

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Tuesday, 22 April 2014 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), Lunn, Burnell, Pearson, Noble & Pearse.

13/162 To receive apologies for absence and any declarations of interest

The Chairman welcomed all to the meeting. There were three apologies received from: Cllr Mrs Guest (work), Cllr Heyes (work) and Cllr Lawton (illness) which were all accepted, and no Declarations of Interest were given.

13/163 Public Session

A representative of the TWSA raised the issue of S106 funding to ask if any progress had been made.

A County Councillor and the Clerk informed everyone of progress made since the last meeting. (See Minute 13/166.2 – for details where it was discussed further).

IT WAS RESOLVED:

- i). That the above information was noted.
- ii). That S106 funding was discussed further under Minute 13/166.2

The Chairman thanked the member of the public for his attendance and at that point he left the meeting.

13/164 To receive reports from Councillors and Community Police

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

- That J T Mellanby's PH (former Elizabethan) had closed – the licence had been revoked.
- That the carlton gypsies had left the illegal site leaving a few old caravans and that they will be making an appeal.

Community Police – The Chairman had nothing new to report apart from the burglary at Leeds Rd.

IT WAS RESOLVED:

- i) That the above information was noted.

13/165 To confirm the minutes of the Parish Council meeting held on 17 March 2014 as a true and correct record

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

Prop. Cllr Mrs Parkinson

Sec. Cllr Pearson

13/166 To receive items for discussion and decide further action where necessary:

166.1 To receive an update on the Monthly News and to decide if to include additional material when distributed and at what cost? –

The Clerk informed everyone about changes to some of the adverts.

The Chairman explained that an offer had been given by one of the advertisers to collate the magazine into distribution piles when collected from the printers to cover for the absence of the distributor due to illness and the advertiser could place leaflets inside the magazines in return. The Chairman said that this would save him doing additional work and would be a one-off occasion.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That, as a one-off, the advertiser could assist with the distribution of the Monthly News to assist the collator who is ill. The advertiser will receive the magazines and collate them into piles and include their leaflet.

Prop. Cllr Dowell

Sec. Cllr Pearson

166.2 To consider further information on S106 set-aside funding from Linden Homes for 149 dwellings on land south of Leeds Rd and to consider any further information from Selby District Council.

This was discussed earlier under Public Session (Min 13/163) for the benefit of a member of the public where the Clerk explained what progress had been made since the last meeting and included the following points:

- The Clerk explained to everyone what the 5 x schemes were and their order of priority, and that they are listed in the minutes of the March meeting.
- Selby District Council had responded to the Parish Council's wish list of 5 x schemes (in priority order) to state whether the schemes comply with the terms of the S106 agreement. SDC confirmed that 4 of the 5 schemes did comply, but the Sports Club Scheme did not due to being in Hambleton Parish.
- Discussions had also been held between a Parish Councillor and the District Council's solicitor to see if the S106 agreement could be amended to include land adjacent to or abutting the parish boundary. This matter is now between SDC and the Developer.
- That a process is currently underway by Selby District Council (Community Governance – Min 13/167.4 on the agenda) where the Parish Council is seeking to get the parish boundary extended to the bypass. If successful it would result in the Sports Club, several houses and farm land being included in Thorpe Willoughby parish – this process has only just started and may take up to year to complete.
- That Groundwork (who are acting for the Parish Council) will be attending the June meeting to give a presentation, (this will be a part II confidential item and not open to the public due to confidential information/costings being discussed).
- The Clerk confirmed that he had made contact with the head of the original skatepark petition and that were still very interested and supplied supporting information, and offered to attend meetings if needed.

IT WAS RESOLVED:

- i) That the above information and Minute 13/163 information were noted.
- ii) That S106 set-aside funding from Linden Homes will continue to be an ongoing agenda item.

166.3 To discuss revised "Standing Orders" and to decide if to adopt them to replace the existing ones – (Cllr Mrs Guest/Clerk).

The Clerk ran through a draft copy of the revised "Standing Orders" as supplied by Cllr Mrs Guest, in particular areas that needed to be discussed and decisions made. The Clerk confirmed that he would then type up a draft version of the "Standing Orders" and circulate them to all Councillors for comments before they are formally adopted at the May meeting along with all the other Policy Documents.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will produce a final draft "Standing Orders" document to include agreed changes and will circulate to all Councillors for comments before they are formally adopted at the May meeting along with all the other Policy Documents.
- iii) The Councillors expressed a vote of thanks to Cllr Mrs Guest for her assistance.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

166.4 To discuss the reduced wish list of 5 x village projects (in priority order) for the Southern CEF and to consider any further developments – Update (Clerk)

A County Councillor updated everyone on progress made and it appears that although Thorpe Willoughby Parish Council did submit options, but many councils did not. The CEF group will continue to form a Development Plan.

IT WAS RESOLVED:

- i) That the above information was noted and that this item will now be removed from the agenda.

166.5 To discuss overhanging trees/bushes along Field lane and to decide any further action – Update (Clerk)

The Clerk informed everyone that residents had improved most of this area, with a small area of trimming still required that could be completed at the forthcoming litter collection event. The Clerk also confirmed that he had acquired copies of the Tree Preservation Orders for Thorpe Willoughby and that the two oak trees along Field Lane did not have a TPO on them. A short discussion then followed.

IT WAS RESOLVED:

- i) That the above information was noted and apart from some trimming at the litter collection event – no further action is required.

166.6 To discuss the Parish Service Survey 2014 (previously circulated) and to decide the answers to the questionnaire before the 30th May 2014 Deadline – Update (Clerk)

To speed the process up, the Clerk ran through his suggestions and Councillors either agreed them, changed them or added other suggestions. Once completed a short discussion then followed where it was resolved that the Clerk will type up the form with amendments added and return it to Selby District Council before the deadline is reached.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will type up the survey form to include amendments and return it to Selby District Council before the 30th May 2014 deadline.

Prop. Cllr Pearson

Sec. Cllr Mrs Pearse

13/167 To receive items for information:

167.1 To receive further information on a possible revised quotation for top-dressing/re-seeding of strip of land across the village green (and other areas) and to decide how to proceed.

– Update (Clerk) - The Clerk explained to everyone that Tru-Green were unwilling to reduce its previous quote and carry out, in their words, “an inferior standard of work” as it would reflect on their reputation as they only work to a high standard of work. A short discussion then followed where it was noted that some of the area was starting to close up and looked less thread-bare, but some pot-holes still needed filling in to avoid accidents.

The Clerk said that he had been in contact with Linden Homes to ask if any soil that they had could be made available to the Parish Council. They responded to say that the Parish Council could have some soil as long as the Council removes the soil itself and by prior appointment for safety reasons. The Chairman suggested asking for a quote from Mr K Hird to do remedial works to the Village Green. A Councillor was then asked if a tractor could be made available to move the soil if the quote was acceptable and she said that she would look into it.

IT WAS RESOLVED:

- i) That the above information was noted.

- ii) That the Clerk will ask Mr K Hird for a quote to do remedial works to the Village Green to include filling of potholes with soil and applying grass seed to bare areas.
- iii) That subject to receipt of a suitable quote, a Councillor be asked if a tractor could be made available to move soil from the Linden Homes site which had been kindly offered to the Parish Council for free.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

- 167.2 To receive further information on Legislative Reform Order – repeal of S150 of the Local Government Act 1972 – Update (Clerk) - The Clerk explained to everyone that the existing procedures were robust and that YLCA recommended that existing procedures should be left as they are. Having several signatures on a cheque is preferable to having one, as it is more transparent and accountable, and recommended that the system remains unchanged.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That no changes are required to the Council's financial procedures to reduce the number of signatures required for each cheque, and that the procedures are robust as they are.

Prop. Cllr Pearson

Sec. Cllr Noble

- 167.3 To receive information on: Consultation – Draft transparency Code for Parish Councils with a turnover not exceeding £25,000 – Update (Clerk) - The Clerk explained to everyone that the existing procedures more than meets the criteria and that as we do exceed the £25,000 figure changes are **not** required.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That no changes are required to the Council's procedures.

Prop. Cllr Dowell

Sec. Cllr Mrs Pearse

- 167.4 To receive information on: Review of Community Governance arrangements for Selby District 2014 and decide if any response is needed to meet the 12 May 2014 deadline – Update (Clerk) - The Clerk explained to everyone about the above process and that it is an opportunity for Parish Councils to assess their areas and identify any issues that meet the requirements of the consultation exercise as outlined in their correspondence. The Clerk had discussed this matter with a representative of SDC as to what is required by each parish council at this stage. All that is needed at this stage is a mandate from parish councils to state what they would like SDC to consider (a shopping list) before the set deadline, and then SDC will get back to each Council for more details at a later date (the whole process may take up-to a year or more to conclude). A short discussion then followed regarding the subject of the parish boundary, where a long-standing desire to have the western parish boundary moved out to the Bypass/A1238 roads so that the area between the built up area and the bypass will become included within Thorpe Willoughby Parish. This would mean that some dwellings and the Sports Club would be served by Thorpe Willoughby parish (that they rely on), and not as the current situation being isolated from Hambleton village, particularly with the only access road that serves them being from Thorpe Willoughby village. A County Councillor confirmed that if over 50% of the electors of the dwellings that sit in this area state that they wish to reside in the adjoining parish (i.e. Thorpe Willoughby) that under the latest legislation they could do so and that it will be looked into by SDC.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) The Clerk will send a letter to Selby District Council to say that Thorpe Willoughby Parish Council would like them to consider the idea of moving the parish boundary on the western side of the village out to the Bypass/A1238 roads to allow the land,

dwellings, and Sports Club to be included in Thorpe Willoughby Parish for reasons of community cohesion, as it is Thorpe Willoughby that serves this area by road and facilities and that this area is totally isolated from Hambleton Village in which Parish it currently stands.

Prop. Cllr Lunn

Sec. Cllr Dowell

- 167.5 To receive information on: Rogue Traders/boqus callers awareness from North Yorkshire Police – Update (Clerk) – The Clerk had circulated this information previously.

IT WAS RESOLVED:

- i) That the above information was noted.

- 167.6 To receive information on: Parish Council Insurance and to decide if to renew AON's contract – Update (Clerk) - The Clerk explained to everyone that the insurance is due for renewal and that the same rates as last year applied for AON's quote. Any potential saving of moving to another company was insignificant and would most likely be lost through changing. A short discussion followed and it was decided to agree with the Clerk's recommendation to remain with AON for the coming year and that the Clerk will proceed with the payment.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
ii) That the Council will use AON Insurance for the coming year and that the clerk will proceed with the payment.

Prop. Cllr Pearson

Sec. Cllr Lunn

13/168 Planning:

- 168.1 To receive updates on any existing planning applications/information:

168.1.1 Proposed Knottingley Power Plant order – examination timetable and procedures. Two County Councillors registered an interest and after a short discussion it was decided that this does not affect this parish and shall not appear on the agenda in future.

168.1.2 2014/0087/HPA (8/34/160A/PA) extensions at 50 Field lane – Granted and started.

168.1.3 2013/1179/PPP (8/34/62U/PA) for 8 dwellings – Lawful development Certificate has been Granted. This was discussed and the Chairman explained that this certificate confirmed that this development had started by virtue of some foundations now in place.

168.1.4 2013/1041/OUT (8/33/127B/PA) NSDC Centre, Field Lane – an appeal has been lodged – this was noted and no further comments needed by the Parish Council as their existing comments would be carried forward.

- 168.2 To consider the following new planning application(s) received:

NONE

IT WAS RESOLVED:

- i) That the above information was noted.
ii) That the Knottingley Power Plant order shall not appear on future agendas as it does not affect this parish.

13/169 To consider the following new correspondence received since the last Meeting and decide action where necessary:

169.1 YLCA Information: - Information previously circulated was noted - no action required.

169.2 Selby District Council Web-Site information - Information previously circulated was noted and no action required.

169.3 Selby AVS: - Information previously circulated was noted - no further action required.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the Annual Return was unanimously approved as true and correct and then Section 1 of the master was signed and dated by the Chairman.
- ii) That the Clerk will now take the Annual Return to the Internal Auditor at the end of this month and will be ratified by Council at the May meeting.

Prop. Cllr Pearson

Sec. Cllr Mrs Pearse

13/171 To receive representative reports:

Burial Board: The Vice-Chairman informed everyone that Tru-Green were now dealing with problems with moles at Brayton. She also gave the Clerk spare keys for the Xmas tree compound (one for the grass cutter), and pointed out that she was regularly watering the Xmas tree as advised and that the grass now needs cutting within the compound.

Village Hall AGM: The Chairman informed everyone that the VHMC is still looking for new members even though three new members had joined, and there was a dance this coming Saturday.

A Councillor confirmed that the next CEF meeting is in June. She highlighted and returned the shield for villager of the year which had now been located.

A Councillor expressed his concern over parts of the public footpath that runs from Thorpe Willoughby to Brayton with a stretch of it being dug up by a farmer. A County Councillor volunteered to look into this.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a County Councillor will look into the issue of parts of the footpath between Thorpe Willoughby and Brayton being dug up.

13/172 To receive the Clerk's report

The Clerk then reported on various items:

- 172.1 Ground Maintenance/litter picker – The Clerk reminded everyone about the arranged litter collection event on Sunday 27th April at 10:00am at the open notice board at Fox Lane and to bring gloves (he had purchased bin bags) – everyone was welcome to attend and the volunteer had been informed.
- 172.2 Flagpole/Xmas tree: – the Clerk informed everyone that the finial had been replaced and that the flag could now be lowered. The Permanent Xmas tree was now in place (and needed regular watering) and an invoice was due shortly – no further action required.
- 172.3 Linden Homes opening day: – the Chairman explained that he and a few Councillors had attended the opening ceremony and that he spoke on Minster FM and was on the official photograph – no further action required.
- 172.4 Autela – Tax treatment of Councillors: – the Clerk explained that Councillors who have an allowance would have to pay tax – as we have none, no further action required.
- 172.5 YLCA – Accounting for the council tax support grant in the 2013/14 Financial Annual Return: The Clerk confirmed that this was explained in Min 13/170.3.2 – no further action required.
- 172.6 Complaint: The Clerk confirmed that a complaint had been received from a resident about the railway crossing and whether compensation should be sought and the Clerk replied that this is up to her to seek and not the Parish Council – no further action required.
- 172.7 Yorkshire Bank and mobile banking: – the Clerk explained about the options available and recommended that no changes are needed and after a short discussion it was decided by Councillors that no changes were required.
- 172.8 Npower agreement for 2 x Street Lights Inventory: – the Clerk explained that he had completed an Npower inventory of the two Parish Council street lights as requested (a yearly requirement by Npower). Npower had now requested that a legal agreement be signed by the Council to accord with their latest legal requirements and the Clerk was seeking approval

