

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Annual Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 15 May 2017 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: 2 members of the Public were present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

17/1 Election of Chairman and Vice-Chairman

The existing Chairman (Cllr Dowell) read out a letter of resignation. Cllr Bishop on behalf of the Parish Council proposed a vote of thanks to Cllr Dowell for all his hard work over a period of 10 years.

IT WAS RESOLVED UNANIMOUSLY: That a vote of thanks goes to Cllr Dowell for all his hard work as Chairman over a period of 10 years.

Prop. Cllr Bishop

Sec. Cllr Pearson

i) Signing of the Chairman's "Acceptance of Office of Chairman" declaration form:

The Clerk confirmed that no Nominations for Chairman had been received by him prior to the meeting. Nominations were requested and only one was received from Cllr Mrs Parkinson.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That Cllr Mrs Parkinson is elected as Chairman.

Prop. Cllr Lawton

Sec. Cllr Bishop

Cllr Mrs Parkinson then signed the Chairman's "Acceptance of Office of Chairman" declaration form and witnessed by the Clerk.

ii) Signing of the Vice-Chairman's "Acceptance of Office of Vice-Chairman" declaration form:

Nominations were requested for Vice-Chairman and only one was received from Cllr Bishop.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That Cllr Bishop is elected as Vice-Chairman.

Prop. Cllr Lunn

Sec. Cllr Pearson

Cllr Bishop then signed the Vice-Chairman's "Acceptance of Office of Vice-Chairman" declaration form and witnessed by the Clerk.

17/2 To receive apologies for absence and any declarations of interest

One apology was received from: Cllr Mrs Burnell (family commitments) which was accepted, and no Declarations of Interest were given.

17/3 Public Session – A member of the public asked about the following matter:

Playground Cleaning and price for Council using village hall water – the Chairman of the VHMC was asked to send an invoice to the Clerk for the agreed amount for the water used.

17/4 To confirm the minutes of the meeting held on 10 April 2017 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 10 April 2017 were accepted as a true and correct record of the meeting.

Prop. Cllr Lunn

Sec. Cllr Dowell

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. This forms part of the annual reviewing process - the Clerk circulated and explained to all the revised Assets List that was changed to match the criteria of the Council's insurance policy and include recent new/large equipment added to the village green, and that the insurer will need informing. A short discussion followed and the Clerk will amend the Assets list, and following discussions with the Council's insurer report back to the June meeting.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will liaise with the Council's insurer to check that the Council is within the maximum levels set by each of the policy categories, and that the criteria used by the Council is correct.
- iii) That the Clerk will report back to the June meeting with amendments to the Assets List for signing by the Chairman/Clerk.

- 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. This forms part of the annual reviewing process - the Clerk distributed to all a list of Council Policies and confirmed that only one of the policies (No 7-Health & Safety) needed an extra paragraph adding to include reference to "Visitors" under occupiers liability in accordance with Legal Topic Note 42. All other policies were unchanged apart from a few needing the current year adding.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That all of the Policy Documents were correct and only one change was required this time.
- ii) That the Clerk will circulate copies of the revised Policy No 7 to all Councillors.
- iii) That the Chairman/Clerk would sign/date all of the policies at the close of the meeting.

Prop. Cllr Pearson

Sec. Cllr Bishop

[At this point both members of the public left the meeting]

- 5.3 To discuss and Review the Council's Reps List and to be signed by the Chairman/Clerk, and decide any further action. This forms part of the annual reviewing process - A list was circulated by the Clerk to all councillors and the Chairman discussed each item in turn. Most stayed as they were apart from the Chairman being replaced on the Brayton Burial Board by Cllr Bishop.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will update the "Reps List" in accordance with changes suggested and that Cllr Bishop will replace Cllr Mrs Parkinson as one of the two reps for the Brayton Burial Board.
- iii) That the Clerk will report back to the June meeting with an amended Reps List for signing by the Chairman/Clerk.

Prop. Cllr Bishop

Sec. Cllr Mrs Nixon

- 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. A short discussion followed with

the same judges being asked to do it again and the same criteria used.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the two judges from last year will judge the gardens again by going around the village rather than by nominations and that they could decide the winners.
- iii) That because one of the two judges was not at the meeting, if that judge decided not to do it again another Councillor agreed to be first reserve.
- iv) That the same format be used again: Best Hanging Baskets 2017, Best Front Garden 2017, and Best Tubs 2017.
- v) That the Clerk will retrieve the trophies.
- vi) That the judging will be conducted in August.
- vii) That the presentation will be at the October Parish Council meeting.
- viii) That the Clerk will advertise the competition in both the June Monthly News magazine and on the Village Website.

- 5.5 To discuss the 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. A short discussion followed and it was decided to use the same procedure as last year.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the criteria used last year will be used again.
- iii) That the shield will go to a worthy villager for something done for the benefit of the village.
- iv) That the Clerk will retrieve the shield.
- v) That the presentation will be at the October Parish Council meeting.
- vi) That the Clerk will advertise the competition in both the June Monthly News magazine and on the Village Website.

- 5.6 To discuss progress on the installation of a 2nd MUGA 2 goal ends on the Village Green, and decide any further action. The Clerk explained that: SDC had confirmed S106 funding, Groundwork had completed forms for the Parish Council, the 1st half of the S106 funding will be transferred later this week by SDC, and the date of installation will be known shortly.

IT WAS RESOLVED: That the above information was noted.

- 5.7 To discuss progress on: “Professional Playground Clean”, and damaged wet-pour under springer, and decide any further action. The Chairman confirmed that works were completed and the playground is looking good. Some of the paintwork (particularly the yellow) needed repainting. The damaged wet-pour under the springer also looked better.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will ask the Council's handyman for a quotation for repainting parts of the play equipment that had been worn away and that appropriate paint be used.

- 5.8 To discuss progress on the installation of 7 x picnic benches (6 plastic and 1 wooden) on the Village Green, and decide any further action. The Clerk confirmed that all 7 picnic benches had been installed and were already being used and well received. The Chairman explained that a plank had been removed from a ramp on the Zip-Line and that Playscheme will mend it shortly with stronger screws.

IT WAS RESOLVED: That the above information was noted.

- 5.9 To discuss refurbishment of Basket Ball Hoop on Village Green, and decide any further action. The Chairman explained that we are waiting for it to be installed by Playscheme who are having a few technical problems, so they will remove and replace it all in one go for safety reasons.

IT WAS RESOLVED: That the above information was noted and awaiting progress.

- 5.10 To discuss ordering of Big Lottery Fund material for Activity Trail, and decide any further action. The Clerk explained that he had received a free big lottery sign and it was handed over to Cllr Dowell to fix it, but it must go on the Activity Trail”.

IT WAS RESOLVED: That the above information was noted.

- 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. Various options/dates/times were discussed and the Council settled on: Thursday 13 July 2017 at 3:45pm. It was decided that an item about respect will be held in abeyance for now.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the “Village Green Event” will be held on Thursday 13 July 2017 at 3:45pm.
- iii) That Councillors: Pearse and Nixon will co-ordinate the event and the Chairman will send draft wording to them to check and to go into the Monthly News, the Village Website, and the Selby Times.

- 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.

- i) Former Village Hall Land purchased by the Parish Council:

The Chairman ran through a report prepared by the OSRG to acquire Council decisions on various options for this area of land:

- a). The Council is minded to accept “free of charge” the assistance of a local business for the use of a digging machine to clear the site and levelling.
- b). The Council is minded to accept the Council Handyman’s quotation for replacing the flagged footpath with a concrete path, and to store the removed flags in the village hall compound if the village hall agrees.
- c). The Council is minded to use match funding from the District Councillor’s ‘Locality Budget’ (if available).
- d). A quotation for extending the “woodland Walk” footpath was too expensive and an alternative quotation will be sought.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman, following the above choices, will firm up the proposals to be discussed again at the June meeting for a firm decision.

Cllr Bishop

Sec. Cllr Lawton

- ii) Community Garden Project: The Chairman discussed a choice of dates to meet.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman will circulate final meeting dates to OSRG members.

- 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.

The Clerk explained to Councillors that a mix of designs was possible and gave further information. A short discussion followed where further information was requested.

IT WAS RESOLVED:

- i) That the above information was noted.

- ii) That the Clerk will ask “Blanchere Illuminations” to confirm that installation of lights will be before the Council’s 1st December “Xmas Tree Event”.
- iii) That the Clerk will inquire when will be the latest date of installation and the latest payment date for the first year of the 3-year contract.
- iv) That the Clerk will ask for alternative traditional designs to choose from (e.g. Bell, Xmas tree and Xmas pudding or similar).
- iii) That this item be discussed again at the June meeting.

17/6 To receive items for information:

- 6.1 To receive any information on the Monthly News/Village Website, and decide any further action. The Clerk explained that the Sports Club is including an item in the monthly news for a charity event for the benefit of residents. Other items including the village hall, the gardening competition and the Villager of the year competition will also be added.

IT WAS RESOLVED: That the above information was noted.

- 6.2 To receive update information on Speeding Traffic through the village from Area 7 Highways, and decide any further action. The Clerk explained that Highways had sent another response to ask the Council to consider the availability of further painted signs and rumble strips from their funding. A short discussion followed and it was decided that the Clerk will inform Highways that the Parish Council welcomes their offer.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will inform Area 7 Highways that the Council welcomes their offer of providing extra signage and painting of 30mph signs and rumble strips on the western approach to the village on Leeds Road, (similar to that installed recently adjacent to Brayton Barff on the approach to Thorpe Willoughby from Brayton), and to ask when can this be done?
- iii) That the Clerk will also ask Area 7 Highways when they expect the approved double yellow lines are to be painted at Fir Tree Lane.

Prop. Cllr Bishop

Sec. Cllr Pearson

- 6.3 To receive update information on a new litter bin at Field lane, and decide any further action. The Clerk explained that SDC confirmed that they do not do discount for bulk purchase or Installation, and the new bin for Field Lane had been ordered. A short discussion followed regarding the possible purchase of a further bin on the village green near the newly installed wooden picnic bench.

IT WAS RESOLVED:

- i) That the above information was noted and ongoing.
- ii) That the subject of a further litter bin on the village green will be an agenda item at the June meeting where ideas for its location are required and an application form ready.

Prop. Cllr Bishop

Sec. Cllr Pearson

- 6.4 To receive update information on a new street name plate at “Laurel Close”, and decide any further action. The Clerk explained that it has not been replaced yet.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will chase this up.

- 6.5 To receive update information on a new Parish Council defibrillator, a training event on Thursday 11th May 2017, and decide any further action. A short discussion was held and it

was considered that the training event was useful and informative. Attendance Certificates for some were handed out by a Councillor.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a Councillor is to investigate ongoing training.

6.6 To receive update information on a possible large Banner, and decide any further action.
 A Councillor explained that because the material to be used to make a banner by the company he had in mind was wide, 2 banners could be made out of it for the same price. The Chairman will email the Councillor the wording required for the banner.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman will email the Councillor the wording required for the banner for the Xmas Tree Event.
- ii) That the Councillor will acquire a definite quote from this firm and acquire the banners for the price quoted.

Prop. Cllr Bishop

Sec. Cllr Pearson

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

IT WAS RESOLVED: That the above information was noted.

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/HPA – 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.

IT WAS RESOLVED: That the above information was noted.

17/8 Financial Matters

8.1 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 (May 2017 Salary)	-	786.30	1917
F Morrison (Litter Picker)(May 2017 Salary)	-	156.00	1918
S M Peters (stationery expenses with receipts-Apr/May 2017)	1.34	8.05	1919
Fasprint (Monthly News-May 2017)(Invoice #Inv-6751)	-	519.00	1920
R Deadman (planting shrubs, clearing playground boundary, spreading wood chippings, and building & installing Picnic Benches (Invoice Dated 1 April 2017)	-	590.00	1921
N Dowell (N D Electrical) (Electrical works for installation of Defibrillator) (Invoice Dated 25 April 2017)	-	147.60	1922
Internal Audit (Invoice #050217)	-	37.50	1923
AON Insurance Renewal (Jun 2017)(for 2017-18)(Pt of 3yr agreement)(Chq made payable to Aon UK Ltd)	-	1,634.39	1924
ICO Data Protection Renewal (Chq made payable to the Information	-	35.00	1925

downloading and circulating to Councillors, or failing that purchasing hard copies.

17/10 To receive representative reports:

County Councillor/District Councillor: Two District Councillor explained that there is a possibility that the Parish Boundary could be moved back to the bypass if a letter to SDC was sent requesting it?

Rail Users Group: Nothing to report.

Burial Board: Nothing to report.

Village Hall: Nothing to report.

A Councillor explained that the strength of the lighting above the newly installed Defibrillator on the front of the village hall had been questioned.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a Councillor will investigate the lighting above the newly installed defibrillator at the village hall and also to find out about possible improvements to the CCTV system and report back.
- iii) That the Clerk will send an official letter to SDC to ask for a change in the parish boundary to have it moved back to the Bypass.

Prop. Cllr Lunn

Sec. Cllr Pearson

[At this point Cllr Bishop left the meeting]

17/11 To receive the Clerk's report

The Clerk explained that:

- 1/. He had received several items by telephone and Village Website- all had been resolved.
- 2/. Children were placing branches, twigs, and stones on the grass area between Willow Rise and Oak Drive (where shrubs had been removed) and would impede maintenance of it. A Councillor confirmed that she is keeping an eye on this area and has already removed stones and branches. This will be monitored.
- 3/. He had received confirmation from Selby Town Council that they have decided not to provide a bus service this year (Xscape Bus 2017) as it is too expensive and that other activities are now available in town (e.g. Summit).
- 4/. He had repaired the damaged Union Flag.
- 5/. At the request of SDC, he had pinned up election notices on the notice boards.

IT WAS RESOLVED: That the above information was noted.

17/12 To receive agenda items for next meeting

Apart from any already identified during the meeting no further items were requested.

17/13 To receive any further comments from the public [for information only; Clerk to note] NONE.

17/14 To confirm the date of the next meeting as **MONDAY 19 JUNE 2017**

Cllr Lunn gave his apologies for this meeting in advance (conflicting engagement).

17/15 Close of meeting – the Part I meeting closed at 9.30pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY