

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 19 June 2017 at St Francis Church, Thorpe Willoughby, Selby.

**In attendance:** 5 members of the Public were present  
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

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

Three apologies were received from: Cllr Lunn (conflicting engagement), Cllr Miss Smith (conflicting engagement), and Cllr Lawton (conflicting engagement) which were all accepted, and one Declaration of Interest was given by Cllr Pearson for Min Nos 17/22.2.3, 17/22.2.4 and 17/22.2.5 – Planning.

17/18 Public Session – A speaker for a group of objectors to planning applications relating to houses being built on Field lane, explained that the group would like support from Parish Councillors in speaking at Selby District Council planning committee meetings. The speaker also confirmed that the Outline Planning application at Field Lane for an indicative figure of 108 houses had been refused. Another member of the group gave various reasons why it should be refused.

Another member of the group expressed alarm over traffic using Fox lane especially lorries from the building sites in Thorpe Willoughby and Brayton.

A District Councillor (who had attended the planning meeting) explained about the background of this application and how the decision had been reached. He finished by saying that an appeal could be lodged.

The Chairman confirmed that the Parish Council would consider the points raised by members of the public at the next Council meeting in July where hopefully both District/County Councillors will be in attendance.

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

17/19 To confirm the minutes of the meeting held on 15 May 2017 as a true and correct record.

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the 15 May 2017 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Pearson

17/20 To receive items for discussion and decide further action where necessary:

20.1 To discuss and approve the Council's Assets Register and to be signed by the Chairman/Clerk, and decide any further action. The Clerk circulated an amended Assets list to all Councillors, followed by a short discussion.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the amended Assets List was approved and signed by the Chairman/Clerk.

Prop. Cllr Dowell

Sec. Cllr Mrs Nixon

20.2 To discuss and approve the Council's Reps List, and to be signed by the Chairman/Clerk, and decide any further action. The Clerk circulated an amended Reps List to all Councillors, followed by a short discussion.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the updated "Reps List" was approved and signed by the Chairman/Clerk.

Prop. Cllr Dowell

Sec. Cllr Mrs Nixon

20.3 To discuss points raised by the “Open Spaces Review Group” for: i) Community Garden Project, and ii) Parish Council land adjacent to 20 Londesborough Grove, to discuss any quotations received, and decide any further action.

i) Community Garden Project: The Chairman discussed the findings and recommendations from the Open Spaces Review Group meetings.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the OSRG meeting to be held on 4 July 2017 will report back to the July Parish Council Meeting.
- iii) That the Clerk will chase up a quotation for seating.

ii) Parish Council Land adjacent to 20 Londesborough Grove: The Chairman read out: two quotations from the Council’s Handyman, an offer of outside assistance and another quote for birds-mouth fencing

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the two Quotes from the Council’s handyman for digging works and relaying the footpath were accepted.
- iii) To accept the “free of charge” assistance of a local business for the use of a digging machine to clear the site and levelling during the summer holidays.
- iv) That the quote for birds-mouth fencing to be located along the southern edge of the village hall car park and along the western side of the new Parish Council land be accepted, and if it cannot be funded from a District Councillor’s ‘Locality Budget’, it would be funded out of the Council’s budget.
- v) That the Clerk will complete a form to apply for birds-mouth fencing from the locality budget.
- vi) That the Clerk will ask the VHMC about options for responsibility for the footpath adjacent to the village hall compound where ownership is partly Parish Council and then becomes village hall.

Prop. Cllr Mrs Parkinson

Sec. Cllr Dowell

The Clerk confirmed that he had asked Selby District Council to clean the public right of way between Meadow Drive and Leeds Road. The Chairman explained that the NYCC Public Footpaths Officer is interested in improving this Public Right of Way and will contact again in due course.

A complaint had been received from a resident regarding Parish Council land near Oak Drive. It was decided that a draft letter of response would be sent by the Clerk.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will send a letter of response to the person making a complaint.

Prop. Cllr Mrs Parkinson

Sec. Cllr Mrs Pearse

A further 2 quotations from the Council’s handyman were considered for Tree trimming/tidying on the village green, and spraying nettles in the woodland walk.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That both quotations from the Council’s handyman for Tree trimming/tidying on the village green, and spraying nettles in the woodland walk were accepted.

Prop. Cllr Pearson

Sec. Cllr Mrs Parkinson

The state of the hedges at either side of Leeds Road was raised and although already programmed for works to be done it was decided to bring this forward for safety reasons.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask the Council's handyman to cut the hedges at either side of Leeds Road (near the village green) as soon as possible for safety reasons.

Prop. Cllr Mrs Nixon

Sec. Cllr Mrs Pearse

The idea of appealing for help for gardening around the village was raised.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will add an item to the Monthly News magazine and to the website to appeal for Gardening help for the village green and other open spaces in the village and to add a poster to the post office window and notice boards.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

- 20.4 To discuss further alternative designs and options for Xmas Illuminations, to decide if to proceed with/without changes, and decide any further action.

The Clerk explained to Councillors who was responsible for insurance at various stages of installation and use, and a selection of designs were considered. If approved the Clerk will need to have the lights added to the Council's insurance.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will ask "Blanchere Illuminations" for a revised Quotation for 6 x lights and to use the designs as follows: 2 x Xmas Tree Lights (Ref: B600-35), 2 x Gift Box & Stars (Ref: B600-28), 1 x Stars (Ref: B600-33), and 1 x Holly (Ref: B600-31).
- iii) That the revised quotation will be discussed and decided upon at the July meeting.

- 20.5 To discuss a quotation for repainting playground equipment, and decide any further action.  
A further quotation from the Council's handyman was considered for painting worn paintwork on play equipment inside the playground and the village green swing.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the quotation from the Council's handyman for painting worn paintwork on play equipment inside the playground and the village green swing was accepted.

Prop. Cllr Pearson

Sec. Cllr Mrs Parkinson

- 20.6 To discuss the location and purchasing of a litter bin for the village green near the playground/car park, and decide any further action.

The Clerk showed a partly completed form for the purchase of a litter bin on the village green near the newly installed wooden picnic bench.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will proceed to apply for a further litter bin at the agreed location on the village green.

Prop. Cllr Mrs Parkinson

Sec. Cllr Dowell

- 20.7 To discuss the adoption of the Linden Way Play Area, and decide any further action.  
SDC are currently completing the paperwork and have said that although a large sum will come to the Parish Council after adoption, the Council will have to pay Land Registration

fees.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk is asked to contact SDC to see if they will pay the Registration fees as part of their adoption process seeing that the Council has had to wait so long for this to move forward whilst receiving complaints about the condition of this area.

17/21 To receive items for information:

21.1 To receive any information on the Monthly News/Village Website, and decide any further action. Various items were put forward to be added to both the monthly news and the website including:

- Community messaging link
- Help for gardening of village green and other open spaces
- That the text be larger than in the June edition with less spaces.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That there will be an agenda item for the July 2017 meeting to consider moving Parish Council meeting dates from the 3<sup>rd</sup> Monday of the month to the 2<sup>nd</sup> Tuesday of the month, and to set up a group to review the Monthly News.

21.2 To receive update information on the Gardening Competition 2017 and Villager of the Year Competition 2017, and decide any further action.

**IT WAS RESOLVED:** That this is ongoing and the Clerk will continue to retrieve the trophies.

21.3 To receive update information on the installation of a 2<sup>nd</sup> MUGA 2 goal ends on the Village Green, and decide any further action. The Chairman explained that this is ongoing and installation is programmed for week commencing 10 July 2017.

**IT WAS RESOLVED:** That the above information was noted.

21.4 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 informed him that they will be designing a scheme to slow speeding traffic along Leeds Road but may take up to 4 months before the scheme is implemented. A short discussion followed regarding traffic problems in the village particularly by large lorries.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That a District Councillor will see if there is a transport plan to regulate the movement of lorries to and from the ongoing large sites in the village and from Brayton.

21.5 To receive update information on the refurbishment of Basket Ball Hoop on Village Green, and decide any further action. The Chairman explained that Playscheme will remove and replace it when they overcome some technical difficulties.

**IT WAS RESOLVED:** That the above information was noted and progress is ongoing.

21.6 To receive update information on the "Village Green Event", and decide any further action. The event will be on Thursday 13 July 2017 at 3:45pm, and two Councillors circulated a list of areas to address. They confirmed that the press will be invited, and permission to take photos will be acquired for any children involved, and that refreshments are organised along with a ribbon for the trim trail. The Clerk gave them the free lottery banner and balloon that he had acquired.

**IT WAS RESOLVED:**

- i) That the above information was noted and matters are in-hand.
- ii) That the Clerk will add this event to the Monthly News, the website, and include it in the Selby Times.

21.7 To receive update information on a possible large Banner, and decide any further action.  
The Vice-Chairman confirmed that the matter is in-hand.

**IT WAS RESOLVED:** That the above information was noted.

21.8 To receive an update report from a Councillor on possible CCTV improvements, and decide any further action. A Councillor explained that works are required to the CCTV at the village hall to separate viewings of the car park from views across the village green.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Councillor be authorised to make the necessary adjustments to the CCTV system to allow viewing of both the car park and across the village green independently and upgrade the downloading process.

21.9 To receive feedback information on the formal request by the Parish Council for the parish boundary to be moved back to the By-Pass, and decide any further action. No reply had been received by the Clerk from the formal request.

**IT WAS RESOLVED:** That a District Councillor will make inquiries with SDC to see if any progress has been made.

21.10 To receive feedback information on waiting restrictions at Fir Tree Lane, and decide any further action. A District Councillor confirmed that the works have now been completed.

**IT WAS RESOLVED:** That the above information was noted.

21.11 To receive information on repairs to a damaged piece of gym equipment and damaged Basket Swing on the village green, and decide any further action. The Clerk explained that Streetscape will repair the damaged piece of gym equipment and Playscheme will be fixing the damaged Basket swing.

**IT WAS RESOLVED:** That the above information was noted.

17/22 Planning:

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

- 22.1.1 2017/0279/HPA (8/34/188A/PA) Extension at 33 Cedar Close, Thorpe Willoughby – PERMITTED
- 22.1.2 2017/0308/HRN (8/34/412/PA) House extension notification for rear extension at 33 Orchard Way, Thorpe Willoughby – PRIOR NOTIFICATION REFUSED
- 22.1.3 2017/0396/HPA (8/34/413A/PA) Proposed new detached garage at Endfield House, Fir Tree Lane, Thorpe Willoughby – GRANTED

**IT WAS RESOLVED:** That the above information was noted.

22.2 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:

- 22.2.1 2017/0413/HPA (8/34/197B/PA) Section 73 application for the variation of Condition 4 (plans) of approval 2016/1420/HPA for 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 – THORPE WILLOUGHBY PARISH COUNCIL HAS NO OBJECTIONS.
- 22.2.2 2017/0396/HPA (8/34/413A/PA) Proposed new-build single storey garage at Endfield House, Fir Tree Lane, Thorpe Willoughby – THORPE WILLOUGHBY

PARISH COUNCIL HAS NO OBJECTIONS.

- 22.2.3 2017/0478/HPA (8/34/413B/PA) Proposed demolition of existing garage and erection of 2-storey side and rear extension, new landscaping, site access modification, alteration to existing dormer windows and insertion of additional dormers in front and rear elevation and internal alterations at Endfield House, Fir Tree Lane, Thorpe Willoughby.

**IT WAS RESOLVED BY A MAJORITY:**

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

Prop. Cllr Mrs Parkinson                      Sec. Cllr Dowell

- 22.2.4 2017/0577/OUTM (8/34/415/PA) Proposed outline application for Residential Development for up to 68 dwellings with all matters reserved – land adjacent to Pig Breeding Centre, Field Lane, Thorpe Willoughby.

**IT WAS RESOLVED BY A MAJORITY:**

- i) That the above information was noted.
- ii) That the Parish Council has no objections, but are concerned over the cumulative effect of traffic levels using Field Lane generated from this proposal.

Prop. Cllr Bishop                                  Sec. Cllr Mrs Nixon

- 22.2.5 2017/0529/HPA (8/34/414/PA) Proposed new ground floor extension to rear of existing property and new 1<sup>st</sup> floor extension over existing reconstructed garage and 2<sup>nd</sup> storey extension at Mill House Cottage, 2B The Fir Trees, Thorpe Willoughby.

**IT WAS RESOLVED BY A MAJORITY:**

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

Prop. Cllr Dowell                                  Sec. Cllr Mrs Pearse

Representation of Parish Councillors at SDC Planning Meetings:

A short discussion was held to consider the presentation given by members of the public under “Public Session” (Min 17/18) and the representation of Councillors at SDC Planning meetings.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the two District/County Councillors will monitor to see if/when any appeal is lodged for the recently refused planning application for residential development (for around 108 dwellings) on land adjacent to and to the south of Field lane, Thorpe Willoughby.
- iii) That the representation of Parish Councillor(s) at SDC Planning meetings will be reviewed at the July Parish Council meeting.

17/23 Financial Matters

- 23.1 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.

AON UK Ltd (policy premium increase)(2017-2018)	-	296.82	1931
NYCC (2016-17 street lighting maintenance costs)(Inv # 230000942)	12.55	75.31	1932
S M Peters (June 2017 Salary)	-	786.50	1933
F Morrison (Litter Picker)(June 2017 Salary)	-	156.00	1934
S M Peters (stationery expenses with receipts-May/June 2017)	32.35	203.93	1935
Fasprint (Monthly News-June 2017)(Invoice #Inv-6842)	-	519.00	1936
HMRC for Qtr 1 (April-June 2017)	-	938.57	1937
Marcus Taperell Tree Surgery (Inv #6873)(Felling a row of Conifers)	120.00	720.00	1938
Brayton & District Joint Burial Authority (Precept 2017/2018)	-	1,720.61	1939
Autela Group Ltd (Invoice # 11073)(Payroll 2017/18 Qtr 1 and Auto-enrolment Pension Setup)	-	78.80	1940
<b>TOTAL =</b>	<b>£164.90</b>	<b>£5,495.54</b>	

23.2 To receive an account status of the current Bank Statement giving a balance of **£73,796.54** as at **06 June 2017** which includes a VAT refund and 1<sup>st</sup> half of S106 payment from SDC for 2<sup>nd</sup> MUGA football goal ends, and having been checked and signed by the Chairman.

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

Prop. Cllr Mrs Pearse

Sec. Cllr Pearson

17/24 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 24.1 YLCA Information: - Information previously circulated was noted. A Councillor who attended the Selby Branch Annual meeting on 14 June 2017 reported that the Chairman & Vice-Chairman were re-elected, that most parishes were concerned over dog faeces and large development sites, and that Cawood bridge will closed in the summer holidays.
- 24.2 Selby District Council Web-Site information - Information previously circulated was noted. Only one Councillor put her name forward to attend a training session on 24 July 2017 at Selby District Council. New Community Messaging was discussed.
- 24.3 Selby AVS: - Information previously circulated was noted.
- 24.4 3 additional piece of information previously circulated was noted, with no late items.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Council's representative on the Selby Branch meeting agreed to attend the next meeting in October.
- iii) That one Councillor will attend a training session on 24 July 2017 at SDC.
- iv) That the Clerk will add: 'New Community Messaging' to the Monthly News, village website, notice boards and inform other groups for their information.

17/25 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report.

Burial Board: Nothing to report.

Village Hall: Nothing to report.

A Councillor asked if a Poor Fund meeting had been held recently?

The Chairman explained that she had contacted Selby District Council about the poor bin collection on the village green.

Remaining Councillors had nothing further to report.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the District Councillor will organise a meeting of the Poor Fund.

17/26 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/. He had repaired the union flag again, and lowered it twice for the two recent atrocities.
- 3/. He had circulated the Good Councillors Guide 2017 to all Councillors.
- 4/. The Parish Councillor list and Meeting dates list have both been amended.
- 5/. The Laurel Close street name plate has still not been replaced.
- 6/. North Yorkshire & York Forum (NYFF) has merged with Rural Action Yorkshire (RAY) to become "Community First Yorkshire" and the Clerk has agreed to remain on the contact database following the merger.
- 7/. The Urban Grass cutting Payment for 2017/18 of £382.17 is due to be paid to the Council by NYCC for the Parish undertaking urban highways grass cutting.
- 8/. Northern Powergrid will be paying the Council £238.20 back payments owed to the Council for "Wayleaves & Rent" for a few years unpaid, following an investigation by the Clerk.
- 9/. He had received a renewal confirmation for Data Protection Registration and certificate.
- 10/. The broken bus timetable cases had been reported to NYCC by two Councillors.
- 11/. He had notified SDC to sweep the Public Right of way path between meadow Drive and Leeds Road.
- 12/. The Sports Club's request to place a banner for the 'Kid's fun day' on the fence near the entrance to the village hall car park had been agreed by the Clerk/Chairman.
- 13/. He had received a 'Certificate of Employers' Liability Insurance for 2017-2018' for the Council.
- 14/. He had sent the updated Chairman's contact details to YLCA as requested.

**IT WAS RESOLVED:** That the above information was noted.

17/27 To receive agenda items for next meeting

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

17/28 To receive any further comments from the public [for information only; Clerk to note] NONE.

17/29 To confirm the date of the next meeting as **MONDAY 17 JULY 2017:** -  
At St Francis Church, Fox Lane, Thorpe Willoughby.

17/30 Close of meeting – the Part I meeting closed at 9.42pm.

**PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY**