

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.02pm on Monday, 22 February 2016 at St Francis Church, Thorpe Willoughby, Selby.

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

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

15/126 To receive apologies for absence and any declarations of interest  
There were no apologies received and no Declarations of Interest were given.

15/127 Public Session - The Sports Club representative, as Editor of the Village Website, informed everyone that he will be stepping down as Editor of the Village Website due to other work commitments at the Sports Club. He confirmed that he will pass over the various pieces of information (including links) to the Clerk by the end of March, but will be available up to the end of May for advice and handing over. The Chairman will add an item to the Monthly News to advertise for a volunteer. The Sports Club Representative confirmed that the West Selby Miners Welfare committee are looking into applying for planning permission for extending the car park. He also confirmed that the Sports Club had approached Selby District Council to see when progress will be made on varying the S106 agreement.

A resident inquired about providing a Defibrillator in the village and circulated press cuttings of other villages who had provided one. A discussion followed that included the idea of business sponsorship, the costs involved, training and other practical matters that are required. The sports Club representative explained that once the MUGA is finished and all payments done, if there is any money left in their pot after the solicitor's fees have been extracted, then they are looking to provide a Defibrillator in the next few months at a cost of @ £2,500 and it will be similar to the one provided at Hemingbrough. The Council will see how the Sports Club progresses with their scheme.

A resident who had raised the issue of why the Arriva 8.25 or 8.30 bus goes up Fox Lane on a Saturday but not on a Monday-Friday was informed by the Clerk that Arriva had said that this problem had been noted by them and would be considered at their meeting in May where all services are to be reviewed. They said the reason why this bus went straight through the village on a week-day was because it was needed elsewhere after reaching Selby.

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

[at 7:20pm the Sports Club representative and two other residents left the meeting]

15/128 To confirm the minutes of the Parish Council meeting held on 18 January 2016 as a true and correct record.

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the 18 January 2016 were accepted as a true and correct record of the meeting.

Prop. Cllr Lawton

Sec. Cllr Lunn

15/129 To receive items for discussion and decide further action where necessary:

129.1 To discuss the received written applications for the TWO Parish Councillor vacancies for co-option, and following interviews decide who to appoint. Three applications had been received and all three applicants attended the meeting. Each applicant read out their application letters in turn. Each of the vacant positions was filled separately (as legislation dictates). The Clerk will inform all applicants of the Council's decision within the next few days. Successful applicants would need to sign "Acceptance of Office" forms before they could participate in the March meeting and "Register of Interest" forms would need completing shortly after. The first voting procedure P Bishop was elected for the first vacant

Parish Councillor position. At the second voting procedure A Nixon was elected for the second vacant Parish Councillor position.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That P Bishop is elected for the first vacant Parish Councillor position.
- iii) That A Nixon is elected for the second vacant Parish Councillor position.
- iv) That the clerk will inform the successful applicants within a few days and prepare the "Acceptance of Office" forms for signing before the March meeting. The "Register of Interest" forms will need completing shortly after.

[At this point the Chairman thanked the remaining applicants for their attendance, and that the Clerk will inform them in the next few days if they have been successful or not, and they then left the meeting]

129.2 To discuss feedback on the "Woodland Walk" Epac project, quote for the perimeter fencing, quote for tree/footpath works, Groundwork, and decide any further action. The Clerk

explained that the Council needed to decide if to approve the TWO quotations received for:

- i) Tree felling/trimming works and footpath works to comply with the Epac funding for the "Woodland Walk" and
- ii) New High Vmesh Fencing along the southern edge of the Village Green as part of the "Woodland Walk" project to comply with Parish Council funding.

The Clerk also explained that the two contractors had been made aware of the line of Yorkshire Water pipes. The Clerk explained that the residents of Londesborough Grove will be informed of developments and dates of works when they had been finalised.

**IT WAS RESOLVED UNANIMOUSLY:**

- i). That the above information was noted.
- ii). That the Clerk will inform the TWO contractors that both Quotations are acceptable for them to proceed, and that the Council's contingencies can be used for the fencing works until the shortfall in budgeted money for it becomes available.
- iii) That the Clerk will inform residents adjacent to the scheme of any developments and dates of works (when they had been finalised) and before any works are commenced.

129.3 To discuss the receipt of the 2<sup>nd</sup> S106 Instalment of the S106 by Selby District Council, and decide which of the approved village projects to pursue, and decide any further action. A short discussion was held where it was agreed that the 2<sup>nd</sup> instalment of the S106 money should be firstly used to complete the "Woodland Walk" project and then the remainder to be used on one or more of the approved Parish Council Stage 1 schemes as previously approved under minute 15/37.3 at the 20 July 2015 TWPC meeting. It was further agreed to hold an advisory site meeting next week on Tuesday 1 March 2016 (9:30am) for Councillors to firm up what the Council requires doing for the Northern side of the Village Green before seeking quotes. The Clerk will email all Councillors of this meeting.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information is noted.
- ii) That the Council is minded to firstly use the 2<sup>nd</sup> instalment of the S106 funding to complete the "Woodland Walk", and that an advisory site meeting should be held first on Tuesday 1 March 2016 (9:30am) to firm up what the Council requires before seeking quotes. Any remaining S106 money after that would then be used for one or more of the approved Parish Council Stage 1 schemes as previously approved under minute 15/37.3 at the 20 July 2015 TWPC meeting.

Prop. Cllr Pearson

Sec. Cllr Lawton

129.4 To discuss a quotation for the renewal of the Annual Play Area Inspections, and decide if to continue with the current contractor, and decide any further action. The Clerk read out the quotation received from the Council's existing contractor and it was agreed that it was still reasonable and should be used again. The Clerk was asked to agree the quote and to ask the contractor if they would consider a 3-year deal and possibly with a small reduction.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information is noted.
- ii) That the Clerk will inform the contractor that the quotation is acceptable and to ask the contractor if they would consider a fixed 3-year deal and possibly with a small reduction.

15/130 To receive items for information:

130.1 To receive information on proposed minor changes to renewal of Leases for the TWSA, and decide if to approve the recommendation of the Council's solicitor, and decide any further action. The Clerk explained that the Council's solicitor had confirmed that changes to the leases as requested by the Sports Club were acceptable and subject to the Sports Club covering the cost for these changes recommended the Parish Council to agree.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information is noted.
- ii) That the Clerk will inform the Council's solicitor that the Council agrees to their recommendation of making changes to the renewal of leases for the TWSA subject to costs being born by the Sports Club.

130.2 To receive information on the Monthly News/Village Website, and to decide any further action. The Chairman explained the latest requests had been noted, and he would pass them onto the editor. The Clerk was asked to inquire with the "Monthly News" printers what additional cost per month would be incurred by increasing the number of copies from 1250 to 1350, and if it was £50 or less to ask the editor to print 1350 copies for the March 2016 edition and all future editions.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask the printers for the "Monthly News" what additional cost per month would be incurred by increasing the number of copies from 1250 to 1350, and if it is £50 or less to ask the editor to print 1350 copies for the March 2016 edition and all future editions.

130.3 To receive information on providing planters at the junction of Foxdale Avenue / Londesborough Grove, to discuss the quote from the chosen firm and highways comments, external funding, and decide any further action.

The Clerk explained that Area 7 Highways were currently conducting checks for underground utilities (e.g. Yorkshire Water pipes), before precise locations of the planters could be finalised. A discussion was then held as to which financial year (2015-2016 or 2016-2017) to ask for funding from the County Councillor's funding pot so that the correct amount could be obtained.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will supply the County Councillor with an official suppliers quotation for supplying and delivering 8 x planters to see if the £2,000 of unmatched funding can be acquired from the 2016-2017 financial year.

15/131 Planning:

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

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

131.2 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:

131.2.1 2016/0095/HPA (8/34/399/PA) Proposed single storey side extension and 1<sup>st</sup> floor side extension at 9 Wood Close, Thorpe Willoughby.

**IT WAS RESOLVED UNANIMOUSLY:**

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

131.2.2 2016/0107/HPA (8/34/400/PA) Proposed dormers to side elevations to allow roof conversion to provide 3 bedrooms to the 2<sup>nd</sup> floor with an en-suite and a house bathroom at 70 Orchard Way, Thorpe Willoughby.

**IT WAS RESOLVED UNANIMOUSLY:**

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

15/132 Financial Matters

132.1 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-January 2016 / February 2016)	22.99	139.18	1769
S M Peters (February Salary)	-	771.71	1770
R D Adams (Litter Picker) (February Salary)	-	137.80	1771
Fasprint (Monthly News-Feb 2016)(Invoice #Inv-5451)	-	461.00	1772
Marcus Taperell Tree Surgery (Inv # 6536) (Clearing vine, stump Grinding, levelling & seeding area at Field lane)	50.00	300.00	1773
Selby District Council (Invoice Number 4057266)(New Dog Litter Bin at Fox lane)	45.16	270.97	1774
RSS (I&M Inspection-north)(Annual Inspection-Jan16) (Invoice #042184)-cheque made payable to Hags-Smp ltd	50.00	300.00	1775
<b>TOTAL =</b>	<b>£168.15</b>	<b>£2,380.66</b>	

132.2 To receive an account status of the current Bank Statement giving a balance of **£53,810.67** as at **25 January 2016**, 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

15/133 To consider the following new correspondence received since the last Meeting and decide action where necessary:

133.1 YLCA Information: - Information previously circulated was noted.

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

133.3 Selby AVS: - Information previously circulated was noted.

133.4 11 additional pieces of information previously circulated was noted, with no late items.

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

15/134 To receive representative reports:

County Councillor/District Councillor: A District Councillor explained that Selby District Council's budget will be discussed this coming Thursday and that HWRC – West is closing earlier.

Burial Board: Next meeting will be in March.

Rail Users Group: A District Councillor explained that there is a question why the 10:22 train does not stop at South Milford.

Village Hall: The Chairman explained that: from this coming Wednesday there will be a better hot water system, the loose paving slab next to the Village Hall is to be fixed, the dogs shows are a good income and the Village Hall balance sheet is looking healthy. The Chairman went on to say that the resurfaced road at Sandway Avenue is really smooth and with new white lines.

A Councillor pointed out that the Litter Picker had not been along Field lane.

A Councillor had attended the Selby Branch meeting and Julia Mulligan had been present.

A Councillor pointed out that there are no dog bins in the new "Willerby Heights" development. It was decided that this should be looked at again when the site is completed.

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

15/135 To receive the Clerk's report

The Clerk explained that:

- Selby District Council (SDC) has informed the Parish Council that the Linden Way play area had been inspected by them following some remedial works and is now suitable for adoption. SDC would like to know if the Parish Council is still mindful to adopt and receive the one-off maintenance agreement? The Clerk explained that he had inspected the site and had seen a vast improvement.
- The Councillor who attended the Selby Branch meeting had reported her findings earlier in the meeting under representative reports.
- The additional area of grass (where the 30 mph signs had been moved further out of the village), which is to be cut by the Council's contractor under the Village Maintenance contract, is now in hand.
- The poor state of the Public Right of Way footpath leading from North View to Meadow Drive had been logged with North Yorkshire County Council who was in discussions with SDC to resolve who is responsible for doing the tidying up works.
- The Play Area inspection report had been handed to the Chairman to see if any remedial works are required. The Chairman confirmed that there is nothing that needs urgent attention apart from the repairs to the children's swing which is already in hand.
- A complaint had been received from a resident regarding leaves at the northern end of the memorial garden. The Clerk has asked the Council's tree contractor and the litter picker to move the leaves when convenient.
- The remedial tree works, removal of vines and grinding out tree stumps along Field lane has now been completed.
- The Sports Club have informed the Parish Council that they are looking to extend the car park and will be applying for planning permission and asked if the Parish Council had any objections to them applying.
- The letter sent to Arriva, (asking about the 8:25 or 8:30 bus service why it went up Fox Lane on a Saturday but not on a Monday-Friday), had been received and logged by Arriva and they will consider it carefully when they have their review meeting at the start of May.
- The letter sent to former Cllr Noble had been received and thanked, but he declined presenting the cups to the winners of the gardening competition at the carnival due to other commitments.
- The matter of acquiring a Defibrillator had been discussed earlier in the meeting (Min 15/127).
- The Appraisal process had been completed with the Chairman present. The Chairman explained that the Litter Picker is hoping to go to University at the end of the year and so a

replacement may be required then. The Chairman also discussed the Clerk's appraisal stating that his current work level will remain high for some time to come.

- He had received information from the Council's Payroll Service Provider regarding auto enrolment for workplace pensions and asked the Council to choose an "Auto Enrolment Payment Provider" from his list of reputable providers. Following a short discussion NEST was chosen.
- The Union Flag had become detached from the flagpole due to the recent winds and needed to be replaced.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will inform Selby District Council that the Parish Council accepts the adoption package subject to a prior inspection by 3 Councillors who have not seen the improvements and to notify the Clerk.
- iii) That the Clerk will inform the Sports Club that the Council supports the idea of them applying to SDC for planning permission to extend the car park to alleviate the ongoing problem of cars parking everywhere.
- iv) That the Clerk will inform the Council's Payroll Service Provider that the chosen Auto Enrolment Payment Provider is NEST.

15/136 To receive agenda items for next meeting

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

15/137 To receive any further comments from the public [for information only; Clerk to note]

NONE

15/138 To confirm the date of the next meeting(s) as **MONDAY 21 MARCH 2016**: –

At St Francis Church, Fox Lane, Thorpe Willoughby.

15/139 Close of meeting – the Part I meeting closed at 9.20pm.

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