

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 17 October 2016 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: 1 member of the Public was present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

16/62 To receive apologies for absence and any declarations of interest
There were no apologies received, and no Declarations of Interest were given.

16/63 Public Session - a member of the public raised concerns about the speed of cars leaving the village along Dam Lane, he had been advised by North Yorkshire County Council (NYCC) to come to the Parish Council. A County Councillor explained that this was a NYCC Area 7 highways matter and that beyond the hump-back bridge was in Selby Parish. The Clerk was asked to write to Area 7 and copy in Councillor Steve Shaw Wright.

16/64 To confirm the minutes of the Parish Council meeting held on 19 September 2016 as a true and correct record.

IT WAS RESOLVED: That the minutes of the 19 September 2016 were accepted as a true and correct record of the meeting.

Prop. Cllr Mrs Burnell

Sec. Cllr Miss Smith

16/65 To receive items for discussion and decide further action where necessary:

65.1 To discuss progress on the “Woodland Walk” project and the provision of MUGA/Play equipment on the village green, to discuss “Awards for All” activity trail funding request, to discuss S106 funding/Epac funding, and decide any further action.

The Clerk explained the following:

- That tree works to the “Woodland Walk” (north side) had commenced following a meeting between the Contractor and the Clerk, and the footpath works are to follow.
- That the Epac funding has still not been transferred to the council’s bank account.
- That the form for the funding of a new zip-line & 2 goal ends had been completed and approved by Selby District Council for S106 funding. Confirmation of a start date of the week commencing 21 November 2016 for installation, following the Clerk signing the acceptance form for allowing works to commence.
- That the 3rd and final instalment of S106 funding had been transferred from Linden Homes to Selby District Council.
- That the Contractor had left tree trunks in the Woodland Walk as requested.

A Councillor confirmed that the “Awards for All” bid for a trim trail was almost complete.

The Chairman confirmed that the footpath works in the “Woodland Walk” (north side) had now commenced. A brief discussion followed regarding funding and it was suggested to ask for quotations for replacing 2 x pieces of missing equipment from the Children’s play area (a springer and a see-saw), and for replacing the broken tyre-swing with a new basket-swing.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Vice-Chairman will seek 3 x quotations for supplying new play equipment: one springer and one see-saw for the Children’s play area, and a new basket-swing to replace the broken tyre-swing (at the opposite side of the village green to the Children’s play area) using S106 funding.

Prop. Cllr Miss Smith

Sec. Cllr Pearson

The Vice-Chairman then held further discussions regarding the Activity Trail and that suitable matting would be required around it. It was then agreed that in the event of the "Awards for All" funding bid was unsuccessful then funding would come from S106 money.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That in the event that the "Awards for All" funding bid was unsuccessful, then funding for the Trim Trail would come from S106 monies.

Prop. Cllr Mrs Parkinson Sec. Cllr Bishop

65.2 To discuss the village green children's play area and progress with CCTV signage, to discuss visual inspections, to discuss costings for boarding around perimeter of play area (to be provided by the Vice-Chairman), and decide any further action. A Councillor produced six CCTV signs and was welcomed by all. The Chairman took two to hang on the Children's play area with the remaining four being kept until the installation of the new equipment on the village green has been completed. The two Councillors who close the play area and check for faults were asked about the Weekly 'Visual Inspection' sheet and preferred to have a hard copy to add their comments. The Clerk was asked to send copies to the two Councillors to conduct their weekly inspections in turn. The Vice-Chairman explained that she is still looking for suitable material for boarding around the perimeter of the play area, but in the meantime the weeds can be treated by the Council's handyman.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Chairman will hang 2 of the A4 sized rigid plastic CCTV signs on the Children's play area, with the remaining 4 being kept until the installation of the new play equipment on the village green has been completed.
- iii) That the Clerk will supply hard copies of the Weekly 'Visual Inspection' sheet to the two Councillors who close the gates, who will be conducting the weekly inspections in-turn and pass the duly completed forms to the Clerk to be kept on file.
- iv) That the Vice-Chairman will continue to look for suitable material for boarding around the perimeter of the Children's play area, and in the meantime the Council's handyman be asked to treat the weeds.

65.3 To discuss the conclusion of the audit for the External Auditor's report on the Annual Return for the year ending 31 March 2016, and decide any further action. The Clerk explained that there had been no response to the statutory notice on the notice boards for the Annual Return, so the External Audit process was now complete.

IT WAS RESOLVED: That the above information was noted.

65.4 To discuss the vacant Litter Picker position, and decide how to proceed, and decide any further action. The Clerk confirmed that he had received some interest in the position and the process was ongoing (closing date of 31 October 2016).

IT WAS RESOLVED: That the above information was noted.

65.5 To discuss the Xmas tree event on the village green on Friday 2 December 2016, and decide any further action. The Chairman confirmed that the Vice-Chairman had purchased a replacement gazebo for the one damaged at the previous event and was now stored at the village hall with the other. The Chairman confirmed that although the village Hall committee had replaced tables, other tables are available to be used for the event. A short discussion followed about various options and the Chairman inquired if a "Soup kettle" could be purchased for the event. The Vice-Chairman had prepared an A4 poster to publicise the event and asked the Clerk to provide 14 laminated copies of it for posting round the village. The Chairman and another Councillor arranged to meet at 4pm on the day of the Xmas tree event to hang the Xmas tree lights.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Chairman will acquire a "Soup Kettle" for the event @ £40.

Prop. Cllr Dowell Sec. Cllr Miss Smith

- iii) That the clerk will provide 14 Laminated copies of the Vice-Chairman's A4 poster for posting round the village.

65.6 To discuss a BT consultation regarding the proposed removal of public payphones (including the one located at Leeds Rd, Thorpe Willoughby), and decide any further action. A short discussion followed and it was decided that the Clerk will inform BT that the Council has no objections to the payphone in the village being removed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will inform BT that the Parish Council has no objections to the removal of the village payphone at Leeds Road.

Prop. Cllr Bishop Sec. Cllr Pearson

16/66 To receive items for information:

66.1 To receive information on the Monthly News/Village Website, and decide any further action. A Councillor confirmed that the change-over for the Village Website is progressing well and will include facebook and twitter capabilities. The new editor requested all Councillors to provide pictures of the village if possible along with their likes and dislikes of the existing website. A District Councillor explained about bus services in the village and was asked to compose a small information piece for the "Monthly News", to be included with several other items raised such as warnings about works on the village green and the Xmas tree event. The Clerk explained that due to a printing error (and a previous joint issue affecting direct debit payers), some of the advertisers were given a refund (as shown on the cheque list min 68.1).

IT WAS RESOLVED: That the above information was noted.

66.2 To receive update information on the problem vine on the village green, and decide any further action. The Clerk explained that the vine had been killed but had not been dug out. The Council decided that the Clerk will ask the contractor not to proceed with digging out the vine but to ask the Council's handyman to do it instead.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Clerk will ask the contractor not to proceed with digging out the vine but to ask the Council's handyman to do it instead.

66.3 To receive information from two Councillors on types of plants/shrubs that could be planted around the village green for landscaping purposes, and decide any further action. Two Councillors explained that they had purchased shrubs from a nursery and that they would organise a work party to do the planting and ask the village handyman to assist. Another Councillor volunteered to help.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the two Councillors will organise a work party to do the planting and ask the village handyman to assist along with any volunteers.

Prop. Cllr Mrs Parkinson Sec. Cllr Mrs Pearse

66.4 To receive update information on progress of works highlighted by the "Open Spaces Review Group", and decide any further action. The Clerk ran through the list of works identified by the "Open Space Review Group" and explained that letters had been sent to some and consultations held with others and outlined what progress had been made. The Clerk confirmed that Selby District Council does not do weed spraying for Parish Councils but only sweeping or litter collection. The Clerk also confirmed that he had held a tour of the various locations identified with the Council's handyman to show him what and where they were located and quotations for remedial works is to be made.

IT WAS RESOLVED :

- i) That the above information was noted.
- ii) That the Clerk will continue to monitor progress on the various locations.
- iii) That the Clerk will find and consult the landlord of a property at Wood Close to ask if the damaged fencing can be repaired as it constitutes a danger to pedestrians.

16/67 Planning:

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

67.1.1 2016/0754/COU (8/34/405/PA) for Change of Use of agricultural land to trailer park to extend existing haulage yard at Campeys Of Selby, Southlands, Leeds Rd, Thorpe Willoughby – GRANTED

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a County Councillor will make inquiries about the access road to Campeys regarding the footpath crossing.

67.2 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: NONE

IT WAS RESOLVED: That the above information was noted.

16/68 Financial Matters

68.1 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.
Elmhirst Parker LLP(Solicitor)-Searches fees	-	600.00	1838
S M Peters (October Salary)	-	780.47	1839
S M Peters (stationery expenses with receipts-September 2016 / October 2016)	-	3.20	1840
Fasprint (Monthly News-October 2016)(Invoice #Inv-6166)	-	519.00	1841
Selby District Council (supply & fit St name plate at Foxdale Ave)(Invoice #4060704)	15.38	92.27	1842
S M Parkinson (for purchasing a Gazebo for Xmas tree event)	-	59.99	1843
Seton (chq made payable to: Brady Corp Ltd)(for pack of 6 CCTV signs)(Invoice # 9302496514	10.54	63.26	1844
Marcus Taperell Tree Surgery (tree works at memorial Gdn and to rear of 17 Laurel Close)(Invoice #6706)	60.00	360.00	1845
R Deadman (cut back & clear hedge at angled footpath from Londesborough Grove to village green)	-	50.00	1846
P Wright(Monthly News refund for joint issue Dec15/Jan16)	-	15.00	1847
J Milner (Monthly News refund for joint issue-Dec15/Jan16)	-	15.00	1848
T & S Heptonstall (Monthly News refund for joint issue-Dec15/Jan16)	-	15.00	1849

16/71 To receive the Clerk's report

The Clerk explained that:

- He had reminded North Yorkshire County Council (NYCC) that they owe the Parish Council funding for the Urban Grass Cutting that the Parish Council provides for them, and following the completion of forms the Clerk is waiting for a response.
- He had reported a faulty street light (at Oak Drive) to NYCC.
- He is waiting for quotes from RSS for fixing low risk items on the inspections report.
- The Foxdale Avenue street name plate has been replaced and the one at the end of Fox lane has been ordered.
- The 3 donation requests have been notified that the Parish Council does not do donations.
- The notices on the notice boards for dates of Parish Council meetings have been changed to include the change of date for the December meeting.
- The Church Hall bookings for the Parish Council have been paid up-to-date.
- The agreed Date for the "Budget review Group Meeting" fixed for Tues 8 November 2016. A Councillor confirmed that he now cannot attend the meeting. Following a short discussion it was agreed that the meeting will still go ahead with the remaining representatives.
- The Purchase of part of the Village Hall land by the Parish Council is still proceeding with the Council's solicitor being instructed to do all searches suggested and to agree the rights of access for pedestrians and for maintenance of services.
- He had not yet received a response from Harron Homes regarding the poor state of the Linden way Play Area and that it needed tidying up before adoption could proceed.
- The Village Hall Management Committee had agreed to allow temporary storage of play equipment and street furniture in the rear compound of the village hall.
- NYCC had been asked 3 questions: i) why the Willerby Heights estate kept their street lights on all night unlike the rest of the village – the answer given was that it is not yet adopted and was currently in private ownership. ii) That the Stop sign at the end of Fox lane (at the junction with Leeds Rd) was pointing the wrong way. and iii) That the footpath adjacent to Brayton Barff still had overhanging firms and weeds. A County Councillor was asked to chase up NYCC.
- He had received a complaint from a resident about cars parking at the junction of Fir Tree lane and Leeds Road, and nearly causing an accident. The Resident had been informed that the Council is currently waiting for NYCC to decide if double yellow lines are to be placed there, and that he should notify NYCC of the incident.
- The Cyber Security event held recently in the Church Hall had been well received. A Councillor who had attended the event will forward an A4 fact sheet to the Clerk for inclusion in the Monthly News.
- Northern Powergrid had sent a cheque to the Parish Council for wayleaves and rent but had been sent initially to a previous Clerk's address who no longer lives there. Northern Powergrid were asked and agreed to update their records and supply the current Clerk with location information for the equipment involved and payment details.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the agreed Date for the "Budget review Group Meeting" (fixed for Tues 8 November 2016) will still go ahead without one of the representatives.
- iii) That a County Councillor will ask NYCC why the footpath that runs along the side of Brayton Barff still had overhanging firms and shrubs?

16/72 To receive agenda items for next meeting

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

IT WAS RESOLVED: That the above information was noted.

16/73 To receive any further comments from the public [for information only; Clerk to note] NONE

16/74 To confirm the date of the next meeting(s) as **MONDAY 21 NOVEMBER 2016**: –
At St Francis Church, Fox Lane, Thorpe Willoughby.

16/75 Close of meeting – the Part I meeting closed at 9.21pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY