

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 9 October 2017 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: 4 members of the Public were present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

Present: Cllrs Parkinson (Chairman), Dowell, Lunn, Pearson, Smith and Pearse.

17/64 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllrs Burnell - conflicting engagement, Cllr Nixon - Illness, (which were both accepted), and no Declarations of Interest were given. Cllr Lawton was not in attendance at the meeting (and was accepted).

The Chairman reported receipt of the resignation of Cllr Bishop, with immediate effect.

17/65 Public Session

[“Minute 17/67.1 which was brought forward].

67.1 To discuss and present the winners of the ‘Gardening Competition 2017’, and decide any further action. Mrs Sally Howden was presented with her cup and certificate by the Chairman as winner of the Gardening Competition 2017 – Best Tubs. The winners of the other 2 categories were unable to attend and the Clerk will follow up.

IT WAS RESOLVED:

- i) That the above information is noted.
- ii) That the winners of the Gardening Competition 2017 are as follows:
 - Best Tubs 2017 – Mrs Sally Howden of 3 Maple Close
 - Best Hanging Baskets 2017 – Mrs & Mrs Rudderham of 91 Dane Avenue
 - Best Front Garden 2017 – Mr & Mrs Hirst of Mill House Cottage, 2A The Fir Trees
- iii) That the winner of the Villager of the Year 2017 is to be presented later and announced in November.
- iv) That the winners of the Gardening and Villager of the Year Competitions 2017 are to be included in the November Monthly News parish magazine and on the website.

A member of the public asked if any appeal had been made regarding dwellings on Field lane, and was told that the Parish Council had not been informed of any appeal. The Council will continue to monitor the situation.

Another resident of Fox Lane expressed her concern about parking/traffic problems especially near the shops with the lack of parking bays. A County Councillor explained that the area in front of the shops was private land and had been looked in to previously to no affect and that Fox Lane is busier than normal due to the temporary By-Pass closure.

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

17/66 To confirm the minutes of the meeting held on 18 September 2017 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 18 September 2017 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Ms Smith

17/67 To receive items for discussion and decide further action where necessary:

67.1 To discuss and present the winners of the ‘Gardening Competition 2017’, and decide any further action. This item was brought forward to the Public Session (Min 17/65)

IT WAS RESOLVED: That the above information was noted.

67.2 To discuss the conclusion of the audit for the External Auditor’s report on the Annual Return

for the year ending 31 March 2017, and decide any further action. The Clerk explained that there had been no response to the statutory notice on the village notice boards for the Annual Return, so the External Audit process was now complete.

IT WAS RESOLVED: That the above information was noted.

- 67.3 To discuss a donation request from Selby District Council, (Chairman's Charities for 2017-2018), and decide any further action.

IT WAS RESOLVED UNANIMOUSLY: That the Clerk will contact Selby District Council to say that the Parish Council has decided not to make a donation this time.

- 67.4 To discuss developments on the "Community Garden" project, to discuss and decide on a design for a 4-tier memorial stone, and decide any further action. The Clerk explained that the Contractor has delayed installing the concrete circle due to the weather and may now be in late October/early November or even spring 2018. The seating for the project will be delivered later this year and stored by the Council's handyman.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the design for the 4 –tier memorial stone is accepted.
- iii) That due to the total costs being in excess of £1000 a Councillor will acquire 3 quotations for the memorial stone.
- iv) That the Clerk will check with Selby District Council to confirm that any delay in the works for the concrete circle will not affect the external S106 funding and to confirm S106 funding for the 4-tier memorial stone.

- 67.5 To discuss the provision of Bollards on both sides of the Village Green, and discuss and decide on providing a self-closing gate near the village hall car park, and decide any further action. The Clerk confirmed that he had acquired a quote for a self-closing gate similar to that installed in the Woodland Walk (N.Side) and that it's price had not changed and was under £1000.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Quote for the self-closing gate be accepted and the Clerk will confirm that quote with the contractor after S106 funding has been confirmed with Selby District Council.
- iii) That the Clerk will seek confirmation that the 4 x collapsible bollards required for the access roads at both sides of the village green are suitable for fitting by the "Community Garden" contractor.

- 67.6 To discuss progress on providing notices for the village green, and decide any further action. The Chairman showed everyone the notices purchased to go on the village green and some of the equipment, all to be fixed by the Council's handyman.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Chairman will acquire further notices/stickers as soon as possible for the fenced play area.
- iii) That the Clerk will acquire 32 x anti-climb paint warning stickers to go on the MUGA goal ends.
- iv) That the costs previously notified for the village green notices was accepted and the final invoice given to the Clerk for payment.

- 67.7 To discuss progress on works highlighted by the "Open Spaces Review Group", and decide any further action. The Chairman discussed clarification on a couple of points from the

findings and recommendations from the Open Spaces Review Group meetings held during August 2017.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will make enquiries from a local provider regarding equipment renewables on the village green and will be purchased if under £50. If over £50 the Clerk to report back to the November meeting.
- iii) That the Clerk will send a letter, as requested, to a few properties where the garden boundary hedge is encroaching over a public footpath.
- iv) That the Clerk will use the Chairman's draft letter to consult property owners adjacent to Parish Council owned ROS areas once Selby District Council has confirmed eligibility of the listed items for consideration of S106 funding. Further discussion will be held in due course.

- 67.8 To discuss progress on clearance works on new PC land adjacent to village hall, and decide any further action. The Clerk explained that the birds-mouth fencing works will start on 10th October, and the Chairman explained the changes to the quotes for the two footpaths.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Birds-Mouth fencing works will start on 10th October.
- iii) That the Council's Handyman will provide 3 x quotes: one for seeding the area, and the other two for works to the footpaths (flag removal/relaying and a concrete slope).

- 67.9 To discuss the findings of a meeting with the Council's tree contractor for tree felling & replanting for Phase II works for the "Woodland Walk" (south side), and decide any further action. The previously circulated report was discussed. The use of a leaf-blower was discussed and will be looked into.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the report and findings of the meeting with the Council's tree contractor was accepted and the Clerk will meet or write to the residents as suggested.

Prop. Cllr Dowell

Sec. Cllr Lunn

- 17/68 To receive items for information:

- 68.1 To receive information on the Monthly News/Village Website, and decide any further action. Items were put forward to be added to both the monthly news and the Council's website. The small font size was raised and will be considered at the Review group meeting.

IT WAS RESOLVED: That the above information was noted.

- 68.2 To receive information on the level crossings failure and a letter sent to Nigel Adams MP, and decide any further action. The Clerk confirmed that no response had been received.

IT WAS RESOLVED: That the above information was noted.

- 68.3 To receive update information on the Xmas Illuminations, and decide any further action. The Clerk confirmed that the infrastructure will be installed along Leeds Road shortly, and that the signs themselves will be installed week commencing 27 November 2017 but before the Xmas tree event on the 1 December 2017.

IT WAS RESOLVED: That the above information was noted.

- 68.4 To receive update information on the Xmas tree event, and decide any further action. A short discussion followed and a Councillor confirmed that the 'Rock Choir' is unable to

attend and that music will be organised, and the Chairman will look into singers.

IT WAS RESOLVED:

- i) That the above information was noted
- ii) That this will be an agenda item at the November meeting.

68.5 To receive update information on works by the Council's handyman, and decide any further action. A short discussion followed and works are either in hand or completed.

IT WAS RESOLVED: That the above information was noted.

68.6 To receive update information on Anti-Dog fouling stickers and signs, and decide any further action. No further stickers were asked for.

IT WAS RESOLVED: That the above information was noted.

68.7 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 the works have been completed, and the Council's handyman will weed both sides of the footpath. That the Selby District Council's sweeper will be requested towards year end.

IT WAS RESOLVED: That the above information was noted.

68.8 To receive an October CIL Statement from SDC for information, and decide any further action. The Clerk confirmed that the amount of CIL was NIL.

IT WAS RESOLVED: That the above information was noted.

17/69 Planning:

69.1 To receive updates on any existing planning applications/information: NONE

IT WAS RESOLVED: That the above information was noted.

69.2 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

IT WAS RESOLVED: That the above information was noted.

17/70 Financial Matters

70.1 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 (October 2017 Salary)	-	786.50	1973
F Morrison (Litter Picker)(October 2017 Salary)	-	156.00	1974
Fasprint (Monthly News-Oct 2017)(Invoice #7143cheque made payable to: Bibby Factors Leicester Ltd)	-	519.00	1975
S M Peters (stationery expenses with receipts-Sept/Oct 2017)	23.44	143.88	1976
Featherstone Gardening Services (Inv #1683) (cheque made payable to Mr D Ellis)(clearance works on new PC land adjacent to village hall)	-	500.00	1977
Lindley Crane & Plant Hire Ltd (Inv #36153) (hiring of 2 x skips for clearance works on new PC land adjacent to village hall)	116.00	696.00	1978
S M Peters (Cobblers Last engraving of cups/shields for gardening and villager of the year competitions 2017)	6.00	36.00	1979
TOTAL =	£145.44	£2,837.38	

- 70.2 To receive an account status of the current Bank Statement giving a balance of **£88,912.18** as at **02 October 2017** which includes the second half of the Annual Precept up to 31st March 2018, 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 Pearson

- 17/71 To consider the following new correspondence received since the last Meeting and decide action where necessary:

- 71.1 YLCA Information: - Information previously circulated was noted.
71.2 Selby District Council Web-Site information - Information previously circulated was noted.
71.3 Selby AVS: - Information previously circulated was noted.
71.4 3 additional piece of information previously circulated was noted, with no late items.

IT WAS RESOLVED: That the above information was noted.

- 17/72 To receive representative reports:

County Councillor/District Councillor: A County Councillor discussed Selby District Council's consultation exercise for the 'Pool of Sites' and that it does not affect this village. He also explained that NYCC is looking into using more LED Street lights throughout the district, but that it would not affect the current timings.

Rail Users Group: A County Councillor confirmed that S. Milford station will now charge for parking.

Burial Board: Nothing to report.

Village Hall: The village hall lights are off and works are ongoing to upgrade to LED lights to save energy.

A Councillor reported a street light not working and will report it online.

The Chairman informed everyone that the Vice-Chairman had sent her a letter of resignation due to work commitments and she read out her response to Cllr Bishop, which was accepted.

Damage to play equipment was reported and is being investigated.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That as discussed at the meeting, the present regime for the play area gate will remain until spring 2018.
- iii) That the details for purchasing Xmas tree banners by the former Vice-Chairman will now pass to the Chairman.
- iv) That the purchase of coded padlocks by the former Vice-Chairman will now be done by another Councillor.
- v) That the presentation of the Villager of the Year 2017 by the former Vice-Chairman will now be done by one of three Councillors.
- vi) That the damaged play equipment will be repaired as soon as possible.

- 17/73 To receive the Clerk's report

The Clerk explained that:

- 1/. Anti-Climb Paint was suitable for all surfaces (including wood) and was non-toxic but has to be applied at a minimum height of 2 metres and placed approximately every 2-3 Linear metres apart with appropriate warning stickers (see Min 17/67.6).
- 2/. The Council's solicitor had confirmed that the legal documents for: i) the purchase of land adjacent to the village hall and ii) the variation to the leases at the sports club have now been completed.
- 3/. That Northern Powergrid had paid the council their 'Wayleaves and Rent' annual payment.

IT WAS RESOLVED: That the above information was noted.

- 17/74 To receive agenda items for next meeting

Apart from any already identified during the meeting one item was requested: Councillor's report on CCTV works still to do.

17/75 To receive any further comments from the public [for information only; Clerk to note] NONE.

17/76 To confirm the date of the next meeting as **MONDAY 13 NOVEMBER 2017:** -
At St Francis Church, Fox Lane, Thorpe Willoughby.
Cllrs Lunn and Pearson gave their apologies in advance – conflicting engagements.

17/77 Close of meeting – the Part I meeting closed at 9.18pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY