

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 20 March 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), Smith, Burnell, Lawton, Lunn, Nixon, Bishop and Pearson.

16/137 To receive apologies for absence and any declarations of interest

There was one apology received from: Cllr Mrs Pearse – illness (which was accepted), and no Declarations of Interest were given.

16/138 Public Session – A member of the public asked why there was a 10% rise in parish precept from last year as indicated on the form sent to him by Selby District Council (SDC)? A District Councillor explained that the Parish Council does not work on percentages but a figure to cover expenditure for 2017/18 and this equated to a rise of precept (for a band D property) of £4.45 for the year (or 9 pence per week).

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

16/139 To confirm the minutes of the Parish Council meeting held on 13 February 2017 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 13 February 2017 were accepted as a true and correct record of the meeting.

Prop. Cllr Lunn

Sec. Cllr Miss Smith

16/140 To receive items for discussion and decide further action where necessary:

140.1 To discuss progress on: (i) Felling and replanting tree works at the “Woodland Walk” (south side), (ii) The two goal ends/Zip-line, (iii) “Awards for All” Activity Trail, (iv) Net Swing and 2 Springers, (v) Tower Repair, (vi) Insect houses/bird boxes in the “Woodland Walk” in conjunction with the school and local builder, and decide any further action.

i) The Chairman explained that four of the newly planted trees had been vandalised along with some of the animal habitats. The Clerk had been informed about the vandalism by a resident and then located the removed trees and notified the police. The Chairman had managed to replace the trees and logs, and the CCTV footage was not conclusive. The Vice-Chairman was asked to purchase pyracantha bushes to be located where the vine had been removed. The Clerk explained that remaining topping of trees within this area will be completed next week and confirmed that the first half of S106 funding for the planting had been received and the second half will arrive shortly.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Vice-Chairman will ask for quotes for 50 Pyracantha plants (up to a maximum of £250) and advice on planting. The information will be passed to the Clerk for the Council's handyman to action.

Prop. Cllr Bishop

Sec. Cllr Pearson

- ii) The Clerk explained that the Independent Inspection Certificate for the zip-wire is still to arrive but the works are completed, and because the Contractor had confirmed that the Zip-line is safe to use the outstanding S106 payment had been transferred from SDC.

IT WAS RESOLVED: That the above information was noted.

- iii) "The Vice-Chairman received an urgent telephone call from Playscheme to say that the independent assessor of the activity trail under construction on the village green had visited the site. He had informed the team on site that unfortunately, due to current EU Legislation, the chin-up bars situated by Playscheme at one end of the activity trail could not form part of the continuous trail. Playscheme therefore suggested that they could immediately remove the chin-up bars and replace them with a balance beam, and re-site the chin-up bars in the central free area of the u-shaped formation of the activity trail, complete with safety matting to match. With no alternative solution and to save any unnecessary delay to the project the decision was given on behalf of the Parish Council to proceed with no extra costs. This decision was also confirmed by another member of the parish council who went to view the situation".

IT WAS RESOLVED:

- i) That the above information was noted.
 - ii) That the Vice-Chairman's decision be accepted and that she will forward the report to the Clerk for the minutes.
- iv) The Chairman explained that the installation of the Net Swing and 2 springers is now complete and is well used.

IT WAS RESOLVED: That the above information was noted.

- v) The Clerk explained that the OXO Board repair to the Tower is now complete.

IT WAS RESOLVED: That the above information was noted.

- vi) The Chairman explained that 5 bird boxes had been received from Miller Homes and a presentation held between the Primary School, Miller Homes and some parish Councillors and a picture appeared in the Selby Times. A further 4 bird boxes had been received from the Scouts.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Vice Chairman will contact a professional (used by the village school) for erecting the bird boxes at sites suggested by Councillors if appropriate. The Council's handyman can assist her if required.

Prop. Cllr Dowell

Sec. Cllr Lawton

- 140.2 To discuss and decide on quotation(s) received from a Councillor for a large Banner (to advertise the Xmas tree event), and decide any further action. A Councillor confirmed that he may be able to get two banners for @ £80.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Councillor will obtain a firm quote and report back to the April meeting.

- 140.3 To discuss the installation date and signed quotation 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 is waiting for an official signed quotation but the Council agreed the draft quotation for cleaning the playground equipment.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Vice-Chairman will ask Playscheme for an official signed quotation, but in the meantime the Council agreed the draft quotation subject to the signed quotation being received, and an agreed commencement date.
- iii) That the Clerk will ask the Council's handyman to clear away the soil from along the

edge of the fencing that surrounds the playground as soon as possible and to fill in any potholes on the village green using this soil and other available soil, and all to be completed before the playground is cleaned.

140.4 To discuss holding a "Village Green Event", and decide any further action.

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

140.5 To receive a report from the Clerk regarding the current balance of S106 money, and discuss and decide priorities, and decide any further action. The Clerk produced a S106 breakdown and circulated copies to all Councillors and explained what S106 funding was available, what had been used, and what was left. A Councillor suggested having a reformed "Open Spaces Review Group" meeting to advise the Council of the various options of works that could be done.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a reformed "Open Spaces Review Group" (O.S.R.G) meeting be arranged by the Vice-Chairman to advise the Council of the various options of works that could be done.

Prop. Cllr Bishop

Sec. Cllr Pearson

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

IT WAS RESOLVED: That this item be deferred for now as it will form part of the above (O.S.R.G.) review.

140.7 To discuss a suggestion for a "Free Standing Ball Catcher" on the village green to replace the old netball hoop and stand, and decide any further action. The Vice-Chairman provided costs and information on two options: a new ballcatcher (using S106 funding), or to refurbish the existing netball hoop (using Council funds).

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the option to refurbish the existing netball hoop be accepted, and if part funding from CEF is unsuccessful then all of it will be funded out of the Council's budget.

Prop. Cllr Mrs Parkinson

Sec. Cllr Bishop

140.8 To discuss a suggestion for placing wooden picnic benches on the village green, and decide if to purchase any, how many and where to be located, and decide any further action. The Clerk and Vice-Chairman circulated various options and prices for both wooden and plastic picnic tables. Following a short discussion it was decided to purchase 6 flat pack plastic tables from one firm and a wooden wheel chair access table from another firm.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will purchase 6 x plastic flatpac picnic tables (all brown) +fixings from "Realise Futures" – a special offer with free delivery.
- iii) That the Clerk will purchase 1 x wooden special access picnic table from "Playscheme" with free delivery and fixing.
- iv) That the Clerk will ask Selby District Council if S106 funding can be used for the purchase of the picnic tables, otherwise they will have to be funded out of the Council's budget.

140.9 To discuss recently acquired land by the Parish Council adjacent to the village hall compound and the car park, and decide if to fell trees and landscape, and decide any further

action. The Clerk explained that the Council's tree contractor had supplied a quote for felling the conifers, leaving 8 foot stumps (for possible future carving or using as benches), felling the diseased cherry and leaving two piles of chippings at each end of the woodland walk. A further quote for tree trimming other conifers was also included.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Quote for felling the conifers, leaving 8 foot stumps, felling the diseased cherry tree and leaving two piles of chippings at each end of the woodland walk by the Council's tree contractor be accepted.
- iii) That the Clerk will ask for the tree works to be done as soon as possible and before the playground cleaning works are commenced (see Min 16/140.3 above).
- iv) That the Vice-Chairman was asked to investigate the cost of a wood carving feature, similar to that seen at a local school.

Prop. Cllr Dowell

Sec. Cllr Bishop

140.10 To discuss and decide if to give a donation to "Age UK", and decide any further action.

The 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 "Age UK" of the Council's decision.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will inform "Age UK" that the Council will not be making a donation this time.

16/141 To receive items for information:

141.1 To receive information on the Monthly News and "Village Website", and decide any further action. The Chairman explained that the editor is unavailable and that the Clerk/Chairman are collating the April edition. The Chairman went on to say that the website is looking good. The Chairman said that the Clerk had already supplied various items to include in the monthly news (some carried forward from the March issue), and a Councillor asked that the clerk send this information to the editor of the Village Website.

IT WAS RESOLVED: That the above information was noted.

141.2 To receive an update report from the Clerk on Xmas Illuminations following a site meeting with Blanchere Illuminations to produce a survey, digital image and costs for a sample project, and decide any further action. The Clerk explained that he met a representative of "Blanchere Illuminations" in the village to show him where any potential lights could be located. The representative suggested two alternative example pilot schemes: one scheme of 4 lights and a second with 6 lights. The Clerk explained the costs involved for both options for a 3 year period, where the 1st year would have the larger figure due to installation costs with years 2 & 3 being less. The Clerk showed the Councillors a digital image of what a Xmas illumination would look like near the Fox lane junction with Leeds Road and everyone felt that the costs were reasonable and decided to instruct the Clerk to ask for an official quotation for 6 lights and a choice of designs.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will ask "Blanchere Illuminations" for an official quotation for installation and hiring 6 lights to be mounted on street lights along with timers for a 3 year period and a choice of designs to look at and an indication of how long the quote would last.
- iii) That this item be discussed again at a future meeting.

141.3 To receive a report from the Clerk on “Vehicle Activation Signs” (VAS), and decide any further action. The Clerk explained to all Councillors the responses he had received from a member of the public regarding speeding vehicles along Leeds Road, and Area 7 Highways regarding “Vehicle Activation Signs” (VAS). The Chairman explained that the VAS signs were very expensive and were only installed for 18 weeks per year for 4 years and then removed and that Highways had confirmed that due to the lack of accidents in the village their priorities lay elsewhere. The Chairman explained that the “95 Alive” form, for reporting speeding traffic, was still in operation and the Clerk will add a copy to the website. Highways are still monitoring the situation and will report back to the Clerk with their conclusions and possible suggestions.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That no action is required.

[at this point a Councillor left the meeting]

141.4 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.

A brief discussion was held with the Clerk confirming that the Council’s Handyman had:

- repaired the wobbly paving flag near the village hall compound,
- dug over the former vine area on the village green and is now ready for planting,
- worked at the memorial garden.

IT WAS RESOLVED: That the above information was noted.

141.5 To receive a report from the Clerk regarding Selby District Council approval for displaying copies of planning applications at meetings and copying in conjunction with YLCA, and decide any further action. The Clerk explained that he had received a report from “Yorkshire Local Councils Associations” (YLCA) to confirm that Selby District Council has confirmed a blanket permission to all parish and town councils in the district to copy planning applications in accordance with the principles laid out in NALC’s Legal Topic Note 60.

IT WAS RESOLVED: That the above information was noted.

141.6 To receive a report from the Clerk regarding parking on double yellow lines and enforcement, and decide any further action. The Clerk explained and read out a report from the police – who will try and make more visits to look for obstructions, and Harrogate BC who will try and get their wardens to undertake more frequent patrols after half-term to enforce the double yellow lines.

IT WAS RESOLVED: That the above information was noted.

16/142 Planning:

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

142.1.1 Pre-Planning Application Consultation regarding former Hollygarth Old Persons Home – the Clerk explained that the proper planning application is yet to be submitted to SDC and that this prior information has been added to the notice boards, the ‘Monthly News’ and the ‘Village Website’ by the Clerk.

142.1.2 Pre-Planning Application Consultation regarding proposed development of up to 68 dwellings on land at the western end and north of Field Lane – the Clerk explained that the proper planning application is yet to be submitted to SDC and that this prior information has been added to the notice boards, the ‘Monthly News’ and the ‘Village Website’ by the Clerk.

IT WAS RESOLVED: That the above information was noted.

142.2 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: None

16/143 Financial Matters

143.1 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.
S M Peters (March 2017 Salary)	-	780.27	1888
S M Peters (stationery expenses with receipts-Feb/Mar 2017)	0.97	7.72	1889
F Morrison (Litter Picker)(March 2017 Salary)	-	149.60	1890
Fasprint (Monthly News-March 2017)(Invoice #Inv-6607)	-	519.00	1891
HMRC for Qtr 4 (January-March 2017)	-	945.12	1892
Playscheme (cheque made payable to S.J. Danby Ltd) (Inv #4417) for 2 Goal Ends MUGA, Zip Line and matting on Village Green	3,977.60	23,865.60	1893
P Wright (Monthly News refund for joint issue – Dec16/Jan17)	-	15.00	1894
J Milner (Monthly News refund for joint issue – Dec16/Jan17)	-	15.00	1895
T & S Heptonstall (Monthly News refund for joint issue –Dec16/Jan17)	-	15.00	1896
K Hird (Monthly News refund for joint issue – Dec16/Jan17)	-	12.50	1897
I Hyde (Monthly News refund for joint issue – Dec16/Jan17)	-	12.50	1898
N Dowell (Monthly News refund for joint issue – Dec16/Jan17)	-	12.50	1899
Selby District Council (Inv #4061689)(supply and fit litter bin at Leeds Rd – adjacent to bus shelter)	81.83	490.99	1900
Autela Payroll Services (Inv #10367)(Payroll Qtr 4 – Jan, Feb, Mar 2017)(cheque made payable to Autela Group Ltd)	-	30.00	1901
R Deadman (works in 7 areas in village including Beechfield Close, Willow Rise/Almond Close, Oak Drive/Willow Rise, Memorial Gdn, Field lane and Village Green) (Invoice dated 11 March 2017)	-	1,300.00	1902
Playscheme (cheque made payable to S. J. Danby ltd)(Inv #4432) for Trim Trail and matting on Village Green	2,160.60	12,963.60	1903
Playscheme (cheque made payable to S. J. Danby ltd)(Inv #4433) for green board panel Tower Repair	41.04	246.24	1904
Marcus Taperell Tree Surgery (Inv #6825)(Woodland Walk-S. Side) Felling of 20 Ash trees and replanting and staking 10 replacement trees/bushes	280.00	1,680.00	1905
Playscheme (cheque made payable to S. J. Danby ltd)(Inv #4430) for Nest Swing on Village Green	808.83	4,852.98	1906
Playscheme (cheque made payable to S. J. Danby ltd)(Inv #4431) for 2 Springers in Playground	554.42	3,326.52	1907
Groundwork North Yorkshire (Inv #SI/0000006578) contract design management & funding supplied for S106 application for Nest Swing & 2 Springers	92.80	556.80	1908
YLCA (Annual Membership fee 2017-2018)	-	699.00	1909
TOTAL =	£7,998.09	£52,495.94	

143.2 To receive an account status of the current Bank Statement giving a balance of **£87,936.71** as at **06 March 2017**, and having been checked and signed by the Chairman.

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

Prop. Cllr Dowell

Sec. Cllr Pearson

16/144 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 144.1 YLCA Information: - Information previously circulated was noted. A Councillor asked why YLCA was promoting a playground company in its correspondence. The Clerk read out a letter from YLCA that explained that companies paid for the advert after being recommended by parish councils and approached by YLCA to see if they wished to advertise.
- 144.2 Selby District Council Web-Site information - Information previously circulated was noted.
- 144.3 Selby AVS: - Information previously circulated was noted.
- 144.4 7 additional piece of information previously circulated was noted, with no late items.

IT WAS RESOLVED: That the above information was noted.

16/145 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report.

Burial Board: A Councillor confirmed that the Parish Council's response on under 18 charging for burials had been the only one received by the Burial Board and was taken on board in its entirety as quoted in last month's minutes.

An updated Burial Board price list is due out shortly.

Village Hall: Nothing to report.

A Councillor raised a concern about the poor state of the litter bin near the bus stop at the Field lane shops and requested that this be an agenda item at the next meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the poor state of the litter bin near the bus stop at the Field lane shops be an agenda item at the next meeting.

16/146 To receive the Clerk's report

The Clerk explained that:

- The lamp post that stood in the footpath near the entrance to the village hall car park had now been moved back.
- The Parish Council's response to the Burial board had been sent and received.
- He had received the Parish Council's defibrillator and it will be hung on the front of the village hall shortly. The Chairman will handle this and liaise with the 2 Councillors who will be responsible for its maintenance.
- The new waste bin adjacent to the bus shelter at Leeds Road is now complete.
- The new Street Name plate for "Laurel Close" has been ordered from Selby District Council.
- He had been asked and agreed to Selby Town Council's request to be the neighbouring parish contact for their "Emergency Plan".
- The extension of the Leases at the Sports Club are nearly complete and the TWSA will pay the expenses.
- He had completed a questionnaire from Selby District Council to confirm that there are no allotments in Thorpe Willoughby parish.
- He had completed two further Selby District Council questionnaires regarding contact and Councillor information.
- The figure for S137 expenditure limit for financial year 2017/18 had been received and he explained what that meant.
- Invitations had been received from the Village Hall Management Committee for their AGM and these were circulated to all Councillors present.
- The Litter Picker's appraisal / end of the 3 month probation period meeting is to be held later this week.
- North Yorkshire County Council elections are due in May and posters for it had been placed on the notice boards as requested.

- Community Infrastructure levy (CIL) statements from Selby District Council will be posted to all parishes shortly
- Co-opted Councillor information requested by SDC will be completed shortly and it only affects two Councillors, who handed their completed forms to the Clerk to pass on.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman will organise the installation of the Parish Council's defibrillator.
- iii) That the Clerk will forward to SDC the two duly completed Co-Opted Councillor forms as requested.

16/147 To receive agenda items for next meeting

Poor state of litter bin near the Field lane shops (see Min No: 16/145)

16/148 To receive any further comments from the public [for information only; Clerk to note] NONE

16/149 To confirm the date of the next meeting(s) as **MONDAY 10 APRIL 2017**: –

At St Francis Church, Fox Lane, Thorpe Willoughby.

16/150 Close of meeting – the Part I meeting closed at 9.35pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY