

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 20 June 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), Pearse, Smith, Burnell, Pearson Lawton, Lunn, Nixon and Bishop.

16/17 To receive apologies for absence and any declarations of interest
There were no apologies received, and no Declarations of Interest were given.

16/18 Public Session - None

IT WAS RESOLVED: That the above information was noted.

16/19 To confirm the minutes of the Parish Council meeting held on 16 May 2016 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 16 May 2016 were accepted as a true and correct record of the meeting.

Prop. Cllr Pearson

Sec. Cllr Mrs Pearse

16/20 To receive items for discussion and decide further action where necessary:

20.1 To discuss and Review the “General Risk Assessment” Policy Document to see if further changes are needed, and decide any further action. A Councillor requested that this policy be amended following an incident at the enclosed play area on the village green. The Clerk explained that the “General Risk Assessment” could be amended four ways:

- i. To add: “In the event of any doubt of the safety of equipment, gates to be closed and, where applicable locked, until further notice with appropriate signage and notification” (as suggested by a Councillor). or
- ii. To add “Refer to Health & Safety Policy (paragraph 4 – bullet points 1,3,4&5)” as suggested by the Clerk to refer to the Health & Safety Policy Document or
- iii. To add the insert to both policy documents or
- iv. To leave the two policies alone as there is sufficient wording there to cover the suggested amendment.

The Clerk suggested that the current wording in the “Health & Safety” policy was sufficient and a Councillor backed that up by saying that it would be the “Health & Safety” policy that would be looked at if an inquiry was held.

A short discussion followed and it was agreed to change one of the two policies but not both, and subject to the Clerk seeking legal advice from YLCA as to the appropriate wording.

The Clerk explained that the Health & Safety policy referred to an accident book for recording incidents but the Council didn’t appear to have one. To rectify this situation the Clerk showed an example of a page to record incidents in the future.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the suggested wording of (i) above was approved and to be added to one of the two policy documents (but not both), and subject to clarification from YLCA.
- iii) That once one of the two Policies is amended that the Clerk/Chairman can then sign the new document.
- iv) That the Clerk’s ‘Accident Report Sheet’ be approved and introduced for future incidents.

Prop. Cllr Mrs Parkinson

Sec. Cllr Dowell

- 20.2 To discuss NYCC's Parking & Waiting time Proposals at Fir Tree Lane and at the junction of Londesborough Grove/Foxdale Avenue, and "Birds-Mouth" fencing, and decide any further action. The Clerk explained this project is progressing and that NYCC had advertised the suggested changes above and that the deadline for objections expired on 17 June 2016. The Clerk explained that the "Birds-Mouth" fencing is due to be installed either at the end of this week or next week, and had emailed a copy of the invoice to a County Councillor to seek funding from his locality budget.

IT WAS RESOLVED: That the above information was noted.

- 20.3 To discuss progress on works on the "Woodland Walk" Epac project for the south side of the village green, and to discuss progress for the north side "Woodland Walk" project, and to decide if to not use the services of Michelle for "Master Plan Work" in future, and decide any further action. The Clerk/Chairman explained that the Epac funded works for the "Woodland Walk" south side had been completed. The Clerk explained that works for the "Woodland Walk" north side are to be started shortly, with the installation of a self-closing metal gate to commence either at the end of this week or next week, with tree works & footpath works to commence soon. The Clerk explained about the discussion he had with Groundwork. The Clerk confirmed that Groundwork's bill that was due to them was not only for Michelle's work on the "Master Plan Work" but for all Mr Varney's work on behalf of the Parish Council (as our agreed Project Manager). It was suggested by Mr Varney that the Council could consider dispensing with the services of Michelle in the future as the Council were reluctant to use her ideas but preferred to do bits at a time and could work on a one-to-one basis with him in the future and would reduce future Groundwork costs. The Clerk explained that after the "Woodland Walk" south side money had been paid and Groundwork's bill had been paid out of the Epac funding, a small residue remained to be spent. This residue could be spent on items such as seating, litter bins, or landscaping as part of a larger scheme. A short discussion followed and the Clerk was asked to provide Councillors with an A4 copy of the master plan so that everyone could make ideas and suggestions for what needs doing on the village green to be discussed and decided upon at the July meeting.

The Clerk confirmed that the variation of the S106 agreement had been concluded by Selby District Council and that the money will be released from them shortly for the first part of the S106 money for the Astro-turf project. Discussions had been held between the Parish Council, the District Council and the Sports club to enable the swift transfer of money. A Councillor raised a concern over the Vine situated on the south side of the village green adjacent to the entrance to the "Woodland Walk" which was re-growing and covered the ground and the newly erected 'V' mesh fencing. Following a short discussion it was decided that the Clerk will ask the Council's grass cutting contractor to weed kill the vine on the village green as soon as possible.

(N.B. Village Handyman- discussed later under Minute No 16/25).

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
 - ii) That the Clerk will provide Councillors with an A4 copy of the master plan for the village green (if available) so that they could provide suggestions and ideas for the July Parish Council meeting.
 - iii) That the Clerk will confirm with Groundwork that the Parish Council does not wish to use the services of Michelle in the future, but to deal direct with Mr Paul Varney on a one-to-one basis.
 - iv) That the Clerk will ask the Council's grass cutting contractor to weed kill the vine on the village green as soon as possible.
- 20.4 To discuss the 'Tesco Bags of Help' funding, and decide any further action. The Clerk explained that he had inquired about the above and asked Groundwork if the Parish Council was eligible for funding, if the deadline had passed for entries, and if Groundwork (as the

Council's Project Manager) would apply on the Council's behalf? Groundwork confirmed that the Council was eligible, that the deadline had been extended for a couple of weeks and if this was missed it would be next year before anyone could apply again, but he was unable to apply for the Council due to being on leave. The Clerk was encouraged to apply himself (which he did) and is now waiting to see if the Parish Council's scheme is one of 3 lucky recipients of funding. The funding could be at least £8,000.00 (if successful), and would be used towards the "Woodland Walk" north side and a self-closing gate within it and for a piece of playground equipment. Councillors thanked and applauded the Clerk for his prompt and decisive action and completing the application form and to continue with the application.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will monitor and continue to see if any funding is given to the Parish Council from the "Tesco Bags of Help" scheme

- 20.5 To discuss the 2016-2018 National Salary award for local council employees, and decide if to implement changes as recommended by YLCA, and decide any further action. The Clerk explained that YLCA had recommended that all Parish/Town Councils and Parish Meetings should raise this item at a meeting and to approve and implement the national agreement.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council approve implementing the National Salary Award and that the Council's Payroll Services Provider be informed of the Council's decision, and that the Chairman will email his confirmation of that fact.

Prop. Cllr Lunn

Sec. Cllr Pearson

- 20.6 To discuss a donation request for @£500 by the Citizens Advice Selby, and decide any further action. The Chairman 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 Citizens Advice Selby of the Council's decision.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will inform Citizens Advice Selby that the Council will not be making a donation this time.

- 16/21 To receive items for information:

- 21.1 To receive any information on the Monthly News/Village Website, and decide any further action. The Chairman/Clerk confirmed that they had received feedback from Mr Deerlove regarding a training session on: "Cyber Security" following inclusion in the Monthly News and that only a handful of responses had been received and agreed to repeat his advert in the July edition. A Councillor confirmed that the editor change-over for the Village Website is due to be completed at the beginning of July. The Clerk confirmed that a small piece on the Miller Homes planning approval for 276 homes will appear in the July Monthly News.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will ask the editor of the "Monthly News" parish magazine to repeat the "Cyber Security" advert for the July edition.

- 21.2 To receive information on the Linden Way Play Area Adoption process, and decide any further action. The Clerk explained that progress is being made on finalising the adoption process. Selby District Council (SDC) had asked for the names of two Council signatories which he provided. SDC also included a plan of the area with a yellow easement strip running through for the Water Board drain. The Clerk had sought and had received

confirmation that the existing play equipment and any future play equipment was perfectly in order to be placed over the underground drain as long as the two manhole covers are not covered.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Council is happy for the adoption process to proceed.

21.3 To receive update information on repairs to the Childrens Play Area at the village green, and decide any further action. The Clerk explained that the Council's contractor will be replacing the broken roundabout and permanently blocking off the broken slide as agreed hopefully on Saturday 25 June. A Councillor raised a concern over the anchorage point in the ground where the slide had rested and that there is a hole there – a trip hazard. Signage on the play area was discussed and the Clerk was asked to acquire a few quotations for their replacements including a new one for CCTV in operation.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will inform the Council's contractor that when they replace the roundabout, and permanently block-off the hole where the slide once was, that the anchorage point in the ground be removed and the hole filled in and made secure.
- iii) That the Clerk will acquire quotations for signs to replace those on the play area along with another for CCTV in operation to discuss and decide at the July Parish Council meeting.

Prop. Cllr Lunn

Sec. Cllr Mrs Parkinson

16/22 Planning:

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

22.1.1 2016/0179/REM (8/34/146L/PA) Reserved Matters application relating to the approval of appearance, landscaping, layout and scale in relation to the development of 276 homes on land near railway crossing at Leeds Road, Thorpe Willoughby- GRANTED. The Clerk explained that he had raised and secured a change to the western boundary of the application site to have fencing facing with the wooden cross-bars on the application side of the fence and not the Linden Way play area and will prevent children climbing over for safety reasons.

22.1.2 PD/2016/0047 Permitted Development enquiry to establish if planning permission is required for a dormer extension to rear of property at 12 Londesborough Grove, Thorpe Willoughby – NO PLANNING CONSENT & NO FORMAL APPLICATION WILL BE REQUIRED.

22/1/3 2016/0378/HPA (8/34/171B/PA) Proposed single-storey rear extension and erection of a replacement garage following demolition of existing pre-fab garage at 54 Dane Avenue, Thorpe Willoughby - GRANTED

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

22.2 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:

22.2.1 2016/0621/HPA (8/34/393A/PA) Proposed single-storey side extension including integral garage and addition of front porch at 51 Dane Avenue, Thorpe Willoughby. The Clerk explained that a similar scheme to this (for a 2-storey) was approved last year, this scheme is for a single-storey.

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 Lawton

22.2.2 2016/0643/HPA (8/34/404/PA) Proposed single-storey side and rear extension to form new garage, sun room and utility room following demolition of existing garage at 3 Maple Close, 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 Dowell

Sec. Cllr Lunn

16/23 Financial Matters

23.1 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.
NYCC 2015-16 Maintenance of footway lighting (Purchase Order No FW60) (Invoice #230000495)	12.58	75.48	1800
Npower 2xInvoices: (Inv #LGUXQWMN-for £144.49 Acc No H647001) & (Inv #LGUXQWNR-for £0.57 Acc No H6470002 – reduced owing to credit notes)	6.88	145.06	1801
S M Peters (stationery expenses with receipts-May 2016 / June 2016)	13.87	88.62	1802
S M Peters (June Salary)	-	773.51	1803
R D Adams (Litter Picker) (June Salary)	-	137.80	1804
Fasprint (Monthly News-June 2016)(Invoice #Inv-5781)	-	495.00	1805
Groundwork North Yorkshire (woodland walk design & management fees) (Invoice # SI/0000006493)	240.00	1,440.00	1806
Autela Payroll Services (Inv # 8727)(payroll Qtr1- Apr, May, June 2016)	-	30.00	1807
HMRC for Qtr 1 (April-June 2016)	-	820.54	1808
C Pearson (cuprinol sprayable paint for woodland walk fence)	-	12.00	1809
Astro Turf Project (S106 money from SDC) (cheque made payable to "Yorkshire Miners' Welfare Trust")	-	36,000.00	1810
TOTAL =	£273.33	£40,018.01	

23.2 To receive an account status of the current Bank Statement giving a balance of **£54,368.75** as at **15 June 2016**, and having been checked and signed by the Chairman.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the accounts/cheques presented be approved.
- ii) That the Clerk will hold back the cheque for £36,000.00 until it is confirmed that funds have been cleared following the transfer from Selby District Council.

Prop. Cllr Bishop

Sec. Cllr Lawton

16/24 To consider the following new correspondence received since the last Meeting and decide action where necessary:

24.1 YLCA Information: - Information previously circulated was noted. The Clerk explained that new Chairman contact details were requested by YLCA and was supplied by the Clerk.

- 24.2 Selby District Council Web-Site information - Information previously circulated was noted. The Clerk explained that only one Councillor had supplied the Clerk with information on village amenities for completing "Tenant & Lease Holders Scrutiny Panel".
- 24.3 Selby AVS: - Information previously circulated was noted.
- 24.4 7 additional piece of information previously circulated was noted, with no late items.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will complete the "Tenant & Lease Holders Scrutiny Panel form of village amenities.

16/25 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: The rail users group is looking for people to adopt a railway station at Church Fenton. That there will be an increase in the frequency of trains from York to Hull and this will impact on the village crossing.

Burial Board: A Councillor explained that the next meeting will be in July.

Village Hall: The Chairman confirmed that the VHMC had removed the dilapidated post and rail fence at the front of the village hall adjacent to road/footpath and decided not to replace the fence but to encourage the growth of the shrubs instead.

The subject of a village gardener/maintenance person was raised and the Clerk confirmed that Mr Jiggins had declined the Council's offer of doing this work for various reasons. Another person's name was suggested by a Councillor and the Council decided that the Clerk will ask him to do the clearance work adjacent to the play area (as declined by Mr Jiggins) after formalising a list of works that can be circulated to Councillors to agree the wording and then subject to a maximum agreed amount and to delegate to the Clerk authority to ask for the works to be done.

A Councillor reported on her attendance at the YLCA local meeting at Selby Town Hall that included the point that all Councils have the same problems with dog fouling and have involved schools with effective posters. Riccall have acquired a second defibrillator and also providing training for such. Another Councillor confirmed that maintenance of a defibrillator is not cheap and is @ £400-500/yr. A Councillor reported that she had made on-line inquiries regarding CCTV signs for the park. It was decided that she would pass her information to the Clerk to be collated for the July meeting. Remaining Councillors had nothing to report.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will receive information from a Councillor regarding CCTV signs for the play area, to be added to other information and be discussed at the July meeting.
- iii) That the Clerk will compile and circulate a scoping list of works required for clearing a stretch of land adjacent to the play area to Councillors to agree the wording, and is then delegated authority to ask the person to do the agreed works, subject to a quote, and to a maximum agreed amount.

Prop. Cllr Bishop Sec. Cllr Pearson

16/26 To receive the Clerk's report

The Clerk explained that:

- The Hedge at the front garden of 65 Fox Lane has now been trimmed back.
- He had posted a notice about the referendum on both notice boards.
- He had been asked permission to place banners on the fencing at the entrance to the village hall car park, and the xmas tree compound fencing, by the School and Childcare Centre for their summer fair. The Clerk said that he could not see a problem with that.
- He had met and had a discussion with the home owner of the house adjacent to the public right of way footpath at North View as previously discussed. No further action could be considered as parking on highway land is not unlawful.

- Cllr Lawton's request for emails not to be sent to him due to his computer problems. Cllr Lawton confirmed that sending emails to him could be started again.
- Two inquiries had been received asking: when will the play area be reopened, can more litter bins be placed along Leeds Road, and can anything be done to stop vehicles leaving the village near Willerby Heights speeding up before the 30mph sign.
- He had answered the request from YLCA for the Chairman's contact details.
- Data Protection had been renewed and confirmed.
- The temporary issue of a swarm of bees at the entrance to the village hall car park had been resolved.
- He has received a nomination for "Villager of the Year 2016" and the deadline for receipt of further nominations is noon Friday 15 July 2016.
- The grass cutting that needs doing behind the bus shelter at Leeds Road (at the entrance to Holly Grove) is the responsibility of Selby District Council. SDC is behind schedule for the district but will be done shortly.
- The possible new gardener/maintenance man for the village was discussed earlier under Minute 16/25.

A Councillor pointed out that a hedge at the side of 48 Fox Lane was overhanging the footpath at the south side of Foxdale Avenue near the junction with Fox lane.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will send a letter to the owner/occupier of 48 Fox Lane to request the cutting back of their garden hedge at the northern side of their property that is overhanging the footpath.

16/27 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.

16/28 To receive any further comments from the public [for information only; Clerk to note] NONE

16/29 To confirm the date of the next meeting(s) as **MONDAY 18 JULY 2016**: –
At St Francis Church, Fox Lane, Thorpe Willoughby.

16/30 Close of meeting – the Part I meeting closed at 9.00pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY