

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 21 July 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, Burnell, Pearson, Noble, Lunn & Pearse.

14/34 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllr Mrs Guest (Resignation) and Cllr Heyes (Resignation) which were all accepted, and no Declarations of Interest were given.

14/35 Public Session

35.1 One member of the Sports Club asked if any progress had been made over the S106 money from Linden Homes. The Clerk confirmed that both the Sports Club's scheme and the Council's scheme had been submitted. The Sports Club representative outlined their options. Following a discussion in part II it was decided that because the Parish Council's scheme(s) had no fixed timetable or available funds, and that the Sports Club's scheme already had time constraints over their project, having outside funding on hold, it was considered that their scheme should be made the No 1 priority of the Council in order to facilitate the Club progressing their scheme and avoid the potential loss of a significant amount of funding. A County/District Councillor confirmed that Selby District Council's solicitor is hopeful of achieving a variation to the S106 agreement to include funding for projects on land adjacent to but outside the Parish boundary.

The Village Website being out of commission was discussed and the member of the Sports Club volunteered to run the village website subject to checks on some technical matters and if the Parish Council wished to use his services. The Chairman and Councillors thanked him for the offer, subject to the Council controlling what is included on the website. The Chairman confirmed that the existing website editor has left the village but would be happy to offer support to any volunteer.

(These subjects were discussed further in Part I Minute 14/38.2 and Part II Minute 14/49.3)

At this point the Chairman thanked the member of the public for his attendance and he left the meeting.

IT WAS RESOLVED BY A MAJORITY:

- i). That the above information was noted.
- ii) That the Sports Club's scheme be made the Council's number 1 priority due to time constraints of the Sports Club scheme and will hopefully avoid them losing significant outside funding.
- iii). That the Clerk will inform the secretary of the Sports Club of this latest development.
- iv). That the offer to be editor of the Village Website by the Sports Club representative be accepted subject to the Council controlling what is included on the website.

Prop. Cllr Lunn

Sec. Cllr Mrs Parkinson

14/36 To receive reports from Councillors and Community Police

Two County Councillors/District Councillors – nothing new to report apart from the submission of a planning application for a gypsy site near Camblesforth and that the appeal against the Carlton gypsy site had been lost – no action required.

Community Police – The Chairman had nothing new to report but the Clerk read out a police progress report for the village since the last council meeting – no action required.

IT WAS RESOLVED:

- i) That the above information was noted.

14/37 To confirm the minutes of the Parish Council meeting held on 16 June 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 Mrs Burnell

Sec. Cllr Pearson

14/38 To receive items for discussion and decide further action where necessary:

38.1 To receive an update on the Monthly News

The Clerk confirmed that there is 1 advertising space currently available and that a temporary one-off advert was to be inserted into the joint Aug/Sept issue and he is waiting to see if a new advertiser is going to come on-board for October onwards. A list was compiled for the Chairman to add various items to the next issue.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman will add various items listed to the next Monthly News.

38.2 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 discussed earlier under Public Session (Min 14/35.1), and discussed further under Part II minute 14/49.3.

IT WAS RESOLVED:

- i) That the above information and Minute 14/35.1 information were noted.
- ii) That S106 set-aside funding from Linden Homes will continue to be an ongoing agenda item.
- iii) That further discussion was held under Part II (Min 14/49.3).

38.3 To receive an update on the Gardening Competition 2014 and authorise the two judges to decide who are the winners of the three categories, and to authorise the Clerk to recover the cups and have them engraved, and produce certificates. – The Clerk gave the judges a list of nominations. A discussion on procedures then followed.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the judges will inform the Clerk of the winners immediately so that cups can be engraved and certificates produced for presentation at the 6th September carnival.

38.4 To receive an update on the Villager of the Year 2014 and decide the winner, and to authorise the Clerk to get the shield engraved and produce certificates – The Clerk confirmed that no nominations had been received. A short discussion followed.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Villager of the Year 2014 competition be carried over to next year where a more robust advertising campaign will be considered.

38.5 To receive an update on the broken Bike Springer in the Children's Play Area and discuss revised quotes received from RSS Playgrounds, and to decide how to proceed – The Clerk explained that the bike springer could be repaired or replaced with another one, or removed altogether. A short discussion followed where Councillors were informed that the repair or a

replacement of the bike springer was very expensive and it was dangerous, and that it could be replaced later as part of a larger updating scheme.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will ask our contractor to remove the broken Bike Springer in the Children's Play Area as a matter of urgency.

38.6 To receive information on: prices for fire proof safes/cabinets; an external hard drive for a computer and other advice received, and to decide any further action – The Clerk explained that he had retrieved all of the old Parish Council documents from the Village hall loft and was in the process of sorting/compiling a list of these and other documents/files in his possession to decide what can be: archived, filed away, passed to a solicitor for safe-keeping, or discarded after a specified time. The Clerk also read out advice acquired from YLCA regarding the above, and prices for cabinets and external hard-drives for safe document retention. A short discussion followed where Councillors considered various options.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will:
 - Purchase TWO 1-Terrabyte external hard drives for safe back-up of documents – one for the Clerk and one for the Chairman (to be an off-site backup).
 - Purchase a filing cabinet to retain sensitive files.
 - Pass master deeds and leases to the Council's solicitor to store in their vault.
 - Pass old historic material to NYCC archive section for legal document retention, such as old hard back minute books.
 - Process all documents and decide what can be: archived, filed away, passed to a solicitor for safe-keeping, or discarded after a specified time in accordance with Legal Topic Note 40.

Prop. Cllr Pearson

Sec. Cllr Mrs Pearse

38.7 To discuss procedures and to decide if to give the Clerk required authorisation to proceed with any ongoing projects with external agencies in consultation with the Chairman
A short discussion followed and everyone agreed that projects should not be held up.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk is authorised to proceed with any ongoing projects with external agencies in consultation with the Chairman and report to the September meeting.

Prop. Cllr Pearson

Sec. Cllr Lawton

14/39 To receive items for information:

39.1 To receive information on progress of the agreed tree works in the village and to decide if further works are needed – The Clerk explained what works had been completed and identified areas/trees/bushes that he considered needed consideration for further works, or had been requested by members of the public. A discussion followed where it was agreed that this subject needed a co-ordinated review to look at all areas in the village so that consideration of works needed would become an ongoing yearly commitment rather than an occasional task. A Councillor suggested creating an "Open Space Review Group" to look at all these areas and report back with prioritised recommendations to the September Parish Council Meeting with a view to funding. This was agreed by all and volunteers came forward to form this group.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That an "Open Space Review Group" be formed to look at all the areas and report back with prioritised recommendations to the September meeting with a view to securing future budget requirements.
- iii) That Cllrs: Parkinson, Pearse, Burnell, Noble & Lawton volunteered to be members of the "Open Space Review Group".

Prop. Cllr Dowell Sec. Cllr Pearson

- 39.2 To receive information on progress of a complaint about the length of the grass along the Public Right of Way footpath running from the Fox Lane/Field lane junction up to the golf course – The Clerk explained that he had formally notified NYCC Public Rights of Way section about the above, and confirmation had been received that it will be rectified.

IT WAS RESOLVED:

- i) That the above information was noted.

- 39.3 To receive information on progress of the litter picking in the village and to decide how to proceed – Options were discussed of either conducting several litter picks using volunteers, or to ask the exiting paid litter picker to either extend his work hours to look at extra areas in the village or to be more flexible with his existing hours to encompass the extra areas.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That two dates (14th September & 16th November) be confirmed as a volunteer litter pick and the existing paid litter picker's role will be reviewed in September.

Prop. Cllr Dowell Sec. Cllr Lawton

14/40 Planning:

- 40.1 To receive updates on any existing planning applications/information:

- 40.1.1 2014/0282/HPA (8/19/296E/PA) – siting of a mobile home on property and remove existing caravan at Holly Croft, Thorpe Wood, Thorpe Willoughby. [SELBY PARISH] – Granted
- 40.1.2 2013/1041/OUT (8/33/127B/PA) – Appeal at JSR Genetics Ltd, NSDS Centre, Field lane, Thorpe Willoughby – Planning Inspectorate has changed procedure for deciding this appeal to a Hearing – Date yet to be arranged.
- 40.1.3 2014/0527/HPA (8/34/227B/PA) – Single storey side garage and rear single storey conservatory extensions at 28 Dane Avenue – GRANTED.

- 40.2 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:

- 40.2.1 2014/0653/HPA (8/34/327B/PA) Proposed construction of first floor bedroom over existing ground floor room at 3 Hawthorne Close, Thorpe Willoughby.
- 40.2.2 2014/0638/HPA (8/34/322A/PA) Proposed construction of side and rear extensions to garage to provide storage and workshop at 68 Willow Rise, Thorpe Willoughby.
- 40.2.3 2014/0505/HPA (8/34/329A/PA) Retrospective application for front porch, pitched roof at 5 Barff Grove, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Parish Council has no objections to all three planning applications but on application No 2014/0505/HPA (8/34/329A/PA) at 5 Barff Grove the Council would like to see the roof tiles used on the porch match the existing roof of the property.

Prop. Cllr Noble Sec. Cllr Mrs Pearse

14/41 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 25.1 YLCA Information: - Information previously circulated was noted - no action required.
- 25.2 Selby District Council Web-Site information - Information previously circulated was noted and no action required.
- 25.3 Selby AVS: - Information previously circulated was noted - no further action required.
- 25.4 19 additional pieces of information previously circulated and 3 late items which included a RSS inspection report were all noted - no further action required apart from the Chairman to check the RSS inspection report..

IT WAS RESOLVED:

- i) That all of the above points were noted.
- ii) That the Chairman will check the RSS Inspection Report.

14/42 Financial Matters

42.1 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 Training course for Cllr Mrs J Pearse (cheque made payable to: Yorkshire Local Councils Associations)	-	45.00	1607
N Keeper (Litter Picker)(July Salary)	-	119.88	1608
S M Peters (July Salary)	-	505.56	1609
Fasprint (Monthly News July 2014) (Invoice No Inv-3671)	-	461.00	1610
S M Peters (stationery expenses with receipts– July 2014)	16.82	103.42	1611
Brayton & District Joint Burial Authority annual precept 2014-2015	-	1,544.20	1612
RSS (I & M Inspection-North) (Inv # 031390) (Chq made payable to Hags-Smp Ltd)	8.00	48.00	1613
Marcus Taperell – Tree work (Inv # 6043)	122.00	732.00	1614
TOTAL =	£146.82	£3,559.06	

42.2 To receive an account status of the current Bank Statement giving a balance of **£35,926.66** as at **25 June 2014**, 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 Burnell

14/43 To receive representative reports:

Southern CEF: Nothing to report.

Burial Board: Nothing to report.

It was confirmed that there were some drainage issues at the village hall car park (flooding), and with the Selby Dam stream running through the village with some remedial works to be done on the opposite side of the road from The Fox public house.

Rail Users Group: A County Councillor confirmed that the gates at Thorpe Willoughby railway crossing were still having problems.

Village Hall: the Chairman explained that a volunteer is needed for a while at the carnival on the 6th September to man the bar (a Councillor said that he may be available). On the village green there will

be 6-8 live bands playing with other attractions during the day, and the Clerk had received a request from the VHMC for this to take place. The Chairman also pointed out that a replacement volunteer will be required for the 'locking the park' rota due to the resignation of Cllr Heyes.

IT WAS RESOLVED:

- i) That the above information was noted.

14/44 To receive the Clerk's report

The Clerk then reported on various items including:

- NYCC charges for hardcore, rubble & plasterboards waste to commence at amenity sites on 4th August 2014
- Linden Way Play Area Adoption process is still pending, and until it is adopted the developer is responsible for maintenance and grass cutting.
- YLCA joint annual meeting – TWPC apologies have been sent.
- The offer to the Clerk to become a member of: "Society of Local Council Clerks" was declined by the Clerk, which was accepted by councillors.
- A request by a Thorpe Willoughby resident to erect a memorial bench/plaque along the Selby Canal – not in our parish and redirected to British Waterways.
- The pinning of the bus to Xscape timetable to both notice boards and on the bus-stop sign.
- That a Councillor will be attending a training course called "What Councillors need to know".
- That a revised Topic Note by NALC regarding handling complaints means that a revised policy document will be prepared by the Clerk for the September meeting.
- That auto-enrolment of pensions (commencing 1st June 2014) will be raised in the next few months and appear at a future meeting as advised and directed by the council's payroll server.
- The request from the VHMC to use the village green for the carnival, as in previous years.

IT WAS RESOLVED:

- i) That the above information was noted.
ii) That the Clerk will prepare a revised policy document for the September meeting to take into consideration the revised topic note by NALC regarding: Handling Complaints.

14/45 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified and a reminder of the Groundwork Presentation (under Part II) was raised. Members can email the Clerk if they wish to ask for additional items later.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the Clerk to make agenda item re: the Open Spaces Review Group and consider again at the September meeting.

Prop. Cllr Lunn

Sec. Cllr Mrs Parkinson

14/46 To receive any further comments from the public [for information only; Clerk to note]
NONE

14/47 To confirm the date of the next meeting as **Monday 15th September 2014**: –

At St Francis Church, Fox Lane, Thorpe Willoughby.

Cllr Mrs Burnell sends her apologies in advance and Cllr Pearson said that he also may not be able to attend.

14/48 Close of meeting – the Part I meeting closed at 9.44pm

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY