

**WITHERNWICK PARISH COUNCIL**

CHAIR: COUNCILLOR MR ANTHONY CROOK

CLERK: MR P L WILSON CPFA  
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**Minutes of a Meeting of Withernwick Parish Council**  
**Held in the School room on 17<sup>th</sup> October 2011 at 7.30pm**

PRESENT: - Parish Councillors: Mr A L Crook (Chair), Mr N Wilkie (Vice Chair), Mrs D Carr, Ms D Dickinson, Mr M Grove, Mrs E Grove and Mr J Mann.

CLERK: - Mr P L Wilson

**90. PARISHIONERS QUESTIONS**

There were no parishioners' questions.

**91. APOLOGIES**

Apologies were received from Councillor C. Sharp. The Council gave consent for Councillor Sharp to be absent from this meeting.

**92. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS**

None.

**93. MINUTES OF THE LAST MEETING**

The minutes of the meeting of 21<sup>th</sup> September 2011 were **approved as a true and correct record and duly signed by the Chair.**

**94. MATTERS ARISING FROM THE MINUTES**

None.

**95. WITHERNWICK WIND FARM**

The Council discussed the Sec.106 document supplied by Energiekontor and scrutinised the Constitution document model. A number of changes to reflect Withernwick were agreed and **it was resolved** that the Clerk would bring to the next meeting an amended draft for final agreement before submission to Energiekontor. **It was also resolved** to invite an officer from ERYC to the next meeting to answer councillors' questions concerning the administration of the Fund.

Initials .....

**96. COMPOSITION OF THE COUNCIL**

The Council considered the verbal report of the Clerk concerning the 1 vacancy on the Council. The Council **resolved** to continue advertising the vacancy.

**97. LIST OF TASKS FOR CONSIDERATION**

- i. **Asset Register** – the draft submitted was discussed and a number of amendments were **agreed. It was resolved** that the Clerk would bring a final draft to the next meeting prior to submission to the Insurance Company, for advice on valuations.
- ii. **Risk Assessments** – it was **resolved** to postpone consideration until other ongoing tasks were complete.
- iii. **Health and Safety Policy** – **the Council resolved** to approve the draft submitted.
- iv. **Community Emergency Plan** – **it was resolved to** postpone consideration until after the Clerk gathered further information following the short seminar in Cottingham.

**98. ST. ALBAN’S CHURCH**

Councillors Grove reported on their research which indicated that a ramp was not possible. It was **agreed** that they would draw up a specification to renovate the existing design and to pass to the Clerk to seek quotations for the work.

**99. PLANNING ISSUES**

The Council considered the following application and **resolved to recommend approval** -  
Replacement of existing 4 wire electrical conductor with an aerial bunched conductor at OHL Line between Whitefields Farm and Glebe Farm Cowden Lane Witherwick for YEDL.

**100. FINANCE**

- i. The following payments were **approved**:
  - i. HAPS for grass cutting - £120.80.
  - ii. P. Wilson (Clerk) – net pay for September - £209.12.
  - iii. HMRC (via Post Office) for PAYE deducted from payment to Clerk - £52.20.
  - iv. P. Wilson (Clerk) – expenses for September - £136.84.
- ii. The Council **considered** the budget report for 2011/12 circulated by the Clerk and **noted** the estimated surplus at the year-end of £1,820.
- iii. The Council **considered** the report of the Clerk concerning the receipt of the Annual Return for 2010/11 from the Audit Commission. The Clerk informed the Council that the Audit Commission had commented on the same 2 items raised by its Internal Auditor and that whilst the comment relating to the lack of an Asset Register was valid and was being addressed, the comment regarding item G (Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied) was a misinterpretation. The Clerk reminded the Council that the Internal Auditor had raised an issue with this item because the Clerk’s appointment had not been ratified by the Council via a report from the then Personnel Committee. The comment from the Audit Commission had clearly assumed that the issue was concerning the proper deduction of PAYE and/or NI, and the Clerk confirmed that he had not been asked for any clarification.  
The Council **resolved to** receive the Return, but noted the incorrect assumption and **instructed** the Clerk to pass a copy of this minute to the Audit Commission for information and/or comment.
- iv. The Clerk reported on the receipt of the precept demand for 2012/13 from ERYC. The Council **resolved to** consider a budget for that year at the next meeting in order to be able to submit the demand by the due date of 3 January 2012.
- v. The Clerk reported receipt of notification for receipt of the 2<sup>nd</sup> half year’s precept of £3,375.

**Initials** .....

**101. WITHERNWICK BURIAL GROUND**

There was nothing to report.

**102. LOCAL PARISH PATHS PARTNERSHIP**

The Clerk reported that John Allison has confirmed that he had completed the remaining work.

**103. HIGHWAYS**

The road improvement work on the Hatfield Road (by ERYC) was noted.

**104. WAR MEMORIAL**

There was nothing to report.

**105. OTHER ITEMS OF INFORMATION**

The Clerk reported on a range of correspondence that he held details for reference. **The following decisions were made**

- i. The Council **considered** a letter from the Withernwick Community Association concerning the potential provision of planters at the entrance and exit roads in the village and for the provision of some benches around the village. It was **resolved that** the Clerk should respond with Council support should the Association wish to finance these (noting the on-going maintenance costs). The reply should also state that the Council is unable to commit to any funding assistance at the moment due to 2 other current projects, although further consideration may be appropriate in the future.

**106. ANY OTHER BUSINESS**

- i. Councillor Mann reported on correspondence concerning a seismic survey to be undertaken in the area. The Council noted the information but felt unable to have any authority to intervene.
- ii. Councillor Crook submitted his written resignation as Chair and as a councillor with effect from the end of December for personal reasons. The Council reluctantly accepted his resignation and thanked him for his help and support for the Council and the Parish over the last 5 years.

**107. DATE OF NEXT MEETING**

Following a proposal, duly seconded, it was unanimously **agreed** to delay the next meeting by one week until 23<sup>st</sup> November 2011, in the school rooms. If an officer from ERYC is available to attend to answer councillors' questions concerning the administration of the Community Wind Farm Fund, the meeting is to start at 7pm

**Meeting closed 9.15pm**

**Signed .....** (Chair)

**Date .....**