

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 20 July 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, Burnell, Pearse, Chisholm, Smith and Pearson.

15/34 To receive apologies for absence and any declarations of interest

There were two apologies received from Cllrs Lunn and Lawton – both family commitments (which were accepted), and no Declarations of Interest were given.

15/35 Public Session

The Chairman of the Village Hall Management Committee (VHMC) discussed the registration of land to the rear of the Village Hall. The Clerk was asked if the Council had the original Trustee document because this was needed by the Land Registry before a 5 August deadline, otherwise he would have to use a more complicated route. The Clerk confirmed that he had an original document and would discuss this with the Council's solicitor to move the registration process forward. At this point the VHMC Chairman thanked the Councillors for their assistance and left the meeting.

[this will be discussed further under Min 15/38.3]

A second member of the public discussed the senior citizens club stating that she would like to step down as Chairman, but no volunteers were coming forward to take over, even though membership was healthy and finances sound. The Chairman discussed the club with her and said that he would make a plea in the Monthly News for volunteers to come forward and for a "Group Organiser".

The member of the public also informed the Council that items are being moved at Brayton Cemetery. It was agreed that she would give details to the Council's representative on the Brayton Joint Burial Board to report this concern.

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

15/36 To confirm the minutes of the Parish Council meeting held on 15 June 2015 as a true and correct record.

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the 15 June 2015 were accepted as a true and correct record of the meeting.

Prop. Cllr Mrs Burnell

Sec. Cllr Miss Smith

15/37 To receive items for discussion and decide further action where necessary:

37.1 To discuss information from Area 7 (Highways) on grass verges/visibility splays, and if a "Community Fund" Grant is available, and decide any further action. The Clerk explained that the former yellow zig-zag lines outside the school gates have now been reinstated and that the proposals for extending the lines for "No Waiting at any Time Restrictions" (to go around the junction of Foxdale Avenue/Londesborough Grove), will be advertised late 2015. The Clerk explained that parking in front of a driveway was already an offence (with or without lines), but white "H" lines across a driveway could be obtained either by asking the Highways to paint ones asked for but at a time convenient to highways (probably 2016), or a resident could pay £200 to have it done sooner. Evidence would need obtaining, and residents should be asked what they would prefer. There was a discussion regarding the purchasing of collapsible bollards for the grass verges at the junction of Foxdale Avenue and Londesborough Grove, and the Clerk explained that the police had said that the Council should apply to the Police "Property Fund" rather than the "Community Fund" for a grant. Applying for CEF money was also discussed. Both options may require the Council's books being inspected and that the next meetings of both groups will be at the end of the year.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will apply to both the Police "Property Fund" and to "CEF" (Southern) for a grant towards purchasing collapsible bollards.

Prop. Cllr Mrs Pearse

Sec. Cllr Miss Chisholm

**IT WAS RESOLVED:**

- i) That the Clerk will send a letter to the residents along both sides of Londesborough Grove and also Foxdale Avenue (near the school) to explain what can be done, the options available and to ask what option(s) they prefer such as painting white "H" lines across driveway entrances.

Prop. Cllr Miss Smith

Sec. Cllr Pearson

- 37.2 To discuss the Council's vandalised Flagpole and Flag, and to decide any further action.  
The Clerk explained that anti-climb paint was now available in white and following a previous circulation of opinion from Councillors the white was preferred to the grey originally chosen.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will now purchase white anti-climb paint and 2 x warning stickers.

- 37.3 To receive information from the "Open Spaces Review Group" meeting held on Wednesday 15 July 2015, the Village Consultation event itself (held on Tuesday 9 June 2015), and request for remedial tree works to rear of 14 Londesborough Grove, and decide any further action.

- a). The Clerk circulated copies of the recommendation of the "Open Spaces Review Group" (held on Wed 15 July 2015) and a brief explanation of its contents were read out by the Chairman and Clerk. Only one amendment was made to include "Memorial Garden Fencing" in stage one. The Clerk will now inform Groundwork of the Council's findings.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information is noted.
- ii) That the Clerk will amend the recommendation of the "Open Spaces Review Group" to include "Memorial Garden Fencing" in stage 1 which is now approved, and to circulate to all Councillors and Groundwork.

Prop. Cllr Miss Chisholm

Sec. Cllr Mrs Pearse

- b). A short discussion followed regarding the requested remedial tree works to rear of 14 Londesborough Grove. The Clerk will now inform the owner of the Council's findings.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information is noted.
- ii) That the removal of overhanging branches and hedge in the rear garden of 14 Londesborough Grove, the felling of the apple tree in the wood to the rear of the garden, and trimming of bushes at North View (so that they do not overhang the highway) are all approved and that the Clerk will ask Mr Taperell to carry out the works.

Prop. Cllr Mrs Parkinson

Sec. Cllr Miss Chisholm

- c). A Councillor requested an Annual O.S.R.G Review (in the form of a walk-about) before the September Parish Council meeting. The Clerk will email all Councillors with the alternative dates to see which one is best for most Councillors.

**IT WAS RESOLVED:**

- i) That the above information is noted.

- ii) That the Clerk will circulate to all Councillors the choice of: Tues 11 August, Tues 18 August, Mon 7 September, Tues 8 September or Wed 9 September, to choose the most popular date to have an Annual Open Spaces Review Group Review (in the form of a walk-about), and the Clerk will confirm the decision.

15/38 To receive items for information:

- 38.1 To receive any information on the Monthly News, and decide any further action. The Chairman explained that all the latest requests had been noted including: the next voluntary litter pick, "Willoughby Players" information and the Village Hall list of events.

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

- 38.2 To receive any information on the Village Website, and decide any further action. Articles identified to include in the "Monthly News" were also to be included on the "Village Website". A request from the editor for the purchasing of two applications (a Backup App and Slideshow App) to improve the website were discussed and the purchasing of them by the editor was approved. The Chairman explained that the website is being used a lot more and more referrals are coming from it. A further application to link to a tablet or google may be considered in the future.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the editor be informed that the Council approves the purchase of the two applications to improve the website as requested.

Prop. Cllr Pearson

Sec. Cllr Mrs Pearse

- 38.3 To receive a progress report on the ownership/registration of two locations in the village, and decide any further action.

- a) [the village hall area was discussed earlier Min 15/35 Public Session].  
The registration of land to the rear of the village hall is in progress. The valuation of part of the land adjacent to the rear village hall compound had been received from an estate agent and was higher than expected and the Council decided to ask the VHMC to consider reducing the area that may be sold by roughly half but to include the small piece of land between the conifer trees and the car park so that the proposed area can join up with the play area.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will ask the Village Hall Management Committee to consider reducing the area that may be sold by roughly half but to include the small piece of land between the conifer trees and the car park at a reduced price.

Prop. Cllr Mrs Parkinson

Sec. Cllr Mr Dowell

- b) The narrow strip of land at the northern end of the Memorial Garden was discussed and the Clerk explained the legal advice he had received. The Clerk also confirmed that he had not received any feedback from the owner of 19 Oak Drive regarding the strip of land to the south of their property.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will send a letter to the owner of 19 Oak Drive to state that the Parish Council believes that it still owns the narrow strip of land, and that if the Council does not receive any evidence to the contrary by the 1 September 2015 the Council will assume ownership and carry out any tree works as required.

Prop. Cllr Mrs Parkinson

Sec. Cllr Mrs Burnell

- 38.4 To receive information from the Council's Payroll Service provider regarding the Clerk's hourly rates, and to confirm the signed addendum to the Clerk's contract, and decide any further action. Following agreement to increase the Clerk's number of hours worked at a previous meeting, an Addendum to his contract was needed and to be minuted. The Chairman read out an Addendum document that explained what had been approved previously and was then approved by Council and signed by the Clerk and witnessed by the Chairman and Vice-Chairman.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Addendum to the Clerk's contract was approved and signed by the Clerk, and witnessed by the Chairman and Vice-Chairman.

Prop. Cllr Miss Smith

Sec. Cllr Pearson

- 38.5 To receive information on the Gardening Competition 2015, and to decide any further action. The Clerk explained that the cups and shield had being collected. One of the cups is damaged and a 4<sup>th</sup> cup is now needed for the extra category. A resident had asked that her late husband's name be used to name a cup and that she would cover the cost. No nominations have yet been received for the Children's category.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will resolve the issue of the cups/shield to ensure that four trophies are available and that one of the cups will have a name added.
- iii) That the judges will inform the Clerk of the winners' names and addresses as soon as known so that certificates and engraving can be completed before the carnival.

- 38.6 To receive information on the Villager of the Year 2015, and to decide any further action. The Clerk read out the names of the three nominations received and why nominated, but not the names of who had nominated them. Following a vote by a show of hands the winner was then chosen, and that person's name will be announced at the September Carnival.

**IT WAS RESOLVED BY A MAJORITY:**

- i). That the above information was noted.
- ii). That the winner chosen will be announced at the September Carnival

- 38.7 To receive information on Xmas lights, and to decide any further action. Solar Xmas tree lights that fasten to lamp posts were discussed and it was decided that they were too expensive to hire. Second-hand Xmas lights were also discussed and thought to be a future possibility but Council decided that this should be discussed at the next Budget Review Group meeting for a possible purchase next year.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the subject of Xmas lights be discussed at the next Budget Review Group meeting.

15/39 Planning:

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

- 39.2 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:

39.2.1 2015/0547/HPA (8/34/392/PA) proposed drop kerb to existing gates at 7 Sandway Avenue.

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

the proposal.

- 39.2.2 2015/0715/HPA (8/34/393/PA) proposed double storey side extension including internal garage, and additional front porch at 51 Dane Avenue.  
At this point a Councillor declared an interest in this item and withdrew from the discussion and decision.

**IT WAS RESOLVED UNANIMOUSLY (BY THOSE ELIGIBLE TO VOTE):**

- i) That the above information was noted.  
ii) That the Parish Council has no objections to the proposal.

- 39.2.3 2015/0743/HPA (8/34/202A/PA) proposed front wall adjustment to dining room and replacement of flat roof with matching tiled roof at 7 Londesborough Grove.

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

- 39.2.4 2015/0793/TPO (8/34/394/PA) proposed crown lifting and removal of epicormic growth to 1 No Lime tree (T3) covered by TPO 1/1975 at 6 The Coppice.

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

[Following these discussions the Chairman thanked the member of the public for her attendance, and she then left the meeting].

15/40 Financial Matters

- 40.1 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 (July Salary)	-	1,002.76	1711
R D Adams (Litter Picker) (July Salary)	-	133.38	1712
S M Peters (stationery expenses with receipts-July 2015)	12.92	80.03	1713
Fasprint (Monthly News-July 2015)(Invoice # Inv-4801)	-	461.00	1714
S M Parkinson (refreshments etc for Consultation event)	-	18.15	1715
Elmhirst Parker (solicitor) (Bill No 15/205)	40.00	252.00	1716
CANCELLED CHEQUE	-	-	1717
Brayton & District Joint Burial Authority Precept 2015/16	-	1,588.32	1718
RSS (I & M Inspection-North) (Inv # 038338)(Chq made payable to Hags-Smp Ltd) (July Operational Inspection)	8.00	48.00	1719
St Francis Church (Hall Hire)(PC meetings Oct14-June15), Interview and Consultation event.	-	300.00	1720
Autela Payroll Services (Inv #6680)(Payroll 2015/16-Qtr 2 – July, Aug, Sept 2015)	-	30.00	1721
Yorkshire Local Councils Associations (Good Councillor Guides 4 <sup>th</sup> edition x 3) (Inv #292-15)	-	7.48	1722
<b>TOTAL =</b>	<b>£60.92</b>	<b>£3,921.12</b>	

- 40.2 To receive an account status of the current Bank Statement giving a balance of **£52,252.14** as at **25 June 2015**, and having been checked and signed by the Chairman.

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

Prop. Cllr Pearson

Sec. Cllr Miss Chisholm

15/41 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 41.1 YLCA Information: - Information previously circulated was noted. The Clerk confirmed that apologies had been sent for the Joint Annual Meeting 2015 of the YLCA.
- 41.2 Selby District Council Web-Site information - Information previously circulated was noted.
- 41.3 Selby AVS: - Information previously circulated was noted.
- 41.4 28 additional pieces of information previously circulated was noted, with no late items.

**IT WAS RESOLVED:** That the above information was noted and no further action required.

15/42 To receive reports from Councillors and Community Police

County Councillor/District Councillor – nothing to report.

Community Police – The Chairman and Clerk discussed police activities including youths on the Millenium garden.

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

15/43 To receive representative reports:

Burial Board: Nothing to report from the recent meeting.

Rail Users Group: Nothing to report.

Village Hall: the Chairman explained that:

- Painting of the Village Hall had been completed.
- That the Carnival is proceeding.

A County Councillor explained that the Fire Brigade is to use smaller appliances.

A Councillor pointed out that the lamppost in the middle of the footpath near the Village Hall has still not been removed.

The Clerk explained that the Police are dealing with Anti-Social Behaviour by youths on the Memorial garden.

A Councillor raised the issue of an approved company suggesting the changing of door locks but may be a scam.

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

15/44 To receive the Clerk's report

- A representative from Harron Homes had confirmed that they should be able to proceed shortly with improving the Linden Way Play Area.
- The Clerk explained the feedback from residents regarding Street Name Plates and the cost involved.
- Hi-visibility vests were distributed by the Clerk to those present.
- Waiting for further information on Councillor training events.
- Complaint about dog fouling at Meadow drive – re-directed resident to Environmental Health Department of Selby District Council.
- Conifer hedge along Leeds Rd – a councillor confirmed that the resident who previously trimmed the hedge is no longer able to do so and asked the Council to do it in future. A letter was handed to the Clerk to confirm that.
- Complaint about overhanging bushes at North View – this was discussed earlier (Min 15/37.3)
- "Lets Talk PLAN Selby" meeting at Brayton Primary School on 8 July 2015 attended by two Councillors and the Clerk was an informative meeting. The Clerk explained what had occurred and circulated a summary of it to everyone present.
- Complaint about overhanging bushes and weeds along the footpath running past Brayton Barff – re-directed resident to Highways.
- RSS Inspection report received by the Clerk given to the Chairman to read and see if any works are needed and to report back to the next Parish Council meeting.
- A quotation from Selby District Council for a replacement dog litter bin on Fox lane had still not arrived.

- Selby District Council will be sending an invoice soon for the election in May, but the cost should be reduced due to it being a joint one.
- A request for a bus stop near the Willerby Heights had been received.
- A request to hold the carnival on the Village Green had been received.
- Letter from 'North Yorkshire Fire & Rescue Authority' regarding a consultation exercise was noted – no action required.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask Selby District Council to replace and fix all of the five faded or damaged Street Name Plates that have been identified.

Prop. Cllr Mrs Pearse

Sec. Cllr Miss Chisholm

- iii) That the Chairman will read the RSS Inspection report, and report back to the next Parish Council meeting to say if any works are required.
- iv) That the Clerk will chase up Selby District Council for the requested quotation for a replacement Dog litter bin on Fox Lane, and that dog litter bins be reviewed at the next Budget meeting.
- v) That the Clerk will follow up the request (for a bus stop at Willerby Heights and to move the 30mph signs further out) that was previously sent to highways.
- vi) That the Clerk will inform the Village Hall Management Committee that the Parish Council gives permission for the use of the village green for the carnival.

15/45 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 two items:

- Annual Review of the Open Spaces Review Group (date to be confirmed) and
- Xmas tree and event update.

A Councillor suggested that the December meeting be moved back one week from the 21 December to the 14 December as this was very close to Xmas.

**IT WAS RESOLVED UNANIMOUSLY:**

- i). That the above information was noted.
- ii). That the December Parish Council meeting be moved back one week from 21 December 2015 to the 14 December 2015 (being too close to Xmas), and the Clerk will change notices, notify those concerned, and change the booking arrangement.

Prop. Cllr Pearson

Sec. Cllr Noble

15/46 To receive any further comments from the public [for information only; Clerk to note]  
NONE

15/47 To confirm the date of the next meeting(s) as **MONDAY 21 SEPTEMBER 2015**: –  
At St Francis Church, Fox Lane, Thorpe Willoughby.  
**(NOTE: NO AUGUST MEETING)**

15/48 Close of meeting – the Part I meeting closed at 9.41pm

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