

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 16 December 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, Noble, Lunn, Smith and Chisholm.

14/98 To receive apologies for absence and any declarations of interest

There were three apologies received from: Cllr Pearson (Prior Engagement), Cllr Mrs Burnell (Prior Engagement) and Cllr Mrs Pearse (Unwell) which were all accepted, and no Declarations of Interest were given.

[Minute No 14/102.1 was discussed at this point].

14/99 Public Session

[Minute No 14/102.2 (VAT and the TWSA MUGA) was brought forward to be discussed here].

[Following the discussion the Chairman thanked one of the two Sports Club representatives for his attendance and he then left the Meeting].

[Minute No 14/102.7 (Village Website - update) was brought forward to be discussed here].

[Following this discussion the Chairman thanked the second Sports Club representative (Village Website editor) for his attendance and he then left the Meeting].

[Minute No 14/102.5 (“Woodland Walk” - presentation) was brought forward to be discussed here].

[Following the discussion the Chairman thanked the Groundwork representative for her attendance and she then left the Meeting].

IT WAS RESOLVED: That the above information was noted.

14/100 To receive reports from Councillors and Community Police

County Councillor/District Councillor – nothing to report.

Community Police – The Chairman explained that he had received no further reports apart from cars stolen from “The Causeway”. The Clerk gave Police information he had received on any incidents since the last meeting – no action required.

IT WAS RESOLVED: That the above information was noted.

14/101 To confirm the minutes of the Parish Council meeting held on 17 November 2014 as a true and correct record

IT WAS RESOLVED: That the minutes of the 17 November 2014 were accepted as a true and correct record of the meeting following the amendment of Minute No 14/86.9 and the reference to a “Village Green Working Group” which was not established.

Prop. Cllr Mrs Parkinson

Sec. Cllr Dowell

14/102 To receive items for discussion and decide further action where necessary:

102.1 To confirm the TWO new co-opted Parish Councillors, to sign the “Acceptance of Office” forms, and receive completed “Declaration of Interest” forms.

The “Acceptance of Office” forms were signed by both new Councillors at the start of the meeting before the public session so that they could fully participate in the remainder of the meeting. Confidential part II agenda and minutes were then handed out to both Councillors.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That Miss E Smith and Miss S Chisholm signed the "Acceptance of Office" forms and were witnessed by the Clerk and were thereby elected as Parish Councillors.
- iii) That the Clerk accepted the duly completed "Register of Interest" forms at the end of the meeting from both Councillors after being signed and checked.

Prop. Cllr Lunn

Sec. Cllr Lawton

102.2 To discuss VAT and the TWSA MUGA, and the recommendations of the "Budget Review Group" meeting held on Monday 8 December, and to decide any further action.

[This item was brought forward to the public session (Min 14/99) for the benefit of the two Sports Club representatives].

One of the representatives explained the options open to the Sports Club to meet the funding shortfall for the MUGA project and said that in their opinion it was not advisable for the Parish Council to become involved with regard to fronting the scheme and reclaiming the VAT (under section 33), as it could be a financial risk to the Council.

The Clerk explained that at a Parish Council "Budget Review Group" meeting on 8 December, where this was discussed, they reached the same conclusion.

A Sports Club representative confirmed that the scheme still had a funding shortfall, and the Sports Club is waiting for a decision from the Police and Crime Commission funding committee as to whether the Sports Club would receive a grant, and that they had also made an application to the Southern CEF committee for funding and that this committee is looking at the request positively.

A County/District Councillor explained that the MUGA scheme was automatically match funded for the purposes of the CEF group and was hopeful of a positive result, and confirmed that the CEF committee is aware of the Sports Club's 5 January 2015 deadline. He also confirmed that he will inquire again with Selby District Council to see if any progress had been made on the variation of the S106 agreement to allow the sports club land to be included.

The attempt at getting the Parish Boundary moved in order to include the Sports Club land within the Parish of Thorpe Willoughby had been unsuccessful, with the majority of residents/properties affected choosing to stay within Hambleton parish. This avenue can be tried again in the future.

From a request by a Sports Club representative, the District Councillor agreed to ask Selby District Council for a letter of support for the Sports Club to assist them when applying for a loan.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a County/District Councillor will inquire again with Selby District Council to see if any progress had been made on the variation of the S106 agreement to allow the sports club land to be included.
- iii) That a District/County Councillor will ask Selby District Council for a letter of support for the Sports Club to assist them when applying for a loan.

102.3 To discuss 3 areas in the village that need tree works and/or maintenance and to decide which contractor's quotation to use, and to decide any further action.

The three quotes received by the Clerk were discussed and it was agreed to use Marcus Taperell.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That Marcus Taperell's quotation be accepted for tree works at 3 areas in the village.

Prop. Cllr Mrs Parkinson

Sec. Cllr Noble

102.4 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 briefly earlier in the meeting (Min 14/99) when Min 14/102.2 was discussed].

Apart from a District Councillor reporting that he is still waiting for Selby District Council to resolve the issue of making a variation to the S106 agreement, 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.

102.5 To discuss EpaC funding for the 'Woodland Walk' scheme and Groundwork contribution, and decide if to use budgeted money for fencing/gates to coincide with works to the 'Woodland Walk', and to decide any further action.

[This was discussed earlier in the meeting (Min 14/99) with a representative from Groundwork].

The representative from Groundwork gave a presentation on the possible options to the Village Green and circulated copies of a 'Sketch Masterplan' for discussion to allow Councillors to give comments for and against. Groundwork will produce further choices of plans in an easy format for when a public consultation exercise is conducted. The Councillors emphasised that the main priority for the 'Woodland Walk' is the works to the trees/bushes for safety reasons and that the EpaC funding should start with that and then anything left over can then be considered for either a safety gate for the opening at the Leeds Road entrance and/or footpaths through the two woodland areas.

Councillors for's and against's included:

- Suggested position of a skate park was on land not owned by the Parish Council.
- Too many additional trees across the village green.
- Safety for the 'Woodland Walk' for pedestrians (including partially sighted) should be paramount.
- Area near Xmas tree compound/flagpole/rose bed was highlighted as a focal point where a sculpture or even a war memorial could all work together.
- Use of area adjacent to rear compound of village hall for ROS provision was welcomed to provide a better link at that important cross-over point.

Discussions continued after the Groundwork representative left the meeting and the issue was raised regarding the use of money budgeted for fencing around the Village Green to go towards a fence/gate at an opening created along Leeds Road to enter the 'Woodland Walk' for safety reasons, and could possibly be completed at the same time as any works to that side of the village green. It was decided to leave this for now to see if any money is left over from the EpaC funding after the tree works had been completed.

IT WAS RESOLVED:

- i). That the above information was noted.
- ii). To wait and see how much of the EpaC money is left over after all the tree works at both sides of the village green had been completed before considering using EpaC money for the provision of a safety gate/access point from Leeds Road.

102.6 To receive an update on the Monthly News, and decide any further action. Nothing significant to report.

IT WAS RESOLVED: That the above information was noted.

102.7 To receive an update on the Village Website, and decide any further action.

[This was discussed briefly earlier in the meeting (Min 14/99) with the member of the public involved (Editor) on behalf of the Parish Council].

The Editor of the Village Website confirmed that development was proceeding well, more people were looking at the site, and that the website needs as much content as possible. A

brief discussion followed with the Council conveying their appreciation of his work, and that more needs to be done by all to find ways of engaging the public so that they will use the website. It was suggested that a competition or something similar in the Monthly News may encourage residents to connect with the Village Website.

IT WAS RESOLVED:

- i) That the above information was noted.

102.8 To receive an update on the broken slide in the Children's Play Area, and to decide any further action. The Clerk explained that the slide is scheduled to be repaired by RSS at the end of January 2015 and that the insurance money has already been received in advance. A District Councillor suggested asking RSS for a quote for a jet wash for the play equipment to remove the green mould that is unsightly and slippery.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a quote from RSS be requested by the Clerk for a jet wash of the play equipment to remove the green mould.

102.9 To discuss the "Reps List" and decide the filling of vacated positions, and to include the new "Open Spaces Review Group" (which absorbed the "Village Green Working Group") and that the representatives of the two groups should also be merged, and to approve the Chairman/Clerk signing the "Reps List" later when completed. A brief discussion was held and it was concluded that this item should be deferred to the next meeting to allow all Councillors to be considered, and that the "Open Spaces Review Group" covers the activities of the proposed "Village Green Working Group" as one group.

IT WAS RESOLVED:

- i). That the above information is noted.
- ii). That this item is deferred to the January 2015 meeting.

102.10 To discuss the "Xmas Tree Event", and the purchasing of new lights and a temporary Xmas tree, and decide any further action.

A short discussion followed regarding the Xmas tree with the Chairman confirming that the tree is looking better than last year but fewer residents attended. The general feeling is that Sunday (or a weekend) is not the best time to choose and that next year it would be better to hold the event on a Friday and not as late in December. Donations for the refreshments amounted to £60.40 and the Vice-Chairman suggested giving the money to the village hall due to them lending tables for the event. The Clerk also raised the point that the village hall would also be paying for the electricity for all the nights that the Xmas tree lights are used.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the donations received at the event of £60.40 should go to the Village Hall Management Committee.

Prop. Cllr Mrs Parkinson

Sec. Cllr Lawton

The Vice-Chairman proposed that next year's Xmas tree should be ordered a month before the event, and that the event should be held earlier in December and on a Friday.

IT WAS RESOLVED UNANIMOUSLY:

- i) That next year's Xmas tree should be ordered a month before the event, and that the event should be held earlier in December and on a Friday.

Prop. Cllr Mrs Parkinson

Sec. Cllr Dowell

14/103 To receive items for information:

- 103.1 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. The clerk explained that no update from Selby District Council had arrived.

IT WAS RESOLVED:

- i). That the above information is noted.
- ii) That a District Councillor will make inquiries at Selby District Council to see if any progress had been made on the adoption process for the "Linden Way Play Area".

- 103.2 To receive information from the Clerk on progress made with the solicitor's (SRA) joint TWPC/VHMC request for stored legal documents, and decide how to proceed. The Clerk explained that he had received a response from the SRA to say that they have no legal documents for either the TWPC or the VHMC.

IT WAS RESOLVED: That the clerk will make further inquiries with the Goole branch of Bailey & Haigh to see if they hold any documents.

- 103.3 To receive information from the Clerk on: "PLAN Selby"-The Sites and Policies Local Plan-Initial Consultation (24/11/2014 to 19/1/2015), and decide how to proceed. The Clerk explained that comments can be made by any resident of Selby District on an individual basis. A District Councillor explained that the full document is a thick document and he was asked to produce a shorter document.

IT WAS RESOLVED: That the District Councillor will try and find a shorter and more concise version of the document.

- 103.4 To receive information from the Clerk/Chairman on possible changes to Parish Council Meeting dates for both February and May 2015, and decide how to proceed. A short discussion was held where it was raised that the February meeting clashed with half term and pantomime activities and that moving the meeting forward to the 9 February would leave sufficient time after the January meeting and before the March meeting to be viable. The May 2015 meeting should be left as it is for now as it fits in well with the General Election on the 7 May and causes no legal problems.

IT WAS RESOLVED UNANIMOUSLY:

- i). That the February 2015 meeting will be held 1 week earlier and brought forward to the 9 February 2015.
- ii). That the May 2015 meeting will be left as it is (unless circumstances change).

14/104 Planning:

- 104.1 To receive updates on any existing planning applications/information:

- 104.1.1 2014/0901/FUL (8/34/126V/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

IT WAS RESOLVED: That the above information was noted.

- 104.2 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:

- 104.2.1 2014/1028/OUT (8/34/146J/PA) Outline application for residential development (including access) at Leeds Rd, Thorpe Willoughby–Sherwoods–AMENDED PLAN

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Parish Council objects to the proposal on the following grounds:
 - 1. The Northern edge of the site falls within Flood Zone 2
 - 2. The single access to the site is from a busy road, near a bend in the road, and in close proximity to the railway crossing.
 - 3. That a 'Police Traffic Report' should be sought and supplied.

4. That the Parish Council feels that we have had enough development in the village.

104.2.2 2014/1206/FUL (8/34/229C/PA) Erection of a general purpose Agricultural building at White House Farm – Re-Submission of a previously refused application and identical.

IT WAS RESOLVED UNANIMOUSLY: That the Parish Council has no objections.

104.2.3 2014/0935/HPA (8/34/390/PA) at Barff Cottage, Barff Lane, Brayton for erection of timber built mono pitched storage shed for agricultural purposes (hay, straw).

IT WAS RESOLVED BY A MAJORITY: That the Parish Council has no objections.

Prop. Cllr Lunn

Sec. Cllr Chisholm

14/105 To consider the following new correspondence received since the last Meeting and decide action where necessary:

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

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

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

105.4 9 additional pieces of information previously circulated, with no late items, were all noted and the Clerk will place information on both notice boards and on the Village Website for one item regarding changes to opening times and a temporary closure of the post office to bring to the attention of residents - no further action required.

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

14/106 Financial Matters

106.1 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 Parkinson (2 x Gazebos) for Xmas tree event | - | 79.98 | 1642 |
| S M Peters (December Salary) | - | 505.36 | 1643 |
| R D Adams (Litter Picker) (November/December Salary) | - | 297.54 | 1644 |
| Fasprint (Monthly News December 2014 (Invoice No Inv-4150) | - | 461.00 | 1645 |
| S M Peters (stationery expenses with receipts-Dec 2014) | 9.15 | 57.84 | 1646 |
| Tru-Green Ltd (Inv# 00531) (Landscape Maintenance for year 2014) | 622.00 | 3,732.00 | 1647 |
| A.B. Electrical Wholesalers (Advice Note#231139:SBY) (Xmas tree lights, starter cable & extension lead) | 67.10 | 402.60 | 1648 |
| HMRC for Qtr 3 (October-December2014) | - | 365.60 | 1649 |
| Autela Payroll Services (Inv #5652)(Payroll Qtr3 – Oct, Nov, Dec 2014) | - | 25.80 | 1650 |
| Lumby Garden Centre (Xmas tree) | 5.83 | 35.00 | 1651 |
| R D Adams (Litter Picker) (stationery expenses Oct/Nov 2014 – Hi Visibility Vest) | 0.83 | 4.99 | 1652 |
| TOTAL = | £704.91 | £5,967.71 | |

106.2 To receive an account status of the current Bank Statement giving a balance of **£50,272.77** as at **25 November 2014**, and having been checked and signed by the Chairman. The Vice-

be implemented from 1 January 2015), and the Clerk is entitled to an additional one-off payment in December 2014, and an agreed automatic increment on 1 April 2015.

14/109 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified, and said that Members can email the Clerk to ask for additional items to be added later.

IT WAS RESOLVED: That the above information was noted.

14/110 To receive any further comments from the public [for information only; Clerk to note]

NONE

14/111 To confirm the date of the next meeting as **Monday 19 January 2015:** –

At St Francis Church, Fox Lane, Thorpe Willoughby.

14/112 Close of meeting – the Part I meeting closed at 9.57pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY