

THORPE WILLOUGHBY PARISH COUNCIL

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

In attendance: No member of the Public was present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

16/77 To receive apologies for absence and any declarations of interest
There were no apologies received, and no Declarations of Interest were given.

16/78 Public Session - None.

16/79 To confirm the minutes of the Parish Council meeting held on 17 October 2016 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 17 October 2016 were accepted as a true and correct record of the meeting.

Prop. Cllr Pearson

Sec. Cllr Lunn

16/80 To receive items for discussion and decide further action where necessary:

80.1 To discuss: (i) progress on the “Woodland Walk” project and the provision of MUGA/Play equipment on the village green, (ii) “Awards for All” activity trail funding request, (iii) S106 funding/Epac funding, (iv) insect houses attached to logs in the “Woodland Walk” and decide if to link them with the local primary school and RSPB, and decide any further action.

The Clerk confirmed the following:

- That tree/footpath works to the “Woodland Walk” (north side) had been completed and payment for the Contractor is included under finance.
- That the Epac funding had now been transferred to the council’s bank account.
- That works had commenced on the village green for the new Zip-Line and the 2 goal wall ends.
- That the “Awards For All” funding request had been submitted.

A Councillor explained:

- That the “Awards for All” bid for a trim trail if successful will commence next year.
- That shrubs had been planted on the village green on Saturday morning with volunteer help and that more shrubs are needed.
- That the former vine area needs further work to allow planting.

A Councillor explained that more work with wire mesh was required to secure logs for insect habitats in the “Woodland Walks”, and also to ensure all tree debris be saved and used in the manner. A discussion followed regarding approaching the local primary school to be involved with the insect houses and to think of names of animals for them possibly as a project.

A Councillor volunteered to provide the bird boxes when needed, and will be between now and the end of February 2017.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will ask the Council’s handyman (as a matter of urgency) to dig out the former vine area on the village green so that shrubs/grass seed can be planted.
- iii) That the Vice-Chairman will approach the local primary school to see if it would like to be involved with insect/bird houses as possibly part of an educational project.
- iv) That the Clerk is authorised to ask the Council’s tree contractor to remove up to 6 tall trees to facilitate the placing of nest boxes on the trees in the “Woodland Walk”

(south side) and to inform Councillors when the works have been completed.

Prop. Cllr Mrs Parkinson

Sec. Cllr Bishop

- 80.2 To discuss donation requests from: (i) Selby District Council – towards the Chairman’s Charities, and ii) “Family Reunion Appeal” by the British red Cross, and decide any further action. The Clerk read out the two requests to everyone present, and a Councillor explained that the Parish Council does not give donations. Following a short discussion it was decided not to make a donation this time, and that the Clerk will inform the two organisations of the Council’s decision.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will inform both the two organisations that the Council will not be making a donation this time.

Prop. Cllr Bishop

Sec. Cllr Pearson

- 80.3 To discuss progress on works highlighted by the “Open Spaces Review Group”, to discuss quotes received and decide the order of works, and decide any further action. The Clerk ran through the list of works identified by the “Open Space Review Group” and explained that Works had been completed by the Council’s handyman on a few areas that are routine maintenance and that a few other areas were in progress. The remaining larger areas of work were discussed and it was decided that these could all be done in any order by the Council’s Handyman to best suit him. It was also stressed that the 1st priority is to dig up the vine area to allow shrub/grass seed planting.

IT WAS RESOLVED UNANIMOUSLY :

- i) That the above information was noted.
- ii) That the Clerk will continue to monitor progress on the various locations, and to inform Councillors when works have been completed and areas ready for planting of shrubs or grass seed.
- iii) That the Clerk will ask the Council’s handyman to do all the outstanding works as listed in any order to suit him, but to dig up the vine area as 1st priority and to use heavy machinery if needed.

- 80.4 To discuss prices quoted for a replacement litter bin located next to the bus shelter at Leeds Road, and decide if to purchase a larger bin, and decide any further action. The Clerk circulated the various options for providing a replacement litter bin (double the size of the original as previously requested) along with costs.

IT WAS RESOLVED UNANIMOUSLY :

- i) That the above information was noted.
- ii) That the Clerk is authorised to ask Selby District Council to provide a replacement litter bin at the above location (type: RD/2GRCT) if not in green then black.

Prop. Cllr Lawton

Sec. Cllr Mrs Burnell

16/81 To receive items for information:

- 81.1 To receive information on the Monthly News/Village Website, and decide any further action. The Chairman/Clerk explained that the November edition was slightly delayed due a printer breaking down. The Clerk ran through items that were to be included in the joint December 2016/January 2017 edition and following a short discussion that was agreed as correct and that no items from the November edition needed carrying forward. A District Councillor suggested adding an article regarding the North Yorkshire County Council (NYCC) On-Line service which enables members of the public to inform NYCC about potholes, street lights, highway matters, and other general complaints directly.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will add a piece about NYCC On-Line service to the December 2016/January 2017 joint edition of the Monthly News.

- 81.2 To receive update information on the village green children's playground, CCTV signs, 'Visual Inspection' report sheets, closing of the playground gate, to discuss and decide on quotes for the purchase of 3 new pieces of play equipment on the village green and if to apply for S106 funding for them, and decide any further action. The Clerk explained that the child's seat in the playground had now been replaced. One of the two Councillors (who close the play area gate and check for faults using the weekly "Visual Inspection" sheet), confirmed that inspection sheets are being completed and will be given to the Clerk shortly, and that the gate is now being closed again on an evening. The Chairman confirmed that hanging CCTV signs had been delayed due to waiting for appropriate fixing bolts. The Vice Chairman ran through quotes for two new springers in the playground (one a motor bike springer and the other a see-saw), and a new Rope Basket to be placed on the Village Green (to replace the existing tyre swing). [Due to involving contracts and costings – this part has been moved to Part II – Min 16/91.4]

IT WAS RESOLVED:

- i) That the above information is noted.
 - ii) That the Chairman will hang 2 of the A4 sized rigid plastic CCTV signs on the Children's play area when fixing bolts have been acquired.
 - iii) That the two Councillors who close the gate of the children's playground will forward their weekly "Visual Inspection" sheets to the Clerk as soon as possible.
 - iv) That due to involving contracts and costings, discussions about quotes for providing two new springers and a rope basket is moved to Part II.
- 81.3 To receive information from the Clerk/Chairman on the suggested moving of the parish Council meeting dates: 20 February 2017 to the 13 February 2017, and 17 April 2017 to the 10 April 2017, and decide any further action. The Clerk/Chairman explained that the original date of the February meeting fell in half-term holiday and the April meeting fell on Easter bank-holiday Monday. It was suggested to bring both meetings forward 1 week.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
 - ii) That both the February and April 2017 Parish Council meeting dates be brought forward 1 week to 13 February and 10 April 2017 respectively.
- 81.4 To receive information on the introduction of Parking/Waiting restrictions at Londesborough Grove/Foxdale Avenue and at Fir Tree Lane, and decide any further action. The Clerk confirmed that double yellow lines had now been painted at the Londesborough Grove/Foxdale Avenue junction. A District Councillor confirmed that a decision by North Yorkshire County Council will be made on 12 December 2016 about the Fir Tree Lane Junction.

IT WAS RESOLVED: That the above information was noted.

- 81.5 To discuss update information on the Xmas tree event on the village green on Friday 2 December 2016, and decide any further action. The Chairman confirmed that the Rock Choir will be attending and doing two 15 minute slots, residents will sing two children's carols in-between, and the appearance of a 'Special Guest'. The event will start at 6pm and set-up at 4pm. Lights are to be hung on the Xmas tree, tables/Gazebos to be collected and erected. The Chairman explained that the purchase of a new soup kettle was in hand. A reminder for providing cakes/mince pies and to donate a bottle of red wine for making mulled wine was given by the Vice-Chairman.

IT WAS RESOLVED: That the above information is noted.

- 81.6 To receive information on the CIL October Statement from Selby District Council for Thorpe Willoughby, and decide any further action. The Clerk explained that he had received the October statement from Selby District Council and confirmed that the amount available to the Thorpe Willoughby Parish Council is NIL

IT WAS RESOLVED: That the above information was noted.

- 81.7 To receive information on the newly installed Defibrillator at the Sports Club, and discuss a possible second one, and decide any further action. The Vice-Chairman confirmed that the cost of a defibrillator similar to the one at the Sports Club was £2,232.00 (inclusive of training but fitting is extra), and it needs a power supply and a battery supply. It was suggested that a 2nd appliance was needed for the Northern half of the village with the Sports Club serving the southern half, and that the best place would be on the village hall wall particularly with the amount of people using the hall and the village green. It was decided that the Chairman (as representative) will ask the Village Hall Management Committee if a defibrillator can be hung on the Village Hall wall, the Clerk will ask Groundwork at Selby District Council if S106 funding can be used to pay for it, and the Vice-Chairman will supply a copy of the specification for the Sports Club's defibrillator to the Clerk. A further discussion followed and it was agreed that if S106 money could not be used for purchasing a defibrillator then it would be financed out of the Council's budget.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Chairman (as Village Hall representative) will approach the Village Hall Management Committee to ask if they would be happy for a defibrillator to be hung on the Village Hall wall, plus an appropriate donation towards electricity used by the defibrillator.
- iii) That the Clerk will ask Selby District Council if S106 money can be used for providing a defibrillator (similar to the Sports Club's), and if not allowed it will be funded from the Parish Council's budget.
- iv) That the Vice-Chairman will supply a copy of the specification of the Sports Club's defibrillator to the Clerk.

16/82 Planning:

82.1 To receive updates on any existing planning applications/information:

- 82.1.1 2016/1075/FUL (8/34/407/PA) proposed erection of a new detached dormer bungalow at 38 Fox Lane, Thorpe Willoughby – GRANTED
- 82.1.2 2016/1090/HPA (8/34/408/PA) proposed pitched roof to garage and partial conversion to utility room plus internal works at 53 Foxdale Avenue, Thorpe Willoughby – GRANTED

IT WAS RESOLVED: That the above information was noted.

82.2 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:

- 82.2.1 2016/1067/FUL (8/32/91A/PA) for replacement stable on land off Field Lane, Thorpe Willoughby (near Sherwood's Farm) (JUST IN GATEFORTH PARISH).

IT WAS RESOLVED BY A MAJORITY:

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

Prop. Cllr Dowell Sec. Cllr Bishop

- 82.2.2 2016/1321/HPA (8/34/409/PA) for single storey side extension, a detached single garage and workshop, and general internal layout alterations at 24 Fox Lane, Thorpe

Willoughby.

IT WAS RESOLVED BY A MAJORITY:

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

Prop. Cllr Mrs Pearse

Sec. Cllr Miss Smith

16/83 Financial Matters

83.1 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.
J Pearse (for purchasing shrubs from Mill Farm Nursery for village green)	-	30.00	1853
S M Peters (November Salary)	-	780.27	1854
S M Peters (stationery expenses with receipts-October 2016 / November 2016)	24.66	151.18	1855
RSS (I&M Inspection-north)(Oct16 operational inspection) (Inv #047307)(cheque made payable to Hags-Smp Ltd)	8.00	48.00	1856
Tru-Green Ltd (Inv #00944)(removal of bind weed to fencing and spraying of herbicide at village green)	50.00	300.00	1857
Marcus Taperell Tree Surgery (Inv #6717)(Woodland Walk-n.side)tree/footpath works (to be refunded from S106)	1,530.00	9,180.00	1858
RSS (I&M Inspection-north)(Inv #047819)(new cradle seat on T swing in children's playground)	36.40	218.40	1859
Fasprint (Monthly News-Nov 2016)(Invoice #Inv-6282) (includes credit of £120.00 for printing error in Oct 16 issue)	-	399.00	1860
S M Parkinson (for purchasing 3 bags of compost for planting of shrubs)	-	11.91	1861
S M Parkinson (for purchasing drinks and cups for mulled wine-for Xmas tree event)	-	6.40	1862
R Deadman (works at Leeds Rd island, Meadow Drive footpath, Village Green and playground boundary)	-	190.00	1863
TOTAL =	£1,649.06	£11,315.16	

83.2 To receive an account status of the current Bank Statement giving a balance of **£89,011.44** as at **4 November 2016**, and having been checked and signed by the Chairman.
The Clerk confirmed to everyone that a VAT refund had been received by the Council and signed by the Chairman.

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

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

16/84 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 84.1 YLCA Information: - Information previously circulated was noted.
- 84.2 Selby District Council Web-Site information - Information previously circulated was noted.
- 84.3 Selby AVS: - Information previously circulated was noted.
- 84.4 17 additional piece of information previously circulated was noted, with no late items.

IT WAS RESOLVED: That the above information was noted.

16/85 To receive representative reports:

County Councillor/District Councillor: A District Councillor explained that NYCC is looking to knock down Hollygarth and build affordable housing – still waiting. He also confirmed that Selby District Council will be holding meetings on Tuesday and Thursday of this week to discuss Parish Taxes. The Clerk confirmed that he and the Vice-chairman will be attending the Thursday meeting.

Rail Users Group: The Councillor representative explained that railway improvements are underway to prepare for electrification (this was mentioned/circulated earlier under general correspondence).

Burial Board: A Councillor confirmed that the Brayton Burial Board had received quotes for felling trees in the centre of the adjacent field to extend the graveyard.

Village Hall: That the sale of land to the Parish Council is progressing (to be discussed under Clerk's report (Min 16/86)).

- A Councillor reported that the road sign had been repaired near Sherwoods, and that she had received a complaint from a resident that cars were being parked on the footpath at Laburnum Close leading to the open space to the rear of Almond Close.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will send a letter of concern to a property at Laburnum Close over cars parking on the footpath leading to the open space area to the rear of Almond Close.

16/86 To receive the Clerk's report

The Clerk explained that:

- Works are currently being done at the snicket going from Dane Avenue to Privet Drive. A Complaint had been received from a resident over water collecting and footpaths not joining up.
- He had emailed BT to confirm that the Parish Council had agreed that the Leeds Road payphone should be removed.
- The faulty street light at Oak Drive is now fixed.
- The proposed sale of part of the Village Hall land to the Parish Council is proceeding well with searches almost complete and rights of access being resolved by the Solicitors. It is hoped to be completed shortly.
- The request by the Sports Club to display a banner on the PC fence on the village green side of the village Hall car park entrance (for advertising a fireworks display) was agreed.
- The Church Hall bookings for the Parish Council have been brought up-to-date to be 7pm starts rather than 7:30pm starts. The Clerk had been requested by the church (for their grant application) to write a letter stating Council's usage of the hall and if facilities were adequate - this has been done.
- The Childcare Centre had discussed the hedge between them and the Village Hall compound. The VHMC had discussed this matter with them and concluded that the hedge was on the Childcare Centre's side, so trimming it was their responsibility.
- NYCC had previously been asked 3 questions which had been answered by Cllr Lunn/NYCC and the Clerk i) The Willerby Heights estate keep their street lights on all night unlike the rest of the village – this is probably due to using LED lights and that it is not yet formally adopted and is currently private land ii) The Stop sign at the end of Fox lane (at the junction with Leeds Rd) that was pointing the wrong way is now fixed. and iii) The footpath adjacent to Brayton Barff has now been cleared thoroughly and the verges/hedges cut to tidy it all up.
- The Clerk had received his auto enrolment letter from the Council's Payroll Services provider and will come into effect 1 May 2017.
- He had conducted a survey of the village on Wednesday 16 November 2016 for the "Rough Sleeper's Estimate 2016" and found none – a response to the survey was sent.
- The next Southern CEF meeting is the 8 December 2016. No reply had been received to the inquiry whether the "Dot Peen Property Marking Kit" will be on display at any supermarkets this Xmas.

- North Yorkshire County Council (NYCC) funding for the Urban Grass Cutting that the Parish Council provides for them, has not been received yet.

IT WAS RESOLVED: That the above information was noted.

16/87 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified – None Given.

IT WAS RESOLVED: That the above information was noted.

16/88 To receive any further comments from the public [for information only; Clerk to note] NONE

16/89 To confirm the date of the next meeting(s) as **MONDAY 12 DECEMBER 2016:** –

At St Francis Church, Fox Lane, Thorpe Willoughby.

Apologies received in advance by Cllr Pearson.

16/90 Close of meeting – the Part I meeting closed at 9.00pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY