

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 13 February 2017 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: 4 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.

16/122 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.

16/123 Public Session – Two members of the public attending the meeting came to discuss tree/shrub maintenance works on Parish Council Land adjacent to 18 Oak Drive. These works were part of the “Open Spaces Review Group’s improvements for the village and Councillors confirmed that the two shrub beds were approved to be removed and the area given grass seed and the trees would be left. Reasons for their removal included: the amount of litter that collected in them, they were old and growing wild and the cost of previous works to them had been high. A short discussion followed and the Council assured those present that the trees will remain and grass seed sown later.

[This was discussed later in the meeting under Min No 16/126.3]

Two members of the public expressed comments/concerns over the following items:

- Thanked the Council for their efforts and filling in a hole on land to the rear of Almond Close.
- Street Lights going off late especially in culs-de-sac.
- Drop kerbs.
- Speed Matrix.
- Parking problems in Selby caused by all the new housing (District Councillor confirmed that this had all been looked into).

A District Councillor explained that complaints about the above and other matters (e.g. street lights going out, pot holes etc) can be expressed on-line.

The Chairman explained that using speed matrix for the village had been investigated previously and was too costly, and informed by highways that it was not needed for this village and the Police would need to be asked and volunteers needed.

[at this point all members of the public but one left the meeting]

Finally the Village Handyman introduced himself to the Councillors and outlined the works completed and works still to do. Councillors thanked him for doing such a good job.

[This was discussed later in the meeting under Min No 16/126.3]

[At this point the remaining member of the public left the meeting]

16/124 To confirm the minutes of the Parish Council meeting held on 16 January 2017 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 16 January 2017 were accepted as a true and correct record of the meeting.

Prop. Cllr Bishop

Sec. Cllr Mrs Pearse

16/125 To receive items for discussion and decide further action where necessary:

125.1 To discuss progress on: (i) Proposed felling and replanting works at the “Woodland Walk” (south side) and procedures followed and if to accept a schedule of works from a contractor for alternative schemes, and to decide if to accept one of three quotes, (ii) The two Goal Ends/Zip-line, (iii) “Awards for All” activity trail funding request, (iv) Net Swing and 2 springers, (v) Tower repair, (vi) Insect houses/bird boxes in the “Woodland Walk” as a school project, and decide any further action.

i) A Councillor stated that the site meeting with the Council's Contractor had not followed the correct procedure. The Clerk then read out a statement of serious concerns and confirmed that procedures/code of conduct had not been followed correctly and required that this meeting needed to correct this. A discussion followed and it was decided that because time was running out in order to get these works done in the Council's time scales, the option of felling trees in one large area rather than in two smaller areas would be approved. With this now decided the Clerk presented the two quotes received from the three asked for and Marcus Taperell was chosen with clarification as to what action was required.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) To approve removal of 20 trees behind the Play Area in the "Woodland Walk" (south side) to rectify the lapse in procedure (1 Councillor abstained from the voting).
- iii) The Clerk will contact Marcus Taperell to confirm that the Council agreed that he will be the Council's tree contractor for the Phase 1 tree works in the "Woodland Walk" (south side) as per his quotation as follows:
 - Felling and removal of 20 Ash Trees in the "Woodland Walk" (south side) behind the playground (in one location) as discussed at a site meeting and as marked with a 'x'.
 - Felled tree stumps be left at 1ft high.
 - Felled and stripped tree trunks (approximately 6ft long) be left in the locality.
 - Remaining material be shredded and spread as ground cover.
 - To re-plant and stake 10 x replacement trees/bushes as per quotation: 2 x Rowan, 2 x Cherry, 2 x Hazel, 2 x Evergreen Oaks and 2 x Holly (all trees to be standards (6ft) apart for the Hollies (half standard)).
 - Crowning of the other trees left in this location (as appropriate) - as discussed and agreed at the site meeting.

Prop. Cllr Parkinson

Sec. Cllr Lunn

ii) The Clerk explained that the Independent Inspection Certificate for the zip-wire is still to be issued. The contractor confirmed that further minor works are still to be done before it can be issued with the bump in the floor matting investigated at the same time. The Contractor also confirmed that the Zip-line is safe to use.

IT WAS RESOLVED: That the above information was noted.

iii) The Vice-Chairman explained the revised layout and reminded everyone of the proposed location of the "Thorpe Willoughby Village Green Activity Trail" and circulated a draft layout. A Councillor proposed that the Vice-Chairman will continue to progress the Activity Trail project with the full backing of the Council.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Vice-Chairman will continue to progress the Activity Trail project with the full backing of the Council.

Prop. Cllr Bishop

Sec. Cllr Mrs Nixon

iv) The Clerk explained that the installation of the Net Swing and 2 springers will commence during week commencing 27th February (weather permitting), and the contractor will make contact during the previous week to confirm all the arrangements.

IT WAS RESOLVED: That the above information was noted.

v) The Clerk explained that the repair to the Tower will commence during week commencing 27th February (weather permitting), and the contractor will make contact during the previous week to confirm all the arrangements.

IT WAS RESOLVED: That the above information was noted.

- vi) The Vice-Chairman explained that Tuesday 28 February 2017 (at 2pm for around 30 Mins) is the date arranged for a meeting between the Primary School and Councillors Pearse and Parkinson and open for 1 or two other Councillors to join them, confirming with the Vice-Chairman asap.

IT WAS RESOLVED: That the above information was noted.

- 125.2 To discuss and decide on 2 x quotations received from two Councillors for a large Banner (to advertise the Xmas tree event), and decide any further action. A Councillor confirmed that she had acquired two quotations with a big difference in costs.

IT WAS RESOLVED:

- i) That the above information was noted.
ii) That this item be deferred to the March meeting.

- 125.3 To discuss the findings and quotations from the Vice-Chairman for professional deep cleaning of equipment within the enclosed playground on the village green, and decide any further action. The Vice-Chairman explained that she had received Quotes for cleaning the playground equipment. A short discussion followed to choose the company to use and Playscheme was selected. Concerns over power washing was discussed and it was agreed that some repairs to the floor surface may be needed after cleaning, and that the Village Hall will need informing of the installation date so that water can be provided.

IT WAS RESOLVED:

- i) That the above information was noted.
ii) That the Vice-Chairman will ask Playscheme for a signed quotation, an installation date of during week commencing 24 April for when works will begin, so that the Village Hall will know when water can be provided, and all this information passed to the Clerk.

Prop. Cllr Dowell

Sec. Cllr Lunn

- 125.4 To further discuss and provide comments on Brayton Burial Board's charges in respect of burials for under 18's, and decide any further action. The Vice-Chairman read out an email from the secretary of the Brayton Burial Board dated 30 January 2017 to highlight the options.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
ii) That Thorpe Willoughby Parish Council unanimously agreed that the family would only be charged initially for the required grave in respect of all burials involving babies and children up to and including the age of 18 years, and that if other members of the family declared a wish to be buried at a future date then payments such as maintenance in perpetuity would be charged;
iii) That the family must be advised at the outset that they could not be buried later on if they initially declared that the grave was for the burial of a person up to and including 18 years of age, therefore only allowing for the placing of ashes at a later date and not another burial.

- 125.5 To discuss Xmas Illuminations and update reports from a Councillor and Clerk on two other Parish Council Illumination Projects, and decide any further action. A Councillor gave feedback from another Parish Council who use "Blanchere Illuminations" and that they will be renting from them again and use timers on all the lights. The Clerk gave feedback on information supplied by another Parish Council and that they had used this company and were very satisfied with them and suggested asking them to do a survey and supply a digital image with costs.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will ask “Blanchere Illuminations” to conduct a survey of the area adjacent the Village Green at Fox lane, and to provide a Digital Image of what it could look like, and to provide costs for installation and hiring of lights to be mounted on street lights along with timers for a 3 year period and be discussed at another meeting.

Prop. Cllr Dowell

Sec. Cllr Bishop

125.6 To discuss holding a “Village Green Event”, and decide any further action.

IT WAS RESOLVED: Deferred to the March meeting and ideas required.

125.7 To discuss the Garden Area near the Xmas tree compound and a suggested memorial, and decide any further action.

IT WAS RESOLVED: Deferred to the March meeting and ideas required.

16/126 To receive items for information:

126.1 To receive information on the Monthly News and “Village Website”, and decide any further action. The Clerk explained that the editor’s deadline for the March edition of the Monthly News is Friday 17th February.

Items in the February issue of the Monthly News to repeat in the March issue include:

- Safety notice regarding works on the Village Green.
- Woodland Walk update information.
- Enclosed Playground information.
- Local Bus Service update information.

IT WAS RESOLVED: That the above information was noted.

126.2 To receive update information on the Parish Council’s purchase of a Defibrillator to be located at the Village Hall, to decide who is to be the nominated person to contact, and decide any further action. The Clerk confirmed that a defibrillator had been purchased and is now waiting further information. A short discussion followed and Councillors Smith and Nixon volunteered to share being the Contact Person for when the defibrillator is ever used and to replace and ensure that parts are maintained and ready to use. As part of the package, a free training event will be held for up to 40 people. Advertising for people to attend the training will wait until a date has been fixed for its installation, but the Chairman was asked to contact the Village Hall to ask for representatives of the organisations who use the village Hall to attend the training event.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That Councillors Smith and Nixon will share being the Contact Person for when the defibrillator is ever used and to replace and maintain the equipment.
- iii) That advertising for people to attend a training session will wait until it is known when the defibrillator will be installed.
- iii) That the Chairman will liaise with the Village Hall Management Committee to ask representatives of the users of the Hall to attend a training event when arranged.

126.3 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.

[This was discussed previously in the meeting under Public Session Min No 16/123]

A further brief discussion was held to confirm that the Council feel that the Village Handyman is doing a great job and further works are to be completed shortly.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Council feel that the Council's Handyman is doing a great job.
- iii) The Clerk will continue to monitor progress.

126.4 To receive feedback information on the purchase of Village Hall land by the Parish Council, and decide any further action. The Clerk explained that the Council's solicitor had confirmed that part of the Village Hall land had now been purchased and belongs to the Parish Council with only the land to be registered at the Land Registry.

IT WAS RESOLVED : That the above information was noted.

16/127 Planning:

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

127.1.1 2016/1420/HPA (8/34/197A/PA) proposed erection of a front porch, a 2-storey side extension with garage and a single storey rear extension at 4 Almond Close, Thorpe Willoughby - GRANTED

127.1.2 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 – GRANTED

IT WAS RESOLVED: That the above information was noted.

127.2 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:

127.2.1 2017/0095/HPA (8/34/401A/PA) proposed loft conversion with raised roof for two 1st floor bedrooms at Chestnut Forge, Dam Lane, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

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

16/128 Financial Matters

128.1 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.
First Rescue Training & Supplies Ltd (for purchase of a Defibrillator)(Inv #4640)	372.00	2,232.00	1881
S M Peters (February 2017 Salary)	-	780.47	1882
S M Peters (stationery expenses with receipts-January 2017 / February 2017)	13.08	80.40	1883
F Morrison (Litter Picker)(February 2017 Salary)	-	149.80	1884
Fasprint (Monthly News-February 2017)(Invoice #Inv-6519)	-	519.00	1885
RSS (I & M Inspection-north) (Annual Inspection-Jan17) (Invoice #049177)-cheque made payable to Hag-Smp Ltd	46.00	276.00	1886
Selby District Council (Invoice #4061211)(new St Name Plate – Fox Lane)	16.26	97.55	1887
TOTAL =	£447.34	£4,135.22	

128.2 To receive an account status of the current Bank Statement giving a balance of **£80,952.43** as at **06 February 2017**, 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 inform the Council at its next meeting what S106 funding remains.

Prop. Cllr Miss Smith

Sec. Cllr Mrs Nixon

16/129 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 4 additional piece of information previously circulated was noted, with no late items.

IT WAS RESOLVED: That the above information was noted.

16/130 To receive representative reports:

County Councillor/District Councillor: A Councillor explained that Drax Biomass will be coming on-line shortly. The Councillor also confirmed that NYCC is looking into developing Holly Garth for housing.

Rail Users Group: Nothing to report.

Burial Board: A Councillor reported that the next meeting will be in March.

Village Hall: Nothing to report.

A Councillor gave feedback information from her attendance at the Selby Branch Meeting and included:

- a 20mph campaign – this is advisory and not enforceable
- the need for the District Council to approve planning applications being displayed at meetings
- a further event at Drax Power Station

A Councillor explained that the “Laurel Close” street name plate was faded and needed replacing.

A Councillor explained that a hedge recently cut near Sherwood’s had exposed rubbish - to be monitored.

A Councillor raised a concern about cars parking on the double yellow lines near the school. A Councillor explained that the best course of action is to ring 101, and also confirmed that the placing of double yellow lines at Fir Tree Lane had now been passed.

A Councillor suggested contacting the head at the Primary School to request items be included in their School Newsletter.

The Chairman explained that he had studied the latest Annual Inspection Report of play equipment and concluded that the company had gone through things in minute detail, and that no action was required at the moment and best to wait until all the current works on the village green were finished. Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will ask Selby District Council to replace the faded “Laurel Close” street name plate.
- iii) That the Clerk will email the local police to point out that cars are illegally parking on double yellow lines near the school and that enforcement action is required.
- iv) That the Clerk will contact the head at the Primary School to request items be included in their School Newsletter

16/131 To receive the Clerk’s report

The Clerk explained that:

- Further correspondence had been received about dangerous dogs at Orchard Way – no action required.
- He has asked Selby District Council to sweep two areas: Londesborough Grove/Foxdale Avenue junction and the snicket that runs from Meadow Drive to North View.

- He had assisted a District Councillor with his Completion of online return for how Poor Fund money had been spent for period 1 Apr 2015 - 31 Mar 2016.
- All the grass/weeding had been done at the Linden Way Play area, and now looked tidy. This is still waiting for SDC's legal department to complete the adoption process.
- The New Fox lane Street Name Plate had been fitted.
- That works to replace the waste bin adjacent to the bus shelter on Leeds Road had commenced.

IT WAS RESOLVED: That the above information was noted.

16/132 To receive agenda items for next meeting

The Chairman asked Councillors for agenda items for the next meeting apart from those already identified, a suggestion given was "Free Standing Ball Catcher"

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That "Free Standing Ball Catcher on the village green to replace the old netball hoop and stand" be an additional agenda item for the March meeting.

16/133 To receive any further comments from the public [for information only; Clerk to note] NONE

16/134 To confirm the date of the next meeting(s) as **MONDAY 20 MARCH 2017**: –
At St Francis Church, Fox Lane, Thorpe Willoughby.

16/135 Close of meeting – the Part I meeting closed at 9.40pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY