

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 15 June 2015 at St Francis Church, Thorpe Willoughby, Selby.

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

Present: Cllrs Dowell (Chairman), Parkinson (Vice-Chairman), Lawton, Noble, Burnell, Pearse, Chisholm, Smith and Lunn.

15/18 To receive apologies for absence and any declarations of interest

There was one apology received from Cllr Pearson - on holiday (which was accepted), and no Declarations of Interest were given.

15/19 Public Session

A member of the public asked if the Consultation event had been a success due to not being able to attend. The Chairman outlined what had taken place and that more residents had attended than had been expected. A positive response had been received for the event and information presented, with a few objectors to some key issues mainly from those living adjacent to the Village Green or close by. A mixture of ideas had been given and raised some areas to address. The Number of residents who signed in was 70 and 59 questionnaires completed.

[this will be discussed further under Min 15/22.4]

IT WAS RESOLVED: That the above information was noted.

15/20 To confirm the minutes of the Parish Council meeting held on 18 May 2015 as a true and correct record the Clerk explained that a few minor amendments were required.

IT WAS RESOLVED UNANIMOUSLY: That apart from a few minor amendments the minutes of the 18 May 2015 were accepted as a true and correct record of the meeting.

Prop. Cllr Noble

Sec. Cllr Mrs Pearse

15/21 To receive items for discussion and decide further action where necessary:

21.1 To discuss information from Area 7 (Highways) on what can/cannot go on grass verges or visibility splays, and decide any further action.

The Clerk explained the response received from Highways which included:

- Using collapsible bollards is Highways preferred option to stop cars parking on grass corners at road junctions due to the risk of claims for damage from other options such as hard bollards. If this option fails then other options could then be explored. The cost of purchasing one collapsible bollard is approximately £86 (including fitting) and a minimum admin charge of £50 on top.
- The revised times for the restricted parking signs have been asked to be changed from (8am-9am and 3pm-4pm) to (8am-9:30am and 2:45pm-4pm) respectively.
- That the former yellow zig-zag lines outside the school gates will be reinstated.
- That proposals for extending the lines for “No Waiting at any Time Restrictions”, to go around the junction of Foxdale Avenue/Londesborough Grove, will be advertised late 2015 for the safety of pedestrian crossing points.

The Clerk explained that a complaint had been received by a resident that cars were parking in front of their driveway. The primary school also confirmed that it was unable to give any financial assistance towards this issue.

A Councillor explained that the police “Community Fund” was to re-open shortly to offer grants for various options and that safety was one of those options. A short discussion followed.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will confirm with Highways that the Council's preferred revised times for the parking signs should be 8am-9:30am and 2:45pm-4pm.
- iii) That the purchasing of collapsible bollards be deferred until after the Clerk has investigated if a grant to cover the cost can be obtained from the police "Community Fund".
- iv) That the Clerk will ask highways if other traffic calming methods can be used such as painting speed restrictions on the road or white lines painted across driveway entrances.

21.2 To discuss a Revised Council Policy Document, and to have it signed and adopted by the Chairman/Clerk, and to decide if further procedural updates are needed to give a more inclusive Council team, and to decide any further action. The Clerk explained that YLCA had emailed all Councils to urge them to change their policy for recording meetings by film or other means. The Clerk confirmed that following advice from the internal auditor the disclosure of salary figures in the minutes will remain unchanged and be fully disclosed and transparent.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the revised Policy Document for filming meetings was now correct and replaces the existing one, and was then signed/dated by the Chairman/Clerk.

Prop. Cllr Lunn

Sec. Cllr Mrs Parkinson

21.3 To discuss the Council's vandalised Flagpole and Flag, to discuss and decide if to accept a quotation received and if to claim on the Council's insurance, and to decide any further action. Following a short discussion it was decided to replace the Flagpole and flag using the quotation received from Tru-Green. The Clerk was asked to seek a further quotation from Tru-Green for grey anti-vandal paint for the lower part of the flagpole and if they supply a disclaimer sign for this. The Clerk also confirmed that a donation of £10 had been received from a resident towards the cost of the replacement.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) That the £10 donation from a resident was gratefully received by the Council.
- iii) That the Clerk will contact Tru-Green to use their quotation for the replacement of the Flagpole and flag.
- iv) That the Clerk will make a claim to the Council's insurance company for the replacement flagpole and flag after acquiring the police incident number from the Chairman.
- v) That the Clerk will ask Tru-Green for Grey anti-vandal paint to be added to the lower part of the flagpole so that it does not make the flag sticky, together with a disclaimer sign on the pole.

Prop. Cllr Lawton

Sec. Cllr Noble

15/22 To receive items for information:

22.1 To receive any information on the Monthly News, and to decide if to change the design of the front cover, and decide any further action. The Chairman explained that all the latest requests had been noted. The front cover was discussed and that it should be deferred until autumn. A Councillor suggested thanking Woodhead Seeds for supplying the seed for the patched soil areas on the Village Green. It was also agreed that the Clerk will send 3 of the articles to the Selby Times.

IT WAS RESOLVED:

- i) That the above information was noted.

- ii) That the front cover of the “Monthly News” be deferred until Autumn..
- iii) That the articles regarding: “Villager of the Year”, “Gardening Competition” and the next “Voluntary Litter Pick” event shall be sent to the Selby Times by the Clerk.

22.2 To receive any information on the Village Website, and decide any further action. The editor had nothing to report at this meeting. Articles identified to include in the “Monthly News” were also to be included on the “Village Website”. A concern was raised by a Councillor that there was no prior warning given to village residents about the congestion that occurred for the large football event at the Sports Club.

IT WAS RESOLVED: That the above information was noted.

22.3 To receive a progress report on the ownership/registration of two locations in the village, and decide any further action. The Clerk explained that he had not received any feedback from the owner of 19 Oak Drive regarding the strip of land to the south of their property, and following a short discussion the Clerk was asked to seek advice from YLCA to see what options are open to the Council.

The Clerk confirmed that the valuation report from an Estate Agent for the compound land to the rear of the Village Hall and adjacent land will arrive by the end of the month.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will seek advice from YLCA to see what options are open to the Council.

22.4 To receive information from the “Open Spaces Review Group” meeting (to prepare for the Consultation event) held on Wednesday 3 June 2015, and the Village Consultation event itself held on Tuesday 9 June 2015, and decide any further action.

[this was touched on earlier in the public session Min 15/19]

Following on from the public session, the Public Consultation on the Village Green improvements and a questionnaire was then discussed briefly along with a few other tidying up issues, and it was decided that the Clerk will ask Groundwork for their initial thoughts and give the Council the 3 alternative draft layout options for the Village Green, the flip chart, and other paperwork used at the Consultation event (to be discussed along with the findings from the questionnaires) at an “Open Spaces Review Group” meeting to be arranged in 2-3 weeks to allow the Council to formulate a strategy of its own as to how the Council wants this to proceed, before sending material to Groundwork for them to formulate a final plan that can be discussed at another meeting. The Clerk read out the letter by K Hird regarding the conifer hedge at the ROS area at Beechfield Close and that some of the work had already been done.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Clerk will ask Groundwork for their initial thoughts and supply the Council with the 3 alternative draft layout options for the Village Green, the flip chart, and other paperwork used at the Consultation event (to be discussed along with the findings from the questionnaires) at an “Open Spaces review Group” meeting to be arranged in 2-3 weeks to allow the Council to formulate a strategy of its own as to how the Council wants this to proceed before sending material to Groundwork for them to formulate a final plan that can be discussed at a further meeting.
- iii) That packets of biscuits from the Consultation event are to be donated to the school for their upcoming event. The Juice will be kept for Carols around the Xmas tree.
- iv) That the Banner would be kept and re-used for future events.

22.5 To receive information on the purchasing of high-visibility vest, and to decide any further action. The Clerk confirmed that the vest were ordered and would arrive shortly.

IT WAS RESOLVED: That the above information was noted.

22.6 To receive information from the Council's Payroll Service provider regarding hourly rates/overtime, and decide any further action. The Chairman read out the email received from the Council's Payroll Services Provider (Autela). A discussion then followed where Councillors stated that they were aware of the higher levels of workload, that the Clerk was doing much more than his contracted hours, and that this higher level of workload is unlikely to reduce for some time. It was decided unanimously to choose the option of increased hours and that it can either be reviewed in six months or at the Clerk's next appraisal and decide whether to continue at this higher level or reduce it back down and for the Clerk to consider time management training.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the number of hours worked by the Clerk be increased from 12hrs/week to 17 hrs/week for 52 weeks in the year, and to start immediately.
- iii) That the Clerk/Chairman will inform Autela of this decision and ask for this to be implemented immediately.
- iv) That this will be reviewed either in six months or at the Clerk's next appraisal and decide whether to continue at this higher level of hours or reduce it back down.

Prop. Cllr Lunn

Sec. Cllr Miss Chisholm

22.7 To receive information on the Gardening Competition 2015, and to decide any further action. This was discussed earlier under the Monthly News/Village website information (minutes 15/22.1 & 15/22.2) where articles are to be advertised in various outlets.

IT WAS RESOLVED: That the above information was noted.

22.8 To receive information on the Villager of the Year 2015, and to decide any further action. This was discussed earlier under the Monthly News/Village website information (minutes 15/22.1 & 15/22.2) where articles are to be advertised in various outlets.

IT WAS RESOLVED: That the above information was noted.

15/23 Planning:

23.1 To receive updates on any existing planning applications/information: A councillor explained that although further correspondence is currently circulating about Scalm Park Wind Farm, as yet no new formal amended planning application has been submitted to Selby District Council.

IT WAS RESOLVED: That the above information was noted.

23.2 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.

15/24 Financial Matters

24.1 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.

AON Insurance Renewal (June 2015)(including a long term 3 Year agreement)(Chq made payable to Aon Uk Ltd)	-	1,732.45	1698
Autela Payroll Services (Inv #6355)(Payroll 2015/16 - Qtr 1 – Apr, May, Jun 2015)	-	30.00	1699
S M Peters (June Salary)	-	537.86	1700
R D Adams (Litter Picker) (June Salary)	-	133.38	1701
S M Peters (stationery expenses with receipts-June 2015)	-	4.73	1702
Fasprint (1250 A5 Flyers) (Invoice # INV-4653)	-	78.25	1703
Fasprint (Monthly News-June 2015)(Invoice # Inv-4692)	-	461.00	1704
S M Peters for PVC ID Card Badge Holder/Lanyard (Pack of 10)(Order # 204-5558332-97)	2.00	15.00	1705
CANCELLED CHEQUE	-	-	1706
Viking for 15 x Large Hi-Visibility Vests and logo on the back (Inv #73142).	15.40	92.40	1707
J Pearse for Consultation BANNER	-	39.60	1708
HMRC for Qtr 1(April-June 2015)	-	382.00	1709
K Hird Outside Services tree works at ROS space at Beechfield Close (Invoice 2166/G/KMH)	-	98.00	1710
TOTAL =		£17.40	£3,604.67

24.2 To receive an account status of the current Bank Statement giving a balance of **£57,073.70** as at **22 May 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 Mrs Pearse

15/25 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 25.1 YLCA Information: - Information previously circulated was noted. A Councillor requested to attend a training course for Councillors in June/July but the chosen destination was full.
- 25.2 Selby District Council Web-Site information - Information previously circulated was noted. The Clerk and a Councillor had reserved their places on the 'Lets Talk PLAN Selby' summer workshop at Brayton Cof E Primary School on Wed 8th July.
- 25.3 Selby AVS: - Information previously circulated was noted - no further action required.
- 25.4 14 additional pieces of information previously circulated, with no late items, were all noted - no further action required.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a Councillor will attend a training Course for Councillors when a suitable date/venue becomes available and will be funded by the Parish Council.

15/26 To receive reports from Councillors and Community Police

County Councillor/District Councillor – nothing to report.

Community Police – The Chairman discussed police activities and was asked to provide the Clerk with a police incident report number for the vandalised flagpole and flag.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman will provide the Clerk with a police incident report number for the vandalised flagpole and flag.

15/27 To receive representative reports:

Burial Board: That the next normal meeting is arranged for the 7 July 2015.

Rail Users Group: Nothing to report.

Village Hall: the Chairman explained that:

- Painting of the Village Hall had commenced.
- Problems over parking at the dog shows had improved with the rear compound being used more.
- They are still waiting for a contractor for the floor.

A Councillor confirmed that there had been 6 x burglaries over the weekend.

A Councillor reported on her attendance at the Selby Branch Annual Meeting held on Wed 10 June 2015 at Selby Town Hall representing the Parish Council. She explained that she was elected as the deputy for the Selby Area YLCA and explained about the various planning applications/developments currently under consideration in the district, along with other news.

A Councillor confirmed that 6 people had attended the latest litter pick (3 residents and 3 Councillors)

A discussion followed over the displaying of minutes and other posters on the village notice boards and how they should be presented.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will purchase laminating pouches to use for the displaying of Council Minutes and other posters on the Village Notice Boards and that the "Draft" on the minutes will not be so severe.

15/28 To receive the Clerk's report

- That tree works to the ROS area at Beechfield Close had now been completed.
- The Council's Insurance had now been renewed with a 3yr deal. Documents and the 'Certificate of Employer's Liability Insurance' have now been received.
- Street Signs information had been received from residents.
- Xmas tree replacement will be in Autumn. A Donation of £50 had been received from a resident for replacing the dead tree (this was accepted and thanked by the Clerk in person).
- A land ownership inquiry for land to the rear of 56 Willow Rise had been received and resolved by the Clerk.
- The Clerk had been notified of a fallen branch from a tree at the junction of Field Ave and Field lane. The Clerk gave the resident the necessary contact information for them to resolve this issue – no branch is visible so presumably resolved.
- The Clerk was informed about the state of the Linden Way Play area and the unemptied bins.
- The Clerk confirmed that the 'Data Protection Registration' had been renewed and the Certificate received.
- The Clerk explained that a request for the Council to renew its affiliation to the Rail users Group (SADRUG) had been received for 2015/16. Councillors agreed to renew the affiliation and that Cllr Pearson will continue to be the Council's representative.
- The Clerk confirmed that the Council had everything in place for the real time pensions staging gate as legally required.
- Councillors discussed the "Good Councillors Guide" with two new councillors requesting a hard copy.
- A request for displaying a banner had been received and accepted.
- The rogue wire in the grass verge along Leeds Road had now been removed.
- Hags-SMP have confirmed that they are using the new European Safety Standard EN11630 for outdoor fitness equipment.
- A request by a resident of Londesborough Grove had been received to cut overhanging trees in her back garden from Village Green trees and the Clerk met the lady on-site.
- The possibility of providing Xmas tree lights on lampposts be deferred to the next meeting.
- The offer by McDonalds to attend a litter picking event was discussed.

- A Councillor explained that she intends to tidy up the Rose Bed on the Village Green, as originally agreed by the Open Spaces Review Group, and any volunteers to help are welcome.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will ask Selby District Council for costs involved for the replacing of faded or damaged Street Name signs, and if the Parish Council can paint them themselves? This will be discussed at the next Budget meeting.
- iii) That the Clerk will make inquiries with Harron Homes about the state of the play area and inform Selby District Council about the rubbish bin not being emptied.
- iv) That the Clerk will confirm with the Rail Users Group (SADRUG) that the Council wishes to continue its affiliation with them for 2015/16 and that Cllr Pearson will continue as the Council's representative.
- v) That the Clerk will request 3 x hard copies of the "Good Councillors Guide" (4th edition) from YLCA (two for the Councillors who requested it and the other for the Clerk)
- vi) That the Clerk will inform the resident of Londesborough Grove who asked for trees to be trimmed in her rear garden that this will be discussed by Councillors along with Consultation event material at a later meeting, and the Council will get back to her afterwards.
- vii) That Xmas tree lights on lamppost be deferred to the next meeting.
- viii) That the Clerk will inform McDonalds of future voluntary Litter picking events for them to attend if they wish.
- ix) That a Councillor will tidy the Rose Garden as originally agreed by the Open Spaces Review Group.

[Following these discussions the Chairman thanked the member of the public for her attendance, and she then left the meeting].

15/29 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified – none given.

IT WAS RESOLVED: That the above information was noted.

15/30 To receive any further comments from the public [for information only; Clerk to note]

NONE

15/31 To confirm the date of the next meeting(s) as **MONDAY 20 JULY 2015**: –

At St Francis Church, Fox Lane, Thorpe Willoughby.

15/32 Close of meeting – the Part I meeting closed at 9.20pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY