

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 11 December 2017 at St Francis Church, Thorpe Willoughby, Selby.

**In attendance:** 3 members of the Public were present  
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

**Present:** Cllrs Parkinson (Chairman), Dowell, Burnell, Smith, Nixon, Lunn, Lawton and Pearse.

17/94 To receive apologies for absence and any declarations of interest

There was one apology received from: Cllr Pearson – conflicting engagement, (which was accepted), and no Declarations of Interest were given.

17/95 Public Session

Two members of the public confirmed with the Council that an appeal had now been lodged regarding dwellings on Field Lane. The Clerk and a District Councillor confirmed that although the appeal had been lodged, SDC was still in negotiations with the Inspectorate as to when and where the appeal will be held. Once the date is set, interested parties will be informed and a period given to register their interest if they wish to attend. The Parish Council will continue to monitor the situation.

Another resident expressed his concerns over cavity wall insulation in steel structured dwellings in the village and problems had arisen. Following advice given by Cllr Lunn, prior to the meeting, he was looking into a possible solution. The resident was asked to let the Council know if he finds a solution so that the Council can inform other residents.

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

17/96 To confirm the minutes of the meeting held on 13 November 2017 as a true and correct record.

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the 13 November 2017 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Mrs Pearse

17/97 To receive items for discussion and decide further action where necessary:

97.1 To discuss developments on the “Community Garden” project, to discuss and decide on the design of a double gate feature near the village hall car park, to discuss and decide on a large collapsible bollard for the Fox lane side of the village green, to discuss and decide on the quotes for a 4-tier memorial stone, and decide any further action. A short discussion followed including: i) A large collapsible Bollard, ii) The Clerk confirmed that the Concrete Circle for the “Community Garden” project will now be installed in spring time next year and this will allow time to receive a decision from SDC as to whether the application for a large telecommunications mast on Fox lane will go ahead and have an impact on the “community Garden” project. iii) When a date for works for the approved single self-closing gate is given, a site visit will be arranged to discuss the exact location and to see what additional works are needed, and the design and location of the proposed double gate feature will be discussed at the same time (see min 17/98.3). iv) The decision on quotes for a 4-tier memorial stone is to be deferred to the January 2018 PC meeting so that the 3<sup>rd</sup> quotation can be obtained by a Councillor.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That quotations for 1 x large bollard needed for the Fox Lane side of the Village Green will be acquired by the Clerk and the Council’s handyman.
- iii) This matter is deferred to the January 2018 PC meeting to allow a Councillor to acquire the 3<sup>rd</sup> quote for a 4 –tier memorial stone.

- 97.2 To discuss progress on providing notices for the village green, and decide any further action.  
The Chairman explained that matters are in hand and waiting for the supplier so that they can be completed.

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

- 97.3 To discuss the Parish Council's grass cutting contract, and decide any further action.  
The Clerk explained that the 3 year grass cutting contract had now expired and that the existing contractor had supplied a quick estimate to renew it. The increase in cost was significant and Council decided to seek comparative costs and the Clerk to acquire further quotes.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will contact two adjacent Parish Councils and the Burial Board to compare costs for using the current contractor.
- iii) That the Clerk will acquire two further quotes to compare with the existing contractor and a Councillor may acquire a quote from a local firm.
- iv) That this item will be discussed again at the January 2018 PC meeting.

- 97.4 To discuss and decide if to accept a quotation for replacing/upgrading the 3 x Parish Council Street Lights, and decide any further action.

The Clerk explained that upgrading the 3 x Parish Council owned street lights could be completed separately (within 3 months) to the other lights that are owned by NYCC which could take a long time. A short discussion followed and to decide if to approve the quotation.

**IT WAS RESOLVED BY A MAJORITY:**

- i) That the above information was noted.
- ii) That the quotation was accepted and for the Clerk to ask NYCC (street lighting) to proceed with the upgrade of the 3 Parish Council owned street lights to LED's and to have the timers set to be on permanently from dusk to dawn.

Prop: Cllr Mrs Parkinson      Sec: Cllr Mrs Nixon

17/98 To receive items for information:

- 98.1 To receive update information on the Xmas Illuminations, and decide any further action.  
The Clerk explained that the Xmas illuminations are now working fine after the initial set-up problem. The General feedback was positive and NYCC's (street lighting) section has been asked by the Clerk to use their system check to see what illuminations (size/weight/type) can be used next year for the Fox lane posts (which are smaller than Leeds Road), bearing in mind that other Parish Council's were able to use shorter posts. The Clerk also confirmed that options for next year need to be discussed in Spring 2018 so that any changes or improvements can be agreed before the summer to allow implementation by the contractor.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That this item be an agenda item for the 8 January 2018 PC meeting to discuss and decide any further improvements.

- 98.2 To receive an update on works for Phase II of the "Woodland Walk" (south side), and decide any further action. The Clerk confirmed that: i). Tree Felling works will be from Tuesday 16 January 2018 to Thursday 18 January 2018, ii) Replanting works will be on Friday 19 January 2018, iii). A key had been acquired to temporarily remove a few green mesh fencing panels to allow topping of the large conifers, and the owner of the property had been informed.

**IT WAS RESOLVED:**

- i) That the above information was noted.

- ii) That the Clerk will ask the tree contractor to arrange a meeting with Councillors after the tree felling works have been completed, to determine where the agreed trees to be planted are to be located.

98.3 To receive update information on a self-closing gate to be located near the village hall car park, and decide any further action. The Clerk confirmed that he is waiting for a date for the installation of the self-closing gate.

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

98.4 To receive update information on the Xmas tree event, and decide any further action. A short discussion followed and the Chairman thanked those who had helped. It was agreed that the assistance of the Council's handyman was a great help and meant that setting up could be started at a later time next year. The attendance of singers accompanied by organised music was also a huge success, and a secure collecting bucket will be used next year.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted
- ii) That a token of the Council's gratitude for the Council's handyman will be given for this year (see Part II Min 17/108.4), and that he be asked to repeat his help for next year.
- iii) That the Chairman will ask the singers to come again next year.
- iv) That the money donated from the event amounted to £114.00 and be shared equally between the village Messy Church and the Friends of Thorpe Willoughby Primary School, as previously agreed.

Prop. Cllr Mrs Pearse

Sec. Cllr Dowell

98.5 To receive update information on works by the Council's handyman, and decide any further action. The Clerk updated everyone on the progress of works and that matters are in hand.

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

98.6 To receive update information on the process of a replacement Councillor, and decide any further action. The Clerk confirmed that SDC has now allowed the co-option process to begin following expiry of their notice of election. The Clerk explained that the advertisement for the vacant position will now appear in the February 2018 Parish magazine with an expiry date for the end of February 2018 for nominations, with interviews being held in the March 2018 Parish Council meeting. In the meantime, notices will be added to notice boards and the website.

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

98.7 To receive update information on damaged play equipment in the playground, and decide any further action. The Clerk explained that matters are in hand and a piece of equipment is in the process of being repaired.

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

98.8 To receive update information on CCTV improvements, and decide any further action. A Councillor explained that the company updating the equipment were having problems, but have matters in hand.

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

98.9 To receive update information on the "Poor Fund" meeting held on 5 December 2017, and



17/97.4), with no late items.

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

17/102 To receive representative reports:

County Councillor/District Councillor: A District Councillor confirmed that TWPC was on SDC's parish portal site.

Rail Users Group: Not in attendance.

Burial Board: Nothing to report.

Village Hall: New chairs have been purchased.

The Chairman confirmed that further works had been completed by NYCC at the ginnel between North View and Meadow Drive to rectify damage to their 2nd works and the replacement drain was now completed. The Clerk also confirmed that SDC had cleared away the fallen leaves from the ginnel.

Remaining Councillors had nothing further to report.

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

17/103 To receive the Clerk's report

The Clerk informed everyone about various matters that he had dealt with including the following:

- 1/. This year's estimate of Rough Sleepers across the district had taken place on the 22 November, and a NIL response for Thorpe Willoughby had been sent to SDC by the Clerk.
- 2/. Confirmation from NYCC's Public Transport Officer had been received to say that the two bus stops at the field side of Field lane were to be discontinued for safety reasons.
- 3/. Notification had been received to confirm that PKF Littlejohn LLP will be the External Auditor for North Yorkshire for a 5 year period (2017/18-2021/22) as part of the Parish Council's opted-in process. The Clerk was asked to acquire an Internal Auditor for the 2017/18 period.
- 4/. That the replacement orange handles for the outdoor gym equipment had now been delivered.
- 5/. The Clerk confirmed that the 3yr play equipment inspections contract had one more year to run and will expire at the end of 2018.
- 6/. A complaint about wheelie bins and recycling boxes being left on pavements – SDC's email response to this concern explained their policy and that they could not please everyone.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will acquire the services of an Internal Auditor for the 2017/18 period.
- iii) That the Clerk will ask the Council's handyman to glue the replacement orange handles to the gym equipment on the village green in Spring 2018.
- iv) That the Clerk will acquire a quotation from each of the 3 agreed companies for play equipment inspections around June/July 2018 for the Council to appoint a contractor before the end of 2018.

17/104 To receive agenda items for next meeting Apart from any already identified during the meeting none was requested.

17/105 To receive any further comments from the public [for information only; Clerk to note] NONE.

17/106 To confirm the date of the next meeting as **MONDAY 08 JANUARY 2018:** -  
At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

17/107 Close of meeting – the Part I meeting closed at 8.35pm.

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