

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 19 October 2015 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), Noble, Pearse, Burnell, Chisholm, Smith and Pearson.

15/66 To receive apologies for absence and any declarations of interest  
There were two apologies received from: Cllr Lunn – holiday and Cllr Lawton – holiday, (both were accepted), and no Declarations of Interest were given.

15/67 Public Session - Two representatives of the Sport Club asked if there was any news regarding S106 funding and requested changes to the two leases (both agenda items 15/69.5 and 15/69.3 respectively). The Clerk explained that the Parish Council had been informed that Selby District Council (SDC) had now received the 1<sup>st</sup> part of the S106 money from Linden Homes and that any schemes proposed by either the Sport Club or the Parish Council would have to comply with SDC criteria and be approved by them before SDC would release any money. The Clerk also explained that the Parish Council's solicitor had recommended that the Parish Council should approve the suggested changes to the two leases (so that the Astro Turf project would not be restricted) but that the legal costs should be paid by the Sports Club. A short discussion followed which highlighted the issues that the Sports Club would need to address mainly that the Sports Club land is in Hambleton parish (needing the S106 agreement varying to allow the Sports Club's scheme to be eligible), and that the S106 money has to be for Recreation Open Space – free and open access and not a "private members club". It was also suggested that the Sports Club could ask for a contribution from Hambleton Parish Council in who's parish they stand. Hambleton Parish Council indicated at a meeting that they take their responsibilities seriously and would support facilities in their parish. It was stressed that although the Parish Council's bank balance appeared healthy, it was still at the lower end of the limit where the auditor's had said that the Council (by Law) must have sufficient reserves and that it was all budgeted for. The two representatives were advised to contact and meet direct with SDC to resolve this matter and at that point they left the meeting.  
[The above items will be discussed further under Mins 15/69.3 and 69.5]

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

15/68 To confirm the minutes of the Parish Council meeting held on 21 September 2015 as a true and correct record.

**IT WAS RESOLVED:** That the minutes of the 21 September 2015 were accepted as a true and correct record of the meeting.

Prop. Cllr Mrs Pearse

Sec. Cllr Miss Chisholm

15/69 To receive items for discussion and decide further action where necessary:

69.1 To discuss the External Auditor's report on the Annual Return for year ending 31 March 2015, to make any suggested changes and conclude the Audit, and to decide any further action. The Clerk explained that the External Auditor's report had been returned and all is in accordance with the guidance of the Audit Commission. Matters not affecting their decision, but needed bringing to the attention of the Parish Council, were two small amendments made to Section 1 to reflect an unrepresented cheque. The Chairman initialled the two bracketed amendments and it was resolved that it is ready to be concluded.

**IT WAS RESOLVED UNANIMOUSLY:**

i) That the above information was noted.

- ii) That the Chairman initialled the two minor amendments.
- iii) That the Clerk will now conclude the Annual Return audit and post the statutory notice on the notice boards commencing 20 October for a minimum of 14 days.

Prop. Cllr Noble

Sec. Cllr Mrs Pearse

- 69.2 To discuss the findings and recommendation of the “Annual Open Spaces Review Group” meeting held on the 11 October 2015, and decide any further action. Following a short discussion, it was decided that works at the sites on the Vice-Chairman/Clerk’s list (previously circulated) will be actioned.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information is noted.
- ii) That the recommendation of the “Annual Open Spaces Review Group” meeting held on 11 October 2015 be accepted and actioned.

Prop. Cllr Mrs Parkinson

Sec. Cllr Mrs Pearse

- 69.3 To discuss the astroturf project and decide if to agree to make changes to the two leases as Requested by the Sports Club and to agree the recommendation of the Council’s solicitor, and to decide any further action.

[Discussed previously under Min 15/67-Public Session]

It was decided to approve the recommendation of the Parish Council’s solicitor to change the two leases (so that the Astro Turf project would not be restricted), and that the legal costs should be paid by the Sports Club.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will inform the Parish Council’s solicitor that the Council has approved their recommendation to change the two leases (so that the Astro Turf project would not be restricted), and that the legal costs should be paid by the Sports Club.

Prop. Cllr Pearson

Sec. Cllr Noble

- 69.4 To discuss a quotation for works to the thorn hedge and large tree at the Millenium Garden, and decide any further action. Following a short discussion, it was decided that the quotation for the tree works at the Millenium Garden be accepted to remove/grind out the thorn hedge and fell the large Maple tree. The Owner/Occupier of 19 Oak Drive would be sent a written (minimum 24hr prior) notification of the approved works.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information is noted.
- ii) That the Clerk will Inform Marcus Taperell that the Council has approved his quotation to remove/grind out the thorn hedge, and to fell the large Maple tree.
- iii) That the Clerk will give the Owner/Occupier of 19 Oak Drive a (minimum 24 Hr) written notification of the above works.

Prop. Cllr Mrs Burnell

Sec. Cllr Mrs Pearse

- 69.5 To discuss any feedback on Epac funding for the “Woodland Walk”, from Groundwork on the Village Consultation, or any update on S106 funding, and decide any further action.

[S106 discussed previously under Min 15/67-Public Session]

The Clerk explained that Selby District Council (SDC) had given written confirmation that the 1<sup>st</sup> part of the S106 money had been received by them from Linden Homes, but no further progress on amending the terms of the S106 had been made, and that no further updates had been received from Groundwork. The Clerk also explained that the Parish Council has paid its 3<sup>rd</sup> Party Contribution to Eggborough Power station for the Epac Funding and are waiting for the funding to arrive so that Groundwork can proceed with concluding the “Woodland Walk scheme”.

**IT WAS RESOLVED:**

- i). That the above information was noted.
- ii). That the two representatives of the Sports Club were advised to contact and meet direct with Selby District Council (SDC) to discuss and try to resolve any barriers to the Sports Club obtaining any S106 money for the Astro Turf project, as it is a matter between the Sports Club and SDC direct.
- iii). That Parish Council money could not be used to support the Astro turf funding because although the Parish Council's bank balance appeared healthy, it was still at the lower end of the limit where the auditor's have said that the Council (by Law) must have sufficient reserves and that it was all budgeted for.

15/70 To receive items for information:

- 70.1 To receive any information on the insurance claim for the replaced Flagpole and Flag, and decide any further action. The Clerk informed the Parish Council that the Insurance money had now arrived, less the excess that the Parish Council had to pay.

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

- 70.2 To receive any information on registering the land at the Village Hall/Compound, and decide any further action. The Clerk explained that the registration of land to the rear of the village hall is now complete. The Village Hall representative said that the Village Hall Management Committee (VHMC) has asked for the sale of land to be put on hold for the moment.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That sale of land is put on hold for the moment and removed from the agenda.

- 70.3 To receive any information on the Monthly News/Village Website, to arrange a date for a sub-group meeting, and decide any further action. The Chairman explained that all the latest requests had been noted and would pass them onto the editor. The Chairman then volunteered to circulate a choice of 3 dates to those who had volunteered to attend an Advisory Group meeting (Cllrs Dowell, Lunn, Parkinson, Smith and the Clerk), along with the editors of the Monthly News and the Village Website. The Clerk will continue to seek the opinion of the existing advertisers who use the Monthly News.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Chairman will circulate 3 dates to choose from for an Advisory Group meeting to discuss the monthly news, the village website and using advertising, and to report to a future Parish Council meeting.
- iii) That the Clerk will continue to seek the thoughts of the advertisers who use the Monthly News parish magazine.

- 70.4 To receive information on: grass verges/"H" bars/Collapsible Bollards at Foxdale Ave/Londesborough Grove, and if Grants are available, and decide any further action. The Clerk explained that the grant application from the Police "Community Fund Grant" had not been successful. A Councillor suggested that the (southern) CEF Fund grant application is unlikely to be successful due to the amount of Parish Council funds. The Clerk explained that a meeting is being held on 21 October 2015 with a member of Area 7 Highways to discuss car parking and collapsible bollards. A short discussion followed and it was decided that this item should be deferred to the November Parish Council meeting.

**IT WAS RESOLVED:**

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

- 70.5 To receive information on a replacement Xmas tree, and the carols around the tree event, and to decide any further action. The Vice-Chairman updated everyone on progress with acquiring a replacement Xmas tree along with a proposed quotation. A short discussion followed and it was decided that the quotation be approved for a larger planted tree (this will negate the need to purchase an annual temporary tree). The Chairman confirmed that the “carols around the tree” event was scheduled for Friday 4 December 2015 and that arrangements were being prepared.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Vice-Chairman will acquire a replacement planted Xmas tree and a cheque for £239.50 was made out and signed at the meeting.

Prop. Cllr Mrs Pearse

Sec. Cllr Miss Smith

- 70.6 To receive feedback information from the Chairman on the RSS Inspection Report and to decide if to accept RSS’s quotation to have the Aerial Ropeway re-tentioned, and to decide any further action. The Chairman said that the Aerial Ropeway needed re-tentioning and following a short discussion it was decided that the Quotation from RSS be accepted. The Clerk then gave the Chairman the latest inspection report to have a look at and report any findings to the next Parish Council meeting.

**IT WAS RESOLVED UNANIMOUSLY:**

- i). That the above information was noted.
- ii). That RSS’s quotation for re-tentioning the Aerial Ropeway is accepted, and the Clerk will ask them to proceed.

Prop. Cllr Pearson

Sec. Cllr Miss Smith

- 70.7 To receive feedback information on a request for a quotation from Selby District Council for a replacement dog litter bin at Fox Lane, and to decide any further action. The Clerk said that he had now received a quotation from Selby District Council, and after a short discussion it was decided to accept it.

**IT WAS RESOLVED UNANIMOUSLY:**

- i). That the above information was noted.
- ii). That Selby District Council’s quotation (£197.22 + fitting) for a replacement dog litter bin at Fox Lane is accepted, and the Clerk will ask them to proceed.

Prop. Cllr Pearson

Sec. Cllr Mrs Pearse

- 70.8 To receive feedback information on repairs to 5 street name signs, and to decide any further action. The Clerk explained that the replacing of the 5 street name plates by Selby District Council (at a total cost of £451.20), is due to be done shortly, but the payment of the invoice will be held until the works are done.

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

- 70.9 To receive information on the hole in the ground on land near Almond Close, and to decide any further action. The Clerk said that the hole had now been repaired.

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

- 70.10 To receive information on “Community Speed Watch” (previously circulated), and to decide any further action. A short discussion followed and it was decided that the Clerk should acquire further information, such as how much would it cost to join the scheme and the procedure and cost of providing “Vehicle Activation Signs”.

**IT WAS RESOLVED:**

- i) That the above information was noted.

- ii) That the Clerk will acquire further information on: "Community Speed Watch" and what is the cost for being part of the scheme, and the procedure and cost of providing "Vehicle Activation Signs".

70.11 To receive information on the tree works to the Conifer Hedge and the Thorn Hedge at either side of Leeds Road adjacent to the Village Green, and decide any further action. The Clerk explained that these works are due to be done shortly.

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

15/71 Planning:

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

71.1.1 2015/0906/TPO (8/34/396/PA) Proposed crown lifting of tree T1 (Pine) covered by TPO 1/2003 on the Linden Way Play Area - APPROVED

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

71.2 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:

72.2.1 2015/1047/HPA (8/34/397/PA) Proposed garage/utility extension, new flat roof to existing garage and installation of roof lights at 67 Orchard Way, Thorpe Willoughby.

**IT WAS RESOLVED UNANIMOUSLY:** That the Parish Council has no objections to the proposal.

Prop. Cllr Dowell

Sec. Cllr Pearson

72.2.2 2015/1112/COU (8/34/398/PA) Proposed change of use of half of agricultural building to private vehicle repair/store to the north of Meadow View Farm, Harry Moor Lane, Thorpe Willoughby.

**IT WAS RESOLVED BY A MAJORITY:** That the Parish Council has no objections to the proposal.

Prop. Cllr Dowell

Sec. Cllr Mrs Burnell

15/72 Financial Matters

72.1 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.
YLCA – (Cllr Course for one delegate)	-	45.00	1737
SDC (Inv # 4056395)(repair of 5 Street Name Plates)	75.20	451.20	1738
Eggborough Power Ltd (Inv # EPL15/01700)(3 <sup>rd</sup> party contribution for EPAC funding for woodland Walk project)	-	816.00	1739
S M Peters (stationery expenses with receipts-September / October 2015)	10.49	76.64	1740
Fasprint (Monthly News-Oct 2015)(Invoice #Inv-5062)	-	461.00	1741
S M Peters (October Salary)	-	771.51	1742
R D Adams (Litter Picker) (October Salary)	-	137.80	1743
Marcus Taperell Tree Surgery (Inv # 6426)(tree works to rear of 14 Londesborough Grove & North View)	62.00	372.00	1744
PKF Littlejohn LLP (external auditor)(Inv #SB20151820)	40.00	240.00	1745
S M Peters (two Hi-Visibility Vests)(Invoice #474060)	2.92	17.50	1746
Tru-Green Ltd (Inv #00737)(Landscape Maintenance for year 2015)	622.00	3,732.00	1747
RSS (I & M Inspection-north)(Inv #040166) cheque made payable to Hags-Smp Ltd (Oct 2015 Inspection)	8.00	48.00	1748
<b>TOTAL =</b>	<b>£820.61</b>	<b>£7,168.65</b>	

72.2 To receive an account status of the current Bank Statement giving a balance of **£44,522.02** as at **25 September 2015**, and having been checked and signed by the Chairman.

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

Prop. Cllr Dowell

Sec. Cllr Mrs Pearse

15/73 To consider the following new correspondence received since the last Meeting and decide action where necessary:

73.1 YLCA Information: - Information previously circulated was noted.

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

73.3 Selby AVS: - Information previously circulated was noted.

73.4 11 additional pieces of information previously circulated was noted, with no late items.

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

15/74 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Burial Board: Nothing to report.

Rail Users Group: Nothing to report.

Village Hall: Bookings are fine, heating is working better. The CCTV had been checked for any unusual activity, but nothing had been found.

A Councillor noted that the hedge on the corner of Foxdale Avenue/Fox Lane was overhanging the footpath.

A Councillor warned of an internet scam purporting to be from HMRC.

Remaining Councillors had nothing to report.

At 8.50pm Councillor Burnell left the meeting.

**IT WAS RESOLVED:**

- i). That the above information was noted.
- ii). That the Clerk will send a friendly letter to a property in the village to request that the hedge overhanging a footpath is cut back.

15/75 To receive the Clerk's report

- The next Budget Review Group meeting is confirmed for Tuesday 10 November 2015, 7pm at the Clerk's house.
- The Clerk explained points from the Selby Branch Meeting (Wednesday 7 October 2015) (as previously circulated).
- The "Report it Online" information (as previously circulated) has been added to the Monthly News, the Village Website, and both notice Boards.
- The two additional Hi-visibility vests (one xl and one xxl) had now arrived.
- The Clerk had received information on "Footway Lighting Maintenance" from North Yorkshire County Council (NYCC) and met a representative on-site who will send information on lights owned by the Parish Council.
- The Clerk reported to NYCC's "Public Rights of Way Team" that the Selby Horseshoe sign (next to Thorpe Gates Level Crossing – entrance to bridleway leading to Sherwoods Farm) is on the ground. This has been logged, will be investigated, and appropriate action taken.
- The Clerk confirmed that the Council's staging date for workplace pensions is 1 May 2017 and that the Council's payroll provider has matters in hand, including the new minimum wage (that came into effect on 1 October 2015) and the new Living Wage that will be introduced in April 2016.
- The Clerk has received information on procurement: "Public Contract Regulations" that affects purchases of £25,000 or more. A County Councillor confirmed with the Clerk that Groundwork will be making purchases on the Parish Council's behalf so this will not be a problem.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will wait for a response from NYCC regarding "Footway Lighting Maintenance", and report back to the November meeting.

15/76 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 suggested one item: Collapsible Bollards.

15/77 To receive any further comments from the public [for information only; Clerk to note]

NONE

15/78 To confirm the date of the next meeting(s) as **MONDAY 16 NOVEMBER 2015**: –

At St Francis Church, Fox Lane, Thorpe Willoughby.

Apologies were given by Cllr Noble in advance for this meeting – on holiday.

15/79 Close of meeting – the Part I meeting closed at 9.09pm.

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