

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 19 September 2016 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: 8 members of the Public were present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

16/47 To receive apologies for absence and any declarations of interest

There were four apologies received from: Cllr Mr Dowell (Chairman)-Holiday, Cllr Mr Pearson-Holiday, Cllr Mrs Nixon-Holiday, Cllr Mr Lunn-conflicting engagement, (which were all accepted), and no Declarations of Interest were given.

16/48 Public Session - a member of the public informed everyone that the new “Willerby Heights” estate kept all their street lights on after midnight unlike the rest of the village?
[“Minute 16/50.3 which was then brought forward].

50.3 To discuss, announce, and present the winners of the Villager of The Year 2016 and the Gardening Competition 2016, and decide any further action. The Vice-Chairman presented the winner of the Villager of the Year 2016 with a certificate and shield, and Cllrs Burnell and Lawton (as judges) presented the winners of the 3 x categories of the Gardening Competition 2016 with certificates and cups/shield.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the winner of the Villager of the Year 2016 is: Mr John Wilson – for his outstanding contribution over many years in connection with the village hall particularly regarding the electrics and special effects for the “Willerby Players”.
- iii) That the winners of the Gardening Competition 2016 are as follows:
 - Best Hanging Baskets 2016 – Mrs & Mrs Stott of 45 Fox lane
 - Best Front Garden 2016 – Mrs Sally Howden of 3 Maple Close
 - Best Tubs 2016 – Mrs Betty Dudley of 35 Dane Avenue

16/49 To confirm the minutes of the Parish Council meeting held on 18 July 2016 as a true and correct record.

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

Prop. Cllr Lawton

Sec. Cllr Bishop

16/50 To receive items for discussion and decide further action where necessary:

50.1 To discuss progress on the “Woodland Walk” projects, and discuss and decide on the findings of the Special Advisory Meetings held on Monday 15 August 2016 & 12 September 2016 regarding MUGA/Play equipment provision on the village green, and decide if to purchase any equipment, to discuss S106 funding/Epac funding/‘Tesco Bags of Help’, and decide any further action.

The Clerk explained the following:

- That works to the “Woodland Walk” (north side) will commence next week and the footpath works the week after. The Clerk asked Councillors to re-confirm their decision to ask the Clerk to meet and liaise with the contractor on their behalf following their previous site visit. The Clerk confirmed that Groundwork had completed the form filling on the Council’s behalf and was subsequently approved for funding and 50% had now being transferred to the Council.
- That the Epac funding is due to be transferred to the council’s bank account shortly.

- The various questions and answers from Groundwork to explain what S106 money could/could not be used for.
- That “Tesco Bags of Help” scheme had declined the Parish Council’s request for funding.

A brief discussion was held regarding the findings of the Special Advisory meetings of the Council (held on 15 August, 12 September, and 16 September 2016) for providing a MUGA/play equipment and zip-wire on the village green (minutes and recommendations were circulated previously to all Councillors). It was also noted that the successful contractor would also provide a free service for trying to access “Awards for All” funding for additional equipment and removal of any existing equipment (a Councillor suggested storing any redundant equipment in the Village Hall compound). The Clerk explained the current status of the S106 funding and the current balance, and that the final third of the S106 funding from the Linden Homes development (Willerby Heights) would be transferred shortly from the developer to Selby District Council.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That works to the “Woodland Walk” (north side) will proceed and that the Clerk will meet with the contractor next week to confirm which trees are to be removed or trimmed, and the position of the footpath.
- iii) That the chosen contractor for providing two football goal facilities, one with netball/basketball hoop on reverse, and a new zip line on the village green is “Playscheme” whose amended quotation was accepted. “Playscheme” would also provide a free service for trying to access “Awards for All” funding for additional equipment and the removal of existing equipment.
- iv) That once Groundwork has confirmed that the form for the scheme has been approved by Selby District Council (and the funding in place), the scheme can then move forward and the acceptance of contract signed.
- iv) That the Village Hall would be asked if any spare play equipment could be stored temporarily in their rear compound.

Prop. Cllr Mrs Parkinson

Sec. Cllr Miss Smith

50.2 To discuss the village green children’s play area, to discuss and decide on a CCTV sign and other signage, to discuss and decide on a visual inspections form and procedures, and decide any further action. The Clerk explained that the broken roundabout had been fixed and was working well. A short discussion followed regarding the purchasing of a “CCTV is in Operation” sign. A Councillor was asked to provide 6 x A4 Rigid plastic signs etc to be displayed around the village green up to a maximum of £100. A Councillor’s visual inspection sheet was discussed and accepted. The two Councillors who currently volunteer to close the play area will conduct the Visual inspection between them and may use their mobiles to fill in the form rather than using a hard copy and forward them to the Clerk to keep a record of inspections.

The gate of the Children’s play area is currently unlocked and will be closed again when the clocks go back – weekend of 22 October.

The Clerk explained about two small maintenance matters for the play area and the state of the children’s swing seat was raised along with remedial works for the tyre swing.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That a Councillor will purchase 6 x A4 sized rigid plastic CCTV signs etc, up to a maximum of £100 and will liaise with the Clerk.
- iii) That the “PPM” list for a weekly Visual Inspection (as supplied by a Councillor) is accepted, and will be used by the two Councillors who close the gates, which will start again on the weekend of 22 October 2016 and both Councillors to be informed.
- iv) That the Council will aim to eliminate all low risk items from the inspection report starting with the Clerk asking the Council’s contractor to fix the two small

maintenance matters, the children's seat and the tyre swing.

Prop. Cllr Bishop

Sec. Cllr Mrs Pearse

- 50.3 To discuss, announce, and present the winners of the Villager of The Year 2016 and the Gardening Competition 2016, and decide any further action. This item was brought forward to the Public Session (Min 16/48)

IT WAS RESOLVED: That the above information is noted.

- 50.4 To discuss the External Auditor's report on the Annual Return for the year ending 31 March 2016, to make any suggested changes and conclude the Audit, and decide any further action. The Clerk explained that the Annual Return had been returned from the External Auditor and was in accordance with legislation and required only a minor alteration which had been made and initialled by the Chairman.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will place the statutory notice and Annual Return on the notice boards and conclude the audit.

Prop. Cllr Lawton

Sec. Cllr Mrs Parkinson

- 50.5 To discuss the vacant Litter Picker position, to decide how to proceed, and decide any further action. Owing to the sensitivity of this matter and that members of the public were present, this item was moved to Part II

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That owing to the sensitivity of this matter and because members of the public were present, this item was moved to Part II.

- 50.6 To discuss the findings of the Open Spaces Review Group held in August, to decide if to approve the recommendation with/without amendments, and decide any further action. The findings of the three OSRG visits in August were circulated to all Councillors prior to the meeting. These were read through and discussed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will implement the findings of the review group, in particular the felling of the large tree to the rear of Laurel Close, the replacement of two Street Signs, the tidying up of shrubs or bushes that overhang footpaths, the removal of a small tree on the Millenium Gardens, and the trimming of the beech hedge that is adjacent to the access road leading from Londesborough Grove to the village hall compound so that caravans and other vehicles don't get scratched.

Prop. Cllr Mrs Parkinson

Sec. Cllr Bishop

- 50.7 To discuss the sale of Village Hall land to the Parish Council, to discuss the Parish Council solicitor's options and decide which ones to proceed with, and decide any further action. Owing to the sensitivity of this matter and that members of the public were present, this item was moved to Part II

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That owing to the sensitivity of this matter and because members of the public were present, this item was moved to Part II.

- 50.8 To discuss a shared donation request from Hambleton PC towards a dog litter bin in Hambleton Parish, and decide how to proceed, and decide any further action. The Clerk

read out the request from Hambleton PC, and the Vice-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 Hambleton PC of the Council's decision.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will inform Hambleton Parish Council that the Council will not be making a donation this time.

Prop. Cllr Bishop

Sec. Cllr Mrs Pearse

- 50.9 To discuss donation requests from "York Disabled Workers Co-Operative" and "Selby Dial", and decide how to proceed, and decide any further action. The Clerk read out the two requests to everyone present, and the Vice-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 the two organisations of the Council's decision.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will inform both "York Disabled Workers Co-Operative" and "Selby Dial" that the Council will not be making a donation this time.

Prop. Cllr Bishop

Sec. Cllr Mrs Pearse

- 50.10 To discuss and decide if to move the December PC meeting to the 12th instead of the 19th, and decide any further action. Following a short discussion it was decided to move the meeting date forward by one week.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the December Parish Council meeting is moved forward from the 19 December 2016 to the 12 December 2016.

- 50.11 To discuss and decide the date for the Xmas tree event on the village green, and decide any further action. Various dates and options were discussed and it was decided that Friday 2 December 2016 will be the date for the Xmas tree event on the village green. Further discussions will be held at the October meeting to sort the details. It was raised that one of the gazebos was damaged last year and needed replacing.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That Friday 2 December 2016 will be the date for the Xmas tree event on the village green and will be discussed further at the October meeting.

Prop. Cllr Lawton

Sec. Cllr Mrs Parkinson

IT WAS RESOLVED UNANIMOUSLY:

- iii) That the Vice-Chairman will purchase a replacement Gazebo up to a Max of £60.

Prop. Cllr Mrs Parkinson

Sec. Cllr Bishop

- 50.12 To discuss and decide the date for the next Budget Review group meeting (to be held prior to the November 2016 Parish Council meeting), and decide any further action. The Clerk will circulate alternative dates (either Mon 7th, Tues 8th or Wed 9th November 2016) for a meeting of the appropriate Councillors.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the Clerk will circulate alternative dates (either Mon 7th, Tues 8th or Wed 9th November 2016) for a Budget Review Group meeting to be held before the

November Parish Council meeting.

16/51 To receive items for information:

- 51.1 To receive information on the Monthly News/Village Website, and decide any further action. The Clerk confirmed that the change-over for the Village Website is in progress with both the existing and new website domains being renewed, a volunteer to distribute the newsletter in Willerby Heights had come forward, and Council policies had been added to the website. Various items were mentioned to be included in the October "Monthly News" including: the winners of the Villager of the Year and Gardening Competitions 2016, the latest development on the Miller Homes development being that the Public Right of Way is temporarily closed for safety reasons, the date of the Xmas tree event, and the change of date for the December Parish Council meeting.

IT WAS RESOLVED: That the above information was noted.

- 51.2 To receive update information on works to create a 1 x metre gap adjacent to the village green children's play area, and decide any further action. The Clerk confirmed that the works had been completed. The Vice-Chairman suggested having boarding around the edge of the Children's play area to prevent the encroachment of soil and weeds to prevent damage to the safety matting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Vice-Chairman will research boarding for the Children's play area and will report back to the October meeting with information and costings.

- 51.3 To receive update information on the problem vine on the village green, and decide any further action. The Clerk explained that the weed-killer had been applied and the vine looked dead, and that the contractor will remove the vine altogether later.

IT WAS RESOLVED: That the above information is noted.

- 51.4 To receive update information on the hawthorn/conifer hedges on Leeds Rd (adjacent to the village green), and decide any further action. The Clerk confirmed that the works to both hedges had been completed and looked well.

IT WAS RESOLVED: That the above information was noted.

- 51.5 To receive update information on the locality grant funding for birds-mouth fencing at the junction of Londesborough Grove/Foxdale Avenue, and decide any further action. The Clerk explained that the "Birds-Mouth" fencing has now been installed and looks great and receiving local support, and that the funding from the locality budget had arrived from North Yorkshire County Council. A completion form has also been completed and signed by the Chairman/Clerk along with a copy of the invoice and picture for their records. The Clerk explained that the NYCC representative had mentioned that the fencing may need moving to be 50cm from the highway and by a reputable company and at an extra cost. This was the first time this had been mentioned, and the representative would send further information to the Clerk along with a picture of where the fencing may need moving to.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Council will wait until North Yorkshire County Council emails further information.

- 51.6 To receive information from two Councillors on types of plants/shrubs that could be planted around the village green for landscaping purposes (along with 3 x quotes), and decide any further action. A short discussion followed and it was decided that instead of acquiring 3 x

quotations for shrubs/plants to access S106 funding, that the Council would not use S106 funding but use council funds instead and defer discussions to the next meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That S106 money would not be sought for providing shrubs/plants (where 3 x quotes are required) but use council funds instead.
- iii) That this matter be deferred to the to the next meeting.

Prop. Cllr Bishop

Sec. Cllr Mrs Pearse

- 51.7 To receive update information on the amendments to the lease(s) at the Sports Club, and decide any further action. The Clerk explained that this is being completed and that the Sports Club will pay the Council's legal fees.

IT WAS RESOLVED : That the above information was noted.

16/52 Planning:

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

- 52.1.1 2016/0643/HPA (8/34/404/PA) for single storey side & rear extension to form new garage, sun room and utility room following demolition of existing garage at 3 Maple Close, Thorpe Willoughby – GRANTED
- 52.1.2 2016/0815/HPA (8/34/406/PA) AMENDED PLANS for demolition of existing conservatory and erection of new single storey rear extension at 2 Sandway Close, Thorpe Willoughby – GRANTED
- 52/1/3 2016/0795/DOC (8/34/146N/PA) - discharge of Condition No 5 (landscaping) of RM application (2016/0197/REM) for 276 dwellings for Miller Homes – ACCEPTED BY SELBY DISTRICT COUNCIL.

52.2 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:

- 52.2.1 2016/0815/HPA (8/34/406/PA) AMENDED PLANS for demolition of existing conservatory and erection of new single storey rear extension at 2 Sandway Close, Thorpe Willoughby – PARISH COUNCIL HAS NO OBJECTIONS.
- 52.2.2 2016/0754/COU (8/34/405) for change of use of agricultural land to trailer park to extend existing haulage yard at Campeys Of Selby, Southlands, Leeds Road, Thorpe Willoughby – PARISH COUNCIL HAS NO OBJECTIONS IN PRICIPLE BUT HAS CONCERNS OVER TRAFFIC GENERATION AND ALL YEAR ROUND LANDSCAPING.
- 52.2.3 2016/0903/FUL (8/19/1668AA/PA) for demolition of existing agricultural building, and extension and conversion of existing cart shed into a single dwelling at cart shed, Thorpe Barn, Thorpe Hall Farm, Dam Lane, Thorpe Willoughby (Selby Parish).

IT WAS RESOLVED UNANIMOUSLY:

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

- 52.2.4 2016/0962/LBC (8/19/1668AB/LB) Listed Building consent for demolition of existing agricultural building, and extension and conversion of existing cart shed into a single dwelling at cart shed, Thorpe Barn, Thorpe Hall Farm, Dam Lane, Thorpe Willoughby (Selby Parish).

IT WAS RESOLVED UNANIMOUSLY:

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

52.2.5 2016/1075/FUL (8/34/407/PA) for erection of new detached dormer bungalow at 38 Fox Lane, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

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

52.2.6 2016/1090/HPA (8/34/408/PA) for pitched roof to garage and partial conversion to utility room plus internal works at 53 Foxdale Avenue, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

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

16/53 Financial Matters

53.1 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.
Mr D Powell (Invoice #67661)(Renewal of Domain for Thorpe Willoughby PC Website)	1.99	11.94	1821
S M Peters (August Salary)	-	780.47	1822
R D Adams (Litter Picker) (August Salary-final one)	-	179.49	1823
R Deadman (clearing 1-metre wide Strip adj to Playground on Village Green)	-	210.00	1824
R Deadman (trimming Thorn & Conifer hedges at both sides of Leeds Rd near village green)	-	250.00	1825
Fasprint (Monthly News-August 2016)(Invoice #Inv-5977)	-	495.00	1826
PKF Littlejohn (External Auditor)(Inv # SB20160395)	40.00	240.00	1827
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Mr Andrew Nixon (New Website Domain Registration for 10yrs)(Inv # 38251432)	12.78	76.68	1828
S M Peters (stationery expenses with receipts-July 2016 / August 2016 / September 2016)	17.33	107.21	1829
S M Peters (Sept Salary)	-	780.27	1830
Fasprint (Monthly News-Sept 2016)(Invoice #Inv-6071)	-	519.00	1831
HMRC for Qtr 2 (July-September 2016)	-	845.74	1832
Autela Payroll Services (Inv # 9208)(Payroll Qtr 2-Jul, Aug, Sept 2016)	-	30.00	1833
CANCELLED CHEQUE	-	-	1834
S M Peters (Cobblers Last engraving of cups/shields for gardening and villager of the year competitions 2016)	5.33	32.00	1835
Church of St Francis (Hall Hire) (PC meetings Jul15-Jul16 inclusive), and 2 x other meetings.	-	327.50	1836
RSS (I & M Inspection-north)(Jul16 operational inspection) (Inv #045593)(Cheque made payable to Hags-Smp Ltd)	8.00	40.00	1837
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TOTAL =	£85.43	£4,925.30	

53.2 To receive an account status of the current Bank Statement giving a balance of **£48,222.08** as at **25 August 2016**, and having been checked and signed by the Chairman.

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

Prop. Cllr Lawton

Sec. Cllr Mrs Pearse

16/54 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 54.1 YLCA Information: - Information previously circulated was noted.
- 54.2 Selby District Council Web-Site information - Information previously circulated was noted.
- 54.3 Selby AVS: - Information previously circulated was noted.
- 54.4 5 additional piece of information previously circulated was noted, with no late items.

IT WAS RESOLVED: That the above information was noted.

16/55 To receive representative reports:

County Councillor/District Councillor: Nothing to report - absent from meeting.

Rail Users Group: Nothing to report – absent from meeting.

Burial Board: Two Councillors confirmed that they will each attend alternate meetings.

Village Hall: Nothing to report – absent from meeting. It was mentioned that the new floor has been completed and looks brilliant.

Apart from the above, a Councillor reported that a villager had remarked that improvements had been made in the village and another Councillor commented on the railway crossing closure notice being ambiguous.

Apart from the above, remaining Councillors had nothing to report.

IT WAS RESOLVED: That the above information was noted.

16/56 To receive the Clerk's report

The Clerk explained that:

- The Street light adjacent to Leeds Rd (near to the parish boundary) had been fixed.
- Nettles overhanging the footpath near the Barff had been reported.
- The sweet chestnut tree at the junction of Field Avenue and Field Lane had been trimmed following a complaint.
- Grass outside Sunnyside Farm has now been cut by Council's contractor (had been missed).
- A complaint had been received from a Meadow Drive resident regarding the police using former Holly Garth for gun/assault practise – advised to contact police on 101.
- Attempts to contact Harron Homes about the poor state of the Linden Way Play Area had not been successful.
- He had received four concerned telephone calls about the temporary closure of the public right of way across the Miller Homes site from Sherwood's Farm to Leeds Road for Health & Safety reasons. An explanation for other residents will be added to the Monthly News, the Council's website, and the Selby Times.
- Hambleton PC had heard about an informal meeting that the Council had with a potential developer for part of the Mushroom Farm. This was an informal discussion at a Parish Council meeting (under public session) and no formal application has been submitted since, so the Council presumes that this scheme has not been progressed.
- NYCC Police had requested a list of Councillor's names and addresses for their contact list. The Parish Council's public domain list (as displayed on the notice boards) was supplied.
- Miller Homes, following a meeting with them on the 23 August 2016, agreed to leave surplus logs/tree trunks from cut down trees for the Council to use in their Woodland Walk".
- He had identified two minor items in the Children's play area that needed fixing and the Contractor's July inspection report had identified another. A short discussion followed where the feeling was that the Council will aim to eradicate all the "Low Risk" items starting with a seat on the children's swing.
- A complaint had been received by a resident of "Willerby Heights" stating that cars are speeding up as they leave the village. The Clerk explained that NYCC Highways are currently monitoring traffic.

- A presentation is being held in St Francis Church on Monday 26 September by Mark Dearlove on Cyber Security and is free for all to attend. Posters advertising the event will appear on the notice boards and other locations (copies of the poster were handed out at the meeting).
- Blanchere Illuminations had supplied the Council with information regarding Xmas illuminations. A short discussion followed and it was decided to have an agenda item at the February 2017 meeting to discuss this further with all councillors to gather information from other Council's covering cost and installation.
- He had dispelled a rumour that the footpath link between Privet Drive and Dane Avenue would be opened up to traffic.
- Another street name sign needed replacing at Foxdale Avenue (at the junction with Londesborough Grove) along with the Fox Lane sign identified at the junction with Field Lane.
- The hedge at 48 Fox Lane had now been trimmed back.
- The leaning tree on the village green is to be looked at by the Council's contractor, and the Contractor has been asked to leave any lengthy tree trunks from felled trees to place in the "Woodland Walk" for nature purposes.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will send a stern letter to Harron Homes about the poor state of the Linden Way Play Area as a matter of urgency, and that the Council will not take over responsibility for this area (through adoption) until these works have been done. Selby District Council to be sent a copy of this letter.
- iii) That the Clerk will ask the Council's play equipment contractor to fix the two items identified by the Clerk, the item identified by the Contractor, and a replacement seat on the Children's swing.
- iv) To have an agenda item at the February 2017 meeting to discuss Xmas Illuminations, and all councillors to gather information from various sources including other Council's including cost and installation.
- v) That the Clerk will ask for two street name signs at "Foxdale Avenue" and "Fox lane" be replaced.

Prop. Cllr Mrs Parkinson

Sec. Cllr Miss Smith

16/57 To receive agenda items for next meeting

The Vice-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.

16/58 To receive any further comments from the public [for information only; Clerk to note] NONE

16/59 To confirm the date of the next meeting(s) as **MONDAY 17 OCTOBER 2016**: –

At St Francis Church, Fox Lane, Thorpe Willoughby.

16/60 Close of meeting – the Part I meeting closed at 9.30pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY