

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Annual Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 14 May 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), Burnell, Dowell, Lawton, Mifsud, Pearson, Smith, Pearse and Lunn.

18/1 Election of Chairman and Vice-Chairman

- i) Signing of the Chairman's Acceptance of Office of Chairman" declaration form:
The Clerk confirmed that no Nominations for Chairman had been received by him prior to the meeting. Cllr Mrs Parkinson was asked if she was willing to continue in the role, which she confirmed that she would, and no further nominations were given.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
ii) That Cllr Mrs Parkinson is elected as Chairman

Prop: Cllr Mrs Pearse Sec: Cllr Mifsud

Cllr Mrs Parkinson then signed the Chairman's "Acceptance of Office of Chairman" declaration form and witnessed by the Clerk.

- ii) Signing of the Vice-Chairman's Acceptance of Office of Vice-Chairman" declaration form:
Nominations were requested for Vice-Chairman and NONE was received.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
ii) That the post of Vice-Chairman will NOT be filled for this year.

Prop: Cllr Dowell Sec: Cllr Pearson

18/2 To receive apologies for absence and any declarations of interest

There was one apology received from: Cllr Mrs Nixon – conflicting engagement, (which was accepted), and no Declarations of Interest was given.

18/3 Public Session

A member of the public informed everyone that he had received a letter regarding the Appeal for residential development to the south of Field lane, Thorpe Willoughby, and that the appeal had been dismissed. The Council was unaware of the decision and he said he would let the Clerk see the decision. The Clerk will add something to the Monthly News once he has confirmation of the decision.

The Village Handyman gave a progress report on outstanding tasks and discussed access to the Hollygarth development and road markings in the village. He also raised the issue of potholes, and a County Councillor recommended using NYCC's online reporting facility which is proving effective and fast (this information will be added to the Monthly News magazine).

A member of the public expressed his concerns over the poor state of footpaths and the poor road works on the A63, a County Councillor recommended using NYCC's website to add comments.

A member of the press was asked if she had any questions for the Council – she declined.

A member of the public raised an issue of the boundary fencing of public open space land to rear of Almond Close, a Councillor will inspect the site and report back to the next meeting.

[Minute No 18/5.7 was brought forward to this point in the meeting]

[at this point 3 members of the public left the meeting]

18/4 To confirm the minutes of the meeting held on 9 April 2018 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 9 April 2018 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Mifsud

18/5 To receive items for discussion and decide further action where necessary:

5.1 To discuss and Review the Council's Assets Register, and to be signed by the Chairman/Clerk, and decide any further action. This forms part of the annual reviewing process – the Clerk had previously circulated and explained to all the revised Assets List that was amended to match the criteria of the Council's insurance policy and includes recent new equipment and the Linden Way Play Area equipment transferred to the Parish Council through adoption. A short discussion followed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council's: 'Assets Register' was approved and signed by the Chairman/Clerk.

Prop. Cllr Pearson

Sec. Cllr Lunn

5.2 To discuss and Review the Council's Policy Documents (both existing and new), and to have them signed as either Reviewed and unchanged or signed and adopted by the Chairman/Clerk, and decide any further action. This forms part of the annual reviewing process – the Clerk had previously circulated and explained to all a list of Council Policies and the majority of minor changes were to replace Data Protection Act 1998 with the General Data Protection Regulations 2018 (GDPR), and a new replacement Data protection Policy. A few further minor changes were explained including further GDPR changes, and an increase in Official Indemnity cover. All other policies were unchanged.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council's: 'Policy Documents' were correct and approved and that the Chairman/Clerk will sign the documents.

Prop. Cllr Dowell

Sec. Cllr Mrs Pearse

5.3 To discuss and Review the Council's Reps List, and to be signed by the Chairman/Clerk, and decide any further action. This forms part of the annual reviewing process – the Clerk confirmed that the 'Reps List' had been discussed at a previous meeting where the 2nd Burial Board representative had been agreed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council's: 'Reps list' is correct and approved, and was signed by the Chairman/Clerk.

Prop. Cllr Lunn

Sec. Cllr Mrs Burnell

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

5.4 To discuss the Gardening Competition 2018 – to decide on the appointment of judge(s), to approve them judging the winners of each category in lieu of no August Parish Council meeting, decide the eligibility criteria, if to have a Monthly News promotion, and who will present the cups and where, and decide any further action. A short discussion followed with the same judges being asked to officiate with the same criteria used.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the two judges from last year will view and judge the gardens around the village

- rather than by nominations and that they could decide the winners.
- iii) That the same format be used: Best Hanging Baskets 2018, Best Front Garden 2018, and Best Tubs 2018.
 - iv) That the Clerk will retrieve the trophies.
 - v) That the judging will be conducted in August.
 - vi) That the presentation will be at the October Parish Council meeting.
 - vii) That the Clerk will advertise the competition in the Monthly News magazine and on the Village Website.

Prop. Cllr Dowell

Sec. Cllr Miss Smith

- 5.5 To discuss Villager of the Year 2018 – to discuss and decide on procedures to be used, and who will present the shield and where, and decide any further action. A short discussion followed and it was decided to use the same criteria as last year.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the criteria used last year will be used again.
- iii) That the shield will go to a worthy villager for something done for the benefit of the village.
- iv) That the Clerk will retrieve the shield.
- v) That the presentation will be at the October Parish Council meeting.
- vi) That the Clerk will advertise the competition in the Monthly News magazine and on the Village Website with a deadline for nominations as Friday 7 September 2018.

Prop. Cllr Dowell

Sec. Cllr Mifsud

- 5.6 To discuss and decide on quotes and availability of trainers, dates and venue for further defibrillator training, and decide any further action. Two quotes were supplied by a Councillor and following a discussion “First Rescue Training” was chosen.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Quote by “First Rescue Training” was chosen subject to acquiring a suitable date in the summer holidays and availability of the village hall. A Councillor will compile a list of invites for village organisations, and if spaces are left over to open it up to other parishes at a cost. A proposed reply slip is to be forwarded to the Councillor organising the training event in preparation for a suitable date during July/August.

- 5.7 To discuss and decide on a request by a resident to cut grass on land adjacent to their property (owned/maintained by the Parish Council), after discussing legal advice feedback from YLCA, and decide any further action.

[This item was discussed earlier in the meeting under Public Session – Min 18/3]

The Chairman asked the press representative if she had anything to ask or say, to which she replied that she had not. The Chairman explained that both the NALC’s solicitors letter and further disclosure advice had arrived late and therefore had not been fully discussed by the Parish Council. She further explained that the discussions would follow in Part II of the meeting, as advised, and that only Parish Councillors could attend that meeting. It was also confirmed that Mr & Mrs Hyde would be notified shortly.

IT WAS RESOLVED: That due to the late arrival of legal advice and that Councillors needed to discuss it, this matter will be discussed in the confidential part II of the meeting.

- 5.8 To discuss and decide on quotes for renewing the Council’s Insurance, and decide any further action. With the imminent expiry of the Council’s Insurance, two quotes were considered for the renewal in June.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Quote by Zurich Insurance was chosen and that a 3 year Long Term Agreement (LTA) will be entered into.
- iii) That the Clerk will arrange for the transfer.

Prop. Cllr Mrs Pearse Sec. Cllr Mifsud

- 5.9 To discuss the 2018-2019 National Salary award for local council employees, and decide if to implement changes as recommended by YLCA, and decide any further action. The Chairman explained that this was a nationally agreed award.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council agrees to the award for both the Clerk and the Litter Picker, and that the Chairman will instruct the Council's external payroll provider to implement the changes.

Prop. Cllr Mifsud Sec. Cllr Mrs Burnell

- 18/6 To receive items for information:

- 6.1 To receive information on the Monthly News/Village Website, and decide any further action. Information was given to the Clerk by the Chairman to be included on the Website and in the June edition of the Monthly News.

IT WAS RESOLVED: That the above information was noted.

- 6.2 To receive update information on Vehicle Activation signs (VAS) from Area 7 Highways, and to complete a NYCC questionnaire, and decide any further action. A draft Questionnaire was discussed and completed by everyone for the Clerk to complete online. The Clerk explained that NYCC is to review the criteria for VAS signs in September following receipt of the questionnaires and that many Parish Councils were wanting to purchase their own signs from a company rather than using NYCC's signs which are very expensive and only available for a limited period per year. The Clerk explained that NYCC highways have confirmed that rumble strips and the painting of 30mph speed limit on the Leeds Road have been promised for the western approach to the village shortly (as previously agreed).

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will complete the Questionnaire online.
- iii) That the possible purchase of a VAS sign by the Parish Council be deferred until September or October (where this will be an agenda item), after NYCC have made a decision whether to allow Council's to use NYCC's street lights to hang Vehicle Activation Signs purchased by themselves.

Prop. Cllr Dowell Sec. Cllr Lunn

- 6.3 To receive update information from the 19 April 2018 "Monthly News Review Group" meeting, and decide any further action. The Chairman outlined the progress made and that the editor of the Monthly News is to produce a mock calendar shortly.

IT WAS RESOLVED: That the above information was noted and matters are in hand.

- 6.4 To receive update information from the 10 May 2018 Woodland Walk Maintenance meeting, and decide any further action. The Chairman updated everyone on the progress made with the maintenance of the Woodland Walks and waiting for the views of the Village Handyman.

IT WAS RESOLVED: That the above information was noted and matters are in hand.

- 6.5 To receive update information on enhancing the Xmas Illuminations for 2018, request for

donations or sponsorship, and decide any further action. A short discussion followed and the Clerk confirmed that the sum of £1640 of donations had been received so far. The Councillors agreed to the Chairman sending a polite reminder to potential donors corresponded to previously. The Clerk confirmed that a yearly costings list had not yet been received from Blachere Illumination as requested.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman will send a polite reminder to potential donors corresponded to previously.

- 6.6 To receive update information on works for the “Community Garden” project, and decide any further action. The Chairman confirmed that works are to commence on 4 June 2018 (weather permitting). The Contractor will liaise with the Village Handyman who will remove the existing seats (and put them into storage), and to trim bushes to give easier access to the footpath that is to be upgraded. The Clerk informed everyone that he had agreed with the Council’s grass cutting contractor to not cut the grass in the area where the work is to commence to ensure the concrete is not spoilt. A Councillor volunteered to mind the concrete circle when wet to avoid it being damaged. A footpath closure notice would be included on the website, monthly news issue, and notice boards, and the Chairman would inform both the school and childcare centre.

IT WAS RESOLVED: That the above information was noted.

- 6.7 To receive feedback information by a Councillor on the feasibility of providing additional CCTV equipment at the Fox Lane side of the village green, and decide any further action. A Councillor confirmed that the provision of CCTV equipment at the Fox lane side of the village green was feasible, but would mean providing infrastructure including a dedicated CCTV tower and a permanent electric supply.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That this matter be deferred until after the “Community Garden” project is completed, and then it can be looked at again.

18/7 Planning:

- 7.1 To receive updates on any existing planning applications/information:

7.1.1 2018/0173/HPA proposed single-storey pre-built high end timber clad converted Shipping container to use as a garden summerhouse/home office at Bluebell Barn, 5 Barff Farm, Thorpe Willoughby – GRANTED.

IT WAS RESOLVED: That the above information was noted.

7.1.2 2018/0212/HPA proposed erection of front & rear extensions at 48 Willow Rise, Thorpe Willoughby – GRANTED.

IT WAS RESOLVED: That the above information was noted.

- 7.2 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:

7.2.1 2018/0396/HPA (OUTSIDE THORPE WILLOUGHBY PARISH BOUNDARY) Proposed domestic outbuilding at The Cart Shed, Thorpe Hall Farm, Dam Lane, Thorpe Willoughby.

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

Prop. Cllr Pearson

Sec. Cllr Mifsud

- 7.2.2 2018/0432/FULM Section 73 application to Vary conditions Nos: 2 (Drawings) and 7 (Landscape) of application 2017/0820/FULM for proposed demolition of existing care home and construct 17 dwellings & highway improvements at Hollygarth, 17 Holly Grove, Thorpe Willoughby. – two Councillors declared an interest and excluded themselves from the discussion and decision.

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

Prop. Cllr Pearson

Sec. Cllr Mifsud

18/8 Financial Matters

- 8.1 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 (May 2018 Salary).	-	778.53	2043
F Morrison (Litter Picker)(May 2018 Salary).	-	162.78	2044
S M Peters (stationery expenses with receipts-Apr2018/May2018)	0.34	5.40	2045
Fasprint (Monthly News-May18) (Inv #7595) cheque made payable to: Ashley Finance Ltd.	-	519.00	2046
Internal Audit (Invoice #THW001)	-	67.60	2047
Npower (Invoice #LGU7QM3D) (Acc No H6470001)	8.65	181.60	2048
Npower (Invoice #LGU7QM3Q) (Acc No H6470002)	0.19	4.08	2049
R Deadman (1 st Invoice dated 25 Apr2018) – for Security Post and Lock	-	210.00	2050
R Deadman (2nd Invoice dated 25 Apr2018) – for Vine removal and treatment	-	40.00	2051
R Deadman (3rd Invoice dated 25 Apr2018) – for Anti-Climb paint on muggas, Tower and Flagpole	-	130.00	2052
R Deadman (4th Invoice dated 25 Apr2018) – for signage removal / replacement in play area	-	20.00	2053
R Deadman (5th Invoice dated 25 Apr2018) – for changing signage on muggas	-	30.00	2054
R Deadman (6th Invoice dated 25 Apr2018) – for removal of old memorial near Flagpole	-	60.00	2055
TOTAL =	£9.18	£2,208.99	

- 8.2 To receive an account status of the current Bank Statement giving a balance of **£90,710.47** as at **04 May 2018**, and having been checked and signed by the Chairman.

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

Prop. Cllr Dowell

Sec. Cllr Lawton

- 8.3 To approve the Annual Accounts ready for the External Auditor:

8.3.1 The Internal Auditor's Report and approve any suggestions made, and to approve the Clerk meeting the External Auditor's deadline.

IT WAS RESOLVED UNANIMOUSLY: That the Internal Auditor's Report and Procedural suggestion presented be approved and for the Clerk to meet the External Auditor's deadline.

- 8.3.2 Bank Reconciliation for financial year 2017/18 as at 31 March 2018.

IT WAS RESOLVED UNANIMOUSLY: That the Bank Reconciliation for financial year 2017/18 as at 31 March 2018 presented be approved.

8.3.3 Section 1, Annual Governance Statement 2017/18 as at 31 March 2018.

IT WAS RESOLVED UNANIMOUSLY: That Section 1, Annual Governance Statement 2017/18 as at 31 March 2018 presented be approved.

8.3.4 Section 2, Accounting Statements 2017/18 as at 31 March 2018.

IT WAS RESOLVED UNANIMOUSLY: That Section 2, Accounting Statements 2017/18 as at 31 March 2018 be approved and for the Clerk to conclude the audit.

- 8.4 To approve and appoint a staff member to undertake the work of the Responsible Financial Officer (RFO) for 2018/19 for when the existing RFO is absent (a legal requirement).
A short discussion followed where Cllr Mrs Pearse was asked if she would continue to be the named person. Cllr Mrs Pearse agreed to be the stand-in if ever required.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That Cllr Mrs Pearse be appointed as the standby RFO for 2018/2019 (as legally required) in the event of the existing RFO being absent long term through illness or death.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

- 18/9 To consider the following new correspondence received since the last meeting and decide action where necessary:

- 9.1 YLCA Information: - Information previously circulated was noted.
- 9.2 Selby District Council Web-Site information - Information previously circulated was noted.
- 9.3 Selby AVS: - Information previously circulated was noted.
- 9.4 8 additional pieces of information were circulated, with no late items.

IT WAS RESOLVED: That the above information was noted.

- 18/10 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report.

Burial Board: Both Burial Board Reps will attend the July meeting.

Village Hall: A Councillor confirmed the village hall was closed for a week due to pump problems.

A Councillor confirmed that one organisation won't be asked to the defibrillator training as they do this already as part of their training, so this means an extra training space.

A Councillor mentioned horses left grazing in the Willerby Heights balancing pond land and sometimes in the adjacent field.

The Chairman confirmed that the singers at the Dec 2017 Xmas tree event are available for the Dec 2018 Xmas tree event. The Chairman has also requested 3 x quotes for matting to go under the swings on the village green.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED: That the above information was noted.

- 18/11 To receive the Clerk's report

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

- Double gate feature (for access from village hall car park to village green – to be installed Shortly.
- Quotes received from Village Handyman for various works including grass seeding and footpath repairs.

- Canvassing of surrounding properties of the Linden Way Play area has produced 1 x response - the deadline for further comments is 1st June 2018.
- Miller Homes S106 funding – still not available!
- RSS play equipment update.
- ROS Land & Barratt Homes – feedback arrived.
- Replacement LED street light for the one adjacent to the village hall compound – this has now been replaced.
- 2 New Double Litter Bins- have been ordered.
- Quote for V-Mesh fencing to be placed adjacent to the western boundary of 20 Londesborough Grove has now been received.
- The Community Governance Review (CGR) is in hand.
- 2 pieces of playground equipment (the roundabout and bench) are being looked at by RSS.
- The missing plank from the Aerial-Ropeway ramp is due to be repaired by Playscheme.
- Matting under the swings needs repairing and the Chairman is obtaining 3 quotes from our local providers.
- Community Infrastructure Levy (CIL) – NIL return for Thorpe Willoughby received, along with documents for any funding that does arrive.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Village Handyman shall: defer seeding until Autumn (September/October), use slabs from the Beechfield Close POS area for repairing the Parish Council's footpath near the village hall compound, leave the trimming of the bushes to the rear of Almond Close until Autumn.
- iii) That the Quote for V-Mesh fencing (adjacent to 20 Londesborough Grove) is agreed, and the Clerk will ask Burn Fencing to proceed and liaise with a Councillor for access to the village hall compound to use the Parish Council's spare V-Mesh panels.

Prop. Cllr Mrs Pearse

Sec. Cllr Dowell

- iv) That the chairman will produce and circulate a letter to send to Hambleton Parish Council to apologise for how the Community Governance Review was handled and Cllr Pearson will hand it in personally at their next PC meeting.

18/12 To receive agenda items for next meeting Apart from any already identified during the meeting, the opening/closing of the playground and Village footpaths were requested.

18/13 To receive any further comments from the public [for information only; Clerk to note] NONE.

18/14 To confirm the date of the next meeting as MONDAY 11 JUNE 2018: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

18/15 Close of meeting – the Part I meeting closed at 9.30pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY