

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 14 December 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), Noble, Smith, Lawton, Burnell and Lunn.

15/96 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllr Pearse – personal matter and Cllr Pearson – conflicting engagement, (both were accepted), and no Declarations of Interest were given. (Cllr Lunn is expected to be late for the meeting due to conflicting engagement).

15/97 Public Session - Two representatives of the Sport Club gave the Parish Council an update on the Astro Turf project. They explained that the work was completed and the opening event had been successful. The initial hitch with the CEF funding had been resolved with the assistance of Nigel Adams MP and the Chief Executive of Selby District Council. They also confirmed that it is “West Selby Miners Welfare Scheme” half of the club who look after the bookings for the Astro Turf. The Council gave their congratulations to the representatives and that it was a fine facility for the village. [See Minute 15/99.1 for further discussions on S106 and the Astro Turf project]

IT WAS RESOLVED: That the above information was noted.

[At 7:07pm the two members of the public left the meeting].

15/98 To confirm the minutes of the Parish Council meeting held on 16 November 2015 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 16 November 2015 were accepted as a true and correct record of the meeting.

Prop. Cllr Mrs Burnell

Sec. Cllr Miss Smith

15/99 To receive items for discussion and decide further action where necessary:

99.1 To discuss feedback on Epac funding for the “Woodland Walk” and from Groundwork on the village consultation projects, and to delegate to the Clerk that upon receipt of the £36,000 S106 money from Selby District Council (designated for the Astro Turf project) to pass it onto the TWSA’s loan company (as previously approved), and decide any further action.

[S106 and Astro Turf project discussed previously under Min 15/97 - Public Session]

a). The Clerk explained that the Council is now waiting for Selby District Council (SDC) to transfer the £36K S106 money to the Parish Council (once SDC had resolved the legal matters) and that upon receipt of the money the Clerk could then transfer the money to TWSA’s loan company, but a resolution is required to allow the Clerk to transfer this large amount without returning to another Parish Council meeting. A short discussion followed where it was decided that it would be delegated to the Clerk to transfer the £36K S106 money when received from SDC. The Clerk was also asked to monitor the Council’s bank transactions so see when the S106 money is transferred to it.

IT WAS RESOLVED UNANIMOUSLY:

- i). That the above information was noted.
- ii). To delegate to the Clerk to transfer the £36K S106 money (when received from Selby District Council) to TWSA’s loan company.

Prop. Cllr Mrs Parkinson

Sec. Cllr Miss Smith

- b). The Clerk then explained that 4 comparative tenders had been received from the Council's Project Management Company Groundwork for the "Woodland Walk" project (Epac Scheme), and that the Council had to decide which contractor to use so that the project may proceed and to inform Groundwork so that a joint meeting could be held between Groundwork, the Parish Council and the chosen contractor. It was also noted that residents adjacent to the scheme would be kept informed. It was also agreed that the Council's budget for perimeter fencing would be kept separate to the rest of the funding and that the Clerk will acquire quotations from various firms for providing fencing, to be discussed at a future Parish Council meeting.

IT WAS RESOLVED UNANIMOUSLY:

- i). That the above information was noted.
- ii). That the Clerk will inform Groundwork that the Council has chosen Marcus Taperell to be the chosen contractor for the "Woodland Walk" project, and to ask Groundwork to arrange an advisory group meeting between all three parties to move the project forward.
- iii) That the Clerk will seek a selection of quotations and prices from various firms for providing/erecting perimeter fencing for the "Woodland Walk" scheme.

Prop. Cllr Mrs Parkinson

Sec. Cllr Lawton

- 99.2 To discuss quotations received for areas identified as outstanding on the "Annual Open Spaces Review Group's" list, and decide any further action. Following a short discussion, it was decided that the Clerk will ask Marcus Taperell to complete the works for the outstanding areas on the OSRG's list but in two stages: the first stage being the area along Field lane to be completed as soon as possible, and the second stage being all the remaining areas to be completed in April 2016.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will ask Marcus Taperell to complete the 4 x outstanding works on the OSRG's list but in two stages: (area1 (Field Lane) - to be completed as soon as possible as a priority, and the second stage 3 x areas off Willow Rise - to be completed in April 2016).

Prop. Cllr Lawton

Sec. Cllr Mrs Parkinson

- 15/100 To receive items for information:

- 100.1 To receive feedback information on works to the thorn hedge and large tree at the Millennium Garden, and decide any further action. The Clerk explained that the works have now been completed

IT WAS RESOLVED: That the above information is noted.

- 100.2 To receive information on the Monthly News/Village Website, and decide any further action. The Chairman explained that all the latest requests had been noted (including the December Xmas tree event and vacancy for a Parish Councillor) and he would pass them onto the editor. Following a short discussion it was decided to have an agenda item at the February Parish Council meeting to explore alternative options for the Monthly News and the Village Website as provided by the Clerk (to include advertising, payments, Willerby Heights and volunteers for distribution).

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That an agenda item will be added to the February Parish Council meeting to explore alternative options for the Monthly News and the Village Website as provided by the

Clerk.

100.3 To receive feedback information on the carols around the Xmas tree event, and to decide any further action. The Chairman explained that the Xmas tree event was a success with many attending and helped by the weather being better than expected. A short discussion followed where the Chairman explained that the mulled wine, biscuits, mince pies, brass band and an unexpected appearance by Santa Claus all added to the event and apart from a gazebo being irreversibly damaged by a gust of wind, £82-80 was raised. A short discussion was held to decide who to donate the money to this year. The Clerk confirmed that the cheque from the Poor Fund had arrived and will go to the Xmas tree fund as usual.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the £82-80 donated money raised from the Xmas tree event will go to the "Willoughby Players" amateur dramatics group.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

[at this point Cllr Lunn joined the meeting]

100.4 To receive information on the junction of Foxdale Avenue/Londesborough Grove, and to decide if planters are to be used and what type, and to decide if to ask for external funding, and decide any further action.

The Clerk explained that Area 7 Highways had confirmed that using Planters at this junction is acceptable. The Clerk explained that the recommendation of the "Budget Review Group" meeting held on Thursday 3 December 2015 was that plastic planters were preferable to wooden or metal planters (which would rot or rust) and that planters from "Plantscape" were suitable for this location but suggested 8 planters were needed.

The County Councillor (present at the meeting) abstained from the decision.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) That the Clerk will ask "Plantscape" for a quotation for 8 x Planters (in Black) and to pass this information on, once received, to the County Councillor to seek a County Council grant (which may/may not require match funding).
- iii) That the Clerk will seek confirmation from Area 7 Highways that using the above 8 x Planters at this location is still acceptable.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

100.5 To receive update information on Parish Council owned street lights, their maintenance, and decide any further action. The Clerk/Chairman explained that the Parish Council now has a contractor for repairing and maintenance of the 3 street lights that the Council owns, and that NYCC had received the duly completed application form. The Councillors agreed that the costs for the periodic maintenance costs or any repairs were reasonable. The ownership for these 3 street lights still remains with the Parish Council

IT WAS RESOLVED: That the above information was noted.

100.6 To receive update information on Urban Grass Cutting 2016 for the village, how the response to NYCC was completed, and what maps have been acquired, and decide any further action. The Clerk explained that he had now emailed a duly completed form to NYCC to confirm with them that the Parish Council will take-over the "Urban Grass Cutting 2016" maintenance for the village. The Clerk also circulated copies of the schedule/plans of the village that he had prepared to show what verges, grass areas, shrubs and bushes and hedges that were already maintained in the village (and by whom), along with 10 x additional areas that may need adding to the Council's Contractor's list of areas to cut in the village as a result of the Council taking over the Urban Grass cutting. A short discussion followed with

the Clerk explaining that the Council's grass cutting contractor is currently looking at these 10 x additional areas in the village and will provide quotes for each area.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) It was agreed that the Council's Contractor should include the grassed verges at either side of the Leeds Road near "Willerby Heights" between where the 30mph signs had originally stood and their new position further out of the village. The remaining 9 x areas in the village will be monitored by the Council to see if they need cutting because some of them are small areas or are already cut by adjacent residents.

Prop. Cllr Dowell

Sec. Cllr Lawton

100.7 To receive update information on the "Linden Way Play Area" adoption process, and decide any further action. The Clerk explained that the Parish Council is now waiting for Selby District Council to conduct their own inspection and once the area is up to standard they will ask the Parish Council if they wish to take over responsibility.

IT WAS RESOLVED: That the above information was noted.

100.8 To receive information from the Clerk/Chairman on the suggested moving of the Parish Council meeting date of the 15 February 2016 to the 22 February 2016, and decide any further action. The Chairman/Clerk explained that the February 2016 Parish Council meeting clashed with half-term and that several Councillors and the Clerk would be unable to attend this date due to clashing with another appointment. It was decided to move the meeting back one week from the 15 February 2016 to the 22 February 2016 as this would leave sufficient time after the January meeting and before the March meeting to be viable. A District Councillor requested an up-to-date list of Council meeting dates from the Clerk. The Chairman pointed out to the Clerk that the person that books the Church hall has now changed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the February 2016 Parish Council meeting be moved back one week from Monday 15 February 2016 to Monday 22 February 2016 and that the Clerk will change any lists/posters and ensure the hall hire booking is changed.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

15/101 Planning:

101.1 To receive updates on any existing planning applications/information:
NONE

IT WAS RESOLVED: That the above information was noted.

101.2 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

IT WAS RESOLVED: That the above information was noted.

15/102 Financial Matters

102.1 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.
Selby & District Rail Users Gp (annual subscriptions 2015)	-	10.00	1756
S M Peters (stationery expenses with receipts-November / December 2015)	20.39	124.22	1757
Fasprint (Monthly News-Dec15/Jan 16)(Invoice #Inv-5260)	-	461.00	1758
S M Peters (December Salary)	-	771.51	1759
R D Adams (Litter Picker) (December Salary)	-	137.80	1760
Elmhirst Parker LLP (Solicitor) – Land Registration (Invoice 15/370)	60.00	400.00	1761
HMRC for Qtr 3 (October-December 2015)	-	826.74	1762
Autela Payroll Services (Inv #7408)(Payroll 2015/16-Qtr 3 – Oct, Nov, Dec 2015)	-	50.00	1763
TOTAL =	£80.39	£2,781.27	

102.2 To receive an account status of the current Bank Statement giving a balance of **£57,623.27** as at **25 November 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

15/103 To consider the following new correspondence received since the last Meeting and decide action where necessary:

103.1 YLCA Information: - Information previously circulated was noted.

103.2 Selby District Council Web-Site information - Information previously circulated was noted.

103.3 Selby AVS: - Information previously circulated was noted.

103.4 27 additional pieces of information previously circulated was noted, with no late items.

IT WAS RESOLVED: That the above information was noted.

15/104 To receive representative reports:

County Councillor/District Councillor: A District Councillor explained that Selby District Council's legal section is checking the legal status of S106 agreements for recently approved residential planning applications in lieu of the 5 year land supply for the district having now been reached. This has unfortunately delayed the completion of the variation of the S106 agreement for the Astro Turf project.

Burial Board: Nothing to report.

Rail Users Group: Nothing to report.

Southern CEF meeting: A Councillor reported on the 10 December meeting stating that several organisations attended including: Transport (where busses were discussed and where cuts have occurred, and volunteers to transport people), Sustrans (regarding Cycleways), and a question and answer session.

Village Hall: The Chairman explained that the "Santa around the Village" event raised £369. The Police had asked him to check the CCTV equipment for two incidents at or near the village hall.

A Councillor raised the issue of the recently refused wind turbines and requested a letter of thanks to be sent to Dr Howard Ferguson and to copy in the local MP.

Cllr Barrie Noble then handed in his formal letter of resignation which was accepted by the Council. Councillors expressed their gratitude and thanks for his service to the Council over many years.

Remaining Councillors had nothing to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will send a letter of thanks to Dr Howard Ferguson and to copy in the local MP.
- iii) That Cllr Noble's letter of resignation be accepted by the Council and the Councillors expressed their gratitude and thanks for his service to the Council over many years.
- iv) That the Clerk will inform Selby District Council of the resignation of Cllr Noble to update their records and to see what action is now required.

15/105 To receive the Clerk's report

The Clerk explained that:

- The hedge overhanging the footpath at 48 Fox Lane has now been trimmed.
- The Selby Rail User Group affiliation fee for 2015/16 has now been paid.
- The apple tree felled on the south side of the village green has been given a Police incident number and Marcus Taperell has now removed it.
- He has sent a NIL return for the "Rough Sleepers Estimate 2015" which took place on Wednesday 18 November 2015.
- Following an inquiry from the Village Website regarding trees in the woodland area at the south side of the village green that were leaning against the hedge of 6 Fox Lane, the Clerk has corresponded with the adjacent owner and has arranged for Marcus Taperell to remove any offending trees/branches and make good.
- The information regarding: "Applications to the Smaller Authorities Transparency Fund – Councils with an annual turnover not exceeding £25,000" does not apply to this Council because we are well over this threshold and therefore unable to apply for funding.
- Although the Council is unlikely to tender for contracts in excess of £172,514.00 as identified by the "Public Contracts Regulations 2015 – PC Procurement", YLCA have confirmed that irrespective of the Council ever reaching this figure (individually or collectively), the Council will still have to amend both their "Standing Orders" and "Financial Regulations" policies to include reference to the "Public Contracts Regulations 2015 – PC Procurement".
- The potholes in the road adjacent to Brayton Barff (between Sherwoods and the car park) is programmed to be looked at by NYCC. That the Culvert under the road at Fir Tree Lane is owned by NYCC and that they are looking at finding a full-time solution to avoid blockages. Upstream and downstream from the culvert is owned by the Internal Drainage Board. This information was provided and confirmed by the County Councillor.
- He had received a request from another Parish Clerk as to how our parish communicates with its residents, and that a suitable reply had been sent.
- The election notice that had been placed on the notice boards, following the resignation of Councillor Chisholm, has now expired and the Council can now proceed to co-opt a new Councillor. The Clerk has received a refund cheque for the cancelled course that Councillor Chisholm was going to attend, and she confirmed that she no longer wanted to be a trustee on the Poor Fund committee and the clerk has also forwarded her resignation from her position on the YLCA board. Other notices have been amended to reflect the reduced number of Councillors.
- Dates for several meetings need to be arranged for the Budget Review Group, the Monthly News/Village Website review, and Appraisals.
- The Selby Horseshoe sign has still not been fixed.
- The replacement Dog Bin for Fox lane is still waiting to be done.
- The broken 5 x Street Name Plates in the village are to be fixed in the new year.
- The details for the Parish Council have been updated on Selby District Council's database for "Local Plan – Consultation".
- The Brayton Burial Board had informed him that there will be a 1p/elector increase for the

next financial year and the Clerk had provided the Burial Board Clerk with the number of electors for the parish (as supplied by Selby District Council), so that she can calculate the precept that the Council will have to pay.

- He had received an inquiry about using the village notice boards to advertise leafleting jobs for retired people. This was permitted because it was for the benefit of village residents and was not business advertising.
- The Clerk also confirmed that he had reported the state of the Public Right of Way footpath between North View & Meadow Drive to Selby District Council (SDC) who have logged the request and SDC will have a look at it when time permits.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will amend both of the Council's "Standing Orders" and "Financial Regulations" policies to include reference to the "Public Contracts Regulations 2015 – PC Procurement", and these will be ratified at the May 2016 Annual Parish Council meeting.
- iii) That the Chairman will add a piece to the Monthly News to inform residents about the programmed works by NYCC to the potholes in the road adjacent to Brayton Barff.
- iv) That the Clerk will advertise the vacancy for a new Parish Councillor on the Notice Boards and village website through co-option with a deadline of 19 February 2016 with a view to holding interviews at the 22 February 2016 Parish Council meeting, and will make inquiries with Selby District Council to see if the Parish Council can adopt two people rather than one.
- v) That the "Budget Review Group" meeting will be arranged in the week or two before the January 2016 Parish Council meeting. The two District Councillors are to circulate their available dates to the others on the review group to choose from.
- vi) That the "Monthly News/Village Website review" shall be an agenda item on the March 2016 Parish Council meeting.
- vii) That both appraisals shall be conducted in January 2016.

15/106 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified. Two were asked for:

- i) The "Reps List" – to make changes due to Councillor resignations.
- ii) To discuss "Voluntary litter Picking".

15/107 To receive any further comments from the public [for information only; Clerk to note]

NONE

15/108 To confirm the date of the next meeting(s) as **MONDAY 18 JANUARY 2016: –**

At St Francis Church, Fox Lane, Thorpe Willoughby.

15/109 Close of meeting – the Part I meeting closed at 9.23pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY