.

ELECTION OF COUNCILLORS TO CARRY OUT MONTHLY CASH CHECKS

8. **RESOLVED** that Cllr D Rice, Cllr M Harrison and Cllr N Wyatt were elected as Councillors who will carry out cash checks. Each month, 2 of the 3 Councillors elected, will carry out the cash check.

MINUTES OF FULL COUNCIL MEETING HELD ON 9 APRIL 2017

9. **RESOLVED** that the minutes of the meeting held on 9 April 2018 be confirmed as a true and accurate record and signed by the Chairman.

DECLARATIONS OF INTEREST

10. Cllr Preston declared an interest as he was now the Chairman of Haxby Town Football Club. It was agreed that a request for dispensation should be presented to the Council at its next meeting.

POLICE REPORT FOR MONTH OF APRIL 2018

11. The police report for April 2018 was **RECEIVED**.

CASH CHECK

12. Two Councillors had carried out a Cash Check on 8 May 2018 checking cash held, transfers between bank accounts and online direct payments and had found everything to be in order.

PRESENTATION OF THE YEAR ENDING 31 MARCH 2018 ACCOUNTS FOR APPROVAL

13. **RESOLVED** that the year ending accounts as at 31 March 2018 be approved and signed by the Chairman.

SIGNING OF THE ANNUAL RETURN FOR 2017-2018 BY CHAIRMAN AND THE PROPER OFFICER

14. **RESOLVED** that the annual return for 2017-2018 be signed by the Chairman and the Proper Officer.

FINANCIAL STATEMENT – 30 APRIL 2018

15.

Financial Statement for Haxby Town Council for April 2018

Details	Amount
<u>Receipts to 30 April 2018</u>	
Sarah Trivett - Nursery Rent	520.00
Allotments	256.00
City of York Council	60300.00
Fair	600.00
Haxby Netball	200.00
Carnival	55.00
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	61931.00

14 May 2018

Payments to 30 April 2018

Yorvik Electric	106712	107.56
R Fitch	106713	50.00
Petty Cash	106714	36.12
YLCA	106715	1020.00
Yorkshire Water	106716	6.40
Haxby Memorial Hall - Rent	DP	894.00
York Diocese	DP	162.50
Haxby Memorial Hall - Electric	DP	42.15
E-Sports	DP	1560.00
North Yorkshire Pension Fund	DP	1503.05
Salaries	DP	4033.92
Talk Talk	DD	23.31
Npower	DD	112.00
		9551.01
Balance as at 31 March 2018		94835.81
Receipts		61931.00
		156766.81
Payments		9551.01
Balance carried forward		147215.80

**RESOLVED that the financial statement as at 30 April 2018 which detailed payments totalling £9551.01 inclusive of VAT be approved.**

MATTERS ARISING FROM EMAILS

16. The Chairman read out a brief statement she had prepared in relation to an exchange of emails which had taken place recently between herself, the Clerk and Cllr Richardson. The exchange had concerned the delivery of the latest edition of the Town Crier and the fact that it had arrived at resident's houses on the same day as the Focus newsletter which is produced by the local Liberal Democratic Party. The Chairman stated that the arrival of both documents had been a coincidence as the production, the costs and the arrangements for delivery had all been arranged independently.

At this stage Cllr Ian Cuthbertson confirmed that this had indeed been the case.

The Chairman then added that issues such as this should not be conducted by email and that any such matters should be brought to the Full Council for discussion in the correct manner by inclusion on the agenda. This was agreed by the Council.

At this stage a copy of one final email which had been received from Cllr Richardson, and which had not previously been seen by Councillors, was distributed. The content of this email was such that Cllr Mulholland called for an extraordinary meeting as she felt that the matter needed dealing with sooner than waiting until next month's usual Town Council meeting.

**RESOLVED that an extraordinary meeting is to be called in respect of the email received by the Clerk from Cllr Richardson dated 11 May 2018.**

#### STANDARDS COMMITTEE NOMINATION

17. Cllr Guilford requested support for himself to be nominated by the Town Council for a position on the City of York Joint Standards Committee as a Parish Council Representative.

**RESOLVED that Cllr M Guilford be nominated by the Town Council for a position of Parish Representative on the City of York Joint Standards Committee.**

#### YORKSHIRE WATER

18. The Clerk advised that there had been no progress on the matter of inviting representatives from Yorkshire Water to attend a Town Council meeting.

#### STANDING ORDERS

19. The Clerk advised that YLCA had agreed to carry out a health check on the Town Council's Standing Orders but had explained that this may take a little while due to their workload relating to the new General Data Protection Regulations.

#### ALLOTMENT WATER SUPPLY

20. The Clerk explained quotes received in respect of getting the water supply reinstated at the allotment site. The quotes received from Yorkshire Water and from a separate contractor in order to carry out all of the work required totalled £5940.57 ex-VAT. The Council discussed the work detailed and decided on a change in the work required from the contractor.

**RESOLVED that the Clerk should contact the contractor explaining the changes and that providing the total of the quotes is £5000 or less, the quotes should be accepted and the work authorised.**

#### GENERAL DATA PROTECTION REGULATIONS

21. The Chairman and the Clerk gave a brief summary of the new General Data Protection Regulations which come in to effect on May 25 2018.

WAR MEMORIAL REQUEST

22. The Council discussed a request from a resident concerning the erection of a new War Memorial in the village to be sited on the village green adjacent to the property known as Grey Firs. The Council decided that in principle they had no objection to the erection of a new War Memorial but understood that there can't be construction on the village green and that church yard may be a better alternative.

WHITE ROSE UPDATE

23. No White Rose update had been received at the time of the meeting.

ANNUAL TOWN MEETING

24. The Councillors were reminded that the Annual Town Meeting will take place at 7pm on Tuesday 29 May 2018 in the Memorial Hall, Haxby

CARNIVAL COMMITTEE

25. The minutes of the meeting held on 10 May 2018 were received.

AMENITIES COMMITTEE

26. The minutes of the meeting held on 23 April 2018 were received.

CEMETERY COMMITTEE

27. The minutes of the meeting held on 24 April 2018 were received.

PLANNING COMMITTEE

28. The minutes of the meeting held on 16 April 2018 and 8 May 2018 were received.

The meeting closed at 8.20pm

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Chairman

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