

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 20 January 2014 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), Lunn, Heyes, Burnell, Pearson, Noble, Lawton & Pearse.

13/114 To receive apologies for absence and any declarations of interest

The Chairman welcomed all to the meeting. There was one apology received from Cllr Mrs Guest, which was accepted, and no declarations of interest given.

13/115 Public Session

A representative of the TWSA raised two items:

- i) **The proposed new Lease** – what progress had been made? The Clerk confirmed that the Parish Council had received the new lease and Land Registration documentation and that the Sports Club should have received their copies - so this matter had been resolved (see Min 13/119.2)
- ii) **Planning Application** - had been submitted to Selby District Council by the Sports Club and an A4 location/layout plan was shown to all Councillors present and covered the following points:
 - the Sports Club had acquired a consultant due to specification constraints.
 - F.A. projected cost of project was @ £350,000.00 (A MUGA would cost @ £304,000.00)
 - There was a big funding gap and contributions had been received by various club users
 - That the Sports Club would like the Parish Council to support the project through funding from S106 money to cover an estimated shortfall of @ £45,000.00
 - No objections had been given by Hambleton Parish Council.
 - No objections had been given by the adjacent residential property.

A Councillor stated that this new facility would be a community facility and benefit all including school children who could go to the sports club for coaching and also that a 3G pitch is suitable for hockey. Clarification is required to see if the S106 money could be used for the Sports Club. Consultation with Selby District Council staff will be required to gather all the facts.

The Chairman explained that S106 money would not be made available by Selby District Council until 50% of the Linden Homes houses are both built & occupied, so the money may not be available for some time, (next year or at a later date).

The Chairman asked what the Sports Club's expected timescales were and was informed that April 2014 is when Planning Permission may be acquired so that they can proceed.

The Chairman also inquired about car parking provision in the light of the problems that already exist and whether it may be made worse if this development goes ahead? The TWSA representative confirmed that they were aware of this issue and were looking to use land to the east of the existing car park as additional car parking.

The Chairman concluded that it was difficult to know what can/cannot be done at this stage and suggested that it be an agenda item to discuss S106 – Recreational Open Space (R.O.S) provision at the next meeting.

It was confirmed by the Clerk that it was already agreed to have this topic as an ongoing agenda item and that he and a Councillor would seek further information from Selby District Council.

The Vice-Chairman asked what the Sports Club would do if S106 funding took say 18 months to arrive, and the reply was a loan may be considered.

IT WAS RESOLVED:

- i). The lease was discussed further under Minute 13/119.2.
- ii). The S106 and Sports Club planning Application was discussed further under Minute 13/118.3.

The Chairman thanked the member of the public for his attendance and at that point he left the meeting at 7:54pm.

13/116 To receive reports from Councillors and Community Police
Community Police – The Chairman had nothing new to report and no response from inquiries. A Councillor reported that the Linden Homes building site had been vandalised.
One County Councillor/District Councillor – Covered the following point(s):

- That the Boundary Commission's recent consultation had confirmed that the number of Councillors would be reduced from 41 to 31

IT WAS RESOLVED: That the above information was noted.

13/117 To confirm the minutes of the Parish Council meeting held on 16 December 2013 as a true and correct record

IT WAS RESOLVED UNANIMOUSLY: That apart from the word "Spring" be used instead of "Feb/2014" in Minute 13/102.2 on page 63, the minutes were accepted as a true and correct record of the meeting.

Prop. Cllr Noble

Sec. Cllr Pearson

13/118 To receive items for discussion and decide further action where necessary:

118.1 To receive further information on the temporary and permanent Xmas Trees – Update (Chairman/Vice-Chairman/Clerk). The Chairman explained about the removal of the temporary tree and lights and that better lights would be acquired for next year. The permanent Xmas tree will be planted in the Spring. The Chairman confirmed that the invoice from the electrical suppliers for the cabling will arrive before the March meeting so that the bill can be paid.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the permanent Xmas tree will be planted in the Spring.
- iii) The invoice from the electrical suppliers for the cabling will arrive before the March meeting so that the bill can be paid.

118.2 To receive an update on the Monthly News –
The Chairman explained that the editor had been unwell and had been in hospital for a while, and that he had helped with distributing the January issue. The Clerk informed everyone that he had received a letter from a resident suggesting that the December & January editions should be combined as it proved difficult to distribute and could save money. A discussion then followed about various matters such as fees/direct debits and also included whether the joint August/September issue should be two separate issues. The reason for the double issue is that there is no Parish Council meeting in August, but a Councillor pointed out that activities in the village don't stop in August.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That starting from October 2014 (start of the printing year), December and January will be a joint issue and the August/September (2015) will become two separate issues. The Clerk will also prepare a pricing/fact sheet to inform everyone, particularly advertisers.

118.3 To consider further information on S106 set-aside funding from Linden Homes for 149 dwellings on land south of Leeds Rd:

This was discussed earlier under Public Session (Min 13/115).

The Clerk also informed everyone about his contact with Selby District Council where it was suggested that a meeting could be held between himself and the contact to discuss various

ideas and schemes that the Parish Council had gathered. The Clerk suggested that plans need to be formulated by Spring and an advertising/request for available land that could be purchased, along with gathering of various ideas/information and to get the residents involved (particularly children who could give their thoughts/preferences on a suitable skate park).

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That S106 set-aside funding from Linden Homes will continue to be an ongoing agenda item and be added to subsequent meetings.
- iii) That the Clerk and a Councillor would seek further information from Selby District Council regarding Recreational Open Space (ROS) provision and what S106 money can/cannot be used for and if it can be used to go towards funding the Sports Club's hockey pitch application.
- iv) That subject to a favourable response to iii) above, the Council is mindful to help the Sports Club with their Hockey Pitch scheme application and using some of the S106 money if it comes available.
- v) That ideas for schemes and locations be gathered and brought to the next meeting.

- 118.4 To receive an update on the tree/bush & grass cutting in the village (9 x areas) and to approve using Tru-Green for 3 years (2014-2017) and to decide whether to opt-out of Area 7's urban grass cutting for the village – Update (Clerk) -

The Clerk explained to everyone that the 9 x areas of tree/bush works within the village will be carried out by Tru-Green on Monday/Tuesday 27/28th January 2014 (& Flagpole repairs). The Clerk explained the options for Opting out of the Area 7's urban grass cutting scheme and cost implications and after a County Councillor endorsed the uncertainty at NYCC, where costs may be reduced, it was agreed by everyone to not proceed with opting out and to review it in the future.

The Clerk explained to everyone about the 3 year deal (2014-2017) that was offered by Tru-Green for the grass cutting/maintenance in the village. After a short discussion, where it was confirmed that the price offered was for the double-cut for the whole year as introduced for the 2nd half of the previous season, it was agreed unanimously to approve the deal.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Parish Council will not opt-out of the urban grass cutting scheme for the village and review it in future years.
- iii) That Tru-Green have been appointed to do the grass cutting/maintenance in the village for 3 years (2014-2017) as a fixed price 3 year deal.

Prop. Cllr Noble

Sec. Cllr Dowell

- 118.5 To discuss the lack of litter bins along Fox lane and to decide whether to purchase any.
A short discussion was held about the difficulties of locating bins and the Chairman could not see where to put any.

IT WAS RESOLVED:

- i) That the above information was noted and no further action needed.

- 118.6 To approve and sign the revised Assets List.

The Chairman explained that the changes to the list were for the Xmas tree compound, the cabling, junction box and portable lanterns.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) The Chairman and Clerk then signed a revised Asset List to replace the existing one.

Prop. Cllr Mrs Parkinson

Sec. Cllr Heyes

13/119 To receive items for information:

119.1 To receive further information on repairs to the broken Parish Council notice board - Update (Chairman/Clerk)

The Chairman and Clerk explained that the Notice Board had now been repaired and both sides can be used.

IT WAS RESOLVED:

- i) That the above information was noted.

119.2 To receive further information on the provision of a new lease for the TWSA – Update (Clerk): Following a discussion with a representative of the TWSA in the Public session (Min 13/115), the Clerk confirmed that the lease and the registration document from the Land Registry had been received by the Clerk and that the Sports Club should have received theirs. This item was now finished apart from the Clerk scanning the hard copy documents to computer as a backup.

IT WAS RESOLVED:

- i) That the above information was noted.
ii) That the Clerk will scan the hard copy documents to computer as a backup.

119.3 To receive further information on the mole problem and decide if further action is required and if an annual contract is needed – Update (Clerk)

The Clerk confirmed that the mole problem is being monitored and that following a discussion with Backhouse there are no benefits in doing a yearly contract but to continue reacting as necessary. After a short discussion it was decided to leave it for a while and monitor the situation and to take it off the agenda.

IT WAS RESOLVED:

- i) That the above information was noted.
ii) That monitoring of the situation should continue but to remove this item from the agenda.

119.4 To receive a complaint from a resident to Yorkshire Water regarding the Town Dyke flooding back up – Update (Clerk)

A County Councillor explained that he was already sorting out this ongoing problem as the named person to contact, and would keep everyone informed of developments.

IT WAS RESOLVED:

- i) That the above information was noted.

13/120 Planning:

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

120.1.1 Site at Scalm Park, Wistow Common – Appeal by Prowind Hambleton at a public inquiry on 11/12/13th February 2014 – Update (Chairman/Clerk) –

The Chairman outlined the details of the meeting held at The Owl, Hambleton on 16 January 2014 and included the following points:

- The £5000 Noise Consultant had already been paid for and contributions were being sought.
- A collection bucket at the door raised a further £790
- That a high percentage of attendees were from Thorpe Willoughby
- That extra dates have been added to the public Inquiry. Originally was only 11/12/13th February 2014 but now also 14/18/19th February 2014.

Cllr Lunn was asked to represent several Parishes at the Public Inquiry and a resolution is required from this meeting to formally approve him representing Thorpe Willoughby Parish Council. After a short discussion it was agreed that Cllr Lunn should represent this Council.

This item was also for discussion under Part II for the funding contribution, but because there were no members of the public at this point, it was decided to conclude this matter. Various amounts of contribution were put forward and after a short discussion it was agreed to match fund the amount declared by an adjoining parish, which also reflected the concerns of Thorpe Willoughby residents, whilst not threatening the amount of reserves that the Council is required to build up.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) To contribute by match funding the amount declared by an adjoining parish.
- iii) That Cllr Lunn will represent Thorpe Willoughby Parish Council along with other Parish Councils at the Public Inquiry.

Prop. Cllr Pearson

Sec. Cllr Noble

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

120.2.1 2013/1172/HPA (8/33/388/PA) – new upper storey to existing bungalow at 30 Fox Lane. After looking at the plans there was a short discussion and it was decided that there were no objections to the proposal.

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 Parkinson

13/121 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 action required.

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

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

121.4 9 x other additional pieces of information previously circulated were noted, one item was about Clover Leaf advocacy where the Clerk confirmed notices had been posted on both notice boards and another item was from SDC regarding Community Infrastructure levy (CIL's), an invitation to a presentation and a consultation exercise – no response – no further action required.

IT WAS RESOLVED:

That the above points were noted and the Clerk to keep Councillors informed of progress.

13/122 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.
N Keeper (Litter Picker)(January Salary)	-	119.88	1555
S M Peters (January Salary)	-	509.30	1556
Fasprint (Monthly News January 2014) (Invoice No Inv-3064)	-	461.00	1557
S M Peters (stationery expenses with receipts -January)	-	19.29	1558
N Dowell (Xmas tree Lights & Rope)	-	46.83	1559
Autela Payroll Services (Inv # 4757) (Payroll Qtr 4 Jan 2014 only)	1.81	10.84	1560
St Francis Church (Hall Hire) (Sept-Dec 2013 inc)	-	100.00	1561
Keith Hird (Invoice # 1854/G/KMH) (2 x trees at Memorial Garden)	-	32.00	1562
TOTAL =	£1.81	£1,299.14	

122.2 To receive an account status of the current Bank Statement giving a balance of **£27,261.42** as at **24 December 2013**, and having been checked and signed by the Chairman.

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

Prop. Cllr Heyes

Sec. Cllr Lawton

13/123 To receive representative reports:

Rail Users Group: A representative County Councillor informed everyone that the railway crossing problems at Thorpe Willoughby had now been rectified.

VHMC: The Chairman explained that:

- The heating problems at the Village Hall had been rectified.
- A western style dancing group had moved from Barlby to Thorpe for 15 x bookings and a poster is to go on the village notice board.
- A new park roster is due.

A Councillor inquired about the Village Hall Management Committee using the Village Website and said that if any guidance was required he would be willing to assist.

The Clerk confirmed that all Councillors' "Register of Interest" Forms will need adding to the Village Website in addition to them already being added to SDC's website (a legal requirement) and signatures redacted.

A Councillor explained to everyone about a NHS survey involving local GPs and the changes to their computer systems where patient agreement to opting in or out can mean medical details either being available/unavailable if taken to a hospital, and issues over confidentiality. The Councillor confirmed that details will be emailed to everyone later.

Remaining Councillors had nothing further to report

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) NHS Survey and local GP information will be emailed to all Councillors later for their information.

13/124 To receive the Clerk's report

The Clerk then reported on various items:

- 124.1 Car tyre marks on public open space area adjacent to 12 Almond Close:
It was decided that the Clerk should monitor the situation and remove this from the agenda.
- 124.2 Memorial Garden – two damaged trees: The Clerk confirmed that works to the damaged trees had been completed.
- 124.3 Level Crossing complaints: no further comments had been received.
- 124.4 Double white lines request near Dam Lane Railway crossing: no further comments had been received.
- 124.5 Ground Maintenance – list of Volunteers – no further volunteers had come forward.
- 124.6 Flagpole Repair (rope): the Clerk confirmed that the rope had still not been repaired and that the top of the pole had dropped off which was clearly damaged and needed replacing – the supplier had been informed.
- 124.7 New Delegation Policy for the Clerk and Review of Standing Orders: The Clerk explained that one of the Councillors (who was also a clerk for another parish) had already commenced work on drafting up a revised Standings Orders policy and had volunteered to prepare a version for TWPC as most of the work had been done. This would involve placing a draft version before the Councillors at a later meeting showing highlighted in red where changes have been made (with an explanation of why) along with a copy of the Council's current version to compare with. Following a discussion and/or any changes, the new policy can then be adopted. The Clerk welcomed and was grateful for this offer as it would also help with his current heavy workload. Everyone agreed that this should go ahead. The draft Delegation Policy will be prepared later.
- 124.8 February & April Parish Council meeting dates – the Clerk explained that the date for the February meeting and the April meeting (a bank holiday Monday) were unsuitable and should be changed. Various options were discussed and it was resolved that the Clerk would ask the Church hall booking clerk which dates were available and notify Councillors the final dates.
- 124.9 Internal Drainage Board complaint – this complaint had been raised previously and it was agreed by everyone that it was not a Parish Council matter – no action required.
- 124.10 The Parish Council's Payroll Service – the Clerk explained about the slight increase in fees by the Payroll Service and that some of the usual payments will now be monthly rather than quarterly – everyone agreed that this was acceptable and no further action was required.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) A new delegation Policy for the Clerk will be discussed at a future meeting to cover areas not already covered by Parish Council policy documents.
- iii) That the Clerk should accept the offer of assistance with drafting up a revised Standing Orders document to be discussed and adopted at a future meeting.

13/125 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified and none were given. Members can email the Clerk if they wish to ask for additional items later.

13/126 To receive any further comments from the public [for information only; Clerk to note]

None

13/127 To confirm the date of the next meeting as **Monday 24th February 2014**: – 7.30pm at St Francis Church, Fox Lane, Thorpe Willoughby

13/128 Close of meeting – the Part I meeting closed at 9.27pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY