

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 12 March 2018 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, Pearson, Lunn, Lawton and Pearse.

17/139 To receive apologies for absence and any declarations of interest

There were no apologies received, and one Declaration of Interest was given by Cllr Dowell for Min No 17/144.2.3.

17/140 Public Session

A member of the public thanked two Councillors for their attendance at the recent planning appeal hearing.

[Minute No: 17/143.12 was brought forward]

A member of the public raised her concerns over pedestrians crossing the Leeds Road near the village hall, as there was no longer a crossing patrol lady.

A County Councillor explained that NYCC had conducted a survey of the use and concluded that there was insufficient numbers to justify a crossing patrol. A discussion followed covering various alternatives and the County Councillor explained that they had all been considered and were either not considered appropriate by NYCC or were unaffordable. NYCC preferred a refuge in the centre of the road to any pelican/lights/zebra crossing and that there were not enough children coming from that side of the road. A further foot count review will be held in September by NYCC and the County Councillor will monitor the situation and support any improvements.

Another member of the public suggested using the 95 Alive form to report any speeding traffic.

17/141 To confirm the minutes of the meeting held on 05 February 2018 as a true and correct record.

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the 05 February 2018 were accepted as a true and correct record of the meeting with one correction to Min No 17/127.1 (ii) (8 sides instead of 8 stones)

Prop. Cllr Dowell

Sec. Cllr Pearson

17/142 To receive items for discussion and decide further action where necessary:

142.1 To discuss the received written applications for the Parish Councillor vacancy for co-option, and following interviews decide who to appoint, and decide any further action. Two applications had been received by the Clerk but only one applicant attended the meeting. The applicant read out his application letter to all present. A short discussion followed (where members of the public had to leave the room temporarily) and on their return Mr A Mifsud was elected unanimously by a show of hands.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That Mr A Mifsud is elected for the vacant Parish Councillor position.
- iii) That the "Acceptance of Office" form was duly signed by Mr A Mifsud and witnessed by the Clerk.
- iv) That the "Register of Interest" form was given to Mr A Mifsud (which is to be completed and returned to the Clerk either before or at the April PC meeting).

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

142.2 To discuss developments on the "Community Garden" project, and decide any further action.

The Chairman/District Councillor/Clerk confirmed that matters are in hand and works are to start towards the end of this month (weather permitting).

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That discussions regarding S106 budget funding be discussed in Part II due its confidentiality and members of the public being present. (Min 17/153.2).

142.3 To discuss and decide on a quotation for continuing the green-mesh fencing along the side of the new Parish Council land adjacent to 20 Londesborough Grove, and decide any further action.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That discussions regarding the Quotation and options be discussed in Part II due its confidentiality and members of the public being present. (Min 17/153.3).

142.4 To discuss and decide if the regime of leaving the playground gates open all the time is to continue, and decide any further action. A short discussion was held and it was decided to defer this to a later meeting.

**IT WAS RESOLVED:** That the above information was noted and that this item be deferred to the June meeting.

142.5 To discuss and decide which village footpaths are in need of repair, and decide any further action. A County Councillor confirmed that NYCC's budget would now be set and suggested deferring this matter until the July PC meeting (to prepare for the September PC meeting) in order to be able to give NYCC any information for when they set their next budget.

**IT WAS RESOLVED:** That the above information was noted and that this item be deferred to the July meeting.

142.6 To discuss and decide on a quotation for 2 x Banners for the village website, and decide any further action. The Clerk handed out a sheet showing 4 x options to choose from, and confirmed the quoted cost. It was agreed that one banner will be attached to the Xmas tree compound fencing and the other to the fencing at the entrance of the village hall car park.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the 2<sup>nd</sup> listed option is chosen (white and black writing on a red background) and that the Clerk will order the two banners.

17/143 To receive items for information:

143.1 To receive an update from the 8 March 2018 "Monthly News Review Group" meeting, and decide any further action. The Chairman explained progress made from the latest "Monthly Review Group" meeting and the chosen preferred options and the magazine will become more of a reference guide.

The Clerk explained that a year's list of monthly deadlines for collection from the Printer had been agreed between the Council's distributor and the printers, along with deadline dates for passing material to the editor and for the editor to send to the printers were also agreed and will start straight away. This will provide more certainty to the dedicated volunteers who distribute the magazine.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Chairman will arrange the next "Monthly News Review Group" meeting.

143.2 To receive update information and quotation for enhancing the Xmas Illuminations for 2018

on Fox Lane/Leeds Road, to discuss a draft letter requesting donations or sponsorship, and decide any further action. A short discussion followed and was agreed that the only option available for lighting along Fox Lane is the luminous LED garlands but needed to be a splash of colour. The Chairman discussed her draft letters to ask for donations from various organisations/businesses.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask Blachere if the wrap around LED garlands for the Fox Lane lampposts are available in different colours.
- iii) That the Chairman's sponsor /donation letters have been approved and she will pass them to the Clerk for posting.
- iv) That the request for sponsors/donations will be added to the Monthly News and Village Website

143.3 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 at the earliest convenience.

143.4 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 external funding had been secured and works will commence in the next 4-5 weeks.

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

143.5 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. The Chairman explained that a meeting will be arrange shortly between the Council's Handyman and representatives of the Open Spaces Review Group (OSRG) to resolve outstanding works (including bird boxes), and to formulate a yearly maintenance programme for him.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That a progress report by the Council's handyman be deferred to the next meeting, along with a quote for grass seeding various locations in the village.
- iii) That a meeting be arranged between the Council's handyman and representatives of the OSRG to resolve outstanding works and to formulate a yearly maintenance programme.

143.6 To receive update information on providing Anti-Climb Paint and either stickers or notices for play equipment in the village green playground, and decide any further action. The Clerk confirmed receipt of the anti-climb paint warning stickers and that the Village Handyman is waiting for appropriate weather conditions to apply the paint and stickers.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask the Village Handyman to apply a 2nd coating of anti-climb paint to the flagpole when he adds the paint and stickers to the tall tower in the children's playground, and to give him some more stickers (provided by the Chairman) to add to the "Teen-Shelter" roof.

143.7 To receive information on the Monthly News/Village Website, and decide any further action. Information was given to the Clerk to be included in the April edition of the Monthly News and on the website, and the Chairman to email the Clerk with more information later.

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

- 143.8 To receive update information on the Parish Council's Children's "Linden Way Play Area", and decide any further action. The Clerk confirmed that he is making good progress on various areas including: Insurance, Grass cutting, play equipment inspections and informed Councillors of what is/is not eligible for payment from the one-off "Maintenance" money which has now been transferred from SDC to the Parish Council. A dedicated Book will be used to record spending of this ring-fenced maintenance money for auditing purposes.

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

- 143.9 To receive update information from the Selby Branch Meeting on Wednesday 14 February 2018, and decide any further action. Councillor Nixon attended the meeting where various items were discussed including: Yorkshire Air Ambulance, Joint Executive Board report, branch business, and the GDPR with areas to consider including:
- A possible cost of £150/year to pay for an independent DPO!
  - A 12 point protocol to follow.
  - A dedicated TWPC laptop and dedicated Hotmail address for the Parish Council.
- The Clerk confirmed that this matter is to be discussed later (Min 17/143.16) where a draft Amended Data Protection Policy will be discussed.

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

[Minute No 17/143.16 was brought forward to this point to continue the discussion]

- 143.10 To receive update information on works for Phase II of the "Woodland Walk" (south side), and decide any further action. A short discussion was held where it was confirmed that the Clerk had sent a letter to a member of the public concerning the current works. Further progress on this matter was deferred pending proposed meeting with Councillors and the Council's Handyman to agree a maintenance schedule for the area.

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

- 143.11 To receive update information on R.O.S. land, and from Barratt Homes on the possible purchase of land by the Parish Council, and to decide any further action. The Clerk confirmed that he had not received any feedback from Barratt Homes.

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

- 143.12 To receive information on the School Crossing, and to decide any further action. This item was discussed earlier in the meeting under Public Session (Min 17/140). A short discussion followed and this item will be reviewed again in September.

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

- 143.13 To receive update information on the need for a 2<sup>nd</sup> Representative for the Brayton Burial Board, and decide any further action. With no one coming forward to fill the vacancy, this item will be carried forward to the April 2018 meeting.

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

- 143.14 To receive update information on proposed introduction of a 40mph speed limit at Dam lane, Thorpe Willoughby, and to decide any further action. The Clerk confirmed that the Councillors' letter of support for the introduction of the 40mph speed limit at Dam Lane had been posted.

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

- 143.15 To receive update information on replacing the 3 x Parish Council street lights with low pressure sodium lights (LED's), and to decide any further action. The Chairman confirmed

that two of the three Parish Council street lights (to the rear of the Field Lane shops) have been converted to LED's, but the third PC street light (near the village hall compound - that needs totally replacing) will be completed later this month.

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

143.16 To receive update information by the Clerk on the: "General Data Protection Regulation" (GDPR), and decide any further action.

[This minute was discussed earlier in the meeting just after minute No 17/143.9]

The Clerk briefly ran through his draft amended "Data Protection Policy" that had taken on – board the requirements of the GDPR in-so-far as it relates to the Parish Council, with information acquired from YLCA's NALC toolkit document and other documents. The Clerk confirmed that this policy (if no further amendments are needed), will be ratified at the May Annual Parish Council meeting along with the other Council Policy Documents. The GDPR does not come into force until 25 May 2018 and this is an ongoing process. The Clerk has also begun an audit of how this will impact on his procedures, what documents are held, how it is stored, and how any public information and Councillor information is held (e.g. separate consent forms for the public and Councillors, and encryption). Following a brief discussion it was agreed that the Parish Council needs its own dedicated laptop and dedicated username rather than using the Clerk's own personal laptop and equipment. A Councillor suggested asking the editor of the website to provide quotes for 3 x alternative packages.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Parish Council will purchase a dedicated Parish Council laptop (with accompanying printer, windows software, anti-virus software and MS office programme), and that the editor of the Council's website be asked to provide quotes for 3 x alternative packages to be discussed at a future meeting.
- iii) That a new and dedicated Parish Council username will be acquired.
- iv) That the Clerk will ask Selby District Council to be the Parish Council's "Data Protection Officer" (DPO).

17/144 Planning:

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

144.1.1 2017/0688/ADV (Alt Ref: 8/34/71M/AA) Application for retrospective advertisement consent for 2No non-illuminated fascia signs and 2No 'A' board signs at Southlands, Leeds Rd, Thorpe Willoughby – REFUSED.

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

144.1.2 2017/1365/HPA (Alt Ref: 8/34/417/PA) Proposed construction of single storey side extensions at 7 Limetree Close, Thorpe Willoughby - GRANTED

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

144.2 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:

144.2.1 2018/0134/REMM (8/34/127D/PA) RESERVED MATTERS application relating to access, appearance, landscaping, layout and scale (for previously approved 2013/1041/OUT) for outline planning permission for residential development following demolition of existing buildings) at N.S.D.S. Centre, Field Lane, Thorpe Willoughby.

**IT WAS RESOLVED UNANIMOUSLY:** That the above information was noted and the Parish Council has no objections.

- 144.2.2 2018/0173/HPA Proposed single-storey pre-built end timber clad converted shipping container to use as a garden summerhouse/home office at Bluebell Barn, 5 Barff Farm, Thorpe Willoughby.

**IT WAS RESOLVED:** That the above information was noted, and the Parish Council has no objections.

- 144.2.3 2018/0212/HPA Proposed erection of front and rear extensions at 48 Willow Rise, Thorpe Willoughby.

**IT WAS RESOLVED:** That the above information was noted and the Parish Council has no objections.

#### 17/145 Financial Matters

- 145.1 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 (March 2018 Salary)	-	786.30	2025
F Morrison (Litter Picker)(March 2018 Salary)	-	156.00	2026
S M Peters (stationery expenses with receipts-Feb2018/Mar 2018)	0.52	8.30	2027
NVP (Inv #4185)(for 8 x Anti-Climb Paint Warning Stickers)	2.25	13.51	2028
Mr A Nixon (Payment for renewing Website Theme Support for 6 Months)	-	45.95	2029
SDC (Inv #4066341)(for supply & fit of glass Reinforced Cement Litter Bin at the corner of Fox lane & Londesborough Grove)	66.36	398.15	2030
Fasprint (Monthly News-Mar18) (Inv #7476) cheque made payable to: Ashley Finance Ltd.	-	519.00	2031
HMRC (for Qtr 4 – Jan18 to Mar18)	-	938.77	2032
YLCA (Annual Membership fee 2018-2019)	-	711.00	2033
<b>TOTAL =</b>	<b>£69.13</b>	<b>£3,576.98</b>	

- 145.2 To receive an account status of the current Bank Statement giving a balance of **£67,756.10** as at **06 March 2018**, and having been checked and signed by the Chairman.

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

Prop. Cllr Lawton

Sec. Cllr Dowell

- 17/146 To consider the following new correspondence received since the last Meeting and decide action where necessary:

146.1 YLCA Information: - Information previously circulated was noted.

146.2 Selby District Council Web-Site information - Information previously circulated was noted, and a District Councillor confirmed that none of the new sites allocated in the "Additional Sites Allocation" affected Thorpe Willoughby and gave the documents to the Clerk for filing.

146.3 Selby AVS: - Information previously circulated was noted.

146.4 8 x additional pieces of information were circulated, with no late items.

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

- 17/147 To receive representative reports:

County Councillor/District Councillor: A District Councillor confirmed that SDC's Council Tax is in the Selby Times.

Rail Users Group: A District Councillor confirmed that due to the delay in electrification of the western

side of the country, the east coast electrification (due to be improved in may) will no longer happen with diesels being used.

Burial Board: A Councillor attended the latest Burial Board meeting which covered issues at the cemetery and the accounts were accepted.

Village Hall: A Councillor confirmed that the Village Hall AGM is Monday 19 March 2018 and all are welcome.

A Councillor had noticed that one of the seats in the children's playground has sunk at one end?

A Councillor raised the question regarding further Defibrillator training around May time. The Councillor was asked to report back to the April meeting with the 2 x quotations and enquire when the village hall is available.

The Chairman confirmed that the police were moving cars on from the restricted parking areas near the school entrance.

The Chairman raised the issue of Byelaws in open spaces and a District Councillor explained that SDC had changed some to allow dogs and ball games on certain areas in Selby town.

**IT WAS RESOLVED:**

- i). That the above information was noted.
- ii). That a Councillor will report back to the April meeting with price confirmation plus availability of each trainer and village hall, for final agreement of defibrillator training.

**17/148 To receive the Clerk's report**

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

- 1/. That the services of an Internal Auditor have now been confirmed and meeting date(s) set.
- 2/. That planting of shrubs/plants in the highway verge was being investigated by NYCC and Selby Town Council at the barn conversions along Dam lane, which was initially mistaken as being in our parish.
- 3/. That the double litter bin at the junction of Fox Lane/Londesborough Grove has been installed.
- 4/. That a new street name plate for "Barff Grove" has been ordered.
- 5/. SDC will provide Parish Councils with litter picking equipment to assist any voluntary litter picks.
- 6/. A resident had reported to SDC about dog fouling in the vicinity of the ginnel that stretches from Meadow Drive to North View and raised the question: do we need a litter bin in this area?
- 7/. A resident's concern about rubbish being left near the small litter bin outside the Fox Lane parade of shops. The Chairman confirmed that she would supply the email address for Selby District Council to the resident for him to contact about this matter.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask NYCC's Area 7 Highways if they would allow a double litter bin to be placed on highway land on the grass area in front of North View to the side and in line with the 3 x shrubs located on it, and report back to the June PC meeting along with a price for the bin.

**17/149 To receive agenda items for next meeting** Apart from any already identified during the meeting none was requested.

**17/150 To receive any further comments from the public [for information only; Clerk to note]** NONE.

**17/151 To confirm the date of the next meeting as MONDAY 9 APRIL 2018:** - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

**17/152 Close of meeting** – the Part I meeting closed at 9.50pm.

[at this point the last two members of the public had to leave the meeting]

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