

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 18 January 2016 at St Francis Church, Thorpe Willoughby, Selby.

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

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

15/111 To receive apologies for absence and any declarations of interest

There were no apologies received and no Declarations of Interest were given.

15/112 Public Session - A resident who had raised a concern about potholes on the highway adjacent to Brayton Barff confirmed that works had been done to repair the road but pointed out that one pothole is still there. A County Councillor confirmed that these works were part of NYCC's programme of works and the Chairman advised the resident to inform NYCC. The resident inquired if any discussion had been held at the recent CEF meeting at Eggborough about Arriva buses as to why a bus goes up Fox Lane on a Saturday morning but not at the same time on a Monday-Friday morning? It was explained to the member of the public that unfortunately no representative of Arriva attended the CEF meeting.

[At 7:10pm the member of the public left the meeting].

Three residents of "Willerby Heights" gave the Parish Council their opinion on the second application for a settling pond adjacent to their houses and raised concerns over proposed high fencing at either side of the access road and that the pond area may not be as accessible as described on the previously approved application. The Clerk showed everyone the plans that had been sent to him. A separate concern was raised over the poor broadband speed in the village.

[See Minute 15/116.2.1 for further discussions on the settling pond planning application]

[At 7:42pm the final 3 members of the public left the meeting].

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will write to Arriva to ask them why the 08.25 or 08.30 bus goes up Fox Lane on a Saturday but not on a Monday-Friday?
- iii) That the Clerk will inform the three residents of "Willerby Heights" what conclusions/comments the Parish Council had made to Selby District Council on the settling pond planning application.

15/113 To confirm the minutes of the Parish Council meeting held on 14 December 2015 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 14 December 2015 were accepted as a true and correct record of the meeting.

Prop. Cllr Miss Smith

Sec. Cllr Dowell

15/114 To receive items for discussion and decide further action where necessary:

114.1 To discuss feedback on the "Woodland Walk" and quotes for perimeter fencing, Groundwork and the village consultation projects, and S106 money from Selby District Council, and decide any further action. A County Councillor explained the current position and that a "Woodland Walk" meeting had been held (mid-day-18 January 2016) between the Clerk, several Councillors, Groundwork and the Council's contractor on-site at the Village Green, and that works should be concentrated on the Southern bank of trees and a footpath to go through it to satisfy the conditions of the Epac funding. Following a short discussion, a decision was made on the company to provide perimeter high mesh fencing along the boundary adjacent to the rear gardens of Londesborough Grove and that it will stretch from the Conifer trees at the western end to where the solid plastic fencing starts at the eastern

end, and that the fencing should be no more than 1.8 metre in height so that planning permission would not be required.

It was also noted that residents adjacent to the scheme would be kept informed.

The Chairman explained that the amendment of the S106 agreement was delayed due to the workload of Selby District Council.

IT WAS RESOLVED UNANIMOUSLY:

- i). That the above information was noted.
- ii). That the Clerk will inform the company who the Parish Council would like to provide and install mesh fencing, and that the Parish Council would also like the company to conduct a "Site Survey" of the woodland areas on the village green, and inform them what the Parish Council is seeking to do, and ask them to provide costings.
- iii) That residents adjacent to the scheme would be kept informed particularly before any works are commenced.

- 114.2 To discuss the "Reps List" and decide the filling of vacated positions, and to approve the Chairman/Clerk signing the "Reps List" later when completed, and decide any further action.
The Chairman suggested deferring this to allow Councillor Vacancies to be filled.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That this item is deferred until the April Meeting to allow Councillor Vacancies to be filled.

- 114.3 To discuss "Voluntary Litter Picking", and decide any further action. The Councillors agreed that it is not working and felt that using an ad-hoc approach will be tried in the future. It was suggested that one such session could be held just after the Village Carnival.

IT WAS RESOLVED: That the above information is noted.

- 114.4 To discuss amending the Council's Bank Mandate, and decide any further action. The Clerk explained that due to one of the signatories having resigned from being a Parish Councillor, the Bank Mandate needed amending. The Council's bank had given the Clerk a copy of the current mandate and informed him that either this could be amended or a new one completed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the copy of the existing Bank Mandate be amended and was then signed by the Clerk and two other signatories (as advised to do so by the Bank) so as to reduce the number of signatories from 3 from 5 to now 2 from 4.

Prop. Cllr Pearson

Sec. Cllr Lawton

- 15/115 To receive items for information:

- 115.1 To receive update information on the two Parish Councillor vacancies, and decide any further action. The Clerk confirmed that the second notice had now expired meaning that both Councillor vacancies can now be filled through Co-Option. Following a short discussion it was decided to have a leaflet drop in "Willerby Heights" to allow those residents to see a copy of the Clerk's letter advertising for replacements to be the same as other village residents who will see the letter in the "Monthly News" and on the "Village Website".

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will produce 90 A5 copies of the letter advertising the two Parish Councillor vacancies, to be distributed by two Councillor volunteers at "Willerby Heights".

Prop. Cllr Mrs Pearse

Sec. Cllr Dowell

115.2 To receive information on the Monthly News/Village Website, and to decide any further action. The Chairman explained the latest requests had been noted (including Sherwoods Consultation Exercise), and he would pass them onto the editor.

IT WAS RESOLVED: That the above information was noted.

115.3 To receive information on the changes to the External Audit Regime, and to decide if to opt-in or opt-out, and decide any further action. The Clerk explained that all Parish Councils had to make a decision either to opt-in or opt-out of the new External Audit arrangements. The recommended opting-in is simpler, no changes to how the audit is conducted, automatically assumes you will opt-in if nothing is heard and YLCA recommends opting-in.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Parish Council will use the automatic Opt-In to the new External Audit Regime.

115.4 To receive information on providing planters at the junction of Foxdale Avenue / Londesborough Grove, to discuss quote from chosen firm, decide if to ask for external funding, and decide any further action.

The Clerk explained that Area 7 Highways had confirmed that using Planters at this junction is acceptable and that highways will wait for the Parish Council to decide the final number of planters required and then can proceed to have them licenced.

The County Councillor (present at the meeting) abstained from the decision.

IT WAS RESOLVED UNANIMOUSLY BY THOSE ABLE TO VOTE:

- i) That the above information was noted.
- iii) That the Clerk will inform Area 7 Highways that the Parish Council intends to acquire 8 x Planters (4 per side) at this location, and is looking to have the works completed on or after the 1st April 2016.
- iii) That the Parish Council requires 8 x Planters, and the Clerk will formally apply for funding from the District Councillor in writing for £2,000 of unmatched funding.

115.5 To receive update information on outstanding tree works at Field lane as part of the "Open Spaces Review Group's" list, and decide any further action. The Clerk explained that the works have not been done yet due to the contractor's workload.

IT WAS RESOLVED: That the above information is noted.

115.6 To receive update information on the Grass Cutting Maintenance for the village, and to decide if to approve including an additional grass verge area where the 30mph signs have been moved at Leeds Road, and decide any further action. The Clerk explained that the quote for the extra Area 10 (where the 30mph signs had been moved further out at Leeds Road) had been received, and following a short discussion it was decided to include this area in the Village Maintenance but as a "Rough Cut" (i.e. one cut per month).

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council's Contractor will include area 10 (the grassed verges at either side of the Leeds Road near "Willerby Heights" where the 30mph signs have been moved further out of the village), but to be a "Rough Cut".

15/116 Planning:

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

- 116.1.1 2015/1112/COU (8/34/398/PA) Change of use of half of Agricultural Building to provide vehicle repair/store to the north of Meadow View Farm at Harry Moor Lane

- GRANTED

- 116.1.2 2015/1231/HPA (8/34/390A/PA) Internal alterations and 2-storey extension to side to provide additional living accommodation at No 1 Barff Cottage, Barff Lane, Brayton - GRANTED
- 116.1.3 Sherwoods – Consultation Exercise regarding an impending Reserved Matter application for residential dwellings – The Clerk explained that residents have been informed on the village website, in the 'Monthly News' parish magazine and on the parish notice boards that the information currently circulating is a Developer Consultation exercise where residents can make their views known to the developer. The Clerk explained that residents will also be able to make their views known to Selby District Council when the formal planning application is lodged with them.
- 116.1.4 Selby Town Council – Notice of Designation of a Neighbourhood Area (Reg 5) – Consultation from 14/1/2016 to 11/2/2016.

IT WAS RESOLVED: That the above information was noted.

116.2 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:

- 116.2.1 2015/1403/FUL (8/34/146C/PA) Proposed construction of a balancing pond and associated wildlife area on land South of Leeds Road.

[as discussed previously in the Public Session Min 15/112]

The Clerk explained that he had obtained an extension of time to the deadline to submit comments to Selby District Council. Two Councillors declared an interest and paid no further part in the discussion or decision. A short discussion was held and Councillors shared many of the concerns that the residents raised earlier in the meeting.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) That the Parish Council object on the following grounds:
 - 1/. That there must be TWO recreational access points to the site for the public as agreed on the previous application/permission. The second access point, midway along the pond, appears to be blocked off on plan: Drg No 210 Rev Q
 - 2/. That there must be open and easy access to the wildlife area rather than having to climb over knee high timber fencing.
 - 3/. The Parish Council fails to see the need for 2.4 metre high weldmesh steel security fencing at either side of the access road that leads to the pump compound and for the gates at the end, bearing in mind that the fencing for the rest of the site is wooden and much lower.
- iii) That the Clerk will send a copy of the Council's response to the residents who attended this meeting for this issue.

Prop. Cllr Miss Smith

Sec. Cllr Mrs Parkinson

15/117 Financial Matters

117.1 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 (stationery expenses with receipts-December 2015 / January 2016)	-	9.52	1764
S M Peters (January Salary)	-	771.51	1765
R D Adams (Litter Picker) (January Salary)	-	137.80	1766
Mr N Dowell (Chairman's Allowance) (wine for volunteers)	5.00	30.00	1767
Marcus Taperell Tree Surgery (Inv # 6504) (Felling and stump grinding hedge and Maple in the Memorial Garden)	76.00	456.00	1768
TOTAL =	£81.00	£1,404.83	

117.2 To receive an account status of the current Bank Statement giving a balance of **£54,907.90** as at **24 December 2015**, and having been checked and signed by the Chairman.

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

Prop. Cllr Mrs Pearse

Sec. Cllr Pearson

15/118 To consider the following new correspondence received since the last Meeting and decide action where necessary:

118.1 YLCA Information: - Information previously circulated was noted.

118.2 Selby District Council Web-Site information - Information previously circulated was noted.

118.3 Selby AVS: - Information previously circulated was noted.

118.4 15 additional pieces of information previously circulated was noted, with no late items.

IT WAS RESOLVED: That the above information was noted.

15/119 To receive representative reports:

County Councillor/District Councillor: A District Councillor explained that Selby District Council had reviewed its budget arrangements and although having more money to find would not change the grants given to Parish Councils, so the Parish Council's budget and precept will be unchanged. The District Councillor then explained what was happening with the proposed school merger of Selby High and Brayton High. The Parish Council has been notified as a consultee but it was decided that this should be left to residents to make their own opinions known and/or attend any upcoming meetings.

Burial Board: Nothing to report.

Rail Users Group: Nothing to report.

Village Hall: The Chairman explained that the Xmas tree is doing fine, raised the issue of replacing the damaged gazebo, and informed everyone that a 'Rock Choir' will be using the village hall on Monday mornings and they may also support the Xmas tree event along with last year's band. A Councillor volunteered to attend the next Selby Branch meeting (see Clerk's Report below).

IT WAS RESOLVED:

i) That the above information was noted.

ii) That replacing the damaged Gazebo be raised later in the year.

15/120 To receive the Clerk's report

The Clerk explained that:

- A letter of thanks has been sent to Dr H Ferguson for his work on the Windfarm applications.
- Last year's Internal Auditor has agreed to be the Council's Internal Auditor for 2016/2017 but that this would be her last year for this role.
- He had attended the CIL Presentation at Selby District Council and that it was very useful. Information will be coming from SDC later and will circulate it to all when it arrives.
- Minerals & Waste Joint Plan – preferred options consultation (as circulated) – deadline of 15 January 2016 - no comments required.
- RSS has been notified of two repairs required for the Children's play area.
- He had received information from Autela on auto enrolment for workplace pensions and that Autela had everything in hand (circulated to all).
- He had received information on the next "Selby Branch Meeting" (circulated to all), asking for a volunteer to attend or apologies would be sent. Cllr Mrs Parkinson volunteered to attend.
- The replacement Dog Bin for Fox lane has now been completed.
- The broken 5 x Street Name Plates in the village have now been fixed.

It was suggested and unanimously agreed that a letter of thanks be sent to former Cllr Noble to thank him for his service over many years and to ask him if he would like to present the cups to the Village Gardening Competition winners at the next Carnival.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That Cllr Mrs Parkinson will attend the next "Selby Branch Meeting" on Wednesday 10 February 2016 at Selby Town Hall.
- iii) That the Clerk can now pay the outstanding invoice for the replacement street name plates.
- iv) That the Clerk will send a letter of thanks to former Cllr Noble to thank him for his service over many years and to ask him if he would like to present the cups to the Village Gardening Competition winners at the next Carnival.

15/121 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified. Two items are:

- Election of two new Parish Councillors through Co-Option. and
- S106 – 2nd Instalment.

15/122 To receive any further comments from the public [for information only; Clerk to note]
NONE

15/123 To confirm the date of the next meeting(s) as **MONDAY 22 FEBRUARY 2016**: –
At St Francis Church, Fox Lane, Thorpe Willoughby.

15/124 Close of meeting – the Part I meeting closed at 9.29pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY