

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 9 July 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 Mifsud (acting Chairman), Dowell, Lunn, Pearson, Burnell, Lawton, Smith, and Nixon.

18/32 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllrs Parkinson and Pearse – family illness and conflicting engagement respectively, (which were both accepted), and no Declarations of Interest was given.

18/33 Public Session

A member of the public raised concerns about anti-social dog walkers and car parking on footpaths. A District Councillor and the Chairman explained that this was a regular complaint and the Council were doing all it can to encourage residents to use litter bins for the dog faeces and to try and not obstruct residents using footpaths by inconsiderate car parking, and was a regular feature in the “Monthly News” parish magazine.

A member of the public raised concerns about a speeding car and a Councillor confirmed seeing this along with other residents, and the culprit was being sought to be reported to the police through ‘95 Alive’.

The Village Handyman gave a progress report on outstanding tasks and said that he soon will be cutting the hedges at either side of Leeds Road and widening the footpaths by cutting away overhanging grass. He also updated everyone on the progress of works for the “Community Garden” (Minute No 18/36.4 was brought forward to this part of the meeting), and he said that it was progressing well and that the new seats were now in place. The installation of the memorial stones may be at the end of August.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will inform the Council’s grass cutting contractor to gain access to the village green via the double-gates at the village hall car park and to ask the village handyman for the key for the lock.

18/34 To confirm the minutes of the meeting held on 11 June 2018 as a true and correct record.

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the 11 June 2018 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Miss Smith

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

18/35 To receive items for discussion and decide further action where necessary:

35.1 To formally sign the Vice-Chairman’s “Acceptance of Office of Vice-Chairman” declaration form, and decide any further action.

A nomination was agreed previously for Vice-Chairman as Cllr Mifsud.

**IT WAS RESOLVED UNANIMOUSLY:**

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

Prop. Cllr Pearson

Sec. Cllr Mrs Burnell

Cllr Mifsud then signed the Vice-Chairman’s “Acceptance of Office of Vice-Chairman”

declaration form and witnessed by the Clerk.

- 35.2 To discuss and decide on the state of village footpaths and which are in need of repair (Deferred from 12 Mar 2018 Min 17/142.5 meeting), and decide any further action. A County Councillor explained that he had an “Environmental Locality Budget” that could be used for potholes and footpaths but needs to be match funded.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That this item be deferred to the September meeting to allow photographs to be taken of an area identified to be repaired and given to the County Councillor.

- 35.3 To discuss the findings of the ‘Monthly Review Group’ meeting held on 5 July 2018, and information on the Monthly News/Website, and decide any further action. The 5 July 2018 meeting was cancelled, and a Councillor circulated a few designs/ mockups to show everyone, and a short discussion followed.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That this item be deferred to the September PC meeting to allow a replacement ‘Monthly News Review Group’ meeting to be re-convened.

Prop. Cllr Dowell

Sec. Cllr Pearson

- 35.4 To discuss and decide where to place a double litter bin at the western end of Field lane, and a 2<sup>nd</sup> double litter bin at Fox lane next to the bollard on the village green, and to discuss further outstanding NYCC highway matters, and decide any further action. The Clerk showed everyone an O.S. plan of where a double litter bin could be located at the western end of Field Lane. A choice of 3 locations were considered and all agreed that placing it on the highways verge opposite the proposed access road to the new housing estate was the preferred option. A Councillor asked if the location was in our parish and it was confirmed that it was in Hambleton parish. The 2<sup>nd</sup> double litter bin to be located adjacent to the newly installed bollard at the Fox lane side of the village green was also discussed. The Clerk explained that letters had been sent to 3 properties to request that their hedges be trimmed back – two had been completed and the 3<sup>rd</sup> not started. He also confirmed that he had reported to NYCC highways (online) about vegetation overhanging the footpath that runs along the side of Brayton Barff – this had also been cut. The Clerk explained that NYCC had confirmed that 30mph painting on the road/rumble strips on the western approach to the village on Leeds Road, and an additional 40mph at Dam Lane were both scheduled to be completed shortly.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will ask SDC to provide a double litter bin adjacent to the bollard at the Fox Lane side of the village green.
- iii) That a decision to provide a double litter bin at the western end of Field Lane be deferred until after the “Community Governance Review” (CGR) is resolved.

Prop. Cllr Lunn

Sec. Cllr Lawton

- 35.5 To discuss and adopt a few amended existing Council Policy Documents, and to adopt a new one called: “Record Management Policy”, and to have them signed as either Reviewed or new and signed by the Chairman/Clerk, and decide any further action. The Clerk explained that a new policy called: “Record Management Policy” needed approval and was based on a template and recommendation from YLCA, and explained to all that further Council Policies would need amending to take on-board minor changes due to a change in the Council’s insurance company.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the new Council Policy Document called: "Record Management Policy" was adopted and signed by the Clerk and the Vice-Chairman.
- iii) That amendments to a few existing Parish Council Policy Documents will be deferred to the September PC meeting.

Prop. Cllr Lunn

Sec. Cllr Pearson

- 35.6 To discuss preparing for CCTV equipment at the eastern side of the village green and a separate meter supply, and decide any further action. A Councillor reported on the various options. A short discussion followed and the Councillor will report back to the September meeting after arranging a meeting with a security company.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Councillor will report back to the September meeting.
- iii) That the Clerk will ask SDC if planning permission is required for a tall pole to mount CCTV equipment.
- iv) That the Clerk will ask 'Meter Plus' (who are to install equipment and a pole on the Council's village green) if they would allow the Council's CCTV equipment to be added to their pole.

- 35.7 To discuss the Annual O.S.R.G. August village tour, and Woodland Walk (north side) review with Marcus Taperell, and decide any further action. The O.S.R.G. tour and Woodland Walk (north side) review was discussed briefly and it was agreed that Councillors would reply to the Clerk's email of their availability to attend the choice of dates/times.

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

18/36 To receive items for information:

- 36.1 To receive update information from the Chairman on the POS consultation process, and from the Clerk on the Linden Way playground criteria and contractor consultation, and decide any further action. A short discussion was held on the POS consultation process, and the Clerk explained the response so far. Response slips for one area were still to be delivered and these were shared out amongst Councillors for distribution. The Clerk explained that following discussions with SDC's solicitor, the decision as to the age limit for children using the Linden Way Play Area was up to the Parish Council to decide. Councillors then voted on the choice between up to 10 years old or up to 12 years old. The Clerk ran through a proposed specification to ask for quotes from play equipment companies and it was agreed along with an age limit of up to 12 years old. The Clerk confirmed that a decision had not been made by Barratts regarding transfer of land to the Parish Council.

**IT WAS RESOLVED BY A MAJORITY:**

- i) That the above information was noted.
- ii) That the Clerk's specification for asking for quotes for improving the Linden Way Play Area from various play equipment companies was approved along with an age limit of up to 12 years old.
- iii) That an update report regarding the possible transfer of Barratt's land to the Parish Council be deferred to September's PC meeting.

Prop. Cllr Mifsud

Sec. Cllr Mrs Nixon

- 36.2 To receive update information on the village green playground inspections procedure requirements from Zurich Insurance (weekly inspections and unlocked gate), and decide any further action. The Clerk explained that the Parish Council's insurance company had confirmed that: i) Having the playground gate open or locked does not affect the Council's

insurance premium. ii) That weekly inspections of equipment by Councillor(s) is desirable. The Clerk also confirmed that an injury claim had been lodged with the insurance company and was in hand.

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

- 36.3 To receive update information on enhancing the Xmas Illuminations for 2018, request for donations or sponsorship, and revised costings sheet if further lamps are requested, and decide any further action. The Clerk explained that the current total for donations had risen from £1,660 to £1,760, and would allow the lights on Fox Lane to be extended to reach the shops. The Clerk also confirmed receipt of revised costings sheet for the next 2 years, as requested, and that discussions were also ongoing with NYCC regarding the infrastructure and with Npower.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will ask Blachere Illuminations to add an extra 2 x lamps to the 5 already planned for Fox Lane (with LED Garlands), (as a result of the £1,760 donation money) and that the colour sequence will continue with 'pure white' and 'red', and that consultation with NYCC and Npower will continue.

Prop. Cllr Dowell

Sec. Cllr Mrs Nixon

- 36.4 To receive update information on works for the "Community Garden" project, and to discuss the memorial stones, and decide any further action.  
[This was discussed earlier under Public Session (Min 18/33) with the Council's Handyman].

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

- 36.5 To receive update information on the First Aid/Defibrillator training event, and decide any further action. A Councillor discussed the progress made with everyone and that there were only a few places left.

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

18/37 Planning:

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

- 37.2 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:

37.2.1 2018/0654/HPA Proposed single-storey side extension to 10 Fir Tree Lane, Thorpe Willoughby.

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

Prop. Cllr Mrs Nixon

Sec. Cllr Dowell

37.2.2 2018/0602/HPA Proposed side & rear extensions at 6 Field Avenue, Thorpe Willoughby.

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

Prop. Cllr Mrs Nixon

Sec. Cllr Dowell

18/38 Financial Matters

- 38.1 To approve a list of payments made or to be made, with VAT, as advised by the Clerk and signed by the Acting Chairman as follows:

Payee	VAT/Other £	Total £	Chq. No.
Yorkshire Direct Services (Footpath and Concrete Circle works for "Community Garden").	-	7,105.00	2070
Yorkshire Direct Services (Memorial siting and holes for 4 x seats for "Community Garden").	-	367.00	2071
S M Peters (July 2018 Salary).	-	791.54	2072
F Morrison (Litter Picker)(July 2018 Salary).	-	162.78	2073
S M Peters (stationery expenses with receipts-June2018/July2018)	19.00	118.00	2074
Fasprint (Monthly News-July18) (Inv #7739) (cheque made payable to: Ashley Finance Ltd).	-	467.10	2075
Burn Fencing Ltd (Inv #23494)(fitting Double-Gate Feature at west side of village green near village hall car park entrance).	362.00	2,172.00	2076
Burn Fencing Ltd (Inv #23495)(supply and fix V-Mesh fencing on PC land adjacent to 20 Londesborough Grove).	214.66	1,287.96	2077
One-Stop Promotions Ltd (Inv #166803) (Union Flag).	11.19	67.14	2078
Arc-Sign (Inv #6827)(4 x CCTV Signs).	3.99	23.95	2079
First Rescue Training & Supplies Ltd (Inv #INV-0036)(First Aid/Defib Training Course)	70.00	420.00	2080
V.H.M.C (for electricity supply for "Community Garden" works)	-	25.00	2081
New Venture Products Ltd (Inv #4285)(10 x A6 Anti-Climb Paint Warning Stickers)	2.66	15.97	2082
<b>TOTAL =</b>	<b>£683.50</b>	<b>£13,023.44</b>	

38.2 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 Acting Chairman

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

Prop. Cllr Dowell

Sec. Cllr Pearson

18/39 To consider the following new correspondence received since the last meeting and decide action where necessary:

39.1 YLCA Information: - Information previously circulated was noted.

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

39.3 Selby AVS: - No Information was received.

39.4 1 additional piece of information regarding VAS signs was circulated and that NYCC is minded to change their rules regarding parish council purchasing their own VAS speed signs or speed indicator devices (final decision to be made on 12 July 2018), with no late items.

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

18/40 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report.

Burial Board: Nothing to report.

Village Hall: Nothing to report.

A Councillor was given confirmation from the Clerk that a written request is appropriate to the Council for an organisation wanting to use the village green for an activity.

The Vice-Chairman gave a feedback report on a police survey and his response and explained that it is still running until it ends on 29 July 2018.

Remaining Councillors had nothing further to report.

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

18/41 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) and V-Mesh fencing (to be placed adjacent to the western boundary of 20 Londesborough Grove)—both features installed leaving only a few minor issues to resolve.
- That the purchase of a new and dedicated Parish Council Laptop Package is in hand.
- Survey of Woodland Walk (North side) – dates from the Contractor to carry out a survey (so that the findings can be discussed at the September PC meeting) have been received and Councillors to inform the Clerk which dates they are able to attend.
- Anti-Climb paint warning stickers and a replacement union flag have been ordered & received.
- A plank is missing from the ramp on the zip-line on the village green – Playscheme have been informed.
- A replacement street name plate for Barff Grove will be replaced shortly.

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

18/42 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 September agenda items.

18/43 To receive any further comments from the public [for information only; Clerk to note] NONE.

18/44 To confirm the date of the next meeting as **MONDAY 10 SEPTEMBER 2018**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED. (apologies were given in advance from Cllr Nixon – conflicting engagement).

**[PLEASE NOTE: THERE IS NO PARISH COUNCIL MEETING IN AUGUST]**

18/45 Close of meeting – the Part I meeting closed at 9.04pm.

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