

## THORPE WILLOUGHBY PARISH COUNCIL

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

14/66 To receive apologies for absence and any declarations of interest

There was one apology received from: Cllr Noble (Holiday) which was accepted, and one Declaration of Interest was given by Cllr Mrs Pearse for Minute No14/72.2.2 which was also accepted.

14/67 Public Session

S106 Funding: a Sports Club representative outlined the current position regarding the S106 funding for the TWSA development, and that they will complete applications for more funding by the end of the week in order to be ready to proceed in January. A District/County Councillor confirmed that any changes to the terms of the S106 agreement would be paid for by Selby District Council.

Village Website: the Sports Club representative (also editor of the Village Website) confirmed that development was proceeding well and discussed this with Councillors. Items discussed included: a Vetting mechanism (to be used by the Clerk to ensure material is appropriate and legal), a pro-forma questionnaire (in MS Word) to be sent by the Clerk to the Editor (to enable organisations to submit standard contact information), advertising, a budget (for Website development, maintenance and add-ons), Website promotion, and it is important that the Website should be easy to use.

Parish Boundary Review: a Councillor explained to the Sports Club representative that support for change had increased from 1 household to 2 households.

[These subjects were discussed further in Part I Minutes 14/70.1, 14/71.2 and 14/70.9]

**IT WAS RESOLVED:** That the above information was noted with a thank you to the Website Editor for all his hard work.

[At this point the Chairman thanked the Sports Club representative for his attendance and he then left the Meeting].

14/68 To receive reports from Councillors and Community Police

Two County Councillors/District Councillors – Nothing new to report apart from a Councillor explaining that NYCC Highways are to shave off the top surface of the Leeds Road adjacent to the Village Hall following complaints by residents nearby about the traffic noise caused by the bumpy road. Early next year the whole road will then be resurfaced from the Bypass roundabout to Selby – no action required.

Community Police – The Chairman explained about the vandalised slide where the police require witness information in order to prosecute. The Clerk gave Police information he had received on any incidents since the last meeting but nothing significant to report. – no action required.

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

14/69 To confirm the minutes of the Parish Council meeting held on 15 September 2014 as a true and correct record

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

Prop. Cllr Lunn

Sec. Cllr Dowell

14/70 To receive items for discussion and decide further action where necessary:

70.1 To receive feedback on the presentation by Groundwork on the various schemes under consideration by the Parish Council and discuss and fix a meeting date for the 'Village Green Working Group', and decide which quote to accept for a tree survey of trees at both sides of the Village Green, and to decide any further action. A brief discussion followed where opinions were divided as to whether some trees were dangerous or not but all agreed that a tree survey was unnecessary and a waste of council finances. It was agreed to proceed with tidying-up work for a few specified areas and resolve resident complaints. The Clerk explained the status of the Leeds Rd Conifer hedge and passed on Cllr Noble's findings that all but one of the residents wanted the hedge retained, and that trimming works are almost finished.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That there will be no meeting of the 'Village Green Working Group' but this group will be combined with the 'Open Spaces Review Group' to form one group called "Open Spaces Review Group" to avoid duplication.
- iii) That the Clerk will invite a local tree surgeon to meet members of the Council on the Village Green to discuss which tree(s) and bushes should be worked on (and in other areas), so that a quote can be considered at the November meeting along with two other quotes.
- iv) That consideration as to what to do with the Leeds Rd Conifer hedge be deferred to next year.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

70.2 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 covered earlier under Public Session (Min 14/67), and apart from a Councillor reporting that he had asked SDC to speed up resolving the issue of amending the S106 agreement, no further points were raised here.

**IT WAS RESOLVED:** That the above information was noted, and that S106 set-aside funding from Linden Homes will continue to be an ongoing agenda item.

70.3 To receive an update on the Monthly News, and to decide how it should link with the Village Website and be vetted by the Clerk. A Councillor explained that he had received positive feedback from readers including the terms: 'chatty' and 'newsy'. The Chairman explained that the editor may be moving from the village but would continue in the role of editor. A general discussion followed where topics had already been covered under Min 14/71/2 for the Village Website and that processes agreed for the Village Website would equally apply to the Monthly News.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That processes agreed for the Village Website would apply to the Monthly News including vetting by the Clerk.

70.4 To receive an update by the Clerk on the broken slide in the Children's Play Area and why the playground had to be closed, and to decide any further action.

The Clerk confirmed that the slide has been removed and that the play area has had to remain closed because of a possible trip hazard due to the anchorage being left for a replacement. The Clerk is waiting for a Quote for a replacement slide, but the Council's insurance will cover this. It was also confirmed that the CCTV is not there to catch offenders but is a visible deterrent.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will seek alternative quotes from other manufacturers to compare with the one requested, then to circulate the quotes to all Councillors to seek their agreement and authorise the Clerk to get the Slide repaired, but to a Maximum of £350 on top of the Insurance excess amount for a like-for-like replacement.

Prop. Cllr Mrs Parkinson

Sec. Cllr Dowell

70.5 To receive an update by the Clerk on the TWO Parish Councillor Vacancies, the deadline for applications is Friday 14 November 2014, to be decided at the 17 November meeting.  
The Clerk explained that two applications had been received so far.

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

70.6 To discuss the "Reps List" and decide if to fill positions vacated by two councillor resignations, or wait until replacement councillors have been appointed, and to decide if to include the newly formed "Open Spaces Review Group" and "Village Green Working Group", and approve the Chairman/Clerk signing the "Reps List" later once typed-up neatly.  
A brief discussion was held and how it would affect the Poor Fund Representatives.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That this item is deferred to the November meeting following the merging of the "Open Spaces Review Group" and the "Village Green Working Group".
- ii) That the Clerk will contact the two parish Councillors who resigned recently to see if they wish to relinquish their positions as Trustees for the Poor Fund for the Selby area, and ask one of them (as a former village website editor) if he can remove the previous redundant village website.

Prop. Cllr Lunn

Sec. Cllr Pearson

70.7 To consider the recommendation(s) of the "Open Spaces review Group", and to decide any further action. A short discussion followed where various elements of the report were discussed and agreed by all that a step-by-step approach is needed and to complete a bit at a time.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information is noted.
- ii) That the Clerk will contact NYCC highways to do remedial work to the sweet chestnut tree that they own at the junction of Field Ave with Field Lane.
- iii) That the Clerk will correspond with the adjacent property owner of the oak tree with attached vine standing adjacent to the Field Lane road to see if the owner will assume responsibility for the upkeep and tidiness of that area or agree that the Parish Council will assume responsibility and that they will tidy it up.
- iv) That the Vice-Chairman will produce a list of priorities and present them to the next Parish Council meeting to select the next course of action.
- v) A vote of thanks was given to the Vice-Chairman for all her hard work.

Prop. Cllr Mrs Pearse

Sec. Cllr Dowell

70.8 To discuss the purchasing of new lights and a temporary Xmas tree, and to decide any further action. A short discussion followed where a councillor explained that a resident had offered a Xmas tree growing in his garden for the Parish Council to cut and take away. A new pipe was required for the compound to hold the temporary tree which would sit behind and surround the existing permanent tree.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the Chairman would investigate the offer of a free Xmas tree along with the purchase of new Xmas tree lights up to a maximum of £450 (this includes the expected Poor Fund contribution of £219)

Prop. Cllr Lunn

Sec. Cllr Mrs Pearse

70.9 To discuss the proposed Parish Boundary change between Thorpe Willoughby and Hambleton, and to decide any further action. This was discussed previously under minute 14/67. A councillor raised the issue of properties at Dam Lane including Thorpe Hall and the development opposite which are all served by Thorpe Willoughby.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the clerk will register the Parish Council's interest with Selby District Council for the Parish Boundary to be moved to include Thorpe Hall and the development opposite into Thorpe Willoughby parish.

Prop. Cllr Pearson

Sec. Cllr Lawton

14/71 To receive items for information:

71.1 To receive information from the Clerk on progress made with purchasing a filing cabinet and external hard drives, and to decide on the archiving of council documents: what held, for how long, and what can be discarded, and to decide any further action. The Clerk confirmed that a considerable amount of work had been completed and involving lots of documents.

**IT WAS RESOLVED:** This is ongoing item and the Clerk will compile a report for a future meeting.

71.2 To receive information from the Clerk/Editor on progress made with the NEW Village Website, and to approve the vetting procedure by the Clerk for requests, and decide how to proceed.

[This was discussed earlier in the meeting (Min 14/67) with the member of the public involved (Editor) on behalf of the Parish Council]. The Editor of the Village Website outlined the progress made so far, requested that a vetting mechanism be put in place, and that a small budget be considered to fund the website.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That a Vetting mechanism is to be used by the Clerk to ensure material is appropriate and legal.
- iii) That a pro-forma questionnaire (in MS Word) will be sent by the Clerk to the Editor to enable organisations to submit standard contact information.
- iv) That it is too early in the Website's development to consider advertising.
- v) That the Council is minded to approve a budget for Website development, maintenance and add-ons, subject to approval at the next "Budget Review Group" meeting.
- vi) That the promotion of the website is paramount to engage with residents and various methods will be used including the Monthly News.
- vii) That the website should be easy to use.

Prop. Cllr Lunn

Sec. Cllr Mrs Pearse

71.3 To receive feedback information from a Councillor who attended a course called: "What a Councillor Needs to Know", and decide any further action.

A Councillor explained that it was an excellent course and would recommend it for all Councillors particularly new Councillors.

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

71.4 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 the expected update from Selby District Council had not arrived.

**IT WAS RESOLVED:**

- i) That the above information is noted.
- ii) That this be discussed again at the November meeting.

71.5 To receive information: "Statement of Representation Procedure CIL" (as previously circulated), and decide how to proceed.

A District/County Councillor explained that this is a SDC consultation and will come into operation next year to replace S106's which will be phased out. Existing S106 schemes will remain unaffected.

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

71.6 To receive information on the Annual Return statutory notice for year ending 31 March 2014, and to approve that the audit has been concluded. The Clerk explained that no requests had arisen from the notice which had now expired and that the audit is now completed.

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

71.7 To discuss and decide a short-list for a new litter picker, and decide how to proceed.

The Clerk explained to everyone that he had received five applicants, and that he had made a provisional booking of the Church for interviews on Thursday 23<sup>rd</sup> October from 6-8pm.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That all five applicants will be interviewed
- iii) That the Clerk will confirm the booking of the church for interviews and arrange interview times for each applicant.
- iv) That the Clerk and Chairman will conduct the interviews and appoint a new litter picker and that the Vice-Chairman will meet and greet the applicants.
- v) That the Council would like to thank dog walkers for picking up litter.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

71.8 To discuss and fix a meeting date in November for the "Budget Review Group" so that it can report to the November Parish Council meeting. A short discussion took place.

**IT WAS RESOLVED:**

- i) That the Budget Review Group Meeting will be held on Thursday 6<sup>th</sup> November at 6:30pm at the Clerk's house, and report to the November Parish Council meeting.

71.9 To receive information from the Clerk on progress made with the solicitor's (SRA) joint TWPC/VHMC request for stored legal documents, and decide how to proceed. The Clerk explained that he is still waiting.

**IT WAS RESOLVED:** That the clerk will wait for further progress.

71.10 To receive information from the Vice-Chairman on the 16 November Voluntary Litter Pick, and decide how to proceed.

The Vice-Chairman explained that residents would be informed about the event by being included in the school newsletter. A Councillor stressed that positive feedback was required in the Monthly News in order to encourage more support from volunteers. The Clerk gave the Vice-Chairman dustbin bags for the next litter pick event.

**IT WAS RESOLVED:**

- i) That the above information is noted.
- ii) That future inserts in the Monthly News to be more encouraging

14/72 Planning:

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

72.2 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 2014/0901/FUL (8/34/126V/PA) at 1 Chestnut Forge, Dam Lane, Thorpe Willoughby – proposed removal of condition No 3 (occupation) of approval 2008/1019/FUL Conversion of existing garage to Granny Annex

**IT WAS RESOLVED:** That the above information was noted, and the Parish Council has no objections to and supports this proposal.

Prop. Cllr Dowell

Sec. Cllr Lunn

72.2.2 2014/0953/FUL (8/34/229B/PA) at White House Farm, Leeds Road, Thorpe Willoughby – proposed Agricultural Barn

**IT WAS RESOLVED:** That the above information was noted, and the Parish Council has no objections to this proposal.

Prop. Cllr Lawton

Sec. Cllr Mrs Parkinson

14/73 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. One item regarding the Selby Branch meeting the Clerk confirmed apologies had been sent. Another item regarding NYCC Draft 'Care & Support where you live' consultation from 18 August to 17 November had been received in October, which is too late for the Monthly News, but the Clerk confirmed that he will add it to the Village Website - no further action required.

73.2 Selby District Council Web-Site information - Information previously circulated was noted. One item (regarding an Affordable Housing meeting by SDC) the Clerk sent apologies to SDC for the meeting and requested any supporting information - no further action required.

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

73.4 25 additional pieces of information previously circulated, with no late items, were all noted along with apologies sent to a northern gas meeting and that an open event at the village hall for affordable housing was poorly advertised by the organisers - no further action required.

**IT WAS RESOLVED:** That all of the above points were noted.

14/74 Financial Matters

74.1 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.
S M Peters (October Salary)	-	505.56	1630
Fasprint (Monthly News October 2014 (Invoice No Inv-3921)	-	461.00	1631
RSS (I & M REPMAN-North) (Inv # 234732) (Chq made payable to Hags-Smp Ltd)(remove damage slide)	10.00	60.00	1632
CANCELLED CHEQUE	-	-	1633
S M Peters (stationery expenses with receipts-Oct 2014)	17.27	118.04	1634
St Francis Church (Hall Hire) (May-Sept 2014 inc)	-	97.50	1635
<b>TOTAL =</b>	<b>£27.27</b>	<b>£1,242.10</b>	

74.2 To receive an account status of the current Bank Statement giving a balance of **£30,052.19** as at **25 September 2014**, and having been checked and signed by the Chairman. The Clerk explained that the second part of the Parish precept had been received.

**IT WAS RESOLVED UNANIMOUSLY:** That the accounts/cheques presented be approved, and that the receipt of the second part of the Parish Council precept had been noted.

Prop. Cllr Mrs Pearse

Sec. Cllr Mrs Parkinson

14/75 To receive representative reports:

Burial Board: Nothing to report apart from the next meeting will be held on 4 November 2014.

Rail Users Group: Nothing to report but raised the subject of the Southern CEF where a new Community Engagement Plan had been completed including several items relating to Thorpe Willoughby Parish Council. The holding of a Grants Event was also mentioned.

Village Hall: the Chairman confirmed that the gullies at the Village Hall car park had been cleaned, that money was to be spent on a new water pump due to the low water pressure and the VHMC were fairly solvent at the moment. The concern over a child being hurt when tripping over a rut in the village green was raised and confirmed that no legal action will ensue. A brief discussion then followed where arrangements were made for 2 Council representatives to meet a local farmer to assess the situation and decide on remedial work to be carried out.

Remaining Councillors had nothing further to report.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That Councillors meet a local farmer on the Village Green to discuss work as necessary.

14/76 To receive the Clerk's report

The Clerk explained to everyone that care is needed when giving donations. A donation has to be for something that will benefit the residents of the whole village and must be approved at a Parish Council meeting first. The subject of the Chairman's Allowance was also raised and that rewarding Parish Council volunteers at the end of the year is allowed so long as it is itemised in the Council's Budget.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the subject of the Chairman's Allowance will be raised at the next 'Budget Review Group' meeting.

14/77 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified, and that Members can email the Clerk to ask for additional items to be added later.

**IT WAS RESOLVED:** That the Clerk to include an agenda item: "The Xmas Tree Event" at the November meeting along with those items already identified.

14/78 To receive any further comments from the public [for information only; Clerk to note]  
NONE

14/79 To confirm the date of the next meeting as **Monday 17 November 2014**: –  
At St Francis Church, Fox Lane, Thorpe Willoughby.

14/80 Close of meeting – the Part I meeting closed at 9.50pm

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