

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Annual Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 16 May 2016 at St Francis Church, Thorpe Willoughby, Selby.

**In attendance:** One 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 and Bishop.

### 16/1 Election of Chairman and Vice-Chairman

- i) Signing of the Chairman's "Acceptance of Office of Chairman" declaration form:  
Nominations were requested for Chairman and one was received from Cllr Mrs Parkinson (Proposed by Cllr Mrs Burnell and seconded by Cllr Mrs Pearse), and the existing Chairman was asked if he would like to continue which he agreed (Proposed by Cllr Pearson and seconded by Cllr Bishop). A vote was held and by a show of hands Cllr Dowell was re-elected by 4 votes to 2. The Chairman indicated that he may not stand again for election in 2017.

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

- i) That the above information was noted.  
ii) That Cllr Dowell would continue as Chairman.

Cllr Dowell then signed the Chairman's "Acceptance of Office of Chairman" declaration form and witnessed by the Clerk.

- ii) Signing of the Vice-Chairman's "Acceptance of Office of Vice-Chairman" declaration form:  
Nominations were requested for Vice-Chairman and after none were received the existing Vice-Chairman was asked if she would continue as Vice-Chairman for the coming year, which she agreed and it was resolved that Cllr Mrs Parkinson would continue as the Vice-Chairman.

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

- i) That the above information was noted.  
ii) That Cllr Mrs Parkinson would continue as Vice-Chairman.

Prop. Cllr Bishop                      Sec. Cllr Miss Smith

Cllr Mrs Parkinson then signed the Vice-Chairman's "Acceptance of Office of Vice-Chairman" declaration form and witnessed by the Clerk.

### 16/2 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllr Mrs Nixon - attending a course and Cllr Lunn – conflicting engagement, (both were accepted), and no Declarations of Interest were given.

- 16/3 Public Session - A member of the public attended regarding Cyber Security and volunteered to hold a training session for villagers to educate people about the threat from Cyber attack. This would be free and no promotion or business advertising involved. He suggested adding a small piece in the "Monthly News" parish magazine to inform residents and get some feedback on the demand for this training and to gauge who it should be aimed at (young or old). This may require two sessions – one in the afternoon for older residents and an evening session for others. The Chairman explained that the Parish Council would support such an initiative, and to let residents know that it is for their information. It was agreed that the member of the public would draft an article to be included in the June edition of the "Monthly News" for residents to email him their interest, and would pass this article to the Clerk before going to the editor.

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

- i) That the above information was noted.

- ii) That the member of the public would draft an article to be included in the June edition of the "Monthly News" for residents to email him their interest in attending a free training session about the threat from cyber-attack, and would pass this article to the Clerk before going to the editor.

[The Chairman thanked the member of the public for his attendance and he left the meeting]

16/4 To confirm the minutes of the Parish Council meeting held on 18 April 2016 as a true and correct record.

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

Prop. Cllr Mrs Burnell

Sec. Cllr Pearson

16/5 To receive items for discussion and decide further action where necessary:

- 5.1 To discuss and Review the Council's Assets Register and to be signed by the Chairman/Clerk, and decide any further action. The Clerk explained that this had not changed since last year but will need reviewing shortly when the Linden Way adoption process has been completed, works on the Village Green have been completed, and any additions from future residential sites in the village. The Chairman and Clerk then signed and dated the document.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.  
ii) That the Assets Register is correct and was then signed by the Chairman and witnessed by the Clerk.

Prop. Cllr Peason

Sec. Cllr Lawton

- 5.2 To discuss and Review the Council's Policy Documents (both existing and new), and to have them signed as either Reviewed and unchanged or signed and adopted by the Chairman/Clerk, and decide any further action. The Clerk explained that the Council's Policy Documents form part of the annual reviewing process and that most of the policies needed a fresh document because:

- There was not enough space on the last page for signing or
- The year on the first page of the policy had changed or
- The Policies themselves had been amended (e.g. the Standing Orders) to reflect legal changes.

The Clerk explained that he had prepared a list of where changes had occurred to the current 20 Council Policies and read the list out. The Clerk confirmed that he would email a copy of the amendment list to all Councillors along with copies of the revised policies.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.  
ii) That all of the Policy Documents were correct and various changes were required this time for a variety of reasons.  
iii) That the Clerk will circulate his list of summary of changes to all Councillors  
iv) That the Clerk will circulate copies of the revised policies to Councillors.  
v) That the Chairman/Clerk would sign/date all of the policies at the close of the meeting.

Prop. Cllr Mrs Parkinson

Sec. Cllr Lawton

- 5.3 To discuss and Review the Council's Reps List and to be signed by the Chairman/Clerk, and decide any further action. The Clerk explained that the Council's Reps List forms part of the annual reviewing process and that this had been discussed and changed at the April 2016 meeting, and no further Changes are required.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information is noted
- ii) That the Reps List is correct and was then signed by the Chairman and witnessed by the Clerk.

Prop. Cllr Pearson                      Sec. Cllr Lawton

- 5.4 To discuss the Gardening Competition 2016 – to decide on the appointment of judge's, to approve them judging the winners of each category in lieu of no August Parish Council meeting, decide eligibility criteria, if to have a Monthly News promotion, and who will present the cups and where, and decide any further action. The Chairman asked Councillors if they still wanted to do the Gardening Competition and promote it through the parish magazine, and it was a yes to both. The two judges from last year were asked if they would like to do this again and they agreed. It was decided to have three simplified categories:

- 1. Best Hanging Baskets 2016.
- 2. Best Front Garden 2016.
- 3. Best Tubs 2016.

The Chairman pointed out that there is no village carnival this year so the venue for the presentation of the Cups/Certificates needed changing. It was decided to present the Cups/Certificates at the September Parish Council meeting.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information is noted
- ii) That the two judges from last year will judge the gardens again by going around the village rather than by nominations and that they could decide the winners.
- iii) That three simplified categories will be used and cups/certificates will be presented to the winners at the September Parish Council meeting.
- iv) That the Clerk will add an article to the "Monthly News" Parish magazine to promote the competition and that the judging will take place in August.

Prop. Cllr Mrs Pearse                      Sec. Cllr Bishop

- 5.5 To discuss Villager of the Year 2016 – to discuss and decide on procedures to be used, and who will present the shield and where, and decide any further action. A short discussion followed where it was decided that the criteria for the winner has to be for achievement by a resident for something in the village for the benefit of the village. It was agreed to present the shield at the September Parish Council meeting.

**IT WAS RESOLVED:**

- i) That the above information is noted
- ii) That the shield will go to a worthy villager for something done for the benefit of the village.
- iii) The Shield will be presented to the winner at the September Parish Council meeting.
- iv) That the Clerk will add an article to the "Monthly News" Parish magazine to promote the competition and to give a deadline for nominations.

Prop. Cllr Mrs Pearse                      Sec. Cllr Pearson

- 5.6 To discuss and decide whether to hold an "Open Spaces Review Group" meeting in June, and decide any further action. Following a short discussion it was decided not to have a meeting in June but over three nights in August (to be arranged).

**IT WAS RESOLVED:**

- i) That the above information is noted
- ii) That the next meeting of the "Open Spaces Review Group" will be over 3 nights in August (to be arranged).

- 5.7 To discuss the possible purchase of Village Hall land, and decide any further action. The Clerk explained that the Village Hall Management Committee (VHMC) had agreed to the sale of the land and were now awaiting confirmation from their trustees. The Parish Council's Solicitor had started preparations for the sale.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Council welcomes this progress and that the Clerk should continue to proceed with this matter.

- 5.8 To discuss "Birdsmouth Fencing" for the junction of Londesborough Grove/Foxdale Avenue, to decide what thickness, to acquire external funding, and decide any further action. The Clerk explained that a quotation had been received giving a choice of two thicknesses of wood. Following a short discussion it was decided to use the 100x100 x 450mm thickness for the "Birds Mouth" fencing, as per the quote, and that the Clerk will inform the contractor that the Parish Council accepts the quote and would like them to proceed and to bear in mind any utilities that may run underneath. The clerk will also send a copy of the quotation to the County Councillor to acquire funding from his locality budget.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will inform the contractor that the Council accepts the Quotation for "Birds Mouth" fencing, that the Council has chosen the 100x100x750mm thickness, and that the Council would like them to proceed and to bear in mind any utilities that may run underneath.
- iii) That the Clerk will also send a copy of the Quote to a County Councillor to acquire external funding from his Locality budget.

Prop. Cllr Lawton

Sec. Cllr Bishop

- 5.9 To discuss progress on works on the "Woodland Walk" Epac project for the south side of the village green, to discuss and decide on the quotation for the north side of the village green "Woodland Walk" project and decide what works are to be done , and decide any further action. The Clerk/Chairman explained that the works have almost been completed.

- Tree felling/trimming works had been completed.
- The new high Vmesh Fencing works (along the southern edge of the Village Green) has been completed and looks very smart.
- The footpath works are almost complete.

A Councillor expressed her concerns over a few outstanding issues. The Clerk explained that the Contractor was given a specific list of tasks to do and that he had reduced his quote to meet the requirements of the Epac funding and that some items were not part of his remit. The Clerk was asked to consult the Contractor to see if he could address a few outstanding issues, and to ask the Council's new Gardener/Maintenance man to clear a 1 metre wide strip along and adjacent to the Children's play area and to remove the old and collapsed wire and pole fencing to reduce the encroachment through the play area fencing. A short discussion was held over the quotations for the "Woodland Walk" (north side), it was unanimously agreed that the Clerk will ask both Contractors to proceed and to request one of them to supply a picture of the metal gate. It was also agreed that the Clerk would liaise with Groundwork over progress made and the next proposed stages, and the receipt of funding.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.

- ii) That the Clerk will liaise with the Contractor who did the tree felling/trimming works and created a footpath in the "Woodland Walk" (south side), to address a few outstanding issues.
- iii) That the Clerk will ask the Council's new Gardener/Maintenance man to clear a 1 metre wide strip along and adjacent to the children's play area to reduce the encroachment through the play area fencing, to remove the old and collapsed wire and pole fencing, and remove concrete lumps.
- iv) That the Clerk will inform Contractors that the Council accepts the quotations for works on the "Woodland Walk" (North side) for tree works/new footpath by one and a metal gate from the other, and that the Councillors would like to see a picture of what the metal gate will look like.
- v) That the Clerk will liaise with Groundwork over completed and proposed works and for the receipt of funding.

16/6 To receive items for information:

- 6.1 To receive any information on the Monthly News/Village Website, and decide any further action. A short discussion followed with the Chairman confirming that items already discussed (e.g. Gardening Competition, Villager of the year, and Woodland Walk update and other items) were all noted for inclusion in the next publication.

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

- 6.2 To receive information on the grassed area near North View from Area 7 Highways and Public Rights of Way Officer, to decide what options are available, and decide any further action. The Clerk had circulated a response from NYCC previously showing which land was the responsibility of highways. A short discussion followed and the Clerk was asked to send a polite letter to the adjacent owner to ask them to refrain from parking vehicles on the footpath and be considerate to footpath users.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will send a polite letter to the adjacent owner to ask them to refrain from parking vehicles on the footpath and be considerate to footpath users.

- 6.3 To receive feedback information on the BT Payphone located opposite The Fox PH, and decide any further action. The Clerk explained that the payphone has been looked at and is now clean and tidy and in working order.

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

16/7 Planning:

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

- 7.2 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:

- 7.2.1 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.

**IT WAS RESOLVED UNANIMOUSLY:**

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

- 7.2.2 RUHA/2016/0197/REM (8/34/146L/PA) – AMENDED PLANS for RM Application to the approval of details of appearance, landscaping, layout and scale in relation to the development of 276 homes and associated infrastructure of approval 2014/1028/OUT at Leeds Road, Thorpe Willoughby.



**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That Cllr Mrs Pearse be appointed as the standby RFO for 2016-2017 (as legally required) in the event of the existing RFO being absent long term through illness or death.

Prop. Cllr Mrs Parkinson

Sec. Cllr Dowell

16/9 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 9.1 YLCA Information: - Information previously circulated was noted. A Councillor acknowledged receipt of the agenda information for the YLCA – Selby Branch Annual Meeting to be held on 15 June 2016 at Selby Town Hall, to which she has volunteered to attend.
- 9.2 Selby District Council Web-Site information - Information previously circulated was noted.
- 9.3 Selby AVS: - Information previously circulated was noted.
- 9.4 1 additional piece of information previously circulated was noted, with no late items.

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

16/10 To receive representative reports:

County Councillor/District Councillor: A County Councillor explained that from 2 May 2016 the Sherburn bus has been cancelled. He also offered to spray the panelling at the corner of the north side of the village green as suggested, and in consultation with the adjacent home owner.

Rail Users Group: Nothing to report.

Burial Board: A Councillor explained that the date of the next meeting was not finalised.

Village Hall: The Chairman explained that at a recent meeting of the VHMC the issue of the dilapidated post and rail fence at the front of the village hall adjacent to road/footpath had been discussed. The decision had been made not to replace the fence (once removed) but to encourage the growth of the shrubs instead. The Chairman also explained that the water system is now working fine, and the VHMC is looking to have the floor refurbished. Things are looking healthy particularly due to the dog shows.

A Councillor reported that a hedge at 65 Fox Lane was overhanging the pavement.

A Councillor expressed concern regarding the faulty play equipment not being removed earlier. A discussion followed and all agreed it had been regrettable that a child had been injured and that the gate would remain locked until the equipment was fully safe and procedures needed to be reviewed. Remaining Councillors had nothing to report.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will send a polite letter to the owner/occupier of 65 Fox lane to have the hedge trimmed back.
- iii) That the Chairman will find out about new signage at the Play Area to cover various points such as age, danger signs, and that CCTV is in operation, as part of the play area improvements.
- iv) That the play area compound gate would remain locked until the equipment was declared safe.

Prop. Cllr Mrs Parkinson

Sec. Cllr Miss Smith

16/11 To receive the Clerk's report

The Clerk explained that:

- The noting on minutes of the time a person leaves a meeting is not to be done as covered by the Council's "Standing Orders".
- The Affiliation fees to the Rail Users Group have been paid and received.

- Brayton & District Burial Board meetings – the amended Council representative details have been sent to the Burials Clerk.
- Selby District Council have been notified about the full bags of litter on the village green and they have now removed them.
- The Chairman/Clerk explained that Vodaphone are now looking to place a temporary telecommunications structure at Sunnyside Farm. The Clerk's inquiry with YLCA about the possible use of the sports club field for the location, along with sub-letting implications have now been put on hold.
- He had completed Northern Powergrid's charge code directory and the inventory has now been processed, and the Certificate Pack sent in return.
- A Councillor had notified NYCC about the out-of-date bus timetable in response to complaints from residents and is waiting for a response.
- He had received a request for a Council contribution to the Xscape bus 2016.
- The Quote for the roundabout and slide had been discussed previously and the roundabout will be fixed shortly and the slide is to be either replaced (at great expense) or not to be replaced and boarded off.
- The legal department of Selby District Council (SDC) had approved the variation to the S106 agreement with forms going out for signing. This means that it will not be long now before SDC will release the money from their account to go to the Sports Club via the Parish Council.
- A Councillor had reported a wobbly paving slab adjacent to the village hall to the VHMC.
- He had received notification that Parish Councils may shortly have to prepare a list of payments of £100 or more (except salaries) and place that list on their website. He later discovered, following consultation with YLCA, that this only applies to smaller authorities (expenditure over the year less than £25,000) as required under the Transparency code. As this Council is in excess of that figure it does not apply to us.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will respond to the request for a donation towards the Xscape Bus 2016, to say that the Parish Council has decided not to donate this year.
- iii) That the Clerk will proceed with the fixing of the slide and the roundabout in the play area when the Contractor(s) can supply the parts or do the works, and the Play Area to remain closed until it is safe to open.

16/12 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.

16/13 To receive any further comments from the public [for information only; Clerk to note] NONE

16/14 To confirm the date of the next meeting(s) as **MONDAY 20 JUNE 2016**: –  
At St Francis Church, Fox Lane, Thorpe Willoughby.

16/15 Close of meeting – the Part I meeting closed at 9.27pm.

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