

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 15 April 2013 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: 4 Members of the Public were present
Mr S Peters – Clerk to Thorpe Willoughby Parish Council

Present: Cllrs Dowell (Chairman), Heyes, Burnell, Lunn, Noble, Pearson, Parkinson & Lawton.

176 To receive apologies for absence and any declarations of interest

The Chairman welcomed all to the meeting. There were two apologies from Cllr Mrs Guest (Sickness) and Cllr Mrs Craven (Work Commitments), and no declarations of interest given.

177 Public Session

a). Lease Extension for land used by TWSA:

Mr Dennis Powell (representing the TWSA) asked if any progress had been made with the TWSA's request for extending the lease in a similar way to that done for the West Selby Miners Welfare.

The Clerk explained that the Parish Council's solicitor had confirmed that the second lease (covering the TWSA area) had not been located and not lodged with the land registry so the only option left was to do a new lease and that a copy of the West Selby Miners Welfare lease had been sent to the clerk to use as a basis for the second lease.

The Clerk also confirmed that he had sought the lease from various people and Mr Ainger did confirm that a second lease had been made but may not have been registered with the land registry, therefore the only option left was to do a new one.

The Clerk also pointed out that the Parish Council needed to decide if they wished to pay the additional costs (@ £100 +VAT) for a new lease above the money that was already agreed by the TWSA for the extension of the lease @ £500 + VAT. Further to that the Clerk asked Mr Dennis if the TWSA would also pay for the registration of the lease which the Parish Council's solicitor would do for them. Mr Dennis confirmed that the TWSA would not have a problem with that and he would report all these facts to the TWSA's meeting later that night. The Clerk said that a decision would need to be taken by the Parish Council to authorise the making of a new lease along with authorisation to draft up conditions for the Lease and the time period to be the same as the one already extended. If that was agreed that the Clerk would then contact their solicitor to move things forward and contact TWSA for their final approval once an invoice was produced.

(See Minute 180 (d) for resolution)

The Chairman thanked Mr Dennis Powell for his attendance and at that point he left the meeting.

b). Marie Clegg: said that the senior citizens were stable having 42 members and had just had their AGM.

c). PC's Marcus Darley & Tracey Wright explained:

- that crime in Thorpe Willoughby was low.
- that a burglary had been committed in Fox lane and requested that everyone keep their eyes & ears open for information
- that there will be a "Home Security - Day of Action" on 17th May 2013 with venues to be arranged and will include a walk about to spot any weaknesses.
- that they were monitoring parking problems, rowdy kids and were keen to stamp out any drug dealing.
- that an item about bogus callers (work done cheap) should be mentioned in the monthly news.
- that there was a dog tagging scam going around.

Cllr Lawton raised the issue of another cold calling scam where a service was offered to send a letter to get your council tax reduced and charging for an appeal that you cannot get.

178 To receive Reports from Councillors and Community Police

Community Police – Cllr Dowell said that he had spoken to the police regarding a report about a van allegedly selling drugs and explained that if anyone sees a white Astra van with dark front side windows and with a registration ending ...KUG that they should report it on the 101 system

The Chairman thanked PC M Darley and PC T Wright for their attendance and at that point they left the meeting.

Cllr Pearson – confirmed that the wind farm planning application had been deferred on a technicality – an Environmental Impact Assessment (EIA) had been handed in too late for various parties to have time to consider it.

Cllr Lunn – nothing to say apart from the cost of the council tax mistake by SDC would amount to £19,000.

RESOLVED: That the above information be noted.

179 To confirm the minutes of the Last Meeting held on 18 March 2013 as a true and correct record

RESOLVED: The minutes were accepted as a true and correct record of the meeting.

Prop. Cllr Mrs Parkinson Sec. Cllr Noble

180 Items for Discussion:

- (a) Xmas Tree – Update (Chairman) – to discuss notice displayed on both notice boards and decide if to proceed (please refer to email sent to members)
The Clerk explained that a notice had been displayed on both notice boards for two weeks to allow residents the opportunity to object to the proposed works to the village green in accordance with section 12 of the Inclosure Act 1857 and section 29 of the Commons Act 1876 where the Parish Council will decide if the works are for the “Better enjoyment of the Village Green” having discussed it afterwards and minuted.
A brief discussion then followed and agreed by all that the placing of any xmas tree with associated fencing, the burying of a cable across the village green in a trench and any future fencing around any objects planted or along the edge of the green was for the “Better enjoyment of the Village Green”

RESOLVED:

- i) That the above points be noted.
- ii) That any works on the Village Green including a xmas tree, fencing and the digging of a trench to bury an electric cable across the Village Green can now commence and is agreed to be for the “Better enjoyment of the Village Green”

Prop: Cllr Mrs Parkinson Sec: Cllr Heyes and carried unanimously.

- ii) The Clerk to get costings for a xmas tree (permanent or temporary) and for fencing to go around it.
- iii) Cllr Mrs Craven will continue to seek funding from CEF and local businesses
- iv) The Clerk to add this item to the Parish Council’s May agenda.

(Cllr Pearson mentioned that at the 14 June CEF the commissioner will be coming to talk)

- (b) Memorial Garden – Update (Vice-Chairman): due to Cllr Mrs Craven sending her apologies this item will be deferred.

RESOLVED: That the above item be deferred.

- (c) Monthly News – Update – The Chairman confirmed that he will be editing the May's edition and that the person who had come forward to be editor initially was unable to do it but he had now secured the services of someone else who would take over from him.

RESOLVED: That the above information be noted.

- (d) Lease of Land at TWSA – Update (Clerk) – to Decide if a new lease is needed (including criteria) and costs

This was raised in the public session (Min 177 (a)) by Mr Dennis Powell (representing the TWSA) - the chairman allowed it to be brought forward.

RESOLVED:

- i) To authorise the making of a new lease along with authorisation to draft up conditions for the Lease and the time period to be the same as the one already extended with any additional appropriate conditions as discussed.
- ii) That the Clerk will contact the Parish Council's solicitor to commence work on the new lease and to contact the Thorpe Willoughby Sports Association to get their final approval to pay @ £500 + VAT and to agree an additional payment for the registering of the lease and allow the Parish Council's solicitor to register it once an invoice is produced and payment made by the TWSA to the Parish Council.
- iii) That the Parish Council will pay the additional costs @ £100 +VAT for the costs above that already agreed by the TWSA
- iv) That the Clerk will acquire a rough value of the field at the Sports Club for both leases from a surveyor (Steve Townend) who we used previously for a potential land sale, as requested by the Parish Council's solicitor for the benefit of the new lease.

Prop: Cllr Lunn Sec: Cllr Mrs Burnell

- (e) Brayton Poor Charity Money – Decision by trustees of "The Poor Fund Committee" on how it will be spent

The trustees needed to decide how the money should be best spent in light of what was decided previously and what is now being considered.

The members of the Poor Fund Committee, in attendance, discussed their options and agreed that the money should be spent on a xmas tree (either Permanent or temporary) this would allow all options to be considered.

RESOLVED:

- i) That the above information be noted.
- ii) That the "Poor Fund Committee", in attendance, unanimously agreed to the Brayton Poor Fund Charity Money be used on a xmas tree (either permanent or temporary) for the next 10 years.

Prop: Cllr Pearson Sec: Cllr Heyes

- ii) Cllr Pearson to arrange a meeting of "The Poor Fund Committee".

- (f) Parish Clerk Training Course – Update (Clerk) - the Clerk informed members that he had registered his interest for the course but had not yet received any details.

RESOLVED: That the above information be noted.

- (g) Gateforth Mushroom Farm Appeal site – to Decide whether to write a letter or not to Selby District Council (please refer to email sent to members). The Clerk circulated spare copies of the draft letter to members and after a brief discussion members said that they were happy with the letter and that it should be sent to Selby District Council to convey their concerns.

RESOLVED: Members unanimously agreed to use the letter as drafted by the Clerk and that it should be sent to Selby District Council to convey their concerns.

Prop: Cllr Pearson Sec: Cllr Lawton

181 Items for Information:

- (a) Update on Flagpole to be erected on the Village Green: - The Clerk explained that the flagpole has still not been erected. After a brief discussion it was decided that the Clerk would contact Tru-Green to get the flagpole erected and preferably before St George's day.
- (b) Update on the Outdoor Gym equipment by Streetscape: - The Clerk explained that the missing orange handle had been replaced by Streetscape free of charge.
- (c) Thorpe Willoughby Railway Crossing (Cllrs Noble & Pearson) – Unmanned in October 2013 Cllr Pearson confirmed that Thorpe Willoughby railway crossing would become unmanned in October 2013 and has asked the Rail Users Group to give him more information on this. Will report back to members when he has further information.

RESOLVED:

- i) The above information be noted
- ii) The Clerk to contact Tru-Green to get the flagpole erected preferably before St George's day.

182 Planning:

(a) Update on any Existing Planning Applications: -

- i) Gateforth Mushroom Farm Appeal: **Covered previously under Min 180 (g)**

(b) To consider any New Planning Application(s) received:

- i) Section 42 Knottingley Combined Cycle Gas Turbine Power Station – The Clerk explained that this was a pre-application consultation exercise (previously emailed to members) and the site was a long way away from Thorpe Willoughby's Parish Boundary, the closest point being to the south of Gateforth. A brief discussion was held and unanimously agreed that no comments were needed to be given.
- ii) 2013/0301/HPA (8/34/216C/PA): – Erection of an extension to the side to create garage with study above at 33A Fox Lane, Thorpe Willoughby– after members had looked at the plans they had no objections.
- iii) 2013/0277/HPA (8/34/237B/PA): Erection of a single storey extension at 11 Fir Tree Lane, Thorpe Willoughby – after members had looked at the plans they had no objections.

RESOLVED:

- i) The above information be noted
- ii) The Clerk will email Selby District Council to say that the Parish Council does not have any objections to both applications 2013/0301/HPA and 2013/0277/HPA

183 To consider other correspondence received since last Meeting:

- (a) YLCA Information: - Information previously circulated was noted and only a brief discussion was held over whether to reply to a DCLG Survey which was not a statutory requirement to do so. The feeling was that the topics covered were items that the Parish Council had not, so far, been involved with so it would be pointless to comment upon - 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 due to the wind farm application being deferred and the Burn Against New Site (BANS) would be looked at when the actual Planning Application was submitted.

The S106 set-aside money information as supplied by Selby District Council stating what it can /cannot be used on (previously circulated) was well received and will prove most helpful when it comes to making decisions in the future.

RESOLVED:

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

184 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 Apr 2013)(Invoice No Inv-2002)	-	441.00	1477
N Keeper (Litter Picker)	-	100.00	1478
CANCELLED CHEQUE	-	-	1479
S M Peters (stationery expenses with receipts)	-	4.80	1480
K. Hird Outside Services Final quarterly invoice (Dec/Jan/Feb) (Invoice 1635/G/KMH)	-	247.50	1481
YLCA (annual membership fee 2013-14)	-	615.00	1482
Npower Ltd (street lighting for 2012-2013) (Invoice No LGULBT7F)	0.44	2.62	1483
S M Peters (April Salary)	-	471.20	1484
Npower Ltd (street lighting for 2012-2013) (Invoice No LGULBTVQ)	6.25	131.34	1485
N Keeper (supply of refuse sacks for litter picker)	-	2.97	1486
TOTAL =	£6.69	£2,016.43	

- b) Confirmation of receipt of the current Bank Statement giving a balance of **£8,531.95** as at **25 March 2013**, and having been checked and signed by the Chairman.

RESOLVED: That the accounts/cheques presented be approved.

Prop. Cllr Heyes

Sec. Cllr Mrs Parkinson

185 To receive Representative Reports

Cllr Pearson – nothing further to report

Cllr Mrs Burnell – nothing to report

Cllr Lawton – Commented on an episode outside the shops involving parked cars near a junction. A general discussion then followed.

The Chairman thanked Marie Clegg for her attendance and at that point she left the meeting.

Cllr Lunn – nothing further to report

Cllr Heyes – will be tidying up the village website and asked the chairman for a copy of the Village Hall Management Committee's timetable of events.

Cllr Noble – raised concerns about the visibility of caravans at Scalm Park which can be easily seen from Thorpe Willoughby and that they should be screened as part of their planning permission. Cllr Pearson said that he would make enquiries about this and keep an eye out for developments.

Cllr Mrs Parkinson – had nothing to report from the Brayton Burial Committee but informed members

that the official opening of the totally refurbished childcare centre had just been carried out on the previous Saturday by Tommy Cannon and will feature in the local press. All thanks for the work and funding was due to the local Hands of Hope charity who had done a fantastic job with villagers' help.

Cllr Dowell – Village Hall Rep - reported on the recent VHMC's AGM that he had attended along with Cllr Pearson. He confirmed that the same people had retained their positions on the committee. Cllr Lunn said that the VHMC is making sound progress and improving all the time.

RESOLVED:

- i) That the above points be noted
- ii) Cllr Pearson to make enquiries about the visibility of caravans at Scalm Park

186 To receive the Clerk's Report

The Clerk then reported on various items:

- a) Autela & Mileage: The Clerk explained that HMRC are now making checks on mileage claimed. As from the 1st April the Clerk will have to keep a record of mileage on file in case of being challenged and has arranged with Autela to send monthly mileage claims direct to Autela who would keep a record of mileage accrued and add any payment to the Clerk on the payslip. This will cover all eventualities and comply with HMRC requirements.
- b) Internal/External Audit: - The Clerk explained that preparation work had already commenced.
- c) AON Insurance: The Clerk confirmed that the renewal premium for AON Insurance had arrived and had slightly reduced from last year with the renewal date being 1st June 2013. Following a brief discussion it was agreed that the Clerk will pay the amount due at the May meeting and wait for all the additional equipment, that is being added to the village green, to be completed before updating the policy rather than bit by bit to avoid repeat admin charges.
- d) Loose Tile on Bus Shelter": Cllr Mrs Burnell had reported to the Clerk that a tile on the bus shelter was loose and he in turn had reported this to the Chairman who will deal with it.
- e) Complaint about tax Increase: The Clerk explained that a resident had complained about the rise in council tax. The Clerk had attempted to explain why and invited her to this meeting for a fuller explanation by members – she declined. It was noted that through the freedom of information act a copy of the final budget could be given but a charge for printing could be asked for by the Clerk. (this is covered under a Policy Document)
- f) RSS Inspection Report Apr 2013: The Clerk reported that he had received the April 2013 RSS Inspection Report (previously circulated by email to the Chairman). The Chairman confirmed that there was nothing to do at the moment and returned the previous February Report to the Clerk to file away.
- g) Licencing Laws for Alcohol & Entertainment on Village Greens: The Chairman had asked the Clerk to get a legal opinion from YLCA with regard to what licences are required by the Parish Council for selling alcohol on the village green and providing entertainment. This arose through a review of licences by the Village Hall Management Committee who were preparing for the Carnival in September. The extent of any licence(s) that the VHMC may have ends at the edge of the car park. The Clerk was also asked to check the current Insurance policy.

RESOLVED:

- i) That the above points be noted and the Clerk would keep Members informed of progress.
- ii) The AON insurance due is to be paid at the May meeting and updates to the policy will be done once all the additional works to the village green have been completed.
- iii) The Clerk to seek a legal opinion from YLCA regarding licences for selling of alcohol and entertainment on the village green and to check the current insurance policy.

187 Agenda items for Next Meeting

The Chairman asked members for agenda items for the next (AGM) meeting apart from those already identified and included:

- Xmas Tree
- Millenium Garden
- Flagpole
- A review of all the Policy documents

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

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

None

189 Date and time of Next Meeting – A brief discussion was held and due to many of the members being unavailable for the 20th May it was agreed unanimously to bring the next meeting(s) forward one week to the 13th May 2013

RESOLVED: Members unanimously agreed that the date and time of the next meeting(s) are as follows:

7.00pm 13 May 2013 at St Francis Church for the Annual Parish Meeting

Followed at @ 7.30pm at St Francis Church for the Annual General Meeting of the Thorpe Willoughby Parish Council.

190 Closure of Meeting – the Part I meeting closed at 9.10pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY