

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Annual Meeting of Thorpe Willoughby Parish Council held at 7:00pm on Monday, 18 May 2015 at St Francis Church, Thorpe Willoughby, Selby, following the Annual Parish meeting which commenced at 6:30pm.

In attendance: No members of the Public were present
Mr S Peters – Clerk to Thorpe Willoughby Parish Council

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

15/1 Election of Chairman and Vice-Chairman

The existing Chairman welcomed all to the meeting

- i) **Nominations were requested for Chairman:** after none were received the existing Chairman was asked if he would continue as Chairman for the coming year, which he agreed and it was carried unanimously that Cllr Dowell would continue as the Chairman.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
ii) That Cllr Dowell would continue as Chairman.

Prop. Cllr Mrs Pearse Sec. Cllr Pearson

Cllr Dowell then signed the Chairman's "Acceptance of Office of Chairman" declaration form and witnessed by the Clerk.

- ii) **Nominations were requested for Vice-Chairman:** after none were received the existing Vice-Chairman was asked if she would continue as Vice-Chairman for the coming year, which she agreed and it was carried unanimously that Cllr Mrs Parkinson would continue as the Vice-Chairman.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
ii) That Cllr Mrs Parkinson would continue as Vice-Chairman.

Prop. Cllr Mrs Pearse Sec. Cllr Pearson

Cllr Mrs Parkinson then signed the Vice-Chairman's "Acceptance of Office of Vice-Chairman" declaration form and witnessed by the Clerk

- 15/2 To receive apologies for absence and any declarations of interest
There were one apology received from Cllr Lunn (at another meeting) which was accepted, and no Declarations of Interest were given.

IT WAS RESOLVED: That the above information was noted.

- 15/3 Public Session: No members of the public were present.

IT WAS RESOLVED: That the above information was noted.

- 15/4 To confirm the minutes of the Parish Council meeting held on 20 April 2015 as a true and correct record

IT WAS RESOLVED: That the minutes of the 20 April 2015 were accepted as a true and correct record of the meeting.

Prop. Cllr Miss Chisholm

Sec. Cllr Lawton

15/5 To receive items for discussion and decide further action where necessary:

- 5.1 To discuss and Review the Council's Assets register and to be signed by the Chairman/Clerk, and to decide any further action. The Clerk explained that the Assets Register had only one additional item, 2 x Gazebos, from that approved previously and that he had informed the Council's insurers of this. The Chairman and Clerk then signed and dated the document. The Clerk explained that the Council's insurers (Aon Uk Ltd) had changed their system of listing assets and rather than listing them individually they now used a banding system for each type of asset, where the threshold for each banding would have to be reached before the premium would be increased. This means that any future additional items could be added to the schedule and not affect the premium if still below the thresholds. The 3-year deal would have to re-start this coming year but the reduction would still apply. Furthermore if a 3-year long term agreement was entered into a further reduction would apply giving a premium lowered twice from that paid for the previous year.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Assets Register is correct and was then signed by the Chairman and witnessed by the Clerk.

Prop. Cllr Pearson

Sec. Cllr Lawton

- iii) That the Clerk will ask Aon Uk to continue with providing insurance for the Council and to enter into a new 3-year Long Term Agreement.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

- 5.2 To discuss and Review the Council's Policy Documents (both existing and new), and to have them signed as either Reviewed and unchanged or signed and adopted by the Chairman/Clerk, and to decide any further action. The Clerk explained that the Council's Policy Documents forms part of the annual reviewing process and that no changes were required to any of the Council's Policy Documents this time and that they only needed to be signed as Reviewed by the Chairman/Clerk.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That all of the Policy Documents were correct and no changes required this time and that the Chairman/Clerk would sign/date them all as Reviewed at the close of the meeting.

Prop. Cllr Miss Chisholm

Sec. Cllr Miss Smith

- 5.3 To discuss and Review the Council's Reps List and to be signed by the Chairman/Clerk, and to decide any further action. The Clerk explained that the Council's Reps List forms part of the annual reviewing process and that no changes were required due to it being recently amended in January 2015 and no further changes made.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Reps List is correct and was then signed by the Chairman and witnessed by the Clerk.

Prop. Cllr Mrs Pearse

Sec. Cllr Noble

- 5.4 To discuss the Gardening Competition 2015 – to decide on the appointment of judge(s), to approve ~~delegated powers~~ to them to judge the winners of each category in lieu of no August Parish Council meeting, and to decide if to have a Monthly News promotion, and who will present the cups at the 5th September Carnival, and to decide any further action.

A short discussion followed where a Councillor expressed his disappointment over last year's response. Last year's judges were asked to continue in that role and ~~that delegated powers would be given to them~~ to decide the winners and make the presentation at the 5 September Carnival due to no Parish Council meeting in August, and they both accepted. The 3 x categories are to be used again: Best Front Garden, Best Hanging Baskets and Tubs, and Best Ornamental/Novelty Garden that may include an extra cup for a special category for children. Various advertising options were considered including the Monthly News. A different procedure was agreed whereby the judges would walk around the village and choose gardens rather than rely on nominations.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the judges from last year be re-appointed as the two judges of the gardening competition for 2015.
- iii) That the same garden categories as last year will be used.
- iv) That a different procedure will be use this time where judges will walk around the village and make a choice rather than relying on nominations.
- v) That the gardens will be judged the 1st week in August.
- vi) That the judges will ~~have delegated powers to~~ decide the winners and make the presentation of the cups/certificates at the 5 September Carnival due to no Parish Council meeting in August. An extra cup for a special category for children is also to be included.
- vii) That a Councillor will arrange appropriate adverts for the Monthly News and the local press.

Prop. Cllr Mrs Parkinson

Sec. Cllr Dowell

- 5.5 To discuss Villager of the Year 2015 – to discuss and decide on procedures to be used, and who will present the shield at the 5th September Carnival, and to decide any further action. A short discussion was held and a Councillor was asked to draft a letter for the Monthly News to inform residents how to nominate a resident, where to send nominations, and when is the deadline. The presentation of the shield/certificate would be at the 5 September Carnival.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a Councillor would draft a letter to go in the Monthly News.

- 5.6 To discuss and decide when to hold an “Open Spaces review Group” meeting in June, and to decide any further action. Various options were considered and it was felt that a meeting before the Consultation Event would be useful to tie up loose ends.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk would try and book St Francis Church for either Tuesday 2 June 2015 or Wednesday 3 June 2015 for 7pm-8pm for the “Open Spaces Review Group” to finalise arrangements for the Consultation Event that occurs the following week. A Councillor gave his apologies in advance for the O.S.R.G. meeting.
- iii) That the Clerk will inform Councillors of the finally booked date/time.

15/6 To receive items for information:

- 6.1 To receive any information on the Monthly News, and to decide if to change the design of the front cover, and decide any further action. The Chairman explained that most items raised would be included. Changing the design of the front cover was discussed and it was decided that it should be deferred until Autumn.

IT WAS RESOLVED:

- i) That the above information was noted.

- ii) That discussions to change the front cover of the “Monthly News” be deferred until Autumn.

6.2 To receive any information on the Village Website, and decide any further action. The editor was not present at this meeting – so nothing to report. The Chairman did remark that the website is looking good.

IT WAS RESOLVED: That the above information was noted.

6.3 To receive a progress report on the ownership/registration of two locations in the village, and decide any further action.

Village Hall Compound land and land adjacent to it: The possible purchase of land adjacent to the rear compound of the Village Hall was discussed and Councillors decided that they are mindful to purchase this land subject to an affordable valuation and that the Clerk should ask Townsends estate agents to value the land. The Councillors also agreed that the Clerk will inform the Council’s solicitor to proceed with registering the Village Hall Compound land (and the land adjacent to it) with the Land Registry and that the Solicitor should correspond with the Village Hall Management Committee (VHMC) direct, and the cost (£300+vat) will be paid by the Parish Council.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Council is mindful to purchase land adjacent to the Village Hall compound subject to an affordable valuation, and to be discussed/decided at a future meeting.
- iii) That the Clerk will acquire a Valuation for this land from Townsends estate agents.
- iv) That the Clerk will inform the Council’s Solicitor to proceed with registering the Village Hall compound land (and land adjacent to it) with the Land Registry and that the Solicitor should correspond directly with the Village Hall Management Committee and that the cost (£300+vat) will be paid by the Parish Council as agreed previously.

Prop. Cllr Mrs Parkinson

Sec. Cllr Lawton

Land at the northern end of the Memorial Garden and 19 Oak Drive: The Clerk explained that he had met and had discussions with the occupier of 19 Oak Drive over who owns the narrow piece of land between the hard wooden fence and the thin thorn hedge following the Land Registry results for this area. It was left that the owner of 19 Oak Drive would produce evidence to the Parish Council over the claim that they own this narrow strip of land.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Parish Council will wait for documentation to be produced by the owner of 19 Oak Drive to resolve the ownership issue of this narrow piece of land.

6.4 To receive information from the “Open Spaces Review Group” meeting held on Tuesday 12 May 2015 on the Village Consultation exercise (and any feedback from Groundwork), and any budget requirements, and decide any further action. The findings of the “Open Spaces Review Group” meeting on the 12 May 2015 and the Clerk’s meeting with Groundwork on 15 May 2015 will be carried forward and discussed at the next “Open Spaces Review Group” meeting.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the findings of the “Open Spaces Review Group” meeting on the 12 May 2015 and the Clerk’s meeting with Groundwork on 15 May 2015 will be carried forward and discussed at the next “Open Spaces Review Group” meeting.

6.5 To receive a quotation for high visibility vests with screen print logos, and decide any further action. The Chairman read out the various options and prices.

IT WAS RESOLVED:

- i) That the above information is noted
- ii) That the Clerk will purchase 10 x hi-visibility vests with "PARISH COUNCIL" on the back in black lettering.

Prop. Cllr Pearson

Sec. Cllr Miss Chisholm

- 6.6 To receive information from Area 7 (Highways) on what can/cannot go on grass verges or visibility splays, and decide any further action. A short discussion was held following the email received by Area 7 (highways) as circulated earlier that day and Councillors agreed to meet an Area 7 representative near the entrance to the primary school later this week to explain the problems there.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Clerk will arrange a meeting between Councillors and an Area 7 representative later this week near the entrance to the primary school to discuss various concerns at 8:50am and report back to the next Parish Council meeting.

- 6.7 To receive information on tree works in the village, and decide any further action. The Clerk explained that Council approved tree works to the hedge adjacent to the Village Green had raised serious issues with the owner. Following discussions and a meeting the matter had been resolved and the works done to everyone's satisfaction, but lessons needed to be learnt to avoid any possible future problems and that the Clerk would not proceed with any works until all the facts had been checked.
A Councillor pointed out that the works to the Conifer hedge adjacent to the Beechfield Close Recreation Open Space (ROS) area had not yet been done.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Clerk will send a reminder to the contractor for the works to be completed at Beechfield Close where the adjacent property owner will be informed.

- 6.8 To receive information on replacing any messy or damaged street name signs, and decide any further action. A short discussion followed where the condition of various street name signs were discussed. It was decided that a mention of this should be included in the "Monthly News" with a request for feedback from residents. A Councillor asked if Xmas tree lights could be added to a lamppost. It was thought that it may be too expensive but asked the Councillor to make enquires over costings and report back to the next meeting.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That a Councillor will make further enquires over the costs of fixing Xmas tree lights to lampposts in the village and report back to the next meeting.

15/7 Planning:

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

7.1.1 Bishopwood Windfarm application – Cllr Mrs Pearse declared an interest and took no further participation in the discussions on this subject. The Clerk explained that he had received correspondence informing him that the resubmission of this application is due shortly and by a different applicant and that they were assuming that the Parish Council had no concerns. The Clerk had responded to say that the Parish Council would not make any comments at this stage as it was informal, but would make comments when a planning application was submitted but did make it clear that the Parish Council did raise concerns previously.

7.1.2 2015/0224/HPA (8/34/391/PA) at Fordlands, Thorpe Willoughby – Proposed 1st Floor extension above garage and single storey sun room extension to rear - GRANTED

IT WAS RESOLVED: That the above information was noted.

- 7.2 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.

15/8 Financial Matters

- 8.1 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 (May Salary) | - | 541.21 | 1687 |
| R D Adams (Litter Picker) (May Salary) | - | 133.38 | 1688 |
| S M Peters (stationery expenses with receipts-May 2015) | 20.39 | 134.78 | 1689 |
| Fasprint (Monthly News-May 2015)(Invoice # Inv-4607) | - | 461.00 | 1690 |
| R D Adams (Litter Picker) (stationery expenses with receipts-May 2015) | - | 16.69 | 1691 |
| Internal Audit (Invoice # AUDTW04135) | - | 20.00 | 1692 |
| ICO Data Protection Renewal (made payable to the Information Commissioner)(Order Ref: 03001fed20156) | - | 35.00 | 1693 |
| Npower St Light (Inv # LGUSPK44) (Apr14-Mar15) | 0.59 | 3.53 | 1694 |
| Npower St Light (Inv # LGUSPYD) (Apr14-Mar15) | 6.87 | 144.27 | 1695 |
| CANCELLED CHEQUE | - | - | 1696 |
| Marcus Taperell Tree Surgery (Inv # 6310) (work in 2 area: Memorial Garden & Village Green/Hedge) | 126.00 | 756.00 | 1697 |
| TOTAL = | £153.85 | £2,245.86 | |

- 8.2 To receive an account status of the current Bank Statement giving a balance of **£36,442.84** as at **24 April 2015**, and having been checked and signed by the Chairman.
The Clerk confirmed to everyone that the 1st part of the Precept and a VAT refund had both been received by the Council.

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

Prop. Cllr Dowell

Sec. Cllr Pearson

- 8.3 To discuss the Internal Auditor's Report and approve any suggestions made, and to approve the Chairman signing Section 2 of the Annual Return, and the Clerk meeting the External Auditor's deadline.

The Clerk explained various matters to Councillors including:

- The Internal Auditor's report that concluded that the Council is moving in the right direction but still needed to build up its reserves which is still below the ideal level (as suggested by YLCA and the External Auditor), but significant progress had been made. The Clerk was complimented on the clarity and high quality presentation of the accounts and documentation.
- That items raised last year by the Internal Auditor had been rectified and were in place.
- That the Grant given to the Parish Council by Selby District Council had to be separated from the remainder of the precept for the purposes of the Annual Return, and this had been corrected by the Clerk.

- Separating the grant from the Precept (as described above) would also apply to the financial spreadsheet.

The Chairman and Clerk then signed and dated Section 2 as required and the Annual Return is now ready to go to the External Auditor.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the Annual Return was unanimously approved as true and correct and then section 2 of the master was signed and dated by the Chairman and the Clerk.
- ii) That the Clerk will now send the Annual Return to the External Auditor.

Prop. Cllr Pearson

Sec. Cllr Mrs Parkinson

8.4 To approve and appoint a staff member to undertake the work of the Responsible Financial Officer (RFO) for 2015/16 for when the existing RFO is absent (a legal requirement).

A short discussion followed where Cllr Mrs Pearse was asked if she would continue to be the named person.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That Cllr Mrs Pearse be appointed as the standby RFO for 2015-2016 (as legally required) in the event of the existing RFO being absent long term through illness or death.

Prop. Cllr Dowell

Sec. Cllr Noble

15/9 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 9.1 YLCA Information: - Information previously circulated was noted - no further action required.
- 9.2 Selby District Council Web-Site information - Information previously circulated was noted - no further action required.
- 9.3 Selby AVS: - Information previously circulated was noted - no further action required.
- 9.4 13 additional pieces of information previously circulated, with no late items, were all noted - no further action required.

IT WAS RESOLVED: That the above information was noted.

15/10 To receive reports from Councillors and Community Police

County Councillor/District Councillor – nothing to report.

Community Police – The Chairman explained that the Clerk had received a report from the Police. The Clerk explained that the police had found few problems and had resolved a few minor ones and that they hope to attend the forthcoming Public consultation exercise.

IT WAS RESOLVED:

- i) That the above information was noted.

15/11 To receive representative reports:

Burial Board: Nothing to report.

Rail Users Group: Nothing to report.

Village Hall: the Chairman explained about any recent developments:

- That the Parish Council's concerns over the heavy equipment on the Village Green for the Carnival had been listened to and will not be used for the next Carnival.
- Decorating of the village hall will start on the 1 June 2015.
- The heating is now working.
- The Alarm has been serviced.
- The CCTV Cameras have been serviced.

- There is a concern over the state of the floor and the large cost to repair it. Councillors had nothing further to report.
- A Councillor confirmed that the next CEF meeting will be in June.
- A Councillor confirmed that the next voluntary litter pick event will be on Sunday 7 June 2015 starting at 10 am at the Fox Lane notice board.
- A Councillor confirmed that soil is being collected to fill the holes on the Village Green.
- A Councillor explained that she is still waiting delivery of the replacement Xmas tree and that it was getting late to plant it with summer approaching. It was decided to wait until Autumn to plant the replacement Xmas tree. The Councillor also reminded everyone that the next voluntary litter pick event is on Sunday 7 June commencing at 10am and to meet at the open notice board.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) To wait until Autumn to plant the replacement Xmas tree.

15/12 To receive the Clerk's report

- The Clerk expressed his concern that the Council was moving too fast and could risk proceeding with works before all the facts had been sought, and that more care is needed. He felt that there was a risk of work-overload and that he was now regularly exceeding his contracted hours of work. A discussion followed where it was recognised that the workload had increased and that the Councillors were keen to move matters forward. It was decided that the Clerk will make inquiries with the Council's payroll services provider to see what options are available to the Council including altering the contracted hours or overtime.
- The Clerk confirmed that he had read and acknowledged the YLCA's Provision of Services Agreement 2015-2016.
- The Clerk confirmed that there was no need to renew the Council's "Ground Maintenance Contract" as the Council was still in the middle of an agreed 3-year deal. The Clerk also confirmed that cutting had already commenced with appropriate weed control.
- The Vice-Chairman had informed highways about a discarded metal framework road works sign – this had been noted and was currently being dealt with.
- The Clerk explained that following concerns raised by another Clerk and from the Council's payroll services provider, most of the implementation of the pensions auto-enrolment process was in hand with the staging date a few years off yet, and that a contact person had been arranged and the only item to resolve is the receipt of a letter from the "Pension Regulator".
- A price for a replacement dog litter bin had not yet arrived and will be considered at the next Parish Council meeting if a quotation is received.
- The Clerk is still trying to contact the Youth Development Officer about the Skate Park petition.
- That the clerk had been in contact with McDonald's who now say that they cannot provide equipment but may be able to assist with a future litter picking event.
- The Clerk had received a play area inspection report from RSS along with a quote for any remedial works that may be required. These were given to the Chairman to consider.
- The Clerk has completed the Northern Powergrid's annual "Inventory" form.
- The Clerk had not received any feedback from the NYCC Highways regarding the moving of the 30 mph signs and/or having an additional bus stop.
- The Clerk had responded to a residents request for information about housing developments in the village.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will make inquiries with the Council's payroll services provider to see what options are available to the Council including altering the Clerk's contracted hours or pay overtime.
- iii) That the Clerk will acquire a letter from the "Pension Regulator" to meet the obligations of implementing the Pensions provision.
- iv) That the Clerk will acquire a price for a replacement dog litter bin for consideration at the next Parish Council meeting.

- v) That the Clerk will continue to try and contact the Youth Development Officer or a member of the Skate Park petition to keep them informed about developments.
- vii) That the clerk will contact McDonald's to explain when the next voluntary litter picking event will be held.
- viii) That the Chairman will consider the contents of the RSS play area inspection report, and quote for repairs, and report back to the next meeting.

15/13 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.

15/14 To receive any further comments from the public [for information only; Clerk to note]
NONE

15/15 To confirm the date of the next meeting(s) as **MONDAY 15 JUNE 2015**: –
At St Francis Church, Fox Lane, Thorpe Willoughby.
Cllr Pearson gave his apologies for the 15 June 2015 meeting.

15/16 Close of meeting – the Part I meeting closed at 9.15pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY