

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 21 October 2013 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), Burnell, Lunn, Noble, Guest, Pearson & Lawton.

13/66 To receive apologies for absence and any declarations of interest

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

13/67 Public Session

A member of the public raised two points:

- The sad news that Mrs Daisy Weale (a former Parish Council Clerk) had sadly passed away. Details of the funeral were given and the Chairman will add an item in the Monthly News.
- Concern by member of public regarding Linden Homes site – it looks as though 2-storey dwellings are being built to rear of properties at Dane Avenue rather than bungalows.

The Chairman asked the clerk to investigate and inform the member of the public of his findings.

**IT WAS RESOLVED:** That the above information was noted and the Clerk to investigate and inform the member of the public of his findings.

13/68 To receive reports from Councillors and Community Police

Community Police – The Chairman said that the police had informed residents about 2 in1 burglaries and a note about this was in the Monthly News. Two Councillors confirmed that they had been visited by a suspicious person knocking at their door, and one had reported this to the Police.

(At approx. 7.40pm Councillors Lunn and Pearson entered the meeting room)

Two County Council/District Councillors – Covered the following point(s):

- The Burn proposed gypsy site application had been refused.

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

13/69 To confirm the minutes of the Parish Council meeting held on 16 September 2013 as a true and correct record

**IT WAS RESOLVED UNANIMOUSLY:** That apart from making one amendment to Minute 13/53 to insert the correct date for the previous meeting to be 15 July 2013 rather than 17 June 2013 the minutes were accepted as a true and correct record of the meeting.

Prop. Cllr Pearson      Sec. Cllr Mrs Parkinson

13/70 To receive items for discussion and decide further action where necessary:

70.1 To receive further information on the provision of a permanent Xmas tree by donation/CEF contribution and to approve the Clerk sending thank you letters to donators if the bid is successful – Update (Vice-Chairman/Clerk).

- The Chairman confirmed that the CEF bid had been successful and that a press release and pictures as requested had been provided by the Clerk and Vice-Chairman so that the money could be released.

The Clerk informed everyone that:

- The contractors for the work had been informed.
- In order to move matters forward the contractor for erecting the fencing around the xmas tree had been paid a deposit to commence works and that materials had been ordered and works would aim to be completed by the 1<sup>st</sup> or 2<sup>nd</sup> week in November (weather permitting).
- The company, who would be digging the trench across the village green for the electricity cable, had been contacted regarding the fencing work.
- The press release had been emailed to the editor of the Monthly News to include in the November issue.
- The contractors who were doing the work had their own liability insurance and therefore there was no need for the Parish Council to seek additional insurance cover.
- Councillors and members of the public working under supervision of the Parish Council for digging and shrub pruning/maintenance were covered by the Parish Council's insurance. This did not include cutting trees.

A discussion then followed about sending thank you letters to donators and St Francis Church where it was agreed that the Clerk should send a letter to all.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) The Clerk to send thank you letters to all donators and St Francis Church for siting the Parish Council's Christmas tree on their front lawn in previous years

Prop: Cllr Noble

Sec: Cllr Mrs Guest

- 70.2 To approve including CCTV equipment on the Parish Council's Insurance and Assets List (to comply with the external Auditor) and to approve the Clerk paying a top-up insurance fee, and to note the "Special events Guidance" fact sheet. –

The Chairman and Clerk explained that CCTV equipment was not included on either the Parish Council's insurance or Assets List and that this needed to be rectified to comply with the external auditors comments. The top-up fee to include this on the parish Council's insurance was £4.07, and if approved would commence, on notification, after this meeting. An amended Assets list was discussed and it was agreed to include CCTV equipment. The Clerk and Chairman signed the new list.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) The Clerk to pay the top-up fee for including the CCTV equipment on the Parish Council's insurance to commence on the Clerk's notification to the insurance company.
- iii) That for the amended Assets List that included CCTV equipment; was approved and signed by the Clerk & Chairman, and replaced the previous list.

Prop: Cllr Noble

Sec: Cllr Mrs Guest

- 70.3 To receive an update on the Monthly News –

The Chairman confirmed that the latest issue had been delivered on time and that the delivery co-ordinator had informed him that volunteers are needed for delivery in a few areas.

The Clerk explained that the monthly cost from October issue had risen from £441/month to £461/month, and that this was reflected in the coming budget.

**IT WAS RESOLVED:**

- i) That the above information was noted.

- 70.4 To receive further information on the provision of a new lease for the TWSA – Update (Clerk)

The Clerk confirmed that the Council's solicitor is finalising the lease, currently being registered with the Land Registry, and once they receive payment from the Parish Council they will conclude their business and send a duly registered copy of the lease.

The Clerk also informed everyone that he had received two letters; one from the TWSA and the other from the West Selby Miners Welfare Scheme (worded exactly the same) to inform the Parish Council that they are continuing to seek funding and will be applying for planning permission shortly for the proposed scheme at the sports club and asked if we require any further information regarding the project. These are official letters informing the Parish Council of their intentions. The Clerk explained that this was probably as a requirement of the planning application whereby the applicant has to inform the owner of the land of the application if not themselves. Following a short discussion it was decided that the Clerk should ask the Sports Club to show the Parish Council its plans as the Parish Council may not be consulted when the application is lodged due to falling in Hambleton parish.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will reply to the letters received from both organisations and invite them to show the Parish Council their plans and any supporting information when available.

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

A general discussion was held covering possible sites for a skate park and the Clerk suggested that the Parish Council will need to formulate some ideas and have a strategy in place by the summer of 2014 so that it is ready to react swiftly. This may involve writing a formal request to landowners in or adjacent to the village for land that may be sold to the Parish Council. Once 75 Houses (@50%) are built and occupied the S106 money will be released, so the Parish Council must have a scheme in readiness.

Areas considered were:

- Land adjacent to the Linden Way Play area.
- Land adjacent to the pig rearing centre (as shown by a blue line on the consultants plan).
- Land near Campeys.
- The village green itself, where most councillors felt that there was enough ROS equipment already and would not wish to interfere with the Carnival, even though it is only held once a year.

The idea was also discussed of having a woodland walkway and a woodchip footpath through the trees on either side of the Village green which received positive feedback.

**IT WAS RESOLVED:**

That the above information was noted.

70.6 To consider tree/bush maintenance & grass cutting in the village and to consider opting out of Area 7's urban grass cutting for Thorpe Willoughby – Update (Chairman/Clerk)

- i) The Chairman and Clerk explained to everyone that following discussions between the Clerk and Area 7 (Highways), the Parish Council could "Opt-out" of Area 7's urban grass cutting scheme for Thorpe Willoughby. The Parish Council's contractor already cuts the majority of Area 7's pieces of land and for 17/18 cuts per year, with only 4 areas not included. If the Parish Council opts-out it would take responsibility for cutting these areas and would then receive a yearly payment by Highways of over £1000.00, making economic sense to opt-out and reduce the Council's budget contribution. The existing contractor's final cost was not yet known and would have some bearing on overall costs. The Clerk reassured everyone that this only applied to cutting of specific grass verges and did not include hedges or trees.
- ii) The Clerk, Chairman and Vice-Chairman informed everyone about their village survey/assessment of the grass/shrub areas in the village, and explained where some works are considered urgent and others more long term.  
A general discussion then followed, with the Clerk explaining who was responsible for which hedge, tree or grass verges, and a plan would be produced for a complete picture. The Clerk was asked to report back to the next meeting with a list of tree/bush works considered urgent, with quotes.

- iii) The Vice-Chairman suggested asking for volunteers to do basic maintenance of shrub areas around the village and to advertise this in the Monthly News. This was supported by Councillors when the Clerk confirmed that the Council's insurance would cover such works as long as this was under the control and guidance of the Parish Council (not anyone doing their own thing) and not to include tree work etc.
- iv) The Vice-Chairman also mentioned that a member of the public had suggested a litter pick around the two level crossings before they re-open week commencing 28 October. Following a short discussion, Councillors decided that this should be left to see if either Network Rail or Highways clear up after their works. Failing that the Clerk should then notify firstly the Highways and then secondly Selby District Council.
- v) Another problem vine tree to rear of 20 Wood Close was discussed and it was decided that the Clerk should write to the owner to ask that the vine tree be removed along with a general tidy up.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Parish Council would opt-out of Area 7's urban grass cutting scheme for Thorpe Willoughby and the Clerk would acquire the necessary documents from the Parish Council's contractor to support their official written request, following checks on grass cutting costs.
- iii) That the Clerk will report to the next Parish Council meeting with a list of tree/bush works that are considered urgent with quotes.
- iv) That the Clerk will produce a village plan that covers all the grass areas, bushes and trees in the village that the Council maintains or owns as a definite guide for both the Council and contractors.
- v) That the Chairman will add an article to the Monthly News to ask for volunteers to dig and trim/cut bushes & shrubs in the village under Parish Council guidance.
- vi) That the Clerk will write to the owner of 20 Wood Close to ask that the vine tree be removed along with a general tidy up.

Prop. Cllr Mrs Guest

Sec. Cllr Mrs Burnell

- 70.7 To consider procedural/format changes to council business to comply with the law and to consider best practise: (Clerk had previously circulated a list of taster questions for a bit of fun). The Chairman stressed that it was not a quiz but a light hearted thought provoking exercise and read through the list with everyone to discuss and make comments. It proved a useful talking shop and clarified a few matters such as why the agenda and minutes have been amended. The Clerk highlighted a potential problem of acquiring Councillor's conclusions on planning applications if the deadline for comments fell before the next available Parish Council meeting (this scenario would most likely arise during August when there is no Parish Council meeting). An extra-ordinary meeting could be called or the Clerk could be given delegated powers to acquire comments from Councillors and give a response. If delegation is the preferred option then this would require a specific policy created so that it would be a lawful process. The Vice-Chairman suggested that the Clerk should prepare a new policy for the next parish Council meeting.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk should prepare a new policy for the next Parish Council meeting on delegated powers to the Clerk for areas not already covered by existing policies and standing orders.

- 70.8 To consider and approve the amended General Risk Assessment Policy to include CCTV equipment – (Chairman/Clerk)  
The Chairman ran through the amended General Risk Assessment Policy and Pointed out that CCTV equipment at the village hall was now included.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the amended General Risk Assessment Policy (that now includes CCTV equipment) was approved and was signed by the Chairman & Clerk.
- iii) That the Clerk will send a copy of the amended General Risk Assessment Policy to the village website to replace the existing one.

Prop. Cllr Mrs Guest

Sec. Cllr Mrs Parkinson

- 70.9 To consider the problem of moles on the Village Green and approve using a mole catcher:  
The Chairman explained the problem and that the Clerk had obtained three revised quotes for the works to include additional works for the Thorpe Willoughby Community Primary School playing field after consultation revealed that they too wished to have their mole problem sorted. Separate invoices would be provided and a joint approach would reduce costs. Following a short discussion it was decided that Backhouse Environmental Services were the preferred choice and subject to the school's governors agreeing to using the same company (and notifying the Clerk of that intent) the Parish Council was mindful to use Backhouse.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) A Majority Approval (7 to 1) was given that the Parish Council is mindful to approve using Backhouse Environmental Services subject to Thorpe Willoughby Community Primary School governors agreeing to using the same company (and notifying the Clerk of that intent) before the Clerk can proceed. Failing an agreement, this item shall be looked at again at the 18 November meeting.

Prop. Cllr Lunn

Sec. Cllr Pearson

- 70.10 To discuss the N. Yorkshire police newsletter and decide how to deal with it in the future:  
The Chairman reviewed the newsletter with everyone and the Council felt that it was non-specific and could be processed in the normal manner.

**IT WAS RESOLVED:**

That the above information was noted and no further action was required.

- 70.11 To consider a request by "Voices for People" for funding:  
The request was discussed and the Council felt that nothing should be given

**IT WAS RESOLVED:**

That the above request was noted and no funding should be given.

13/71 To receive items for information:

- 71.1 To discuss the winner of the Villager of the Year 2013 competition and retrieval of the plaque from the previous winner - (Chairman/Vice-Chairman/Clerk)  
The Chairman explained that the Shield had still not been retrieved from the previous winner and may be lost and that the glass cabinet inside the village hall may be used for this subject in the future. The search was still on-going and the previous winner would be reminded.

**IT WAS RESOLVED:**

- i) That the above information was noted
- ii) To continue seeking the Shield and defer this item to the following meeting.
- iii) The issue of using the glass cabinet be deferred to spring 2014.

- 71.2 To receive further information on a problem vine to rear of 10 Londesborough Grove - Update (Cllr /Clerk)

This will form part of the Clerk's report to the 18 November Parish Council meeting on tree/bush maintenance (as discussed previously Min 13/70.6). It was decided to defer this item to the 18 November meeting.



13/74 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.
Rich Fabrications (deposit for fence & gate for xmas tree project)	-	500.00	1527
N Keeper (Litter Picker)(October Salary)	-	100.00	1528
S M Peters (October Salary)	-	566.15	1529
RSS I & M Inspection-North (Inv # 026814)(Chq made payable to Hags-Smp Ltd)(repairs to tyre swing)	8.00	48.00	1530
Fasprint (Monthly News October 2013) (Invoice No Inv-2688)	-	461.00	1531
Keith Hird Outside Services (Inv 1773/G/KMH)(carrying out works around village green in four areas)	-	586.00	1532
Elmhirst Parker LLP (Bill No 13/396)(Lease Variation – Land at Field Lane, Thorpe Willoughby)	120.00	763.00	1533
AON Insurance – top-up for CCTV Equipment (Chq made payable to AON UK Ltd)	-	4.07	1534
<b>TOTAL =</b>	<b>£128.00</b>	<b>£3,028.22</b>	

74.2 To receive an account status of the current Bank Statement giving a balance of **£19,152.02** as at **25 September 2013**, and having been checked and signed by the Chairman.

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

Prop. Cllr Lunn

Sec. Cllr Noble

74.3 To receive notification of receipt of 2<sup>nd</sup> part of precept

**IT WAS RESOLVED:** That the receipt of 2<sup>nd</sup> part of precept be noted

Prop. Cllr Mrs Burnell

Sec. Cllr Lawton

74.4 To approve a pay rise for the Litter Picker to comply with minimum wage legislation.

**IT WAS RESOLVED:** That a pay rise for the Litter Picker to comply with minimum wage legislation be approved and to commence in the December 2013 payroll.

Prop. Cllr Lunn

Sec. Cllr Pearson

13/75 To receive representative reports:

Brayton Burial Board: One of the representative Councillors confirmed that due to a change of meeting date for the Brayton Burial Board, a report cannot be given to the next Parish Council meeting on the 18 November.

Rail Users Group: A representative of the group confirmed that there was lack of information about the 4 week closure of the railway crossings, and closure was due to safety reasons and testing of the new automated system and demolition of the old railway box. It was stated that the Public House and shops have lost trade.

The Chairman confirmed that no repair works were required for the play equipment on the village green.

VHMC:

- The Carnival had gone well.
- There were problems with the drains at the village hall

- There was an issue with some of the external village hall lights not working and needed repairing and a contribution is being asked for (see Clerk's report later).

Apart from the above all the other Councillors had nothing further to report

**IT WAS RESOLVED:**

- i) That the above points were noted

13/76 To receive the Clerk's report

The Clerk then reported on various items:

76.1 Overgrown hedge alongside the new Linden Homes development:

The Clerk confirmed that the hedge was now cut where the footpath narrows and the footpath had been widened to remove overgrown grass and the resultant potholes filled in – the matter is now resolved.

76.2 Culvert at Fir Tree Lane:

The Clerk confirmed that the obstruction to the culvert had now been removed and it was an old gas pipe – the matter is now resolved.

76.3 Request by N.Yorkshire highways for double white lines rather than broken ones near Dam Lane railway crossing by a resident at Chestnut Forge: The Clerk confirmed that no further information has yet been received – defer to the next meeting

76.4 Railway crossings - Closures: This was discussed and everyone felt that this was poorly notified. A Councillor asked the Clerk to inquire if any progress had been made with the on-going Harry Moor Lane Railway crossing accessibility inquiry.

76.5 Burn Airfield proposed gypsy/traveller site planning application: The Clerk confirmed to everyone that Selby District Council had rejected the application – it was noted by all.

76.6 NYCC Household Waste Recycling Centres consultation exercise (changing the way we deal with waste) – deadline 22 December 2013: The Clerk pointed out that he had placed notices on both notice boards and after a short discussion the Councillors decided to not give any comments as many had already done so individually – it was noted by all.

76.7 AON-Fireworks Displays, Bonfires & Beacons: The Clerk explained that he had received a policy implications document that outlined the appropriate procedures to follow if any of these activities were undertaken by the Parish Council – it was noted by all.

76.8 Union Flag – when to lower and possible roster?: The Clerk inquired as to whether a roster was needed for lowering the flag and for which key events? A general discussion then followed and it was pointed out that the Clerk is responsible for the flag and asked the Clerk to make inquiries with either Selby District Council or YLCA for a list of key dates.

76.9 VHMC request for donation for lighting outside the village hall: The Clerk explained that he had received a request for a donation towards the cost of replacing 6 x external lighting bulbs attached to the outside of the village hall. A general discussion then followed with options considered. The Chairman pointed out that the lighting is needed for safety reasons, and the Parish Council's play area & CCTV equipment rely on this lighting. It was finally agreed that the Parish Council would pay the full cost requested.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) The Clerk to inquire if any progress had been made with the on-going Harry Moor Lane Railway crossing accessibility inquiry.
- iii) The Clerk to make inquiries with either Selby District Council or YLCA for a list of key dates for lowering of a Union Flag.
- iii) A Majority Approval (7 to 1) was given that the Parish Council will pay the full amount of £102 requested by the VHMC for replacing the 6 x external light bulbs outside the village hall costing £17/bulb.

Prop. Cllr Mrs Parkinson

Sec. Cllr Dowell



13/77 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified and apart from: Public Footpath – Harry Moor lane and Carols around the Xmas tree, no more were given. Members can email the Clerk if they wish to ask for additional items later.

13/78 To receive any further comments from the public [for information only; Clerk to note]

None

13/79 To confirm the date of the next meeting as **Monday 18<sup>th</sup> November 2013**: – 7.30pm at St Francis Church, Fox Lane, Thorpe Willoughby  
Cllrs Pearson and Burnell gave their apologies in advance.

13/80 Close of meeting – the Part I meeting closed at 9.39pm

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