

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.30pm on Monday, 24 February 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, Guest, Burnell, Pearson, Noble, Lawton & Pearse.

### 13/130 To receive apologies for absence and any declarations of interest

The Chairman welcomed all to the meeting. There was one apology received from Cllr Heyes, which was accepted and Cllrs Pearson, Lunn and Lawton arrived shortly after the meeting had commenced (at 8:05pm), and no declarations of interest given.

### 13/131 Public Session

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

The Chairman and Clerk both explained the process involved and that no guarantees could be given that S106 money will be received soon for any schemes being considered by the Parish Council and that it all depended upon Linden Homes building houses and surpassing a target of 50% of dwellings being built and occupied before any S106 money can be released. The Clerk also confirmed that a meeting will be held with Selby District Council to confirm which scheme(s) would qualify for S106 funding (the community hockey pitch being one of the schemes on the Parish Council's list). The Clerk also confirmed that the final decision as to what scheme(s) any S106 money would go towards would rest with the Parish Council if and when any S106 money may become available.

It was emphasised by a County Councillor that the Parish Council could not guarantee funding for any scheme because there was no guarantee that the S106 would appear and/or when. It was also emphasised that if any S106 money was made available to the Parish Council it was minded to make a contribution to the hockey pitch scheme (as minuted at the previous meeting) but subject to the money arriving. The donation amount would also depend on how much the final figure was and what would be spent on other schemes on the Parish Council's list.

The Chairman explained that S106 money would not be made available by Selby District Council until 50% of the Linden Homes houses are both built & occupied, so the money may not be available for some time, (next year or at a later date). The Chairman concluded that it was difficult to know what can/cannot be done at this stage and that it will remain as an agenda item for subsequent meetings.

It was confirmed by the Clerk that he and a County Councillor would seek further information from Selby District Council.

The representative of the Sports Club was asked what the Sports Club would do if S106 funding took say 18 months to arrive, and the reply was a loan may be considered.

#### **IT WAS RESOLVED:**

i). That S106 funding was discussed further under Minute 13/134.2

The Chairman thanked the member of the public for his attendance and at that point he left the meeting at 7:41pm.

### 13/132 To receive reports from Councillors and Community Police

Community Police – The Chairman had nothing new to report.

One County Councillor/District Councillor – Covered the following point(s):

- That grass cutting by NYCC may be reduced in the coming years and may be offered to Parish/Town councils to take over the cutting (at the Parish/Town Council's own expense).

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

13/133 To confirm the minutes of the Parish Council meeting held on 20 January 2014 as a true and correct record

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

Prop. Cllr Mrs Parkinson

Sec. Cllr Noble

13/134 To receive items for discussion and decide further action where necessary:

134.1 To receive an update on the Monthly News –

The Chairman explained that the editor was now up-to-speed following a short illness, and that the distributor was also back from illness and should hopefully now prevent any lateness of delivery.

**IT WAS RESOLVED:**

- i) That the above information was noted.

134.2 To consider further information on S106 set-aside funding from Linden Homes for 149 dwellings on land south of Leeds Rd:

This was discussed earlier under Public Session (Min 13/131) where clarification was given about the processes involved and that guarantees could not be given at this stage.

The Clerk informed everyone about his contact with Selby District Council where a meeting will be held in March between himself and the contact to discuss various ideas and schemes that the Parish Council had gathered. The Clerk suggested that plans need to be formulated soon accompanied by advertising to request for available land that could be purchased for a skate park, along with gathering of various ideas/information and to get the residents involved (particularly children who could give their thoughts/preferences on a suitable skate park).

**IT WAS RESOLVED:**

- i) That the above information and Minute 13/131 information were noted.
- ii) That S106 set-aside funding from Linden Homes will continue to be an ongoing agenda item and be added to subsequent meetings.
- iii) That the Clerk and a County Councillor would seek further information from Selby District Council in March regarding Recreational Open Space (ROS) provision and what S106 money can/cannot be used for and if it can be used to go towards funding the Sports Club's hockey pitch application.
- iv) That ideas for schemes and locations shall continue to be gathered and brought to subsequent meetings.
- v) The Parish Council would require a written guarantee from the Sports Club that the new hockey pitch facility would be used as a community facility before any S106 money (if made available) was released.

134.3 To consider a request by Selby District Council's Chairman's Charity Appeal for a donation. Following a short discussion it was decided to decline a donation this time, and the Clerk was asked to inform Selby District Council of the Parish Council's decision.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) The Clerk will reply to Selby District Council's Chairman's Charity appeal to say that the Parish Council will not be making a donation this time.

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

It was explained that the documents had not yet been finalised and would be presented to the 17 March 2014 meeting.

**IT WAS RESOLVED:**

- i) That the above item be deferred to the 17 March 2014 meeting.

134.5 To discuss a wish list of village projects for the Southern CEF and to decide if to proceed  
A request was made to all Councillors to bring ideas to the meeting to make a wish list of ideas/schemes that could be considered by the Southern CEF (to go towards their plans to create a new Community Development Plan) and for funding from potential S106 money (if it became available). The Chairman ran through the various ideas and asked the Clerk to combine them into a single document to submit to the Southern CEF team before the deadline at the end of the week. This list will also be considered when discussing S106 contributions.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will merge the various ideas tabled at the meeting and email the wish list to the Southern CEF team before the Friday 28<sup>th</sup> February deadline.

13/135 To receive items for information:

135.1 To receive an update on the tree/bush & grass cutting in the village (9 x areas) – Update (Clerk) - The Chairman and Clerk explained to everyone about the village Green trench mark and the 9 x areas of tree/bush works within the village and that some top-dressing was needed along with some re-seeding to repair the grass coverage and the Clerk was asked seek a quotation for the works from Tru-Green.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask Tru-Green for a quotation for top-dressing/re-seeding of the Village Green where the cabling was buried and for any of the 9 x areas that were recently worked on by Tru-Green.

13/136 Planning:

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

136.1.1 Site at Scalm Park, Wistow Common – Appeal by Prowind Hambleton at a public inquiry on 11/12/13<sup>th</sup> February 2014 – Update

A County Councillor explained that the Inquiry had been postponed to allow Prowind to provide a new and more up-to-date Environmental Impact Assessment.

This item was also for discussion under Part II regarding the funding contribution.

**IT WAS RESOLVED:**

- i) That the above information was noted.

136.1.2 2013/1172/HPA (8/34/388/PA) – upper storey to 30 Fox lane, Thorpe Willoughby – approved

**IT WAS RESOLVED:**

- i) That the above information was noted.

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

136.2.1 2014/0087/HPA (8/34/160A/PA) – erection of a 2- storey side extension & single-storey rear extension at 50 Field Lane, Thorpe Willoughby.

After a short discussion it was decided that there were no objections to the proposal.

**IT WAS RESOLVED UNANIMOUSLY:**

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

Prop. Cllr Noble

Sec. Cllr Mrs Guest

**13/137 To consider the following new correspondence received since the last Meeting and decide action where necessary:**

- 137.1 YLCA Information: - Information previously circulated was noted - no action required.
- 137.2 Selby District Council Web-Site information - Information previously circulated was noted and no action required.
- 137.3 Selby AVS: - Information previously circulated was noted - no further action required.
- 137.4 Numerous other additional pieces of information previously circulated were noted (many of them being road and rail closure notices). A request was received from a resident of Londesborough Grove to purchase some Parish Council land to form a larger rear garden. It was discussed briefly and noted that this area formed part of a Registered Village Green and that everyone wished it to remain intact and that it would also send out a dangerous precedent if approved. It was decided unanimously to reject the idea of selling part of the Registered Village Green to a resident and that the Clerk would inform the resident of the Parish Council's decision.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above points were noted.
- ii) The Clerk will inform the resident of Londesborough Grove that the Parish Council has declined the request to purchase part of a Registered Village Green land to create a larger garden.

Prop. Cllr Noble

Sec. Cllr Lunn

**13/138 Financial Matters**

- 138.1 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.
CANCELLED CHEQUE	-	-	1563
Tom Heptonstall Joiner (Inv# 6392) Open Notice Bd repair	-	288.00	1564
N Keeper (Litter Picker)(February Salary)	-	119.88	1565
S M Peters (February Salary)	-	495.10	1566
Fasprint (Monthly News February 2014) (Invoice No Inv-3150)	-	461.00	1567
Autela Payroll Services (Inv # 4835) (Payroll Qtr 4 - Feb 2014 only)	1.81	10.84	1568
RSS (I&M Inspection-North) (Inv# 028199)(Chq made payable to Hags-Smp Ltd)	50.00	300.00	1569
N Keeper (supply of refuse sacks for litter picker)	0.33	1.98	1570
S M Peters (stationery expenses with receipts - February)	13.69	82.15	1571
Xmas tree electrics/cabling (A.B.Electrics Wholesalers Ltd) (Adv notes: 216863:SBY, 216865:SBY & 216865:SBY-1)	99.72	598.30	1572
Windfarm Noise report one-off donation (Inv No 0264-140214)(Chq made payable to MAS Environmental Ltd)	83.33	500.00	1573
<b>TOTAL =</b>	<b>£248.88</b>	<b>£2,857.25</b>	

138.2 To receive an account status of the current Bank Statement giving a balance of **£27,210.42** as at **24 January 2014**, and having been checked and signed by the Chairman.

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

Prop. Cllr Lunn

Sec. Cllr Mrs Guest

13/139 To receive representative reports:

Burial Board: The Vice-Chairman informed everyone that a new leaflet is being produced and would hopefully soon be put on the village website.

CEF Meeting: Nothing to report at the moment.

Rail Users Group: A representative County Councillor informed everyone that cladding blew off a footbridge at Selby Station during the recent storms, and that the delays caused at the village level crossings were hopefully now resolved.

VHMC: The Parish Council Chairman (as Village Hall Management Committee Rep) explained that:

- A fund-raising event will be held.
- There is an issue with chairs which is being resolved with old/damaged ones being scrapped.
- The Carnival will be on 6<sup>th</sup> September 2014.
- The plumbing battle with the ladies toilets continues.
- The Hall is now being used a lot more.
- Prices for hiring the Village Hall have been increased.

The Chairman informed everyone that the Litter Picker may resign his position later this year if he goes to university and a replacement will be needed.

Another Councillor questioned the method of finding a replacement litter picker and felt that the position should be advertised properly to be both legal and to conform with staffing regulations.

A short discussion then followed and it was decided that the Clerk will seek legal guidance from YLCA to see what is the correct procedure and if advertising in the Monthly news and on both notice boards is sufficient to meet our statutory obligations.

The Chairman asked a Councillor to write a small insert for the Monthly News to ask for volunteers to pick up litter in areas not covered by the Council's litter picker.

A Councillor confirmed that there were no suitable locations along Fox Lane from Francis Court to the shops where a litter bin could be located.

A Councillor enquired from the Clerk if any news had been received regarding the Definitive Map Modification Order Application at Harry Moor Lane, and the Clerk confirmed that none had been received. The Clerk was then asked to make further enquiries and report back to the next meeting. Remaining Councillors had nothing further to report

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will send a reminder to NYCC regarding Harry Moor Lane Modification Order and report back to the next Parish Council meeting.
- iii) That the Clerk will seek legal guidance from YLCA to see what is the correct procedure for replacing the litter picker and if advertising in the Monthly news and on both notice boards is sufficient to meet our statutory obligations.
- iv) That a Councillor will write a small insert for the Monthly News to ask for volunteers to pick up litter in areas not covered by the Council's litter picker.

13/140 To receive the Clerk's report

The Clerk then reported on various items:

140.1 Ground Maintenance – list of Volunteers – no further volunteers had come forward.

140.2 Flagpole Repair (Rope & Finial): – the Clerk confirmed that a replacement finial had been sent by the company that makes the finial, free of charge, and that Tru-Green will meet him shortly to fix the finial and check that the flag can be lowered correctly.

- 140.3 New Delegation Policy for the Clerk: – the Clerk explained that this new policy had not commenced yet but would aim to bring it to a forthcoming meeting (the May meeting being the last opportunity)
- 140.4 RSS Play Inspection renewal: – the Clerk confirmed that RSS will continue to inspect the play equipment for this coming year with the costs remaining the same as last year (January's inspection has already been done) – no further action required.
- 140.5 Appraisals: – the Clerk confirmed, as line manager, that he had just completed the Litter Picker's appraisal. It was from this appraisal that the Litter Picker said that he may be leaving to go to university later this year if he acquires the correct grades. The Clerk's appraisal will be carried out in the near future by the Chairman.
- 140.6 Register of Interest Forms: – the Clerk confirmed that all x10 Councillors' Register of Interest Forms had now been sent to go on the Village Website (with signatures redacted) as legally required – no further action required.
- 140.7 Dam Lane Railway Crossing: – the Clerk discussed another complaint about delays & barriers not always going down and that the resident had been redirected to network rail – no further action required.
- 140.8 NHS medical records: – the Clerk confirmed that the Vice-Chairman had circulated information to all Councillors as promised at the last meeting – no further action required.
- 140.9 Local & Family History day: – this was circulated previously – no action required apart from the Clerk pinning a poster on both notice boards.
- 140.10 NYCC – Minerals & Waste Joint Plan – Issues & Options Consultation (Feb-Apr 2014): – a short discussion followed where it was agreed that this did not affect our parish – no action required apart from the Clerk pinning a poster on both notice boards.
- 140.11 The Clerk reminded the Chairman that he needed to liaise with Autela Payroll Services to authorise the Clerk's annual increment prior to 1<sup>st</sup> April 2014 so that penalties will not be incurred by HMRC.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That a new Delegation Policy for the Clerk will be prepared by the Clerk and discussed at a future meeting to cover areas not already covered by Parish Council policy documents (the May meeting being the last opportunity).
- iii) That the Clerk will meet Tru-Green shortly to fix the finial and check that the flag can be lowered correctly.
- iv) That the Clerk's appraisal will be carried out soon by the Chairman.
- v) That the Chairman will liaise with Autela Payroll Services to authorise the Clerk's annual increment prior to 1<sup>st</sup> April 2014 to avoid penalties incurred by HMRC.

13/141 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified and only the Definitive Map Modification Order Application at Harry Moor Lane was requested. Members can email the Clerk if they wish to ask for additional items later.

13/142 To receive any further comments from the public [for information only; Clerk to note]

None

13/143 To confirm the date of the next meeting as **Monday 17<sup>th</sup> March 2014**: – 7.30pm at St Francis Church, Fox Lane, Thorpe Willoughby

13/144 Close of meeting – the Part I meeting closed at 9.06pm

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