

WEST WITTON PARISH COUNCIL

MINUTES OF WEST WITTON PARISH COUNCIL MEETING HELD ON WEDNESDAY 2ND NOVEMBER 2022 AT WEST WITTON VILLAGE HALL.

Present

Cllr Dave Brown (Chair)

Cllr Christine Donovan-Brown

Cllr Neil Dutton

Cllr John Hunter

In attendance

Cllr Karin Sedgwick

Alyson Jones (Clerk)

Public: 0

- 1 Reminder by the Chairman of the Council's expectations for the audio or visual recording of the meeting.
RESOLVED: Cllrs were reminded of the expectations for the audio or visual recording of the meeting and it was unanimously agreed that at the moment this was not necessary unless requested by a member of the public.
- 2 Apologies for absence
To receive apologies and reasons for absence.
Cllr Graham Botley – work commitment
RESOLVED: Reasons for absence were approved by the Council.
- 3 Declarations of Interests
RESOLVED: No interests were declared.
- 4 Public Participation
RESOLVED: No matters have been raised at the meeting. Item 7.4 was raised prior to the meeting.
- 5 Minutes of the Last Meeting
To confirm the Minutes of the last meeting held on Saturday 21st May 2022 as a true and correct record and to sign them as such.
RESOLVED: That the Council approved the minutes of the meeting held on Saturday 21st May 2022 as a true and proper record.
- 6 West Witton Christmas lights
To consider the progress regarding West Witton Christmas lights.
RESOLVED: A Councillor agreed to source the cost for solar lights for the Milk stand tree this year (2 sets), plus new mains powered lights for the Mill Dam tree (2 sets). Cllr Sedgwick suggested the Parish Council applies for grant through the Locality Budget to finance this. **Action:** Clerk to forward quotes and apply for the grant.
- 7 Highway matters
 - 7.1 To consider an update on subsided 'Sluice Valve' Cover and Subsided Carriageway.
RESOLVED: The issue of subsided sluice valve cover and carriageway have been resolved.

- 7.2** To consider the state of repair of West Witton Steppes.
RESOLVED: A Councillor agreed to contact Area1 and arrange for them to inspect the road subsidence and to raise the matter of trees coming into the road.
- 7.3** To consider an updated on the speed sign in West Witton.
RESOLVED: Cllrs agreed the speed sign has been effective and that drivers are slowing down when approaching the village. Recorded data needs to be downloaded for analysis. **Action:** Clerk to find out how to do this and present data at a future meeting.
 A Councillor raised the fact that the speed sign needed to be turned so it is facing the other way for a short period of time. **Action:** A Councillor agreed to do this.
- 7.4** To consider wildflower verges
 A member of the public had put forward the proposal to create wildflower verges in three possible sites in West Witton: the rough ground opposite Valley View at the East end of the village, Green Hill, and the verge in front of the new boundary wall at Heather Court to the West.
RESOLVED: Cllrs agreed in principle to the proposal and to the member of the public independently putting together a working party however it was raised that the working party would need to get permission from Highways and it was suggested that they also approach United Charities for funding for seeds, etc.
- 7.5** To consider any other highway matters
 Cllrs wished to express their thanks to Area1 for the work carried out to resolve recent highway matters.
 Clls raised their concerns re an accident that happened at Grassgill in September. **Action:** A Councillor will contact Area1 to discuss how to make the junction safer and feedback at a future meeting.

8 Cemetery

- 8.1** To consider an update on ongoing maintenance work at the cemetery, including issue of sunken graves.
 There has been an issue with a recently dug grave that has sunk. Blenkiron have finally return to sort this. There is also some tree cutting work that needs to be done.
RESOLVED: Cllrs agreed that the Clerk could contact a local tree surgeon to get quotes which will be presented at a future meeting.
 A proposal was also made to get a new notice board for the cemetery.
RESOLVED: Cllr Sedgwick suggested the Parish Council applies for a grant for the noticeboard through the Locality Budget to finance this.
Action: Clerk to forward quotes and apply for the grant.
- 8.2** To consider raising of cemetery fees.
 It was proposed that the current cemetery fees for West Witton are too low. Clerk has looked at the figures for maintenance work at the cemetery and the increase in these costs over the years needs to be taken into account. It was proposed that the fee for Exclusive Right of Burial (EROB) is raised to £200 for a resident and £400 for a non-resident. Also that the internment fee is raised to £200 for a resident and £400 for a non-resident. Cremated remains in an existing grave with EROB and in the Remembrance Garden will be £50 for residents and £100 for non-residents. There will be no EROB or internment charge for a child up to 18 years of age. There is no charge for erecting a monument. It was also

proposed that the EROB is for 75 years. The Clerk has also circulated the new Parish Council Cemetery Management and Burial Policy for Cllrs approval.

RESOLVED: Cllrs agreed on the raising of cemetery fees as detailed above. Cllrs also agreed to the new Parish Council Cemetery Management and Burial Policy. It was agreed that these fees would be looked at every year. **Action:** This policy will be sent out by the Clerk with any future Exclusive Rights of Burial and will be added to the Parish Council website.

9 Parish Council website

9.1 To consider update/changes to the Parish Council website.

An update on the Parish Council website was given. A suggestion to move information regarding cemetery fees to the 'Parish Council News & Information' section of the website was agreed upon, and the latest Parish Council Cemetery Management and Burial Policy would be made available from the website.

RESOLVED: Clls agreed on changes to the website and these will be implemented by the website manager. **Action:** Parish Clerk to provide photo and new Parish Clerk phone number for website to the website manager.

10 Defibrillators

10.1 To receive an update on Defibrillators in West Witton and Swinithwaite.

Batteries in the defibrillator in Swinithwaite have been recalled and replaced. No change to West Witton defibrillator.

RESOLVED: Clls agreed that defibrillators are now in full working order. **Action:** Clerk to check if invoice has been paid.

11 Remembrance Service 2022

11.1 To consider arrangements for Remembrance 2022 in West Witton.

It was proposed that the Remembrance Service would be held at Mill Dam this year which would allow more space and safety for the public. A member of the public had also suggested relocating the Remembrance bench to the Mill Dam area. A suggestion was made to agree a budget for Remembrance which would be spent on poppies, the bugler, etc and that details of the event would be added on the Parish Council website.

RESOLVED: Clls agreed that the Remembrance Service would be held at Mill Dam and a yearly budget of £100 for Remembrance services was agreed.

Action: A Councillor to find out if the British Legion flag could be flown at the service. Website to be updated.

12 Planning Applications and Decisions

12.1 To consider any recent/current Planning Applications.

RESOLVED: No recent/current Planning Applications to consider.

12.2 To consider Valley View, West Witton, non-owned/common land boundary.

Cllrs had been approached about a strip of non-owned common land between Valley View, West Witton and the public footpath. The owner of Valley View had proposed graveling this area (without taking legal ownership) in order to tidy it up and also to remove tarmac/rubble and plant some flowers/bulbs.

RESOLVED: Cllrs felt this proposal was restoring the non-owned/common land boundary to its original and approved of changes that made the area safer and tidier.

13 Financial Matters

13.1 To approve Receipts and Payments (see Appendix 1).

13.2 To consider the final external auditor report regarding the Annual Governance Return 2021/22 (AGAR) and decide what, if any, action is required.

AGAR 2021/22 has been submitted by the Clerk, however the following issue was raised by the external auditors: *Information received from the smaller authority indicates that assets purchased historically and during the year have not been included in Section 2, Box 9. The council owns several assets so box 9 should not be 0 as reported in the AGAR. The council does not have an up to date asset register but the new clerk is rectifying this.*

RESOLVED: Cllrs agreed that the Clerk should conduct a full audit of assets prior to the next AGAR submission. Cllrs also agreed to the proposal of using the same internal auditor as 2022 and for PKLittlejohn to be external auditor in 2023.

13.3 To consider Precept for 2023 and predicted expenditure.

It was proposed that the current precept is too low and that the Clerk would put together outgoing and incoming expenditure costs to help determine what the precept for 2023 should be.

RESOLVED: Cllrs agreed that a discussion and decision re precept for 2023 would take place outside this meeting via email.

13.4 It was proposed that Cllr Dutton would be added as a signatory on the Parish Council cheque book.

RESOLVED: Cllrs agreed to Cllr Dutton's name being added as a signatory.

Action: Clerk to set this up.

14 Swinithwaite News/Matters

14.1 To receive an update on Swinithwaite News/Matters.

No news or matters raised.

14.2 To consider and agree the grass cutting costs of Parish Council land in Swinithwaite, and to approve work on bench.

The new grasscutting of the triangle in Swinithwaite was discussed and a proposal for the seat to be taken away and revarnished was discussed.

RESOLVED: Cllrs agreed that the new grasscutting in Swinithwaite had been successful and Cllrs were pleased with the result. Cllrs agreed to future work commencing from March/April (weather depending) every 3 weeks at a cost of £45 and for work on the bench to be carried out.

15 Review of Asset Register

15.1 To receive an update on the review of the assets in the Parish.

Ongoing work on the assets register by the Clerk is progressing. It was proposed that the Clerk could visit the Land Registry Offices to discuss/confirm any land assets.

RESOLVED: Cllrs agreed that a trip to the Land Registry Offices would be useful. **Action:** Clerk to organise.

16 Correspondence

To consider the following correspondence received and decide action where necessary:-

16.1 To receive the latest Police Crime Report.

RESOLVED: Cllrs have received latest Police Crime Report.

16.2 To receive information regarding the new Unitary Council and the Let's Talk Local Engagement Process.

RESOLVED: Cllrs have received information regarding the new Unitary Council and the Let's Talk Local Engagement Process.

17 Agenda items for future meetings

17.1 To notify the Clerk of matters for inclusion on the Agenda for the next meeting.

Any items not covered in the agenda

17.2 To consider a training budget for Parish Clerk and to agree on £100 yearly for stationary, etc for Parish Clerk to use if necessary.

RESOLVED: Cllrs agreed to a training budget and petty cash of £100 for Parish Clerk.

17.3 Chantry sign

Chantry have submitted a new sign proposal for consideration by the Cllrs. The sign would be a rigid corex centre with a stained pine frame on two posts. It would replace the current Chantry swing sign and in return Chantry have proposed increasing payments to the Parish Council to £1,500 per year.

RESOLVED: Cllrs agreed to the new Chantry sign pending final exact location, and to the increased fee to be paid by Chantry as proposed. **Action:** Clerk/Cllr to establish the exact position of the new sign and that it is far enough from the road. Clerk to contact Chantry to confirm that they will have a wildflower patch around the sign which they will maintain.

18 Date and time of next meeting (to be agreed)

The next meeting will take place on **Tuesday 10th January 2023** at 7.00 pm in the Village Hall, West Witton.

The meeting closed at 9pm.

Signed as a True Record.

Date: 04-01-2023

Name: Alyson Jones (Parish Clerk)