

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 18 April 2016 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), Pearse, Smith, Burnell, Pearson Lunn, Lawton, Bishop and Nixon.

15/156 To receive apologies for absence and any declarations of interest

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

15/157 Public Session - Two members of the public attended regarding the former Gateforth Mushroom Farm, one of them possibility purchasing the land to erect mobile homes. No formal planning application has been submitted yet as they are one of three prospective buyers. A summary sheet of information and pictures were distributed to the Councillors to gauge the feeling of the Parish Council. They confirmed that these mobile homes would be:

- Restricted to an age group of 50+ (aimed at retired or semi-retired people).
- Leased for Life.
- That no on-site facilities would be provided so they would use the village facilities.
- That the Showman's Site planning permission had expired.
- They were unsure if chalet accommodation would provide any S106 or CIL contribution –but as this area is in another parish this would not affect Thorpe Willoughby.

The Chairman asked what time frame is envisaged, this would be difficult to define as they are one of 3 potential purchasers of the land. It was agreed that one of the representatives would email the Clerk with a short summary of the possible proposal so that the village residents could be informed through the Monthly News, the Village Website and the village notice boards.

[The Chairman thanked the two representatives for their attendance and they left the meeting]

The third member of the public explained to everyone that she had finally stood down from running the Senior Citizens club. Seven members had stepped forward and a chairman and a treasurer chosen. The Club is financially sound for the next 2 years and has a membership of 28.

IT WAS RESOLVED: That the above information was noted.

15/158 To confirm the minutes of the Parish Council meeting held on 21 March 2016 as a true and correct record.

IT WAS RESOLVED: That the minutes of the 21 March 2016 were accepted as a true and correct record of the meeting apart from Minute 15/149 where the wording: "...402 bus is not going up Fox Lane." is to be replaced by: "403 bus is being removed from service."

Prop. Cllr Bishop

Sec. Cllr Miss Smith

15/159 To receive items for discussion and decide further action where necessary:

159.1 To discuss the "REPS List", and decide who to fill vacancies and be ready for signing at the May Annual Parish Council meeting, and decide any further action. The Clerk circulated to all Councillors a copy of last year's "Reps List" with areas highlighted that needed amending and were amended as follows:

1/. Burial Board: Two positions but one vacancy

IT WAS RESOLVED UNANIMOUSLY: That the vacant second position be filled by Cllr Mrs Burnell

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

- ii) That the Clerk will then register the land with the Land Registry if/when acquired.

Prop. Cllr Dowell

Sec. Cllr Bishop

159.3 To discuss providing planters at the junction of Foxdale Avenue / Londesborough Grove, to discuss highways comments and external funding, and decide any further action. The Clerk explained that apart from the circulated quotations for longer/thinner planters, the highways had reconsidered the use of fencing and now approved the use of "Birds Mouth" fencing at this locality. The Clerk had acquired further quotations for thin/wide planters and also a quotation for "Birds Mouth" fencing. A short discussion followed where it was unanimously agreed that the fencing would be cheaper to buy and require much less maintenance. A County Councillor explained that his locality budget had now all gone for 2015-2016 and that any funding for the Parish Council will now have to come from the 2016-2017 budget but confirmed that purchasing "Birds Mouth" fencing was eligible from his Locality Allowance and said that he needed a VAT invoice for the works as soon as possible. The Clerk explained that any fencing will still need to be approved by Area 7 Highways as to where they can be positioned (and their height) following highways scan of the areas to locate the position of any underground utilities.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
ii) That the Clerk will acquire a more detailed VAT Quotation for "Birds Mouth" fencing, and to give a copy of the VAT Quote to a County Councillor to acquire external funding from his Locality budget.
iii) That the Clerk will go back to Area 7 Highways to give the Parish Council's decision, and to ask for Highway's decision as to where the fencing may go and how high.

Prop. Cllr Dowell

Sec. Cllr Lawton

159.4 To discuss progress on the start of works on the "Woodland Walk" Epac project involving tree works, perimeter fencing, and a footpath along the southern side of the Village Green and adjacent to the rear gardens of Londesborough Grove, and decide any further action.

The Clerk/Chairman explained that:

- Tree felling/trimming works had been completed.
- The new high Vmesh Fencing works (along the southern edge of the Village Green) has also been completed and looks very smart.
- The footpath works is still to be done.
- The Clerk explained that one of the residents of Londesborough Grove had contacted him to say that the Parish Council had done a fantastic job with the fencing and may themselves purchase some for one of their other boundaries.
- The Chairman confirmed that he is taking before and after pictures of the "Woodland Walk" works.

IT WAS RESOLVED: That the above information was noted.

[The Chairman thanked the last member of the public for her attendance and she then left the meeting]

159.5 To discuss the second S106 Instalment, and quotations for works at the northern side of the Village Green, and revisit the various projects as previously listed, and decide any further action. A short discussion was held regarding the first S106 instalment where the Councillors expressed their empathy with the Sports Club for the delay by Selby District Council's legal section in getting the S106 agreement varied to release funding. Although there is nothing the Parish Council can do they still wanted the Sports Club to be aware of the Parish Council's concern. The Clerk was asked to send a letter to the Sports Club to pass on the Councillors sympathy (a Councillor volunteered to compose a draft letter). The Clerk explained that he had met the existing contractors on-site to explain to them what the Council wished for on the northern side of the Village Green for continuing the

“Woodland Walk”, and that one of the recommendations was for a Metal gate rather than a wooden one as it would last longer and need less maintenance. The Clerk then read out an email from Groundwork that arrived just before the meeting.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Clerk will send a letter to the Sports Club to let them know that the Parish Council shares their concern over the slow progress by Selby District Council’s legal section.
- iii) That the gate to be erected in the corner of the wood for the 2nd part of the “Woodland Walk “ scheme be a metal one with the adjoining fencing made good to the gate.
- iv) That the Clerk will ask the contractor for a Vat Invoice for a metal gate along with pictures and specifications for it, and that he can order it once funding is agreed with Groundwork (the Parish Council’s project management team).
- v) That the Clerk will ask Groundwork to produce revised plans for the Village Green for using S106 money for continuing the “Woodland Walk” and other agreed schemes, and to clarify what the forthcoming £1,200 invoice is for by providing an Itemised/breakdown of costs, and what is still to come.

159.6 To discuss the idea of employing a village handyman/maintenance person, and decide any further action.

The Clerk read out advice from Yorkshire Local Councils Associations (YLCA) on this matter and a short discussion followed where a District Councillor suggested that sorting contracts, rates of pay, Insurance cover, and yearly workloads etc would be too complicated and felt it would be better to use a contract system similar to what the Council does for other Council tasks. A contractor had been approached about these works and he is very interested in doing this work. It was decided that a list of works needs to be drawn up and how often. It was noted that the Open Spaces Review Group (O.S.R.G.) could collate and identify areas in the village that need looking at, and the Parish Council could then ask the new contractor to look at them.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Council will look into using the new contractor for maintaining various areas in the village as highlighted by the O.S.R.G. and approved by the Parish Council. Works can range from periodic tasks to a set number of tasks per year.
- iii) That a District Councillor will provide the Chairman with the contact address of the proposed new contractor.

Prop. Cllr Mrs Pearse

Sec. Cllr Lunn

159.7 To discuss the idea of providing a list of key holders and contacts for village amenities, where to display the information, and decide any further action.

The Chairman explained that this item was raised out of a concern that there are not enough volunteers to close the village green play area. There is no problem with opening it, however. A list of unoccupied premises was discussed such as the village hall, church, village green play area, flagpole and compound, and sports club where contact details should be made easier to find. The Clerk explained that many of these organisations are on the Village Website, but not all of them have full contact details. The clerk also said that this was a task that he had scheduled to provide contact information for himself, and a list for the public that could be displayed on the village notice boards and on the Village Website.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Chairman will add a notice in the “Monthly News” parish magazine to advertise for volunteers to add to the rota for closing the village green childrens’ play area on an evening.
- iii) That the Clerk will ask the Editor of the Village Website for a list of organisations on

the website that do not have full contact details so that the Clerk can email them.

15/160 To receive items for information:

160.1 To receive information on the Monthly News/Village Website, to decide various options, to decide who will replace the existing editor, and decide any further action. A Councillor confirmed that her husband was definitely willing to become the new "Village Website" editor, and that he was already liaising with the current editor who was guiding and transferring information and advice to him. The Councillors were asked if the new editor had any funding to change the look of the website and include various ideas that he wished to make to improve it. The Council confirmed that this had been budgeted for and looked forward to seeing what develops.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the new "Village Website" editor is Mr Andy Nixon.
- iii) That the Council will allow funding for improvements to the website.

160.2 To receive information on the grassed area near North View from Area 7 Highways and Public Rights of Way Officer, to decide what options are available, and decide any further action. The Clerk explained that Area 7 Highways and North Yorkshire County Council are checking this but no response received yet.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That this be deferred to the 16 May Parish Council meeting.

160.3 To receive information on the "Litter Pick for the Queen" day on Sunday 10 April 2016, and decide any further action. The Chairman congratulated everyone for a job well done. It was noted that some of the litter bins on the Village Green were full and requested the Clerk to ask Selby District Council to empty them. The Councillors thanked the Chairman's wife for food and drinks afterwards.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Clerk will ask Selby District Council to empty the full rubbish bins on the village green.

160.4 To receive information on a replacement sign at Foxdale Avenue, and decide any further action. The Clerk explained that he had contacted Selby District Council to ask for a replacement sign.

IT WAS RESOLVED: That the above information was noted.

15/161 Planning:

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

161.1.1 2015/1403/FUL (8/34/146C/PA) AMENDED PLANS for Balancing Pond adjacent to Linden Homes Development, on land south of Leeds Road, Thorpe Willoughby - GRANTED

161.1.2 2016/0107/HPA (8/34/400/PA) Proposed dormers to side elevations to allow roof conversion to provide 3 bedrooms to the 2nd floor with en-suite and a house bathroom at 70 Orchard Way, Thorpe Willoughby - REFUSED

161.1.3 2016/0095/HPA (8/34/399/PA) Proposed single storey side extension and 1st floor side extension at 9 Wood Close, Thorpe Willoughby - GRANTED

IT WAS RESOLVED: That the above information was noted.

161.2 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

15/162 Financial Matters

162.1 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-March 2016 / April 2016)	0.55	9.32	1784
S M Peters (April Salary)	-	773.71	1785
R D Adams (Litter Picker) (April Salary)	-	137.80	1786
Fasprint (Monthly News-Apr 2016)(Invoice #Inv-5620) (1400 copies instead of 1350)	-	495.00	1787
RSS (I&M Inspection-north)(Invoice #043090)-cheque made payable to Hags-Smp ltd (repair to child swing and replace missing fixings to climbing tower)	18.80	112.80	1788
Burn Fencing Ltd (Invoice # 19823)(v mesh fencing for south side of Village Green)	754.88	4,529.28	1789
AON Insurance Renewal (Jun 2016)(for 2016-17)(Pt of 3yr agreement)(Chq made payable to AON UK Ltd)	-	1,789.65	1790
Selby & District Rail Users Group(annual subscription 2016/17)	-	10.00	1791
TOTAL =	£774.23	£7,857.56	

162.2 To receive an account status of the current Bank Statement giving a balance of **£50,248.90** as at **24 March 2016**, and having been checked and signed by the Chairman.

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

Prop. Cllr Miss Smith

Sec. Cllr Mrs Pearse

162.3 To approve the Annual Accounts ready for Auditing:

162.3.1 Bank Reconciliation for financial year 2015/16 as at 31 March 2016

IT WAS RESOLVED UNANIMOUSLY: That the Bank Reconciliation presented be approved.

Prop. Cllr Pearson

Sec. Cllr Mrs Parkinson

162.3.2 Annual Return for financial year 2015/16 SECTION 1 as at 31 March 2016

IT WAS RESOLVED UNANIMOUSLY: That the Annual Return for financial year 2015/16 SECTION 1 presented be approved, and signed by the Chairman/Clerk.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

162.3.3 Annual Return for financial year 2015/16 SECTION 2 as at 31 March 2016

IT WAS RESOLVED UNANIMOUSLY: That the Annual Return for financial year 2015/16 SECTION 2 presented be approved, and signed by the Chairman/Clerk.

Prop. Cllr Bishop

Sec. Cllr Mrs Parkinson

15/163 To consider the following new correspondence received since the last Meeting and decide action where necessary:

163.1 YLCA Information: - Information previously circulated was noted.

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

163.3 Selby AVS: - Information previously circulated was noted.

163.4 3 additional pieces of information previously circulated was noted, with no late items.

IT WAS RESOLVED: That the above information was noted.

15/164 To receive representative reports:

County Councillor/District Councillor: A County Councillor explained that Brayton High School is to become an academy and not merge with Selby High School.

He also explained that academies will not take over rural schools of less than 30, and will hand them back to the local authority to be closed. He also explained that the Leeds Road will shortly be resurfaced, and that the potholes in the Bypass will firstly be filled in May and then the road will be resurfaced later.

Rail Users Group: Nothing to report.

Burial Board: A Councillor explained that a meeting will be held this week and another next month.

Village Hall: The Chairman reminded everyone that the election of the Crime Commissioner will be at the Village Hall on 5 May 2016.

A Councillor reported that the final compost had been placed in the Xmas tree compound. The Rose Bed had been weeded. Suggested to the Chairman, as representative, that the Village Hall fencing adjacent to Leeds Road needed tidying up and could funding from the "Tesco Bags for Help" scheme be considered. The Councillor also mentioned the forthcoming 15 June YLCA Selby Branch Meeting and volunteered to attend again.

Remaining Councillors had nothing to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman could discuss with the Chairman of the Village Hall Committee the making good of the front fencing possibly via the Tesco funding scheme.
- iii) That approval was given for the Councillor to attend the forthcoming 15 June YLCA Selby Branch Meeting at Selby Town Hall.

15/165 To receive the Clerk's report

The Clerk explained that:

- The Register of Interest forms for the two new Parish Councillors have been received by Selby District Council and added to their website, and also added to the Parish Council's website.
- The repairs to the village green childrens' play area have now been completed.
- North Yorkshire County Council's (NYCC) Urban Grass Cutting funding for 2016/17 for our Parish will be £327.57, and will be claimed by the Parish Council in the summer when NYCC supply a purchase order for the PC to invoice them.
- The Chairman/Clerk explained that Vodaphone will be meeting at the Sports Club to conduct a survey of the land (which the Chairman will attend), with a view to placing a temporary telecommunications structure.
- He had completed Northern Powergrid's annual inventory of Street lights owned by the Council. The Council owns 3 street lights rather than 2.
- The amendments to the Leases for the Sports Club have been signed by the Clerk and Chairman and returned to the Council's solicitor.
- The Union Flag has now been repaired and replaced by Tru-Green and the Clerk.
- He had informed "Age UK" that their request for a donation had not been successful this time.
- The broken litter bin (at the corner of the village green Children's play area) was still in the process of being fixed by the Chairman.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will seek legal advice from YLCA or the Council's solicitor to ask if the parish Council can get income from a mast and ask about sub-letting.
- iii) That the Chairman will continue to fix the broken litter bin at the corner of the village green children's play area.

15/166 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified. A Councillor requested that the Telephone Box opposite The Fox PH be added as an agenda item due to it being in the process of being de-commissioned and may attract vandalism. The Chairman agreed to discuss it now and after a short discussion the Clerk was asked to contact BT to ask them to remove it before it becomes vandalised.

15/167 To receive any further comments from the public [for information only; Clerk to note] NONE

15/168 To confirm the date of the next meeting(s) as **MONDAY 16 MAY 2016: –**

At St Francis Church, Fox Lane, Thorpe Willoughby.

- Two Meetings:**
- i) The Annual Parish Meeting – 6:30pm-7:00pm**
 - ii) The Annual Parish Council Meeting – from 7pm onwards**

15/169 Close of meeting – the Part I meeting closed at 9.35pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY