

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 12 December 2016 at St Francis Church, Thorpe Willoughby, Selby.

**In attendance:** 10 members of the Public were present  
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

16/92 To receive apologies for absence and any declarations of interest

There was one apology received from: Cllr Pearson – conflicting engagement, (which was accepted), and no Declarations of Interest were given.

16/93 Public Session - All of the members of the public attending the meeting came to discuss Planning Application No 2016/1345/OUTM Outline application for residential development at Field lane, Thorpe Willoughby between the road and the By-pass. A spokesman for the group explained that they were planning to collate a petition against the development and came to ask the Council for advice. Their concerns included the effect on the school, and the number of dwellings being developed in the village.

A District Councillor answered their questions and stressed that it would be best if they made separate representations rather than as a petition, because a petition (and similar mass-produced letters) would all be treated as one objection. He also confirmed that there is currently not a 5-year land supply at Selby District Council making it easier for applications to be submitted and approved. He also explained that the Parish Council is a consultee and does not have any veto over planning applications.

The Clerk explained that the site was wholly within Gateforth parish boundary.

The Chairman explained that any precept from this site would go to Gateforth Parish Council.

Following a short discussion the Clerk accepted contact details for the spokesman and it was agreed that the District Councillor would be available to meet them if further advice was required and that the Clerk would email contact information to them on how to make objections either online, direct to the planning officer by email, or by post, and would also supply contact details for the Clerk of Gateforth Parish Council.

[This was discussed later in the meeting under its own Agenda Item (Min No 16/97.2.1)]

[At this point all members of the public left the meeting]

16/94 To confirm the minutes of the Parish Council meeting held on 21 November 2016 as a true and correct record.

**IT WAS RESOLVED:** That the minutes of the 21 November 2016 were accepted as a true and correct record of the meeting.

Prop. Cllr Mrs Burnell

Sec. Cllr Mrs Pearse

16/95 To receive items for discussion and decide further action where necessary:

95.1 To discuss: (i) progress on the “Woodland Walk” project and the provision of MUGA/Play equipment on the village green, (ii) “Awards for All” activity trail funding request, (iii) insect houses/bird boxes in the “Woodland Walk” as a possible school project, and decide any further action.

The Vice-Chairman/Clerk confirmed the following:

- That soil works are to continue.
- That the use of a wacker-plate has improved the footpath.
- That an independent inspection of the new zip line is needed before it can be used.
- That the Primary School is keen to do a nature project in the “Woodland Walk”.

The Clerk explained that he had been unable to contact the Council's tree contractor about felling trees in the "Woodland Walk".

A short discussion followed and it was decided that quotations were required for Felling trees (to be supplied by the Clerk), and quotations were required for replanting (to be supplied by the Vice-Chairman). The Clerk was asked to write to Miller Homes to ask if they would be interested in being involved with a community bird-box project for next spring.

The "Awards For All" Big lottery Bid was discussed and the Parish Council's contractor, (currently working on the village green), suggested to the Vice-Chairman the location and "U" shape of the activity trail to be in the area of the newly installed equipment.

The Clerk confirmed that he had submitted all paperwork in connection with the Lottery Bid and had been accepted. The Parish Council is now waiting to hear from the Big Lottery.

[Part of Minute No 16/96.2 was brought forward to discuss the purchase of 3 new pieces of play equipment on the village green, (a Nest Swing and 2 Springers), and if to apply for S106 funding for them]. The quotation for the Nest Swing was duly handed to the Clerk to action with Selby District Council (SDC) for approval to use S106 funding, and the quotation for the 2 springers in the enclosed playground was expected shortly.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will contact the Council's tree contractor to discuss and acquire a quotation for the removal of up to 6 tall trees to facilitate the placing of nest boxes on the trees in the "Woodland Walk" (south side) and to inform Councillors when the works have been completed.
- iii) That the Vice-Chairman will acquire quotations for replacement trees.
- iv) That the Clerk will write to Miller Homes to ask if they would be interested in being involved with a community bird-box project for next spring.
- v) That the Vice-Chairman will pass the quotation for the 2 springers to the Clerk to action with Selby District Council (SDC) for approval to use S106 funding. The Clerk to inform the Vice-Chairman when both quotations (Nest Swing and Springers) are approved and installation works can proceed.
- vi) That the Vice-Chairman will pass the quotations for the repair to the damaged OXO board game, and a professional deep clean of equipment within the enclosed playground to the Clerk for inclusion in the budget and approval at the January Parish Council meeting.

Prop. Cllr Mrs Parkinson

Sec. Cllr Bishop

- 95.2 To discuss and decide a date for the Annual "Budget Review Group Meeting" in early January 2017 to prepare for the January 2017 Parish Council meeting, and decide any further action. The Clerk explained that the meeting needed to be shortly before the 16 January 2017 Parish Council, meeting and suggested either Monday or Tuesday 9<sup>th</sup> or 10<sup>th</sup> January at the Clerk's house at 7pm. Following a short discussion it was decided that the Clerk will circulate the two options to the members of this group and confirm a date.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will circulate the two alternative dates, (Monday or Tuesday 9<sup>th</sup> or 10<sup>th</sup> January 2017), to the members of the Annual Budget Review Group meeting and confirm afterwards.

16/96 To receive items for information:

- 96.1 To receive information on the Monthly News/Village Website, and decide any further action. The Chairman/Clerk explained that the December edition was slightly delayed again due to another printer problem. A Councillor explained that the editor had confirmed that the new

website address ([www.thorpewilloughby.org.uk](http://www.thorpewilloughby.org.uk)) will become active in January 2017. A short discussion followed on who the editor could contact and/or add to the Village Website.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the village website will be an agenda item at the January 2017 meeting, and Councillors are asked to provide ideas to include.
- iii) That the launch will be added to the February "Monthly News".
- iv) That the Editor could contact all bodies already on the existing website to renew their details, and to contact various organisations/services in the village (including shops, post office, Public House, and other groups to present basic contact details and opening times to add to the website but not to advertise products.
- v) That the editor can archive material on the Website by years. Council Minutes, Policy Documents, and contact details are all to be retained

- 96.2 To receive update information on the village green children's playground, CCTV signs, 'Visual Inspection' report sheets, to discuss and decide on quotes for the purchase of 3 new pieces of play equipment on the village green and if to apply for S106 funding for them, and decide any further action. The Chairman confirmed that hanging CCTV signs is still ongoing, and that the 'Visual Inspection' report sheets are still being completed and will be transferred to the Clerk. The Vice-Chairman updated everyone on progress with the purchase of 3 new pieces of play equipment on the village green.  
[this was discussed earlier in the meeting under Minute 16/95.1]

**IT WAS RESOLVED:**

- i) That the above information is noted.
- ii) That the Chairman will hang 2 of the A4 sized rigid plastic CCTV signs on the Children's play area when he can.
- iii) That the two Councillors who close the gate of the children's playground will forward their weekly "Visual Inspection" sheets to the Clerk as soon as possible.

- 96.3 To receive feedback information on the Xmas tree event on the village green on Friday 2 December 2016, and decide any further action. The Chairman confirmed that it had been a successful event and that the missing lead/timer had turned up later. The Chairman was asked to forward photographs of the event to the Editor of the Village Website. A Councillor suggested that we purchase a big banner to advertise the event for the agreed first Friday in December at 6pm. A short discussion followed and it was decided that the money donated from the event should not go into the Council's account but be shared between the Scouts and Girlguiding for the benefit of children in the village.

**IT WAS RESOLVED:**

- i) That the above information is noted.
- ii) That the Chairman will forward photographs of the event to the editor of the Village Website.
- iii) That the money donated from the event be shared equally between the Scouts and Girlguiding for the benefit of children in the village.

- 96.4 To receive update information on purchasing a new litter bin and new street name plate, and decide any further action. The Clerk confirmed that the new litter bin has now been ordered and is expected to be fitted early 2017, and the Council is still waiting for Selby District Council to erect the new street name plate.

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

- 96.5 To receive feedback information on works highlighted by the "Open Spaces Review Group", to be looked at by the Council's handyman, and decide any further action. The Clerk explained that the Council's handyman had noted what was needed and will do the works

when he can and that the first priority is digging out the area where the vine was located on the village green.

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

- 96.6 To receive update information on the proposed installation of a second village Defibrillator at the Village Hall and if S106 funding is available, and discuss a possible second one, and decide any further action. The Clerk explained that he had asked Groundwork at Selby District Council if S106 funding can be used to pay for a 2<sup>nd</sup> defibrillator and the reply is that it is NOT eligible. The Chairman confirmed that the Village Hall Management Committee (VHMC) were happy with the idea of hanging a defibrillator on the village hall wall to the left of the entrance door. It was also pointed out that an electrical supply is needed to keep it warm. The Clerk will acquire information and costs (around £2,232.00) for a defibrillator (as used for the Sports Club) as previously circulated, and after a short discussion it was decided that the Council would proceed and be financed from the Council's budget.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the funding of a 2<sup>nd</sup> defibrillator will be funded from the Parish Council's budget.
- iii) That the Clerk will acquire a copy of the specification and costs for a 2<sup>nd</sup> defibrillator, and the Council wishes to move this project forward.

- 96.7 To receive update information on the leases for the Sports Club, and decide any further action. The Clerk explained that the update to the Leases is almost complete to give the Sports Club a safety net and that the Sports Club has agreed that both amended leases will still commence from 2013 so that their renewal dates will be together.

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

- 96.8 To receive update information on the purchase of Village Hall land by the Parish Council, and decide any further action. The Clerk explained that this matter is moving forward and the Council's solicitor will be completing this shortly.

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

#### 16/97 Planning:

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

97.1.1 PD 2016/0087 Permitted Development enquiry to establish if planning permission is required to demolish the existing conservatory and build a brick extension which will be the full length of the house at 24 Linden Way, Thorpe Willoughby – PERMITTED DEVELOPMENT

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

- 97.2 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:

97.2.1 2016/1345/OUTM (8/32/100/PA) proposed Outline application for residential development including access (all other matters reserved) on land at Field Lane, Thorpe Willoughby (between Field Lane houses and the By-Pass) (JUST IN GATEFORTH PARISH).

[This was discussed earlier in the meeting under 'Public Session' (Min 16/93)]

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Parish Council has concerns over the cumulative effect of traffic levels using Field Lane generated from this proposed site and from the new Brayton and pig breeding centre sites all using the only road at this side of the village.
- iii) That the Clerk will provide information to the head of the petition so that each



Lane with Leeds Road to offer his support.

Rail Users Group: Nothing to report.

Burial Board: Nothing to report.

Village Hall: Nothing to report.

A Councillor reported that the network rail project works were ongoing.

Remaining Councillors had nothing further to report.

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

16/101 To receive the Clerk's report

The Clerk explained that:

- North Yorkshire County Council (NYCC) funding for the Urban Grass Cutting that the Parish Council provides for them, has not been received yet and he will make further enquiries.
- That the new litter bin to replace the one opposite 'The Fox' public house has been ordered and the only colour available is black.
- The two faulty street lights at Dane Avenue (St light numbers 19 and 21 have both been reported and are now fixed.
- The Church Hall meeting dates for the Parish Council have been brought up-to-date to be 7pm starts rather than 7:30pm starts and the February and April dates changed as requested.
- The New Litter Picker had started work (commenced weekend of 3/4 December 2016) and several Councillors had seen him at work and had already noticed an improvement.
- The Membership fee due to YLCA is due next year and will be increased very slightly. It consist of two parts: i) YLCA – a flat rate fee that is based on population banding, and ii) NALC – this is 6.73p/elector x number of electors in the parish which according to Selby District Council is 2380 electors (as at 3 December 2016).

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will make further enquiries with NYCC for the urban grass cutting funding due to the Parish Council.

16/102 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.

16/103 To receive any further comments from the public [for information only; Clerk to note] NONE

16/104 To confirm the date of the next meeting(s) as **MONDAY 16 JANUARY 2017**: –

At St Francis Church, Fox Lane, Thorpe Willoughby.

16/105 Close of meeting – the Part I meeting closed at 9.00pm.

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