

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 15 September 2014 at St Francis Church, Thorpe Willoughby, Selby.

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

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

14/50 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllr Mrs Pearse (Holiday) and Cllr Mrs Burnell (Holiday) which were both accepted, and no Declarations of Interest were given.

[It was at this point that Agenda Item 14/54.9 was discussed]

14/51 Public Session

A Sports Club representative outlined the current position regarding their 'MUGA' development. This included pledged funding and a possible bridging loan. The Sports Club would get an answer from Sport England in September to agree their funding, and their TWSA trustees have agreed to meet in mid-November. VAT was also raised and that the Parish Council could reclaim it if they became involved in the process. A representative of Groundwork confirmed that TWPC, as landowner, is liable to reclaim VAT with assumed liability, but would need to seek advice from HMRC as it would be a complicated procedure.

[These subjects were discussed further in Part I Minutes 14/54.1 and 14/54.2]

IT WAS RESOLVED: That the above information was noted.

14/52 To receive reports from Councillors and Community Police

Two County Councillors/District Councillors – Nothing new to report apart from the Allerton Park NYCC Waste incinerator has been approved by full council, and that the Community Infrastructure Levy (CIL) was looked at by Selby District Council's 'Overview & Scrutiny Committee' and will be looked at next year – no action required.

Community Police – The Chairman had nothing new to report– no action required.

IT WAS RESOLVED: That the above information was noted.

14/53 To confirm the minutes of the Parish Council meeting held on 21 July 2014 as a true and correct record

IT WAS RESOLVED UNANIMOUSLY: That the minutes were accepted as a true and correct record of the meeting. Prop. Cllr Pearson Sec. Cllr Mrs Parkinson

14/54 To receive items for discussion and decide further action where necessary:

54.1 To receive a presentation from Paul Varney of Groundwork on the various schemes under consideration by the Parish Council, and to decide any further action.

Mr Varney gave a brief talk on how this has developed and the processes involved. His colleague circulated copies of an A3 concept plan of the Village Green area to everyone present and outlined the various suggestions and options as a starting point from which to have further discussions in the future to go into more detail and acquire further opinions from a variety of sources. Areas covered included:

- That some of the trees in the northern tree belt area suggested for the woodland walk were in a poor state - a tree survey was suggested to identify which needed crown lifting/trimming or removal, and that Groundwork could assist with that. Three quotes

would be required and a company already used by the Council was suggested as one of them.

- The next step is a detailed master plan, followed later by a more detailed one.
- The need to include the village residents to get their thoughts and ideas. This could be in the form of an exhibition and/or consultation questionnaire.
- Draft rough costing figures for each part of the scheme were circulated to all to show the range of options.

The Chairman summarised the various options discussed and confirmed that a separate meeting with Groundwork was required to acquire more ideas and then carry out a public consultation exercise using a route plan with further maps and costs.

Mr Varney confirmed that the skate park was part of the schemes and the funding would also include improvements. Although CIL was mentioned this is for future developments, all the current Council schemes are governed by the S106 system. Finally it was emphasised that S106 money is only part of a raft of funding streams being sourced for the schemes.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a Working Group be formed to hold further discussions with Groundwork with an aim of producing more ideas and a more detailed concept plan to show residents to get their thoughts and ideas (possibly at an exhibition).
- iii) The Clerk to acquire 3 quotes for a tree survey to be discussed at a future meeting.

At this point the Chairman thanked Groundwork for their attendance and they left the meeting.

- 54.2 To consider further information on S106 set-aside funding from Linden Homes for 149 dwellings on land south of Leeds Rd and to consider any further information from Selby District Council. This was covered earlier under Public Session (Min 14/51), and minute 14/54.1 (the presentation), and no further points were raised here.

IT WAS RESOLVED: That the above information was noted, and that S106 set-aside funding from Linden Homes will continue to be an ongoing agenda item.

[Agenda Item 14/55.2 was brought forward to discuss with the public member involved]

The Chairman thanked the member of the public for his attendance and he left the meeting.

- 54.3 To receive an update on the Monthly News, and to consider a request to move Parish Council meetings to the 2nd Monday of the month to meet Monthly News deadlines. A short discussion was held with the clerk updating everyone on progress made.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) To leave Parish Council Meeting dates as they are, the 3rd Monday of the month.

Prop. Cllr Dowell

Sec. Cllr Pearson

- 54.4 To receive an update by the Clerk/Chairman on the Gardening Competition 2014 and the presentation at the Village Carnival – The Chairman confirmed that the winners were presented with Cups/Shield and certificates at the Carnival by himself and the Clerk.

IT WAS RESOLVED: That the above information was noted.

- 54.5 To receive an update by the Clerk on the broken Bike Springer in the Children's Play Area. The Clerk confirmed that the bike springer had been removed.

IT WAS RESOLVED: That the above information was noted.

54.6 To receive an update by the Clerk on the Notice of Vacancy period for two Parish Councillor and that the Co-Option procedure has begun – The Clerk explained that the two vacancies is to be advertised on the notice boards, the Monthly News and the Village Website with a deadline of Friday 14th November, and to be decided at the 20th November PC meeting. The Vice-Chairman offered another insert to promote the vacant posts to be included in the Monthly News.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Vice-Chairman's letter be added to the Clerk's insert for the Monthly News.

54.7 To discuss the "Reps List" and decide if to fill positions vacated by two councillor resignations, or wait until after new councillors have been appointed, and to decide if to include the newly formed "Open Spaces review Group"

IT WAS RESOLVED: That this is deferred to the October meeting.

54.8 To receive and approve an amended "complaints procedure" Policy Document to comply with the revised topic note by NALC regarding: 'Handling Complaints' as legally required
The Clerk explained that the existing policies were robust enough to cover this concern and needed monitoring.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will monitor this policy and raise it again at a future meeting.

Prop. Cllr Lunn

Sec. Cllr Parkinson

54.9 To discuss "The Openness of Local Government Regulations 2014", and to approve amending Policy Document(s): "Standing Orders" and "Relations with the Press/Media", and to approve a new policy called: "Rules for the Effective Management of Recording at Thorpe Willoughby Parish Council Meetings" in order to comply with these regulations that came into force on 6 August 2014 [This was discussed earlier in the meeting]

The Clerk explained that these new/revised policies (circulated previously) needed to be approved before the rest of the meeting took place so that the existing standing orders would not have to be suspended first. As required all those present were shown and informed about the new and amended policies.

IT WAS RESOLVED UNANIMOUSLY:

That the Policy Document(s): "Standing Orders", "Relations with the Press/Media", and "Rules for the Effective Management of Recording at Thorpe Willoughby Parish Council Meetings" were all approved and signed by the Chairman and Clerk.

Prop. Cllr Mrs Parkinson

Sec. Cllr Pearson

54.10 To discuss and appoint a replacement emergency Financial Officer in lieu of a councillor Resignation The Clerk explained that Cllr Mrs Pearse had given written confirmation that she was willing to be named for this if no other Councillor wished to be considered.

IT WAS RESOLVED UNANIMOUSLY: That Cllr Mrs Pearse be appointed as the standby RFO for 2014-2015 (as legally required) in the event of the existing RFO being absent long term through illness or death

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

54.11 To discuss a donation request from Selby DIAL, and to decide how to proceed

IT WAS RESOLVED: That the Council was unable to make a contribution at this time.

54.12 To consider the recommendation(s) of the "Open Spaces review Group", and to decide any further action.

IT WAS RESOLVED: That this is deferred to the October meeting.

54.13 To discuss Selby District Council's review of Polling District & Polling Places, and to decide the Council's response to the questionnaire

IT WAS RESOLVED UNANIMOUSLY:

That the Clerk will complete and return the questionnaire to SDC to confirm that Thorpe Willoughby Parish Council feels that the existing facilities are suitable.

Prop. Cllr Lunn Sec. Cllr Lawton

54.14 To discuss proposed changes to Thorpe Willoughby Post Office, and decide whether to make any comments

IT WAS RESOLVED UNANIMOUSLY:

That the Clerk will complete and reply to the Post Office to confirm that: "Thorpe Willoughby Parish Council decided unanimously to approve the proposed changes".

Prop. Cllr Pearson Sec. Cllr Mrs Parkinson

14/55 To receive items for information:

55.1 To receive information from the Clerk on progress made with purchasing a filing cabinet and external hard drives, and to decide where council documents should be held, for how long, and what can be discarded, and to decide any further action.

IT WAS RESOLVED: This is ongoing & the Clerk's report is deferred to the October meeting.

55.2 To receive information from the Clerk/Chairman on progress made with repairing/renewing the Village Website, and decide how to proceed. [This was discussed earlier in the meeting with the member of the public involved (Editor) on behalf of the Parish Council]
The Editor of the Village Website outlined the progress made so far, and requested that a vetting mechanism be put in place and that a small budget be considered to enhance the website. Areas that need considering include: a village calendar, contact details for various organisations (where a contact form could be used), and a small budget to acquire further add-ons to improve the website appearance/usage. It was also noted that the old redundant website was still there.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman will get the old website removed
- iii) That a vote of thanks be given to the Editor, and that this item is deferred to the October meeting to discuss more fully and allow Councillors to view the website.

Prop. Cllr Mrs Parkinson Sec. Cllr Lunn

55.3 To receive feedback information from a Councillor who attended a course called: "What a Councillor Needs to Know"

IT WAS RESOLVED: That this is deferred to the October meeting.

55.4 To receive information from the Vice-Chairman regarding the 14th September volunteer Litter Picking event around the village, and the forthcoming event on the 16th November.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the Vice-Chairman's insert for the Monthly News for November be accepted.
- ii) That the Clerk will acquire some more bin bags.

Prop. Cllr Lawton Sec. Cllr Pearson

55.5 To receive feedback information from the Clerk on progress with his: "Working With Your Council" (WWYC) course, and to confirm his completion and certificate.

IT WAS RESOLVED: That the above information was noted.

55.6 To receive information from the Clerk on progress with the adoption of the: "Linden Way Play Area" by Selby District Council, and decide how to proceed.

IT WAS RESOLVED: That this is deferred to the October meeting.

55.7 To receive information: "Statement of Representation Procedure CIL" (as previously circulated), and decide how to proceed.

IT WAS RESOLVED: That this is deferred to the October meeting.

55.8 To receive information from the Clerk on the YLCA's 'Publication of Government response to the consultation on a transparency code for Local Councils/Parish Meetings', and to decide any further action. The Clerk confirmed that Thorpe Willoughby Parish Council was above the financial threshold covered by this issue and therefore it did not apply to this council.

IT WAS RESOLVED: That the above information was noted and no action required.

55.9 To receive the External Auditor's report on the Annual Return for year ending 31st March 2014, and to approve concluding the audit. The Clerk explained that the external auditor's report had given the Annual Return a clean bill of health with nothing needed to be done, and that it is ready to be concluded.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will finalise the Annual Return and Post the statutory notice on the notice boards commencing 16 September for a minimum of 14 days.

Prop. Cllr Pearson Sec. Cllr Lunn

55.10 To discuss the resignation of the litter picker, and to decide how to proceed
The Clerk explained to everyone that he had received the litter picker's resignation. The Council's payroll company had informed the Clerk about holiday pay, contracts and job description for when a new person was appointed. The Council felt that a letter of thanks should be sent to Mr Nick Keeper. The Vice-Chairman raised the issue of an insert for the Monthly News to advertise the post.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will send a letter of thanks to Mr Nick Keeper.
- iii) That the Vice-Chairman's insert for the Monthly News be merged with the clerk's advertisement. The Closing date for applications is 17 October.

Prop. Cllr Dowell Sec. Cllr Pearson

14/56 Planning:

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

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| 56.1.1 | 2014/0653/HPA (8/34/327B/PA) 1 st floor bedroom over existing ground floor room at 3 Hawthorne Close, Thorpe Willoughby – GRANTED |
| 56.1.2 | 2014/0638/HPA (8/34/322A/PA) Construction of side and rear extensions to garage to provide storage and workshop at 68 Willow Rise, Thorpe Willoughby – GRANTED |
| 56.1.3 | 2014/0505/HPA (8/34/329A/PA) Retrospective application for front porch, pitched roof at 5 Barff Grove, Thorpe Willoughby – GRANTED. |

56.1.4 Previously circulated Appeal at former Pig Farm, Field Lane – now written reps again – information only.

56.2 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.

14/57 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 57.1 YLCA Information: - Information previously circulated was noted and one late item regarding a Training Course for Playground Inspectors venue suggestion of the Village Hall- no action required.
- 57.2 Selby District Council Web-Site information - Information previously circulated was noted and no action required.
- 57.3 Selby AVS: - Information previously circulated was noted - no further action required.
- 57.4 18 additional pieces of information previously circulated, with no late items, were all noted - no further action required.

IT WAS RESOLVED: That all of the above points were noted.

14/58 Financial Matters

58.1 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.
N Keeper (Litter Picker)(August Salary)	-	119.88	1615
S M Peters (August Salary)	-	505.56	1616
Fasprint (Monthly News August/September 2014 – less £10 discount)(Invoice No Inv-3750)	-	451.00	1617
S M Peters (2 x Seagate 1TB Expansion External Hard Drives-Black from Amazon)(Inv No DZ8JwKqgk)	15.66	93.98	1618
S M Peters (4 drawer filing cabinet) (Inv No 121645)	19.80	118.80	1619
RSS (I & M REPMAN-North) (Inv # 031875) (Chq made payable to Hags-Smp Ltd)(Remove car springer)	37.20	223.20	1620
Autela Payroll Services (Inv # 5365) (Payroll Qtr 2 – Jul, Aug, Sept 2014)	-	26.46	1621
K Hird Cutting back hawthorn hedge on Village Green side of Leeds Rd (Ref: 1210/G/KMH)	-	150.00	1622
PKF Littlejohn LLP (external auditor) (Inv # SB20140395)	40.00	240.00	1623
S M Peters (for payment to Cobblers Last for engraving cups for Gardening Comp 2014)	4.50	27.00	1624
Dennis Powell (2 x Invoices Nos 50979 and 51314) (for fees/costs for work on new TWPC Village Website)	3.99	23.94	1625
N Keeper (Litter Picker)(September Salary)	-	131.41	1626
S M Peters (September Salary)	-	505.36	1627
S M Peters (stationery expenses with receipts– Aug/September 2014)	-	4.72	1628
HMRC for Qtr 2 (July-Sept 2014)	-	365.60	1629
TOTAL =	£121.15	£2,986.91	

