

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 16 January 2017 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: 1 member of the Public was present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

16/107 To receive apologies for absence and any declarations of interest

There were no apologies received, and no Declarations of Interest were given.

16/108 Public Session – A representative from Blanchere Illuminations attended the meeting to introduce himself and circulate some information and answer questions.

[This was discussed later in the meeting under Clerk's Report (Min No 16/116)]

[The member of the public left the meeting]

16/109 To confirm the minutes of the Parish Council meeting held on 12 December 2016 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 12 December 2016 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Bishop

16/110 To receive items for discussion and decide further action where necessary:

110.1 To discuss progress on: (i) the "Woodland Walk" (south side) and decide on quotes for felling trees and replanting (ii) the provision of MUGA/Play equipment on the village green, (iii) "Awards for All" activity trail funding request, (iv) insect houses/bird boxes in the "Woodland Walk" as a possible school project, and decide any further action.

- i) The Clerk explained that he had a site meeting with the Council's tree contractor about felling and replanting trees in the "Woodland Walk" (south side). The main suggestion by the contractor was that rather than felling and replanting trees on a one-to-one basis, it would be better to work on two areas of the "woodland Walk each year and to fell several trees (6-8 trees) and to replace with a variety of trees (evenly spread, and some evergreen). This would allow light to get to the replacements and allow them to be more bushy rather than tall and thin through searching for light and thereby avoid ending up where we started with tall thin trees. The estimated cost for these works would be roughly £2,000 per year (to be included within the annual budget). This would allow a phased maintenance of the wood and achieve a lower and varied height to the tree canopy.

A short discussion followed and the Vice-Chairman confirmed that the quote she had been asked to obtain was still awaited. It was decided that the Clerk will ask the Contractor to provide a schedule of tree felling and replanting works that is required for 2 areas so that three companies can quote for the works.

IT WAS RESOLVED:

- i) That the above information was noted.
ii) That the Clerk will contact the Council's tree contractor to discuss and acquire a schedule of works to trees in the "Woodland Walk" (south side) in two areas for felling and replacements. Separate quotes for felling and replacements would then be obtained from 3 companies, including the Council's contractor, to be discussed at the February meeting.

Prop. Cllr Pearson

Sec. Cllr Bishop

ii) The Clerk explained that:

- The 2nd half of the S106 payment had been received for the “Woodland Walk” (north side).
- The 2 goal ends and new zip-wire – the 2nd half of the S106 payment will only be released by SDC when the Clerk receives the Independent Inspection Certificate for the zip-wire – but as yet NOT received.

A Councillor suggested having an opening event sometime in Spring for all the new equipment on the village green.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That an opening event will be arranged sometime in Spring.

Prop. Cllr Mrs Pearse

Sec. Cllr Miss Smith

iii) The Clerk explained that the funding for the “Thorpe Willoughby Village Green Activity Trail” has now arrived and the Council is waiting to announce that the ‘Big Lottery Bid’ has supplied the funding (the official announcement date being 17 January 2017). A short discussion followed and a Councillor presented an amended Quote #6937 for the “Activity Trail” to everyone and was accepted.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That amended Quote #6937, for the “Activity Trail”, was accepted and given to the Clerk to action and also to inform the Big Lottery of the revised quote.
- iii) The Monthly News, village notice boards, and the Village Website to be informed of the announcement when the official date is reached.

Prop. Cllr Mrs Parkinson

Sec. Cllr Lunn

iv) The Clerk explained that Miller Homes had confirmed to him that the company is keen to be involved with the bird boxes etc in the “Woodland Walk” as a possible school project and will provide further details later.

IT WAS RESOLVED: That the above information was noted.

110.2 To discuss feedback from the Xmas tree event held on Friday 2 December 2016, and decide if to purchase a big banner to advertise future Xmas tree events, to decide a budget, and decide any further action. The Clerk explained that he had received a cheque from the ‘Poor Fund’ that is already approved to be used for the Xmas tree event and covers this years expenditure. The purchasing of a big banner was then discussed and it was decided that two Councillors will acquire quotes for a large banner (approximately 600mm x 3 metres in size) and is worded to indicate that the 1st Friday in December for the Xmas tree event.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That two Councillors will acquire quotes for a large banner and be an agenda item at the February meeting.

110.3 To discuss and decide on 2 x quotations received from the Vice-Chairman for: i) damaged OXO board game and ii) professional deep cleaning of equipment within the enclosed playground on the village green, and decide any further action.

- i) The Vice-Chairman explained that she had received Quote #6918 for the Tower Repairs (OXO board game), and following a short discussion it was agreed to accept the quote and it was given to the Clerk to action.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That Quote #6918 for the Tower Repairs was accepted and given to the Clerk to action.

Prop. Cllr Mrs Parkinson

Sec. Cllr Lunn

- ii) The Vice-Chairman explained that she had received a Quote for cleaning the playground equipment. A short discussion followed regarding the various methods to be used and it was suggested that this work should be done in April.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Vice-Chairman will make further enquiries and report back to the February meeting.

110.4 To discuss Brayton Burial Board and decide on options of payments for grave/plots, interment fees etc for under 16/18 years of age, and decide any further action. A short discussion followed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will inform Brayton Burial Board: In Thorpe Willoughby Parish Council's opinion there should be no fees charged at all by Brayton Burial Board for interments of deceased up to and including the age of 18 years carried out at Brayton Cemetery.

Prop. Cllr Lunn

Sec. Cllr Bishop

16/111 To receive items for information:

111.1 To receive information on the Monthly News and to provide ideas for the "Village Website", and decide any further action. The Clerk explained that two advertisers had stopped advertising in the "Monthly News" parish magazine with one replacement added. A Councillor confirmed that the new website address (www.thorpewilloughby.org.uk) is now active, and following a discussion it was agreed that it should be announced in the parish magazine. It was also agreed that the "Awards for All" Big Lottery funding for the Activity Trail would also be added to the parish magazine, website and notice boards.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the launch of the new Parish Council website address will be announced in the February "Monthly News".
- iii) The "Awards for All" Big Lottery funding for an Activity Trail will be announced in the February "Monthly News, and added to the notice boards and website on or after the official announcement date of 17 January 2017.

111.2 To receive update information on providing a new Net Swing and 2 x Springers on the village green, and decide any further action. The Clerk explained that Selby District Council had approved S106 funding for purchasing a new net swing and 2 springers on the village green. He had instructed the contractor that they can proceed, and works will commence shortly.

IT WAS RESOLVED: That the above information is noted.

111.3 To receive information on the Poor Fund for the Selby Area-TWPC cheque , and decide any further action. The Clerk explained that a cheque for £204 had been received.

IT WAS RESOLVED: That the above information is noted.

111.4 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 he had nothing to report and will monitor progress.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will continue to monitor progress, and invite the Council's handyman to a future meeting to meet everyone.

111.5 To receive update information on the proposed installation of a second village Defibrillator at the Village Hall and if S106 funding is available, and decide any further action. The Clerk confirmed that:

- S106 funding cannot be used for purchasing a defibrillator.
- That the Village Hall Management Committee (VHMC) have agreed to hang the defibrillator on the village hall wall close to the entrance.

Following a discussion it was decided to move this forward and that the Clerk is authorised to order a defibrillator the same as the one at the Sports Club.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk is authorised to order a defibrillator for the Parish Council the same as the one at the Sports Club.

Prop. Cllr Mrs Parkinson

Sec. Cllr Bishop

111.6 To receive information on Urban Grass Cutting for 2016/17, and decide any further action. The Clerk confirmed that payment had now been received from NYCC and banked.

IT WAS RESOLVED: That the above information was noted.

111.7 To receive update information on the proposed purchase of Village Hall land, and decide any further action. The Clerk explained that this matter is moving forward and the Council's solicitor had forwarded various documentation including searches and 2 x forms that needed signing, and when returned with a cheque will move it towards completion. The Chairman/Clerk signed a Report. The Registry Transfer form had already been signed by 2 Councillors and the Clerk.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the 2 forms were completed and signed and the Clerk will return them to the Council's solicitor.
- iii) That once the land has been transferred to the Parish Council, the Council's handyman will be asked to repair the footpath.

Prop. Cllr Dowell

Sec. Cllr Lawton

16/112 Planning:

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

112.1.1 2016/1067/FUL (8/32/91A/PA) proposed erection of replacement of former stable on land off Field Lane, Thorpe Willoughby (JUST IN GATEFORTH PARISH)-GRANTED

112.1.2 2016/1321/HPA (8/34/409/PA) proposed single storey side extension, a detached single garage and workshop and general internal layout alterations at 24 Fox lane, Thorpe Willoughby – GRANTED

IT WAS RESOLVED: That the above information was noted.

112.2 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:

112.2.1 2016/1470/HPA (8/34/410/PA) proposed new detached timber shed and swim spa

(P.D. rights removed on original development) at Bramble Lodge 12 Field Lane, Thorpe Willoughby – APART FROM A COUPLE OF CONCERNS OVER NOISE GENERATION AND POSSIBLE BEING OVERLOOKED BY A PASSING BUS, THORPE WILLOUGHBY PARISH COUNCIL HAS NO OBJECTIONS.

16/113 Financial Matters

113.1 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.
N Dowell (Chairman's Allowance) (wine for volunteers)	3.69	22.14	1872
N Dowell (for Soup Kettle for Xmas tree event)	-	23.50	1873
S M Peters (January 2017 Salary)	-	780.27	1874
S M Peters (stationery expenses with receipts-December 2016 / January 2017)	-	5.02	1875
F Morrison (Litter Picker)(January 2017 Salary)	-	149.80	1876
Tru-Green Ltd (Invoice #00984)(Annual Landscape Maintenance 2016)	622.00	3,732.00	1877
Groundwork North Yorkshire (Inv # SI/0000006554) contract design management & funding supplied for S106 application for Woodland Walk	70.00	420.00	1878
VHMC (Xmas tree lighting electric bill)(Invoice #52)	-	50.00	1879
Elmhirst Parker LLP (Bill #16/698)(for purchase of land adjacent to Village Hall)	110.00	7,794.20	1880
TOTAL =	£805.69	£12,976.93	

113.2 To receive an account status of the current Bank Statement giving a balance of **£89,565.82** as at **06 January 2017**, and having been checked and signed by the Chairman.

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

Prop. Cllr Pearson

Sec. Cllr Lawton

16/114 To consider the following new correspondence received since the last Meeting and decide action where necessary:

114.1 YLCA Information: - Information previously circulated was noted.

114.2 Selby District Council Web-Site information - Information previously circulated was noted.

114.3 Selby AVS: - Information previously circulated was noted.

114.4 5 additional piece of information previously circulated was noted, with no late items.

IT WAS RESOLVED: That the above information was noted.

16/115 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report.

Burial Board: A Councillor reported that trees have been felled in the new paddock at Brayton cemetery and conifers will be planted to restrict the view from the adjacent farm.

Village Hall: Nothing to report.

The Chairman explained that he is contacting the Sports Club to request minutes of their meetings. Remaining Councillors had nothing further to report.

IT WAS RESOLVED: That the above information was noted.

16/116 To receive the Clerk's report

The Clerk explained that:

- The Internal Auditor has kindly agreed to do it one last time for this Parish Council.
- The Linden Way Play Area adoption process is still being resolved by Selby District Council.
- The Sports Club is currently producing a revised constitution and the Chairman will be contacting the club (as the Council's rep) to request copies of their minutes because their meetings fall on the same day of the month as the Parish Council.

As Discussed previously under Public Session (min 16/108), further discussions were held regarding Xmas Illuminations.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That Cllr Lunn will contact Brayton Parish Council, and the Clerk will contact Acomb Parish Council to inquire about Xmas Illuminations, and both to report back to the February meeting.

16/117 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified , Suggestions given were:

- Xmas Illuminations
- Purchasing of a large Banner and
- Village Green Event

IT WAS RESOLVED: That the above information was noted.

16/118 To receive any further comments from the public [for information only; Clerk to note] NONE

16/119 To confirm the date of the next meeting(s) as **MONDAY 13 FEBRUARY 2017**: –
At St Francis Church, Fox Lane, Thorpe Willoughby.

16/120 Close of meeting – the Part I meeting closed at 8.47pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY