

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 18 September 2017 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: 7 members of the Public were present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

17/49 To receive apologies for absence and any declarations of interest

There were three apologies received from: Cllr Nixon, Cllr Lunn, Cllr Pearson-conflicting engagements (which were all accepted), and two Declarations of Interest were given (Cllrs Dowell & Lawton for Min 17/54.2).

17/50 Public Session

- i) A member of the group of objectors to the recently REFUSED Outline planning application for approximately 108 dwellings to be built on the southern side of Field lane, asked for an update following his previous attendance. It was confirmed to him that the Parish Council had not been informed that any appeal had been lodged with the Department of Environment. The Council will continue to monitor the situation.
- ii) Two residents of Field lane informed the Council that water drains were blocked and causing flooding and although highways had rodded it out it blocked again. They were advised to approach Yorkshire Water for help with this matter, and the Council will keep our County Councillors informed.
- iii) Two 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 informed that their detailed letter of their complaints had been considered by the Parish Council and a response given. The Council concluded that no further action was required apart from the ongoing improvements to the Woodland Walk (south side) to include tree felling and replacements to extend the wood and that various notices would be located around the village green.
- iv) A member of the public raised his concerns regarding potentially dangerous parking of vehicles on verges and corners. He was informed that the Council would place a notice in the October Monthly News in larger print to raise this concern.
[at this point all but one member of the public left the meeting]
- v) The Council's handyman confirmed the works done and works in hand and was asked to clear the 1-metre strip to the rear of the village green playground as he did previously.
[at this point the final member of the public left the meeting]

17/51 To confirm the minutes of the meeting held on 17 July 2017 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 17 July 2017 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Mrs Pearse

17/52 To receive items for discussion and decide further action where necessary:

- 52.1 To discuss the External Auditor's report on the Annual Return for the year ending 31 March 2017, to make any suggested changes and conclude the audit, and decide any further action. The Clerk explained that the Annual Return had been returned from the External Auditor and was in accordance with legislation and required only one minor alteration which had been made (in accordance with advice from the Internal Auditor).

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will place the Statutory Notice and Annual Return on the notice boards

and website, and conclude the audit.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

- 52.2 To discuss and decide the date for the next Budget Review Group meeting (to be prior to the November 2017 Parish Council meeting), and decide any further action. A short discussion followed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will contact attendees and arrange a meeting date.

Prop. Cllr Mrs Parkinson

Sec. Cllr Dowell

- 52.3 To discuss the installation of a 2nd MUGA 2 goal ends on the Village Green, the findings of the extraordinary meeting of the Parish Council on 1 August 2017, to discuss and decide on the further letter of objection from a resident, and decide any further action.

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

The Chairman explained that works had had now been completed including an amendment to remove the basket hoop and matting on the eastern side of the MUGA wall (and reverted back to grass) in view of the concerns raised by residents. Following lengthy discussion at an Extraordinary meeting on 1 August 2017 it was decided that no further changes will be made but the Council will proceed with the ongoing screening and tree works.

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

Prop. Cllr Mrs Burnell

Sec. Cllr Lawton

- 52.4 To discuss proposed notices on the village green, and decide any further action. The Chairman read out and showed everyone the various notices suggested, together with details of the sizes, materials and proposed locations, all of which were unanimously accepted.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Chairman was asked to proceed with ordering the notices as soon as possible.

Prop. Cllr Mrs Parkinson

Sec. Cllr Mrs Pearse

- 52.5 To discuss the compiling of a list of village footpaths that the Parish Council considers are poor and in need of repair, and decide any further action.

IT WAS RESOLVED: To defer to the November meeting.

- 52.6 To discuss setting of dates for a Review Group to look at the Parish Council's 'Monthly News' parish magazine, and decide any further action. A short discussion followed.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will see if 7 November 2017 is a suitable date for Councillors: Lunn, Smith, Parkinson, Dowell, the Clerk and the Monthly News editor, any findings will be reported to the 13 November Parish Council meeting.

- 52.7 To discuss the installation of the "Community Garden", and decide any further action. A short discussion followed with the Clerk explaining that the Contractor for installing the concrete circle is concerned over the weather as he needs at least three days of dry weather either in early October or at the end of October otherwise it may result in it being delayed until spring 2018. The 1st half of the S106 funding has already been received.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will check with Selby District Council to see if any delay in the works will affect the external S106 funding.

52.8 To discuss the provision of 6 x Bollards on both sides of the Village Green, and decide any further action. A short discussion followed regarding the type and location of the bollards, and a self-closing gate was suggested where the footpath along the western side of the village green approaches the Leeds Road for safety reasons. The Vice-Chairman will investigate padlock and codes.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That only 4 x collapsible bollards are needed: two for the Fox Lane access road to the village green and two at the village hall side of the village green.
- ii) That the Clerk will find the cost of purchasing a self-closing gate (similar to the one already added to the Woodland Walk (north side).

Prop. Cllr Bishop

Sec. Cllr Mrs Burnell

52.9 To discuss the findings of the OSRG meetings held in August 2017, to decide if to approve the recommendation(s) with/without amendments, and decide any further action. The Chairman discussed the findings and recommendations from the Open Spaces Review Group meetings held during August 2017 and the Clerk explained about the eligibility of S106 funding.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will arrange a meeting with the Council's tree contractor as requested (and available Councillors) to discuss various works in particular the 2nd phase of tree felling and replacements to the Woodland Walk (south side) and to remove apple trees.
- iii) That the Clerk will consult the Council's solicitor about the possible purchase of a few pieces of Recreation Open Space (ROS) land from Barratt Homes that the Council maintains.
- iv) That the Chairman will prepare a draft letter for the Clerk to use as a basis for consulting property owners adjacent to Parish Council owned ROS areas asking what improvements they would like to see and include a list of possible suggestions to choose from after this list has been sent by the Clerk to SDC to determine what is eligible.

Prop. Cllr Dowell

Sec. Cllr Bishop

52.10 To discuss and decide the winner of the 'Villager of the Year 2017' to authorise the Clerk to complete certificates and get cups/shields engraved, and decide any further action. [one Councillor declared an interest and excluded himself from the discussion and decision] A short discussion followed and the winner was chosen and will be a joint award.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the shield/certificate will be presented later to a joint winner and announced at the November PC meeting.

Prop. Cllr Bishop

Sec. Cllr Mrs Pearse

52.11 To discuss trees felled in the village, to decide if replanting is needed, and decide any further action. A Councillor suggested looking at this at a future OSRG meeting.

IT WAS RESOLVED: That this is deferred and will be looked at and included in a future OSRG meeting.

52.12 To receive progress on clearance works to land adjacent to village hall compound, to confirm arrangements made and additional quote, to receive an update on funding for birds-mouth fencing from a locality budget, and decide any further action. The additional quote for clearance works at this location was discussed and approved. The Clerk explained that the external funding request from the NYCC locality budget for birds-mouth fencing had been approved and paid in full.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the additional quote by Featherstone's be accepted and the Chairman will arrange for a skip to be hired via Lindley's.

Prop. Cllr Bishop

Sec. Cllr Dowell

52.13 To discuss and decide the date for the Xmas tree event on the village green, the purchase of 2 x banners, and decide any further action. A short discussion followed and a Councillor confirmed that the 'Rock Group' will attend the event again and he will send an email.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Vice-Chairman will send an email to the Clerk regarding the two banners.
- iii) That the Xmas tree event was confirmed as Friday 1st December 2017 at 6pm.

17/53 To receive items for information:

53.1 To receive 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, including an item from the Chairman regarding dog fouling and other items already forwarded to the Clerk.

IT WAS RESOLVED: That the above information was noted.

[At this point a Councillor left the meeting]

53.2 To receive update information on Anti-Dog fouling stickers and signs, to distribute those received, and decide any further action. Some of the stickers were given to Councillors to be displayed where they live and the Clerk will fix others elsewhere.

IT WAS RESOLVED: That the above information was noted.

53.3 To receive update information on the felling of a tree near Rowan Close, and decide any further action. Following a request from a resident the tree was removed.

IT WAS RESOLVED: That the above information was noted.

53.4 To receive update information on proposed works by NYCC to the footpath link between Meadow Drive and North View, and decide any further action. The Chairman explained that works will start week commencing 25 September 2017 for a day. The Clerk will place notices on the village notice boards and in other locations.

IT WAS RESOLVED: That the above information was noted.

53.5 To receive information on renewing planning permission for the village flagpole and flag, and decide any further action. The Clerk explained that the planning application had been submitted but had to be amended at the request of SDC from a permanent application to a 5 year temporary one due to being an advert.

IT WAS RESOLVED: That the above information was noted.

- 53.6 To receive information on further defibrillator training, to decide if to add to the budget, and decide any further action. A short discussion followed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the training budget be increased to accommodate annual defibrillator training.

Prop. Cllr Mrs Parkinson

Sec. Cllr Dowell

- 53.7 To receive update information on the damaged basket swing on the village green, and decide any further action. The Clerk explained that the basket swing had been repaired.

IT WAS RESOLVED: That the above information was noted.

- 53.8 To receive update information on a letter sent to the 'Residents Group' regarding planning committee attendance, and decide any further action. The Clerk explained that the letter had been well received by the 'Residents Group' and no further action is required.

IT WAS RESOLVED: That the above information was noted.

- 53.9 To receive update information on CCTV upgrade from a Councillor, and decide any further action. The Councillor explained that works are ongoing and he will report back to the October meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Councillor will provide an update at the October meeting

- 53.10 To receive information on the failure of both level crossings associated with Thorpe Willoughby, and decide any further action. A short discussion took place following the circulation of a resident's email received by the Parish Council.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will write a letter to Nigel Adams MP to include both the circulated email and Councillors concerns regarding the closures and fears of impeding emergency services due to the road chaos and rail breakdown.

- 53.11 To receive update information on 'Community Governance Review', and decide any further action. The Clerk explained that Selby District Council had acknowledged the Council's request to move the parish boundary out to the By-Pass but could take some time to consider.

IT WAS RESOLVED: That the above information was noted.

- 53.12 To receive update information on the village green picnic benches, and decide any further action. The Clerk explained that an additional cost had to be made out of S106 funding for instillation of the picnic benches as it had been omitted previously.

IT WAS RESOLVED: That the above information was noted.

17/54 Planning:

- 54.1 To receive updates on any existing planning applications/information:

- 54.1.1 2017/0529/HPA (8/34/414/PA) Proposed new ground floor extension to rear of existing property and new 1st floor extension over existing reconstructed garage and 2nd storey extension at Mill House Cottage, 2B The Fir Trees, Thorpe Willoughby – GRANTED

IT WAS RESOLVED: That the above information was noted.

54.2 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:

- 54.2.1 2017/0820/FULM (8/34/218A/PA) Proposed demolition of former Care Home and construct 17 residential units and highway improvements to the existing access at Hollygarth, 17 Holly Grove, Thorpe Willoughby.
[Two Councillors declared an interest and excluded themselves from the discussion and decision.]

IT WAS RESOLVED BY A MAJORITY:

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

Prop. Cllr Mrs Pearse

Sec. Cllr Mrs Burnell

17/55 Financial Matters

- 55.1 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.
Playscheme (Chq made payable to S J Danby Ltd)(Inv #4562) for 1 st part of 2 nd MUGA 2 x goals on village green.	1,532.54	9,195.24	1946
Realise Futures (Inv #SINV31210) for 6 x picnic tables & soft ground kit.	218.00	1,307.99	1947
D Powell (Inv #76251) payment for renewal of hosting website domain.	2.50	15.00	1948
R Deadman (hedge cutting either side of Leeds Rd, spraying weeds, tree trimming and playground gate repair)(Invoice dated 1 July 2017)	-	395.00	1949
YLCA (Invoice #268-1718) Councillor training course on 7 August 2017.	-	45.00	1950
YLCA (Invoice #269-1718) Councillor training course on 8 August 2017	-	45.00	1951
Yorkshire Direct Services – deposit for part of “Community Garden” works (concrete circle and footpath).	-	1,305.00	1952
S Parkinson (bollard keys)	-	12.00	1953
S M Peters (August 2017 Salary)	-	786.50	1954
F Morrison (Litter Picker)(August 2017 Salary)	-	156.00	1955
Fasprint (Monthly News-Aug 2017)(Invoice #Inv-7021)	-	519.00	1956
PKF Littlejohn (External Auditor) (Invoice #SB20170137)	80.00	480.00	1957
RSS (I & M Inspection-north)(Inv #052699)(cheque made payable to Hags-Smp Ltd)(July 2017 Inspection)	8.00	48.00	1958
Selby District Council (Inv #4064554)(supply & fit Street Name Plate-Laurel Close)	25.00	150.00	1959
Playcheme (cheque made payable to S J Danby Ltd)(Inv #4590) for 2 nd part of 2 nd MUGA 2 x Goals on village green)	586.53	3,519.18	1960
Marcus Taperell Tree Surgery (Inv #6939) for felling Acacia tree near Rowan Close	30.00	180.00	1961
Selby District Council (for renewal Planning Application for planning permission for Union Flag & Flagpole)	-	55.00	1962
S M Peters (September 2017 Salary)	-	786.30	1963
F Morrison (Litter Picker)(September 2017 Salary)	-	156.00	1964
Fasprint (Monthly News-Sept 2017)(Invoice #Inv-7081)(cheque made payable to: Bibby Factors Leicester Ltd)	-	519.00	1965
S M Peters (stationery expenses with receipts-July/Aug/Sept 2017)	1.51	27.60	1966
HMRC for Qtr 2 (July-Sept 2017)	-	938.77	1967
Autela Group Ltd (Payroll 2017-18 Qtr 2)(Inv #11708)	-	52.80	1968
Groundwork North Yorkshire (Inv #SI0000006612) Picnic Tables	17.37	104.22	1969
Groundwork North Yorkshire (Inv #SI0000006613) MUGA Ends.	111.22	667.32	1970

Selby District Council (Inv #4064688) for supplying and fitting 2 x concrete litter bins at Field Lane and west end of village green	132.72	796.30	1971
Thorpe Willoughby Village Hall Management Committee (Inv #94) for use of water supply for cleaning playground equipment	-	50.00	1972
TOTAL =	£2,745.39	£22,312.22	

55.2 To receive an account status of the current Bank Statement giving a balance of **£60,441.24** as at **06 September 2017**, and having been checked and signed by the Chairman.

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

Prop. Cllr Bishop

Sec. Cllr Dowell

17/56 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 56.1 YLCA Information: - Information previously circulated was noted.
- 56.2 Selby District Council Web-Site information - Information previously circulated was noted.
- 56.3 Selby AVS: - Information previously circulated was noted.
- 56.4 11 additional piece of information previously circulated was noted, with no late items.

IT WAS RESOLVED: That the above information was noted.

17/57 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report.

Burial Board: A Councillor explained that the recent Burial Board meeting was adjourned until 26 September 2017 due to problems accessing the venue.

Village Hall: Chairs are to be replaced in the village hall.

A Councillor explained that CCTV works are ongoing, and the playground will be locked on an evening commencing next week.

The Chairman explained that:

- She had been in contact with the primary school with regard to giving information about the Woodland Walks – on hold until other works are completed.
- The Basket Ball hoop will have to be upgraded in-situ.
- That a resident had raised the issue of house sale boards being place in the highway verge/hedge opposite the entrance to 'Willerby Heights' – this is a highway matter.
- A contact list should be discussed at the Monthly News Review Group meeting.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the playground will now be closed/locked on an evening starting next week.
- iii) That a contact list will be discussed at the Monthly News Review Group meeting, and Councillors are also asked to bring along previously requested parish magazines from other parishes.

[At this point the vice-Chairman left the meeting]

17/58 To receive the Clerk's report

The Clerk explained that:

- 1/. Parish Council meeting dates have now been moved forward 1 week from the 3rd to the 2nd Monday of the month starting with the October 2017 meeting.
- 2/. The Xmas Illuminations were only able to be placed on the Leeds Road lights this year due to them being taller than the others.
- 3/. The Linden Way Play Area Adoption process is progressing.
- 4/. The list of 'Gardening Volunteers' is being compiled and the Clerk will email a copy to the

Chairman.

- 5/. The inventory for Northern Powergrid's unmetered supplies had been completed and returned, and a certificate had been received in return.
- 6/. The 2 x large litter bins had been installed at the Field lane shops and at the western end of the village green (adjacent to the Village Hall car park), and that the replacement Laurel Close street name plate fixed.
- 7/. The overhanging firms/nettles had been cut back by NYCC at the side of Brayton Barff.
- 8/. The redundant BT Payphone at Leeds Rd is scheduled to be removed – but may be some time.
- 9/. Payment from NYCC for Urban Grass Cutting had been received.
- 10/. Various works had been completed by the Council's handyman with others in hand.
- 11/. The renewal of the Council's website domain had been completed.
- 12/. The Parish Council's voting form for the Selby Area Committee had been completed and posted.
- 13/. AON insurance for Parish/Town Councils (including ours) have been taken over by BHIB – with nothing changing until it is renewed in June 2018.
- 14/. The kind offer of help by the Scouts still stands and will be considered when an opportunity arises.
- 15/. Brayton Burial Board cemetery charges are due to increase and he has requested a revised precept figure when available to feed into the Budget Review.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the 6 x Xmas tree lights will only be hung on Leeds Roads lighting columns.

Prop. Cllr Mrs Burnell

Sec. Cllr Dowell

17/59 To receive agenda items for next meeting

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

17/60 To receive any further comments from the public [for information only; Clerk to note] NONE.

17/61 To confirm the date of the next meeting as **MONDAY 9 OCTOBER 2017:** -
At St Francis Church, Fox Lane, Thorpe Willoughby.

17/62 Close of meeting – the Part I meeting closed at 10.00pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY