

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 10 September 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, Lawton, Mifsud, Lunn, Pearson, Burnell, Smith, and Pearse.

18/62 To receive apologies for absence and any declarations of interest

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

18/63 Public Session

The clerk passed on the lottery funding banner to the Village Handyman, who had agreed to display it in a suitable location, and confirmed that he was completing many of the outstanding works. At this point, as the village handyman was in attendance the chairman brought some items forward for discussion.

Agenda item 18/65.7 the 'Annual Maintenance Schedule' was approved and signed. A councillor raised the issue of planting in the woodland walk south side, but confirmed that it was in hand. The works to the footpath adjacent to the village hall compound continues and confirmation was given that storing of the slabs in the compound was acceptable.

IT WAS RESOLVED: That the above information was noted.

Agenda item 18/65.8 Open Spaces Review Group (OSRG) The chairman highlighted items from the OSRG including the following:

- Rear of Laburnum Close - shrub trimming still to do.
- Thorn hedge adjacent to Leeds Road – to be continued around the corner at the entrance to village hall car park by planting more thorn hedging.
- Clerk to liaise with a contractor regarding extension of birds-mouth fencing on corner of village green.
- Clerk to talk to a resident regarding a memorial seat to see if they still wish to provide one.
- Concrete circle to be resealed and footpath expansion joints to be repaired as needed, Clerk to send a letter to the contractor.
- The grass beside the footpath along the conifer hedge on Leeds road to be maintained by the Village Handyman.
- The chairman to look at bike rack on the village green (bar missing).

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will liaise with contractor to extend bird mouth fencing on corner of village green.
- iii) That the Clerk will contact a resident regarding adding a memorial seat
- iv) That the Clerk will contact a contractor regarding resealing of the concrete circle and maintenance of footpath as agreed.

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

18/64 To confirm the minutes of the Extraordinary meeting held on 13 August 2018 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the Extraordinary meeting held on 13 August 2018 were accepted as a true and correct record of the meeting.

Prop. Cllr Mrs Burnell

Sec. Cllr Pearson

18/65 To receive items for discussion and decide further action where necessary:

65.1 To discuss and decide the winner of the 'Villager of the Year 2018', to authorise the Clerk to complete certificates and get cups/shields engraved, and decide any further action. The Clerk read out the nominations and following a short discussion a winner was chosen and will be a joint award.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the shield/certificate will be presented later to a joint winner and announced at the October Parish Council meeting.

Prop. Cllr Dowell

Sec. Cllr Lunn

65.2 To discuss the External Auditor's report on the 'Annual Governance and Accountability Return' (AGAR) for the year ending 31 March 2018, to make suggested changes and conclude the audit, and decide any further action. The Clerk explained that the AGAR had been returned from the External Auditor and was in accordance with legislation, and required no alterations.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will place the Statutory Notice and AGAR on the notice boards and website, and conclude the audit.

65.3 To discuss and adopt a few amended existing Parish Council Policy Documents, and the 'Reps List', and to have them signed by the Chairman/Clerk, and decide any further action. The Reps list and five amended policy documents were discussed and changes were approved. A councillor explained the definition of pre-determination and predisposition and their appropriate use. A discussion occurred and it was agreed to seek further clarification on this matter.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- iii) That Councillor Miss Smith be added as an additional CCTV representative, Councillor Mifsud be added as an additional 'Monthly News Review Group' representative and a 'Budget Review Group' representative.

Prop. Cllr Mrs Parkinson

Sec. Cllr Dowell

- iv) That the amended policy documents be approved and be signed by the Chairman and Clerk later.

Prop. Cllr Pearson

Sec. Cllr Mrs Parkinson

65.4 To discuss and decide the date for the next 'Budget Review Group' meeting (to be held prior to either the November or December 2018 Parish Council meeting), and decide any further action. The Clerk and a District Councillor confirmed that due to there being no grant this year from SDC, the Parish Council will only receive a precept. It was decided to defer arranging a 'Budget Review Group' meeting until after SDC send their options.

IT WAS RESOLVED: That the above information was noted.

65.5 To discuss the findings of the 'Monthly News Review Group' meeting held on 4th Sept 2018, and new information on the Monthly News/Website, and decide any further action. That the 4 September 'Monthly News Review Group' meeting was discussed, including the central pull out and a final meeting be arranged for 2 October 2018. An information sheet of suggested inclusions for the October edition of the Monthly News parish magazine and Website was given to the Clerk by the Chairman and from the police

liaison representative.

IT WAS RESOLVED: That the above information was noted.

- 65.6 To discuss the compiling of a list of village footpaths that the Parish Council considers are poor and in need of repair, and decide any further action.
A short discussion was held, and a resident of the village had contacted the chairman offering to conduct a survey of the village with regard to accessibility improvements to footpaths.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will contact the resident to accept her offer to conduct a survey of access ramps from footpaths to highways in the village, and to give suggestions where any improvements can be made

- 65.7 To discuss and decide if to approve an “Annual Maintenance Schedule” for the ‘Village Handyman’ for the “Woodland Walks”, and decide any further action
[this item was discussed earlier in the meeting under min no 18/63]

IT WAS RESOLVED: That the above information was noted.

- 65.8 To discuss and decide on the findings of the ‘Open Spaces Review Group’ meetings held on the 9th, 16th and 30th August 2018, and decide any further action.
[this item was discussed earlier in the meeting under min no 18/63]

IT WAS RESOLVED: That the above information was noted.

- 65.9 To discuss the findings of a meeting for a survey of the “Woodland Walk” (N. Side) between the Parish Council and a tree cutting contractor held on 9th August 2018, and decide any further action. The Clerk read out the quote received for the felling works.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the quote be approved and for the Clerk to ask the tree contractor to proceed with the works.

Prop. Cllr Mrs Pearse

Sec. Cllr Lawton

- 18/66 To receive items for information:

- 66.1 To receive update information on the “Community Garden” project/Blessing of the Memorial Stones event held on 1st September 2018, and decide any further action. A general discussion was held with the Chairman explaining that the event had been successful with good coverage in the Selby Times. Donations were discussed resulting in a distinction being made between requests received for donations and services requested by the Parish Council as in this case.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Parish Council will continue not to give contributions to charities requesting donations, but will give a fixed amount to persons providing a service at the Parish Council’s request.
- iii) That the council will give £25 to each of the four contributors to this event.

Prop. Cllr Mrs Parkinson

Sec. Cllr Lawton

- 66.2 To receive update information on the Clerk’s findings on the Linden Way playground criteria and contractor consultation, and clarification from the Parish Council’s Solicitor regarding the maximum age of children using this area, and decide any further action.

IT WAS RESOLVED: That this item be deferred to the next meeting

- 66.3 To receive update information on the feasibility of providing CCTV equipment at the eastern side of the village green, and decide any further action. A councillor gave an update report and stated that two further quotes had been sought, but declined as their equipment would not be compatible with existing equipment. Therefore The PC will need to work with the existing supplier. The Clerk confirmed that the installation of a pole at the western side of the village green to allow the CCTV equipment to be installed would require planning permission and the meter plus mast was unlikely to be erected at this time.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will seek planning permission for the erection of a mast and concrete base, using details supplied by a councillor.
- iii) That the councillor will ask permission from the Village Hall Management Committee to supply a permanent electricity supply and a locked cabinet for the equipment.
- iv) To proceed with the quote from the existing supplier.

Prop. Cllr Dowell

Sec. Cllr Mifsud

- 66.4 To receive update information from SDC on S106 funding, and decide any further action.

IT WAS RESOLVED: that this item be deferred to a later meeting.

- 66.5 To receive update information on providing further warning signs for the children's playground on the village green, and decide any further action. The chairman confirmed that the five signs had been received and passed the invoice to the clerk for payment.

IT WAS RESOLVED: That the above information was noted.

18/67 Planning:

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

67.1.1 2018/0787/HPA Proposed demolition of an existing side extension and erection of a new single-storey side extension to the side and rear of 26 Dane Avenue, Thorpe Willoughby - GRANTED

IT WAS RESOLVED: That the above information was noted.

- 67.2 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:

67.2.1 2018/1031/FUL Part Retrospective application for the erection of a dwelling at 30 Fox Lane, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted, and
- ii) The Parish Council has no objections.

18/68 Financial Matters

- 68.1 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.
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S M Peters (September 2018 Salary).	-	791.54	2094
F Morrison (Litter Picker)(September 2018 Salary).	-	162.78	2095
S M Peters (stationery expenses with receipts-Aug2018/Sept2018)	18.27	110.95	2096
Fasprint (Monthly News-September2018) (Inv #7863) (cheque made payable to: Ashley Finance Ltd).	-	467.10	2097
Groundwork North Yorkshire (Inv #SI/0000006689)(Community Gdn)	330.80	1,984.80	2098
PKF Littlejohn (External Auditor)(Invoice #SB201800592)	80.00	480.00	2099
HMRC for Qtr 2 (July-Sept 2018)	-	937.99	2100
Autela Group Ltd (Payroll 2018-19 Qtr 2 July/Aug/Sept)(Inv #14019)	10.20	61.20	2101
I & M Inspection-north(Inv #060399)(Chq made payable to Hags-Smp Ltd)(removal of roundabout from playground and make good including wet-pour)	48.00	288.00	2102
Brackenhill Quarries (Inv #181145)(Memorial Stones for "Community Garden – carving, delivery/installation and sealer)	720.21	4,321.26	2103
Mr D Powell (Inv #85848)(Nethosted-domain renewal for website)	2.50	15.00	2104
TOTAL =	£1,209.98	£9,620.62	

68.2 To receive an account status of the current Bank Statement giving a balance of **£75,661.54** as at **06 August 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 Mifsud

18/69 To consider the following new correspondence received since the last meeting and decide action where necessary:

69.1 YLCA Information: - Information previously circulated was noted.

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

The Chairman raised the issue of Cllr McCartney's letter of a call to protect our public open spaces from vehicles. Cllr Lunn explained that SDC is currently looking into this and it was agreed that Cllr Lunn will pass on the Council's support and to request that horses should also be included.

69.3 Selby AVS: - No Information was received.

69.4 3 additional pieces of information were circulated, with no late items including:

An email from Barlby Town Council requesting support for more police presence in villages.

A request received by the Clerk from 'Citizens Advice' for a donation.

IT WAS RESOLVED UNANIMOUSLY:

i) That the above information was noted.

ii) That the Parish Council's Police representative will write a letter of support to Barlby Town Council for their request for more police presence in villages, and to report back to the next Parish Council meeting.

iii) That 'Citizens Advice' will be informed that the Parish Council will not be giving a donation this time.

Prop. Cllr Pearson

Sec. Cllr Dowell

18/70 To receive representative reports:

County Councillor/District Councillor: A District Councillor explained that NYCC's policy on VAS equipment is currently under review and is looking likely that this policy will be changed to allow parish councils to purchase their own VAS equipment when it is discussed at the end of this month. The District Councillor will report back to a future meeting on this and an update on the former crossing patrol.

Rail Users Group: Nothing to report.

Burial Board: No Burial Authority meeting this month.

Village Hall: Nothing to report.

The Chairman sought confirmation that she and another Councillor could represent the Council at the primary school to discuss parish council work – this was accepted.

The Chairman read out a letter requesting a donation for the Xmas lights appeal from a local business and after the council agreed it was given to the Clerk for posting.

A reminder was given that quotes will be needed shortly for renewing the playground inspections contract due to the existing contract expiring at the end of the year.

A reminder was given for the forthcoming Xmas tree event on the 7 December and a Councillor was asked if he was attending and able to provide a PA system.

A Councillor confirmed that she has not yet received defibrillator training certificates.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will send a letter to a local business requesting a donation for the Xmas lights appeal.
- iii) That the Xmas tree event will be an agenda item for the 8 October meeting.

18/71 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 from village hall car park to village green - a few minor issues to resolve.
- Worn matting under swings on the village green was not eligible for external funding, therefore the Clerk asked the contractor to proceed with the repair (as per Min 18/61.4 at 13 Aug 2018).
- Damaged matting under Basket Swing – works ordered and acknowledged and scheduled for 14 Sept 2018.
- Newly purchased and dedicated Parish Council Laptop Package has arrived leaving only a printer to acquire.
- Replacement Union Flag had arrived and was hoisted prior to the 1st Sept event.
- Grass cutting contractor now has keys to access the village green.
- Replacement St Name plate for Barff Grove – still not done.
- Provision of new litter bins: i) Fox Lane (near shops) – Completed, ii) North View Bin – concrete base added & bin to add later, iii) New bin for Fox Lane adjacent to bollard – ordered but not yet started.
- A few dog bin stickers acquired.
- A formal letter to Barratt Homes for possible transfer of POS parcels to the Parish Council has been posted and acknowledged.
- Overgrown hedge at the junction of Foxdale Ave/Fox Lane has been trimmed on all 3 sides.
- The Roundabout in the village green playground has been removed on the advice of the Council's insurer, and the playground was locked during its removal.
- Many of the village street lights are currently being upgraded to LED's.

IT WAS RESOLVED: That the above information was noted.

18/72 To receive agenda items for next meeting Apart from any already identified during the meeting none was requested.

18/73 To receive any further comments from the public [for information only; Clerk to note] NONE.

18/74 To confirm the date of the next meeting as **MONDAY 8 OCTOBER 2018**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

18/75 Close of meeting – the Part I meeting closed at 9.16pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY