

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Annual Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 19 May 2014 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), Lawton, Heyes, Burnell, Pearson, Noble & Pearse.

### 14/1 Election of Chairman and Vice-Chairman

The existing Chairman welcomed all to the meeting

i) **Nominations were requested for Chairman:** after none were received the existing Chairman was asked if he would continue as Chairman for the coming year, which he agreed and it was carried unanimously, by a show of hands, that Cllr Dowell would continue as the Chairman.

#### **IT WAS RESOLVED UNANIMOUSLY:**

- i). That the above information was noted.
- ii). That Cllr Dowell would continue as Chairman.

Prop. Cllr Pearson                      Sec. Cllr Noble

Cllr Dowell then signed the Chairman's "Acceptance of Office of Chairman" declaration form and witnessed by the Clerk.

ii) **Nominations were requested for Vice-Chairman:** after none were received the existing Vice-Chairman was asked if she would continue as Vice-Chairman for the coming year, which she agreed and it was carried unanimously, by a show of hands, that Cllr Mrs Parkinson would continue as the Vice-Chairman.

#### **IT WAS RESOLVED UNANIMOUSLY:**

- i). That the above information was noted.
- ii). That Cllr Mrs Parkinson would continue as Vice-Chairman.

Prop. Cllr Pearson                      Sec. Cllr Noble

Cllr Mrs Parkinson then signed the Vice-Chairman's "Acceptance of Office of Vice-Chairman" declaration form and witnessed by the Clerk.

### 14/2 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllr Mrs Guest (work) and Cllr Lunn (holiday) which were both accepted, and no Declarations of Interest were given.

### 14/3 Public Session

Two representatives of the TWSA raised the issue of S106 funding to ask if any progress had been made. They then handed in a petition to the Parish Council to request that the proposed Sports Club MUGA facility scheme be made the Council's Number 1 priority in preference to the agreed Skate Park so that the Sports Club could have the 1<sup>st</sup> part of the S106 money when it becomes available. The petition has around 250 signatures, and of those approximately 120 are from Thorpe Willoughby residents.

The Chairman put on record that the petition had been received, and informed everyone that an existing petition was also on file for the skate park.

The Clerk explained that the reason why the Skate Park is the agreed No 1 priority scheme of the Council is that it was the original scheme that secured the S106 funding when no other scheme(s) was on the table.

It was also explained that (with the restrictions from the S106 legal agreement) the Sports Club, by virtue of being outside the parish boundary of Thorpe Willoughby, is currently not eligible for funding as and when it may arise, unless progress is made with a possible amendment to the S106 legal agreement by SDC's legal department and the developer.

It was also noted that approximately 19 houses on the Linden Homes site have been sold. This is still a long way short of the 49 Dwellings threshold of dwellings that have to be built and occupied before the 1<sup>st</sup> part of the commuted sum money is transferred.

(See Minute 14/6.2 – for details where it was discussed further).

**IT WAS RESOLVED:**

- i). That the above information was noted.
- ii). That S106 funding was discussed further under Minute 14/6.2

The Chairman thanked the two members of the public for their attendance and at that point they left the meeting.

14/4 To receive reports from Councillors and Community Police One County Councillor/District Councillor – Covered the following point:

- That the new SDC Chairman is Mr John Cattnach.

Community Police – The Chairman had nothing new to report apart from the N. Yorkshire Police survey that the Clerk had circulated previously – no action required.

The County Councillor explained that there were no reported accidents near Thorpe Willoughby and this made it unlikely of any possibility of acquiring traffic calming measures. It was also noted that contacting the police was difficult and that telephone calls could be transferred anywhere and that he would look into this.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the County Councillor would investigate why the police were difficult to contact.

14/5 To confirm the minutes of the Parish Council meeting held on 22 April 2014 as a true and correct record

**IT WAS RESOLVED:** That the minutes were accepted as a true and correct record of the meeting.

Prop. Cllr Pearson

Sec. Cllr Mrs Burnell

14/6 To receive items for discussion and decide further action where necessary:

6.1 To receive an update on the Monthly News

The Chairman confirmed that the help by one of the advertisers with collating the magazine into distribution piles when collected from the printers to cover for the absence of the distributor due to illness, and placing leaflets inside the magazines in return, had worked reasonably well, but stressed that this was a one-off.

**IT WAS RESOLVED:**

- i) That the above information was noted.

6.2 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.

This was discussed earlier under Public Session (Min 14/3) for the benefit of the two members of the public where a progress report had been given since the last meeting and included the following points:

- The receipt of a petition from the Sports Club to request that their scheme be made priority number 1
- The Chairman confirmed that a petition for a Skate Park was already on file.
- The Clerk confirmed that the reason why the Skate Park was priority no 1 is because it was the first scheme to be made and that it was this scheme that secured the S106 set-aside funding long before any of the other schemes were made.
- Discussions by the District Council's solicitor to see if the S106 agreement between SDC and the Developer could be amended to include land adjacent to or abutting the parish boundary is still ongoing.
- That the process by Selby District Council (Community Governance) where the Parish Council is seeking to get the parish boundary extended to the bypass has only just started and may take up to year to complete.
- That Groundwork (who are acting for the Parish Council) will be attending the June meeting to give a presentation, (this will be a part II confidential item and not open to the public due to the confidential nature of the information/costings being discussed).

**IT WAS RESOLVED:**

- i) That the above information and Minute 14/3 information were noted.
- ii) That S106 set-aside funding from Linden Homes will continue to be an ongoing agenda item.

- 6.3 To discuss & Review the Council's Assets Register and to be signed by the Chairman/Clerk:  
The Clerk explained that the Assets Register, as previously circulated, forms part of the annual reviewing process and was unanimously agreed that it was correct. The Chairman and Clerk then signed and dated the document.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Assets Register is correct and was then signed by the Chairman and witnessed by the clerk.

Prop. Cllr Lawton

Sec. Cllr Mrs Pearse

- 6.4 To discuss and Review the Council's Policy Documents (both existing and new), and to have them signed as either Reviewed and unchanged or signed and adopted by the Chairman/Clerk: The Clerk explained that the Council's Policy Documents forms part of the annual reviewing process. Only documents that had changed from the previous year or were new had been circulated to Councillors to check and point out any problems to the Clerk. The Clerk explained that only a few further adjustments were made (particularly to the new and revised Standing Orders). Following a short discussion it was unanimously agreed that all of the Policy Documents (either: revised, unaltered or new) were all now correct. The Chairman and Clerk then signed and dated all of the documents.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That all of the Policy Documents (either revised, unaltered or new) were now correct and were then all signed by the Chairman and witnessed by the clerk.

Prop. Cllr Mrs Parkinson

Sec. Cllr Pearson

- 6.5 To discuss and Review the Council's Reps List and to be signed by the Chairman/Clerk  
The Clerk explained that the Reps List, as previously circulated, forms part of the annual reviewing process. Following a short discussion it was pointed out that one of the District/County Councillors was always asked to attend the Budget Review group and it was decided to add his name to the Budget Review Group, amend the Reps list and authorise the Chairman and Clerk to sign and date the Reps List once it has been amended.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk shall amend the Reps List to include a District/County Councillor on the Budget Review Group and then authorise the Chairman and Clerk to sign and date the Reps List once it has been amended.

Prop. Cllr Mrs Parkinson

Sec. Cllr Heyes

6.6 To receive an update on the legal agreement for two Parish Council Street Lights from Npower – Update (Clerk)

The Clerk confirmed that the legal agreement between the Council and Npower had now been completed.

**IT WAS RESOLVED:**

- i) That the above information was noted.

6.7 To discuss Ground Maintenance for small grassed areas in the village and Urban Grass cutting by highways, the litter pick event on Sunday 27<sup>th</sup> April and to decide if to accept a quote for works to bushes between Rowan Close & Oak Drive.

The Clerk explained the following:

- That the urban grass cutting of a few grass areas in and around the village by NYCC highways (area 7) (previously considered by the Parish Council for opting out), may be discontinued in 2015-2016. This would not significantly affect the Council as the bulk of it lies in an adjacent parish.
- That the litter pick event on Sunday 27<sup>th</sup> April was a great success and highlighted some shrubs that needed maintenance and suggested that a quote was acquired for consideration.
- The Clerk had received the quotation and read it out to everyone to explain the various areas of work and what it would cost.

A short discussion followed and it was unanimously agreed that all of the works should be done and that the quote was acceptable.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will inform the tree surgeon that the Parish Council has accepted the whole quote for works to bushes between Rowan Close & Oak Drive and adjacent to 19 Almond Close.

Prop. Cllr Pearson

Sec. Cllr Mrs Parkinson

6.8 Gardening Competition 2014 – to decide on the appointment of judge(s), to approve delegated powers to them to judge the winners of each category in lieu of no August Parish Council meeting and decide if to have a Monthly News promotion.

The Chairman proposed that last year's judges be asked to do it again. This was agreed by everyone and the two Councillors agreed to do it again. A short discussion followed and it was also agreed that the same garden categories be used as last year and the Chairman ran through the order of events with everyone. It was agreed that Nominations are to be sent to the Clerk by 4pm on the 27<sup>th</sup> June 2014 and the gardens will be judged the 1<sup>st</sup> week in August. The presentation of cups will be carried out at the 6<sup>th</sup> September carnival by Cllr Burnell and the Chairman will arrange appropriate adverts in the June Monthly News.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the judges from last year be re-appointed as the two judges of the gardening competition for 2014.
- iii) That the same garden categories as last year will be used.
- iv) That nominations are to be sent to the Clerk by a deadline of 4pm on the 27<sup>th</sup> June 2014.

- v) That gardens will be judged the 1<sup>st</sup> week in August
- vi) That the presentation of cups will be by Cllr Burnell at the 6<sup>th</sup> September carnival.
- vii) That the Chairman will arrange appropriate adverts in the June edition of the Monthly News and to ask for the cups to be returned

Prop. Cllr Mrs Pearse

Sec. Cllr Mrs Parkinson

6.9 Villager of the Year 2014 – to discuss and decide on procedures to be used.

Following a short discussion it was decided that nominations shall be received by the Clerk by 5<sup>th</sup> July and the Chairman will try and include appropriate adverts in the June edition of the Monthly News

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That nominations shall be received by the Clerk by 5<sup>th</sup> July.
- iii) That the Chairman will try and include appropriate adverts in the June edition of the Monthly News.

14/7 To receive items for information:

7.1 To receive further information on a quotation request for top-dressing/re-seeding of strip of land across the village green and to decide how to proceed – Update (Clerk)

The Clerk explained to everyone that no-one will do this remedial work to the village green with another request for a quotation being turned down due to work commitments. The Chairman and Vice-Chairman both suggested postponing this work for now as the grass is filling in the bare spaces. It was therefore proposed to defer this item until September when it was felt that autumn work in this area would possibly have a better chance of success, and this was agreed by all.

**IT WAS RESOLVED:**

- i) That the above information was noted and this item be deferred until September.

7.2 To receive information on: the Parish Service Survey 2014 – Update (Clerk)

The Clerk confirmed that Selby District Council had received the council's response.

**IT WAS RESOLVED:**

- i) That the above information was noted.

7.3 To receive information on Parish Council Insurance renewal by AON and to decide if to ask for a 3 year deal and save 5% of the cost – Update (Clerk) -

The Clerk explained to everyone that following the Council's decision to renew the AON insurance, if a 3 year fixed price was taken up, the Council would save 5% of the cost, which would mean a refund of around £96. After a short discussion it was unanimously agreed that the Clerk shall apply for a 3 year deal.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will apply for a 3 year deal from Aon insurance and receive a 5% reduction in cost and receive a refund.

Prop. Cllr Pearson

Sec. Cllr Heyes

7.4 To receive information from YLCA on "The provision of Services to Member Councils and Parish Meetings", and acknowledge its receipt and that its contents have been noted –

Update (Clerk) - This information was circulated previously and the Clerk explained that if everyone understood & agreed with YLCA's service provision, the Clerk (as Responsible Officer) would convey the Council's opinion to YLCA as requested. A short discussion followed and everyone was happy with the service provision.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will confirm with YLCA that the Council has received its Service Provision and that the contents have been noted.

Prop. Cllr Lawton

Sec. Cllr Mrs Parkinson

14/8 Planning:

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

NONE

8.2 To consider the following new planning application(s) received:

NONE

**IT WAS RESOLVED:**

- i) That the above information was noted.

14/9 To consider the following new correspondence received since the last Meeting and decide action where necessary:

9.1 YLCA Information: - Information previously circulated was noted - no action required.

9.2 Selby District Council Web-Site information - Information previously circulated was noted and no action required.

9.3 Selby AVS: - Information previously circulated was noted - no further action required.

9.4 12 x additional pieces of information previously circulated were noted - no further action required.

**IT WAS RESOLVED:**

- i) That the above points were noted.

14/10 Financial Matters

10.1 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.
N Keeper (Litter Picker)(May Salary)	-	119.88	1590
S M Peters (May Salary)	-	508.71	1591
Fasprint (Monthly News May 2014) (Invoice No Inv-3462)	-	461.00	1592
S M Peters (stationery expenses with receipts– May 2014)	-	11.13	1593
AON Insurance Renewal (June 2014) (Chq made payable to Aon Uk Ltd)	-	1,917.81	1594
ICO Data Protection Renewal (made payable to the Information Commissioner)	-	35.00	1595
RSS (I & M Inspection-North) (Inv # 029988) (Chq made payable to Hags-Smp Ltd)	8.00	48.00	1596
Internal Audit (Invoice No AUDTW0414)	-	20.00	1597
St Francis Church (Hall Hire) (Jan-Apr 2014 inc)	-	85.00	1598
<b>TOTAL =</b>	<b>£8.00</b>	<b>£3,206.53</b>	

10.2 To receive an account status of the current Bank Statement giving a balance of **£22,197.55** as at **25 April 2014**, 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 Heyes

10.3 To discuss the Internal Auditors report and approve any suggestions made, and to approve the Chairman signing Section 2 of the Annual Return and the Clerk meeting the External auditor's deadline:

The Chairman read out the Internal Auditor's report which complimented the clarity of the accounts & documentation and that last year's issues had been addressed including: clearer agenda instructions for what councillors are expected to do and that reserves are being built up to an acceptable level. The Chairman then signed Section 2 of the Annual Return and witnessed by the Clerk so that the Clerk can complete the forms to be sent to the External Auditor.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the Internal Auditor's report be noted.
- ii) That Section 2 of the Annual Return was signed by the Chairman and the Clerk, and the Clerk could now complete the Annual Return documents to meet the External Auditor's deadline.

Prop. Cllr Heyes

Sec. Cllr Mrs Pearse

10.4 To approve & appoint a staff member to undertake the work of the Responsible Financial Officer (RFO) for 2014/15 for when the existing RFO is absent (a legal requirement):

The Clerk explained that this was a legal requirement and further to the April Parish Council meeting where Council approved asking Cllr Mrs Guest to be the standby RFO. Cllr Mrs Guest has confirmed in writing that she would be willing to be the standby RFO for 2014/2015. Following a short discussion it was unanimously agreed.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That Cllr Mrs Guest be appointed as the standby RFO for 2014-2015 (as legally required) in the event of the existing RFO being absent long term through illness or death.

Prop. Cllr Pearson

Sec. Cllr Heyes

14/11 To receive representative reports:

Burial Board: Nothing to report

Village Hall AGM: Nothing to report

A County Councillor confirmed that the gates at Thorpe Willoughby railway crossing were still having problems

A Councillor explained that the Village Website was still being rebuilt, and inquired if anyone would like to take it over once completed (training would be given).

Remaining Councillors had nothing further to report.

**IT WAS RESOLVED:**

- i) That the above information was noted.

14/12 To receive the Clerk's report

The Clerk then reported on various items:

12.1 Village News information in Selby Times: – The Clerk explained that he had requested an inclusion in the Selby Times to inform residents about this meeting and the Annual Parish Meeting but it was omitted – no further action required.

12.2 Flagpole/Xmas tree: – the Clerk informed everyone that:

- He had received a complaint about the flagpole making a noise and had resolved it with gaffa-tape – no further action required.

- He had given Tru-Green a spare key for the Xmas tree compound to allow them access to cut the grass which they will always cut from now on – no further action required.
- 12.3 Village Green Gym equipment: – the Clerk explained that Streetscape had conducted a free annual inspection of the gym equipment (that they supplied), and found it in satisfactory working order – no further action required.
- 12.4 Request for a railway station at Thorpe: – the Clerk explained that he had received a letter requesting a railway station at Thorpe Willoughby. A short discussion followed and concluded that nothing can be done - no further action required.
- 12.5 Southern CEF request for information on grants received: The Clerk confirmed that the Chairman had sent a small piece as requested before the 9<sup>th</sup> May deadline - no further action required.
- 12.6 New Community Development Plan – Southern CEF (draft report as previously circulated): A short discussion followed about the inclusion of various wished-for schemes for Thorpe Willoughby in the document (as previously discussed), and concluded that Allotments and Bowling Green should be excluded – apart from the Clerk informing the CEF co-ordinator of these amendments, no further action required.
- 12.7 Bus to Xscape: – the Clerk explained that he had received a request for a donation similar to last year. After a short discussion it was unanimously agreed not to make funds available this time mainly due to no feedback from last year on which to judge how successful it was, particularly for Thorpe Willoughby.
- 12.8 Autella Payroll Services: – the Clerk explained that he had received information from Autella and had confirmation through a subsequent telephone call that Thorpe Willoughby Parish Council is sound and has no issues to address. The only recommendation was to log outgoing telephone calls for auditing purposes.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will inform the Southern CEF co-ordinator that reference to Allotments and a Bowling Green for Thorpe Willoughby should be omitted from their draft report.
- iii) That the Clerk will inform Selby Town Council that Thorpe Willoughby Parish Council will not be donating funds for the bus to Xscape this time.
- iv) That the Clerk will keep a book to log outgoing telephone calls for auditing purposes.

14/13 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified and a reminder of the Groundwork Presentation (under Part II) was raised. Members can email the Clerk if they wish to ask for additional items later.

14/14 To receive any further comments from the public [for information only; Clerk to note]

NONE

14/15 To confirm the date of the next meeting as **Monday 16<sup>th</sup> June 2014**: –

At St Francis Church, Fox Lane, Thorpe Willoughby.

14/16 Close of meeting – the Part I meeting closed at 9.22pm

**PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY**