

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 8 October 2018 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: 5 members of the Public were present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

Present: Cllrs Mifsud (Vice-Chairman), Dowell, Lawton, Lunn, Pearson, Burnell, Smith, Nixon, and Pearse.

18/78 To receive apologies for absence and any declarations of interest
There were no apologies received, and no Declarations of Interest was given.

[At this point 18/81.2 was brought forward]

81.2 To discuss and present the winners of the 'Gardening Competition 2018', and decide any further action. The two Councillors, who judged the competition, presented the winners of the Gardening Competition 2018 – Best Front Garden and Best Hanging Baskets with a shield, cup and certificates. The winners of the Gardening Competition 2018 - Best Tubs will be presented at the November meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the winners of the Gardening Competition 2018 are as follows:
 - Best Front Garden 2018 – Mr & Mrs Farrar of 40 Field Avenue
 - Best Hanging Baskets 2018 – Mr Storey of 15 Cedar Close
- iii) That the winners of the Gardening Competition 2018 – Best Tubs will be presented at the November meeting, and The Villager of the Year 2018 will be announced later.

18/79 Public Session

A member of the public had issues previously raised and items not on this agenda. The Chairman reminded everyone about the procedures that have to be followed and the member of the public expressed his displeasure. The Chairman thanked the member of the public for his contribution and the member of the public then left the meeting

IT WAS RESOLVED: That the above information was noted.

[at this point all remaining members of the public left the meeting]

18/80 To confirm the minutes of the meeting held on 10 September 2018 as a true and correct record.

IT WAS RESOLVED: That the minutes of the meeting held on 10 September 2018 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Pearson

18/81 To receive items for discussion and decide further action where necessary:

81.1 To elect a Chairman and Vice-Chairman, and decide any further action.

- i) Signing of the Chairman's "Acceptance of Office of Chairman" declaration form
- ii) Signing of the Vice-Chairman's "Acceptance of Office of Vice-Chairman" declaration form

- i) Signing of the Chairman's "Acceptance of Office of Chairman" declaration form
A Councillor asked the Vice-Chairman if he wished to be Chairman, which he confirmed that he did, and no further nominations were given.

IT WAS RESOLVED UNANIMOUSLY:

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

Prop: Cllr Pearson Sec: Cllr Burnell

Cllr Mifsud 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 A Councillor was asked if he wished to undertake the role, which he confirmed that he did, and no further nominations came forward.

IT WAS RESOLVED UNANIMOUSLY:

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

Prop: Cllr Miss Smith Sec: Cllr Lunn

Cllr Lawton then signed the Chairman's "Acceptance of Office of Vice-Chairman" declaration form and witnessed by the Clerk.

- 81.2 To discuss and present the winners of the 'Gardening Competition 2018', and decide any further action. This item was brought forward to just before the Public Session.

IT WAS RESOLVED: That the above information was noted.

- 81.3 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 Clerk explained the various changes made to the "Reps list" and five amended policy documents either through YLCA correspondence, change in data protection, or by consequential changes made through a Councillor's resignation and why sections of the Standing Orders were in bold and other parts were not. Councillors had a brief discussion and agreed the various changes.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
ii) That amended policy documents be approved and were signed by the Chairman and Clerk.
iii) That the amended "Reps List" be approved and was signed by the Chairman and Clerk.

[At this point in the meeting a representative of the police arrived to give a brief update on Events occurring in the village (that CCTV had been checked) and elsewhere, and then left the meeting]

- 81.4 To discuss and amend the bank mandate of the Council's signatories to add the new Chairman, and decide any further action. Owing to the resignation of a Councillor (who was a signatory on the Council's bank mandate), forms were signed to remove that Councillor and replace with the newly elected Chairman and witnessed by two existing signatories.

IT WAS RESOLVED: That the above information was noted.

- 81.5 To discuss the findings of the 'Monthly News Review Group' meeting held on 5th October 2018, and new information on the Monthly News/Website, and decide any further action. The Chairman read out a summary of the findings of the 5 October 'Monthly News Review Group' meeting along with the conclusion that a rethink/review was needed. A Councillor explained that a comparison with a neighbouring parish magazine, (who also place a copy on their website), had shown that the overall quality of the suggested changes were not adequate to produce a quality magazine for the villagers. It was agreed that a stepped approach would be simpler, whereby the switch to a bi-monthly magazine would be the first change and then implement further changes later following a "Monthly News Review Group" meeting. In the meantime, a Councillor was asked to acquire further information from the neighbouring parish to see what costs are involved with the production of their magazine

and for adverts.

An information sheet of suggested items to be included in the November edition of the Monthly News parish magazine and Website was produced by the Clerk along with additions given by the Chairman and from the police liaison officer and a commitment to be more thorough with the proof reading.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a rethink/review will be held (with a further meeting) to formulate an improved parish magazine to a higher standard than originally suggested and that this will be done as a stepped approach and following the obtaining of further information.

18/82 To receive items for information:

- 82.1 To receive update information from the 'Village Handyman' for various projects including the "Woodland Walks", and decide any further action. The Clerk and Councillors had been informed by the Village Handyman that works were in-hand on various projects. A Councillor confirmed that the paving slabs on the village green will be removed shortly. The Chairman asked a Councillor if she would be willing to liaise between the village handyman and the Clerk for the Council's work programme, to simplify the process, and link that with monitoring the 'Open Spaces Review Group' process. The Councillor agreed to front this process and to simplify matters.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a Councillor will liaise between the 'Village Handyman' and the Clerk with regard to organising ongoing works and to front the "Open Spaces Review Group" (O.S.R.G.) process and to make it simpler.
- iii) That there will be an agenda item at the November meeting for the Councillor to report on the progress of the O.S.R.G.

- 82.2 To receive update information on the "Community Garden" project/Blessing of the Memorial Stones, and decide any further action. A general discussion was held with the Chairman explaining that the event had been successful, well attended, and given ample publicity. Those providing a service to the Council had been recompensed and given thankyou cards. The Clerk explained that the contractor for the concrete circle is still to reseal the circle and fill spaces in the footpath as previously agreed. A discussion followed covering the use of the monument, and the laying of a wreath was suggested by a Councillor. Another Councillor raised the issue of providing flowering tubs for the "Community Garden".

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman will provide a positive response for the Monthly News and website.
- iii) That the Clerk will chase up the contractor to do the sealing of the concrete and fill gaps in the footpath as previously agreed.
- iv) That the Clerk will contact: the school, the Church and the Sports Club to inform them that the monument is for the whole village and feel free to use it.
- v) The Chairman was asked to purchase a wreath from the British Legion.
- vi) That a Councillor will investigate the provision of flower tubs for the "Community Garden" in the spring for when external funding may come on-stream and to liaise with the Clerk in this regard.

Prop. Cllr Lawton

Sec. Cllr Mifsud

- 82.3 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 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 was currently waiting for technical details from the supplier to then pass onto the Clerk for him to apply for planning permission from SDC.

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

- 82.4 To receive update information on the approved works to the “Woodland Walk” (N. Side), and decide any further action. The Clerk confirmed that the Contractor will start felling works week commencing 3 December 2018, and that the Contractor has offered to meet councillors at the start of the week to re-affirm the proposed works. The two cherry trees at the eastern side of the village green were also discussed and agreed that they both need thinning.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will notify councillors if a meeting is arranged prior to works starting on the “Woodland Walk” week commencing 3 December 2018.

- 82.5 To receive update information on Xmas Illuminations, to discuss possible infrastructure changes and Npower, any further donations, and decide any further action. The Clerk explained that the contractor had installed the new infrastructure along Fox lane, with a couple added to the wrong posts. He had been assured that this would be corrected. The Clerk also confirmed that a Donation had been received for £500 from ‘Campeys of Selby Ltd’ to go towards the Xmas Illuminations. The Xmas Tree event was raised and the Chairman was asked to contact the singers from last year to see if they would attend again, and a Councillor asked for donations of bottles of wine for making mulled wine and to reach him before the 1 December. A Councillor ran through a list of things to do for the event and that this will be an agenda item at the November meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the ‘Xmas Tree event’ will be an agenda item at the November meeting.

18/83 Planning:

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

IT WAS RESOLVED: That the above information was noted.

- 83.2 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:

83.2.1 2018/0743/FULM Planning Application for 168 Residential Park home caravans retirement village at the Former Mushroom Farm, Gateforth New Road, Brayton (OUTSIDE THORPE WILLOUGHBY PARISH BOUNDARY)

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted, and
- ii) The Parish Council has no objections to the above planning application, and considers it a good development for the location and overcomes historic problems and concerns.

Prop. Cllr Lunn

Sec. Cllr Pearson

18/84 Financial Matters

- 84.1 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 | | Total £ | |
|-------|--|---------|--|
| | | | |

| | VAT/Other £ | | Chq. No. |
|--|----------------|------------------|-------------|
| Arc-Sign (Inv #6891)(for 5 (12"x12") footwear must be worn signs) | 12.99 | 77.94 | 2105 |
| Royal British legion Poppy Appeal (1 of 4) (to pay for requested attendance at blessing of memorial stones event on 1 st Sep 2018) | - | 25.00 | 2016 |
| Church of St Francis (2 of 4) (to pay for requested attendance at blessing of memorial stones event on 1 st Sep 2018) | - | 25.00 | 2107 |
| CANCELLED CHEQUE | - | - | 2108 |
| W Robey (4 of 4) (to pay for requested attendance at blessing of memorial stones event on 1 st Sep 2018) | - | 25.00 | 2109 |
| Sherburn Peter Pan Nursery (3 of 4) (to pay for Cllr Buckle's requested attendance at blessing of memorial stones event on 1 st Sep 2018)(Chairman's Charity) | - | 25.00 | 2110 |
| A Mifsud (greeting cards for blessing of memorial stones event on 1 st Sep 2018) | 1.33 | 8.00 | 2111 |
| S M Peters (October 2018 Salary). | - | 791.54 | 2112 |
| F Morrison (Litter Picker)(October 2018 Salary). | - | 162.78 | 2113 |
| S M Peters (stationery expenses with receipts-Sept2018/Oct2018) | - | 8.04 | 2114 |
| CANCELLED CHEQUE | - | - | 2115 |
| Fasprint (Monthly News-October2018) (Inv #7914) (cheque made payable to: Ultimate Finance Ltd). | - | 467.10 | 2116 |
| S M Peters (Cobblers Last-engraving of cups/shields for gardening and villager of the year competitions 2018 + for 2 keys) | 9.66 | 58.00 | 2117 |
| S J Danby Ltd (Playscheme)(Inv #4910)(repairs to wet-pour under the basket swing on village green) | 51.30 | 307.80 | 2118 |
| I & M inspection-North (Inv #060573)(chq made payable to Hags-Smp Ltd)(Sept 2018 Operational Inspection-Linden Way Play Area) | 8.00 | 48.00 | 2119 |
| I & M inspection-North (Inv #060600)(chq made payable to Hags-Smp Ltd)(Sept 2018 Operational Inspection-Leeds Road) | 8.00 | 48.00 | 2120 |
| SDC (Inv #4068981)(for supply & fit litter bin at Fox Lane-Nr shops) | 66.60 | 399.58 | 2121 |
| S M Peters (for purchase of H/P Printer Package) (HP Officejet Pro 6960 + 3 year customer support) | 13.33 | 96.98 | 2122 |
| TOTAL = | £171.21 | £2,573.76 | |

84.2 To receive an account status of the current Bank Statement giving a balance of **£71,373.02** as at **06 September 2018**, and having been checked and signed by the Chairman. The Clerk also explained that the 2nd half of the precept had been received from SDC along with a Wayleaves payment from Northern Powergrid.

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

Prop. Cllr Lunn Sec. Cllr Mrs Pearse

[at this point a Councillor left the meeting]

18/85 To consider the following new correspondence received since the last meeting and decide action where necessary:

85.1 YLCA Information: - Information previously circulated was noted.

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

85.3 Selby AVS: - No Information was received.

85.4 1 additional piece of information previously circulated was noted.

IT WAS RESOLVED: That the above information was noted.

18/86 To receive representative reports:

County Councillor/District Councillor: A District Councillor confirmed that SDC will be sending their annual 4 x precept options to all Parish/Town Councils shortly (for budget purposes) at the end of

October/start of November, but because there is no grant involved from now on there will be no meeting at the Civic Centre. The Clerk will arrange a "Budget Review Group" meeting shortly after receiving the 4 x options.

Rail Users Group: Nothing to report.

Burial Board: Nothing to report.

Village Hall: Nothing to report.

The Chairman confirmed that he had drafted a letter of response to Barlby Town Council's request for support for more police on the street. The letter was read out to everyone and it was agreed by all those present that it was fine and should be sent.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will arrange a "Budget Review Group" meeting shortly after receiving the 4 x options for precept form SDC.
- iii) That Chairman's letter of response to Barlby Town Council was accepted and to be posted.

Prop. Cllr Dowell

Sec. Cllr Pearson

18/87 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.
- Swings in Playground and on village green- worn chains have been repaired.
- Bicycle Rack – parts missing and has been reported and waiting to be fixed.
- Worn matting under swings on the village green – has been completed and height of seats adjusted for free as a good will gesture.
- Damaged matting under Basket Swing – works completed.
- Newly purchased and dedicated Parish Council Laptop Package has arrived and being updated, new dedicated printer acquired, and new PC email username being brought into use swiftly due to problems with previous email address.
- Replacement St Name plate for Barff Grove – completed.
- Provision of new litter bins: i) Fox Lane (near shops) – Completed, ii) North View Bin – completed. iii) New bin for Fox Lane adjacent to bollard – ordered but not yet started.
- A formal letter to Barratt Homes for possible transfer of POS parcels to the Parish Council has been posted, acknowledged, and being considered – Councillors affirmed their agreement to the funding of legal fees within the price range specified.
- Damaged Birds-Mouth fencing at junction of Foxdale Avenue/Londesborough Grove – reported and waiting to be fixed.
- Memorial seat request – member of the public still wants to proceed.
- Injury claim in progress.
- Beechfield Close POS – damaged to area reported to the police on 101.
- CIL statement arrived and was read out.
- Election of replacement Councillor by co-option can start soon following expiry of SDC notice.
- Linden Way Playground – received confirmation that the age limit for children using it can be decided by the Parish Council as owners.
- SDC have been asked to clear public right of way footpath leading from North View to Meadow Drive.

The Clerk confirmed that a letter previously requested to be sent to a resident regarding wheelchair access ramps from road to footpaths had been sent and no reply received.

IT WAS RESOLVED: That the above information was noted.

18/88 To receive agenda items for next meeting Apart from any already identified during the meeting none was requested.

- 18/89 To receive any further comments from the public [for information only;Clerk to note] NONE.
- 18/90 To confirm the date of the next meeting as **MONDAY 12 NOVEMBER 2018:** - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED and Cllr Lunn gave his apologies in advance.
- 18/91 Close of meeting – the Part I meeting closed at 9.07pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY