

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 17 March 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), Lunn, Heyes, Burnell, Pearson, Noble, Lawton & Pearse.

### 13/146 To receive apologies for absence and any declarations of interest

The Chairman welcomed all to the meeting. There was one apology received from Cllr Mrs Guest which was accepted and two Declarations of Interest were given by Cllr Mrs Pearse & Cllr Pearson.

### 13/147 Public Session

A member of the public raised the concern of speeding traffic along Fox lane and the Chairman explained that this subject was often raised and various ideas had been tried such as speed bumps (which were then removed). The best solution is to take the number of an offending vehicle and fill in a "95 Alive" form where the police will deal with repeat offenders but more difficult for one-off offenders. Matrix signs were also mentioned but they are too expensive.

A Councillor suggested that a small repeat article should be placed in the Monthly News to inform residents on this issue.

Two representatives of the TWSA raised the issue of S106 funding to ask if any progress had been made.

A County Councillor explained to everyone that the Parish Council had just had an informal meeting with Selby District Council to acquire further explanation of the processes involved in acquiring S106 funding, if some of the funding could be used for a donation towards the Sports Club's scheme for a hockey pitch/MUGA, and what was the next stage in the process. Some of the points covered included:

- Proposed scheme(s) have to be listed (in priority order) by the Parish Council and sent to Selby District Council for them to confirm if scheme(s) comply with the formally signed S106 agreement (which is a legal document).
- That the use of a project management company was advisable because they have the expertise and the ability to find additional funding pots.
- The Recreational Open Space (R.O.S.) provision will be @£108k but only if used for new schemes. If it is used for additions to existing schemes then the money may be reduced.
- That the payment of money from Linden Homes to Selby District Council is a 3-stage process: when no more than 50, 100 and 142 dwellings are occupied, @£36k will be transferred from Linden Homes to SDC at each of the 3 stages.
- The funding has to be used within 3 years of the transfer to SDC for Thorpe Willoughby Parish only, and then any left after that is offered to neighbouring parish councils for year 4 and at year 5 to SDC.
- That the Parish Council argued that the Sports Club was adjacent to Thorpe Willoughby's parish boundary and served the village and could only be accessed by going through the village. The Sports Club stands in Hambleton parish but Hambleton village is a long way off and is not related to it at all and the Selby Bypass and the railway line are between them.
- The District Council confirmed that the signed S106 agreement was a legal document and must stand (the wording was quite clear).

After further discussions were held where various points were raised and answered by the Councillors and the Clerk, the two representatives of the Sports Club asked for the names of Selby District Council representatives at the meeting, these were given and they were assured that the Parish Council will keep them informed of any further progress.

It was concluded that that this item will remain as an agenda item for subsequent meetings.

**IT WAS RESOLVED:**

- i). That the above information was noted.
- ii). That S106 funding was discussed further under Minute 13/150.2
- iii). That an article should be repeated in the Monthly News to inform residents about using the "95 Alive" form for offending vehicles.

The Chairman thanked the three members of the public for their attendance and at that point they all left the meeting at 7:55pm.

13/148 To receive reports from Councillors and Community Police

Two County Councillors/District Councillors – Covered the following point(s):

- It had been passed by Selby District Council that builders having developments less than 15 Dwellings have to include affordable housing adding @ £5,000 additional cost for a house, so land owners will get less money for their land.
- That changes to non-domestic rates next year by central government will mean that local shops may pay less rates.
- There were still problems with the railway crossings - as agreed by others present.

Community Police – The Chairman had nothing new to report.

The Clerk mentioned a complaint about logs lying about and some branches being used to damage fencing.

A Councillor asked if a member of the public could take surplus logs and branches from the village green area to use as fuel?

It was agreed and that it should be minuted that the resident could remove any surplus logs.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the resident concerned could remove surplus logs for fuel.

13/149 To confirm the minutes of the Parish Council meeting held on 24 February 2014 as a true and correct record

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

Prop. Cllr Mrs Parkinson

Sec. Cllr Pearson

13/150 To receive items for discussion and decide further action where necessary:

150.1 To receive an update on the Monthly News –

The Chairman explained that he would be the editor for the next issue and a few changes to its distribution had been agreed.

A Councillor asked if a date for litter collection had been agreed so that it could go in the April edition. After a short discussion it was agreed that the date for the litter collection will be Sunday 27<sup>th</sup> April at 10:00am and meet at the Fox Lane notice board (and bring gloves).

The Clerk was asked to provide bin bags.

The Vice-Chairman will send the Chairman an article about cutting hedges to go in the next edition of the monthly news.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) The date for the litter collection will be Sunday 27<sup>th</sup> April to meet at 10:00am at the Fox Lane notice board (bring gloves) and the Clerk will provide bin bags.
- iii) That the Vice-Chairman will send the Chairman an article about cutting hedges to go in the next edition of the Monthly News.

150.2 To consider further information on S106 set-aside funding from Linden Homes for 149 dwellings on land south of Leeds Rd:

This was discussed earlier under Public Session (Min 13/147) where clarification was given about the Parish Council's meeting with Selby District Council and the processes involved.

This item was not discussed at this point but under part II because it was considered that it may involve money and/or be a conflict of interest if members of the public or organisations were present that were involved in any of the suggested schemes.

Although it was discussed in Part II it is minuted here because no figures were discussed and the content is considered not to be confidential.

The Clerk informed everyone, in more detail, about the meeting with Selby District Council that he attended along with 3 x representatives of the Parish Council and that the Parish Council needed to make several important decisions to move the process forward as directed by Selby District Council as follows:-

- 1/. To decide what Scheme(s) they wish to send to Selby District Council at this stage so that Selby District Council will send a formal response confirming which Scheme(s) comply with the S106 agreement.
- 2/. To decide the order of priority of the scheme(s)
- 3/. To decide if to use a Project Management Company and, if so, which one.
- 4/. To decide if to include purchasing additional land for a skate park is needed.

A general discussion then followed and decisions were made for all of the above and were carried by a majority.

**IT WAS RESOLVED:**

- i) That the above information and Minute 13/147 information were noted.
- ii) That S106 set-aside funding from Linden Homes will continue to be an ongoing agenda item and be added to subsequent meetings.
- iii) That the 5 x schemes (in priority order) are:
  1. A Skate Park on or adjacent to Thorpe Willoughby Village Green.
  2. A contribution towards Thorpe Willoughby Sports Club for the provision of a hockey pitch / MUGA facility for community use.
  3. A Woodland/Nature trail that includes:- Footpaths across and around the Village Green (some with solar lighting and some to replace flagged paths where necessary). Fencing around the exposed boundary for safety reasons, and other street furniture and features to make an interesting walk and recreational/educational use, and possibly purchase adjacent additional land to enhance the area.
  4. Improvements to both the children's play area and other play areas on the village green to smarten them up, and purchase some equipment to replace any previously removed.
  5. To purchase and attach a framework to the existing Basketball goal that stands separately on the village green to allow it to be used for both basketball and as a football goal area.
- iv) That the Clerk will send letters to:
  - a) Selby District Council to seek confirmation that the scheme(s) on the list above comply with the S106 agreement and are eligible for funding.
  - b) Groundwork North Yorkshire to confirm that Thorpe Willoughby Parish Council would like them to be the Parish Council's Project Management Company.

Prop. Cllr Dowell

Sec. Cllr Lunn

- 150.3 To discuss the future of Eggborough Power Station – as requested by Cllrs J & M McCartney and to decide if any action is required. The Chairman asked for this to be added to the agenda as it may affect some of our village residents.

A County Councillor reassured everyone that closure of the Power Station was unlikely to happen, and after a short discussion it was decided that no further action was required.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted – no action required.

- 150.4 To discuss revised "Standing Orders" and to decide if to adopt them to replace the existing ones – (Cllr Mrs Guest/Clerk)

It was explained that the documents had not yet been finalised and would hopefully be presented to the Tuesday 22 April 2014 meeting.

**IT WAS RESOLVED:**

- i) That the above item be deferred to the 22 April 2014 meeting.

- 150.5 To discuss a reduced wish list of 5 x village projects to be placed in order of priority for the Southern CEF and to decide if to change the draft list already submitted – Update (Clerk)

The Chairman ran through the various ideas with the Councillors to choose their priority order and then asked the Clerk to send a revised wish list to the Southern CEF team as requested. The Clerk explained that three of the schemes were included by the Parish Council because they would not be eligible for S106 funding.

**Amended TWPC Wish List (in priority order) for consideration by Southern CEF**

1. A Skate Park
2. Speed Matrix- Three Solar operated speed warning signs (similar to ones recently provided at Stillingfleet): i)&ii) at both entrances to the village on the Leeds Road (A1238) and iii) at entrance to village from Brayton on the Barff road (Field Lane).
3. Flower Planter/Village Sign (x2) at both entrances to village on the Leeds Road (A1238).
4. A Woodland/Nature Trail around village green with woodchip footpaths (with solar lighting) and steel fencing around the boundary of the village green.
5. Village Hall extension(s)/Repairs extension(s) to either the rear or side or front to facilitate better use of the stage area and hall in order to accommodate more use for smaller groups and some at the same time and resolving plumbing problems in the ladies toilets.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.  
ii) That the Clerk will send the revised wish list to the Southern CEF team.

Prop. Cllr Lunn

Sec. Cllr Lawton

- 150.6 To discuss a possible Leeds-Selby Bus service on a Sunday and Bank Holidays, and to decide whether to donate a yearly contribution of £500 (as previously circulated) – Update (Clerk) A County Councillor explained what was suggested and following a short discussion it was decided not to participate in the project. It was revealed that it could cost more than the suggested £500 and that some of the parishes along the route were also considering not participating.

**IT WAS RESOLVED BY A MAJORITY:**

- i) That the above information was noted.  
ii) That Thorpe Willoughby Parish Council will not participate in the scheme.

Prop. Cllr Noble

Sec. Cllr Heyes

**13/151 To receive items for information:**

- 151.1 To receive a quotation for top-dressing/re-seeding of strip of land across the village green and other areas recently worked on in the village and to decide if to proceed with the quote – Update (Clerk) - The Clerk read out the quote from Tru-Green to everyone and the Councillors felt that the amount of soil suggested and the overall cost was too much and asked the Clerk to request a vastly reduced/scaled down quote.

**IT WAS RESOLVED:**

- i) That the above information was noted.

- ii) That the Clerk will ask Tru-Green for a scaled down and reduced quotation for top-dressing/re-seeding of the Village Green.

151.2 To receive further information on the Harry Moor lane Definitive Map Modification Order application – Update (Clerk) - The Clerk explained to everyone about the latest development where a disputed sign on the gates had been found to be correct, leaving the Definitive Map Officer with only one avenue left which he is looking into and will report back.

**IT WAS RESOLVED:**

- i) That the above information was noted.

**13/152 Planning:**

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

NONE

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

NONE

**IT WAS RESOLVED:**

- i) That the above information was noted.

**13/153** To consider the following new correspondence received since the last Meeting and decide action where necessary:

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

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

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

153.4 6 x additional pieces of information previously circulated were noted.

One of them: (North Yorkshire Branch SLCC training day & AGM) - apologies from the Parish Council had already been sent.

**IT WAS RESOLVED:**

- i) That the above points were noted.

**13/154 Financial Matters**

154.1 To approve a list of payments made or to be made, with VAT, as advised by the Clerk and signed by the Chairman as follows

Payee	VAT/Other £	Total £	Chq.No.
HMRC for Qtr 3 (Oct-Dec 2013) (replacement for chq no 1547 which was cancelled due to being lost in the post)	-	364.60	1574
N Keeper (Litter Picker)(March Salary)	-	119.88	1575
S M Peters (March Salary)	-	495.10	1576
Fasprint (Monthly News March 2014) (Invoice No Inv-3289)	-	461.00	1577
Autela Payroll Services (Inv # 4931) (Payroll Qtr 4 - Mar 2014 only)	1.66	9.97	1578
S M Peters (stationery expenses with receipts – Mar 2014)	-	14.70	1579
HMRC for Qtr 4 (Jan-Mar 2014)	-	357.80	1580
<b>TOTAL =</b>	<b>£1.66</b>	<b>£1,823.05</b>	

154.2 To receive an account status of the current Bank Statement giving a balance of **£26,284.28** as at **25 February 2014**, and having been checked and signed by the Chairman.

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

Prop. Cllr Mrs Burnell

Sec. Cllr Lawton

154.3 To discuss a cheque lost in the post which has been replaced and to approve amendments to the cheque list and minutes of the 16 December 2013 meeting – This was discussed briefly and amendments to the Minutes of the 16 December 2013 meeting and the Finance Cheque list were made and signed.

**IT WAS RESOLVED:**

- i) That the above points were noted
- ii) That changes to both the Minutes of the 16 December 2013 and the corresponding Finance Cheque list are to be made and initialled.

Prop. Cllr Heyes

Sec. Cllr Noble

13/155 To receive representative reports:

Burial Board: The Vice-Chairman informed everyone that a new leaflet was to be on the village website and the next meeting was a Finance meeting on 14<sup>th</sup> April 2014.

Rail Users Group: A representative County Councillor informed everyone that the railway bridge over the river near Selby Station will be closed for repairs from 6<sup>th</sup> July-14<sup>th</sup> September (no trains to Hull), and the Chairman asked the Councillor for a report to go in the Monthly News.

The Chairman informed everyone about complaints over the state of the bypass road surface outside the Wishing Well and the costs involved.

The County Councillors confirmed that the matter is in hand and the Chairman asked the Councillor for a report to go in the Monthly News.

A Councillor expressed her concern of large lorries turning into Fox Lane and a County Councillor explained that this was caused by the satnav post code for Londesborough Grove being the same as the new Linden Homes housing site.

A Councillor expressed his concern over the double-white lines not going far enough near the Dam lane Railway crossing and a County Councillor said that he will ask about this.

A Councillor also asked about overhanging trees along Field Lane and the Clerk was asked to send reminder letters to the residents before the bird nesting season started.

A Councillor informed everyone that the village website had gone down due to the server detecting material from the Burial Board leaflet that it did not like – this will be resolved shortly.

Remaining Councillors had nothing further to report.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That a County Councillor will write a small insert for the Monthly News informing about the river railway bridge near Selby Station being closed for repairs from 6<sup>th</sup> July-14<sup>th</sup> September.
- iii) That a County Councillor will write a small insert for the Monthly News informing about the repairs to the Selby Bypass and that the matter is in hand.
- ii) That a County Councillor will look into the issue of double white lines near the Dam Lane railway crossing.
- iii) That the Clerk will send reminder letters to the residents of properties backing onto Field Lane regarding the overhanging trees before the bird nesting season started.

13/156 To receive the Clerk's report

The Clerk then reported on various items:

156.1 Ground Maintenance – list of Volunteers – one volunteer had come forward to assist with the litter picking – the Clerk will inform the volunteer of the agreed date, time and meeting place for the arranged litter collection.

- 156.2 Flagpole Repair (Rope & Finial): – the Clerk confirmed that he had met Tru-Green and had given them the new finial for replacement shortly – no further action required.
- 156.3 Clerk's Appraisal: – the Chairman confirmed that the Clerk's appraisal had now been completed – no further action required.
- 156.4 Procedure for filling vacancies: – the Clerk confirmed that he had clarified with YLCA what is required for filling vacancies if and when they arise – no further action required.
- 156.5 YLCA – Consultation on the openness of Local Government Bodies Regulations 2014: – the Clerk confirmed the deadline had now passed – no further action required.
- 156.6 Payroll Service Contact by the Chairman: – The Clerk confirmed that the Chairman had contacted the Council's Payroll Service to confirm the automatic salary increment that is due on 1<sup>st</sup> April 2014 – no further action required.
- 156.7 Complaint: The Clerk confirmed that a complaint had been received from a resident about litter along the hedge side at Leeds Road on the approach to the railway crossing and that he had informed Selby District Council along with the approach to the Dam Lane crossing – no further action required.
- 156.8 2 x letters from Npower: – the Clerk explained about the two street lights owned by the Parish Council and that charges will be going up – no further action required.
- 156.9 Linden Homes show home launch on Sat 22<sup>nd</sup> March 2014 in conjunction with Minster FM: – this was circulated previously and that all are welcome to attend the event and that someone is required to officially cut the ribbon. It was agreed by all that the Chairman should have the honour and the Clerk will inform the organisers.
- 156.10 Complaint: – the Clerk informed everyone about someone tripping over the paving flags on the diagonal footpath leading from Londesborough Grove to Fox lane and that investigations suggest that it belongs to the Parish Council. This will be considered over the following months and may be included in any S106 works done for the Village Green.
- 156.11 Complaint: – the Clerk informed everyone about some damage to fencing at 6 Fox lane by youths using branches/logs and had advised the resident to inform the police. This will be considered over the following months and may be resolved by appropriate fencing and landscaping in any S106 works done for the Village Green.
- 156.12 Donation request by Age UK: this was discussed and declined this time.
- 156.13 Register of Electors: The Clerk informed everyone that an up-to-date version had been asked for and would be sent shortly by Selby District Council – no further action required.
- 156.14 RSS – Annual Inspection of the Playground equipment 17 Jan 2014: The Chairman confirmed that there were no items that required action at this point – no further action required.
- 156.15 Permanent Xmas tree: The Vice-Chairman was asked to contact the garden centre holding the Council's permanent Xmas tree with a view to having it planted on the village green.
- 156.16 External Audit forms: The Clerk explained that the external audit forms had just been received and he would commence work on them shortly – no further action required.
- 156.17 Village Website: The Clerk confirmed that all register of interest forms and Parish Council minutes were all now added.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will inform the volunteer litter picker of the agreed date, time & meeting place for the arranged litter collection.
- iii) That the Chairman will represent the Parish Council at the Linden Homes show home launch on Sat 22<sup>nd</sup> March 2014 and will cut the ribbon and the Clerk will inform the organisers.
- iv) That the various complaints will be monitored.
- v) That the Clerk will inform Age UK that the Parish Council will not be giving a donation this time.
- vi) That the Vice-Chairman will contact the garden centre holding the Parish Council's permanent Xmas tree to move things forward.

13/157 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified and none were given. Members can email the Clerk if they wish to ask for additional items later.

13/158 To receive any further comments from the public [for information only; Clerk to note]  
NONE

13/159 To confirm the date of the next meeting as **Tuesday 22<sup>nd</sup> April 2014**: – 7.30pm at St Francis Church, Fox Lane, Thorpe Willoughby.

**The Chairman pointed out to everyone the changed April meeting date – moved to a Tuesday to avoid the Bank holiday Monday.**

13/160 Close of meeting – the Part I meeting closed at 9.30pm

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