

## THORPE WILLOUGHBY PARISH COUNCIL

Clerk/RFO: Mr S M Peters

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Dear Member of the Public

You are invited to attend the Annual Meeting of Thorpe Willoughby Parish Council, to be held on **Monday, 15 May 2017 at 7.00pm** in St Francis Church, Fox Lane, Thorpe Willoughby, Selby, following the Annual Parish Meeting which commences at 6:30pm.

- **Please note: Press and public may not speak when the council is in session.**
- Any parishioner (listener) is entitled to attend this meeting and raise any concerns or questions they may have with the Parish Council.
- **These concerns or questions must be in writing, emailed or telephoned to the Clerk prior to the Meeting, otherwise only accepted at the Chairman's discretion.**
- Listeners' comments will be taken at agenda item **"Public Session"**.
- Comments relating to matters on the agenda will be taken first and the time for this will be restricted.
- Listeners may also speak at the end of the meeting for information only.
- Decisions cannot be made at this meeting on items not on the agenda, except in exceptional circumstances and again at the Chairman's discretion.

(Approved at Min.29(b) of 18/06/12 Mtg.)

## A G E N D A

### PART I

- 17/1 Election of Chairman and Vice-Chairman
- i) Signing of the Chairman's "Acceptance of Office of Chairman" declaration form
  - ii) Signing of the Vice-Chairman's "Acceptance of Office of Vice-Chairman" declaration form
- 17/2 To receive apologies for absence and any declarations of interest
- 17/3 Public Session
- 17/4 To confirm the minutes of the meeting held on 10 April 2017 as a true and correct record.
- 17/5 To receive items for discussion and decide further action where necessary:
- 5.1 To discuss and Review the Council's Assets Register and to be signed by the Chairman/Clerk, and decide any further action.
  - 5.2 To discuss and Review the Council's Policy Documents (both existing and new), and to have them signed as either Reviewed and unchanged or signed and adopted by the Chairman/Clerk, and decide any further action.
  - 5.3 To discuss and Review the Council's Reps List and to be signed by the Chairman/Clerk, and decide any further action.
  - 5.4 To discuss the Gardening Competition 2017 - to decide on the appointment of judge(s), to approve them judging the winners of each category in lieu of no August Parish Council meeting, decide the eligibility criteria, if to have a Monthly News promotion, and who will present the cups and where, and decide any further action.
  - 5.5 To discuss Villager of the Year 2017 – to discuss and decide on procedures to be used, and who will present the shield and where, and to decide any further action.
  - 5.6 To discuss progress on the installation of a 2<sup>nd</sup> MUGA 2 goal ends on the Village Green, and decide any further action.
  - 5.7 To discuss progress on: "Professional Playground Clean", and damaged wet-pour under springer, and decide any further action.
  - 5.8 To discuss progress on the installation of 7 picnic benches (6 plastic and 1 wooden) on the Village Green, and decide any further action.
  - 5.9 To discuss refurbishment of Basket Ball Hoop on Village Green, and decide any further
  - 5.10 To discuss ordering of Big Lottery Fund material for Activity Trail, and decide any further action.

- 5.11 To discuss a "Village Green Event", to decide if to include 'Respect' items, and to discuss progress on insect habitats, and decide any further action.
  - 5.12 To discuss points raised by the "Open Spaces Review Group" for:
    - i) Former Village Hall land purchased by the Parish Council,
    - ii) Community Garden Project,to discuss any quotations received, and decide any further action.
  - 5.13 To discuss further alternative designs and options for Xmas Illuminations, to decide if to accept the existing quotation with/without changes, and decide any further action.
- 17/6 To Receive Items for Information:
- 6.1 To receive any information on the Monthly News/Village Website, and decide any further action.
  - 6.2 To receive update information on speeding traffic through the village from Area 7 Highways, and decide any further action.
  - 6.3 To receive update information on a new litter bin at Field lane, and decide any further action.
  - 6.4 To receive update information on a new street name plate at "laurel Close", and decide any further action.
  - 6.5 To receive update information on a new Parish Council defibrillator, a training event on Thursday 11<sup>th</sup> May 2017, and decide any further action.
  - 6.6 To receive update information on a possible large banner, and decide any further action.
- 17/7 Planning
- 7.1 To receive updates on any existing planning applications/information:
    - 7.1.1 2017/0279/HPA (8/34/188A/PA) proposed single storey lean-to extension to side of property and widening of existing footpath crossing to create two parking spaces at 33 Cedar Close, Thorpe Willoughby – GRANTED.
  - 7.2 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:
    - 7.2.1 NY/2017/0079/FUL - Thorpe Willoughby Primary School, Londesborough Grove, demolish 1 x classroom and erect an extension to provide 3 x classrooms, extension to staff room and install temp classroom (for 1 year) etc – THORPE WILLOUGHBY PARISH COUNCIL HAS NO OBJECTIONS.
- 17/8 Financial Matters
- 8.1 To approve a list of payments made or to be made.
  - 8.2 To receive an account status.
  - 8.3 To discuss the Internal Auditor's Report and approve any suggestions made, and to approve the Annual Return and the Clerk meeting the External Auditor's deadline.
  - 8.4 To approve and appoint a staff member to undertake the work of the Responsible Financial Officer (RFO) for 2017/18 for when the existing RFO is absent (a legal requirement).
- 17/9 To consider the following new correspondence received since the last meeting, and decide action where necessary
- 17/10 To receive representative reports
- 17/11 To receive the Clerk's report
- 17/12 To receive agenda items for next meeting
- 17/13 To receive any further comments from the public [*for information only; Clerk to note*]
- 17/14 To confirm the date of the next meeting as **MONDAY 19 JUNE 2017**
- 17/15 Close of meeting