

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 13 November 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, Burnell, Smith, Nixon and Pearse.

17/79 To receive apologies for absence and any declarations of interest

There were three apologies received from: Cllrs Lunn - conflicting engagement, Pearson – conflicting engagement & Lawton - Illness, (which were all accepted), and one Declaration of Interest was given by Cllr Dowell (Min 17/84.2.1).

17/80 Public Session

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 expressed his concerns over:

- The way the Parish Council had dealt with the local residents when placing of equipment on the village green – the Council did not accept this.
- The State of footpaths in the village – this is already an agenda item later in the meeting.
- LED lights for the village – a Councillor explained the current situation and his comments will be passed on to our two County Councillors.

Another resident also expressed her concerns over street lights going off early, and again her comments will be passed on to our two County Councillors.

Min 17/83.5 was brought forward and the Council's handyman (who was present) gave an update on works completed and works still to do.

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

17/81 To confirm the minutes of the meeting held on 9 October 2017 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 9 October 2017 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Ms Smith

17/82 To receive items for discussion and decide further action where necessary:

82.1 To discuss developments on the "Community Garden" project, to discuss and decide on the design of the Collapsible Bollards, to discuss and decide on the quotes for a 4-tier memorial stone, and decide any further action. A short discussion followed including: i) Collapsible Bollards, ii) The Clerk confirmed that if the Concrete Circle for the "Community Garden" project is not started by the end of November then it will be spring time next year.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That 1 x large bollard is needed for the Fox Lane side of the Village Green.
- iii) That the 2 x Bollards needed for the village hall side may be replaced by a double gates feature for safety reasons and the Clerk will acquire brochures and prices.
- iv) That the design for the 4 –tier memorial stone is the preferred option.
- v) That due to the total costs being in excess of £1000, a Councillor will acquire 2 additional quotations for a 4-tier memorial stone to the quotation already provided.
- vi) That the Clerk will ask a contractor for the design and cost of a double gate feature to be located near the village hall car park.

- vii) That the Council's handyman and Clerk will seek quotations for a single large collapsible bollard with a top key lock.

82.2 To discuss developments on the purchase of a self-closing gate to be located near the village hall car park, and decide any further action. The Clerk confirmed that the quote for a self-closing gate is similar to that installed in the Woodland Walk (N. Side) and that it's price had not changed, and that SDC had confirmed that S106 funding was secured.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Quote for the self-closing gate was accepted and the Clerk will ask the contractor to proceed now that S106 funding was secured.

82.3 To discuss progress on providing notices for the village green, and decide any further action. The Chairman explained the various options for the notices and gave recommendations.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Chairman's recommendations were accepted for notices at various locations on the village green and playground.

Prop: Cllr Mrs Parkinson Sec: Cllr Dowell

82.4 To discuss progress on works highlighted by the "Open Spaces Review Group", and decide any further action. Some of this was discussed under Mins: 17/80 and 17/83.5 with the Council's handyman and all matters are in hand. A consultation letter to go to residents adjacent to Recreation Open Spaces (ROS) was discussed.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman will forward her draft letter to the Clerk, to amend in line with SDC comments, in readiness for when it needs sending to residents adjacent to ROS areas for their comments.

82.5 To discuss and decide on quotes for Phase II of the "Woodland Walk" (south side), and decide any further action. The quotations were discussed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the quotations by the Council's tree contractor were agreed, and the Clerk will ask the contractor to proceed with the felling works as soon as possible, and that the replanting works will only commence after a short meeting with Councillors has been held on the village green to discuss what and where trees are to be planted.

Prop. Cllr Dowell

Sec. Cllr Mrs Pearse

82.6 To discuss progress on clearance works on new PC land adjacent to village hall, and decide any further action. The Clerk confirmed that works were finished.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the completion of Birds-Mouth fencing works will need reporting to NYCC for their records.
- iii) That the Council's Handyman will provide a quote for seeding the area next spring.
- iv) That a Councillor will inquire about the mesh fencing stored in the village hall compound for possible use along the side of the new PC land.

- 82.7 To decide if to give a donation to “Citizen’s Advice”, and decide any further action.

IT WAS RESOLVED UNANIMOUSLY: That the Clerk will contact “Citizen’s Advice” to say that the Parish Council has decided not to make a donation this time.

- 82.8 To discuss the findings of the Monthly News Review Group meeting held on 9 November 2017, and decide any further action.

IT WAS RESOLVED:

- i) That the Clerk will ask questions of the current printer (and alternative printer) as agreed at the Review Group meeting on the 9 November.
- ii) That a further Review Group meeting will be reconvened on 18 January 2018 where recommendations made will be reported to the February Parish Council meeting.

- 82.9 To discuss and decide which village footpaths are in need of repair, and decide any further action. A few suggestions were given.

IT WAS RESOLVED: That the Chairman will compile a list of suggestions and be reviewed at a Parish Council meeting in February/March 2018.

- 82.10 To discuss a quote for gym equipment renewables on the village green, and decide any further action.

IT WAS RESOLVED UNANIMOUSLY: That the quotation and price for 6 gym equipment renewables was accepted and the Clerk will place an order for them.

- 82.11 To discuss bus stops at Field Lane and decide how to respond to “Transport North Yorkshire”, and decide any further action. A letter was discussed briefly.

IT WAS RESOLVED UNANIMOUSLY: That the Clerk will send a letter of support for the removal of two bus stops on the field side (south side) of Field Lane for safety reasons.

- 82.12 To discuss and decide if to purchase a double litter bin for the corner of Fox Lane / Londesborough Grove, and decide any further action.

IT WAS RESOLVED UNANIMOUSLY: That the Clerk will proceed to apply for a double litter bin at the agreed location on the Village green and for it to be set back slightly to allow pedestrian and pushchair access through the gap in the birds-mouth fencing.

- 82.13 To discuss and decide a replacement representative for “Brayton Burial Board”, to amend the “Rep List”, and decide any further action.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the Council will leave the position vacant with only one representative and be reviewed at the May 2018 Annual Parish Council meeting.
- ii) That the Clerk will amend the “Rep List” accordingly.

- 82.14 To discuss and decide if to move the February 2018 Parish Council meeting forward one week to 5 February 2018, and decide any further action. Following a short discussion it was decided to move the February 2018 meeting date forward by one week.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information is noted.
- ii) That the February 2018 Parish Council meeting date is moved forward by one week from 12 February 2018 to 5 February 2018.
- iii) That the Clerk will confirm the date with the booking secretary subject to its availability.

17/83 To receive items for information:

- 83.1 To receive information on the Monthly News/Village Website, and decide any further action. Items put forward to be added to the monthly news were discussed and clarified.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will forward the various suggestions to the editor.

- 83.2 To receive update information on the Xmas Illuminations, and decide any further action. The Clerk confirmed that the infrastructure had been installed along Leeds Road, and the signs themselves will be installed before the Xmas tree event on the 1 December 2017.

IT WAS RESOLVED: That the above information was noted.

- 83.3 To receive update information on the "Villager of the Year 2017", and decide any further action. The Clerk read out the citation to everyone.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the winners of the "Villager of the Year 2017" (Miss Bryony Dowell & Miss Heather Dowell) be added to the Monthly News.

- 83.4 To receive update information on the Xmas tree event, and decide any further action. A discussion followed regarding the Chairman's list and to confirm the attendance of singers accompanied by organised music, and that the Lights will be hung on the tree by Councillors prior to the event.

IT WAS RESOLVED:

- i) That the above information was noted
- ii) That the Chairman's schedule was agreed.
- iii) That the Clerk will laminate 15 x copies of the Chairman's event poster.

- 83.5 To receive update information on works by the Council's handyman, and decide any further action. This item was discussed earlier in the meeting under Public Session (Min 17/80). A short discussion followed and works are either in hand or completed.

IT WAS RESOLVED: That the above information was noted.

- 83.6 To receive update information on eligibility for S106 funding and a S106 statement, and decide any further action. A short discussion followed. The Clerk confirmed that he had received a response from SDC as to which items were eligible for S106 funding and also read out a S106 statement.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will send letters to residents adjacent to certain Recreational Open Spaces (ROS) to seek their views on possible improvements, and the Chairman to forward her draft letter to the Clerk to use as a guide.

- 83.7 To receive a Councillor's report on outstanding CCTV works, and decide any further action. A Councillor explained the status of the equipment and that due to its age was having problems. A quote was discussed to replace the camera and swan neck and for new recording equipment.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the quotation was accepted and the Councillor was asked to proceed.

Prop: Cllr Mrs Nixon Sec: Cllr Mrs Pearse

83.8 To receive update information on the refurbishment of the Basket Ball Hoop and damaged play equipment in the playground, and decide any further action. Works to refurbish the Basket Ball Hoop are now finished. The Clerk also confirmed that repairs to the damaged play equipment in the playground is in hand with further remedial works following.

IT WAS RESOLVED: That the above information was noted.

83.9 To receive update information on the process of a replacement Councillor, and decide any further action. The Clerk explained that the Parish Council is waiting for SDC to allow the co-option process to begin following expiry of their notice of election.

IT WAS RESOLVED: That the above information was noted.

17/84 Planning:

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

84.1.1 2017/1011/ADV (8/34/382A/AA) Advertisement consent for retention of 6 metre Flagpole on Thorpe Willoughby Village Green - GRANTED

IT WAS RESOLVED: That the above information was noted.

84.2 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:

84.2.1 2017/0820/FULM (8/34/218A/PA) AMENDED PLANS for proposed demolition of former Care Home and construction of 17 residential units at Hollygarth, 17 Holly Grove, Thorpe Willoughby.

IT WAS RESOLVED BY A MAJORITY:

- i). That the above information was noted.
- ii). That the Parish Council has no objections but concerns were expressed for the public safety of the elderly residents living in the Holly Grove bungalows when it was reported to us by a resident of a site lorry driving over a front garden (several times) due to a parked vehicle on the roadway.

Prop: Cllr Mrs Parkinson

Sec: Cllr Mrs Burnell

84.2.2 2017/1156/FUL (8/34/189H/PA) Proposed demolition of existing agricultural buildings, erection of 4 detached houses and one pair of semi-detached houses and conversion of existing barn to 1 dwelling at Sunnyside Farm, Fir Tree Lane, Thorpe Willoughby.

IT WAS RESOLVED:

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

84.2.3 2017/1213/TEL Prior notification of proposed development by telecommunications Code Systems operators for the installation of electronic communications apparatus on the verge at Fox Lane, Thorpe Willoughby.

IT WAS RESOLVED:

- i). That the above information was noted.
- ii). Thorpe Willoughby Parish Council accepts that this installation is required but are very concerned with the proposed location on the verge at Fox Lane. This location is on land owned by the parish Council, (whereas the formal notice was incorrectly served on NYCC highways), and is opposite a special housing complex for older people. The verge is part of a registered village green where a children's play area stands, which is constantly used by children, adults and dog walkers. Also, fencing has recently been erected in this location where difficulties with underground street lighting and BT cables

were encountered. It is suggested that a preferred location would be by the side of the close-by Selby by-pass road where a similar communications apparatus is already located.

17/85 Financial Matters

85.1 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 #4645) for refurbishment of Basket Ball Hoop on Village Green	100.00	600.00	1980
S M Peters (November 2017 Salary)	-	786.30	1981
F Morrison (Litter Picker)(November 2017 Salary)	-	156.00	1982
Fasprint (Monthly News-Nov 2017)(Invoice #7198) cheque made payable to: Bibby Factors Leicester Ltd)	-	519.00	1983
S M Peters (stationery expenses with receipts-Oct/Nov 2017)	18.19	114.35	1984
Arc-Sign (Inv #6643)(various signs for Village Green/Woodland Walk)	52.96	317.78	1985
RSS (I & M Inspection-north)(Inv #054284)(Chq made payable to Hags-Smp Ltd)(October 2017 Inspection)	8.00	48.00	1986
R Deadman (ground clearance at VH, angled footpath hedge cut on VG, Cutting hedges, clear 1-metre strip adj to playground & painting equip and spraying weeds (Inv dated 19 Oct 2017)	-	1,371.00	1987
DS Fencing Services (Inv #23454)(Chq made payable to Darren Sowden) for Birds-Mouth Fencing on VG land adjacent to Fox Lane	-	1,900.30	1988
DS Fencing Services (Inv #23455)(Chq made payable to Darren Sowden) for Birds-Mouth Fencing on PC land adj to VH compound	-	1,221.00	1989
Church of St Francis (Hall Hire)(PC meetings 19 Sept 2016-9 Oct 2017 inclusive), and no other meetings.	-	320.00	1990
SVL (Inv #8090)(Chq made payable to PFCV Ltd)(for two 7ft x 2ft Xmas banners)	15.33	92.00	1991
NVP (Inv #4104)(Chq made payable to New Venture Products Ltd)(for 32 x Anti-Climb warning signs)	8.77	52.63	1992
Blanchere Illumination (Inv #35276)(Chq made payable to Blanchere Illumination)(Xmas Lights)(3yr Hire – Year 1)	203.47	1,220.84	1993
R Deadman (cut bushes, spraying footpath area, laying new footpath Nr VG, digger hire, new slabs & disposal of material(Inv dated 5 Nov 2017)	-	704.00	1994
S Parkinson (Inv #27)(2 x bags of Rootmaster from Vertigrow – Xmas tree)	-	6.00	1995
TOTAL =	£406.72	£9,429.20	

85.2 To receive an account status of the current Bank Statement giving a balance of **£88,958.78** as at **06 October 2017**, 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 Mrs Nixon

17/86 To consider the following new correspondence received since the last Meeting and decide action where necessary:

86.1 YLCA Information: - Information previously circulated was noted.

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

86.3 Selby AVS: - Information previously circulated was noted.

86.4 No additional pieces of information were circulated, with no late items.

IT WAS RESOLVED: That the above information was noted.

17/87 To receive representative reports:

County Councillor/District Councillor: Not in attendance.

Rail Users Group: Not in attendance.

Burial Board: A Councillor updated everyone on various items.

Village Hall: Nothing to report.

A Councillor reported that the BT telephone box at Leeds Road had been removed, and that there had been further problems with the railway crossing.

The Chairman informed everyone that further works had been completed by NYCC at the ginnel between North View and Meadow Drive.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

i) That the above information was noted.

ii) That the Clerk will ask SDC to clear away leaves and rubbish from both the ginnel between North View and Meadow Drive, and at the junction of Londesborough Grove and Foxdale Avenue.

17/88 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 will take place on the 22 November.
- 2/. There will be no cost to the Parish Council if redefining the Parish boundary is ever implemented through the 'Community Governance Review' process.
- 3/. Faulty street lights have been reported (including the one adjacent to the village hall compound).
- 4/. Reporting of human fouling adjacent to Selby by-pass lay-by in either Hambleton or Gateforth Parish – advised to report it to SDC Environmental Health department and the Parish(s) involved.

IT WAS RESOLVED:

i) That the above information was noted.

ii) That Councillors will report to the Clerk seeing any Rough Sleepers in the village on 22 November 2017.

17/89 To receive agenda items for next meeting Apart from any already identified during the meeting none was requested.

17/90 To receive any further comments from the public [for information only; Clerk to note] NONE.

17/91 To confirm the date of the next meeting as **MONDAY 11 DECEMBER 2017:** -
At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

17/92 Close of meeting – the Part I meeting closed at 9.40pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY