

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 9 April 2018 at St Francis Church, Thorpe Willoughby, Selby.

**In attendance:** 1 member of the Public was present  
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

17/154 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllrs Lawton – work commitment, and Smith - Illness, (which were both accepted), and no Declarations of Interest was given.

17/155 Public Session

[Minute No: 17/157.1 was brought forward to discuss with the village handyman].

[Minute No: 17/158.1 was brought forward to discuss with the village handyman].

The Village Handyman supplied a rough cost for purchasing grass seed for various locations around the village, and gave a progress report on the other outstanding tasks. A Councillor will report back to the May meeting on the feasibility of providing additional CCTV equipment at the Fox Lane side of the village green.

[at this point the member of the public left the meeting]

17/156 To confirm the minutes of the meeting held on 12 March 2018 as a true and correct record.

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the 12 March 2018 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Pearson

17/157 To receive items for discussion and decide further action where necessary:

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

[this was discussed earlier in the meeting under Public Session]

A Councillor confirmed that there were 6 existing V-mesh fencing panels stored at the village hall compound (that belonged to the Parish Council), and only a further 3 new panels would be needed to complete the stretch along the whole length of the PC land adjacent to 20 Londesborough Grove.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will acquire an updated quote from the contractor for installing V-mesh fencing along the side of 20 Londesborough Grove using both existing spares and new panels.

157.2 To discuss 3 x quotes for a dedicated Parish Council Laptop package of items and a new dedicated Parish Council username, and decide any further action. A short discussion followed where Councillors gave their thoughts on the strengths and weaknesses of the various options.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That a Dell Laptop, Hewlett Packard (Envy) Printer, Office 365 and Logitech mouse would be purchased, along with suitable antivirus software and data protection.

157.3 To discuss and decide on quotes and availability of trainers, dates and venue for further defibrillator training, and decide any further action.

**IT WAS RESOLVED:** This item be deferred to the May meeting.

- 157.4 To discuss and decide if to accept a quote for placing of a double litter bin on the grass area in front of North View, and to discuss replacing a single litter bin with a double along Fox lane, and decide any further action. The Clerk explained that NYCC highways had agreed to the Council placing a double litter bin on the grass area in front of North View that NYCC owns, providing that the contractor installing the bin contacts NYCC before works begin. A further discussion followed regarding the poor state of the single litter bin outside the shops on Fox lane and to have it replaced by a double bin.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will order two double litter bins from Selby District Council (SDC) - one for North View, and the other to replace the single one in front of the Fox lane shops.
- iii) That the Clerk will ask SDC to liaise with NYCC highways prior to installing the North View bin.

- 157.5 To discuss and decide if to give a donation to "Age UK", and decide any further action. The Chairman explained that the Parish Council does not give donations from the parish precept. Following a short discussion it was decided not to make a donation this time, and the Clerk will inform "Age UK" of the Council's decision.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will inform "Age UK" that the Council will not be making a donation this time.

17/158 To receive items for information:

- 158.1 To discuss update information on the "Community Garden" project, and decide any further action.  
[this was discussed earlier in the meeting under Public Session]  
A site meeting is to be arranged with the contractor for the "Community Garden" project to finalise the details.

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

- 158.2 To receive update information and quotation for enhancing the Xmas Illuminations for 2018 on Fox Lane/Leeds Road, to discuss requests for donations or sponsorship, and decide any further action. A short discussion followed and it was agreed that the quote for additional lighting along Fox Lane using luminous LED garlands was agreed, and to be a mix of colours (Blue, Red, Green and Pure White). The Chairman confirmed that 2 x donations had been received (one to remain anonymous).

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the quote for enhancing the Xmas Illuminations for 2018 be accepted and the Clerk will ask Blachere Illumination to proceed in providing an extra five wrap around LED garland Lights and appropriate infrastructure for Fox Lane for the 2018 display in addition to the lights used for 2017 and to use four different colours.
- iii) That the request for sponsors/donations will continue

- 158.3 To receive information on the Monthly News/Village Website, and decide any further action. Information was given to the Clerk to be included on the Website and in the May edition of the Monthly News with a request that the Council's website address across the front page be lower case rather than capitols, and the Chairman will email the Clerk with more information later.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask the printer of the "Monthly News" to change the Council's website address across the front page from capitols to lower case.

158.4 To receive update information on the need for a 2<sup>nd</sup> Representative for the Brayton Burial Board, and decide any further action. A Councillor came forward to fill the vacancy.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That Councillor Mr A Mifsud be appointed as the 2<sup>nd</sup> Representative for the Brayton Burial Board and the Clerk will inform the secretary of the Burial Board about this appointment and that both representatives are unable to attend the May meeting.

158.5 To receive update information by the Clerk on the Council's 'Policy Documents', 'Assets List' and 'Reps List' in preparation for ratification at the May Annual Parish Council Meeting, and decide any further action. The Clerk ran through the previously circulated summary of where any changes were need to the Council's 'Policy Documents' and confirmed that out of the 20 Council policies only 5 needed changes (4 had only the wording for the General Data Protection regulations 2018 (GDPR) to be added, and the Data Protection Policy was totally rewritten – as circulated previously). All policies are to be ratified at the May Annual Parish Council meeting as either unchanged or amended.

The Clerk explained the changes to the Council's 'Asset List' that included new play equipment and equipment in the Linden Way Play Area which is now owned by the Council. It was confirmed that the 'Reps List', discussed at a previous meeting, was unchanged apart from adding the 2<sup>nd</sup> Burial Board representative as agreed under Minute No 17/158.4.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Council's: 'Policy Documents', 'Assets List,' and 'Reps list' will all be ratified at the May Annual Parish Council meeting.

**17/159 Planning:**

159.1 To receive updates on any existing planning applications/information: NONE

159.2 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:

159.2.1 2018/0320/HPA Proposed rear extension, front porch, loft conversion, revised roof profile & minor internal changes at 30 Fox Lane, Thorpe Willoughby.

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

159.2.2 2018/0295/HPA Proposed 2-storey side extension at 50 Field Avenue, Thorpe Willoughby.

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

**17/160 Financial Matters**

160.1 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 (April 2018 Salary).	-	778.53	2034
F Morrison (Litter Picker)(April 2018 Salary).	-	162.98	2035
S M Peters (stationery expenses with receipts-Mar2018/Apr2018)	17.10	109.08	2036
Fasprint (Monthly News-Apr18) (Inv #7543) cheque made payable to: Ashley Finance Ltd.	-	519.00	2037
SVL (Inv #8237)(Chq made payable to PFCV Ltd)(for two banners for village website).	15.33	92.00	2038
RSS (I & M Inspection-north)(Inv #057153)(Chq made payable to Hags- Smp Ltd)(Mar 2018 Annual Inspection-Leeds Rd).	46.00	276.00	2039
RSS (I & M Ext Inspection-north)(Inv #057156)(Chq made payable to Hags-Smp Ltd)(Mar 2018 Annual Inspection-Linden Way Play Area).	30.00	180.00	2040
Blachere Illumination (Inv #36219)(Chq made payable to Blachere Illumination)(Xmas Lights)(3yr Hire-Year2-2018)	203.47	1,220.84	2041
Autela Group Ltd (Payroll 2017-18 Qtr 4)(Inv #13261)	10.56	63.36	2042
<b>TOTAL =</b>	<b>£322.46</b>	<b>£3,401.79</b>	

160.2 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 Mrs Burnell

Sec. Cllr Dowell

17/161 To consider the following new correspondence received since the last meeting and decide action where necessary:

161.1 YLCA Information: - Information previously circulated was noted.

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

161.3 Selby AVS: - Information previously circulated was noted.

161.4 5 additional pieces of information were circulated, with no late items.

The Chairman drew attention to an email circulated from NYCC regarding Vehicle Activated Speed Signs and Speed Indicator Devices, including a questionnaire. A Councillor and Clerk had also received a business flyer from a company selling solar speed signs and speed indicator devices outright and the Clerk was asked to make inquiries with NYCC highways department to see if this company's signs could be hung from their street lights if purchased?

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask NYCC's highways department if Speed Signs and Speed Indicator Devices (other than from NYCC) if purchased by the Parish Council could be strapped to NYCC's streetlights, and will be report back to the 14 May meeting.
- iii) That the NYCC questionnaire will be completed at the 14 May meeting in order to keep all options open.
- iv) That as much information as possible be obtained by the two PC members via the 'flyers' for the next PC meeting.

17/162 To receive representative reports:

County Councillor/District Councillor: A District Councillor confirmed that household recycling centres are now taking hazardous waste.

Rail Users Group: A District Councillor confirmed that due to the slow progress of works on the western side of the country, the expected increase of frequency of use of diesels being used on the East Coast has been delayed.

Burial Board: Nothing to report.

Village Hall: A Councillor confirmed that the committee remains the same following their AGM on Monday 19 March 2018.

A Councillor confirmed that he had reported online a pothole at Braff Grove and that it had been repaired quickly.

Remaining Councillors had nothing further to report.

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

17/163 To receive the Clerk's report

The Clerk discussed with everyone various matters included on his "Clerks Report List" (previously circulated), including the following:

- 2 Website Banners – Purchased, delivered and ready to fasten at two agreed locations.
- Double gate feature (for access from village hall car park to village green – due to be installed Shortly.
- Anti-Climb Paint & Stickers – added to play equipment by Village Handyman and extra coat of Anti-Climb Paint added to flagpole.
- Extra stickers added to Teen-Shelter.
- Meeting arranged for 10 May 2018 (6pm) to discuss an "Annual Maintenance Programme".
- "Project Report" for Linden Way Play Area, still to be compiled by the Parish Council.
- Miller Homes S106 funding – still not available!
- ROS Land & Barratt Homes – feedback still not arrived.
- Replacement LED street light for the one adjacent to the village hall compound – still not done.
- Community Infrastructure Levy (CIL) – NIL return for Thorpe Willoughby received.

The Chairman drew attention to the item regarding the Linden Way Recreation Open Space area, which is now owned by the Parish Council. Additional S106 funding is expected to come to the parish during 2018 which could be used to enhance recreation open space areas (ROS) around the village including the Linden Way Play Area and letters are to go out to adjacent residents.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the agreed letters will be sent to residents near to recreation open space areas over the coming months seeking their preferences from an options list approved by Selby District Council.
- iii) That the letters mentioned in (ii) above for the Linden Way Play Area ROS be delivered as soon as possible, with letters for the other ROS areas delivered later.

17/164 To receive agenda items for next meeting Apart from any already identified during the meeting none was requested.

17/165 To receive any further comments from the public [for information only; Clerk to note] NONE.

17/166 To confirm the date of the next meeting as **MONDAY 14 MAY 2018**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

**Two Meetings: i) The Annual Parish meeting – 6:30pm-7:00pm  
ii) The Annual Parish Council meeting – from 7pm onwards.**

17/167 Close of meeting – the Part I meeting closed at 9.00pm.

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