

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 21 March 2016 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: Fourteen members of the Public were present
Mr S Peters – Clerk to Thorpe Willoughby Parish Council

Present: Cllrs Dowell (Chairman), Parkinson (Vice-Chairman), Pearse, Smith, Burnell, Pearson Lunn, Bishop and Nixon.

15/141 To receive apologies for absence and any declarations of interest

One apology was received from Cllr Lawton (Holiday) which was accepted, and one Declaration of Interest from Cllr Pearson for Minute 15/146.2 which was accepted.

15/142 Public Session - The majority of the public attending were there regarding the two planning applications that are to be considered by the Council under Minutes 15/146.2.1 and 15/146.2.2. A member of the public explained about the Balancing Pond application and included:

- The removal of the mesh fencing at the access road and replaced by hedging being a positive improvement.
- The area is to be private land and not accessible to the public.
- They were miss-sold their properties when buying as they were told that this area would be a wildlife area and freely accessible.
- That Linden Homes response is a mistake.

A District Councillor noted these remarks and would raise them at Selby District Council's meeting when this is decided (members of the public wanted: open access, public safety with signage and that they reject the variation).

A member of the public then distributed a handout to all Councillors explaining what areas on the Miller Homes application should be addressed and went through them one-by-one. A District Councillor explained to everyone why 40% affordable Housing was the starting target for the site, and explained the difference between CIL and S106 money and that this site is not a CIL but S106 because the application was lodged before the CIL process started. The member of the public also pointed out that the layout did not include enough bungalows. The District Councillor and Clerk explained why the developer and SDC had made these choices.

[@ 7:40pm all but two members of the public left the meeting]

A member of the public explained to everyone that she was finally standing down from running the Senior Citizens club with a replacement in hand, and leaving a healthy bank balance and a strong membership.

[@ 7:45pm all but one member of the public left the meeting]

IT WAS RESOLVED: That the above information was noted.

15/143 To confirm the minutes of the Parish Council meeting held on 22 February 2016 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 22 February 2016 were accepted as a true and correct record of the meeting apart from Minute 15/129.1 where the proposer and seconder were deleted.

Prop. Cllr Pearson

Sec. Cllr Dowell

15/144 To receive items for discussion and decide further action where necessary:

144.1 To discuss and confirm that the "Acceptance of Office" Forms have been completed and signed for the TWO new Parish Councillors, and receive completed "Declaration of Interest" forms, and decide any further action. The Clerk confirmed that the "Acceptance of Office" forms had been signed and received, and then the TWO new Councillors gave the Clerk the

duly completed "Register of Interest" forms and dated them so that the Clerk can now send a copy to SDC to go on their website, and redact the signature of the Council's copy and add to the "Village Website".

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the clerk will copy the two duly completed "Register of Interest" forms for both Selby District Council's website and the Parish Council's "Village Website" (with signatures redacted).

Prop. Cllr Dowell

Sec. Cllr Lunn

- 144.2 To discuss progress on the start of works on the "Woodland Walk" Epac project involving tree works, perimeter fencing, and a footpath along the southern side of the Village Green and adjacent to the rear gardens of Londesborough Grove, and decide any further action. The Clerk/Chairman explained that the tree felling/trimming works had been completed, footpath works would be done after the new High Vmesh Fencing works (along the southern edge of the Village Green) is completed later this week. The Clerk also explained that the residents of Londesborough Grove had been informed of developments and dates of works. The Chairman was asked to take before and after pictures of the "Woodland Walk" works.

IT WAS RESOLVED:

- i). That the above information was noted.
- ii). That the Chairman will take before and after pictures of the "Woodland Walk" works.

- 144.3 To discuss the second S106 Instalment, and the recommendation of the Advisory Group meeting held on Tuesday 1 March 2016 at the northern side of the Village Green, and revisit the various projects as previously listed, and decide any further action. A short discussion was held where the recommendations of the "Open Spaces Review Group "(O.S.R.G.) meeting be accepted along with a few clarifications.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the recommendation of the "Open Spaces Review Group Meeting" be accepted with the following amendments/additions:
 - That the fencing/gate to be erected in the corner of the wood be wooden rather than metal.
 - That the thorn hedge be continued both ways to meet the new gate at one end and to cover the exposed corner area near the car park entrance, and any loose fencing posts made good.
 - That Groundwork be asked to produce revised plans for the Village Green for using S106 money for continuing the "Woodland Walk".
- iii) That the Clerk will acquire further quotations for another woodland path and tree works at the northern side of the Village Green and show potential contractors what is wanted.

Prop. Cllr Mrs Parkinson

Sec. Cllr Miss Smith

- 144.4 To discuss progress made on the adoption of the Linden Way Play area, to decide if any future improvement works are needed post-adoption, and decide any further action. The Chairman explained progress made on this matter for the benefit of the two new Councillors and that the Parish Council had now agreed to adopt this area and receive the one-off maintenance payment. It was agreed that improvement works would be conducted by the Parish Council when this money was received including making the side fence the same height as the rest by having better fencing (with footholds at the other side), and that appropriate signage be added along with a dog litter bin.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will ask for a quotation to provide wooden fencing for when this area is adopted and the one-off funding received.

Prop. Cllr Mrs Parkinson

Sec. Cllr Lunn

144.5 To discuss the idea of having a "Litter Pick for the Queen" day in April, and decide any further action. A discussion followed to see if this was viable and if the suggested date applicable.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Vice-Chairman's suggested date of Sunday 10 April and meeting time of 10am be accepted, but to meet at the Xmas Tree compound. The Vice-Chairman will email the Clerk with details and organise copies of posters and involve the school.
- iii) That the Clerk will provide 2 x rolls of heavy duty recycling bags.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

144.6 To discuss the idea of employing a village handyman/maintenance person, and decide any further action. A discussion followed to see if this was viable and the Vice-Chairman produced a draft list of areas to be included. It was felt that further research/legal advice is needed before any decisions can be made such as self-employment, contracts, insurance and so on.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Clerk will seek legal advice from "Yorkshire Local Councils Associations" (YLCA) to see what their view is on employing a village handyman/maintenance person.

15/145 To receive items for information:

145.1 To receive information on the Monthly News/Village Website, to decide various options, to decide who will replacement the existing editor, and decide any further action. The Clerk explained that the number of copies for the "Monthly News" had been increased from 1250 to 1350, and will add an additional cost of £23. Because the number of houses being occupied is still increasing, it was suggested raising the number of publications again to 1400. A councillor explained that the existing editor of the Village Website had not yet contacted her husband with a view to taking this over.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will ask the printers for the "Monthly News" to increase the number of copies from 1350 to 1400.
- iii) That the replacement Village Website editor be deferred to a future meeting.

145.2 To receive update information on providing planters at the junction of Foxdale Avenue / Londesborough Grove, to discuss highways comments and external funding, and decide any further action. A County Councillor explained that his locality budget had now all gone for 2015-2016 and that any funding for the Parish Council will now have to come from the 2016-2017 budget. A Councillor explained, and circulated a rough plan of the two grass verges, as to why the existing approved plastic planters were not enough and that they would be hard to fill. It was suggested that long thinner and lower planters could be used at a fraction of the cost. The Clerk explained that Area 7 Highways would have to be re-informed and that the application to highways to place these planters here would be started again and the Council will have to wait for highway's permission and new quotation(s) acquired. The

Chairman asked a Councillor to source appropriate planters and bring full details back to the next meeting for a decision, and to pass her information on wooden planters to the Clerk who would have to seek further quotations for these and from the existing company who previously supplied a quote, and seek Highway's advice. The Clerk reminded everyone that the original planters were chosen because they are robust, won't rot or rust. The Clerk explained that Area 7 Highways are still conducting checks for underground utilities (e.g. Yorkshire Water pipes), before precise locations of any planters could be finalised.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That a Councillor is to source appropriate planters and bring full details to the next meeting for a decision, and pass her information to the Clerk to acquire quotes for these planters and from the existing firm who supplied the original quote, for thinner, longer and lower wooden planters.
- iii) That the clerk will go back to Area 7 Highways to explain the change in thinking and to see if the new type of planters are acceptable.
- iv) That this item be discussed further at the 18 April Parish Council meeting.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

145.3 To receive information on the grassed area near North View from Area 7 Highways and Public Rights of Way Officer, to decide what options are available, and decide any further action. The Clerk explained that Area 7 Highways and North Yorkshire County Council are checking this but no response received yet.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That this be deferred to the 18 April Parish Council meeting.

145.4 To receive information on the Play Area Inspections contract renewal quote from the Council's contractor, and decide any further action. The Clerk explained that he had secured a reduction in the annual cost from the current contractor by £20 and that the reduced figure will be held for a 3 year deal.

IT WAS RESOLVED: That the above information was noted.

15/146 Planning:

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

IT WAS RESOLVED: That the above information was noted.

146.2 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:

146.2.1 2015/1403/FUL (8/34/146C/PA) AMENDED PLANS for Balancing Pond adjacent to Linden Homes Development, on land south of Leeds Road, Thorpe Willoughby.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Parish Council has no objections because there is no Planning Grounds to object.

Prop. Cllr Dowell

Sec. Cllr Lunn

146.2.2 2016/0197/REM (8/34/146L/PA) RM application for 276 dwellings by Miller Homes on land near railway crossing at Leeds Rd, Thorpe Willoughby. A discussion followed where various areas were raised and discounted. A District Councillor explained that many of the concerns would be accommodated and overcome by the various bodies. The Clerk raised a concern over the protection of the Linden

Way Play Area where the new development could allow children to pass through the adjoining hedge at a point where the access road meets the busy Leeds Road.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Parish Council has one objection to the above planning application: The Parish Council would like to see a high wooden fence erected along part of the western side of the application site (the rear field boundary of Orchard Way) between the first proposed dwelling and where the western boundary meets the Leeds Rd. This will protect the Linden Way Play Area for safety reasons, preventing children gaining access to the application site at a point where the proposed site's main access road meets the Leeds Rd.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

15/147 Financial Matters

147.1 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 (stationery expenses with receipts-February 2016 / March 2016)	-	8.30	1776
S M Peters (March Salary)	-	771.51	1777
R D Adams (Litter Picker) (March Salary)	-	137.80	1778
Fasprint (Monthly News-Mar 2016)(Invoice #Inv-5532) (1350 copies instead of 1250)	-	484.00	1779
YLCA (annual membership fee 2016-2017)	-	668.00	1780
HMRC for Qtr 4 (January-March 2016)	-	826.54	1781
Autela Payroll Services (Inv #8127)(payroll Qtr4 – Jan, Feb, Mar 2016)	-	30.00	1782
Village Hall Management Committee (Xmas tree lighting)(Invoice #095)	-	25.00	1783
TOTAL =	£0.00	£2,951.15	

147.2 To receive an account status of the current Bank Statement giving a balance of **£52,363.48** as at **25 February 2016**, and having been checked and signed by the Chairman.

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

Prop. Cllr Miss Smith

Sec. Cllr Pearson

15/148 To consider the following new correspondence received since the last Meeting and decide action where necessary:

148.1 YLCA Information: - Information previously circulated was noted.

148.2 Selby District Council Web-Site information - Information previously circulated was noted.

148.3 Selby AVS: - Information previously circulated was noted.

148.4 24 additional pieces of information previously circulated was noted, with no late items.

IT WAS RESOLVED: That the above information was noted.

15/149 To receive representative reports:

County Councillor/District Councillor: A County Councillor explained that waste sites are to close earlier to save money and the Clerk confirmed that notices about this have been added to the Village

notice boards and added to the Monthly News and Village Website.

Rail Users Group: Nothing to report.

Burial Board: A Councillor explained that at the 1st March meeting tree maintenance insurance was discussed.

Village Hall: The Chairman explained that: there is now hot water, and the senior citizens have 30+ members and is going strong.

A Councillor suggested that circulating road closures was unnecessary.

A Councillor pointed out that she was unable to attend the latest CEF meeting, and that the 403 bus is being removed from service.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will no longer circulate road closure information to Councillors.
- iii) That the Clerk will make: "Possible Purchase of Village Hall Management Committee (VHMC) Land" an agenda item for the April Parish Council meeting.

15/150 To receive the Clerk's report

The Clerk explained that:

- The repair to the children's swing in the Play Area has been completed, but the missing bolt on the climbing tower step is due to be fixed shortly.
- The amendments to the Leases for the Sports Club are in progress and the Clerk has forms to be signed by himself and a witness.
- The Clerk had received information from the Council's Payroll Service Provider regarding auto enrolment for workplace pensions and confirmed receipt that the Parish Council had made the correct choice of NEST.
- That the prevent Course had been attended by the two District Councillors.
- The Union Flag has not been replaced yet because the flagpole weight is missing. The Clerk has ordered a new part.
- N Power has overcharged the Parish Council for the electricity used for the three Council street lights due to using the wrong vat figure, and the Council will be issued with a credit note amounting to £2-£3.
- The Contact details for the Brayton & District Joint Burial Board had now been added to the Village Website.
- A request has been received by "Age UK" for a donation.
- Information from the Rural Community Defibrillator scheme had been received.
- He had received information on the S137 figure for 2016-2017 year, (£7.42/elector), that the number of electors for the Parish is 2,251, making a maximum total for 2016/17 a ceiling of £16,702.42 for emergencies.
- The External Auditor's forms have been received and instead of the "Green Form" it is now a "Purple Form" with one or two changes.
- The Dog Litter Bin on the Village Green has been emptied.
- The broken litter bin (at the corner of the Children's play area) was noted by the Clerk/Chairman, and the Chairman volunteered to fix the bin and replace the missing lock.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk and Chairman will sign the amendments to the Leases for the Sports Club at the end of the meeting, and the Clerk will send the duly completed forms to the Council's solicitor to move the process forward.
- iii) That the Clerk will inform "Age UK" that the Parish Council will not be giving a donation this time.
- iv) That discussions on a defibrillator will be deferred until such time that the Sports Club have received theirs and the Parish Council have inspected it and acquired a range of information to make an informed decision as to whether a further defibrillator is needed.
- v) That the Chairman would fix the broken litter bin at the corner of the children's play area.

15/151 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified.

- “Reps List”
- Possible purchase of part of Village Hall Management Committee (VHMC) land.
- Revised choice of planters for junction of Foxdale Avenue/Londesborough Grove.
- To receive information on the grassed area near North View from Area 7 Highways and Public Rights of Way Officer.

15/152 To receive any further comments from the public [for information only; Clerk to note] NONE

15/153 To confirm the date of the next meeting(s) as **MONDAY 18 APRIL 2016**: –

At St Francis Church, Fox Lane, Thorpe Willoughby.

15/154 Close of meeting – the Part I meeting closed at 9.54pm.

[At that point the remaining member of the public was asked to leave]

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY