

THORPE WILLOUGHBY PARISH COUNCIL

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

In attendance: No 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 and Bishop.

16/32 To receive apologies for absence and any declarations of interest
There was one apology received from: Cllr Mrs Pearse – illness, (which was accepted), and no Declarations of Interest were given.

16/33 Public Session - None

IT WAS RESOLVED: That the above information was noted.

16/34 To confirm the minutes of the Parish Council meeting held on 20 June 2016 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 20 June 2016 were accepted as a true and correct record of the meeting.

Prop. Cllr Pearson

Sec. Cllr Lunn

16/35 To receive items for discussion and decide further action where necessary:

35.1 To discuss progress on the “Woodland Walk” projects, and discuss and decide on plans and ideas for the next stages for the village green, and decide if to purchase any equipment, to discuss S106 funding/Epac funding/’Tesco Bags of Help’, and decide any further action.

The Clerk/Chairman explained that works to the “Woodland Walk” (south side) were complete, and that works for the “Woodland Walk” north side are to be started late September/early October, but the installation of a self-closing metal gate has already been completed. The Clerk explained information supplied from Selby District Council (SDC) including the following:

- S106 money cannot be paid retrospectively.
- That S106 schemes approved by the Parish Council cannot be commenced unless a formal application form is completed by the Parish Council’s project manager (Groundwork) and in the possession of the S106 representative at SDC.
- That the above agreed projects can be done a bit at a time if required.

The Clerk then explained the current status of the S106 funding and the current balance, and that the final third of the S106 funding from the Linden Homes development (Willerby Heights) won’t be long in being transferred from the developer to SDC. The Clerk also confirmed that the Council’s Project Manager (Groundwork) will ensure that formal application forms will be completed by him for the “Woodland Walk” (north side) and also for a MUGA. With this in mind, the Clerk explained that he had acquired preliminary comparative quotes for providing an enclosed MUGA on the village green as part of the Council’s list of priorities following the village consultation exercise in June 2015. The Clerk advised completing a large project first and then concentrate on smaller projects where the funding could be best used on items such as additional play equipment, seating, litter bins, or landscaping. A discussion followed and it was decided to defer the decision until the September meeting where alternative ideas could be given and to gauge the opinion of local children as to what they would like to see added to the village green. It was decided that a Councillor would provide a form for the Clerk to copy from and that Councillors to circulate and ask for children’s comments. Further copies would be given to another Councillor to

seek views from the local school children.

The Clerk also confirmed that he had confirmed with SDC that the Parish Council does have schemes available (some started and others waiting to be done) that would satisfy the needs of S106 funding from the Miller Homes development.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will copy a Councillor's questionnaire form for asking for Children's preferences for play equipment and a MUGA, and that the quotations received shall be kept for when this is discussed at the September Parish Council meeting.
- iii) That the Clerk will confirm with Paul Varney of Groundwork that the Parish Council would like him to complete a form for the "Woodland Walk" (north side) and to do another form for a MUGA for @ £35K.

Prop. Cllr Pearson

Sec. Cllr Bishop

- 35.2 To discuss the idea of employing a village handyman/maintenance person, and decide any further action. The Chairman explained that the person doing the 1-metre strip clearance works adjacent to the children's play area was doing a good job and would be asked to do other works around the village – so the employing of a village handyman had been resolved.

IT WAS RESOLVED UNANIMOUSLY: That the above information is noted.

- 35.3 To discuss the problem vine on the village green, and decide if to accept a quote to have it removed, and decide any further action. The Clerk/Chairman explained about the problem vine on the village green, and that the Clerk had received two quotes. The first quote was for spraying weed-killer and had been accepted (as previously agreed), and the second quote was for completely removing the vine altogether. A short discussion was held and it was agreed to accept the second quote also.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will inform the contractor that the Council also accepts the second quote for the vine to be dug out and removed altogether.

Prop. Cllr Dowell

Sec. Cllr Miss Smith

- 35.4 To discuss the village green childrens' play Area, to discuss and decide signage and play area equipment, to discuss and decide on any procedural changes for visual inspections, and decide any further action. The Clerk explained that the broken roundabout and the permanently blocking off of where the broken slide had been (including the removal of the former anchorage point and filling in) had now been completed and the park reopened. The Chairman explained that the information sign (with symbols), near the entrance gate, was looking tired and had now been replaced. A short discussion followed regarding the purchasing of a "CCTV is in Operation" sign with the Clerk showing everyone a quote/picture from a local firm. It was decided to leave this decision to the September meeting to allow time for a Councillor to see if she could find a cheaper alternative. The Clerk explained that he had acquired various alternative forms for a volunteer to conduct a weekly "Visual Inspection" to satisfy the requirements of the Council's insurer and to provide the Council with a record of inspections beside the Council's regular contractor. A Councillor agreed to provide a 'PPM' list for a weekly visual inspection and to liaise with the Clerk. The two Councillors who currently volunteer to close the play area will conduct the Visual inspection between them and give the Clerk the forms to have a record of inspections.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That a Councillor will see if she can find a cheaper "CCTV is in Operation" sign and report back to the September meeting to discuss further.

- iii) That a Councillor will provide the Clerk with a “PPM” list for a weekly Visual Inspection and be combined with the Clerk’s information so that the volunteers who close the play area can do a weekly inspection to satisfy the requirements of the Council’s insurer and to keep a copy on file.

Prop. Cllr Pearson Sec. Cllr Miss Smith

35.5 To discuss and decide the winner of the Villager of The Year 2016, and decide any further action. The Clerk read out the nomination(s) to everyone present and following a short discussion the winner was chosen. The Clerk was then authorised to prepare certificates and have the cups/shields engraved for the Villager of the Year and the Gardening Competition winners, once the judges of the gardening competition have made their decision in August and passed their results to the Clerk.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the winner of the Villager of the Year 2016 was chosen and that the winner will be presented at the September 2016 Parish Council meeting.
- iii) That the Clerk is authorised to prepare certificates and have the cups/shields engraved for the winners of both the Villager of The Year 2016 and the Gardening Competition 2016, once the judges of the gardening competition have made their decision in August and passed their results to the Clerk.
- iv) That the winners of both competitions will be presented at the September Parish Council meeting.

Prop. Cllr Lawton Sec. Cllr Mrs Parkinson

16/36 To receive items for information:

36.1 To receive information on the Monthly News/Village Website, and decide any further action. A Councillor confirmed that the editor change-over for the Village Website is progressing following computer problems. She then circulated a list of options to everyone for the provision of a new domain name, the use of a different provider and the cost for a number of years. A short discussion followed and agreed the suggested changes.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will confirm with the new editor that the Council agrees to the phased transfer from the existing website name to the suggested new name, and to using Fasthosts for a 10 year duration.

Prop. Cllr Lunn Sec. Cllr Miss Smith

36.2 To receive update information on amending the “General Risk Assessment” policy following YLCA consultation, and decide any further action. The Clerk explained that YLCA had advised to amend the “General Risk Assessment” only as it was a more specific policy, and the wording: “In the event of any doubt of the safety of equipment, gates to be closed and, where applicable locked, until further notice with appropriate signage and notification” had been added to the policy and signed by the Clerk & Chairman and will be circulated to all Councillors in due course.

IT WAS RESOLVED: That the above information was noted.

36.3 To receive update information on works to create a 1 x metre gap adjacent to the village green childrens’ play area, and decide any further action. The Clerk/Chairman explained that the works were going well and is still in progress. The weed killer was taking longer to work than expected due to the dry weather.

IT WAS RESOLVED: That the above information was noted.

- 36.4 To receive information on the hawthorn hedge on Leeds Rd (adjacent to the village green), and decide if to accept a quotation for it to be trimmed, and decide any further action. A short discussion followed with the quote for the thorn hedge being accepted. The Conifer hedge at the other side of the road was also raised and the Clerk was authorised to ask the contractor if he would also trim the Conifer hedge at the same time as the thorn hedge at a cost up-to a given threshold.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Quote for the thorn hedge is accepted and the Clerk is authorised to accept a higher quote (up-to an agreed threshold) to do the Conifer hedge at the other side of the road at the same time.

Prop. Cllr Lunn

Sec. Cllr Mrs Parkinson

- 36.5 To receive update information on the locality grant funding request for the birds-mouth fencing at the junction of Londesborough Grove/Foxdale Avenue, and decide any further action. The Chairman explained that the "Birds-Mouth" fencing has now been installed and looks great and receiving local support, and that the funding from the locality budget will be coming shortly from North Yorkshire County Council. A completion form will have to be completed and signed by the Chairman/Clerk.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman/Clerk will sign the completion form when the funding is received.

- 36.6 To receive information on the Litter Picker, and decide procedures to follow if/when the position becomes available, and decide any further action. The Clerk explained that he had now received a letter of resignation from the litter picker with his final working day being Sunday 28 August 2016. The Clerk explained that he will now inform the Council's payroll service provider of this fact. Following a short discussion it was decided to freeze the post for the summer and discuss it again at the September Parish Council meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will inform the Council's payroll services provider of the resignation of the litter picker and that the post will then be frozen and discussed again at the September Parish Council meeting.

Prop. Cllr Lunn

Sec. Cllr Pearson

16/37 Planning:

- 37.1 To receive updates on any existing planning applications/information:

- 37.1.1 2016/0579/HEN (8/34/403/PA) for house extension notification for a proposed single storey extension to rear of 22 Orchard Way, Thorpe Willoughby – PERMITTED DEVELOPMENT
- 37.1.2 2016/0621/HPA (8/34/393A/PA) for single storey side extension including garage and addition of front porch at 51 Dane Avenue, Thorpe Willoughby - GRANTED

IT WAS RESOLVED: That the above information was noted.

- 37.2 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:

- 37.2.1 2016/0795/DOC (8/34/146N/PA) for discharge of condition No 5 (landscaping) of RM application (2016/0197/REM) for 276 homes on land near crossing at Leeds Road, Thorpe Willoughby.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) That the Parish Council has no objections.

Prop. Cllr Lunn

Sec. Cllr Mrs Nixon

37.2.2 2016/0815/HPA (8/34/406/PA) for demolition of existing conservatory and erection of new single storey rear extension at 2 Sandway Close, Thorpe Willoughby.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) That the Parish Council has no objections.

Prop. Cllr Dowell

Sec. Cllr Mrs Burnell

16/38 Financial Matters

38.1 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-June 2016 / July 2016)	-	4.30	1811
S M Peters (July Salary)	-	800.28	1812
R D Adams (Litter Picker) (July Salary)	-	139.10	1813
Fasprint (Monthly News-July 2016)(Invoice #Inv-5880)	-	495.00	1814
Burn Fencing Ltd (Inv #20304)(Timber Knee Rail Fence for junction of Londesborough Grove/Foxdale Avenue)	250.00	1,500.00	1815
Brayton & District Joint Burial Authority (Precept 2016/17)	-	1,657.10	1816
One Stop promotions (Invoice #147815)(replacement Union Flag)	11.79	70.74	1817
RSS (I & M Inspection-north)(Inv #045426)(cheque made payable to Hags-Smp Ltd)(repair of roundabout and slide)	164.08	984.48	1818
RSS (Invoice #045431)(cheque made payable to Hags-Smp Ltd)(new replacement playground sign)	17.95	107.73	1819
Burn Fencing Ltd (Inv #20369)(Pedestrian Gate with self-closer at corner of village green)	135.00	810.00	1820
TOTAL =	£578.82	£6,568.73	

38.2 To receive an account status of the current Bank Statement giving a balance of **£88,999.62** as at **24 June 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 Burnell

16/39 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 39.1 YLCA Information: - Information previously circulated was noted.
- 39.2 Selby District Council Web-Site information - Information previously circulated was noted.
- 39.3 Selby AVS: - Information previously circulated was noted.
- 39.4 3 additional piece of information previously circulated was noted, with no late items.

IT WAS RESOLVED: That the above information was noted.

16/40 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report.

Burial Board: Two Councillors explained that a tree survey had been conducted for the cemetery.

Village Hall: The representative confirmed that:

- The village hall will be closed in August to have the floor improved.
- That the selling of village hall land to the Parish Council is still in progress.
- That parking at the village hall has created a problem when parking on the paving slabs, and bollards are being considered.
- That birds-mouth fencing is being considered for the front of the village hall adjacent to road/footpath.

IT WAS RESOLVED UNANIMOUSLY: That the above information was noted.

16/41 To receive the Clerk's report

The Clerk explained that:

- Selby Town Council had made a general inquiry about election costs and he had confirmed that the Parish Council had paid less than expected due to being a non-contested election.
- The banners/posters placed on the fencing at the entrance to the village hall car park, and on the xmas tree compound fencing, by the School and Childcare Centre for their summer fair, had been removed.
- He had reported a leaning tree on the village green to the Chairman to prevent an accident and/or damage to the new "Woodland Walk" footpath – this will be removed. A Councillor raised the issue of an apple tree needing to be removed.
- The Union Flag had been replaced because the old one was damaged beyond repair.
- The hedge at 48 Fox Lane some works had been done but still looks untidy.
- The Council's insurance policy is now in categories and not individual items. As the onus is on the Council to check if the limit of each category is not reached, he had checked this against the Council's 'Assets List' and had created a summary sheet to enable ongoing monitoring as new items are added to the assets list.
- An email letter had been sent to decline the grant request from citizens advice as agreed.
- The long grass at the entrance to Holly Garth and behind the bus shelter at Leeds Road had now been cut by Selby District Council (SDC).
- The transfer of S106 money from SDC's account to the Parish Council's account and then out again to the "West Miners Welfare Fund" (for the astroturf), had now been completed and concluded this project.
- The Council's payroll services provider had been notified of the Council's approval of implementing the National Salary Award.
- He had used 101 to inform about an incident involving an elderly lady.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will confirm with the Council's contractor that the dangerous leaning tree on the village green be removed along with an apple tree that has been identified nearby.

16/42 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified – The Chairman proposed that two Councillors will acquire quotes for different plants/shrubs for future landscaping purposes around the village green for discussion at the September meeting.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That two Councillors will acquire quotes for different plants/shrubs for discussion at the

September Parish Council meeting.

Prop. Cllr Dowell

Sec. Cllr Mrs Bishop

16/43 To receive any further comments from the public [for information only; Clerk to note] NONE

16/44 To confirm the date of the next meeting(s) as **MONDAY 19 SEPTEMBER 2016**: –
At St Francis Church, Fox Lane, Thorpe Willoughby.
(Please Note: there is no August meeting)

Two apologies were given in advance for the September meeting by Cllrs Pearson & Nixon.

16/45 Close of meeting – the Part I meeting closed at 8.55pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY