

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 8 January 2018 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.

17/109 To receive apologies for absence and any declarations of interest

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

17/110 Public Session

A member of the public confirmed that he had not received any letter giving an appeal date for dwellings on Field Lane. The Clerk confirmed that the Parish Council had not been informed of an official date and will continue to monitor the situation.

Another resident expressed his concerns over car parking on bends - the Council will continue to ask residents through the Monthly News to be more considerate and point out key problem areas. Another resident also expressed concerns about parking and will use the 95 alive form.

17/111 To confirm the minutes of the meeting held on 11 December 2017 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 11 December 2017 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Lunn

17/112 To receive items for discussion and decide further action where necessary:

112.1 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 Collapsible Bollard quote was considered but the bollard was not considered the correct type, this matter be deferred to the next meeting after the Clerk and Council’s handyman acquire further options.

The option for a double-gate feature was discussed later under minute No 17/113.3.

Only 2 of the 3 quotes for a 4-tier memorial stone had been received so it was deferred to the next meeting.

The Clerk confirmed that the concrete circle may be installed in early March, with the contractor coming back to the Parish Council in 10 days or so to give the date of installation and arrange a meeting the week before to mark out where things will go. It was suggested by the Clerk that the Council’s handyman should be invited to the meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the choosing of 1 x large collapsible bollard for the Fox Lane side of the Village Green be deferred to the February 2018 Parish Council meeting to allow the Clerk and the Council’s handyman to acquire further quotations.
- iii) That the choosing of a 4-tier memorial stone be deferred to the February 2018 Parish Council meeting to allow a Councillor to acquire a 3rd quotation.
- iv) That the Council’s handyman be invited to the meeting with the Contractor for finalising the installation of the Concrete Circle.

112.2 To discuss and decide on 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 read

out the various options and feedback from an adjacent Parish Council. A short discussion followed and it was decided to continue with the existing contractor.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will ask the Council's existing contractor to continue to cut the grass for the parish for 2018, (as per their quotation), but on a 1-year contract and to be reviewed annually.
- iii) That the contractor be asked to include any new areas that the Council has or will acquire within the year when they are ready to be cut.

Prop: Cllr Dowell Sec: Cllr Mrs Parkinson

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

- 112.3 To discuss progress on providing notices for the village green, to confirm the replacement Anti-Climb warning signs for the two MUGAS, and decide any further action.
The Chairman confirmed that the Anti-Climb warning signs have been installed, and that the Council's handyman had placed new notices inside the fenced children's playground. The agreed removal of some of the old notices would be delayed to a later date as they were corroded onto the fencing, and that the signs for the woodland walk on stakes were also to be added later.

IT WAS RESOLVED: That the above information was noted.

- 112.4 To discuss and decide if to amend or enhance the Xmas Illuminations for 2018, and decide any further action. The General feedback from residents had been positive and Councillors felt that an increase is needed for next year but the order of the signs be changed. The Clerk had not yet received a response from NYCC's (street lighting) section who had been asked 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). It was decided to defer making a decision on how to proceed until a response had been received from NYCC.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That this item be deferred until feedback from NYCC's (street lighting) section had been received.

17/113 To receive items for information:

- 113.1 To receive update information from a Poor Fund Trustees meeting, and decide any further action.

IT WAS RESOLVED: That this item be deferred to the next meeting.

- 113.2 To receive an update on works for Phase II of the "Woodland Walk" (south side), and decide any further action. The Clerk confirmed that tree works will begin next week as follows: i) Tuesday 16 January 2018 to Thursday 18 January 2018- felling/lopping/topping trees, with replanting trees on Friday 19 January 2018. Councillors will meet with the contractor before planting to determine which trees are to be planted where.

IT WAS RESOLVED: That the above information was noted

- 113.3 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 the installation of the self-closing gate had been completed. A discussion followed regarding a quotation for a double-gate feature to be located at the entrance to the village green from the village hall car park in a similar design to the self-closing gate. It was decided to approve the quote (plus a lock)

and wait for agreement for S106 funding from SDC before it is implemented.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Quote for a double-gate feature (plus lock) be accepted and the Clerk will seek agreement from SDC for it to be funded by S106 money before it is implemented.

Prop: Cllr Dowell Sec: Cllr Mrs Pearse

113.4 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.

113.5 To receive update information on the process of a replacement Councillor, and decide any further action. The Clerk explained that the advertisement for the vacant Councillor position through co-option will appear in the February 2018 Parish magazine with an expiry date of 2 March 2018 for nominations, with interviews to be held at the March 2018 Parish Council meeting, and that notices have been added to notice boards and the website.

IT WAS RESOLVED: That the above information was noted.

113.6 To receive update information on damaged play equipment in the playground, and decide any further action. The Chairman confirmed the cost of repairs to equipment within the playground which were to be carried out on-site and requiring a temporary closure of the facility. It was also agreed that an alternative view of the equipment could be achieved should further repairs be necessary in the future.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the quote for both the works already completed and the additional works were agreed and the Chairman will inform the contractor of the decision.

Prop: Cllr Mrs Parkinson Sec: Cllr Dowell

113.7 To receive update information on CCTV improvements, and decide any further action. A Councillor explained that the company updating the equipment will install new equipment on 26 January 2018.

IT WAS RESOLVED: That the above information was noted.

113.8 To receive update information on replacing/upgrading the 3 x Parish Council Street Lights, and decide any further action. The Clerk explained that the upgrading of the 3 x Parish Council owned street lights should be completed within the next 3 months, the other street lights owned by NYCC taking longer.

IT WAS RESOLVED: That the above information was noted.

113.9 To receive information on the Monthly News/Village Website, and decide any further action. Information already received by the Clerk had been noted.

IT WAS RESOLVED: That the above information was noted.

17/114 Planning:

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

- 114.1.1 2017/1213/TEL (Alt Ref: TC/34/1) 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 – PRIOR APPROVAL OF THE AUTHORITY IS NOT REQUIRED.

IT WAS RESOLVED: That the above information was noted.

114.1.2 2017/0820/FULM (Alt Ref: 8/34/218A/PA) Proposed Demolition of former Care Home and construction of 17 residential units and highway improvements to the existing access at Hollygarth, 17 Holly Grove, Thorpe Willoughby - GRANTED.

IT WAS RESOLVED: That the above information was noted.

114.2 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:

114.2.1 2017/0688/ADV (Alt Ref: 8/34/71M/AA) Retrospective advertisement consent for 2 x non-illuminated fascia signs and 2 x 'A' board signs at Southlands, Leeds Road, Thorpe Willoughby.

IT WAS RESOLVED BY A MAJORITY:

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

114.2.2 2017/1365/HPA (Alt Ref: 8/34/417/PA) Proposed construction of 2 x single storey side extensions at 7 Limetree Close, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

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

17/115 Financial Matters

115.1 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 (January 2018 Salary)	-	786.30	2005
F Morrison (Litter Picker)(January 2018 Salary)	-	156.00	2006
S M Peters (stationery expenses with receipts-Dec2017/Jan 2018)	26.78	163.97	2007
S M Peters (for purchase of Amazon Voucher-for Council's Handyman for help with Xmas tree event)	-	25.00	2008
NVP (Inv #4151)(Chq made payable to New Venture Products Ltd)(for 8 x Anti-Climb warning signs)	5.56	33.35	2009
Hargreaves Industrial Services Ltd (Inv #18868)(for Annual Landscaping Maintenance 2017)	622.00	3,732.00	2010
Blachere Illumination (Inv #35898)(3Yr Hire-1 st year 2017)(Installation + Infrastructure)	681.00	4,086.00	2011
Arc-Sign (Invoice #6710)(signs for play area)	6.80	40.78	2012
V.H.M.C. (Inv #13)(for electricity supply for Xmas tree illumination)	-	50.00	2013
TOTAL =	£1,342.14	£9,073.40	

115.2 To receive an account status of the current Bank Statement giving a balance of **£80,413.90** as at **06 December 2017**, and having been checked and signed by the Chairman.

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

Prop. Cllr Miss E Smith

Sec. Cllr Lawton

17/116 To consider the following new correspondence received since the last Meeting and decide action

where necessary:

- 116.1 YLCA Information: - Information previously circulated was noted.
- 116.2 Selby District Council Web-Site information - Information previously circulated was noted.
- 116.3 Selby AVS: - Information previously circulated was noted.
- 116.4 7 x additional pieces of information were circulated, with no late items.

IT WAS RESOLVED: That the above information was noted.

17/117 To receive representative reports:

County Councillor/District Councillor: A District Councillor discussed: household waste having electronic detection and SDC's budget consultation.

Rail Users Group: Not in attendance.

Burial Board: The Next Burial Board meeting will be 16 January 2018 (it was noted that a 2nd representative needs to come forward before the Reps List is approved and adopted at the May Annual Parish Council meeting).

Village Hall: New chairs have arrived and the old chairs are still to be disposed of.

Councillor Nixon confirmed that she will attend the next YLCA Selby Branch meeting at Selby Town Hall on 14 February 2018.

The Clerk confirmed that any proposed changes to the Data Protection policy (highlighted by YLCA's "White Rose" publication) will be considered by the Clerk when he reviews the Council's Policy Documents in the coming months and after receiving further updates. The Clerk confirmed that the new waste bin, to be located at the junction of Fox lane/Londesborough Grove, had not yet been installed.

The Chairman confirmed that she had sent thanks to the singers at the Xmas tree event.

The Chairman requested that the state of the village footpaths be a March 2018 agenda item.

A Councillor gave the name of a person who could be asked to do handy work for the Council if the Council's existing handyman was too busy (this will be kept on file).

Remaining Councillors had nothing further to report.

IT WAS RESOLVED: That the above information was noted.

17/118 To receive the Clerk's report

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

- 1/. The completion of a Parish Audit Review requested by SDC.
- 2/. That the Parish Council membership had been updated and various locations amended (website, notice boards etc)
- 3/. That invoices from the Council's parish magazine's printer will now be paid direct to them rather than to a third party.
- 4/. The Clerk explained that SDC's legal department is now ready to complete the adoption process for the Linden Way Play area, that he had received a week's notice from them to ask if the Council wishes to have the land transferred to them, and ran through the implications of the Parish Council taking responsibility of this area including the "Maintenance" process and how the Parish Council must comply with this. Following a short discussion the Councillors agreed to ask the Clerk to inform SDC that the Parish Council would like them to transfer the land to them.
- 5/. That a new reference number will be coming soon from HMRC to replace the existing Customer ID for when the vat reclaiming form is used.
- 6/. That he had received a request for a commemorative seat to be purchased by a resident and situated somewhere in the village.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will inform SDC that the Parish Council would like them to proceed with the adoption process for the transfer of land at the Linden Way Play area in accordance with the advice given from them.
- iii) That the Clerk will inform the resident that the Council is minded to allow the placing of a commemorative seat in the village, but at an appropriate time.

17/119 To receive agenda items for next meeting Apart from any already identified during the meeting none was requested.

17/120 To receive any further comments from the public [for information only; Clerk to note] NONE.

17/121 To confirm the date of the next meeting as **THE AMENDED DATE OF MONDAY 05 FEBUARY 2018**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

17/122 Close of meeting – the Part I meeting closed at 8.55pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY