

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 17 July 2017 at St Francis Church, Thorpe Willoughby, Selby.

**In attendance:** 13 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, Pearson, Lawton, Smith and Lunn.

17/32 To receive apologies for absence and any declarations of interest  
There were no apologies received, and no Declarations of Interest were given.

17/33 Public Session

- i) A group of residents living close to the village green complained of noise and potential privacy issues concerning the installation of play equipment on the village green, with particular reference to the latest construction, and the southern woodland walk. They were asked to submit a detailed letter of their complaints and this will be considered by the Parish Council at a future meeting.  
[this is agenda item 17/36.2 later in the meeting]
- ii) A group of objectors to the Outline planning application for approximately 108 dwellings to be built on the southern side of Field lane, asked for an update following their previous attendance. It was confirmed to them that Selby District Council's (SDC) planning committee had REFUSED the application and the Clerk produced a copy of the Notice of Decision (NOD). The Parish Council is currently waiting to see if an appeal is lodged by the developer with the Department of Environment (DOE) (who will conduct this process and not SDC), and this could take up to 6 months. The Council will continue to monitor the situation and if an appeal is made will consider at that time if attending the SDC Planning meeting is appropriate.  
[this is agenda item 17/35.1 later in the meeting]
- iii) Two representatives of the Sports Club sought advice on the possibility of further land being acquired due to the success of the club's activities. They were informed that unfortunately the Parish Council did not have further land to lease and were advised to approach local land owners for help, and to keep the Parish Council informed.
- iv) A member of the public again raised his concerns regarding potentially dangerous parking of vehicles in the Dane Avenue/Willow Rise areas. He was advised to contact the police if any vehicle was causing an obstruction and that a notice would be placed in the Monthly News.  
[at this point all but one member of the public left the meeting]
- v) The Council's handyman confirmed that he is hoping to commence painting work in the playground this Wednesday 19 July 2017 (weather permitting), and the Clerk was asked to prepare a notice to that effect in readiness.  
[at this point the final member of the public left the meeting]

17/34 To confirm the minutes of the meeting held on 19 June 2017 as a true and correct record.

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the 19 June 2017 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Pearson

17/35 To receive items for discussion and decide further action where necessary:

35.1 To discuss the representation of Parish Councillors at Selby District Council Planning committee meetings, to discuss comments by an action group, and decide any further action.

[this was discussed earlier by residents under 'Public Session']

The Chairman explained that the Parish Council is already well represented at SDC' planning committee meetings (often by 2 District Councillors), and that further representation by Parish Councillors would only occur if thought necessary. The Clerk explained that the

application that the action group were opposed to had now been REFUSED and could take up to 6 months for the applicant to lodge an appeal with the Department of Environment if the applicant decides to do so.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Council will wait to see if an appeal is lodged before deciding what action to take.

35.2 To discuss future S106 contributions, to decide if it should be used for either new or enhancements to existing areas, and decide any further action. A short discussion followed.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Parish Council would like future S106 funding be used for "Enhancement" of existing ROS areas rather than finding new areas.

Prop. Cllr Dowell

Sec. Cllr Lawton

35.3 To discuss the OSRG meeting held on 4 July 2017, and any quotations received including seating for the "Community Garden Project", and decide any further action.

The Chairman discussed the findings and recommendations from the Open Spaces Review Group meeting held on 4 July 2017 and the quotes received:

- i) The provision of a circular Community Garden area was discussed first: The Chairman read out the Quotations received.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the provision of a pattern imprinted concrete circle and refurbishment of the paved pathway was approved and that the quotation by "Yorkshire Direct Services" had been successful and will be advertised on the notice boards, the website and shops, and that the Clerk will apply for S106 funding.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

- ii) The provision of 4 x wooden/metal seats at the Community Garden: The Clerk read out the quotations received.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the provision of 4 x wooden/metal seats to be located around the edge of the concrete circle was approved and that the quotation by "Broxap" had been successful and will be advertised on the notice boards, the website and shops, and that the Clerk will apply for S106 funding.

Prop. Cllr Dowell

Sec. Cllr Bishop

- iii) The provision of birds-mouth fencing close to the Community Garden and adjacent to Fox lane & Londesborough Grove: The Chairman read out the quotation received.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the provision of birds-mouth fencing along the edge of the village green adjacent to Fox lane/Londesborough Grove was approved and that the quotation by DS Fencing Services had been successful and will be advertised on the notice boards, the website and shops, and that the Clerk will move this forward straight away and apply for S106 funding.

Prop. Cllr Mrs Pearse

Sec. Cllr Pearson

Further discussion followed regarding: Sleepers/planters & Memorial Stones for the Community Garden.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the provision of Sleepers/Planters & Memorial Stones for the Community Garden be deferred until Spring 2018.

35.4 To discuss a revised quotation for Xmas Illuminations from “Blanchere Illuminations”, to decide if to proceed, and decide any further action.

The Clerk explained to Councillors that a revised quotation had now been received and included their previously agreed changes and types of lights.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will inform “Blanchere Illuminations” that the Parish Council accepts the revised Quotation for 6 x lights and agreed designs, and that this can now be set in motion.

Prop. Cllr Mrs Parkinson

Sec. Cllr Bishop

35.5 To discuss a request made to SDC to waver the land registration fee for the Linden Way ROS area when adopted, and decide any further action. The Clerk explained that SDC had confirmed that the Parish Council would have to pay for registering the land with the Land Registry once adopted, but the Council would receive a one-off payment towards maintenance.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask SDC to register the land with the Land Registry on adoption for the Parish Council and that the Council will cover the cost.

35.6 To discuss and decide if to move 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 decide any further action. A short discussion followed where Councillors preferred to keep Monday meetings, but agreed to bring meetings forward a week subject to church availability.

**IT WAS RESOLVED BY A MAJORITY:**

- i) That the above information was noted.
- ii) That Parish Council meeting dates be moved from the 3<sup>rd</sup> Monday of the month to the 2<sup>nd</sup> Monday of the month, commencing with the September meeting, subject to church availability.

Prop. Cllr Mrs Parkinson

Sec. Cllr Bishop

35.7 To discuss and decide if to set up a group to review the Parish Council’s ‘Monthly News’ parish magazine, and decide any further action. A brief discussion was held and names were collected for a group to meet.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That a review group (consisting of Cllrs Lunn, Smith, Parkinson, Dowell, along with the Clerk and editor of the ‘Monthly News’), will organise a meeting to review the parish magazine and report back to a future Council meeting.

35.8 To discuss the condition of village footpaths, what action/repairs can be taken, and decide any further action. The Chairman raised the poor condition of some of the village footpaths. The Clerk explained that footpaths were the responsibility of NYCC highways.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That all Councillors will report back to the September meeting with a list of footpaths that are poor and in need of repair.

35.9 To discuss the planning permission for the village flagpole and flag that is due to expire shortly, and to decide if to authorise the Clerk to re-apply for planning permission, and decide any further action. The Clerk explained that the existing temporary permission is due to expire shortly and needed renewing.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk is authorised to seek a renewal of planning permission from SDC for the Flagpole and flag and to try for a permanent permission.

Prop. Cllr Mrs Parkinson

Sec. Cllr Mrs Pearse

17/36 To receive items for information:

36.1 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 Council's website.

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

36.2 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.

[this was discussed earlier by residents under 'Public Session']

The Chairman explained that works had commenced but had not yet been completed, and in view of the concerns raised by residents works had been halted to allow discussions to be held, to seek further advice, and to receive a formal letter of objection from the residents.

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

36.3 To receive update information on the "Village Green Event", and decide any further action.

The event held on Thursday 13 July 2017 at 3:45pm had been an excellent day with many attending. Pictures were taken by the press of the Chairman and two 6yr children from the primary school, whose names had been picked out of a hat to cut a ribbon and will feature in a future edition of the Selby Times.

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

36.4 To receive update information on a request for funding Birds-Mouth fencing near to the village hall from a District Councillor, and decide any further action.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the funding request from the County Councillor is in hand.

36.5 To receive update information on two large banners, and decide any further action.

The Councillors discussed the choice of two examples of the banner provided by the Vice-Chairman and chose 2 copies of the banner with a red background.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Vice-Chairman will purchase 2 copies of the banner with the red background as displayed.

Prop. Cllr Mrs Pearse

Sec. Cllr Lawton

36.6 To receive update information on proposed works by NYCC to the footpath link between

Meadow Drive/North View, and decide any further action. The Chairman explained that NYCC highways had provided 3 options for works by them on the footpath at varying degrees of expense. The Parish Council is now waiting to hear from NYCC to see which option they will decide to use.

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

17/37 Planning:

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

37.1.1 2017/0413/HPA (8/34/197B/PA) Section 73 Application for the variation of condition No 4 (Plans) of approval 2016/1420/HPA for proposed erection of a front porch, a two storey side extension with garage and a single storey rear extension at 4 Almond Close, Thorpe Willoughby – GRANTED

37.1.2 2017/0478/HPA (8/34/413B/PA) Demolition of existing garage and erection of 2-storey side & rear extension, new landscaping, site access modifications, 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 – GRANTED

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

37.2 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

17/38 Financial Matters

38.1 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 (July 2017 Salary)	-	786.30	1941
F Morrison (Litter Picker)(July 2017 Salary)	-	156.00	1942
S M Peters (stationery expenses with receipts-June/July 2017)	13.72	85.59	1943
Fasprint (Monthly News-July 2017)(Invoice #Inv-6910)	-	519.00	1944
Streetscape (Invoice #4306)(repair to gym equipment)	25.40	152.40	1945
<b>TOTAL =</b>	<b>£39.12</b>	<b>£1,699.29</b>	

38.2 To receive an account status of the current Bank Statement giving a balance of **£69,352.20** as at **06 July 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 Lawton

17/39 To consider the following new correspondence received since the last Meeting and decide action where necessary:

39.1 YLCA Information: - Information previously circulated was noted.

39.2 Selby District Council Web-Site information - Information previously circulated was noted.

39.3 Selby AVS: - Information previously circulated was noted.

39.4 5 additional piece of information previously circulated was noted, with no late items.

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

17/40 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report.

Burial Board: A Councillor explained that the Burial Board precept budget had changed and next year will see a 2% increase. The next meeting will be 23 August 2017.

Village Hall: Nothing to report.

A Councillor explained that the CCTV will be looked at next week and he will report back to the September meeting. The Councillor also discussed the playground being opened and closed during the summer.

A County Councillor mentioned the "Parish Portal" and the Clerk explained that he was having problems accessing it.

A Councillor asked about the public telephone box on Leeds road that is not working.

The Chairman explained that she will send options for several dates during August for the annual OSRG walk around the village, to be reported back to the September meeting.

Remaining Councillors had nothing further to report.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the playground will be left open during the summer holidays.
- iii) That the Clerk will correspond with BT to ask what is happening with the public telephone box on Leeds Road.

17/41 To receive the Clerk's report

The Clerk explained that:

- 1/. The New Litter Bin to be located at the car park end of the village green had been ordered.
- 2/. Villager of the Year/Gardening Competitions 2017 – all of the cups/shields have been retrieved.
- 3/. Domain renewal notice for the old website (to allow transfer to the new website) - was in hand.
- 4/. Apologies had been sent for the YLCA Joint Annual Meeting.
- 5/. The Village Handyman had:
  - Fixed the mesh on the playground gate that was slipping.
  - Cut both hedges on either side of the Leeds Road near the village green.
  - Had treated the problem nettles in the woodland walk (north side).
- 6/. A letter of thanks had been received from the beavers/Cubs/Scouts for their half of the Xmas tree event donation which went towards 2 x new event type gazebo shelters.
- 7/. The broken chain on the Burmah bridge piece of playing equipment on the village green had been Fixed, and that he and Cllr Dowell had reported to Playscheme that the basket swing was broken again and a representative of Playscheme came out and fixed it.
- 8/. Updated Parish Council policies had been added to the village website.
- 9/. Unemptied bins on the village green had been reported to SDC by two Councillors
10. He had received one gardening volunteer from the advert/poster circulated and that a few others had since confirmed their continued interest to Councillors.

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

17/42 To receive agenda items for next meeting

Apart from any already identified during the meeting only deciding the winner of "Villager of the Year 2017" was raised by the Clerk.

17/43 To receive any further comments from the public [for information only; Clerk to note] NONE.

17/44 To confirm the date of the next meeting as MONDAY 18 SEPTEMBER 2017: -  
**Either Monday 11 September or Monday 18 September 2017 – TO BE CONFIRMED** At St Francis Church, Fox Lane, Thorpe Willoughby (**NO AUGUST MEETING**).

17/45 Close of meeting – the Part I meeting closed at 9.07pm.

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