

THORPE WILLOUGHBY PARISH COUNCIL

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

In attendance: No members of the Public were present
Mr S Peters – Clerk to Thorpe Willoughby Parish Council

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

13/34 To receive apologies for absence and any declarations of interest

The Chairman welcomed all to the meeting. There were two apologies received from Cllr Heyes and Cllr Mrs Guest which were accepted, and no declarations of interest given.

13/35 Public Session

None

13/36 To receive reports from Councillors and Community Police

Community Police – Nothing to report.

Cllr Pearson – Nothing to report.

Cllr Lunn – Nothing to report.

IT WAS RESOLVED: That the above information was noted.

13/37 To confirm the minutes of the Parish Council meeting held on 17 June 2013 as a true and correct record

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

Prop. Cllr Noble Sec. Cllr Mrs Parkinson

13/38 To receive items for discussion and decide further action where necessary:

38.1 To receive further information on the provision of a permanent Xmas Tree by donation/CEF contribution – Update (Vice-Chairman).

- The Vice-Chairman updated everyone on the progress of the bid.
- A generous cash donation of £25 from an anonymous donator was handed in at the meeting.
- The Vice-Chairman was asked to check the prices for fencing and other items to see if there were any increases for when she reports back to the September meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) To accept the generous cash donation of £25 from an anonymous donator.
- iii) That the Vice-Chairman would check prices received for the bid before reporting back at the September meeting.

38.2 To receive an update on the Monthly News –

The Chairman explained that information could be emailed direct to the editor or sometimes via himself.

The editor requested information regarding the amount of fine incurred by Selby District Council for dog fouling as it is missing from the dog bins so that it could be stated in the Monthly News.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk to make enquiries with Selby District Council to see what the fine is for dog-fouling so that all councillors and the editor can be informed.

38.3 To receive further information on the provision of a new lease for the TWSA – Update (Clerk)

- The Clerk explained that progress had been made and another draft lease had been received to be checked by TWSA and the Parish Council.
- The TWSA were to complete a resolution for the solicitor.

Following a short discussion the Councillors unanimously agreed to allow the Clerk to continue with finalising the lease.

IT WAS RESOLVED UNANIMOUSLY:

That the Clerk will continue to liaise with the Council's solicitor and Thorpe Willoughby Sports Association to bring this matter to a conclusion.

38.4 To receive further information on the Gardening Competition 2013 and to pass any nominations to the two judges – Update (Clerk)

- The Clerk gave a list of nominations received so far to the two judges and confirmed that he will forward any further nominations received up to the deadline.
- The Chairman asked the Clerk to research who had won the cups previously.
- The Chairman will add an item in the monthly news to ask for previous winners to return the cups.
- The Clerk also said that he would retrieve any cups stored at the village hall.
- The Clerk showed the councillors a draft certificate to give to the winners to seek their opinion.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That both judges were given the current nominations by the Clerk.
- iii) That the deadline for entries for the Gardening Competition is the 19th July and any further Nominations received by the Clerk will be forwarded to the two judges.
- iv) That the Clerk to research who had won the cups previously and to retrieve any cups stored at the village hall.
- v) That the Chairman will add an appeal in the Monthly News to ask previous winners to return the cups.
- vi) That the Clerk's draft certificate be used to give to the winners of the gardening competition.

38.5 To consider the Parish Council vacancy and decide how best to proceed following the expiry of the 14-day notice of election (11th June) and SDC feedback:

The Clerk explained that the Council is now at the co-option stage following confirmation from Selby District Council that there is no need for an election because the notice for an election has now expired.

A general discussion then followed to see how to proceed concluding with the Chairman asking the Clerk to place a notice on both notice boards to explain about the vacancy and asking for possible candidates and that it will be discussed at the September Parish Council meeting. The Chairman will also add an item to the Monthly News.

IT WAS RESOLVED:

- i) That this subject be an agenda item on the September Parish Council meeting.
- ii) That the Clerk to produce a poster for both notice boards to inform residents that there is a vacancy for a Parish Councillor and ask for candidates to come forward and put in writing a short resume of themselves and why they wish to be considered – to be sent to the Clerk.
- iii) The Chairman to add an item to the Monthly News to advertise the vacancy for parish councillor.

38.6 To receive nominations for Villager of the Year 2013 competition and decide the winner (to also discuss the retrieval of the plaque from the previous winner): –

- The Chairman confirmed that no nominations had been received.
- The Chairman said that he would place a note in the Monthly News to say that no nominations had been received, so the competition would roll over to next year.
- The plaque still needs retrieving from the previous winner.

IT WAS RESOLVED:

- i) That the above information was noted
- ii) That the Chairman would place an item in the Monthly News to say that no nominations had been received, so the competition would roll over to next year.
- iii) That the Vice-Chairman would continue to try and retrieve the plaque from the previous winner.

38.7 To consider further information on S106 set-aside funding from Linden Homes for 149 dwellings on land south of Leeds Rd:

- It was noted that works on the site had commenced.
- A local farmer had been approached but was reluctant to sell adjacent land.
- Alternative land was suggested but was either at the other side of the railway crossing (not ideal), or currently un-obtainable.

IT WAS RESOLVED:

That the above information was noted.

38.8 To consider the Park Rota and seek a volunteer for a vacant slot :

- The Chairman had received no volunteers and considered placing another appeal in the Monthly News. Failing that the rota could be amended.
- Cllr Lawton had already volunteered to be a substitute for anyone on the rota who was on holiday.
- Following a discussion, Cllr Lunn volunteered to fill the vacancy on the park rota.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That Cllr Lawton would act as a substitute for anyone on the rota who was on holiday.
- iii) That Cllr Lunn would fill the vacant slot on the park rota.

38.9 To consider the Local Government Boundary Commission electoral review of Selby: Draft Recommendations :

Cllr Lunn explained that these proposals would reduce the number of district councillors to 31, and that most wards would have a single councillor. Thorpe Willoughby would have its own ward and its own councillor.

The Clerk had previously explained that this review was about wards (for election reasons – to make each ward have equal electors) but the Parish Council works to Parish boundaries and is non-political so it does not affect the business of the Parish Council.

IT WAS RESOLVED:

That the above information was noted and no further action required.

38.10 To consider tree/bush maintenance in the village – (Chairman):

The Chairman explained that some of the trees around the village green needed looking at and suggested asking for a quote from the tree surgeon that the Parish Council used before. The Chairman suggested that the Clerk should seek a quote for tree/bush maintenance works at the following locations:

- Conifers along the northern edge of Leeds Road on the opposite side of the road to the Village Green.
- The hawthorn hedge along the southern edge of Leeds road opposite the above conifers.

- The overhanging branches adjacent to the footpath that runs from Londesborough Grove to Fox lane.
- The rose garden adjacent to the flagpole.

The Chairman also raised the issue of overhanging branches onto Field Lane from the Wood Close properties and suggested that a letter be sent to the residents of Wood Close by the Clerk.

The Vice-Chairman suggested that the issue of tree maintenance works should be added to future budgets.

The Chairman raised the issue of grass cutting of the village green and that it has now been done but was left for a long time from the previous cut and looked unsightly for a while. Following discussions with the contractor and the Clerk, it was found out that the parish Council is contracted for less cuts per year than other parishes. The Chairman suggested that the number of cuts be increased and for the Clerk to seek a quote from the contractor for the months of July, August and September to be every two weeks for the cutting of the village green, in line with other parishes, and that the Council needs to know if any extra cost.

IT WAS UNANIMOUSLY RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will seek a quote for tree/bush maintenance works from the tree surgeon that the Parish Council used before for the four locations discussed.
- iii) That the Clerk will write a letter to the residents of Wood Close regarding their trees that overhang the Field Lane verge/footpath requesting that they are cut back.
- iv) That the issue of tree/bush maintenance works be raised when deciding future budgets.
- v) That the Clerk will seek a quote from the grass-cutting contractor for the months of July, August and September to be every two weeks for the cutting of the village green and to ascertain any extra cost.
- vi) That the Chairman/Clerk be allowed to proceed with the above quotes, if found to be satisfactory, due to there being no August meeting.

13/39 To receive items for information:

39.1 To receive further information on the Linden Way play area - Update (Clerk)

A complaint had been received about the long grass adjacent to the Linden Way play area. The complainant had been informed that the responsibility rests with Herron Homes and is nothing to do with the Parish Council and Selby District Council had given the complainant incorrect information.

39.2 To receive further information on a problem vine to rear of 10 Londesborough Grove - Update (Cllr Lawton/Clerk)

Cllr Lawton confirmed that he had cut the stems of the offending vine in several places as instructed and after a chat with the resident concerned. He explained that once the vine dies back the trees underneath may be a mess and require removal. This will need to be monitored and assessed again later.

39.3 To receive information that the July play area inspection is booked for 17th July

This was noted and no further action was required.

IT WAS RESOLVED:

- i) That the above information was noted
- ii) That Cllr Lawton will monitor the progress of the Vine tree at the rear of 10 Londesborough Grove and report developments to the September meeting.

13/40 Planning:

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

- 40.1.1 2013/0365/FUL (8/34/146C/PA) Creation of a temporary access road from Leeds Road to the Linden Homes site for 149 dwellings on land south of Leeds Road, Thorpe Willoughby – Granted
It was noted that the new temporary access has now been done.
- 40.1.2 Pre-application consultation for residential development at JSR Farms site, Field Lane, Thorpe Willoughby (previous application was refused). Following a short discussion and, although it was noted that this is not a planning application, it was suggested that the developer be asked by the Clerk to attend a future Parish Council meeting to discuss the issue. This could be either the September, October or November Parish Council meeting.

IT WAS RESOLVED:

- i) The above information was noted.
ii) The Clerk to ask the developer of the JSR Farms site if they would attend one of the September, October or November Parish Council meetings to discuss the pre-application consultation for residential development.

40.2 To consider the following new planning application(s) received:

None received.

13/41 To Consider the following new correspondence received since the last Meeting and decide action where necessary:

- 41.1 YLCA Information: - Information previously circulated was noted and a brief discussion took place regarding:-
The "Good Councillors Guide" 4th edition, previously circulated to all in electronic form. The Clerk explained to everyone that it is not yet in a hard back format and would inform them when this became available.
- 41.2 Selby District Council Web-Site information - Information previously circulated was noted and only a brief discussion was held over:
- SDC consultation draft empty homes strategy 2013-2016 – the Clerk explained that Thorpe Willoughby has only three empty properties out of the district total of 1190 showing that this is not really an issue for our parish - No action required.
 - SDC consultation on Draft Affordable Housing Supplementary Planning Document (AHSPD). The Clerk explained that this is a general policy and not site-specific so does not affect our parish at the moment - No action required.
- 41.3 Selby AVS: - Information previously circulated was noted - No further action required.
- 41.4 3 x Other additional pieces of information previously circulated were noted – No further action required.

IT WAS RESOLVED:

That the above points were noted and the Clerk to keep Councillors informed of progress.

13/42 Financial Matters

42.1 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.
S M Peters (stationery expenses with receipts)	15.49	125.44	1508
Fasprint (Monthly News July 2013)(Invoice No Inv-2339)	-	441.00	1509
N Keeper (Litter Picker) (July Salary)	-	100.00	1510
S M Peters (July Salary)	-	500.14	1511
TOTAL =	£15.49	£1,166.58	

42.2 To receive an account status: Confirmation of receipt of the current Bank Statement giving a balance of **£18,687.79** as at **25 June 2013**, and having been checked and signed by the Chairman.

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

Prop. Cllr Pearson

Sec. Cllr Lunn

13/43 To receive representative reports

Cllr Mrs Parkinson raised the following points:

- Brayton Burial Board : Cllr Mrs Parkinson confirmed that the suggestion of making an exception for a burial fee was raised and discussed at the Burial Board's meeting and was agreed unanimously not to be allowed as it was setting a dangerous precedent and also to not raise this idea again.
- Cllr Mrs Parkinson explained that there was a problem of vermin in the graveyard and it may be due to chickens and their food in the adjacent field and was being looked into. Cllr Mrs Parkinson had suggested to the Clerk to place a notice on both notice boards to inform residents of this problem and the Clerk confirmed that it had been done.
- Cllr Mrs Parkinson explained that a resident had complained about three items:
 - i) Weeds in the gutters and curb edges around the village. The Chairman said that he would place an advert in the Monthly News to appeal to residents to remove weeds outside their properties.
 - ii) The problem of cars parking on footpaths. It was noted that it is not an offence to park on a footpath but is an offence to make an obstruction and residents can ask for the obstruction to be removed or call 101
 - iii) The on-going problem of the footpath between Meadow Drive and Leeds Road with standing water. Following a short discussion it was decided that the Clerk should send a letter to the highways department regarding the footpath between Meadow Drive and Leeds Road. (Cllr Lunn to be copied into this letter).

Cllr Mrs Burnell – nothing further to report

Cllr Lawton – nothing further to report

Cllr Lunn – informed everyone that:

- Parish council financing by Selby District Council – not many parish councils had proceeded like Thorpe Willoughby and that SDC may be hit by a 10% reduction next time and may not be able to subsidise parish councils again.
- The budget will need to be considered carefully later in the year and confirmed that a small increase in the budget may be needed to continue to build up reserves.

Cllr Pearson – Informed everyone that the name of the new Chief Executive for the joint authority will be announced shortly to replace Mr Martin Connor.

Cllr Noble – nothing further to report

IT WAS RESOLVED:

- i) That the above points were noted
- ii) That the Clerk will place a notice on both notice boards to inform residents of the problem of vermin in Brayton cemetery
- iii) That the Chairman will add an advert in the Monthly News to appeal to residents to remove weeds outside their properties.
- iv) That the Clerk will send a letter to the highways department to say that: “The Footpath between Meadow Drive and Leeds Road, Thorpe Willoughby is still in very poor condition and has standing water. The Parish Council was assured in previous correspondence that the highways department would take action to resolve this problem and would like them to honour their promise”. (Cllr Lunn to be copied into this letter).

13/44 To receive the Clerk’s report

The Clerk then reported on various items:

- i) Vehicle Activation Sign: as requested at the previous meeting, he had forwarded information on vehicle activation signs to a resident for his information.
- ii) Temporary Children’s Centre poster on the village hall fencing: - The Clerk confirmed that the sign had been removed as promised.
- iii) Complaint from a resident about weeds and ferns growing from the gardening club land into his garden. The Clerk confirmed that following several telephone calls the problem has been resolved.
- iv) Formal Complaint by the owner of 8 Fordlands that the Parish Council’s grass cutter had used weed killer and killed young thorn saplings that he had planted: The Clerk explained that the young saplings were on the highways verge side of the hedge, as confirmed by the highways department. A discussion followed and it was decided that a meeting would be arranged where the Vice-Chairman, Cllr Pearson and Cllr Noble would meet with the owner. The Vice-Chairman agreed to organise the meeting at a time and date agreeable to all. Cllr Noble expressed the need for urgent attention to the opposite field boundary hedge and suggested that this could be viewed after the site visit to view Mr Hill’s hedge.
- v) Clerk’s course update: The Clerk explained that he had now completed 3 of the 6 parts of the course and had received positive feedback. The Clerk’s book authorised at a previous meeting had arrived and was proving most useful.
- vi) Request for an explanation of the percentage increase in Thorpe Willoughby’s parish precept by the secretary of Nigel Adams MP on behalf of a constituent : The Clerk explained that he had sent a letter of explanation after consulting councillors and that no further letters had been received so it was presumed that the explanation was sufficient.
- vii) Explanation note from Cllr Pearson as to why affordable housing notices were placed on both notice boards: The Clerk reminded everyone that Cllr Pearson at the last meeting was asked to produce a small piece for the Monthly News to explain why affordable housing adverts had been placed on both notice boards. Cllr Pearson confirmed that he would produce an article as requested.
- viii) Procedural changes and revised layout for agendas and minutes: The Clerk explained that through doing his course work certain areas needed updating to both comply with the law (to avoid legal challenges) and other areas that are optional for best practise. The Clerk briefly mentioned potential pitfalls and after a short discussion it was decided that lawful changes should be made straight away and best practise will be discussed as an agenda item at the next meeting.
- ix) Arranging pre-meetings before the September and October Parish Council meetings:
 - It was decided that a pre-meeting of the **review group** to discuss a review of the “Financial Risk Assessment” and the “General Risk Assessment” would be held at 7 o’clock just before the 16th September Parish Council meeting.
 - It was decided that a pre-meeting to discuss a review of the “Budget”, by the **Budget Review Group**, would be held at 6:30 pm at the Clerk’s house on Mon 14th October.

Prop. Cllr Dowell Sec. Cllr Mrs Parkinson

- x) The Clerk reminded everyone that there is no August meeting and confirmed with those councillors who were cheque signatories would be available in August to sign cheques.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That a meeting be arranged between the Vice-Chairman, Cllr Pearson, Cllr Noble and the owner of 8 Fordlands. The Vice-Chairman will organise the meeting at a time and date agreeable to all, followed by an inspection of the opposite hedge possibly requiring attention.
- iii) That Cllr Pearson would produce a small article for the Monthly News to explain why affordable housing adverts were placed on both notice boards.
- iv) That lawful changes to the agenda/minutes will be made immediately by the Clerk and that areas covered by best practise will be discussed as an agenda item at the next meeting.
- v) That a pre-meeting of the **review group** to discuss a review of the “Financial Risk Assessment” and the “General Risk Assessment” will be held at 7:00pm just before the 16th September Parish Council meeting that starts at 7:30pm.
- vi) That a pre-meeting to discuss a review of the “Budget”, by the **Budget Review Group**, would be held at 6:30 pm at the Clerk’s house on Monday 14th October (to report back to the 21st October Parish Council meeting).

13/45 To receive agenda items for next meeting

The Chairman asked members for agenda items for the next meeting apart from those already identified and no more were given. Members can email the Clerk if they wish to ask for additional items later.

13/46 To receive any further comments from the public [for information only; Clerk to note]

None

13/47 To confirm the date of the next meeting as **Monday 16th September 2013**: – 7.30pm at St Francis Church, Fox Lane, Thorpe Willoughby

N.B. A pre-meeting to review the “Financial Risk Assessment” and the “General Risk Assessment” will be commence at 7:00pm just before the 16th September Parish Council meeting that starts at 7:30pm.

13/48 Close of meeting – the Part I meeting closed at 9.34pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY