

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 9 February 2015 at St Francis Church, Thorpe Willoughby, Selby.

**In attendance:** Two members of the Public were present  
Mr S Peters – Clerk to Thorpe Willoughby Parish Council

**Present:** Cllrs Dowell (Chairman), Parkinson (Vice-Chairman), Lawton, Noble, Lunn, Pearson, Burnell, Pearse and Smith.

14/130 To receive apologies for absence and any declarations of interest

There was one apology received from Cllr Miss Chisholm – work commitments (which was accepted), and one Declaration of Interest was given by Cllr Mrs Pearse for Minute No 14/136.1.1.

14/131 Public Session

[Part of Minute No 14/134.2 (works to Conifer hedge along the southern and western rear garden boundary of 22 Willow Rise and adjacent to the Beechfield Close Public Open Space area) was brought forward and discussed here].

[Following this discussion the Chairman thanked the two members of the public for their attendance and they then left the meeting].

**IT WAS RESOLVED:** That the above information was noted.

14/132 To receive reports from Councillors and Community Police

County Councillor/District Councillor – two items to report:

- Sherwood's outline planning application had been approved and there was a feature in the Selby Times that contained some inaccuracies.
- That Selby District Council is likely to keep their precept at 0% (zero rise), and that council tax is likely to increase for empty properties.

Community Police – The Chairman explained that he had received no reports from the Clerk or Community Police, and was only aware of one matter concerning a stolen/abandoned bicycle that had been brought into the village hall. Several people had laid claim to it and it is now with the police.

**IT WAS RESOLVED:** That the above information was noted.

14/133 To confirm the minutes of the Parish Council meeting held on 19 January 2015 as a true and correct record

**IT WAS RESOLVED UNANIMOUSLY:** That apart from a few minor amendments the minutes of the 19 January 2015 were accepted as a true and correct record of the meeting.

Prop. Cllr Mrs Parkinson

Sec. Cllr Pearson

14/134 To receive items for discussion and decide further action where necessary:

134.1 To receive and update on the 3 areas in the village that are having tree works and/or maintenance done, and to decide any further action.

The Clerk confirmed that the tree works in the 3 areas in the village (felling 4 x silver birch trees adjacent to dyke at Fir Tree lane, trimming of sycamore tree to rear of 15/17 Laurel Close and felling vines and two oak trees at Field Lane), have all now been completed. The Clerk explained that North Yorkshire County Council's Highways Department had sent him several emails that initially stated their acceptance of responsibility for trees standing in the highway verges, but finally stated that they thought the Parish Council may be responsible due to hearsay evidence that a former Councillor had planted some trees but accepted that there was no evidence to support that claim. The Clerk explained that the County Council

were trying to cut back on their responsibilities due to budget cuts and this left the Parish Council with 3 options: to accept responsibility and maintain the trees, fell all the trees, or to not claim responsibility and notify highways when any problems arise.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Parish Council does not accept responsibility for the trees standing in the highway verges at either side of Leeds Road (A1238) but will inform Area 7 Highways if tree(s) become dangerous so that they can deal with them.
- iii) That the Clerk will inform a Resident of the Fordlands that the Parish Council will not be doing any works to trees in the highway verge at the rear of his property because the Parish Council does not accept responsibility for them but would inform highways if they ever become damaged/dangerous, and advise the resident to contact Area 7 Highways if he still wishes to have the trees trimmed/cut.

134.2 To receive quotations for proposed works to trees/bushes (Vice-Chairman's 2<sup>nd</sup> report), and decide which quote/works are to be done, and decide any further action.

[Part of this was discussed briefly earlier in the meeting (Min 14/131) with a member of the public]. A resident discussed proposed works to the conifer hedge along the southern and western rear garden boundary of his property at 22 Willow Rise and adjacent to the Beechfield Close Public Open Space area, and stated that he wished to protect his fencing from vandalism and to stop the collection of rubbish. The Clerk explained that the tidying up of this area and other areas had been looked at by the Parish Council and quotes for the works had been sought. One of the quotes stated that limited works to the conifer hedge could be achieved to smarten it up, but not too much so as to spoil the hedge and expose the inside branches. The Clerk explained that not all of the requested quotations had arrived.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That this item be deferred to the March meeting to allow the Clerk to ensure that all quotations have arrived.
- iii) That when a contractor is chosen, the owner of 22 Willow Rise will be notified by the Clerk the date of the agreed works, and that the Contractor will be made aware that the adjacent owner wishes to be present when the works are done.

134.3 To receive an update on the Monthly News, and decide any further action. The Clerk informed everyone about the following inclusions:

- Revised Post Office times/hours.
- The Village Hall will be used on Saturday 16<sup>th</sup> May for "Selby Little Fest" – a district art event.

The Chairman explained that due to the editor moving house she will be limited when the Monthly News can be accessed. Hopefully normal service will resume for the next issue deadline. Additional items raised to go in the next issue include: 12<sup>th</sup> April volunteer litter pick, and a mention about fireworks when they can/cannot be used.

The Clerk explained that due to an extra double issue this year (Dec2014/Jan2015), some of the advertisers using Direct Debits will be refunded one month's payment to ensure that they are paying in line with other advertisers.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will proceed with giving the appropriate refunds to those advertisers using Direct Debits who had overpaid.

134.4 To receive an update on the Village Website, and decide any further action. The Clerk updated everyone on the current status. The Clerk raised the issue that two new websites had been notified (SDC's-"Communities Website" and "Streetlife" website) and asked if they should be linked to the Parish Council's "Village Website"?

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask the Village Website editor to see if a link to SDC's- "Communities Website" and "Streetlife" website can be added.

134.5 To receive a quotation for the cost of a replacement Union Flag, and decide any further action. The Clerk explained that the quotation received was for the St George Flag which is the wrong flag and the cost seemed high.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That this item be DEFERRED to the March meeting to allow the Clerk to acquire a revised quote for a Union Flag.

134.6 To discuss and approve the appointment of an Internal Auditor for year ending 31 March 2015, and to decide how to proceed. The Clerk explained that last year's Internal auditor was available to be the Council's Internal Auditor if required.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the clerk will ask Mrs Mary Farman to be the Parish Council's Internal auditor for the year ending 31 March 2015.

Prop. Cllr Pearson

Sec. Cllr Mrs Parkinson

14/135 To receive items for information:

135.1 To receive information from the Clerk on progress made with providing/moving dog litter bins, and decide how to proceed. The Clerk confirmed that the works will be done in 2-3 weeks. The Clerk explained that there is no health and safety issues over an existing litter bin being re-used and moved sideways if still in good condition, and that this would be cheaper than buying a new one. The Clerk also confirmed that the resident affected by the litter bin outside his property at 70 Field Avenue has confirmed that he will donate up to £100 maximum towards the cost of the dog bin being moved sideways.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information is noted.
- ii) That the Clerk will proceed with monitoring the works at two locations and that a donation up to a maximum of £100 will be received from a resident to move a dog litter bin sideways at 70 Field avenue.

Prop. Cllr Mrs Burnell

Sec. Cllr Mrs Pearse

135.2 To receive information on "Street Lighting Energy Reduction Programme – Areas 5 & 7 (Craven & Selby)", and decide how to proceed. The Clerk explained that the proper consultation exercise is due in March where all residents will be notified separately, and that this information was included in the "Monthly News" and the "Village Website".

**IT WAS RESOLVED:** That the above information is noted.

135.3 To receive information on the Children's Play area, and decide how to proceed. The Clerk explained that this item was on the last agenda but not discussed. The following was discussed:

- Green Mould on the play equipment – not to power jet as this could damage the paint. Best method is to use soap and water and to leave this until Spring.
- RSS Annual Inspection – Chairman confirmed that the report did not highlight anything that needs urgent attention and that this should also be left until Spring.
- The Village Green lumps and bumps will be looked at and flattened at the earliest and most appropriate time of year.

**IT WAS RESOLVED:** That the above information is noted.

- 135.4 To receive information on the Selby Branch Meeting (YLCA), and decide who shall represent the Council or send apologies, and decide how to proceed. The Clerk explained that apologies have now been sent. One Councillor did volunteer but had to pull out due to work commitments.

**IT WAS RESOLVED:** That the above information is noted.

14/136 Planning:

136.1 To receive updates on any existing planning applications/information:

- 136.1.1 2014/1206/FUL (8/34/229C/PA) general purpose agricultural building at White House Farm, Leeds Rd, Thorpe Willoughby – GRANTED.
- 136.1.2 Londesborough Grove - commenced building works. The Clerk/Chairman confirmed that planning permission for the works had been approved previously.
- 136.1.3 2014/0935/HPA (8/34/390/PA) timber built mono pitch shed for agricultural purposes (Hay, Straw) at Barff Cottage, Barff lane – GRANTED
- 136.1.4 2014/1028/OUT (8/34/146J/PA) O.P. for residential development (Sherwoods) – PERMITTED

**IT WAS RESOLVED:** That the above information was noted.

136.2 To consider and decide if comments are required for the following new planning application(s) received and any that appear after the agenda is distributed: NONE

14/137 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 137.1 YLCA Information: - Information previously circulated was noted - no further action required.
- 137.2 Selby District Council Web-Site information - Information previously circulated was noted - no further action required.
- 137.3 Selby AVS: - Information previously circulated was noted - no further action required.
- 137.4 15 additional pieces of information previously circulated, with no late items, were all noted - no further action required.

The Clerk asked Councillors if they were happy for him to be selective on items received and filter out any unnecessary mail, and also to not print hard copies of correspondence unless he thinks it necessary and/or receives an email from a Councillor wishing to discuss a particular item in more detail where a hard copy is needed.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That all of the above points were noted.
- ii) That the Clerk should filter out any unnecessary mail and circulate the remainder as normal.
- iii) The Clerk will only make hard copies of "Other Correspondence" if:
  - The Clerk feels it is useful and necessary or
  - The Clerk receives an email from a Councillor to say that he/she wishes to discuss a particular item at the next meeting. If a request is not received by the Clerk, he will simply list the topics instead. This will make savings on paper and ink.

Prop. Cllr Noble

Sec. Cllr Mrs Pearse

14/138 Financial Matters

138.1 To approve a list of payments made or to be made, with VAT, as advised by the Clerk and signed by the Chairman as follows

Payee	VAT/Other £	Total £	Chq.No.
VHMC (Electricity for Xmas period for illuminating Xmas tree)	-	25.00	1658
S M Peters (February Salary)	-	515.91	1659
R D Adams (Litter Picker) (February Salary)	-	133.38	1660
S M Peters (stationery expenses with receipts-Feb 2015)	-	7.17	1661
RSS (I&M Inspection-north)(Inv #034528)(Cheque made payable to Hags-Smp Ltd)(Jan/2015 Annual Inspection)	50.00	300.00	1662
YLCA (Booklet: Affordable Rural Housing)(Inv #287-15)	-	1.50	1663
Fasprint (Monthly News-Feb 2015)(Invoice No Inv-4312)	-	461.00	1664
T & S Heptonstall (Monthly News refund for joint issue)	-	15.00	1665
N Dowell (Monthly News refund for joint issue)	-	12.50	1666
Keith Hird (Monthly News refund for joint issue)	-	12.50	1667
P Wright (Monthly News refund for joint issue)	-	15.00	1668
J Milner (Monthly News refund for joint issue)	-	15.00	1669
<b>TOTAL =</b>	<b>£50.00</b>	<b>£1,513.96</b>	

138.2 To receive an account status of the current Bank Statement giving a balance of **£44,507.49** as at **23 January 2015**, and having been checked and signed by the Chairman.

**IT WAS RESOLVED UNANIMOUSLY:** That the accounts/cheques presented be approved.

Prop. Cllr Dowell

Sec. Cllr Lunn

14/139 To receive representative reports:

Burial Board: Nothing to report.

Rail Users Group: Nothing to report.

Village Hall: the Chairman explained that: the heating is now working correctly, the water/toilet problems have now been sorted and quotations for redecorating are being sought.

The Chairman said he is still looking into who owns the hedge alongside the village green.

The Vice-Chairman raised the issue of the poor condition of the existing Xmas tree (which appears to be dying), and suggested that it be replaced in the spring along with protection against the elements whilst it is establishing itself.

Remaining Councillors had nothing further to report.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Vice-Chairman is authorised to acquire a new Xmas tree around 6 foot tall and a fleece to give it protection whilst it establishes itself, up to a maximum of £100, and report back to the next meeting if this cost is insufficient

14/140 To receive the Clerk's report

- Police update on incidents occurring in the village since the last meeting - nothing to report.
- YLCA publication on "Affordable Housing-A Practical Guide for Parish Councils" – this has been received and the Chairman took it to read.
- Electronic Communication of Summons to meetings to come into force after 30/1/2015-The Councillors who now receive documents electronically confirmed that they are happy with the new arrangement.
- YLCA – Upcoming Local Elections and Co-Option – the Clerk ran through the documents received and circulated, and explained that the procedures affecting the Parish Council were already included in the Council's "Standing Orders" and "Policy Documents" and picked out

certain important pieces of information (e.g. Key Dates, how elections affect the Council's AGM, nomination Forms for Councillors etc). The Councillors asked the Clerk to attend the training session in March (and receive the training pack) and obtain nomination forms for all councillors.

- First Point of Contact Pension Regulator (Payroll form to complete) - The Clerk explained that the Council's Payroll Service provider requires a first point of contact for the Parish Council (which is usually the Chairman) and the second is the Payroll Service. The Chairman agreed to be the named person and that the Clerk can complete the form.
- A District Councillor stated that Salt Bins could be obtained from Selby District Council and were reasonably priced, but issues had been raised about residents using salt for their own private property rather than for the highways. Following a short discussion it was agreed to leave this and no salt bins are needed in the village.
- It was noted that no feedback had been received from Groundwork and Councillors were concerned that nothing appears to be happening. Residents are asking questions and that a consultation exercise is still to be done with village residents.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted. .
- ii) That the Clerk will attend the election training session (sometime in March) and obtain the training pack.
- iii) That the Clerk will obtain May election Parish Councillor nomination forms from Selby District Council for all Parish Councillors for them to complete and return before the April deadline.
- iv) That the Clerk will complete the form for the Council's Payroll Service provider to make the Chairman the First Point of Contact Pension Regulator
- v) That the Clerk will make inquiries with Groundwork on the progress of the "Woodland Walk" and the Epac funding, and the promised public consultation exercise.

**14/141 To receive agenda items for next meeting**

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified. A Councillor suggested: "Deciding a date for the April Open Spaces Review Group". The Chairman pointed out that Members can email the Clerk to request for additional items to be added later.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That "Deciding a date for the April Open Spaces Review Group meeting" be added to the March agenda.

**14/142 To receive any further comments from the public [for information only; Clerk to note]**

NONE

**14/143 To confirm the date of the next meeting as **MONDAY16 MARCH 2015**: –**

At St Francis Church, Fox Lane, Thorpe Willoughby.

**14/144 Close of meeting – the Part I meeting closed at 9.02pm**

**PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY**