

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 16 November 2015 at St Francis Church, Thorpe Willoughby, Selby.

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

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

15/81 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllr Noble – holiday and Cllr Chisholm – sick, (both were accepted), and no Declarations of Interest were given.

15/82 Public Session - A member of the public raised a concern about potholes in the road adjacent to Brayton Barff between Barff House and the Barff car park. A District Councillor advised him to contact highways again as this is clearly Area 7 Highway's responsibility and to use the website link. A further concern was raised over the bus service, one service being withdrawn altogether and another changed (not going around the village). He was advised to make a complaint to the bus service and that it would be better coming from him rather than via the Council. A District Councillor was asked to inquire about this and the resident was informed that he could attend the next Southern CEF meeting on 10 December 2015 at Eggborough Social Club where a representative of Arriva will be there to answer questions.

Another resident complained about the following items:

- The poor state of some of the footpaths particularly along Dane Avenue due to various works.
- Certain street lights being turned off around midnight – how that can be justified and the rationale used.

A County Councillor explained the reasons why this has happened and that a consultation exercise had been done, and advised him to go to the North Yorkshire County Council (NYCC) website where a complaint could be lodged. The Chairman pointed out that any lights that are off all the time (i.e. before the switch off time) should be reported to the clerk who will inform NYCC.

- That the Xmas tree and flagpole were a waste of money – Councillors explained that the 1st Xmas tree had died and had to be replaced (the money for the Xmas tree comes from a separate fund and not from the village precept), and the Flagpole and Flag had been vandalised and insurance money was used to replace it and again not from the village precept (the flagpole now has anti-vandal paint and warning stickers).

A representative of the Sport Club gave the Parish Council an update on the progress of the Astro Turf project giving a rundown of where the funding was coming from. He also confirmed that the variation to the S106 agreement is about to be completed. The representative asked for a letter from the Parish Council to reassure the people who are providing the Sports Club with a bridging loan that the Council will pass on £36,000 of Section 106 money when sent from Selby District Council. A District Councillor will liaise with the Clerk to discuss the wording of this letter. He concluded by saying that the Astro Turf opening event will be on Saturday 5 December where Nigel Adams MP will open it.

[The above item will be discussed further under Min 15/84.1]

At 7:45pm three of the four residents left the meeting.

The remaining resident explained that no volunteer had come forward yet to run the Senior Citizens (over 55) club.

IT WAS RESOLVED:

- i). That the above information was noted.
- ii). That the Clerk (with the District Councillor's assistance) will send a letter to the Loan Provider (who is providing the Sports Club with a bridging loan), to say that the Council is mindful to pass on £36,000 of Section 106 money (allocated for this scheme) when sent to the Parish Council from Selby District Council.

15/83 To confirm the minutes of the Parish Council meeting held on 19 October 2015 as a true and correct record.

IT WAS RESOLVED: That the minutes of the 19 October 2015 were accepted as a true and correct record of the meeting.

Prop. Cllr Pearson

Sec. Cllr Mrs Burnell

15/84 To receive items for discussion and decide further action where necessary:

84.1 To discuss any feedback on Epac funding for the "Woodland Walk", from Groundwork on the Village Consultation, any update on S106 funding, the Astro Turf project, changes to both leases, and decide any further action.

[S106 and Astro Turf project discussed previously under Min 15/82 - Public Session]

The Clerk explained that the Parish Council is waiting for the funding to arrive from Eggborough Power station for the Epac Funding. A short discussion followed where it was decided that the Clerk will ask Groundwork for a progress report to see why there is a delay in producing the latest drawings and if costings for the "Woodland Walk" have been obtained.

IT WAS RESOLVED:

- i). That the above information was noted.
- ii). That the Clerk will ask Groundwork for a progress report to see why there is a delay in producing the latest drawings and if costings for the "Woodland Walk" have been obtained.

84.2 To discuss Street Lights owned by the Parish Council, to decide if to ask NYCC to maintain them, and decide any further action.

The Clerk explained that the Parish Council owns three street lights rather than two following a site meeting with a representative of NYCC. The Clerk read out a list of costs that would be incurred if NYCC maintained these three lights for the Parish Council, and seemed very reasonable. The Parish Council currently does not have anyone maintaining these lights so could be expensive if we didn't. After a short discussion, it was decided that this was needed. The Clerk also gave a detailed explanation of why certain street lights in the village are turned off around midnight for 5 hours. The Clerk explained that a street light in the Middle of the footpath near the village hall has been reported to NYCC.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will ask NYCC to take over the maintenance of the Council's three street lights.

Prop. Cllr Mrs Parkinson

Sec. Cllr Mrs Pearse

- iii) That the Clerk will write a short review for the Monthly News and the Village Website of why certain street lights in the village are turned off around midnight for 5 hours by NYCC.

84.3 To discuss the findings of the "Annual Open Spaces Review Group", and decide any further action. Following a short discussion, it was decided that the Clerk will ask Marcus Taperell to provide a quotation for works for each of the outstanding areas on the OSRG's list

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Clerk will ask Marcus Taperell for quotations for outstanding works on the OSRG's list (area1 as a priority, and areas 6,7,8 and 9 as the second stage).

15/85 To receive items for information:

- 85.1 To receive information on advertising the External Auditor's report on the Annual Return for Year ending 31 March 2015 to conclude the Audit, and to decide any further action. The Clerk explained that the no comments had been received from the Statutory Notice of the Annual Return as posted on the notice boards, so the Audit is therefore concluded.

IT WAS RESOLVED: That the above information was noted.

- 85.2 To receive information on works to the thorn hedge and large tree at the Millenium Garden, and decide any further action. The Clerk explained that the works have not started and he is waiting for a date of when the works will be done.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Clerk will ask Marcus Taperell for a date when the works are scheduled to be done and then give the Owner/Occupier of 19 Oak Drive a (minimum 24 Hr) written notification of the above works.

- 85.3 To receive information on the Monthly News/Village Website, to arrange a date for a sub-group meeting, and decide any further action. The Chairman explained that all the latest requests had been noted and would pass them onto the editor. The Chairman then discussed the idea of an Advisory Group meeting to look at the Monthly News and the Village Website, and explained that the Clerk had receive responses from most of the Advertisers who use the Monthly News, and all of them said that they are happy with the existing arrangements and that Willerby Heights could be included in the future and that using the Village Website for adverts is another possibility. Following a short discussion it was decided to postpone the idea of having an Advisory Group meeting and arrange a meeting before the end of the financial year to explore all options.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Advisory Group meeting is postponed, and a new meeting to be arranged before the end of the financial year.

- 85.4 To receive feedback information on the Parish Council meeting with Area 7 Highways on 21 October regarding options for restricting parking at Foxdale Ave/Londesborough Grove, if Grants are available, and decide any further action.

The Clerk/Vice Chairman explained that following the meeting with Area 7 Highways, using large planters would seem preferable to using collapsible bollards. It was explained that at Bilbrough collapsible bollards had been sawn off and replacing them would be expensive, whereas large planters are proving popular and providing results. The Clerk explained that the (southern) CEF Fund grant application was unsuccessful and changes in CEF rules made it very unlikely for the Parish Council to acquire funding because they have a precept. A County Councillor explained that accessing his funding pot for this community project was something that needed exploring.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will seek confirmation from Area 7 Highways that using Planters at this junction is acceptable.
- iii) That the Clerk will see if a grant can be obtained from the County Councillors funding pot for providing planters at this road junction.

- 85.5 To receive information on a replacement Xmas tree, and the carols around the tree event, and to decide any further action. The Chairman explained that the Xmas tree was in place and looking good. A short discussion followed where the Chairman and Vice-Chairman ran through the various items required for the 'Xmas tree Lights switch-on event' which will be

held on Friday 4 December 2015. A list of items and requirements for the event will be provided by the Chairman and Vice-Chairman and circulated to Councillors.

IT WAS RESOLVED: That the above information was noted.

- 85.6 To receive feedback information from the Chairman on the latest RSS Inspection Report and works to have the Aerial Ropeway re-tensioned, and to decide any further action. The Chairman explained that the latest RSS Inspection Report had nothing that required urgent action and the Aerial Ropeway had been re-tensioned. The Chairman and Clerk had questioned the invoice for this work and the total figure was subsequently reduced.

IT WAS RESOLVED: That the above information was noted.

- 85.7 To receive feedback information on a replacement dog litter bin at Fox Lane, and to decide any further action. The Clerk explained that Selby District Council have not yet replaced the bin.

IT WAS RESOLVED: That the above information was noted.

- 85.8 To receive feedback information on repairs to 5 street name signs, and to decide any further action. The Clerk explained that the replacing of the 5 street name plates by Selby District Council have not been done yet, but the payment of the invoice will be held until the works are completed.

IT WAS RESOLVED: That the above information was noted.

- 85.9 To receive information on “Community Speed Watch” (previously circulated), and to decide any further action. The Clerk read out information obtained from the police and highways regarding the above and included:

- The “Community Speed Watch” (CSW) programme has now been put on hold.
- That purchasing “Vehicle Activation Signs” would be very expensive.
- That a need for them had not been proven.

Following a short discussion it was decided not to pursue CSW or purchasing of any signs.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) Not to pursue “Community Speed Watch” and purchasing “Vehicle Activation Signs”.

- 85.10 To receive information on the tree works to the Conifer Hedge and the Thorn Hedge at either side of Leeds Road adjacent to the Village Green, and decide any further action. The Clerk explained that these works have now been completed.

IT WAS RESOLVED: That the above information was noted.

- 85.11 To receive information on the Linden Way Play Area adoption process, to decide if the Council is still mindful to take over responsibility for this area, and to decide any further action. The Clerk explained that the Play Area has been significantly tidied up. Following a site visit he had notified Selby District Council of the good and bad improvements (photographs were circulated to Councillors at the meeting). Selby District Council will now conduct their own inspection and once the area is up to standard they will ask the parish Council if they wish to take over responsibility. The Parish Council were asked if they are still mindful to take over responsibility once completed.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will inform Selby District Council that they are still mindful to take over responsibility for the play area following adoption subject to the play area being brought back to its original condition (following inspection by Selby District Council and remedial works done), and a suitable monetary contribution for its maintenance.

15/86 Planning:86.1 To receive updates on any existing planning applications/information:

86.1.1 Scalm Park-Planning Appeal by Prowind (public Inquiry arranged for end of November) – WITHDRAWN

86.1.2 2015/1047/HPA (8/34/397/PA) Proposed garage/utility extension, new flat roof to existing garage, and roof lights at 67 Orchard Way - GRANTED

IT WAS RESOLVED: That the above information was noted.86.2 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:

86.2.1 2015/1231/HPA (8/34/390A/PA) Proposed Internal alterations and 2-storey extension to side to provide additional living accommodation at No 1 Barff Cottage, Barff Lane, Brayton. A Councillor declared an interest and excluded himself from the discussion and decision.

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

86.2.2 2015/1232/HPA (8/34/390B/PA) Proposed Internal alterations and 2-storey extension to side to provide additional living accommodation at No 2 Barff Cottage, Barff Lane, Brayton. A Councillor declared an interest and excluded himself from the discussion and decision.

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

[At this point the remaining resident left the meeting].

15/87 Financial Matters87.1 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.
Vertigrow Ltd – (New Xmas tree)	-	239.50	1749
S M Peters (stationery expenses with receipts-October / November 2015)	0.67	7.15	1750
Fasprint (Monthly News-Nov 2015)(Invoice #Inv-5156)	-	461.00	1751
S M Peters (November Salary)	-	771.51	1752
R D Adams (Litter Picker) (November Salary)	-	137.80	1753
Marcus Taperell Tree Surgery (Invoice #6457)(conifer hedge & thorn hedge, Leeds Rd)	80.00	480.00	1754
RSS (I&M Inspection-north)(Invoice #040765)(Quotation #M4484)-cheque made payable to Hags-Smp ltd – for re-tention of cable on Aerial Runway.	18.00	108.00	1755
TOTAL =	£98.67	£2,204.96	

87.2 To receive an account status of the current Bank Statement giving a balance of **£64,082.87** as at **23 October 2015**, and having been checked and signed by the Chairman.**IT WAS RESOLVED UNANIMOUSLY:** That the accounts/cheques presented be approved.

Prop. Cllr Lunn

Sec. Cllr Lawton

15/88 To consider the following new correspondence received since the last Meeting and decide action where necessary:

88.1 YLCA Information: - Information previously circulated was noted.

88.2 Selby District Council Web-Site information - Information previously circulated was noted. The Clerk raised the correspondence about the Tesco Community Scheme which is working in partnership with Groundwork, and that he had inquired with Groundwork whether the open spaces in this village would qualify for a grant.

88.3 Selby AVS: - Information previously circulated was noted.

88.4 21 additional pieces of information previously circulated was noted, with no late items.

IT WAS RESOLVED: That the above information was noted.

15/89 To receive representative reports:

County Councillor/District Councillor: A District Councillor explained that Selby District Council has now agreed a new residential parking standard, but does not affect Thorpe Willoughby parish.

Burial Board: Nothing to report.

Rail Users Group: Nothing to report.

Village Hall: The Chairman explained that a resident had tripped over a raised flag at the side of the village hall, and the flag had been repaired within 24hrs but still wobbles.

The Chairman read out a letter by Cllr Chisholm tendering her resignation. A short discussion followed and the Clerk was asked to send a letter to accept her resignation and thank her for her contribution.

A Councillor noted that two councillors and their spouses attended the latest voluntary litter pick, and the next voluntary litter pick will be February 2016.

A Councillor suggested targeting an area rather than a general pick. The Chairman suggested having a review in the new year.

Two Councillors were concerned about the amount of litter in the village.

Remaining Councillors had nothing to report.

IT WAS RESOLVED:

i). That the above information was noted.

ii). That the Clerk will send a letter to Councillor Chisholm to accept her resignation and thank her for her contribution.

15/90 To receive the Clerk's report

The Clerk explained that:

- An error on the Council's Insurance policy has now been corrected.
- A letter regarding a hedge overhanging the footpath in the village has been delivered.
- Cllr Pearson has volunteered to attend the next meeting of the Poor Fund committee at Brayton Rectory on 25 November 2015 to receive a cheque for the Parish Council.
- The workplace pensions staging date for Thorpe Willoughby Parish Council is 1 May 2017, and preparatory work by the Council's payroll services provider will commence about 6 months before the staging date.
- A resident of Fir Tree Lane had informed him that he had removed rubbish from the Town Dyke. The Clerk had informed NYCC highways (who own the concrete fence and land adjacent to it) and they responded to say that the concrete fence at the culvert was safe and did not need anything doing to it but had informed Selby District Council to have the rubbish removed.
- He had received a request from NYCC to ask the Council to choose between continuing to let NYCC undertake the Urban Grass Cutting 2016 for the village or for the Council to take this over. Following a short discussion it was decided that the Council is mindful to take over the Urban Grass cutting for the village for 2016 and to delegate to the Clerk to acquire maps showing the extent of the grassed areas to be cut and then decide if to accept it.

- He has received the “Rough Sleepers Estimate 2015” which will take place on Wednesday 18 November 2015. It was decided that if the Clerk does not receive any responses by Councillors the form would be given a nil return.
- He has received documents for the Minerals & Waste Joint Plan–NYCC Consultation and confirmed that this information has been added to the notice boards, the Monthly News, and the Village Website.
- He has received an invitation from Selby District Council regarding the Community Infrastructure levy (CIL) and it was decided not to attend this.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That Cllr Pearson will attend the next meeting of the Poor Fund committee at Brayton Rectory on 25 November 2015 to receive a cheque for the Parish Council.
- iii) That the Council is minded to take over the Urban Grass Cutting 2016 for the village and to delegate to the Clerk to acquire maps showing the extent of the grassed areas to be cut and then decide if to accept it.
- iv) That if the Clerk does not receive any responses by Councillors of any rough sleepers in the village on Wednesday 18 November 2015, he will give a nil return to the “Rough Sleepers Estimate 2015”.

Prop. Cllr Pearson

Sec. Cllr Lawton

15/91 To receive agenda items for next meeting

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

15/92 To receive any further comments from the public [for information only; Clerk to note]

NONE

15/93 To confirm the date of the next meeting(s) as **MONDAY 14 DECEMBER 2015**: –

At St Francis Church, Fox Lane, Thorpe Willoughby.

Apologies were given by Cllr Pearson in advance for this meeting.

15/94 Close of meeting – the Part I meeting closed at 9.28pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY