

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 16 June 2014 at St Francis Church, Thorpe Willoughby, Selby.

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

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

14/18 To receive apologies for absence and any declarations of interest

There were three apologies received from: Cllr Mrs Guest (family matter), Cllr Mrs Pearse (holiday) and Cllr Heyes (work) which were all accepted, and no Declarations of Interest were given.

14/19 Public Session

19.1 SDC Chairman Presentation: the Selby District Council Chairman (Mr John Cattanach) gave a presentation on why he would like the Parish Council to reconsider their previous decision not to participate in giving funds for the re-introduction of the Selby-Sherburn-Leeds Sunday and Bank Holiday bus service and covered the following points:

- Bus 42 service that runs via Cawood has been re-introduced – with an outlay of around £1000.00 in the first year and nothing to pay the following year due to now being financially self-sufficient.
- Sherburn Parish is very keen on the idea.
- The only two Parishes not currently on-board are Thorpe Willoughby and Hambleton, and as it is an all or nothing project both these parishes must agree for it to go ahead.
- The quotation for the whole year is just under “£2000.
- There is only 56 days left to the traffic commissioner’s deadline to get it running by the summer.
- The contribution figure for each parish will be based on the size of their respective precepts (with Sherburn Parish paying the lion’s share), which is unlike previously where the Parish Council was asked to donate a large amount of money that could increase and with no level of certainty of it being successful.
- If all parishes agree the amount committed may be matched by CEF funding.
- The amount Thorpe Willoughby parish was asked to pay is a one-off figure of £275 which could be match funded, and if the scheme is successful and pays its way this figure could be refunded fully or in part.
- It would take approximately 1 Hour 5 Minutes journey time, and would run on the hour and direct to Leeds.
- The SDC Chairman would be responsible for the publicity and if the Council invested in the scheme it would mean about 50 pence per journey

The Parish Council Chairman raised the concern over the proof that this service is required, and another Councillor was concerned that residents may not need it particularly since the Clerk had only received 1 letter of support for it following publicity in the local press.

A short discussion then followed where it was confirmed that it would be a 1 year trial and that concessions rates would assist with the normal rates.

A County Councillor confirmed that the proposed timetable would also link with busses going to York, and the money is basically paying for the bus driver.

The SDC Chairman concluded his presentation and thanked the Parish Council for placing his Chairman’s Charity poster on the parish notice boards.

(See Part I Minute 14/22.7 and Part II Minute 14/33.4 – for details where it was discussed further).

The Chairman thanked the SDC Chairman for his presentation and informed him that it would be discussed in Part II (Min 14/33.4) of the meeting due to money being involved and at that point the SDC Chairman left the meeting.

- 19.2 A member of the public (new to the village) raised her concern over the speed of traffic in the village particularly along Fox lane, and the road from Brayton to Thorpe Willoughby running past Brayton Barff.
The Chairman explained the history of efforts on this subject including the use of speed bumps that were introduced and subsequently removed (due to complaints by residents). The Chairman recommended that if a car is speeding the resident should note the vehicle number and complete a '95 Alive form' (found on the Fire & Rescue web-site) which can be completed anonymously if they wish. The Chairman explained what procedure would be followed in terms of the car being tagged and how spot checks can be made later on that vehicle. A County Councillor explained why speed bumps had been used and then removed and that the introduction of the removal of white lines from the roads had produced less complaints and no serious accidents for 3 years. The only concern is children running onto the Fox Lane road from the village green.
- 19.3 A member of the public raised her concern over the Skate Park Petition (currently on file). She asked what progress had been made and wished to confirm that people are still very interested in having a Skate Park in the village.
The Chairman confirmed that the Parish Council is hoping to obtain funding for a Skate Park which is 1 of 5 schemes that it is keen to support, and that the Skate Park is currently the number 1 priority on that list. The funding for any of these schemes depends on the funding available through house building/occupancy in the village which we have no control over. The Chairman confirmed that their Petition is on file and a copy passed to Groundwork. The member of the public stated that Sherburn Skate Park is the better type and that a copy of their report on the Selby Skate Park had been passed to the Clerk. She also pointed out that she may be made redundant shortly, but confirmed that the Clerk has got her details on file. A County/District Councillor confirmed that the report referred to was really good and well expressed and that Selby District Council is actively looking at it. The Chairman concluded by saying that there is a good chance of a skate park being built in the village within the next 2 years.
- 19.4 Another member of the public was asked by the Chairman if she wanted to raise anything – she confirmed that she had nothing to say.
- 19.5 Two members of the Sports Club asked if any progress had been made over the S106 money from Linden Homes. A County/District Councillor confirmed that Selby District Council's solicitor is currently looking into getting a variation to the S106 agreement to allow land adjacent to or abutting the parish boundary of the village to be included within the legal remit of the agreement for funding.
The Vice-Chairman asked what is the deadline for the TWSA bid. A TWSA representative confirmed that the funding bids have to be ready by September and stay open for approximately 6 months. He also confirmed that they were using Groundwork for funding from the 'Landfill Tax Credits' at Eggborough, and were looking at a shortfall of around £42k-£45k. A County/District Councillor confirmed that there were problems at Eggborough and that it is Selby District Council who will decide and control who will receive the S106 funding. The Chairman confirmed that Groundwork is quite happy to find other areas for funding for all of the schemes. (See Part I Minute 14/22.2 and Part II Minute 14/33.3 – for details where it was discussed further).

At this point the Chairman thanked the members of the public for their attendance and all but one of them left the meeting.

IT WAS RESOLVED:

- i). That the above information was noted.
- ii). That the request for funding to reinstate a bus service from Selby to Leeds on a Sunday & Bank

Holidays was discussed further under Part I Minute 14/22.7 and Part II Minute 14/33.4
iii). That S106 funding was discussed further under Part I Minute 14/22.2 and Part II Minute 14/33.3

14/20 To receive reports from Councillors and Community Police

Two County Councillors/District Councillors – nothing new to report – no action required.
Community Police – The Chairman had nothing new to report – no action required.

IT WAS RESOLVED:

i) That the above information was noted.

14/21 To confirm the minutes of the Parish Council meeting held on 19 May 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 Noble

Sec. Cllr Mrs Parkinson

14/22 To receive items for discussion and decide further action where necessary:

22.1 To receive an update on the Monthly News

The Clerk confirmed that there is 1 advertising space currently available and this would be stated as so in the July edition. A short discussion then followed about the number of printed copies and how that would impact on the Linden Homes site as dwellings become occupied. It was agreed that pricing/number of copies purchased will be reviewed in November following the SDC rating review in October, and to see if the printers raise their costs again.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the pricing/numbers of copies purchased of the Monthly News will be reviewed in November following the SDC rating review in October, and to see if the printers raise their costs again.

22.2 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 discussed earlier under Public Session (Min 14/19.5), and discussed further under Part II minute 14/33.3 where the findings and recommendation of the Budget review Group meeting held on Tuesday 10th June 2014 were considered.

IT WAS RESOLVED:

- i) That the above information and Minute 14/19.5 information were noted.
- ii) That S106 set-aside funding from Linden Homes will continue to be an ongoing agenda item.
- iii) That further discussion was held under Part II (Min 14/33.3) to discuss the findings and recommendation of the Budget Review Group meeting held on Tuesday 10th June 2014.

22.3 To receive an update on the Gardening Competition 2014 – Update (Chairman/Clerk)

One of the two judges confirmed that she would not be available to present the trophies at the carnival and the other judge confirmed that he may also be unavailable. A short discussion followed and it was agreed that if both judges are not present at the 6th September carnival the presentation of trophies will be carried out by either the Chairman or Vice-Chairman. The Clerk also confirmed that no nominations have yet been received.

IT WAS RESOLVED:

- i) That the above information was noted.

- ii) That the presentation of the Gardening Competition 2014 trophies at the 6th September carnival shall be carried out by either the Chairman or Vice-Chairman if both of the Gardening Competition judges are unavailable

22.4 To receive an update on the Villager of the Year 2014 – Update (Chairman/Clerk)

The Clerk confirmed that he had not yet received any nominations. A short discussion followed and it was agreed that the presentation of the shield shall be carried out by either the Chairman or Vice-Chairman if both of the Gardening Competition judges are unavailable.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the presentation of the Villager of the Year 2014 shield at the 6th September carnival, shall be carried out by either the Chairman or Vice-Chairman if both of the Gardening Competition judges are unavailable.

22.5 To receive a request from the Selby Rail Users Group for additional contributions this year and to decide how to proceed – Update (Clerk)

The Clerk explained that the Selby Rail Users Group have asked Parish Councils for a donation additional to the annual renewal fee which the Council will pay. Following a short discussion the Chairman asked the Councillors if they wished to approve an additional contribution. The representative on the Rail Users Group abstained and the remaining Councillors unanimously agreed to reject the idea of a donation additional to the annual affiliation fee.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk shall inform the Rail User Group that the Council has rejected the idea of a donation additional to the annual affiliation fee.

22.6 To receive an update on the bus usage to Xscape in 2012-13 and to decide if a donation is required for 2014 – Update (Clerk)

The Clerk circulated the recently received statistics of bus usage for this scheme for last year. Following a short discussion, the Councillors felt that the number of users by Thorpe Willoughby residents did not warrant the money being donated for another year.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk shall inform Selby Town Council that the Council has rejected the idea of a donation this year for the Xscape bus scheme.

22.7 To receive a request by Mr John Cattanch (SDC Chairman) for funding to reinstate the Selby to Leeds bus service on Sundays & Bank Holidays.

This was discussed previously under the Public Session (min 14/19.1), and discussed further in Part II (minute 14/33.4) due to money being involved.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That further discussion was held under Part II (Min 14/33.4).

22.8 To receive a quote from RSS Playgrounds for a replacement handle for broken Bike Springer in the Children's Play Area and to decide how to proceed – Update (Clerk)

The Clerk explained that the quote had not yet arrived. A short discussion followed where Councillors asked the Clerk what he thought would be a rough idea of the cost. A figure of around £25-£30 was given and it was decided to delegate to the Clerk the power to authorise payment, (up to a maximum of £50), for the repair of the broken Bike Springer.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.

- ii) That the Clerk is delegated the power to authorise payment, (up to a maximum of £50), for the repair of the broken Bike Springer in the Children's Play Area.

14/23 To receive items for information:

23.1 To receive information on the amended signed 'Reps List' & to decide if any further amendments are needed – Update (Clerk)

Following a short discussion to consider whether to add the Annual Branch Meeting to the 'Rep List', it was decided that because it was only once a year it would be decided on an as and when basis for whichever Councillor was available.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the 'Reps List' shall remain unaltered.

23.2 To receive information on progress of the agreed tree works in the village and to decide if further works are needed – Update (Clerk)

The Clerk explained that agreed works to trees at junction of Rowan Close and Oak Drive and at Almond Close were to be done this week. Since receiving the quote for the above tree works, additional areas in the village had been identified that needed tree works: around and in the Children's Play Area near the Village Hall, a drooping branch on a tree at the Memorial Garden, and along Field lane near the Fox lane/Field Lane junction. After a short discussion it was unanimously agreed that the Clerk should ask the existing tree surgeon to do the additional tree works whilst in the village, and authorised the Clerk to accept an additional fee of up to a maximum of £200 for the extra work. If this could not be done at the same time as the other work, then as soon as possible thereafter.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk should ask the existing tree surgeon to do additional tree works whilst in the village, and authorised the Clerk to accept an additional fee of up to a maximum of £200 for the extra work. If the additional work could not be done at the same time as the other work, then as soon as possible thereafter.

Prop. Cllr Lawton

Sec. Cllr Mrs Parkinson

14/24 Planning:

24.1 To receive updates on any existing planning applications/information:
NONE

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

2014/0527/HPA (8/34/227B/PA) at 28 Dane Avenue for single storey side garage and a rear single storey conservatory extensions. After a short discussion it was unanimously agreed that there were no objections to the proposal.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Parish Council has no objections.

14/25 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 - no action required.

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

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

25.4 10 additional pieces of information previously circulated were noted - no further action required.

IT WAS RESOLVED:

- i) That the above points were noted.

14/26 Financial Matters

- 26.1 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)(June Salary)	-	119.88	1599
S M Peters (June Salary)	-	505.36	1600
Fasprint (Monthly News June 2014) (Invoice No Inv-3545)	-	461.00	1601
S M Peters (stationery expenses with receipts– Jun 2014)	13.69	97.77	1602
N Keeper (Litter Picker) (stationery expenses with receipts– Jun 2014)	2.00	11.97	1603
Selby & District Rail Users Gp (annual subscriptions 2014)	-	10.00	1604
HMRC for Qtr 1 (Apr-Jun 2014)	-	365.60	1605
VHMC for 6 x replacement bulbs for lights outside the village hall (@ £17/bulb)(Inv No 013) (agreed Min 13/76.9 at Oct 2013 meeting)	-	102.00	1606
TOTAL =	£15.69	£1,673.58	

- 26.2 To receive an account status of the current Bank Statement giving a balance of **£38,705.47** as at **23 May 2014**, and having been checked and signed by the Chairman.

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

Prop. Cllr Noble

Sec. Cllr Pearson

14/27 To receive representative reports:

Southern CEF: 12 June forum has been cancelled and next one is 18 September. Also complaints about large notice on fence opposite junction of Fox lane with Field Lane – Chairman informed everyone that side of the road falls in Gateforth parish.

Burial Board: Nothing to report. It was confirmed that the Xmas tree on the Village Green will continue to be watered during the warm summer period, as advised.

Village Hall: the Chairman explained to everyone that VHMC is hoping that Linden Homes is going to sponsor the carnival. Otherwise things are going well with dog shows and caravans are staying in the rear compound in the summer (during school holidays).

A County Councillor confirmed that the gates at Thorpe Willoughby railway crossing were still having problems and Selby railway bridge is going to close for repairs shortly.

The Chairman also explained that a complaint had been received from a resident about Linden Homes working at weekends. A short discussion followed and the Clerk was asked to find out what the agreed working hours/days are for the builders at the Linden Homes site.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

- i) That the above information was noted.
ii) That the Clerk will do some research and find out what are the agreed working hours/days of working, and if that includes weekends for the builders at the Linden Homes site.

14/28 To receive the Clerk's report

The Clerk then reported on various items:

- 28.1 YLCA Provision of Computer/Laptop and means of providing security for TWPC Documents / Money / equipment: – The Clerk explained that he had received information from YLCA on Computer/Laptop security which raised various issues over office security for documents, fire risk and holding cheques and cash. A short discussion then followed where it was agreed that the Clerk will acquire pricings for: fire proof safes, fire resistant filing cabinets, and for an external hard drive for a computer. The Clerk was also asked to seek advice from YLCA and other Parish Clerk(s).
- 28.2 Letter from Nigel Adams MP's assistant: – the Clerk informed everyone that he had received a letter asking if the Parish Council were aware of the threat of possible referendum procedures in the future if Parish Councils continue to have excessive precept rises. The Clerk read out his response to all Councillors that said that the Council is aware of the procedures; that the Council is acting on sound advice (including that of the auditor) in making any rise in the precept, and that any resident is free to attend any of the Parish Council meetings where the Council will only be too happy to explain why the increases were felt necessary, and answer any concerns – no further action required.
- 28.3 Linden Way Play Area – several complains about the state of the grass and the adoption process: – the Clerk explained that he had received three complaints about the uncut grass and the state of the play area, and that one of them had offered to purchase the land. The Clerk confirmed with everyone that the Parish Council is NOT responsible for this area and that he had contacted the developer and Selby District Council to determine which of them is. Following telephone conversations with both parties, Selby District Council confirmed that they will resolve which of them is responsible and get the area tidied up either next week or the week after. Selby District Council also confirmed that they are looking into getting the area formally adopted, and that this would entail ensuring the area is independently checked for safety; that it complies with the plans for the housing site that it forms part of, and that the Parish Council will then be given the opportunity to take over responsibility for it. They also confirmed that the land could not be offered for sale until it was adopted and that planning conditions may preclude this any way. The Parish Council may not wish to sell it if they assume responsibility. This was discussed further in Part II because money issues were involved (see Minute No14/33.5)
- 28.4 A Request had been received from the TW Childcare Centre to place a banner on the fencing at the entrance to the village hall car park (as per last year) to promote their summer fare on Sun 6th July: – the Clerk explained that he had received no objections from the VHMC and that the banner would be removed the day after. It was agreed by all to the request and the Clerk would inform them of the decision.
- 28.5 Quick Catch up - Police: The Clerk confirmed that no major issues had been raised apart from cars parked on grass verges and one on a ROS area (which had now been removed). Following a short discussion it was decided to leave this for now - no further action required.
- 28.7 Grassed area at Oak Drive and letter from NYCC regarding grass cutting: – the Clerk explained that he had notified Tru-Green that they had missed cutting an area of grass at Oak Drive and that they had made a note of that fact and it would be rectified when they do their next cut. The Clerk also read out a letter from NYCC Area 7 (Highways) stating that they will be withdrawing urban grass next year except for safety reasons. The Parish Council will be informed of more details of what areas are affected by the end of October this year – no further action required.
- 28.8 Selby Annual Branch Meeting Wed 11th June: – the Clerk confirmed that apologies had been sent – no further action required.
- 28.9 Aon Insurance refund: – the Clerk confirmed that a refund cheque had been received in lieu of the Council agreeing a 3 year deal – no further action required.
- 28.10 Complaint: – the Clerk confirmed that a complaint had been received from a resident on two issues. Ferral cats running about – the Clerk referred him to SDC's Environmental Health Department. And quad bikes on the Memorial Garden land – resident advised to use the Police Number 101 if a nuisance or disturbance occurs – no further action required.

- 28.11 Audit Consultation Notice: – the Clerk confirmed that the consultation period had now expired and the Council is now waiting for the External Auditor to return forms – no further action required.
- 28.12 Anonymous Donation: – the Clerk confirmed that a £50 donation towards Parish funds had been received from a resident who wished to remain anonymous (as requested previously for a generous Xmas tree donation). The Clerk had personally thanked the donator for the kind gift – no further action required.
- 28.13 Motor Cycle Rally-relocated (as part of fun day): – the Clerk confirmed that this had been circulated previously and a notice was placed on both notice boards as requested – no further action required.
- 28.14 Surface Dressing – Selby Area: – the Clerk confirmed that this had been circulated previously and that he had asked Area 7 (highways) if the footpath adjacent to the Linden Homes development could be widened and the narrow stretch of grass be removed, and if a bus stop could be added in that area at the same time – no further action required.
- 28.15 Public Right of Way (PRW) footpath stretching from the Fox Lane/Field lane junction towards the Golf Club: – the Clerk confirmed that a resident had complained that this footpath was overgrown. The Clerk confirmed that he had reported this to NYCC – no further action required.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will acquire pricings for: fire proof safes, fire resistant filing cabinets, for an external hard drive for a computer, and seek advice from YLCA and other Parish Clerk(s).
- iii) That the Clerk will inform the Thorpe Willoughby Childcare Centre that they can place a banner on the fencing at the entrance to the village hall car park (as per last year) to promote their summer fare on Sun 6th July.

14/29 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified and a reminder of the Groundwork Presentation (under Part II) was raised. Members can email the Clerk if they wish to ask for additional items later.

NONE

14/30 To receive any further comments from the public [for information only; Clerk to note]

NONE

14/31 To confirm the date of the next meeting as **Monday 21st July 2014**: –
At St Francis Church, Fox Lane, Thorpe Willoughby.

14/32 Close of meeting – the Part I meeting closed at 9.24pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY