

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 18 November 2013 at St Francis Church, Thorpe Willoughby, Selby.

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

Present: Cllrs Dowell (Chairman), Parkinson (Vice-Chairman), Lunn, Guest, Heyes & Lawton.

13/82 To receive apologies for absence and any declarations of interest

The Chairman welcomed all to the meeting. There were three apologies received from Cllrs Pearson, Noble and Burnell which were all accepted, and no declarations of interest given.

13/83 Public Session

A member of the public raised one point: That a vehicle was parked on the grass verge at the road junction of Foxdale Avenue & Dane Avenue.

The Chairman said that he would bring this and others to the attention of the police.

IT WAS RESOLVED: That the above information was noted and the Chairman will inform the police.

13/84 To receive reports from Councillors and Community Police

Community Police – Nothing new to report

One County Councillor/District Councillor – Covered the following point(s):

- The Precept and SDC meeting – to be discussed later under Part II
- Prowind, Hambleton Appeal – to be discussed later under Planning

IT WAS RESOLVED: That the above information was noted.

13/85 To confirm the minutes of the Parish Council meeting held on 21 October 2013 as a true and correct record

IT WAS RESOLVED UNANIMOUSLY: That apart from making one amendment to Minute 13/74.4 to insert the correct month as November for when the Litter Picker's pay rise will commence, the minutes were accepted as a true and correct record of the meeting.

Prop. Cllr Lunn Sec. Cllr Mrs Parkinson

13/86 To receive items for discussion and decide further action where necessary:

86.1 To consider the Parish Council vacancy for co-option. One candidate had applied and read out her letter. A short discussion then followed in private and the candidate was duly appointed. "Declaration of Interest" forms were handed out to the applicant to be completed in time for the next meeting.

IT WAS RESOLVED UNANIMOUSLY: That Mrs Judith Pearse is appointed as a Parish Councillor and this will be formalised at the next Parish Council meeting with the signing of the "Acceptance of Office" form.

86.2 To receive further information on the provision of a permanent Xmas tree – Update (Clerk).
The Clerk informed everyone that:

- The fencing around the xmas tree had been completed and paid for with only a few finishing touches to be done.
- The trench across the village green for the electricity cable had been done earlier in the day by Lindley's with help by the Clerk, Councillors and family.

- It was discussed that the proposed permanent Xmas tree of 4-5 feet tall would not be much above the fencing. It was suggested to purchase a slightly taller one.
- The Clerk asked for someone to attend the 12 December 2013 CEF at the Sports Club to formally receive a cheque for the Parish Council's successful CEF bid, the Chairman volunteered to go.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk is to oversee the final touches to the fenced area including a post for hanging the electric box and receiving padlock & keys to lock the gate.
- iii) That the Vice-Chairman will contact the tree supplier for advice on purchasing a taller tree up to a maximum cost of £100.
- iv) That the Chairman will attend the CEF meeting on the 12 December 2013 at the Sports Club to formally receive a cheque for the Parish Council's CEF bid.

86.3 To discuss carols around the Xmas tree – Update (Chairman)

The Chairman explained that the local scout & guide band will play at the switching on ceremony at 6:30pm on Friday 13th December. Various organisations were to be informed by members of the Parish Council and notification would be in the Monthly News and on the two notice boards and in the Post Office window.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman will place an article in the monthly news to confirm that "Carols round the Christmas tree" will start at 6:30pm on Friday 13 December 2013 and the Scout & Guide Band will be playing.
- iii) That the Clerk, Chairman and Vice-Chairman will consult/invite various organisations in the village to make them aware of the ceremony and inform the local press and place posters on the notice boards and in the Post Office window.
- iv) That the Chairman would liaise with The Fox PH and the Village Hall Management Committee to see if further arrangements can be made.

86.4 To receive an update on the Monthly News –

The Clerk explained that the vacant advertising slot on the back page may be filled shortly and that he had asked the editor to inform residents that if any of the street lights are intermittent or faulty they should inform the Clerk.

IT WAS RESOLVED:

- i) That the above information was noted.

86.5 To receive further information on the provision of a new lease for the TWSA – Update (Clerk)

The Clerk explained that the lease is currently being registered at the Land Registry, and could arrive any time soon.

IT WAS RESOLVED:

- i) That the above information was noted and Councillors will be kept informed of progress.

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

The Chairman outlined another possible location for a skate park adjacent to the rear compound of the Village Hall, including re-alignment of the fencing by purchasing land from the VHMC. This was discussed and apart from concerns over possible complaints and that it may not be large enough; it was felt that it had possibilities and should be kept as an option for consideration next year.

IT WAS RESOLVED:

That the above information was noted.

86.7 To consider tree/bush maintenance & grass cutting in the village and to approve opting out of Area 7's urban grass cutting for the village, and to approve proposed tree works – Update (Clerk) - THIS WAS DISCUSSED/DECIDED UNDER PART II TO RESPECT THE CONFIDENTIALITY OF THE INFORMATION CONTAINED WITHIN THE QUOTES.

- i) The Clerk explained to everyone that following discussions with Area 7 (Highways), the Parish Council could “Opt-out” of Area 7’s urban grass cutting scheme for Thorpe Willoughby. Since this was last discussed it came to his attention that NYCC may decide in December 2013 to pay for less grass cuts/year and thereby making opting-out less attractive to the Parish Council. The Clerk recommended deferring the decision on opting-out to the Parish Council’s January 2014 meeting to see what transpires.
- ii) The Clerk also recommended that the decision to accept a 3 year deal with the Parish Council’s existing grass cutting contractor can also be decided at the January 2014 Parish Council meeting. This would give plenty of time for the Contractor to make their arrangements.
- iii) A County Councillor informed everyone about cut backs at NYCC and that they would be looking at areas such as grass cutting and concurred that the Parish Council should wait until after December to make a more informed decision.
- iv) The Clerk was asked to report back to this meeting with a list of tree/bush works considered urgent, with quotes. The Clerk had received three quotes from the four requested and ran through each of them in turn. Tru-Green was unanimously chosen as the Parish Council’s preferred choice.
- v) The Clerk informed everyone about the village survey/assessment of the grass/shrub areas in the village, and explained where some works are considered urgent and others more long term and formed the basis of the quote request. The Clerk also confirmed that comprehensive plan(s) of the village showing various grassed areas/trees & shrubs is nearly finished and the Clerk explained who was responsible for which hedge, tree or grass verge.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Parish Council would defer the decision on opting-out of Area 7’s Urban grass cutting scheme for the village to the January 2014 meeting to see what transpires in December.
- iii) That the decision to accept a 3 year deal with the Parish Council’s existing grass cutting contractor (for 2014 -2017) will also be decided at the January 2014 Parish Council meeting.
- iv) That Tru-Green be given the contract for the 9 areas of tree/bush works considered urgent within the village (as outlined in the tender) and that the Clerk can ask them to start straight away .
- v) That the Clerk will finish the Village Plan(s) of the village’s various grassed area/trees and shrubs when the opt-out situation has been resolved.

Prop. Cllr Lunn

Sec. Cllr Heyes

13/87 To receive items for information:

87.1 To discuss further information on Definitive Map Modification Order application at Harry Moor Lane, T/W – Update (Clerk) : The Clerk explained that he had made inquiries and it was still ongoing with matters in hand.

IT WAS RESOLVED:

- i) That the above information was noted and Councillors will be kept informed of progress

87.2 To discuss further information on the flagpole and what key dates are needed for lowering of the flag & progress on resolving a fault - Update (Clerk)

The Chairman explained that he was unable to lower the flag for Daisy Weale due to a faulty flagpole. The Clerk confirmed that it was broken and that he had asked for it to be repaired.

The Clerk explained that both SDC and Selby Town Council were unable to supply a list of key dates for lowering a flag and he is waiting for a reply from YLCA. It was decided for now to treat each case on its own merits and defer this to the next meeting.

IT WAS RESOLVED:

- i) That the above information was noted and Councillors will be kept informed of progress
- ii) That for now each case will be treated on its own merits for deciding whether the flag is lowered and defer this item to the next meeting.

87.3 To consider further information on replacement bulbs for the lights outside the village hall – Update (Chairman/Clerk): The Chairman confirmed that the light bulbs had been replaced and the VHMC will be sending the Clerk an invoice shortly.

IT WAS RESOLVED:

- i) That the above information was noted.

87.4 To receive further information on the mole problem – Update (Clerk)
The Clerk confirmed that Backhouse had been to the village green & school and had removed many moles. It was felt that following this and the extra visits it should be left a while to see if further works are needed.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That following the works being done along with extra visits, to wait a while to see if further works are needed.

13/88 Planning:

88.1 To receive updates on any existing planning applications/information:
88.1.1 2009/0464/FUL **Appeal Ref: APP/N2739/A/13/2201308** Site at Scalm Park, Wistow Common – APPEAL by Prowind, Hambleton for erection of 7 wind turbines and various associated infrastructure. The Clerk explained that an appeal had been lodged and will be held on the 11, 12 and 13th Feb 2014. The Clerk explained the various options for attending the inquiry and/or making additional comments. A short discussion then followed where it was suggested that the Parish Council could write to the Planning Inspector but when a letter was read out from Selby District Council to confirm that: **“Any comments already made at the application stage will be forwarded to the Planning Inspectorate and the appellant and will be taken into account by the Inspector in dealing with the appeal”**, It was decided to not write a repeat letter as there is nothing new to add but the Clerk will:

- Ask Hambleton Parish Council what their intentions are, and to ask them to inform the TAG group.
- To inform Linden Homes of the appeal.
- To post notices on both notice boards and in the Post Office window to inform residents of the procedure so that they can make representations.

The Chairman will add information to the Monthly News on the appeal.

A District Councillor also confirmed that all Parish Clerks in the District will soon be emailed an electronic copy of the 'weekly list' of planning applications.

IT WAS RESOLVED:

- i) The above information was noted.
- ii) That the Clerk will contact Hambleton Parish Council to ask what their intentions are and to ask them to inform the TAG group.
- iii) That the Clerk will inform Linden Homes of the appeal.
- iv) That the Clerk will post notices on both notice boards and in the Post Office window to inform residents of the procedure so that they can make representations.
- v) That the Chairman will add information to the Monthly News on the appeal.

88.2 To consider the following new planning application(s) received: None

IT WAS RESOLVED:

i) The above information was noted.

13/89 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 and a Councillor mentioned that changes in payment systems were imminent to allow Parish Councils to make electronic payments - no further action required.
- 89.2 Selby District Council Web-Site information - Information previously circulated was noted and no action required.
- 89.3 Selby AVS: - Information previously circulated was noted - no further action required.
- 89.4 2 x other additional pieces of information previously circulated were noted – no further action required.

IT WAS RESOLVED:

That the above points were noted and the Clerk to keep Councillors informed of progress.

The Chairman thanked a member of the public for her attendance and at that point she left the meeting at 8.45pm followed by Cllr Mrs Guest. (Mrs Pearse stayed to the end of the Part I meeting).

13/90 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.
Rich Fabrications (Outstanding bill for fence & gate for xmas tree project)(deposit paid in previous month)	-	989.27	1535
N Keeper (Litter Picker)(November Salary)	-	119.88	1536
S M Peters (November Salary)	-	495.10	1537
RSS I & M Inspection-North (Inv # 026893)(Chq made payable to Hags-Smp Ltd)	10.00	60.00	1538
Fasprint (Monthly News November 2013) (Invoice No Inv-2810)	-	461.00	1539
S M Peters (stationery expenses with receipts - November)	13.09	92.90	1540
Tru-Green Ltd (Thorpe Willoughby Landscape Maintenance - 2013 season) (invoice No 00342)	430.00	2,580.00	1541
TOTAL =	£453.09	£4,798.15	

90.2 To receive an account status of the current Bank Statement giving a balance of **£35,394.30** as at **25 October 2013**, and having been checked and signed by the Chairman.

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

Prop. Cllr Heyes

Sec. Cllr Mrs Parkinson

13/91 To receive representative reports:

Brayton Burial Board: One of the representative Councillors confirmed that a report will be given to the next Parish Council meeting in December.

The Poor Fund: A Councillor confirmed his attendance at a meeting of the Poor Fund Committee and received a cheque for £219 which will go towards the Xmas tree funds.

VHMC:

- Ongoing maintenance work - repairs to the outside lights and ladies toilets have been done.
- There is now a new telephone contact number for bookings (a mobile telephone that stays with the bookings register). This will appear in the Monthly News.
- There is an issue with costs for their website and needs updating. The Councillor who maintains the Parish Council's website volunteered to host the village hall's website and the Chairman will report back with this offer.
- There is a problem with chairs which are being replaced.

A Councillor inquired about the problem vine at Field Avenue. The Clerk clarified the ownership responsibility of the hedges/trees and the vine in the area and that no response had been received to the letters sent to various residents. It was agreed that the Clerk will send reminder letters in March 2014 and failing that Area 7 Highways would be involved.

Apart from the above all the other Councillors had nothing further to report

IT WAS RESOLVED:

- i) That the above points were noted
- ii) That the Clerk will send reminder letters in March 2014 and failing that Area 7 Highways would be involved.
- iii) That the cheque for £219 from the Poor Fund Committee will go towards the Xmas tree funds.
- iv) That the Chairman will inform the VHMC that the Councillor who maintains the Parish Council website has volunteered to host the village hall website.

13/92 To receive the Clerk's report

The Clerk then reported on various items:

- 92.1 Car tyre marks on public open space area adjacent to 12 Almond Close:
The Clerk had noticed car tyre marks on public open space area adjacent to 12 Almond Close – it was decided to leave it for now and the Clerk should monitor the situation.
- 92.2 Barking Dog near Laurel Close:
The Clerk had received a complaint about a barking dog that was left outside for long periods of time. The Clerk gave contact details to resolve this matter. One of the Councillors was aware of the problem.
- 92.3 Poor Fund meeting – 12 November: – discussed earlier in the meeting under reps reports.
- 92.4 Double white lines request near Dam Lane Railway crossing: The Clerk confirmed that it was still outstanding.
- 92.5 Villager of the Year shield: The Clerk confirmed that the shield has not been returned and was unable to contact the previous recipient. If by next spring it has not been recovered it would need to be replaced. The Clerk will continue trying to locate it.
(It was noted that next year's carnival may return to the 2nd week in June)
- 92.6 Handles x 3 for the Outdoor Fitness equipment: The Clerk confirmed that all 3 x missing handles had been replaced and glued on.
- 92.7 Meeting of Parish Clerks at SDC Re: Precept - 12th November: The Clerk explained that he had attended the above meeting and his findings would form part of the Precept discussion in Part II.
- 92.8 Review of Standing Orders: The Clerk confirmed that a revised Standing Orders document had just been received and following a review it will be discussed at a future meeting to replace the Parish Council's existing one.
- 92.9 AON Insurance – Re: Snow Clearance, Salting and Gritting: The Clerk explained that this was a policy guidance document to consider if snow clearing was ever undertaken by the Parish Council.
- 92.10 New delegation Policy for the Clerk: As discussed previously a policy document is needed to give the Clerk certain delegated powers to cover areas not already covered by Parish Council policy documents and to avoid unnecessary meetings and keep matters legal. Due to the Clerk's current heavy workload this item will be discussed at a future meeting.

- 92.11 The Clerk confirmed that he had discussed the Linden Homes dwelling types with a resident as requested at the last meeting and clarified the situation for her – the matter is now closed.
- 92.12 Payroll service – auto enrolment of pension scheme date: The Clerk confirmed that he had acquired the “Staging Date” deadline for when provision of a pension has to be implemented for the Thorpe Willoughby Parish Council workforce and is: 1st May 2017– it was noted by all.
- 92.13 Streetscape Catalogue of outdoor gym equipment: Thorpe Willoughby Gym equipment is shown in the latest catalogue but only 2 x small pictures.
- 92.14 Rural Action Yorkshire info (not previously circulated): – was discussed and no action required.
- 92.15 SLCC Clerk’s course and Publication: The Clerk confirmed that he was nearing the end of his course but had several assignments still to complete – the Clerk felt that this course had been most useful and informative. A book from the course was also mentioned but decided that sufficient data was already available.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) The Clerk will continue trying to locate the Villager of the Year shield.
- iii) Following receipt of a revised Standing Orders document, this will be discussed and adopted at a future meeting.
- iv) A new delegation Policy for the Clerk will be discussed at a future meeting to cover areas not already covered by Parish Council policy documents.
- iii) The Clerk to continue making inquiries for a list of key dates for lowering of a Union Flag.

13/93 To receive agenda items for next meeting

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

13/94 To receive any further comments from the public [for information only; Clerk to note]

None

13/95 To confirm the date of the next meeting as **Monday 16th December 2013**: – 7.30pm at St Francis Church, Fox Lane, Thorpe Willoughby
Cllr Heyes gave his apologies in advance.

13/96 Close of meeting – the Part I meeting closed at 9.15pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY