

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 17 November 2014 at St Francis Church, Thorpe Willoughby, Selby.

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

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

14/82 To receive apologies for absence and any declarations of interest

There were no apologies received, and two Declarations of Interest were given by Cllr Mrs Pearse for Minute No14/88.1.1 and Cllr Lawton for Minute No14/88.2.1 which were both accepted.

14/83 Public Session

S106 Funding: three Sports Club representatives outlined the current position regarding the TWSA development. They stated that they were around £20,000 short and that they were in the process of applying for other funding.

A County Councillor confirmed that SDC's legal department had not made any progress on the variation of the S106 agreement.

Reclaiming VAT was also raised whereby the Club would like the Parish Council to use Section 33 to reclaim VAT and process the TWSA scheme. This would entail the Parish Council applying to the F.A. and the invoice would go to the Parish Council. VAT Forms were then handed over to the Parish Council

The Council's Chairman responded and explained that legal advice had been sought and that they had been advised not to be involved because various conditions have to be met for the process and that some of them had not been met, and that it was unwise and potentially a financial risk, that it was a complicated and time consuming procedure, and a realisation that an expert would need to be involved. It was also pointed out that if the Council were to comply with the Sports Club request, any VAT that was reclaimed would have to stay with the Parish Council as it was unlawful to donate it to the Sports Club.

A Sports Club representative made reference to a possible similar activity many years ago.

Following a further discussion the Council said that they would look into it again and ask for further legal advice and report back to the December Parish Council meeting which would have an agenda item for this and give feedback. The Council appreciated that the Sports Club's deadline was 5 January 2015. The Sports Club were asked to supply any additional information on the processes involved before the next meeting.

Village Website: the Sports Club representative (also editor of the Village Website) confirmed that development was proceeding well and more people were looking at the site. A report had been circulated previously for the council to consider regarding funding development/maintenance and a request for a budget. The Chairman confirmed that this would be considered later in the meeting.

[At this point the Chairman thanked the two Sports Club representatives for their attendance and they then left the Meeting].

Broken slide at the enclosed play area at the Village Green

A parent confirmed that her son had broken the slide but was concerned that it had been referred to as an act of vandalism both on the Village notice boards and in the Monthly News and that it had also been included on a social media site. She questioned whether the slide had been brittle and liable to be broken easily? The Chairman/Clerk confirmed that the Play area received regular inspections and this slide had never been raised as a cause for concern.

The Chairman explained that the Play area had been closed twice for health and safety grounds, once for the removal of the slide and the placing of a board on the tower, and secondly to remove the anchorage which was a trip hazard.

A County Councillor explained that the Parish Council had to report the incident to the police because of the vandalism and reports received from the public. He went on to say that the Council is

also required to do so by their insurance company who need a 'Police Incident Report' in order to process the claim. The cost of repair to the slide will be thousands of pounds with the Council paying an excess amount and a possible premium rise. The police also advised the Council to put up posters to notify the public regarding the vandalism. The County Councillor confirmed that the Council had nothing to do with any mention on a social media site.

[At this point the Chairman thanked the parent for her attendance and she left the Meeting].

Planning Application for OP for Residential development (+ access details) at Sherwoods.

A County Councillor and the Clerk explained that this planning application was an Outline Application (i.e. the principle of development with only access being considered in detail).

Issues raised included:

- Why a Police Traffic report had not been included.
- That the school would not have enough room for an extra classroom
- That the Sewage system may not be able to cope with the extra capacity.

The Council explained that objections made had to be on sound planning grounds.

A District/County Councillor explained that Selby District Council will be considering the "Sites Allocation Plan" on Tuesday 18 November and briefly explained how it may affect the village.

Finally the Chairman summarised what had been discussed.

[At this point the Chairman thanked all the residents for their attendance and all but one left the Meeting].

[These subjects were discussed further in Part I Minutes 14/86.4, 14/86.6, 14/86.7 and 14/88.2.1]

IT WAS RESOLVED: That the above information was noted.

14/84 To receive reports from Councillors and Community Police

Two County Councillors/District Councillors – A Councillor explained that an extraordinary meeting of SDC will be held on Tuesday 18 November to discuss the "Sites Allocation Plan" and that two questions related to Thorpe Willoughby:

- "How should Thorpe Willoughby be developed in the future? and
- "What else is needed in Thorpe Willoughby?"

A figure of 108 Dwellings/year (up to 2017) was given as an allocation target – no action required.

Community Police – The Chairman explained that he had received no further reports apart from the broken slide in the Play Area. 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.

14/85 To confirm the minutes of the Parish Council meeting held on 20 October 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 Pearson

Sec. Cllr Lunn

14/86 To receive items for discussion and decide further action where necessary:

86.1 To receive written applications for the TWO Parish Councillor vacancies for co-option, and following interviews decide who to appoint.

Three applications had been received with only two able to attend the meeting.

The two applicants present read out their application letters in turn and then the Chairman read out the third application letter. Each of the vacant positions were filled separately (as legislation dictates). The Clerk would inform all applicants of the Council's decision within the next few days. Successful applicants would need to sign "Acceptance of Office" forms at the December meeting and "Register of Interest" forms would need completing shortly

after.

The first voting procedure E Smith was elected for the first vacant Parish Councillor position. At the second voting procedure S Chisholm was elected for the second vacant Parish Councillor position.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That E Smith is elected for the first vacant Parish Councillor position.
- iii) That S Chisholm is elected for the second vacant Parish Councillor position.
- iv) That the Clerk will inform the successful applicants within a few days and prepare the "Acceptance of Office" forms for signing at the December meeting. The "Register if Interest" forms will need completing shortly after.

86.2 To discuss the findings of a site visit by Councillors on 6 November 2014 with a tree surgeon for areas that need maintenance and tree works, and to decide which contractor's quote to use for works at 4 locations in the village, and to decide any further action.

The Clerk explained that Groundwork had secured an EpaC funding for £8,000.00 for the "Thorpe Willoughby Woodland Walk" scheme subject to meeting three criteria, one of which was a third party percentage contribution of around £816 from either the Parish Council or from a CEF contribution. Following a short discussion (where the Clerk explained various answers to questions that he had put to groundwork on a number of issues) it was agreed by all to ask Groundwork to proceed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the clerk will inform Groundwork that the Parish Council wishes them to proceed with the EpaC £8,000.00 funding contribution for the "Thorpe Willoughby Woodland Walk".
- iii) That the Council will pay the third party contribution of around £816 to secure it.

Prop. Cllr Dowell

Sec. Cllr Lunn

The Clerk explained that the above contribution covered one of the 4 x areas that the Council had sought quotations for tree works.

The remaining three areas were then discussed and the Clerk explained:

- That the 2 x Oak trees standing along Field lane were not protected trees and that the extra cost of felling them would ensure that the vine problem would be gone for good and this followed correspondence with the adjacent owner who declined responsibility for the tree.
- That the trees adjacent to the dyke at Fir Tree lane, that were damaging the concrete fencing near the culvert, were not owned by Selby IDB and subject to agreement with the adjacent bungalow could be removed. Once this is concluded the concrete fencing would be repaired by N.Y.C.C Highways department.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That two separate revised quotes will be acquired for:
 1. the Village Green area, and
 2. the other for the other three areas changed to include felling the two oak trees at Field Lane, to crown thin/lift a sycamore tree to the rear of 15/17 Laurel Close and remove the several silver birch trees near the dyke culvert at Fir Tree lane subject to agreement by the adjacent owner.
- iii) That the Vice-Chairman will compile a second batch of works for consideration at the January 2015 Parish Council meeting.

86.3 To consider the Conifer hedge adjacent to the Leeds Road, and decide any further action.

The Clerk explained that the hedge had now been trimmed and following a short discussion it was decided to review the hedge situation next year.

IT WAS RESOLVED: That the above information was noted.

- 86.4 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 14/83)]. Apart from a District Councillor reporting that he is still waiting for SDC to resolve the issue of making a variation to the S106 agreement, and that SDC is pressing the developer of the Linden Way Play Area over its Adoption, 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.

- 86.5 To receive an update on the Monthly News, and decide any further action. Everyone was reminded that December/January will be a joint issue and the litter picker advert had been amended.

IT WAS RESOLVED: That the above information was noted.

- 86.6 To receive an update on the Village Website, and decide any further action. [This was discussed briefly earlier in the meeting (Min 14/83) 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 and more people were looking at the site. A brief discussion followed with regard to the editor's report (previously circulated) to consider funding development/maintenance and a request for a budget. It was decided to agree the funding subject to the budget that was to be discussed later in the meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Council is minded to agree the funding request as outlined in the editor's report for a budget for the Village Website development, maintenance and add-ons, subject to the Budget (to be discussed later under Min 14/86.12)

- 86.7 To discuss the broken slide in the Children's Play Area and decide what remedial work is required following receipt of quotations, and to decide any further action. [This was discussed briefly earlier in the meeting (Min 14/83) with a member of the public]. A short discussion followed where it was decided to use the quote provided by RSS who maintain the park and that the replacement had to be compliant and match the equipment already there to comply with the insurance. The Clerk explained that the Council's insurance company had agreed to pay the cost for a full replacement minus the excess of £125 which would have to be paid by the Council. The Chairman explained why the park had been closed on two occasions for safety reasons.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the quote from RSS be accepted and the Clerk will ask them to proceed with the repair and claim the cost back from the Council's insurance company less the £125 excess that will be paid by the Council.

- 86.8 To discuss the situation regarding the trustees of the Poor Fund for the Selby area, and decide any further action.

The Clerk explained that:

- a representative was required to collect the Poor Fund Cheque from Brayton on Wednesday 19 November and that a County/District Councillor had volunteered to do so.
- Ex-Councillors Heyes & Guest had confirmed that they wished to relinquish their positions as trustees on the Poor Fund committee if replacements from existing Councillors were found.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the County/District Councillor will attend the meeting at Brayton on Wednesday (19/11/14) to collect the Poor Fund Cheque
- iii) That two Councillors will be chosen to be trustees of the Poor Fund Committee at the December meeting, to allow all Councillors to be considered.

86.9 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 to approve the Chairman/Clerk signing the "Reps List" later when completed.

A brief discussion was held and the Clerk suggested two amendments:

- That the "Planning Review Group" be discontinued due to new procedures/Policy Documents now being in place to cover every situation.
- That the "Open Spaces Review Group" covers the activities of the proposed "Village Green Working Group" as one group. ~~and that the representatives of the two groups should also be merged.~~

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the "Planning Review Group" be discontinued.
- iii) That the "Open Spaces Review Group" covers the activities of the proposed "Village Green Working Group" as one group. ~~and that the representatives of the two groups should also be merged.~~
- iv) That this item is deferred to the December meeting to fill/confirm the positions.

86.10 To consider the recommendation(s) of the "Open Spaces review Group", and to decide any further action. This was discussed earlier (Min No 14/86.2)

IT WAS RESOLVED: That the above information was noted.

86.11 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. As agreed previously, the poor fund contribution will be used for the Xmas tree. The date of the event was discussed and a provisional date of Friday 19 December at 6:30pm was agreed (but may be subject to change). The Chairman will arrange carol singers and suggested purchasing two gazebos due to last year's being unavailable. A councillor volunteered to donate a gazebo and it was agreed that two new ones should be purchased. It was also suggested that everyone could donate a bottle of red wine (for the mulled wine) and bring it to the next meeting. Children could have soft drinks. A councillor volunteered to provide biscuits and mince pies.

IT WAS RESOLVED UNANIMOUSLY:

- i) The Chairman and a Councillor will cut down a Xmas tree donated by a village resident and transport it to the compound.
- ii) The Vice-Chairman to arrange for a tube to be planted in the compound to hold the tree.
- iii) The Chairman is authorised to purchase new (Outdoor) Xmas tree lights for £402.60.
- iv) A provisional date of Friday 19 December at 6:30pm was agreed (but may be subject to change)
- v) That a donated gazebo was gratefully accepted and that two new ones be purchased.
- vi) That Councillors could donate a bottle of red wine for the mulled wine and to bring it to the next meeting.

86.12 To discuss the recommendations of the "Budget Review Group" meeting held on 6 November, and decide if to approve the proposed budget.

IT WAS RESOLVED:

- i) That discussions on the Budget Review Group Meeting is now moved to Part II due to the sensitivity of the material and that a member of the public was still present.

14/87 To receive items for information:

87.1 To receive feedback information on the proposed Parish Boundary changes: between Thorpe Willoughby and Hambleton, and the Thorpe Hall area, and to decide any further action. The Clerk confirmed that there was nothing further to report.

IT WAS RESOLVED: That the above information is noted.

87.2 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: That the above information is noted.

87.3 To receive information on the new litter picker, and decide how to proceed. The Clerk confirmed that the new litter picker was in post and had received several positive responses about his work.

IT WAS RESOLVED: That the above information is noted.

87.4 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 is still waiting.

IT WAS RESOLVED: That the clerk will wait for further progress.

87.5 To receive information from the Vice-Chairman on the 16 November Voluntary Litter Pick, and decide how to proceed. The Vice-Chairman explained that it was a successful event and because the village was relatively tidier than normal the group were able to cover a wider area. The Clerk suggested that it may be partly due to the commencement of the litter picker who was efficient. The Vice-Chairman gave the next litter pick dates as follows: 22/2/2015, 12/4/2015, 7/6/2015, 13/9/2015 and 15/11/15.

IT WAS RESOLVED: That the above information is noted.

87.6 To receive information from NYCC on: 'Changes to the Highway Grass Cutting Service', and decide how to proceed. The Clerk explained that NYCC will be reducing the areas that they will look at in the village except for junctions and for safety reasons. The Clerk then explained that the majority of the grassed areas affected are already cut and managed by the Council's grass cutting contractor, so the overall affect is minimal.

IT WAS RESOLVED: That the above information is noted

87.7 To receive information on: "How sewage pumping station ownership is changing" by Yorkshire Water, and decide how to proceed. The Clerk explained that he has added information to both notice boards, the Village Website and will also be included in the Monthly News for residents' information.

IT WAS RESOLVED: That the above information is noted.

14/88 Planning:

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

88.1.1 2014/0953/FUL (8/34/229B/PA) at 1 White House Fm, Leeds Rd, Thorpe Willoughby – REFUSED

IT WAS RESOLVED: That the above information was noted.

88.2 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:

- 88.2.1 2014/1028/OUT (8/34/146J/PA) Outline application for residential development (including access) at Leeds Rd, Thorpe Willoughby for Sherwoods.
[This was discussed at length earlier in the meeting (Min 14/83) with many members of the public].

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.

- 88.2.2 2014/0901/FUL (8/34/126V/PA) at 1 Chestnut Forge, Dam La, Thorpe Willoughby – proposed removal of condition No 3 (occupation) of approval 2008/1019/FUL conversion of existing garage to Granny Annex – due to SDC refusing to extend the consultation deadline the delegated power was instigated – TWPC have registered: “**no objections**” to the amended application.

IT WAS RESOLVED: That the above information was noted.

14/89 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 89.1 YLCA Information: - Information previously circulated was noted - no further action required.
- 89.2 Selby District Council Web-Site information - Information previously circulated was noted. One item (regarding a Rough Sleepers Guide survey) the Clerk will respond to on the survey date of 19 November - no further action required.
- 89.3 Selby AVS: - Information previously circulated was noted - no further action required.
- 89.4 11 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 those items that need bringing to the attention of residents - no further action required.

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

[At this point the Chairman thanked the last resident for her attendance and she then left the Meeting].

14/90 Financial Matters

- 90.1 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 Peters (November Salary)	-	505.56	1636
Fasprint (Monthly News November 2014 (Invoice No Inv-4029)	-	461.00	1637
RSS (I & M REPMAN-North) (Inv #033419) (Chq made payable to Hags-Smp Ltd)(remove slide bracket)	10.00	60.00	1638
S M Peters (stationery expenses with receipts-Nov 2014)	1.10	16.32	1639
RSS (I & M REPMAN-North) (Inv# 033137) (Chq made payable to Hags-Smp Ltd) (Oct 2014 Inspection)	8.00	48.00	1640
K Hird Outside Services cutting back Conifer hedge at Leeds Rd (Inv 2039/G/KMH)	-	365.00	1641
TOTAL =	£19.10	£1,455.88	

90.2 To receive an account status of the current Bank Statement giving a balance of **£49,815.75** as at **24 October 2014**, and having been checked and signed by the Chairman. The Clerk explained that the second part of the Parish precept had been received.

IT WAS RESOLVED UNANIMOUSLY: That the accounts/cheques presented be approved, and that the receipt of the second part of the Parish Council precept had been noted.

Prop. Cllr Lunn

Sec. Cllr Mrs Parkinson

14/91 To receive representative reports:

Burial Board: Nothing to report apart from the ground in the cemetery being uneven in the middle.

Rail Users Group: Nothing to report.

Village Hall: the Chairman raised the concern over ruts on the village green and a Councillor said that a local farmer will collect soil from Linden Homes to fill the ruts and flatten it off. The Chairman then proposed that YLCA should be asked if the Parish Council needs to erect signs to warn the public of the ruts on the village green. A brief discussion then followed where a Councillor had received a request from a resident for a plaque to be made to commemorate those who died in the war (possibly in the Village Hall). The Chairman suggested that this could be raised in the future when works are considered on the Village Green.

Open Spaces Review Group: The Vice-Chairman reported that the rose bed had been tidied for winter and Councillors had planted spring bulbs around nearby trees.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That a local farmer will collect soil from Linden Homes to fill ruts on the Village Green and flatten it off early next year.
- iii) That the Clerk will seek advice from YLCA to see if the Parish Council needs to erect signs on the Village Green to warn the public of ruts.

14/92 To receive the Clerk's report

The Clerk explained to everyone about various complaints that he had received and resolved and due to the lateness of the meeting some of them will be discussed at the December meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) Due to the lateness of this meeting some of the items raised will go to the December meeting.

14/93 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.

14/94 To receive any further comments from the public [for information only; Clerk to note]

NONE

14/95 To confirm the date of the next meeting as **Monday 15 December 2014**: –

At St Francis Church, Fox Lane, Thorpe Willoughby. Cllr Pearson notified his apologies in advance.

14/96 Close of meeting – the Part I meeting closed at 10.24pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY