

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 5 February 2018 at St Francis Church, Thorpe Willoughby, Selby.

**In attendance:** 2 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 Pearson.

17/124 To receive apologies for absence and any declarations of interest

There was one apology received from: Cllr Mrs Pearse – illness, (which was accepted), and no Declarations of Interest were given.

17/125 Public Session

Two members of the public explained the reasons for their actions and asked why they could not cut grass or place items on “Recreation Open Space” (ROS) land adjacent to their property. The Chairman explained, (as outlined in the letter sent to them), that it was illegal for them to do works on land owned or maintained by the Parish Council because they had not been given permission by the Parish Council, and that they would not be covered by the Parish Council’s public Liability insurance if anything happened to them or members of the public. This ruling was in accordance with information/instructions received from the Parish Council’s legal advisers who confirmed that this was unlawful and that the Parish Council would have no option but to take legal action against them if they continued to do these illegal works. This was accepted by the two residents.

The two residents then raised the issue of grass seed not being sown yet and that some of the ground was uneven with rubble/glass. The Chairman explained that maintenance works to all ROS areas is an ongoing process and that this area will be checked and improvements made along with the other areas.

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

17/126 To confirm the minutes of the meeting held on 08 January 2018 as a true and correct record.

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the 08 January 2018 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Miss Smith

17/127 To receive items for discussion and decide further action where necessary:

127.1 To discuss developments on the “Community Garden” project, to decide on a large collapsible bollard for the Fox Lane side of the village green, to decide on quotes for a 4-tier memorial stone, and decide any further action. The Clerk confirmed the date of a meeting with the Council’s Contractor for finalising the installation of the concrete circle and several Councillors confirmed their attendance.

Four quotations for a Collapsible Bollard were considered.

Three quotations for a 4-tier memorial stone were considered.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the meeting with the Contractor for finalising the installation of the Concrete Circle is now agreed and the Council’s handyman will also be invited to attend.
- iii) That the quotation from the Council’s handyman for a collapsible bollard was accepted.

Prop: Cllr Mrs Parkinson

Sec: Cllr Dowell

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Parish Council is minded to accept the Quotation by Brackenhill Quarries for a 4-tier memorial stone, and the Chairman will ask for a full specification quotation from them with prices that includes: delivery, what the biscuit coloured stones will stand on, and the price of the black lettering for the agreed wording on each of the 8 sides on the 2<sup>nd</sup> level up.

Prop: Cllr Mrs Parkinson      Sec: Cllr Mrs Burnell

- 127.2 To discuss and decide on recommendations from the “Monthly Review Group” meeting held on 18 January 2018, and decide any further action. The Chairman outlined the recommendations from the “Monthly Review Group” meeting which was agreed, along with an agreed procedure and to include the Clerk’s idea of starting any changed magazine at the joint December/January issue.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the recommendations of the “Monthly Review Group” be accepted and the Chairman and other Councillors who attended the meeting will produce a trial sample of a changed magazine that will be shown to the magazine’s advertisers and other contributors to receive their comments before pursuing it further.
- iii) That the Chairman will arrange the next “Monthly Review Group” meeting.

Prop: Cllr Mrs Parkinson      Sec: Cllr Dowell

- 127.3 To discuss the hazardous car parking at the entrance to Thorpe Willoughby primary school, and decide any further action. The Chairman explained that she had emailed the Headteacher of the primary school who replied to say that she has raised this issue with parents and included it in the school’s newsletter and that ringing 101 was available to use.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That no further action would be taken at the moment.

- 127.4 To discuss and decide if to continue the green-mesh fencing along the side of the new Parish Council land adjacent to 20 Londesborough Grove, and decide any further action. A short discussion followed where a choice of options were considered.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That a Councillor will ask the village hall about the use of stored Parish Council fencing.
- iii) That the Clerk will ask Burn Fencing for a quote to either use new fencing and/or to incorporate a few previously stored fence panels.

Prop: Cllr Dowell      Sec: Cllr Pearson

- 127.5 To discuss the proposed stopping up of the highway for Francis Court, and decide any further action.

**IT WAS RESOLVED:** That the Clerk will reply to confirm that the Parish Council has no objections to this proposal.

17/128 To receive items for information:

- 128.1 To receive update information from NYCC on lampposts along Fox Lane, and decide if to

amend or enhance the Xmas Illuminations for 2018, and decide any further action.

A short discussion followed and Councillors were pleased with the Motifs but would like them to be in alternate order for next time. The Clerk explained that he had now received a response from NYCC's (street lighting) section who confirmed that the Fox lane 6m lampposts could only hold a small sign of up to 0.3sq.m with a weight of only a couple of kilos, but wrap around rope lights were acceptable. NYCC also confirmed that linking across to the nearby trees could only be done via an underground cable, and that a districtwide memo would soon be sent to all parish councils to explain what is/is not allowed.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Parish Council is minded to expand the Xmas Illuminations for 2018, and the Clerk will acquire prices for motifs that wrap around the Fox Lane lampposts and to see what small motifs (if any) can be used.
- iii) That the Chairman would provide a draft sponsor /donations letter for approval at the March meeting.

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

**IT WAS RESOLVED:** That the District Councillor will arrange a meeting.

128.3 To receive an update on works for Phase II of the "Woodland Walk" (south side), and decide any further action. Following a discussion it was agreed that the Parish Council was completely satisfied with the professional advice and resultant tree works recently carried out. A statement read out by the Chairman was agreed to go in the March "Monthly News" and on the Parish Council website. A second statement was also agreed to be publicised in regard to advice to potential volunteers that they cannot do works or add items to land owned by the Parish Council or maintained by the Parish Council unless authorised and supervised by the Parish Council. This is to ensure they are covered by the Council's public liability insurance and to ensure that everyone is protected from potential accidents and legal action. Following a short discussion the statements were amended slightly (as advised by the Clerk), and agreed.

**IT WAS RESOLVED:**

- i) That the above information was noted
- ii) That the suggested and amended statements be added to the next issue of the parish magazine and on the Council's website.

128.4 To receive update information on the provision of external funding for the double-gate feature to be located near the village hall car park, and decide any further action. The Clerk explained that matters are in hand and once the S106 funding from SDC is confirmed it can then be implemented.

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

128.5 To receive update information on works by the Council's handyman, and decide any further action. That this matter be deferred to the next meeting for progress of works, and that matters are in hand.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That a progress report on works by the Council's handyman be deferred to the next meeting, and that a quote for grass seed for various locations in the village be asked for.

128.6 To receive update information on the process of a replacement Parish Councillor, and decide any further action. The Clerk confirmed that he had nothing to report.

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

- 128.7 To receive update information on damaged play equipment in the playground, and decide any further action. The Chairman confirmed that the repairs to equipment within the playground had been completed. It was suggested that anti-climb paint could be added to the top of the tall tower along with appropriate signage.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Chairman will acquire additional stickers for the tall tower, and the Clerk will check with the village handyman if he has enough anti-climb paint.

- 128.8 To receive update information on CCTV improvements, and decide any further action. A Councillor confirmed that the installation of new CCTV equipment has been completed and is very efficient (even in the dark).

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

- 128.9 To receive information on the Monthly News/Village Website, and decide any further action. Information already received by the Clerk had been noted (including the two items identified in Min 17/128.3). A District Councillor suggested acquiring Banner(s) to advertise the Council's website that could be hung at specified locations on the village green. The inclusion of the "95 Alive" form was also discussed.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That a quotation be acquired for two banners to advertise the village website.
- iii) That the "95 Alive" form be added to the parish magazine periodically and when there is available space.

Prop: Cllr Dowell      Sec: Cllr Lunn

- 128.10 To receive update information on the adoption process for the transfer of the Children's "Linden Way Play Area" (former Thorpcrete Works) to the Parish Council, and decide any further action. The Clerk confirmed that: the "Linden Way Play Area" is now owned by the Parish Council, that he is waiting for Selby District Council (SDC) to do their final check / tidying up work, that he has organised Insurance cover, arranged play equipment inspections (to begin March 2018), arranged grass cutting, and is currently waiting for a one-off lump sum maintenance money to be transferred from SDC to the Parish Council, and that this maintenance sum is to be ring-fenced for maintenance of this area only and recorded separately.

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

- 128.11 To receive update information on the "Community Governance Review for Thorpe Willoughby, and decide any further action. The Clerk confirmed that Selby District Council has this matter in hand and is currently at a consultation stage in an agreed programme. This consultation period has just begun and will run until 9 March 2018.

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

#### 17/129 Planning:

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

- 129.1.1 2017/1156/FUL (Alt Ref: 8/34/189H/PA) Proposed demolition of existing general purpose agricultural buildings, erection of 4 detached houses and one pair of semi-detached houses and conversion of existing barn to a dwelling at Sunnyside Farm, Fir Tree Lane, Thorpe Willoughby – GRANTED.

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

129.1.2 2016/1345/OUTM – Sherwood’s Appeal at Field Lane, Thorpe Willoughby –  
APPEAL HEARING STARTS 21 FEBRUARY 2018.

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

129.2 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

17/130 Financial Matters

130.1 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 (February 2018 Salary)	-	786.50	2014
F Morrison (Litter Picker)(February 2018 Salary)	-	156.00	2015
S M Peters (stationery expenses with receipts-Jan2018/Feb 2018)	-	2.60	2016
Burn Fencing Ltd (Inv #22746) (2 <sup>nd</sup> Self-Closing Gate and Fencing near village hall car park)	171.00	1,026.00	2017
Blachere Illumination (Inv #35962)(Part of 3Yr Hire 1 <sup>st</sup> Year 2017) (Removal & storage of Xmas motifs)	44.16	264.96	2018
Playscheme (Chq made payable to S J Danby Ltd) (Inv #4693) for repairs to children’s tower in village green playground.	144.00	864.00	2019
Marcus Taperell Tree Surgery (Inv #7048) for tree felling + reducing conifers + spreading woodchip (£2,000), and planting replacement trees (£2,000) - (Phase II woodland walk (South Side).	800.00	4,800.00	2020
Marcus Taperell Tree Surgery (Inv #7049) for felling a cherry, removing 2 <sup>nd</sup> leader from cherry and crown reduction of 3 cherry trees at Beechfield Close (ROS) (for O.S.R.G.)	30.00	180.00	2021
Swat Security (Inv #104238) Installation of new CCTV equipment at the village hall.	129.00	774.00	2022
(I & M Inspection-North)(Operational Inspection)(Inv #056297) (Chq made payable to Hags-Smp Ltd)	8.00	48.00	2023
Fasprint (Monthly News-Feb18) (Inv #7419) cheque made payable to: Ashley Finance Ltd.	-	519.00	2024
<b>TOTAL =</b>	<b>£1,326.16</b>	<b>£9,421.06</b>	

130.2 To receive an account status of the current Bank Statement giving a balance of **£72,204.10** as at **05 January 2018**, and having been checked and signed by the Chairman.

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

Prop. Cllr Pearson

Sec. Cllr Lunn

17/131 To consider the following new correspondence received since the last Meeting and decide action where necessary:

131.1 YLCA Information: - Information previously circulated was noted.

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

131.3 Selby AVS: - Information previously circulated was noted.

131.4 11 x additional pieces of information were circulated, with no late items.

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

17/132 To receive representative reports:

County Councillor/District Councillor: Both District Councillors had nothing to report.

Rail Users Group: Nothing to report.

Burial Board: A Councillor attended the 16 January 2018 Burial Board meeting but it had to be abandoned - this was due to Burial Board Clerk being ill. (a 2<sup>nd</sup> representative still needs to come forward before the Reps List is approved and adopted at the May Annual Parish Council meeting).

Village Hall: A Councillor confirmed that the Village Hall AGM is to be Monday 19 March 2018. He also confirmed that the concrete base for the new Parish Council litter bin at the junction of Fox Lane and Londesborough Grove has been installed by SDC.

A Councillor pointed out that there was dog faeces at the rear of Almond Close and that the dog warning sign is no longer there.

A Councillor pointed out that the Street Name plate at the entrance of Barff Grove had been graffitied and needed replacing because it could not be cleaned up.

The Chairman confirmed that she and the Clerk check the stationery material on the cheque list at their pre-meeting and is signed by the Chairman.

**IT WAS RESOLVED UNANIMOUSLY:**

- i). That the above information was noted.
- ii). That the Clerk will provide a metal dog warning sign for a Councillor for the area to the rear of Almond Close.
- iii). That the Clerk will ask SDC to provide a replacement street name plate at Barff Grove.

Prop: Cllr Mrs Parkinson      Sec: Cllr Dowell

17/133 To receive the Clerk's report

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

- 1/. The Grass Cutting Contractor had acknowledged the Parish Council's request for them to continue doing the grass-cutting works on an annual basis.
- 2/. That SDC had logged the Council's request to sweep the footpaths near the primary school and the ginnel from North View to Meadow Drive.
- 3/. That SDC had acknowledged receipt of the Parish Council's budget/precept request.
- 4/. That the services of an Internal Auditor had been requested.
- 5/. The Clerk outlined discussions held with the Council's Payroll Services provider regarding the forthcoming General Data Protection Regulations (GDPR) covering procedures, the need for a signatory Parish Council email address, the safety of material and if the council needs to have its own laptop.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will wait for YLCA to provide information on the GDPR, and to look into acquiring a generic Parish Council email address (that does not include names), and to be an agenda item at the 12 March 2018 Parish Council meeting.

17/134 To receive agenda items for next meeting Apart from any already identified during the meeting none was requested.

17/135 To receive any further comments from the public [for information only; Clerk to note] NONE.

17/136 To confirm the date of the next meeting as **MONDAY 12 MARCH 2018**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

17/137 Close of meeting – the Part I meeting closed at 9.38pm.

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