

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 16 March 2015 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, Noble, Burnell, Pearse, Chisholm and Smith.

14/146 To receive apologies for absence and any declarations of interest

There were two apologies received from Cllrs Lunn and Pearson – at another meeting (which were accepted), and no Declarations of Interest were given.

14/147 Public Session

A member of the public raised the issue of a skate park being proposed and placed on the Village Green at the opposite side of the road from the Causeway after being informed by a Councillor. The Clerk explained that this information should not have been disclosed to the public as it was from a CONFIDENTIAL meeting of the “Open Spaces Review Group” and Groundwork that was held on 10 March 2015, and that it was due to be discussed at this meeting (see Minute No 14/151.7) later. The Clerk explained that this was a fact finding meeting to help Groundwork with joint preparations with the Council to prepare a questionnaire and hold a public meeting to give all residents an opportunity to have their say on various options for the village and in particular the Village Green. There is currently no definite plans in place but ideas were discussed as to what is/is not possible and an eagerness to move matters forward. This disclosure is a breach of the Code of Conduct and confidentiality and will be dealt with in due course.

The Chairman explained matters further, and the Clerk reassured the resident that a skate park has not been finalised but will be included with all other options at the public meeting where all residents can have their say.

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

The two remaining representatives of the TWSA inquired about any forthcoming S106 money and the proposed variation to the S106 agreement. The Chairman explained that the S106 money had not been released yet because the threshold for the number of occupied dwellings has still not been reached and that when it does, most of the money is already allocated for Parish Council projects. A Councillor did confirm that the variation to the S106 agreement is due to be completed in the next few weeks.

The Chairman confirmed that the attempt to have the parish boundary moved to include land up to the bypass had not been successful. With the appeal being upheld for residential dwellings at the former pig breeding centre, this may be looked at again in the future. A brief discussion then followed over the issue about car parking along Field Lane near the sports club which could be a greater problem when the houses are built.

The two TWSA representatives explained that there is going to be an official opening event for the new cricket nets on the 10 April from 6:30pm to 7:30pm and the Parish Council is invited.

[Following this discussion the Chairman thanked the two TWSA representatives for their attendance and they then left the meeting].

**IT WAS RESOLVED:** That the above information was noted.

14/148 To receive reports from Councillors and Community Police

County Councillor/District Councillor – not in attendance.

Community Police – The Chairman explained that he had received a report from the Clerk from the Police, and apart from one Anti-Social Behaviour matter regarding throwing items at windows there was nothing to report and the police stated that Thorpe Willoughby is a safe place to live.

**IT WAS RESOLVED:** That the above information was noted.

14/149 To confirm the minutes of the Parish Council meeting held on 9 February 2015 as a true and correct record

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the 9 February 2015 were accepted as a true and correct record of the meeting.

Prop. Cllr Mrs Pearse

Sec. Cllr Mrs Parkinson

14/150 To receive items for discussion and decide further action where necessary:

150.1 To receive quotations for proposed works to trees/bushes (Vice-Chairman's 2<sup>nd</sup> report), and decide which quote/works are to be done, and decide any further action.

The Clerk read out the two quotations received and both contractors had given similar reports including not cutting too much off the conifers so that the woody brown inside branches are not exposed. A further quotation for tidying up the area along Field Lane where the oak trees had been felled had been received and placed on file for future reference.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That Mr K Hird will be asked to do works at the Beechfield Close Public Open Space area, and that the adjacent property owner, who wishes to be present when the works are done, will be notified.
- iii) That Mr M Tapperell will be asked to do works at the Memorial Garden and the hedge adjacent to the Village Green.

Prop. Cllr Lawton

Sec. Cllr Mrs Parkinson

150.2 To receive a quotation for the cost of a replacement Union Flag, and decide any further action. The Clerk read out the quotation received.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will proceed with the quote and acquire a new Union Flag.

Prop. Cllr Miss Chisholm

Sec. Cllr Miss Smith

150.3 To decide the date of the next meeting of the Open Spaces Review Group in April, and to decide any further action. A short discussion followed to decide what areas needed looking at, who to ask for advice and when.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the Clerk will contact Ms Bewsher for skate park options.
- ii) That Councillors will view other skate parks in the district for ideas.
- iii) That the next meeting of the Open Spaces Review Group will be on Wed 15 April 2015 and meet at the primary school entrance at 7pm to view grass verges in the village.

150.4 To decide if to change the start time of Parish Council meetings from 7.30pm to 7pm, and to decide any further action. Following a short discussion the benefits and problems were considered and the Clerk explained that if the time was changed it would create additional work for him in the short term.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That commencing with the May 2015 Annual Parish Council Meeting, the start time of Parish Council meetings will commence at 7pm rather than the current 7:30pm.

Prop. Cllr Noble

Sec. Cllr Miss Chisholm

14/151 To receive items for information:

151.1 To receive information from the Clerk on progress made with providing/moving dog litter bins, and decide how to proceed. The Chairman explained that the Dog Litter Bin outside 70 Field Avenue has now been moved. The Clerk confirmed that the new Dog Litter Bin to be erected at Leeds Road, where the Public Bridleway joins, has not yet been fitted but the work is to be carried out shortly. A Councillor confirmed that dog information signs had now been erected by the Dog Warden as promised.

**IT WAS RESOLVED:** That the above information is noted.

151.2 To receive information on the Children’s Play area, and decide how to proceed. The Clerk explained:

- That the slide had now been fixed
- That the Green Mould on the play equipment was not to be cleaned by power jet but by using soap and water, and the O.S.R.G. will have a look at it.
- The Clerk read out a complaint from a resident regarding older children being in the play area and preventing younger ones using the equipment. This will be monitored.

**IT WAS RESOLVED:**

- i) That the above information is noted.
- ii) That the “Open Spaces Review Group” will have a look at cleaning the equipment in the Play area.

151.3 To receive information on works to trees in roadside verge to rear of 4 Fordlands, and decide how to proceed. The Clerk explained that the adjacent owner had contacted highways and paid for the work, which is now complete, and he thanked the Council for its guidance.

**IT WAS RESOLVED:** That the above information is noted

151.4 To receive information on the Monthly News, and decide any further action. The Clerk and Chairman informed everyone about the various articles to be included (some of them being repeats from the previous edition), and the Clerk explained that Age UK have requested a piece to be included about their provision of a shared bus service for older people to and from Selby to assist their shopping at a small cost and limited seats available. This was agreed to be included and notices posted on the village notice boards and the Village Website.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will include Age UK’s information to the April Monthly News, the Village Website and place posters on the village notice boards.

151.5 To receive information on the Village Website, and decide any further action. The Clerk updated everyone on the current status and that many of the articles to be included in the Monthly News will also be included on the Village Website. A Councillor expressed her view that the website is looking good. The Clerk confirmed, for the benefit of the editor who was present, that sufficient funding for website development had been placed in the budget.

**IT WAS RESOLVED:** That the above information was noted.

151.6 To receive information regarding the newly appointed Internal Auditor for year ending 31 March 2015, and to decide how to proceed. The Clerk explained that the External Auditor’s forms had arrived and that he would start work on them and show Councillors the draft first page for their approval at the April meeting before going to the Internal Auditor.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will show Councillors the draft first page of the External Auditor's form for their approval at the April meeting before going to the Internal Auditor.

151.7 To receive information on the "Woodland Walk" and Epac funding, and to decide if to approve the recommendation(s) of the "Open Spaces Review Group's" meeting with Groundwork held on Tues 10 March 2015, and to decide how to proceed.

[This was discussed earlier in the meeting in the public session with a member of the public] A short discussion followed where the findings of the O.S.R.G.'s meeting on the 10 March were confirmed as guidance to Groundwork in their preparation of a questionnaire and the holding of a public event to get the view of village residents.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the clerk will ask Groundwork to move the process forward.
- iii) That the findings of the "Open Spaces Review Group", as circulated previously, be endorsed.
- iii) That the Clerk will forward the collated questionnaire questions to Groundwork.

151.8 To receive information on car parking on grass verges, and decide any further action. The Vice-Chairman explained the situation about the problems with car parking on grass verges and in particular near the entrance to the primary school. The school governors and the police are aware of this problem and are trying to find solutions. A discussion followed and the Clerk confirmed that he had emailed Highways about possible options but as yet had not received a response. The Vice-Chairman was asked to write a draft letter to give to the Clerk regarding this subject to be included in the Monthly News, the Village Website and on the village notice boards.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the clerk will send a reminder to Highways for a response to his email seeking options for a solution to the problems of cars parking on verges, particularly at junctions/bends where sight-lines may be restricted.
- iii) That the Vice-Chairman will write a draft letter to give to the Clerk regarding parking on grass verges (particularly near the school entrance) to be included in the Monthly News, the Village Website and on the village notice boards.

**14/152 Planning:**

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

- 152.1.1 2013/1041/OUT (8/34/127B/PA) OP for Residential Development at N.S.D.S. Centre, Field Lane, Thorpe Willoughby (Hambleton Parish) – APPEAL UPHELD.
- 152.1.2 2014/1312/FUL (8/34/126W/PA) at 1 Chestnut Forge, Dam Lane, Thorpe Willoughby – proposed removal of condition No 3 (occupation) of approval 2008/1019/FUL conversion of existing garage to granny annex - GRANTED.
- 152.1.3 KNOT-0029 application by Knottingley Power Ltd for an order granting Development Consent for the Knottingley Power Project – CONSENT GRANTED.

**IT WAS RESOLVED:** That the above information was noted.

152.2 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:

- 152.2.1 2015/0224/HPA (8/34/391/PA) proposed 1<sup>st</sup> floor extension above garage and single storey sun room extension to rear following demolition of existing conservatory at 2 Fordlands, Thorpe Willoughby

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.

ii) That the Parish Council has no objections to the proposal.

Prop. Cllr Lawton

Sec. Cllr Mrs Pearse

14/153 To consider the following new correspondence received since the last Meeting and decide action where necessary:

153.1 YLCA Information: - Information previously circulated was noted - no further action required.

153.2 Selby District Council Web-Site information - Information previously circulated was noted - no further action required.

153.3 Selby AVS: - Information previously circulated was noted - no further action required.

153.4 18 additional pieces of information previously circulated, with no late items, were all noted - no further action required.

**IT WAS RESOLVED:** That the above information was noted.

14/154 Financial Matters

154.1 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.
RSS (Inv #035039)(Cheque made payable to Hags-Smp Ltd)(supply & fit plastic slide and noughts & crosses piece)	630.00	3,780.00	1670
Marcus Taperell Tree Surgery (Inv # 6239)(works in 3 areas: Laurel Close, Wood Close & Fir Tree Lane)	190.00	1,140.00	1671
Dennis Powell (3 x Invoices including #53789)(for new contact form, template for phones & tablets, and hosting package for Village Website)	23.76	182.08	1672
S M Peters (March Salary)	-	516.11	1673
R D Adams (Litter Picker) (March Salary)	-	133.38	1674
S M Peters (stationery expenses with receipts-Mar 2015)	-	7.46	1675
Fasprint (Monthly News-Mar 2015)(Invoice No Inv-4415)	-	461.00	1676
Autela Payroll Services (Inv #6032)(Payroll Qtr4 - Jan, Feb, Mar 2015)	-	26.46	1677
HMRC for Qtr 4 (January-March 2015)	-	379.40	1678
<b>TOTAL =</b>	<b>£843.76</b>	<b>£6,625.89</b>	

154.2 To receive an account status of the current Bank Statement giving a balance of **£43,036.65** as at **25 February 2015**, and having been checked and signed by the Chairman.

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

Prop. Cllr Miss Chisholm

Sec. Cllr Miss Smith

14/155 To receive representative reports:

Burial Board: Charges to increase by £5 and the pricing list will be forwarded to the Clerk for inclusion on the Village Website when confirmed.

Rail Users Group: Nothing to report.

Village Hall: the Chairman explained:

- That the boiler problems are still ongoing and portable heaters are being used.
- That there are problems with the alarm.

- This year's Village Carnival is on the 5 September 2015 and that next year's carnival (2016) may return to July.

Councillors had nothing further to report.

The Vice-Chairman raised the issue of the poor turnout for the voluntary litter pick and that it should be better advertised. The next event is on 12 April 2015

A Councillor confirmed that a local farmer will fill the potholes on the Village Green and re-seed in April.

A short discussion then followed regarding Councillors' concerns over the possibility of the Village Green being churned up again by the heavy fairground equipment at the forthcoming carnival.

The Vice-Chairman explained that the cost of replacing the Xmas tree would be slightly over-budget.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will send a letter to the VHMC to relate the Parish Council's concerns over the possibility of the Village Green being churned up again by heavy fairground equipment at the forthcoming carnival.

Prop. Cllr Lawton

Sec. Cllr Mrs Parkinson

**IT WAS RESOLVED:** That the local farmer be authorised to fill the potholes on the Village Green and re-seed when it is convenient for him to do so.

**IT WAS RESOLVED:** That the Vice-Chairman be authorised to purchase a Xmas tree/screening for the revised cost of £120 on the Council's behalf.

Prop. Cllr Miss Chisholm

Sec. Cllr Noble

14/156 To receive the Clerk's report

- Electronic Communication of Summons to meetings-Councillors to sign a list of their preferred method of communication – deferred to next meeting
- Upcoming Local Elections and Co-Option – the Clerk ran through the documents he had received at the SDC meeting prior to this meeting and circulated copies of the nomination forms to those Councillors present (the remaining forms will be delivered later). The Clerk explained about the process: what each Councillor had to complete, when by and that they must deliver completed forms to SDC by hand (NOT to post). The Clerk explained that further advice had been circulated to them previously and that information can be found on-line and that they could also arrange to have a meeting with a SDC officer if they wish to have matters checked. The Clerk will also be asking SDC for an up-to-date register of electors.
- The problem with cars parking on roadside verges at the Sport Club was discussed.
- Autela payroll services – their standard rate will increase – but only by a minor amount. If the Council introduces RTI for pension provision then a nominal cost will be introduced.
- A complaint had been received about litter/litter picking near the memorial garden – the Clerk confirmed that the memorial garden looks tidy and the only area to be tidied up is in the corner where it has been left until ownership has been determined.

The Clerk confirmed that due to an administrative error by N.Y.C.C. some of the street lights had been switched off between midnight and 5am but had subsequently been reversed back.

**IT WAS RESOLVED:** That the above information was noted.

14/157 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.

14/158 To receive any further comments from the public [for information only; Clerk to note]

NONE

14/159 To confirm the date of the next meeting as **MONDAY 20 APRIL 2015**: –  
At St Francis Church, Fox Lane, Thorpe Willoughby.

14/160 Close of meeting – the Part I meeting closed at 9.52pm

**PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY**