

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 20 April 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), Lawton, Noble, Burnell, Pearse, Chisholm, Smith, Lunn and Pearson.

14/162 To receive apologies for absence and any declarations of interest

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

14/163 Public Session

A member of the public raised a concern about a “mob” of people passing his house and looking at grass verges in the village and cars parked on them. The Chairman explained that the group of people were Parish Councillors and the Clerk from the “Open Spaces Review Group” who were obtaining information about the condition of grass verges in the village. The Clerk explained that this fact-finding group needed a minimum of 4 Councillors in order to convene a meeting. The member of the public stated that he did not want to see grass verges concreted, as the drains may be affected underneath. The Chairman and other Councillors present confirmed that this was a fact finding exercise and nothing was planned – the member of the public was thanked for his attendance. The representative of the TWSA explained that the FA had changed the way of dealing with their MUGA scheme and that a consultant was required and would add a significant amount to their costs. The Clerk explained that Selby District Council had confirmed in writing that there was no S106 money yet for Thorpe Willoughby. The TWSA representative thanked those Councillors who attended the opening of the cricket nets.

[Following these discussions the Chairman thanked the two members of the public for their attendance, and they then left the meeting].

IT WAS RESOLVED: That the above information was noted.

14/164 To confirm the minutes of the Parish Council meeting held on 16 March 2015 as a true and correct record

IT WAS RESOLVED: That the minutes of the 16 March 2015 were accepted as a true and correct record of the meeting.

Prop. Cllr Mrs Pearse

Sec. Cllr Mrs Burnell

14/165 To receive items for discussion and decide further action where necessary:

165.1 To discuss the breach of the Council's Code of Conduct/Confidentiality by a Councillor, and to decide any further action.

The Clerk explained to a Councillor that his action was a breach of the Council's Code of Conduct. It was pointed out that information at advisory groups was confidential and was not to be disclosed to anyone until it had been discussed and minuted at a full Parish Council meeting. A District Councillor stated that Selby District Council's monitoring officer had confirmed with him that this was a minor breach and needed the Councillor concerned to promise that this will not happen again.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That, following a Councillor's confirmation that he will not repeat this mistake, no further action would be taken.

- 165.2 To decide if to undertake additional highway related Urban Grass Cutting and to decide any further action. The Clerk explained that he had secured an extension of the deadline set by North Yorkshire County Council in which to return a proforma stating if the Parish Council wishes to take over the responsibility for the Urban Grass Cutting programme or to decline. The Clerk explained that the majority of the Urban Grass Cutting is already cut by the Parish Council's contractor and that the remaining areas are either major road grass verges or road junctions which are covered by NYCC's safety cutting – so the Parish Council would not gain anything by taking this on.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will return the Proforma to NYCC to state that the Parish Council will decline taking over the responsibility for the Urban Grass Cutting for the Village.

- 165.3 To decide if to give a donation towards the Xscape Bus 2015, and to decide any further action. Following a short discussion it was decided not to contribute this time.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will contact Selby Town Council to say that the Parish Council has decided not to make a contribution this time.

- 165.4 To decide if to give a donation towards AGE UK Selby, and to decide any further action. Following a short discussion it was decided not to contribute this time.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) That the Clerk will contact AGE UK Selby to say that the Parish Council has decided not to make a contribution this time.

14/166 To receive items for information:

- 166.1 To receive information from the "Open Spaces Review Group" meeting held on Wed 15 April 2015, and any feedback from Groundwork on the Village Green improvements (including a questionnaire and public exhibition), and decide how to proceed. Following on from the public session, the Open Spaces Review Group informed everyone about the walk around the village to look at grass verges and in particular the junction of Foxdale Avenue with Londesborough Grove where problems are occurring with the school run. Following the incident where members of the public were unaware of what the Councillors were doing, the Chairman suggested that high visibility jackets with/without a name printed on them should be considered.

The Public Consultation on the Village Green improvements and a questionnaire was then discussed:

- Several dates were considered and it was agreed that the Clerk would try and book one of the two suggested dates to hold a Public Consultation exercise at St Francis Church from 4pm-8pm.
- The Clerk circulated the three alternative draft layout options for the Village Green (sent by Groundwork earlier in the day to give residents alternative ideas to work from), and a draft questionnaire to consider and amend. Various amendments were recorded by the Clerk to feed back to Groundwork. It was thought that 500 copies of the questionnaire may be sufficient to start with.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That Council will wait for an update from Area 7 Highways to inform the Clerk what can/cannot be placed on grass verges or visibility splays (bollards, stones, litter bins, removing the raised platform to give higher curbs and planters were some of the

- options under consideration, bearing in mind that the land is usually owned by highways but grass maintenance is done by the Parish Council).
- iii) That the Clerk will obtain the costs for high visibility jackets with/without a name and report back to the next meeting.
 - iv) That the Clerk would try and book either Tuesday 9 June or Thursday 11 June at St Francis Church from 4pm-8pm and inform everyone once booked.
 - v) That the Clerk would send Groundwork the various changes identified for the three alternative layouts and the questionnaire to prepare for the Public Consultation.
 - vi) A further separate meeting (outside a Parish Council meeting) may be needed to organise advertising and running the consultation exercise.
 - vii) That the Vice-Chairman would ask the Post Office if we could use them as a drop-off point for completed questionnaires to be placed in a collection box that the Council would provide. The other drop-off point would be to the Clerk's house.

166.2 To receive information on the Linden Way Play Area, S106 money, and arranging of a meeting between SDC and the Parish Council, and decide how to proceed. The Clerk explained that because some Councillors had met SDC previously this was no longer required and that this 1st stage had therefore been completed. The Parish Council is still waiting for developments from Selby District Council on the adoption process. The Clerk and other Councillors from the "Open Spaces Review Group" had noticed that this area was a mess and some damage was visible to the fencing and the tree.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Clerk will contact Herron Homes to inform them of the state of the play area and request Herron Homes do something about it, and that residents will be informed of this situation in the Parish Council's "Monthly News" magazine.

166.3 To receive an information on the Monthly News, and decide any further action. The Chairman explained that all the latest requests had been noted. It was suggested that the large number of bags of rubbish collected at the latest voluntary litter pick could also be mentioned. The front cover was discussed and that it had not been changed for a while.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the front cover of the "Monthly News" to be an agenda item for the next meeting.

166.4 To receive an information on the Village Website, and decide any further action. The editor had nothing to report at this meeting.

IT WAS RESOLVED: That the above information was noted.

166.5 To receive information on the ownership/registration of two locations in the village, following a meeting of the Clerk with the Council's solicitor, and to decide how to proceed. The Clerk explained that he had received some information from the Council's solicitor following a meeting that he had with them. The possible purchase of land adjacent to the rear compound of the Village Hall was discussed. The Clerk confirmed that the Compound Land and land adjacent to it had not been registered with the Land Registry and that the Village Hall Management Committee (VHMC) would have to have all the land registered before any part of it could be sold to anyone. The Clerk also confirmed that the Council's solicitor could do this work for the VHMC at a cost of £300+vat. It was proposed that the Council could gift £300 to the VHMC to register the land on the proviso that the Parish Council would reclaim this money from the VHMC if the Council purchases part of the land. Two Councillors declared an interest (being Trustees to the VHMC) and abstained from the decision.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.

- ii) That the Clerk will meet the owner(s) of 19 Oak Drive to resolve the ownership issue of the narrow piece of land between the hard wooden fence and the thin thorn hedge following the Land Registry results for this area.
- iii) That the Clerk will send a letter to the Chairman of the Village Hall Management Committee to say that the Parish Council has decided that it would gift the VHMC the sum of £300 to have the village hall compound land (and land adjacent to it) registered with the Land Registry with the proviso that this money would be reclaimed by the Parish Council if the land adjacent to the Village Hall compound is sold to the Parish Council and subject to agreeing a value for the land.

Prop. Cllr Lawton

Sec. Cllr Miss Chisholm

14/167 Planning:

167.1 To receive updates on any existing planning applications/information: NONE

IT WAS RESOLVED: That the above information was noted.

167.2 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: NONE

IT WAS RESOLVED: That the above information was noted.

14/168 Financial Matters

168.1 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.
One Stop Promotions (Order #187642) (Inv #133183)(new Union Flag)	12.30	73.80	1679
S M Peters (April Salary)	-	553.26	1680
R D Adams (Litter Picker) (April Salary)	-	133.38	1681
S M Peters (stationery expenses with receipts-Apr 2015)	-	7.15	1682
Fasprint (Monthly News-Apr 2015)(Invoice No Inv-4512)	-	461.00	1683
SDC (Inv # 4054899)(supply & fit 2 x Dog Litter Bins)	89.96	539.76	1684
YLCA (annual membership fee 2015-2016)	-	638.00	1685
RSS (I & M Inspection-north)(Inv #036259)(Cheque made payable to Hags-Smp Ltd (April 2015 Inspection)	8.00	48.00	1686
TOTAL =	£110.26	£2,454.35	

168.2 To receive an account status of the current Bank Statement giving a balance of **£36,670.14** as at **25 March 2015**, and having been checked and signed by the Chairman.

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

Prop. Cllr Miss Chisholm

Sec. Cllr Mrs Pearse

168.3 To approve the Annual Accounts ready for Auditing:

168.3.1 Bank Reconciliation for financial year 2014/15 as at 31 March 2015.

The Clerk circulated copies to all Councillors who unanimously approved the Annual Accounts as true and correct. The Chairman and Clerk then signed the master copy of the Bank Reconciliation form.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the Annual Accounts and Bank Reconciliation form were unanimously approved as true and correct and then the master copy of the Bank Reconciliation form was signed by the Chairman and the Clerk.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

168.3.2 Annual Return for financial year 2014/15 as at 31 March 2015.

The Clerk circulated copies of section 1 to all Councillors and explained various matters. This was then unanimously approved by Councillors as true and correct. The Chairman and Clerk then signed and dated section 1 as required and the Annual Return is now ready to go to the Internal Auditor before the end of April and to be ratified by Council at the May meeting.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the Annual Return was unanimously approved as true and correct and then section 1 of the master was signed and dated by the Chairman and the Clerk.
- ii) That the Clerk will now take the Annual Return to the Internal Auditor before the end of this month and will be ratified by Council at the May meeting.

Prop. Cllr Pearson

Sec. Cllr Lunn

14/169 To consider the following new correspondence received since the last Meeting and decide action where necessary:

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

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

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

169.4 17 additional pieces of information previously circulated, with no late items, were all noted - no further action required.

IT WAS RESOLVED: That the above information was noted.

14/170 To receive reports from Councillors and Community Police

County Councillor/District Councillor – nothing to report.

Community Police – The Chairman explained that the Clerk had not received a report from the Police. The Clerk suggested notifying the police about the forthcoming Public consultation exercise to give them the opportunity to attend.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will inform the police about the forthcoming public consultation exercise.

14/171 To receive representative reports:

Burial Board: That there is not a May meeting and the next meeting is still to be arranged.

Rail Users Group: That Reg French is stepping down from the Rail User Group.

Village Hall: the Chairman explained about the recent AGM:

- 6 people turned up.
- The existing Chairman is to stay on for another year.
- The heating problems are still ongoing.
- Painting of the Village Hall is to commence on the 1 June 2015.
- Problems have occurred over parking at the dog shows with the wide verge at the entrance to Fir Tree Lane being used.

Councillors had nothing further to report.

A Councillor confirmed that the next CEF meeting will be in June.

IT WAS RESOLVED: That the above information was noted.

14/172 To receive the Clerk's report

- Both dog litter bins had now been replaced.
- Still waiting for response from Area 7 highways to what can/cannot be placed on highway verges and visibility splays at road junctions/bends.
- Electronic Communication of Summons to meetings-Councillors signed a list of their preferred method of communication.
- Upcoming Local Elections and Co-Option – the Clerk explained that all Councillors had submitted their nomination forms by the required date for the 10 vacancies and that no further nominees had been received by Selby District Council (SDC). SDC has confirmed that all 10 nominees are duly re-elected due to it not being contested.
- That the replacement Union Flag had been received and is now attached to the flagpole.
- That we are still waiting for a response from the Village Hall Management Committee about them using heavy equipment on the Village Green for the carnival.
- A Complaint about poor roads and long delays at the railway crossing was explained by the Clerk- this was noted and no further action was required.
- A request for Village photographs by Selby District Council for notices at the election had been received and the Clerk had sent a few – this was noted and no further action was required.
- A complaint had been received about the condition of the dog litter bin adjacent to the open notice board on Fox lane.
- The Vice-Chairman had informed highways about a discarded metal framework road works sign – this was noted and no further action was required.
- That he still trying to contact the Youth Development Officer about the Skate Park petition.
- That the Clerk had made progress on the Village Green potholes situation where he had met the Site Manager of Linden Homes and that he had agreed to giving the Council some surplus soil. This information and contact details had now been given to the local farmer who had volunteered to do the works when convenient. A Councillor volunteered to obtain grass seed to sow when the works had been done.
- That the clerk had been in contact with McDonald's who had volunteered to supplying a litter picking device and high visibility jackets.
- That the changing from broken white lines to solid white lines by highways at the Dam Lane railway crossing had now been completed.
- The Clerk had received a play area inspection report from RSS along with a quote for any remedial works that may be required. These were given to the Chairman to consider. The Vice-Chairman informed everyone that the washing of play area equipment is still ongoing.
- The Clerk explained that he had received the annual "Inventory" form from Northern Powergrid, and that he will complete the form as per last year.
- The Clerk explained that he had received YLCA's Provision of Services Agreement 2015-2016, and that he would check the agreement and reply as per last year.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) The Clerk will continue to seek a response from Area 7 Highways as to what can/cannot be placed on highway verges and visibility splays at road junctions/bends.
- iii) That all Councillors signed a form to state if they receive either an Electronic Communication of Summons to meetings or a hard copy.
- iv) That the issue of awaiting a response from the Village Hall Management Committee about them using heavy equipment on the Village Green for the carnival is deferred to the next Parish Council meeting.
- v) That the Clerk will acquire a price for a replacement dog litter bin for consideration at the next Parish Council meeting.
- vi) That the Clerk will continue to try and contact the Youth Development Officer or a member of the Skate Park petition to keep them informed about developments.

- vii) That the clerk will continue to contact McDonald's for the voluntary supply of a litter picking device and high visibility jackets.
- viii) That the Chairman will consider the contents of the RSS play area inspection report, and quote for repairs, and report back to the next meeting.
- ix) That the Clerk will complete Northern Powergrid's annual "Inventory" form.

14/173 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified – only one request for the Clerk to correspond with Area 7 Highways to see if the 30mph signs at the entrance to the village near Linden Homes could be moved further out and the possibility of an additional bus stop to serve Linden Homes.

IT WAS RESOLVED: That the above information was noted.

14/174 To receive any further comments from the public [for information only; Clerk to note]

NONE

14/175 To confirm the date of the next meeting(s) as **MONDAY 18 MAY 2015**: –

At St Francis Church, Fox Lane, Thorpe Willoughby.

N.B. There will be TWO May meetings:

- 1/. THE ANNUAL PARISH MEETING – at 6:30pm – 7:00pm**
- 2/. THE ANNUAL PARISH COUNCIL MEETING – from 7pm onwards**

14/176 Close of meeting – the Part I meeting closed at 9.51pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY