

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 21 September 2015 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: No members of the Public were present
Mr S Peters – Clerk to Thorpe Willoughby Parish Council

Present: Cllrs Parkinson (Vice-Chairman), Noble, Lunn, Pearse, Lawton, Chisholm, Smith and Pearson.

As the Chairman was unable to attend the meeting the Vice-Chairman chaired the meeting.

15/50 To receive apologies for absence and any declarations of interest

There were three apologies received from: Cllr Dowell – family commitments, Cllr Mrs Burnell - holiday and Cllr Pearson - arriving late due to work commitments (all were accepted), and no Declarations of Interest were given.

15/51 Public Session - NONE

IT WAS RESOLVED: That the above information was noted.

15/52 To confirm the minutes of the Parish Council meeting held on 20 July 2015 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 20 July 2015 were accepted as a true and correct record of the meeting.

Prop. Cllr Noble

Sec. Cllr Miss Chisholm

15/53 To receive items for discussion and decide further action where necessary:

53.1 To discuss the Council's vandalised Flagpole and Flag, and decide if to pursue with an insurance claim, and to decide any further action. The Clerk explained that the Flagpole and flag have now been replaced and white anti-climb paint and warning signs added. Following a short discussion it was decided that the Council should claim on its insurance.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will claim on the Council's insurance for the replacement flagpole and flag owing to the previous one being vandalised.

Prop. Cllr Lunn

Sec. Cllr Mrs Pearse

53.2 To discuss and confirm a new date for the "Annual Open Spaces Review Group" meeting that was postponed on the 8 September 2015, and decide any further action. Following a short discussion, it was decided that the Clerk will ask all Councillors to choose from 2 dates (4th or 11th October), and that all the sites on the list circulated by the Vice-Chairman will be visited.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the Clerk will ask all Councillors to choose between 4th or 11th October for the reconvened "Annual Open Spaces Review Group" meeting and that all the sites on the Vice-Chairman's list will be visited.

Prop. Cllr Miss Chisholm

Sec. Cllr Mrs Pearse

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

- a) 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 along with the Land Registry evidence. The Clerk also read out a letter that he had received from the owner of 19 Oak Drive regarding the strip of land to the south of his property and that he would not be fighting this matter and waved any responsibility.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will send a 24hrs notice to the owner of 19 Oak Drive when the Parish Council does any tree works.
- iii) That the Clerk will seek a quote from Marcus Taperell to remove the Thorn hedge, and crown thinning/lifting of the large tree at this location.

Prop. Cllr Mrs Pearse

Sec. Cllr Lawton

- b) The Clerk explained that the registration of land to the rear of the village hall is almost complete after he had pointed out errors to the draft documents and amendments were then made. It was also noted that the payment for the land valuation by the Parish Council is a Loan rather than a gift and the VHMC may have to pay for part of the cost in the future.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That this item is deferred until the final Land Registry document is received and then a discussion/meeting with the VHMC can be considered to resolve this matter.
- iii) That the payment for the Land Valuation by the Parish Council is a loan rather than a gift and the VHMC may have to pay for part of the cost in the future.

[At this point in the meeting (7.27pm), Cllr Pearson arrived].

- 53.4 To discuss and confirm a date for the next Budget Review Group meeting (to be held prior to the November 2015 Parish Council meeting), and decide any further action. Following a short discussion the 10 November 2015 was chosen.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the next meeting of the "Budget Review Group" will be held on 10 November 2015 at the Clerk's house starting at 7pm.

Prop. Cllr Lunn

Sec. Cllr Mrs Parkinson

- 53.5 To decide if to give a donation towards "Voices for People", and decide any further action. Following a short discussion it was decided not to contribute this time.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will contact "Voices for People" to say that the Parish Council has decided not to make a contribution this time.

Prop. Cllr Pearson

Sec. Cllr Noble

- 53.6 To decide if to give a donation towards "Selby Dial", and decide any further action. Following a short discussion it was decided not to contribute this time.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will contact "Selby Dial" to say that the Parish Council has decided not to make a contribution this time.

- 54.3 To receive feedback information on approved tree works to rear of 14 Londesborough Grove and shrubs at North View, and decide any further action. The Clerk explained that all the tree works requested were now completed. A few extra trees were removed at the same time because there was more than one apple tree found to the rear of 14 Londesborough Grove, and two further trees were removed because they were either dying or dead.

IT WAS RESOLVED: That the above information was noted.

- 54.4 To receive information on: grass verges/"H" bars/Collapsible Bollards at Foxdale Ave/Londesborough Grove, and if Grants are available, and decide any further action.

The Clerk explained:

- That a grant application form had been completed and sent to the Police "Community Fund Grant" – a decision will be given towards the end of September.
- That the CEF Fund grant application form had been completed and sent to CEF (southern) – a decision is expected later this year.
- That he had sent 26 letters to the residents of Foxdale Avenue and Londesborough Grove to see what option they would like for placing "H" bars across their driveways and all 6 replies chose Option 2 – to ask Highways to paint them when they are in the area (probably next year).
- That the road, grass areas and the footpath along these roads and at the junction are all classified as Highway land and no works can be done without the prior approval of the highways department who are responsible for the safety of these areas.

A short discussion followed and it was decided that any decision on this matter should be deferred until the findings of the two grant application requests and the Council's Budget Review have been completed.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That this item be deferred until the findings of the two grant applications and the Budget Review Group meeting are known, and be a November Agenda Item.
- iii) That the Clerk will write to North Yorkshire County Council's highways department to inform them which properties on Foxdale Avenue/Londesborough Grove require "H" bars painting across their driveways.
- iv) That the Clerk will write to the 6 residents of Foxdale Avenue and Londesborough Grove to inform them of what has been decided.

- 54.5 To receive information on the Gardening Competition 2015, and to decide any further action. The Clerk informed everyone who the winners were and that all had been presented by the Chairman at the Carnival. It was pointed out that the 4th unused cup is damaged and needs repairing at some point. The extra category for children was not used due to no nominations received and would be reviewed next year. The Winners were:

- Best Hanging Baskets & Tubs 2015 – Mr & Mrs Sutcliffe – 10 The Brambles.
- Best Front Garden 2015 – Mr & Mrs Johnson – 'Leabrook', Fir Tree Lane.
- Best Ornamental/Novelty Garden 2015 – Mr & Mrs Wray – 10 Dane Avenue.
(This cup is a newly named cup: "The Tony Dudley Cup" contributed by his wife Betty in memory of Tony Dudley who was a keen gardener in the village).

IT WAS RESOLVED: That the above information was noted.

- 54.6 To receive information on the Villager of the Year 2015, and to decide any further action.

The Clerk informed everyone that Mr Dan Sidley was the winner for his work at the: "Yorkshire Swan and Wildlife Rescue Hospital" based at Barlow Nature Reserve and that he had been presented by the Chairman at the Carnival. It was felt that in future the criteria for a winner should not only be a village resident but to be recognised for: "Works for the benefit of the village".

IT WAS RESOLVED:

- i). That the above information was noted.
- ii). That next year's winner should not only be a village resident but to be recognised for: "Works for the benefit of the village".

Prop. Cllr Mrs Parkinson Sec. Cllr Noble

- 54.7 To receive information on a replacement Xmas tree, and the carols around the tree event, and to decide any further action. The Vice-Chairman updated everyone on progress with acquiring a replacement Xmas tree, including an email from the British Christmas Tree Association which advised that in respect of a 7-10ft tree "at that height the chances of re-growing is difficult". A short discussion followed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Vice-Chairman would seek a suitable supplier of a Xmas tree and purchase a tree up to a maximum cost of £120 from a specialist grower.

Prop. Cllr Miss Smith Sec. Cllr Lawton

- 54.8 To receive feedback information from the Chairman on the RSS Inspection Report, and if any remedial works are required for the play equipment, and to decide any further action. Due to the Chairman's absence, it was decided to defer this item to the next meeting.

IT WAS RESOLVED:

- i). That the above information was noted.
- ii). That this item be deferred to the 19 October 2015 meeting.

- 54.9 To receive feedback information on a request for a quotation from Selby District Council for a replacement dog litter bin at Fox Lane, and to decide any further action. The Clerk explained that he is still waiting for a quotation from Selby District Council.

IT WAS RESOLVED: That the above information was noted.

- 54.10 To receive feedback information on repairs to 5 street name signs, and to decide any further action. The Clerk explained that the replacing of the 5 street name plates by Selby District Council is due shortly.

IT WAS RESOLVED: That the above information was noted.

- 54.11 To receive information on the Linden Way Play Area, and to decide any further action. The Clerk explained that he had a meeting with a representative of Harron Homes to highlight all the areas that need attention and that the representative is keen to resolve this issue and have the area tidied up and progress to adoption. A planning application by Harron Homes to do remedial works to the tree in this area (subject to a Tree Preservation order) shows their intent of making these improvements.

IT WAS RESOLVED: That the above information was noted.

- 54.12 To receive update information on the Village Consultation, and to decide if to use the budgeted £1,500 (for fencing around the Village Green), and to decide any further action. The Clerk explained that Groundwork are waiting for a decision by the Parish Council as to whether the Council agrees to pay the 3rd party contribution of £816 so that £8000 Epac funding can be secured for works to the "Woodland Walk", and to decide if also to use the budgeted £1,500 for fencing around the Village Green for this scheme. The Clerk also confirmed that no revised plan for the Village Green had been received from Groundwork as promised.

IT WAS RESOLVED UNANIMOUSLY:

- i). That the above information was noted.
- ii). That the Clerk will inform Groundwork (the Council's project manager) that the

IT WAS RESOLVED: That the above information was noted.

55.2 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:

55.2.1 2015/0906/TPO (8/34/396/PA) Proposed crown lifting of tree T1 (Pine) covered by TPO 1/2003 on the Linden Way Play Area.

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

Prop. Cllr Mrs Parkinson

Sec. Cllr Pearson

15/56 Financial Matters

56.1 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 (August Salary)	-	771.51	1723
R D Adams (Litter Picker) (August Salary)	-	133.38	1724
Fasprint (Monthly News-August 2015)(Invoice # Inv-4896)	-	461.00	1725
Tru-Green (Replacement Flagpole and Flag)(Inv # 00695)	49.53	297.19	1726
New Venture Products (Anti Climb Paint-White and warning signs) (Invoice # 3508)	5.57	33.41	1727
D Powell (Village Website-Domain Renewal)(Inv #59387)	1.99	11.94	1728
Selby District Council (charges for non-contested PC election 2015)(Inv #4056197)	-	141.49	1729
S M Peters (stationery expenses with receipts-August / September 2015)	0.98	18.80	1730
Fasprint (Monthly News-Sept 2015)(Invoice #Inv-4979)	-	461.00	1731
S M Peters (Cobblers last – engraving of cups/shields for Villager of the Year and Gardening competition 2015)	-	37.00	1732
S M Peters (September Salary)	-	771.71	1733
R D Adams (Litter Picker) (September Salary)	-	133.38	1734
HMRC for Qtr 2 (July-September 2015)	-	981.02	1735
Neville E Townend (land valuation) (Invoice Ref:SRT/LM)	50.00	300.00	1736
TOTAL =	£108.07	£4,552.83	

56.2 To receive an account status of the current Bank Statement giving a balance of **£48,727.94** as at **25 August 2015**, and having been checked and signed by the Chairman.

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

Prop. Cllr Lunn

Sec. Cllr Miss Smith

15/57 To consider the following new correspondence received since the last Meeting and decide action where necessary:

57.1 YLCA Information:

- Joint training session (YLCA/SDC) on Wed 30 September 2015 – not to be attended.
- Selby Branch Meeting (Wed 7 October 2015) – Cllr Chisholm, Cllr Pearse and the Clerk volunteered to attend this and it was pointed out that the minutes of the previous meeting, which were factually incorrect, would be corrected.

- Training Courses for Councillors – Following a short discussion it was confirmed that Cllr Miss Chisholm is the only Councillor attending this course and her attendance was approved and payment authorised.

Apart from the above all other information previously circulated was noted.

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

57.3 Selby AVS: - Information previously circulated was noted.

57.4 14 additional pieces of information previously circulated was noted, with no late items.

IT WAS RESOLVED:

- i). That the above information was noted.
- ii). That the Clerk will inform YLCA that the Clerk, Cllr Miss Chisholm and Cllr Mrs Pearse will be attending the next 'Selby Branch Meeting' on the Wed 7 October 2015, and that the Clerk will inform YLCA that the YLCA minutes for Wednesday 10 June 2015 are incorrect for Thorpe Willoughby and will send an amendment.
- iii) That Cllr Miss Chisholm can attend a Councillor training course on Sat 28 November and that payment for it is approved.

Prop. Cllr Pearson

Sec. Cllr Lawton

15/58 To receive reports from Councillors and Community Police

County Councillor/District Councillor – A District Councillor confirmed that:

- talks about Hollygarth are ongoing with Selby District Council and North Yorkshire County Council to do something with it. A Councillor expressed his concern over the noise caused by police using Hollygarth for training purposes and felt it was not suitable in a built up area, and was advised to send a letter of complaint as a resident.
- there is a process for residents to register a complaint about potholes and other items by telephoning Area 7 Highways direct and that he will circulate a notice about it to everyone and for it to go on the notice boards and the Village Website.

Community Police – The Clerk had nothing to report.

IT WAS RESOLVED:

- i). That the above information was noted.
- ii). That a District Councillor will circulate information to everyone about a process for registering a complaint about potholes and other services to Area 7 Highways direct, and that it can go on the notice boards and the Village Website for everyone to use.

15/59 To receive representative reports:

Burial Board: Nothing to report.

Rail Users Group: Nothing to report, but will pass on a complaint by another Councillor over the long delays at the railway crossing.

Village Hall: Nothing to report.

A Councillor suggested that this agenda item and the previous one could possibly be merged for future meetings to make it simpler and the Clerk agreed to it.

Apart from the above, remaining Councillors had nothing to report.

IT WAS RESOLVED:

- i). That the above information was noted.
- ii). That this agenda item and the previous agenda item be merged to form a single agenda item called: "To receive Representative Reports".

15/60 To receive the Clerk's report

- The Chairman (in his capacity as the point of contact) had signed a form to appoint the Council's Payroll Services Provider as the: "Appointment of Auto Enrolment Administrator" as previously agreed, and that some minor costs will be incurred in the future.

- That following two Councillors raising the issue of a hole in the concrete area near Almond Close, Barratt Homes had been contacted to see if they are responsible for its repair. Barratts had responded and included an extract from the adoptions of streets for that area and this implied that through adoption it was now the responsibility of NYCC's Area 7 Highways. The Clerk has written to highways and is waiting for a response. A Councillor pointed out that there is another hole near the rear compound of the Village Hall.
- The request for a bus stop near Willerby Heights had been declined by the North Yorks "Passenger Transport Team".
- The Hi-visibility vests received by a couple of Councillors were too small and that larger ones are required. It was decided that the Clerk will purchase 2 hi-vis vests (one xxl and one xxxl).
- The expected Selby District Council invoice for the election in May had arrived and is included on the finance cheque list for payment.
- The Clerk had received information regarding an amendment needed to the Council's Standing Orders regarding Procurement and will bring this to a future Parish Council meeting.
- A Councillor confirmed that the abandoned cagoule and rucksack had not been claimed and had therefore been discarded.

a) IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will wait for a response from Area 7 Highways regarding the hole in the ground in the concrete area near Almond Close, and will investigate a 2nd hole near the village hall compound.
- iii) That the Clerk will bring an amendment to the Council's 'Standing Orders' to a future meeting regarding procurement.

b) IT WAS RESOLVED UNANIMOUSLY:

- i) That the Clerk will purchase two new Hi-Visibility Vest (one xxl and another xxxl).

Prop. Cllr Mrs Pearse

Sec. Cllr Pearson

15/61 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 one item:

- "Community Speed Watch" (to be scanned and circulated to all Councillors by the Clerk).

15/62 To receive any further comments from the public [for information only; Clerk to note]
NONE

15/63 To confirm the date of the next meeting(s) as **MONDAY 19 OCTOBER 2015**: –
At St Francis Church, Fox Lane, Thorpe Willoughby.

15/64 Close of meeting – the Part I meeting closed at 10.00pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY