

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Annual Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 13 May 2013 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: 1 Member of the Public was present
Mr S Peters – Clerk to Thorpe Willoughby Parish Council

Present: Cllrs Dowell (Chairman), Noble, Parkinson, Heyes, Lawton, Burnell, Craven & Guest.
Cllrs Lunn & Cllr Pearson arrived late

13/1 Election of Chairman and Vice-Chairman

The existing Chairman welcomed all to the meeting.

i). Nominations were requested for Chairman: after none were received the existing Chairman was asked if he would continue as chairman for the coming year, which he agreed. It was carried unanimously that Cllr Dowell would continue as the Chairman.

Prop: Cllr Noble

Sec: Cllr Mrs Guest

Cllr Dowell then signed the Chairman's "Acceptance of Office of Chairman" declaration form and witnessed by the Clerk.

ii). Nominations were requested for Vice- Chairman: The Chairman read out a letter of resignation from the Council from the existing Vice-Chairman (Cllr Mrs Craven) due to moving away from the village. Nominations for the vacant position of Vice-Chairman were requested and Cllr Noble nominated Cllr Mrs Parkinson for this role, which she accepted. It was carried unanimously that Cllr Mrs Parkinson would be the new Vice-Chairman.

Prop: Cllr Noble

Sec: Cllr Mrs Burnell

Cllr Mrs Parkinson then signed the Vice-Chairman's "Acceptance of Office of Vice-Chairman" declaration form and witnessed by the Clerk.

Cllr Mrs Parkinson proposed a vote of thanks for Cllr Mrs Craven for all her hard work over the years and the Chairman also conveyed his gratitude to her. This was carried unanimously.

Cllr Mrs Craven listed upcoming events/issues to the Chairman before her departure including the commencement of works to trees by Marcus Tapperell at the Memorial Garden on 20th May where advice was needed on one of the trees (discussed later – Min 13/6(b)).

13/2 To receive apologies for absence and any declarations of interest

There were two apologies from Cllr Lunn & Cllr Pearson (both would be delayed through work commitments), and no declarations of interest given.

13/3 Public Session

None.

13/4 To receive Reports from Councillors and Community Police

Community Police – Cllr Dowell said that the drivers of the white Astra van with dark front side windows and with a registration ending ...KUG had now been arrested - only 4 days after the request to keep a look out had been given. Cllr Dowell also explained that PC Tracey Wright had confirmed that the promised 'Security Day' has been delayed. A general discussion then took place and it was agreed that there were not many issues and that in general Thorpe Willoughby is a safe place to live.

The Chairman thanked Cllr Mrs Guest and her daughter for their attendance and at that point they left the meeting (they had to leave early due to family illness).

At that point Cllr Pearson and Cllr Lunn arrived at the meeting and the Chairman quickly updated them both of what they had missed.

Cllr Pearson and Cllr Lunn – both mentioned the recent County Council elections and that they were both elected as County Councillors and also confirmed that the previous County Councillor Dave Peart was no longer a County Councillor and can be removed from the Council's mailing list. The Chairman asked for a small paragraph about the election to go in the Monthly News.

RESOLVED: That the above information be noted.

13/5 To confirm the minutes of the Last Meeting held on 15 April 2013 as a true and correct record

RESOLVED: Apart from two typing errors to be amended where Mr Dennis Powell was referred to as Mr Dennis in Min 177(a), the minutes were accepted as a true and correct record of the meeting.

Prop. Cllr Mrs Burnell Sec. Cllr Pearson

13/6 Items for Discussion:

- (a) Xmas Tree – Update (Chairman/Clerk & Mrs Craven) – Costings, CEF & Donations
Mrs Craven explained where this project had got to and what was still to be done in lieu of her no longer being a parish councillor (for the benefit of the person who would be taking this over).

The New Vice-Chairman was approached to see if she would like to take over this project and Cllr Mrs Parkinson agreed to lead this project and was informed by Mrs Craven that much of the CEF application form for funding had been completed and the only item missing was the price of a tree. It was suggested to approach Lumby Garden Centre for the tree of no taller than 6 feet (best around 4-5 feet) and at a cost @ £50-£60 Max. The Clerk gave all his CEF information (forms, letters etc) to Cllr Mrs Parkinson, which had previously been emailed to him by Mrs Craven.

Cllr Mrs Parkinson pointed out that the only other item that may need adding to the CEF list is the erection of fencing around the xmas tree.

Cllr Lawton explained that a permanent tree would require regular watering and volunteered to be the "Tree Waterer".

The Chairman pointed out that as a Council we had not formally agreed to have a permanent tree as opposed to a temporary one and put it to the vote.

By a majority of 7 to 1 it was carried by Councillors to go for the erection of a permanent xmas tree on the Village Green.

The Clerk informed everyone that he had received a donation of £100 to go towards the cost of a Xmas tree and that the donator wished to remain anonymous.

The Chairman confirmed that all criteria had now been met for siting a permanent tree on the Village Green and he would add an item in the Monthly News to inform residents of the proposal and to look for donations towards the CEF funding and thank the offers of help and kind donation.

RESOLVED:

- i) That the above points be noted.
- ii). That Cllr Mrs Parkinson would take over this project and sort the CEF funding.
- iii) By a majority decision of 7 for and 1 against the council will plant a **Permanent** Xmas tree on the Village Green in a position previously agreed.
- iv) That Cllr Mrs Parkinson would approach Lumby Garden Centre for a permanent xmas

tree around 4-5feet high costing @ £50-£60 to enable completion of the CEF application form for the 50/50 match funding.

v) Cllr Lawton would be the regular "Tree Waterer" once planted.

vi) That the anonymous and generous donation of £100 would go towards the cost of a Xmas tree on the Village Green and would be mentioned in a report to the Monthly News by the Chairman along with an update of the project and a request for further donations.

- (b) Memorial Garden – Update (former Vice-Chairman): Mrs Craven explained that Marcus Tapperall would be doing works to the shrubs and trees at the Memorial Garden on the 20th May and a volunteer was needed to check what was going on. Cllr Lawton volunteered to go along on the 20th May and Mrs Craven said that she would put some information in his letter box for his information/guidance.

RESOLVED: That the above information be noted

- (c) Monthly News – Update – The Chairman confirmed that he will continue editing the Monthly News until the new person takes over. The exiting email address for the Monthly News should still be used and will be used by the new editor. He also confirmed that inserts can be collected at Parish Council meetings and may still be added but the final date will remain at the 10th for other contributors.

Cllr Dowell listed the order of events:

- Information for inside the Monthly News is collated ready to go to the Editor
- It then goes to Fasprint to prepare a draft
- Fasprint puts it all into order and then it is sent back to the editor who checks it for errors and that each part is placed in the correct location (e.g. Parish Council info near the front)
- It is then sent back to Fasprint to print.
- The Clerk is responsible for the advertising which goes on either side of the Front Cover and is usually fixed.

Cllr Mrs Parkinson requested that acknowledgement of receipt be considered, particularly involving charities.

Cllr Heyes asked that a copy of the draft could be sent to him to add items to the Village website. The Chairman would ask Fasprint to send Cllr Heyes a copy of the draft.

RESOLVED:

- i). That the above information be noted.
- ii). Cllr Dowell would ask Fasprint to include Cllr Heyes when sending drafts.

- (d) Lease of Land at TWSA – Update (Clerk) – to discuss costs and draft lease as provided by the Council's solicitor and to decide who pays what and decide if and how to proceed:

The Clerk had received an email from Mr Dennis Powell prior to the meeting sending his apologies for not being able to attend but requested a decision by the Parish Council to be ready for the AGM of the TWSA on Thursday 23rd May.

The Clerk explained the current situation to everyone clarifying that we are talking about a new lease rather than an extension of the existing one which also could not be located at the land Registry by the Parish Council's solicitor. The Current total for the Solicitors fees is £760 for both the legal costs and for registering of the new lease with the Land Registry, and may rise. It had previously been minuted by the Parish Council that the TWSA would pay £500 + VAT and an extra £40 to cover the cost of the registration. The Council's Solicitor had also said in her email to the Clerk that if we did decide to proceed with making a new lease, she would need to see a copy of the TWSA's Constitution for the association and details of the Trustees. A draft lease had also been sent to the Clerk by the solicitor which needed checking, particularly the various clauses included, and that it would need checking by the Parish Council, the TWSA and by Mr R Ainger who had been involved in previous leases and was recommended by both parties.

After a general discussion it was decided that the TWSA would be asked to put in writing if it still wished to proceed with the project and to pay a lump sum of £540 up front (£500 towards the legal fees and £40 for the registration of the New Lease with the Land Registry) before the project could proceed. The Parish Council for its part will pay the extra cost above the £540 up to a maximum of £1,000.00 for the whole project. If the final cost goes over £1,000.00 then the share of the costs will need to be re-negotiated between the Parish Council and the TWSA before it can go any further. If it does proceed the solicitor will need to see a copy of the TWSA's Constitution for the Association and details of the Trustees. The Parish Councillors felt that the 2nd lease should be similar to the 1st lease in particular to be for 40 years so that both leases can run side-by-side. It was also agreed that both parties would check the draft lease and ask the opinion of Mr R Ainger who had been involved in previous leases and whose opinion was respected by both parties. A vote was then taken by a show of hands and it was carried unanimously.

RESOLVED:

- 1/. The clerk will write to the TWSA to ask if it still wishes to proceed with the project and if they do to put that in writing and to pay a lump sum of £540 up front (£500 towards the legal fees and £40 for the registration of the New Lease with the Land Registry) before the project could proceed.
- 2/. The Parish Council, for its part, will pay the extra cost above the £540 to a maximum of £1,000. However, if the overall total cost of this work rises above £1,000 then a further meeting between the Parish Council and the TWSA will be necessary in order to re-negotiate the share of the costs before any further action takes place.
- 3/. If the new lease does go ahead, the Parish Council's solicitor will need to see a copy of the TWSA's Constitution for the Association and details of the Trustees.
- 4/. Both the TWSA and the Parish Council will then check the draft lease and seek the opinion of Mr R Ainger who had been involved with these leases previously and mirror the 1st lease as much as possible, being for 40 years so that they run concurrently.

Prop: Cllr Pearson Sec: Cllr Heyes (carried unanimously)

- (e) Assets Register to be agreed by Council and signed by the Chairman – The Clerk explained that the Assets Register had been updated and needed agreement by the Council and signed by the Chairman. The Chairman quickly ran through the list and was agreed by all that it was correct.

RESOLVED:

It was unanimously agreed that the "Assets Register" was correct and was then signed by the Chairman and witnessed by the Clerk.

Prop: Cllr Mrs Parkinson Sec: Cllr Heyes

- (f) Thorpe Willoughby Parish Council Policy Documents Review: to have them signed as either Reviewed and Unchanged or signed and Adopted as amended – the Clerk informed the Councillors that this was an agreed Annual Review of existing and new Policies. The "National Association of Local Councils" (NALC) Legal Topic Notes (LTN's) were the basis of the Council's Policy Documents and were supplied by the Yorkshire Local Councils Associations (YLCA). All of the Policy Documents were circulated to Councillors by email for comments prior to the meeting (no comments received). It was agreed unanimously to endorse the Policy Documents as reviewed, either unchanged or amended, and to be signed by the Chairman and Clerk.

RESOLVED:

- i). That the above information be noted.
- ii). The Chairman and Clerk to sign the various Policy Documents as either Reviewed and unchanged or signed and adopted as amended.

Prop: Cllr Mrs Parkinson

Sec: Cllr Lawton

- (g) Bus Service to Xscape in the summer holidays (by Selby Town Council) passing through Thorpe Willoughby – to decide if to make a donation?

The Chairman explained about orange Wednesday and that we had been approached by Selby Town Council to make a donation towards this project which provides subsidised bus prices to give a cheap return bus fare to Xscape. A general discussion then took place and it was welcomed by all. The Chairman suggested a £50 donation (which was what other parishes had given) and was carried unanimously.

RESOLVED: Members unanimously agreed to give a donation of £50

Prop: Cllr Pearson

Sec: Cllr Lunn

- (h) Reps List to be agreed by Council and signed by the Chairman – The Clerk explained that the Reps List had been updated and needed agreement by the Council and signed by the Chairman. The Chairman quickly ran through the list and was agreed by all that it was correct.

RESOLVED:

It was unanimously agreed that the “Reps List” was correct and was then signed by the Chairman and witnessed by the Clerk.

Prop: Cllr Heyes

Sec: Cllr Lawton

13/7 Items for Information:

- (a) Update on Flagpole to be erected on the Village Green: - The Chairman explained to everyone that the flagpole clanking noise had been resolved by Tru-Green but apart from that it is now up and receiving positive feedback.

Cllr Lawton agreed that the flagpole had been warmly welcomed by residents.

The Clerk confirmed that he had been handed the keys for the flagpole door and had given one key to the Chairman and he had the spare.

- (b) Thorpe Willoughby Railway Crossing (Cllr Pearson & Clerk) – Update

Cllr Mrs Parkinson had discussed this earlier in the Annual Parish Meeting that changes will occur in October where all gates will be replaced by barriers and be automated.

The Clerk confirmed with everyone that a poster advertising the meeting in the Village Hall for the afternoon of the 13 May had been posted on both notice boards.

The Chairman asked the Vice-Chairman for a small insert for the Monthly News to give an explanation to residents.

RESOLVED:

i) The above information be noted

ii) The Vice-Chairman to give the Chairman a small insert for the Monthly News regarding the railway crossings

13/8 Planning:

- (a) Update on any Existing Planning Applications: -

i) Gateforth Mushroom Farm Appeal: The Clerk had received an email reply from Selby District Council's Mr Kevin Robinson in response to the Parish Council's letter outlining their concerns. The Chairman read the letter out to everyone which indicated SDC's reactive response to offences rather than pro-active – so need for everyone to keep a watchful eye. The Chairman asked the Clerk to forward a copy of the email to him. A general discussion then took place and no further action needed.

- (b) To consider any New Planning Application(s) received:
 i) 2013/0365/FUL (8/34/146C/PA) – Creation of a temporary access Rd from Leeds Rd to the Linden Homes Residential development site for 149 Dwellings – The Clerk explained that this was a temporary application to facilitate the start of the development site and as long as it was blocked up again once the whole site had been completed then there were no grounds to object to it. A brief discussion then took place and agreed the Clerks wording of concern.

RESOLVED:

- i) The above information be noted
- ii) The Clerk to email the Chairman a copy of SDC’s reply to the Council’s concerns over the Mushroom Farm.
- ii) The Clerk will email Selby District Council to say that “Thorpe Willoughby Parish Council has no objections to application 2013/0365/FUL subject to being assured that by the time the whole site is completed this access will be closed up again in accordance with the previously approved layout.”

13/9 To consider other correspondence received since last Meeting:

- (a) YLCA Information: - Information previously circulated was noted and only a brief discussion was held - No action required.
- (b) Selby District Council Web-Site information - Information previously circulated was noted - No action required.
- (c) Selby AVS: - Information previously circulated was noted - No further action required.
- (d) 4 x Other additional pieces of information previously circulated were noted – No further action required.

RESOLVED:

That the above points be noted and the Clerk would keep Members informed of progress.

13/10 Finance

- (a) The Clerk advised of the payments made, with VAT, and signed by the Chairman as follows:

Payee	VAT/Other £	Total £	Chq.No.
Fasprint (Monthly News May 2013)(Invoice # Inv-2117)	-	441.00	1487
N Keeper (Litter Picker)	-	100.00	1488
S M Peters (May Salary)	-	500.52	1489
CANCELLED CHEQUE	-	-	1490
S M Peters (stationery expenses with receipts)	18.98	120.80	1491
RSS I & M Inspection-North (Invoice # 023949)(Chq made payable to Hags-Smp Ltd)	10.00	60.00	1492
ICO Data Protection Renewal (made payable to The Information Commissioner)	-	35.00	1493
Tru-Green – Flagpole (Invoice No 239)	83.00	498.00	1494
AON Insurance Renewal (June 2013)(Chq made payable to Aon UK Ltd)	-	1,848.12	1495
WWYC Induction Course fees for Clerk (Authorised under Min164(g) 18 Mar 2013)	-	30.00	1496
TOTAL =	£111.98	£3,633.44	

- b) Confirmation of receipt of the current Bank Statement giving a balance of **£5,974.52** as at **25 April 2013**, and having been checked and signed by the Chairman.

RESOLVED: That the accounts/cheques presented be approved.

Prop. Cllr Lunn

Sec. Cllr Mrs Parkinson

Cllr Dowell pointed out that the price from Fasprint for the printing of the Monthly News may rise by @ £12 for next year and as we only do 11 issues per year that is an extra £1.10 per monthly issue (a minimal amount)

c) To approve the Annual Accounts ready for Auditing:

- i). Bank Reconciliation form for Financial year 2012/13 as at 31st March 2013:
Copies of the Bank Reconciliation form were circulated to Councillors and explained by the Chairman and Clerk - no comments were raised and was agreed unanimously.
- ii). Annual Return: – copies of Sections I & 2 of the form were circulated to Councillors and was explained by the Chairman and Clerk who said that Section 1 had to be signed by the Chairman and witnessed by the Clerk and that authorisation was also required for the Chairman to sign Section 2 (and witnessed by the Clerk) only after being taken to the Internal Auditor but before the next Parish Council meeting so that the External Auditor's deadline could be met. This was agreed unanimously.

RESOLVED:

- i) That the Bank Reconciliation form for Financial year 2012/13 as at 31st March 2013 was approved and agreed unanimously and signed by the Chairman (witnessed by the Clerk)
- ii) That the Annual Return for Year ending 31st March 2013 was approved and agreed unanimously and section 1 was signed by the Chairman (witnessed by the Clerk)
- iii). That the Chairman be authorised to sign Section 2 (and witnessed by the Clerk) after the form had been checked by the Internal Auditor and before the next Parish Council meeting so that the External Auditor's deadline can be met.

Prop. Cllr Lawton

Sec. Cllr Mrs Burnell

(Minuted 10(c))

13/11 To receive Representative Reports

Cllr Mrs Burnell – nothing to report apart from inquiring from the Chairman about the loose tile on the bus shelter opposite The Fox PH. The Chairman reassured everyone that the tile is quite safe and not loose but a piece of the tile was missing (chipped off) – not a matter of urgency.

Cllr Mrs Burnell also informed everyone that a quiz is to be held at St Francis Church on 20 July 2013.

Cllr Lawton – Commented on the good remarks he had received about the flagpole.

Cllr Heyes – nothing to report apart from not yet receiving a list from the Chairman about events to be held in the Village Hall.

Cllr Pearson – nothing further to report apart from informing everyone that the next CEF meeting at Drax is to be held on 13 June 2013.

Cllr Lunn – nothing further to report.

Cllr Mrs Parkinson – nothing to report.

Cllr Noble – reported from the Brayton Burial Committee informing everyone that some of the Graves were sinking and needed soil to level the surface.

Cllr Dowell – Reported that at one stage only half of the Village Green had been cut and was noticed by the Clerk who then sorted it out. The Chairman was impressed by the 4 x Machines and 4 x workers who were doing a variety of cutting and using various methods and looks good. Their tractor does not make a mess (uses special tyres).

Village Hall Rep – apologies were sent. The following points were raised:

- The dog show is the main breadwinner.
- He was asked to look for footage on the CCTV for evidence but proved unsuccessful - there appears to be a fault with the equipment as it keeps on rotating and doesn't stop – we may

have to investigate. Cllr Mrs Parkinson mentioned a previous self-invoice for the CCTV. The Chairman confirmed that the CCTV is a Parish Council camera and may cost £30-£40 to put right. May need to consider budgeting for it next year.

- May Western fundraising event.

The Chairman confirmed that he will be away for the next Parish Council meeting and that the Vice-Chairman will substitute for him.

RESOLVED:

That the above points be noted

13/12 To receive the Clerk's Report

The Clerk then reported on various items:

- a) Parish Council Training Course: the Clerk confirmed payment for the course and that he had started the course.
- b) Linden Way Play Area: - The Clerk explained that children had been reported going into the field from the Play Area and were disturbing the horses. This complaint had been followed up by the police who were looking into who is responsible for what. Following a short discussion it was decided that the Clerk would ring Selby District Council to determine who is responsible for the maintenance of the Linden Way Play Area.
- c) Bus Shelter opposite the Fox (PH) – loose slate (already covered under Min 13/11)
- d) Branch reported blown down over footpath near Village hall car park – this has now been removed.
- e) Licensing Laws for Alcohol & Entertainment on Village Greens: The Clerk had received the legal opinion from YLCA asked for by the chairman, and had given it to him to forward to the VHMC. It basically said that it is easier and cheaper for the VHMC to extend their licence rather than applying for a new one. The Chairman has this matter in hand.
- f) Autela Information: The Clerk explained that he now had a new system in place to record any mileage attained as required and that Autela will process it through the payroll.
- g) Grass cutting by Tru-Green: half of the Village Green not cut (already covered under Min 13/11 under Chairman's report). This matter was clarified with Tru-Green by the Clerk and should not be a problem in the future.
- h) AON Insurance: The Clerk confirmed that the renewal premium for AON Insurance had been modified twice through amendments to our Assets List which gained two reductions in the Premium. The Clerk also confirmed that the amount of personal liability had gone up considerably and that the initial premium had been lower to start with and that we can now add additional items as they arise without incurring any administration costs.
- i) Red Spray Paint on notice boards at Brayton Barff: Cllr Mrs Guest had previously informed the Clerk about the vandalism at Brayton Barff and asked the Clerk to inform the correct body. The Clerk confirmed that that part of Brayton Barff (near the Car Park) was actually in Brayton Parish and he had informed the Clerk of Brayton Parish Council who confirmed that she would sort it out and has informed Yorkshire Water who own the Barff.

The Chairman raised a separate item being the Rota for locking up the Children's Park. With Mrs Craven no longer a councillor, a volunteer is now needed to fill the vacancy for Mrs Craven's part of the rota. A spare key is waiting for the volunteer and he will place an appeal in the Monthly News.

RESOLVED:

- i) That the above points be noted and the Clerk would keep Members informed of progress.
- ii) The Clerk will telephone Selby District Council to find out who is responsible for the maintenance of the Linden Way Play Area.

- iii) The Chairman will place an appeal in the Monthly News for a volunteer to look the Childrens' Park as part of a rota for the slots vacated by Mrs Craven.

13/13 Agenda items for Next Meeting

The Chairman asked members for agenda items for the next meeting in June which he will not be attending and the Vice-Chairman will substitute for him:

Cllr Mrs Parkinson suggested the Gardening Competition.

Cllr Noble confirmed that the judging will occur the 1st week in August – nominations to be received before then.

Details for 'Citizen of the Year' needs to go in the June Monthly News and the Plaque needs retrieving from the previous year's winner Mr Graham Jones.

Gardener of the Year needs to go in the July Monthly News.

The Clerk needs to notify Selby District Council of the vacancy for a Parish Councillor.

Items to include:

- Xmas Tree
- Millenium Garden
- Gardening Competition
- Citizen of the Year
- Vacancy for Parish Councillor

Members can email the Clerk if they wish to add any items later.

13/14 To receive any further comments from the public [*for information only; Clerk to note*]

None

13/15 Date and time of Next Meeting – 7.30pm 17 June 2013 at St Francis Church

13/16 Closure of Meeting – the Part I meeting closed at 9.38pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY