

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 19 January 2015 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: One member of the Public was present
Mr S Peters – Clerk to Thorpe Willoughby Parish Council

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

14/114 To receive apologies for absence and any declarations of interest

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

14/115 Public Session

[Minute No 14/118.3 (S106 - MUGA Scheme) was brought forward to be discussed here].

[Minute No 14/118.6 (Village Website - update) was brought forward to be discussed here].

[Following this discussion the Chairman thanked the Village Website editor for his attendance and he then left the Meeting].

IT WAS RESOLVED: That the above information was noted.

14/116 To receive reports from Councillors and Community Police

County Councillor/District Councillor – three items to report:

- Sherwood's outline planning application had been approved and there was a feature in the Selby Times that contained some inaccuracies.
- The Leeds Road resurfacing works had commenced with repairs done and final works to be done in Spring.
- The pig testing station may well be upheld on appeal.

Community Police – The Chairman explained that he had received reports regarding cars stolen from "The Causeway" and anti-social-behaviour problems (low key), and the Clerk had given Police information he had received on any incidents since the last meeting. A Councillor highlighted the danger of vehicles exiting the new Linden Homes site due to speeding cars and that the 30mph sign needs moving – no action required apart from the Clerk inquiring about the 30mph sign.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will inquire about getting the 30mph sign at Leeds Road moved further out.

14/117 To confirm the minutes of the Parish Council meeting held on 16 December 2014 as a true and correct record

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 16 December 2014 were accepted as a true and correct record of the meeting.

Prop. Cllr Lunn

Sec. Cllr Mrs Parkinson

14/118 To receive items for discussion and decide further action where necessary:

118.1 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. A short discussion was held and the various vacancies were filled and groups reviewed. A further discussion followed to fix meeting dates for the "Open Spaces Review Group".

IT WAS RESOLVED UNANIMOUSLY:

- i). That the above information is noted.
- ii). That the "Planning Review Group" was deleted due to a robust procedure and a

- Policy now being in place to cover all situations.
- iii) That the "Open Spaces Review Group" covers the activities of the proposed "Village Green Working Group" and that all Councillors and Clerk shall now be represented."

Prop. Cllr Lawton

Sec. Cllr Miss Chisholm

IT WAS RESOLVED UNANIMOUSLY:

- i) That minimum requirement of 4 or more members of the "Open Spaces Review Group" is needed for a meeting to be held.
- ii) That 4 x fixed dates per year shall be held for the "Open Spaces Review Group" in April, June, August and November, plus extra ones if needed.
- iii) That the Chairman/Clerk will sign the "Reps List" later when completed

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

- 118.2 To receive and update on the 3 areas in the village that are having tree works and/or maintenance done, and to decide any further action.

The Clerk confirmed that Marcus Taperell will do works to: silver birch trees on land adjacent to the dyke at Fir Tree Lane, oak trees at Field Lane and to a sycamore tree to the rear of 15/17 Laurel Close on 2/3 February 2015, and some minor inconvenience may occur.

IT WAS RESOLVED: That the above information was noted.

- 118.3 To consider further information on S106 set-aside funding from Linden Homes for 149 dwellings on land south of Leeds Rd and to consider any further information from Selby District Council.

[The MUGA Scheme was discussed briefly earlier in the meeting (Min 14/115)].

The representative from the Sports Club thanked two Councillors for their support for acquiring CEF funding for the scheme. The sports club will be using the F.A. bid with Sport England covering the cost, and is hopeful that work will start in April.

A District Councillor explained that the variation to the S106 Legal agreement is in the process of being completed.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That S106 set-aside funding from Linden Homes will only be an agenda item when there is something to report on.

- 118.4 To receive an update on EpaC funding for the 'Woodland Walk' scheme and Groundwork contribution, and to decide any further action.

The Chairman and Clerk explained to Councillors the current position of the 'Woodland Walk' scheme. Councillors decided that EpaC funding should start with tree/bush work first and then anything left over to be used for footpaths through the two woodland areas.

IT WAS RESOLVED UNANIMOUSLY:

- i). That the above information was noted.
- ii). That the Clerk will inform Groundwork that the Parish Council wish Groundwork to proceed with works to the trees/bushes for the "Woodland Walk" using the EpaC funding, and any money left over would then go towards providing footpaths through the two woodland areas.

Prop. Cllr Mrs Parkinson

Sec. Cllr Mrs Pearse

- 118.5 To receive an update on the Monthly News, and decide any further action. The Chairman updated everyone on the current status. The Clerk raised the issue that a few advertisers using Direct Debits were paying every month regardless if some months were a double issue (e.g. Dec2014/Jan2015) so were due a refund.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will give appropriate refunds to those advertisers using Direct Debits who had overpaid.

Prop. Cllr Lunn

Sec. Cllr Mrs Pearse

- 118.6 To receive an update on the Village Website, and decide any further action.
[This was discussed briefly earlier in the meeting (Min 14/115) with the editor].
The Editor of the Village Website confirmed that development was proceeding well and more pictures would be added later.
The Clerk raised the fact that the old Village Website's domain was now expiring and may be available to acquire and link with the new one. The editor said he will look into this.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the editor will investigate obtaining the old Village website domain and link it to the new one.

- 118.7 To receive an update on the broken slide in the Children's Play Area, and to decide any further action. The Clerk explained that the slide is scheduled to be replaced by RSS on the 12 February 2015 and that the play area inspection contract with RSS is now due for renewal.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the clerk will inform RSS that the Parish Council agrees to renew the play area inspection contract with them for another year.

Prop. Cllr Lawton

Sec. Cllr Pearson

- 118.8 To receive feedback on the "Xmas Tree Event", and decide any further action.
A short discussion followed regarding the Xmas tree with the Chairman/Vice-Chairman explaining that the existing tree may need inspecting in Spring to see if it needs replacing. It was also agreed that the Donation money was separate to any electricity costs incurred by the Village Hall and that the Parish Council should pay something for the electricity used (as done in previous years) and £25 was suggested. A Councillor informed everyone that the cost of providing an illuminated Xmas tree to hang and work from a lamp post would be around £300 each.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- i) That the Village Hall Management Committee will be given a cheque for £25 to cover the cost of electricity used for the Xmas period for illuminating the tree.
- iii) That a Preliminary date for next year's Xmas tree event will be Friday 4 December 2015 at 6pm.

Prop. Cllr Lunn

Sec. Cllr Mrs Pearse

- 118.9 To receive the "Open Spaces Review Group's" list of proposed works to trees/bushes (Vice Chairman's 2nd report), and decide any further action.
A discussion followed with the Chairman reading through the 2nd report (Report No 6) item by item. The Clerk also raised the issue of a resident wanting to trim trees that stand in the highway verge at the side of Leeds Road.

IT WAS RESOLVED UNANIMOUSLY:

- i) Item 1 (a) of Report No 6: That the Clerk will contact Barratt Homes to check the ownership of land at the northern end of the Millenium Garden.
- ii) Item 1 (b) of Report No 6: That the works to remove overhanging shrubs from the neighbouring bungalow rear gardens along the eastern boundary of the Millennium

- Garden should be done.
- iii) Item 1 (c) of Report No 6: That pruning/height reduction works to the silver birch tree at the southern end of the Millenium Garden, general tidying up works around it, and the removal of any tree stumps should be done.
 - iv) Item 2 (a) of Report No 6: That the Clerk will contact the owner of the property adjacent to the Beechfield Close Public Open Space area and the footpath to say that if no reply is received by 7 days from the date of the letter the Parish Council will trim the conifer hedge at the rear of his garden and along the side of the footpath and dispose of any branches/leaves and remove litter.
 - v) Item 2 (b) of Report No 6: That the bottom of the overhanging Willow tree at the Beechfield Close Public Open Space area shall be trimmed so that the grass cutter and residents may pass underneath it.
 - vi) Item 2 (c) of Report No 6: That the central shrub area at the Beechfield Close Public Open Space area shall be tidied up.
 - vii) Items 3 (a + b) of Report No 6: That the Chairman will find out who owns the hedge line that borders the Village Green running along the driveway of the bungalows at the corner of Leeds Road/Fox Lane and report back to the next meeting.
 - viii) Item 4 of Report No 6: That the Meadow Drive/Leeds Road pathway be left in abeyance until the April litter pick and decide what to do then.
 - ix) That the Clerk will contact Area7 Highways to determine who is responsible for trees located in a highway verge along either side of Leeds Road, report the findings to the resident, and report back to the next meeting.

14/119 To receive items for information:

- 119.1 To receive information from the Clerk on progress with the adoption of the: "Linden Way Play Area" by Selby District Council, and decide how to proceed. The clerk explained that progress is being made by Selby District Council who (with Harron Homes) will aim to have the area brought up-to-date, repaired, protected tree looked at, and adopted within the next few months and made available to the Parish Council.

IT WAS RESOLVED:

- i). That the above information is noted.
- ii) That this item is deferred until an offer is put to the Parish Council in the future by Selby District Council, after all remedial works have been done by SDC and the tree (subject to a Tree Preservation Order) has been checked.

- 119.2 To receive information from the Clerk on progress made with solicitors for stored legal documents, and decide how to proceed. The Clerk updated everyone on progress made including a meeting with a solicitor, and other correspondence resulting in several legal documents being found belonging to both the Parish Council and the VHMC. The Clerk will continue to pursue this, in conjunction with the VHMC, to reach a point where land to the rear of the Village Hall is both registered with the Land Registry and in a position to be purchased.

IT WAS RESOLVED: That the clerk will continue to pursue this.

- 119.3 To receive information from the Clerk on progress made with acquiring quotations for providing/moving dog litter bins, and a quotation for jet washing play area equipment to remove green mold, and decide how to proceed. The Clerk explained that he had received various quotes for Dog Litter Bins and after a short discussion Selby District Council's quote was chosen.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will ask the resident who has requested that a bin be moved sideways at 70 Field Avenue (so not to be in front of his dining room window) if he would like to make a contribution towards the cost.
- iii) That the Clerk will ask Selby District Council to move a dog litter bin sideways at 70 Field Avenue and provide another dog litter bin at Leeds Road at the point where the Bridleway starts.

Prop. Cllr Dowell

Sec. Cllr Miss Smith

- 119.4 To receive information from the Clerk on progress made with acquiring a legal opinion as to whether warning signage is needed on the Village Green to warn users of uneven ground, and decide how to proceed. The Chairman informed everyone that it is not needed as he and the Clerk had found out that as long as the works were being looked at, and an action plan was in place, the Council is covered.

IT WAS RESOLVED: That the above information is noted.

- 119.5 To receive a shorter report on "Plan Selby" by a District Councillor, and decide how to proceed. The Clerk explained that the deadline had now passed and no action required.

IT WAS RESOLVED: That the above information is noted.

- 119.6 To receive information on Selby District Council's Draft Budget and Corporate Plan consultations, and decide how to proceed. A District Councillor will report back on this issue to the next Parish Council meeting.

IT WAS RESOLVED: That the above information is noted.

- 119.7 To receive information on "Street Lighting Energy Reduction Programme – Areas 5 & 7 (Craven & Selby)", and decide how to proceed. The Clerk explained that he had received correspondence on this and circulated two A3 plans of the village showing the initial data.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the clerk will place copies of the plan on both notice boards and obtain an A4 copy from NYCC to put on the Village Website.
- iii) The Chairman will include a piece in the February Monthly News.

14/120 Planning:

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

120.1.1 2014/1028/OUT (8/34/146J/PA) OP for Residential Development (including Access) at Leeds Rd, Thorpe Willoughby (Sherwoods) – AMENDED PLAN – APPROVED.

2014/1327/FUL The Clerk informed everyone about a new application at Thorpe Hall Farm for 2 x new dwellings and that the Parish Council had not been notified due to it falling in SELBY parish – no action required
It was raised that works at Londesborough Grove had commenced.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will make inquiries about commenced works at Londesborough Grove.

120.2 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:

120.2.1 2014/1312/FUL (8/34/126W/PA) at 1 Chestnut Forge, Dam La, Thorpe Willoughby – proposed removal of condition No 3 (occupation) of approval 2008/1019/FUL

Conversion of existing garage to Granny Annex. The Clerk explained that this application is a duplicate application to the one approved previously, except this application excluded the S106. This would not affect this parish because any monetary contribution from the S106 would go to Selby District Council.

IT WAS RESOLVED UNANIMOUSLY:

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

14/121 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 121.1 YLCA Information: - Information previously circulated was noted - no further action required.
- 121.2 Selby District Council Web-Site information - Information previously circulated was noted - no further action required.
- 121.3 Selby AVS: - Information previously circulated was noted - no further action required.
- 121.4 20 additional pieces of information previously circulated, with no late items, were all noted - no further action required.
The Clerk asked Councillors if they were happy for him to be selective on items received and filter out any unnecessary mail.

IT WAS RESOLVED:

- i) That all of the above points were noted.
- ii) That the Clerk should filter out any unnecessary mail.

14/122 Financial Matters

122.1 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.
Chairman's Fund (Wine for volunteers)	6.00	36.00	1653
S M Peters (January Salary)	-	540.05	1654
R D Adams (Litter Picker) (January Salary)	-	133.38	1655
S M Peters (stationery expenses with receipts-Jan 2015)	20.39	131.35	1656
Solicitor Expenses (Elmhirst Parker) (Bill No 14/835)	20.00	120.00	1657
TOTAL =	£46.39	£960.78	

122.2 To receive an account status of the current Bank Statement giving a balance of **£46,070.99** as at **24 December 2014**, and having been checked and signed by the Chairman.

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

Prop. Cllr Lunn Sec. Cllr Miss Chisholm

122.3 To receive notification of receipt of £615.83 BACS bank transfer from HMRC for VAT refund.

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

Prop. Cllr Lunn Sec. Cllr Miss Chisholm

14/123 To receive representative reports:

- Burial Board: The Burial Board Precept has been raised to £1,588.32 for 2015/16.
- Rail Users Group: Nothing to report.

Village Hall: the Chairman explained that the VHMC is to: remove the small collapsible bollards at the rear compound entrance because they are a trip hazard, have the hall redecorated, and have the electrics checked out.

A Councillor raised a concern about some of the footpath flags being raised up and could be a trip hazard.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the rise in the Burial Board's precept to £1,588.32 for 2015/16 is noted, and the Clerk will amend the Council's Budget accordingly and be signed by the Chairman/Clerk.

14/124 To receive the Clerk's report

- Police update on incidents occurring in the village since the last meeting - only minor incidents to report.
- Appraisals/Contract – Appraisals will be held for the Clerk and Litter Picker in January and subject to a positive appraisal the Litter Picker will be given a contract and job description. The Litter Picker's contract had been checked by the Council's solicitor. Outstanding Holiday entitlement for both will need using up before the end of 31 March 2015
- Section 137 limit for Thorpe Willoughby had been raised to £7.36 for 2015/16.
- "Plan Selby" – deadline for comments had now expired
- Complaint about dog mess near the Field Lane shops.
- The next voluntary litter pick event is Sunday 22 February 2015 and meet at 10.00am at the Fox Lane notice board.
- The Chairman has notified the Council's payroll service to implement the national pay awards for the Clerk and Litter Picker, and to confirm that the Clerk is due an increment in April.
- YLCA publication on "Affordable Housing-A Practical Guide for Parish Councils" – cost £1-50
- Annual unmetered inventory of Street Lights by Northern Powergrid has been completed and returned by the Clerk.
- Electronic Communication of Summons to meetings to come into force after 30/1/2015. This is optional and a short discussion followed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted. .
- ii) That Appraisals will be held for the Clerk and Litter Picker in January and subject to a positive appraisal the Litter Picker will be given a contract and job description.
- iii) A Councillor will pass the Council's concerns about dog mess to the dog warden who will place notices around the village (including identified problem locations), and the dog warden will clean up areas identified.
- iv) That the Clerk will purchase the "Affordable Housing-A Practical Guide for Parish Councils" publication from YLCA.
- v) That the majority of Councillors will still receive Agendas, Minutes and Summons as normal by post, but Councillors: Lunn, Pearson, Chisholm and Pearse will now be sent these documents electronically.
- vi) The Clerk will circulate the latest Thorpe Willoughby Parish Councillor list to all Councillors.

14/125 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting and apart from those already identified and a Councillor pointing out that the Council's flag was looking tattered, no further requests were received. The Chairman pointed out that Members can email the Clerk to request for additional items to be added later.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That "The Cost of a replacement flag" be added to the February agenda.

14/126 To receive any further comments from the public [for information only; Clerk to note]
NONE

14/127 To confirm the date of the next meeting as **MONDAY 9 FEBRUARY 2015**: –
At St Francis Church, Fox Lane, Thorpe Willoughby.

14/128 Close of meeting – the Part I meeting closed at 10.08pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY