

WIGGINTON PARISH COUNCIL

The Old School Community Hall, Mill Lane, Wigginton, York YO32 2PU
Telephone 01904 763880 (answer phone). Email: clerk@wiggintonparishcouncil.org.uk

To Members of the Parish Council

You are summoned to be present at the Parish Councils Virtual (Zoom) Meeting to be held on **Wednesday 22nd April 2020 at 2pm.**

Members of the press and public are invited to join this virtual meeting and can do so by emailing their email address to the Chairman Cllr John Gates at johndwingates@rocketmail.com
Those present will if desired be given an opportunity to speak regarding an item on the agenda before the meeting commences if they wish to.

The Chairman will email all those registering for attendance and all members of the Parish Council shortly prior to 2pm on 22nd April 2020 with the Zoom link for joining the meeting.

D W Geary
Clerk to Wigginton Parish Council.
17th April 2020

AGENDA

1. To receive apologies for absence.
2. To receive any declarations of interest.
3. To receive the March 2020 reports from North Yorkshire Police (if available).
4. To consider previously circulated Planning Applications (which can be viewed on the City of York Councils Web site)
 - a) 3, The Leguer, Hambleton View, Wigginton, YO32 2PN. Conversion of existing garage to create a utility, toilet and sun-room including new windows, doors, render and raising of roof structure and roof covering. Additional rendering to existing property.
5. To confirm Planning Application Decision Notices (the full decision notice can be viewed on the City of York Councils web site)
 - a) 20/00122/FUL. 24, Forest Close, Wigginton, York YO32 2ZG. Single storey rear extension following demolition of existing conservatory.
APPROVED
 - b) 20/00312/FUL. 38, The Village, Wigginton, York YO32 2PJ. Single storey rear extension with 3no. rooflights to rear slope, 1no. new window to side elevation and alterations to external materials to render finish all elevations.
APPROVED
6. To approve the Minutes of the Parish Council meeting held on 17.03.20 (these can be viewed on the Parish Councils web site www.wiggintonparishcouncil.org.uk)
7. To receive notice of the suspension of the Annual Meeting to May 2021.
8. To receive notice of the suspension of the Police, Crime and Fire Commissioner election to May 2021.
9. To receive the Quarterly report from Citizens Advice York copy attached to the agenda.
10. To note any matters arising from the Minutes of the Parish Council meeting held on 21.01.20
 - a. Draft Neighbourhood Plan and Local Plan modifications report from Cllr C Edwards.
 - b. Clerks Retirement and report from Cllr C Runciman on the recruitment progress.
11. To receive a report from the Clerk on matters dealt with and correspondence received since the Parish Councils last meeting held on 21.01.20
 - a) Allotment lettings and rent payments.
 - b) Letter of thanks sent to Haxby and Wigginton Probus Club
 - c) Circulation of Coronavirus updates
 - d) Open space facilities during the coronavirus crisis
12. To receive the Financial report for March 2020 and year end.
 - a) To accept and approve the Parish Councils annual accounts 2019-20. Copy attached to agenda
 - b) To agree to the signing of the Annual Return for 2019-2020.
 - c) Reconciliation and to authorise Payments for March and April copies attached to agenda
 - d) HSBC Internet bank payments
13. Outside bodies reports
 - a. Churchfield Open Space Committee
 - b. Oaken Grove Community Centre
 - c. Cemetery Committee
 - d. Environment Committee
 - e. Old School Management Committee
 - f. Wigginton Sports and Playing Field Association
 - g. Haxby and Wigginton Ward Committee
14. To confirm the date of the next virtual Parish Council meeting.

**CITIZENS ADVICE YORK REPORT
OCTOBER-DECEMBER 2019
FOR WIGGINTON OUTREACH HELD AT:
THE OLD SCHOOL - MILL LANE – WIGGINTON**

It is pleasing to report we had a very busy quarter to end the year. 7 sessions rather than the usual 9 were held with sickness and annual leave covering the other two. That said 26 residents were seen and helped. We identified £6983.60 of previously unclaimed benefits plus assisted with debt of £900. In addition to this we also helped one client with the recovery of £8,000 that was due to him. As usual benefits headed the billing but we also had a much higher than normal number of consumer driven queries.

We saw the following number of queries in this quarter:

Housing	4
Employment	3
Benefits	11
Consumer	6
Debt	2
Relationship/Personal	3
Legal	1

I trust that the above is to your complete satisfaction, should you have any queries please do not hesitate to contact me on 01904 623648

Cheryl Fisher
Outreach Adviser

Wigginton Parish Council

Accounts and supporting statements
(Incorporating 50% share of Cemetery Committee)

Year ended 31st March 2020

Wigginton Parish Council - Receipts and Payments Account 2019-2020

<i>Year Ending:</i>	31.03.20	31.03.19
RECEIPTS		
Precept	54,583.00	52,047.00
Grants/donations/Financial assistance (Note 1)	6,201.57	6,169.01
Section 106 receipts	0.00	0.00
Allotments	600.00	635.00
Charges/Rent/Wayleaves	108.80	108.80
Administration (Note 2)	750.00	1,000.00
Interest (bank/investments) (Note 3)	355.98	347.83
Other Income (Note 4)	1,862.50	5,330.00
VAT re-imbursed (Note 5)	3,128.14	4,584.86
	<u>67,589.99</u>	<u>70,222.50</u>
50% Cemetery fund receipts (Note 6)	<u>12,689.84</u>	<u>17,816.14</u>
	80,279.83	88,038.64
PAYMENTS		
Administration	-22,447.35	-21,946.03
Grounds maintenance	-10,049.90	-22,462.32
Street cleaning	0.00	0.00
Crime prevention	0.00	0.00
Community transport	0.00	0.00
Grants/donations	-100.00	-100.00
Section 137 grants	-15,191.00	-14,810.00
S 106 payments	-7,390.00	-5,750.00
Advertising and Publicity	0.00	0.00
Other Payments	-9,352.89	-12,540.80
Capital spending	0.00	0.00
VAT on payments	-2,633.97	-4,775.48
	<u>-67,165.11</u>	<u>-82,384.63</u>
50% Cemetery fund payments (Note 6)	<u>-6,281.72</u>	<u>-7,168.32</u>
	-73,446.83	-89,552.95
Summary for the year		
Balance b/f	50,995.81	63,157.94
Add total receipts	67,589.99	70,222.50
Deduct total payments	<u>-67,165.11</u>	<u>-82,384.63</u>
Balance c/f	51,420.69	50,995.81
50% Cemetery fund (Note 6)	<u>84,545.89</u>	<u>78,137.77</u>
	135,966.58	129,133.58

Notes

1. Assistance with double taxation item costs (CofYC), City of York Tax Grant
2. Represents reimbursement of clerks costs from the Old School Management Committee
3. Represents bank, building society interest and share dividends
4. Represents receipts from grants and repayments
5. VAT re-imbursed relates to period 1st January 2019 - 31st December 2019
6. Cemetery Committee 50% share

Reconciliation - Bank balances at close of business at year end

HSBC Bank Current account	3,465.16	3,458.22
HSBC Bank Interest Account	4,392.74	6,611.63
Skipton Building Society	<u>44,994.47</u>	<u>44,649.21</u>
	52,852.37	54,719.06
Add unbanked receipts	12.20	
Deduct unrepresented cheques 100810,813,814	-1,443.88	
Deduct unrepresented cheques 100729/730/731//731		-3,723.25
Balance	51,420.69	50,995.81
50% Cemetery fund	<u>84,545.89</u>	<u>78,137.77</u>
	<u>135,966.58</u>	<u>129,133.58</u>

Wigginton Parish Council Receipts and Payments Account 2019-2020 cont'd

Year Ending: **31.03.20** **31.03.19**

Reconciliation - Unpresented cheques and unbanked receipts & creditors

Unpresented cheques at year end:

100810	HMRC	315.96	
	M		
100813	Bonney	40.00	
100814	C A York	1,087.92	
100729	A Hill		2,400.00
100730	HMRC		290.15
100731	D W Geary		958.10
100732	T Adams-Hoyle		75.00

Total unpresented cheques	<u>1,443.88</u>	<u>3,723.25</u>
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Unbanked receipts at year end:

Northern Electric	12.20	
	<u>12.20</u>	<u>0.00</u>

Wigginton Parish Council - Supporting Statement to Accounts 2019-2020

Year Ending: **31.03.20** **31.03.19**

Additional Assets:

Haxby and Wigginton Cemetery (owned jointly with Haxby Town Council)

Furniture and equipment (50% share):

Hut	8,432.88	8,432.88
19 Seats	2,918.04	2,918.04
6 Litter Bins	1,460.06	1,460.06
2 Gates/Fences	1,622.35	1,622.35
Bronze Statue	<u>10,876.66</u>	<u>10,876.33</u>
TOTAL of furniture and equipment	25,309.99	25,309.66
Cemetery Cash Fund (50% share) (held by Haxby Town Council)	84,545.89	78,137.77

Poor & Town's Land Charity (Wigginton Parish Council) (Parish Council as Trustee)	1,608.33	1,008.83
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Reserves:

General fund	41,098.89	34,300.26
Parish Clerks retirement gratuity (note 7)	3,982.50	2,966.25
s 106 Village Garth maintenance (note 8)	1,776.30	2,166.30
s 106 receipts 22, Mill Lane (note 9)	4,563.00	4,563.00
s 106 for Grasshoppers FC 82 (see note 10)		7,000.00
Total reserves	51,420.69	50,995.81

Notes to Reserves:

7. Parish Clerk's retirement gratuity is (3.75% x NI Lower Earnings Limit (£118.00) x 9 years service)
8. Village Garth maintenance reduced by £390.00 in 2019-20 to reflect current year expenditure
9. There were no payments from 22, Mill Lane S106 reserves - see also note 10
10. S 106 From 22 Mill Lane for Grasshoppers FC 82 electrical works

Statement of Approval

These financial statements represent fairly the position of the authority at 31st March 2020 and reflect its income and expenditure during the year.

J E Gates

Chairman

**D W
Geary**

Responsible Financial Officer

During the financial year 2019-2020, the Council incurred no costs for recruitment or advertising.
The Council has no known contingent liabilities

Pensions

During the financial year 2019-2020, the Council employed no superannuated employees, the current employee elected for an opt out of the Parish Councils Pension Scheme.

Agency Work

During the financial year 2019-2020, the Council undertook no agency work on behalf of other authorities

Section 137 Payments and Donations

For the financial year 2019-2020, the Council's limit for spending under the Local Government Act 1972 is £ 8.12

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount (£)</u>
Churchfield Open Spaces Committee	Support for running costs	3,250.00
Haxby & Wigginton Youth & Comm Assoc.	Support towards youth facilities	5,070.00
Haxby & Wigginton Luncheon Club	Support towards running costs	250.00

Haxby & Wigginton Seniors Social Group	Support towards new year celebration	200.00
The Wonder Years	Support towards outdoor provisions	1,979.00
Wigginton Wednesday Club	Support towards speakers & Christmas trip	400.00
Wigginton Tennis Club	Towards new club house	500.00
Wigginton Sports & Playing Field Association	Towards Community Pavilion Charging Points	3,542.00
		<hr/>
		15,191.00
Sepherds Group Youth Brass band	Donation Christmas carols event	100.00
		<hr/>
		100.00
		<hr/>
	total of S137 grants and Donations	<u>15,291.00</u>

Wigginton Parish Council - Leases, Tenancies, Borrowings, Debts 2019-2020

Leases

At the year end, no leases were in operation

Tenancies

During the year, the following tenancies were held:

Council as Landlord

WOSMC	Wigginton Old School	£1	Repairing
COSC	Churchfield play area and dog walk	£12	Repairing
WPC	Windsor Drive Open Space	£10	Repairing
WSPFA	Playing field	£84	Repairing

Borrowings

At close of business on 31st March 2020, there were no outstanding loans due to the Council

Debts Outstanding

At the year end, there were no outstanding debts due to the Council

Wigginton Parish Council - Schedule of Assets 2019-2020

Property held at year end:	Value (£)	31.03.20	31.03.19
The Old School		25000	25000
Wigginton Playing Field, Mill Lane		1 *	1
Wigginton Old School, Mill Lane		1 *	1
Churchfield, Greenshaw Drive		1 *	1
Windsor Drive Open Space	99 yr lease Cof Y C	1 *	1
Westfield Grove Open Space	99 yr lease C of Y C	1 *	1
Allotment Gardens, Mill Lane (divided into 18 allotments)		1 *	1
Defibrillator		1 *	1
Burial Ground (jointly owned with Haxby Town Council)		1	1
<i>* denotes community asset held at nominal value of £1</i>			
Lloyds Banking Group 10p Ordinary Shares (116 shares @ .32 each on 31/03/20 = £ 37.12)		37	75
Street furniture			
Noticeboards (3):		2800	2800
Village pond - 2, Playing Field entrance (Mill Lane) - 1 (renewed 2019-20)			
Seats (6):		3000	3000
Seat owned jointly with WI: Old School, Mill Lane - 1		250	250
Flower tubs (20):		2000	2000
Playing field entrance (Mill Lane) - 11, Recreation Hall (Moor Lane/The Village junction) -9			
Dogbins (4):		2000	2000
Former Westfield Lane recycling point - 1, Lancar Close - 1, Church Lane -2			
Combined dog/litter bins (2):		1500	1500
Litter bins (7):		3500	3500
Village pond - 1, Mill Lane bus terminus - 1, Playing field noticeboards - 2, Village shop - 1, School entrance - 1			
Salt bins - 4		2000	2000
Lifebouy		182	182
Burial Ground- owned jointly with Haxby Town Council (50% share)			
Hut		8432	8432
6 seats		2918	2918
6 litter bins		1460	1460
2 gates/fences		1622	1622
Bronze statue		10876	10876
Equipment			
Christmas lights		750	750
Office Furniture & Equipment			
Desk, executive chair, 2 visitor chairs, storage cupboard and Computer/Printer, filing cabinets and book shelves		900	900
Total value of Assets		69235	69273

Wigginton Parish Council

Reconciliation to	31.03.20	Year End			
Balance brought forward		01.04.19	High Interest Account	3458.22	3458.22
Balance brought forward		01.04.19	Current Account	6611.63	
Deduct unrepresented payments		at 31.03.18	100,729,730,731,732	-3723.25	
Add un presented receipts		at 31.03.18		0.00	2888.38
Balance brought forward		01.04.19	Skipton Building Socy.	44649.21	44649.21
BALANCE		01.04.19		50995.81	50995.81

2019-2020

Add total receipts	2019-20	to 31.03.2020		67589.99	
Less total payments	2019-20	to 31.03.2020		-67165.11	
Balance carried forward		to 31.03.2020		51420.69	51420.69
Less Reserves					
	Clerks gratuity	at 31.03.2020		-3982.50	
	S 106	Mill Lane		-4563.00	
	S 106	Village Garth		-1776.30	
Actual available balance		at 31.03.2020		-10321.80	41098.89

Bank Reconciliation

		High Interest Account			
Opening balance HSBC Bank		at 01.04.19		3458.22	
Interest received		to 31.03.2020		6.94	
Less transfer to Skipton Building Socy.					
HIGH INTEREST ACCOUNT BALANCE	Statement No	to 31.03.2020		3465.16	3465.16
Opening balance HSBC Bank		Current Account	at 01.04.19	6611.63	
Less unrepresented payments		at 30.04.19		-3723.25	
Add unrepresented receipts		at 30.04.19			
Add presented receipts	2019-20	to 31.03.2020		67225.59	
Less presented payments	2019-20	to 31.03.2020		-65721.23	
CURRENT ACCOUNT BALANCE	Statement No.	to 31.03.2020		4392.74	
Less March 2020 unrepresented payments			810,813,814	-1443.88	
Add unrepresented receipts			Northern Electric	12.20	

Actual Current Account Balance available	at 31.03.2020	<u>2961.06</u>	2961.06
INVESTMENT ACCOUNT SKIPTON BUILDING SOCIETY	01.04.19	44649.21	
Interest received	30.11.19	345.26	
Transfer from HSBC			
	at 31.03.2020	<u>44994.47</u>	44994.47
TOTAL BALANCE ALL ACCOUNTS	at 31.03.2020		<u>51420.69</u>
Less reserves			-10321.80
Working balance	at 31.03.2020		<u>41098.89</u>

PAYMENT SCHEDULE

31.03.2020

	DATE	CHEQUE NO.	SUPPLIER	SERVICE	NET	VAT	GROSS
1	10.03.20	DD	BT	Telephone/internet	53.75	10.75	64.50
2		100808	W.S.P.F.A.	S 137 Grant	3542.00		3542.00
3	31.03.20	100809	OSMC	Room Hire	70.00		70.00
4		100810	HMRC	PAYE/NI	315.96		315.96
5		100811	VOID Cheque		0.00		0.00
6		100812	D W Geary	Salary	983.24		983.24
7				Postage	10.46		10.46
8				Stationery	3.50		3.50
9		100813	M Bonney	Notice board painting	40.00		40.00
#		100814	C.A. York	Jan-Mar. advice service	1087.92		1087.92
TOTAL					6106.83	10.75	6117.58

997.20

To 22.04.2020

	DATE	CHEQUE NO.	SUPPLIER	SERVICE	NET	VAT	GROSS
1	08.04.20	DD	BT	Telephone/internet	56.75	11.35	68.10
2	22.04.20	100815	YLCA	Annual Membership fee	772.00		772.00
3			YLCA	Clerks Advert	15.00		15.00
4		100816	INFORMATION COMMISSIONERS	Data Protection	40.00		40.00
5	30.04.20	100817	HMRC	PAYE/NI	322.58		322.58
6		100818	D W Geary	Salary April 20.	1003.03		1003.03
7			D W Geary	Postage	8.47		8.47
TOTAL					2217.83	11.35	2229.18

787.00

1011.50