

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 11 June 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), Burnell, Dowell, Mifsud, Pearson, Smith, Pearse and Nixon.

18/17 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllrs Lunn and Lawton – conflicting engagements, (which were both accepted), and no Declarations of Interest was given.

18/18 Public Session

A member of the public raised concerns about speeding cars and asked that 20mph speed limits and having a roundabout at the end of Field lane to link with the By-pass to be investigated? The Chairman explained that the Council is waiting for NYCC highways decision regarding highway issues in September.

The Village Handyman gave a progress report on outstanding tasks. He also updated everyone on the upcoming works for the “Community Garden” including: the laying of a pipe under the footpath for any future electric cables, the provision of water, and the removal of the 3 existing benches (with only one being reusable).

18/19 To confirm the minutes of the meeting held on 14 May 2018 as a true and correct record.

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the 14 May 2018 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Mifsud

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

18/20 To receive items for discussion and decide further action where necessary:

20.1 To discuss and decide if the regime of leaving the village green playground gates open all the time is to continue, (deferred from 12 Mar 2018 meeting), and decide any further action. A short discussion followed and it was agreed that the gate should be left unlocked for another month. The Chairman will ask the village handyman if he has enough anti-climb paint warning stickers to replace any removed and if not to ask the Clerk to purchase some more.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That leaving the playground gate unlocked all the time be extended for another month.
- iii) That the Clerk will ask the Council’s new insurer Zurich about their preferred inspections procedure for play equipment and if weekly inspections are needed, and if locking the playground’s gate on an evening affects the policy.

20.2 To discuss and decide on any views on a YLCA report: “Shaping Our Future: New Strategic Plan of (NALC)”, and decide any further action. The Chairman has looked at this and a short discussion followed.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Chairman was asked to draft a letter of response to circulate to everyone for their views.

20.3 To discuss the GDPR process, to approve the Clerk's recommendations, and decide any further action. The Clerk explained about various aspects of the GDPR including:

- Appointing of a Data Protection Officer (DPO) – Parliament has passed the GDPR 2018 and that it exempts Parish/Town Councils from the obligation of appointing a DPO and therefore the Clerk is the Council's DPO.
- The Information Commissioner's Office (ICO) has given a reassurance to Parish/Town Councils that the ICO is satisfied they are working towards full compliance.
- That the Parish Council has for many years had a Data Protection Policy, and paid annually to the ICO and received certificates.
- Two Privacy Notices (one for staff, Councillors and Role Holders and another for the public) and a "Consent Form" were suggested and discussed. The Clerk explained who should receive Privacy Notices.
- That CCTV warning signs need to be changed to give a reason for their use.
- The Clerk has begun a 'Data/Information Audit' as required – an ongoing process.
- The Clerk will produce a "Record Management Policy" as suggested by YLCA.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk's recommendations be approved as follows:
  - 1/. To not appoint an external 'Data Protection Officer' (DPO), but to monitor YLCA updates and to accept the Clerk as being the Council's DPO.
  - 2/. To accept the 2 Privacy Notices and 'Consent Form' produced by the Clerk with a few minor changes.
  - 3/. To upgrade CCTV signs on the village green to state why data is collected.
  - 4/. To approve the Clerk continuing to monitor 'Data Storage' and the completion of the "Data/Information Audit" as an ongoing process.
  - 5/. To approve the Clerk finalising a "Record Management Policy" to be approved at a future Parish Council meeting.
  - 6/. To approve the Clerk giving Privacy Notices/Consent Forms to those that he feels needs them (as agreed) and as an ongoing process.

Prop. Cllr Dowell

Sec. Cllr Mrs Parkinson

20.4 To discuss "Share your views on Neighbourhood Policing in North Yorkshire", to decide if to complete a survey, and decide any further action. The Chairman asked a Councillor if he would complete the online survey, and report back to the next meeting with his comments – he accepted. The Chairman explained that the Councillor would also be prepared to fill the vacant position of Vice-Chairman which when asked he also accepted.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That a Councillor will complete an on-line survey regarding the above and report back to the next PC meeting.
- iii) That the Clerk will add a poster about this to the notice boards, the Post Office window, and on the website.
- iv) That Cllr Mifsud be approved as the Vice-Chairman of the Parish Council.

20.5 To discuss the Linden Way playground consultation, and decide any further action. A short discussion followed and the Clerk confirmed that only 1 reply slip had been received from adjacent property owners for suggested improvement possibilities. It was agreed that the Clerk will find: the age limit for children using the playground, if any previous Council decisions had been made regarding criteria for how the area could be improved, and to then approach contractors to quote for a scheme of improvements to a set budget and age group. The Chairman then suggested moving onto the next stage of consultation for properties adjacent to ROS areas and suggested Beechfield Close next (in the light of the current

removal of some of the paving slabs), and then to finish with the Millenium Garden/Willow Rise areas.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will establish the age group for the children that use the playground, to see if there is any previous Parish Council decisions regarding any criteria to be used, and then to approach 3-4 named contractors to quote and come up with suggestions of improvements up to a maximum budget of £20,000 for the agreed age group.
- ii) That the Chairman will now commence corresponding with properties adjacent to Beechfield Close followed by the Millenium Garden/Willow Rise areas with a view to reporting to the September PC meeting.

- 20.6 To discuss 3 Quotations received for replacing matting under the swings on the village green, and decide any further action.  
[This item was moved to Part II due to named contractors and quotation values].

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

18/21 To receive items for information:

- 21.1 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 July edition of the Monthly News. The Clerk has already received an article from Willoughby Jnr Players for the July edition and has passed that onto the editor. An issue with dog fouling and bottles at the western end of Field Lane (near to where it meets the By-Pass) was raised and discussed. Although the land falls outside Thorpe Willoughby's Parish Boundary it was agreed that the provision of a double litter bin will be looked into.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will make inquiries with NYCC's highways department to see if a double litter bin can be sited somewhere along the north side of Field lane at the western end.

- 21.2 To receive update information on parish boundaries ('Community Governance Review' for Thorpe Willoughby), and decide any further action. It was noted that no further progress has been made.

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

- 21.3 To receive update information from a Councillor on boundary fencing along the side of POS land to the rear of Almond Close, Thorpe Willoughby, and to discuss ownership issues with Barratts, and decide any further action. A Councillor confirmed that new fencing had been erected to replace the one removed. A short discussion followed regarding the possible purchase of a few areas of POS from Barratts that have been maintained by the parish council since the estate was adopted.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will send a letter to Barratts to inquire if they would consider transferring the few small areas of POS at Almond Close/Willow Rise to the Parish Council for free and that the Council would pay the solicitor's fees and Land Registry fees.

- 21.4 To receive update information on enhancing the Xmas Illuminations for 2018, request for donations or sponsorship, and costings sheet, and decide any further action. The Clerk

explained that the current total for donations had risen to £1,660, and confirmed receipt of the costings sheet for the next 2 years as requested. The Chairman confirmed that she will be sending follow-up letters to potential donors in September/October to go towards providing additional illuminations for 2019. Donors will be asked to confirm if they wish to remain anonymous.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask Blachere Illuminations how many extra lamps can be added to the 5 already planned for Fox Lane (with LED Garlands), by using the £1660 donation money, and report back to the July meeting.

21.5 To receive update information on works for the “Community Garden” project, and to discuss the memorial stones, and decide any further action.  
 [This item was moved to Part II due to dealing with sensitive contractual information].

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

21.6 To receive update information on a date and venue for further First Aid/Defibrillator training, and decide any further action. A short discussion was held and further volunteers were listed and recorded by the Councillor organising the event, and she confirmed that refreshments will be provided. The confirmed date for the training is Tuesday 31 July 2018, 6:30-8:30pm in the village hall.

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

18/22 Planning:

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

22.1.1 2018/0320/HPA Proposed erection of rear extension, front porch, loft conversion, revised roof profile and minor internal changes at 30 Fox Lane, Thorpe Willoughby – GRANTED.

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

22.1.2 2018/0295/HPA Proposed 2-storey side extension at 50 Field Avenue, Thorpe Willoughby – GRANTED.

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

22.2 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

18/23 Financial Matters

23.1 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.

Zurich Muncipal (Inv #31840021) Renewal of Council's Insurance Policy (1 <sup>st</sup> year of 3 Year LTA)	-	1,148.41	2056
ICO Data Protection Renewal (chq made payable to The Information Commissioner) (order Ref: 0301/fed/20453)	-	40.00	2057
S M Peters (June 2018 Salary).	-	817.56	2058
F Morrison (Litter Picker)(June 2018 Salary).	-	162.98	2059
S M Peters (stationery expenses with receipts-May2018/June2018)	10.71	67.26	2060
Fasprint (Monthly News-June18) (Inv #7659) cheque made payable to: Ashley Finance Ltd.	-	467.10	2061
Selby & District Rail Users Group (Annual Subscription 2018/19)	-	10.00	2062
NYCC Footway lights maintenance account 2017-18(Inv #230001724)	7.20	43.21	2063
HMRC for Qtr 1 (April-June 2018)	-	937.79	2064
Autela Group Ltd (Payroll 2018-19 Qtr 1 Apr, May, Jun)(Inv #13813)	10.20	61.20	2065
(I & M Inspection-north)(Inv #058563)(Chq made payable to Hags-Smp Ltd)(repairs to Bench and Roundabout in VG Playground)	64.12	384.76	2066
(I & M Inspection-north)(Inv #058670)(Chq made payable to Hags-Smp Ltd)(Jun 2018 Operational Inspection-Leeds Rd)	8.00	48.00	2067
(I & M Inspection-north)(Inv #058695)(Chq made payable to Hags-Smp Ltd)(Jun 2018 Operational Inspection-Linden Way Play Area)	8.00	48.00	2068
Arc-Sign (Inv #6810)(2 x Temp Closure Signs)	4.00	23.98	2069
<b>TOTAL =</b>	<b>£112.23</b>	<b>£4,260.25</b>	

23.2 To receive an account status of the current Bank Statement giving a balance of **£92,767.86** as at **06 June 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 Miss Smith

18/24 To consider the following new correspondence received since the last meeting and decide action where necessary:

24.1 YLCA Information: - Information previously circulated was noted.

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

24.3 Selby AVS: - Information previously circulated was noted.

24.4 6 additional pieces of information were circulated, with no late items.

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

18/25 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report apart from the much publicised problems with the railways.

Burial Board: The next Burial Board meeting is the 18 July 2018.

Village Hall: Nothing to report.

A Councillor confirmed that meeting dates for the Poor Fund is to be arranged.

The Chairman raised the problem of dog fouling on the village green.

The Chairman explained that additional signage is required for the village green for: either side of the newly installed pedestrian gate, and replacement CCTV signs (as discussed under Min 18/20.3).

The Chairman also raised complaints and concerns about the hedge at the junction of Foxdale Avenue/Fox lane which is overhanging the footpath and hindering pedestrians and visibility by cars approaching the junction.

Remaining Councillors had nothing further to report.

**IT WAS RESOLVED:**

i) That the above information was noted.

ii) That the Chairman will acquire additional signs for the village green for the newly installed

- pedestrian gate and replacement CCTV signs.
- iii) That the Clerk will write to the property at the junction of Foxdale Avenue/Fox lane regarding the overhanging hedge.

18/26 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 New Double Litter Bins- have been ordered and issues with highways resolved.
- Double gate feature (for access from village hall car park to village green) and V-Mesh fencing (to be placed adjacent to the western boundary of 20 Londesborough Grove)—both features have now been installed.
- Village Handyman - various works completed including new temporary replacement board to the back of the Fox Lane notice board. 'Woodland Walk Maintenance Agreement' is in preparation, although most of the urgent / safety items have received some attention.
- 2 pieces of playground equipment (the roundabout and bench) have been looked at and fixed by RSS.
- NYCC Questionnaire regarding Vehicle Activation Signs (VAS) – completed on-line by Clerk. Now waiting until Autumn for NYCC decision.
- Survey of Woodland Walk (North side) – Clerk has requested dates from Contractor to carry out a survey so that the findings can be discussed at the September PC meeting.
- A late Donation request was received for SDC's Chairman's charity.

**IT WAS RESOLVED:**

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

18/27 To receive agenda items for next meeting Apart from any already identified during the meeting, the Clerk confirmed that: 'The State of Village Footpaths', 'The Monthly Review Group', and any amendments to the "Assets List" and "Policy Documents" will appear as July agenda items.

18/28 To receive any further comments from the public [for information only; Clerk to note] NONE.

18/29 To confirm the date of the next meeting as **MONDAY 9 JULY 2018**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED. (apologies were given in advance from Cllr Pearse – conflicting engagement).

18/30 Close of meeting – the Part I meeting closed at 9.34pm.

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