

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 10 December 2018 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: 3 members of the Public were present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

18/108 To receive apologies for absence and any declarations of interest

There were no apologies received, and no Declarations of Interest were given.

18/109 Public Session

Two members of the public requested that a memorial plaque should be purchased and placed on the playground fencing on the village green in memory of a former parish councillor who died recently. It was agreed that this matter should be an agenda item for consideration at the next Parish Council meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a request for a memorial plaque will be an agenda item at the January 2019 meeting.

[At this point Minute No 18/112.1 was brought forward]

112.1 To receive update information from the 'Village Handyman' for various projects, and decide any further action. The Village Handyman confirmed that he will continue to liaise with a councillor on various projects and that matters are in hand. It was also agreed that vehicular access from Fox lane to the village green over the lowered bollard is best suited to tractors rather than general vehicles due to a high clearance being required, and that the double gates from the village hall car park is the best alternative.

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

18/110 To confirm the minutes of the meeting held on 12 November 2018 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 12 November 2018 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Pearson

18/111 To receive items for discussion and decide further action where necessary:

111.1 To discuss the received written applications for the Parish Councillor vacancy for co-option, and following interviews decide who to appoint, and decide any further action. One application had been received by the Clerk, and was in attendance at this meeting. A copy of the applicant's letter was circulated to Councillors who read it and then listened to the applicant who read out the letter to all present and answered questions. A short discussion followed (where a member of the public had to leave the room temporarily), and on her return Mrs M Rennison was elected unanimously by a show of hands.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That Mrs M Rennison is elected as the newly co-opted Parish Councillor.
- iii) That the "Acceptance of Office" form was duly signed by Mrs M Rennison and witnessed by the Clerk.

- iv) That a "Register of Interest" form and a SDC form were given to Mrs M Rennison (which are to be completed and returned to the Clerk either before or at the January 2019 PC meeting where she will commence her duties).

111.2 To discuss free 1st Aid Awareness Training from Yorkshire Ambulance Service, and decide any further action. A Councillor suggested offering places to parishioners from various village organisations. A short discussion followed and it was clarified that places were only open to anyone over 16 years.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a Councillor will see who has been asked already and report back to the January PC meeting where it will be an agenda item.

111.3 To discuss and approve an amended Council's 'Assets Register' and to be signed by the Chairman/Clerk, and decide any further action. The Clerk had circulated the register to all councillors previously, and explained that this list had been updated to reflect additional items acquired by the Council (either through purchase or adoption), and that it had satisfied the Council's Insurance company. A Councillor suggested that a review of the replacement costs be conducted in April 2019, for depreciation, so that all items are adequately covered (should anything happen), and before the list is reviewed at the May Annual Parish Council meeting.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council's updated "Assets Register" was approved and was signed by the Chairman and Clerk.
- iii) That the replacement costs of items on the "Assets Register" will be reviewed in April 2019 before it is reviewed at the May Annual Parish Council meeting.

Prop. Cllr Pearson

Sec. Cllr Dowell

111.4 To discuss new information for the Monthly News/Website, and decide any further action. A Councillor expressed his approval of the softer wording used in the latest edition. It was agreed that the contract with the printer needs clarification. A Councillor confirmed that she had not yet received information and costs from adjacent parishes for producing their parish magazines but it was agreed that a further review group meeting needs to be held prior to the January PC meeting to address this and other matters. A Councillor confirmed that the existing "Monthly News" editor had now stepped down and Councillors will discuss this at the January meeting and a replacement was requested. Cllr Mifsud volunteered to be the replacement editor and this was agreed by all.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will contact the current printer to seek clarification on the contract, and regarding the outstanding payment for the Dec18/Jan19 issue where the printer had printed the incorrect front cover and what reduction in the cost will be given due to the inconvenience.
- iii) That a further meeting of the "Monthly News Review Group" will be held on Tuesday 8 January 2019 at 7:30pm to discuss further information received by a Councillor on alternative formats.
- iv) That the stepping down of the existing editor of the "Monthly News" be an agenda item for the January 2019 PC meeting, and that Cllr Mifsud be accepted as the replacement editor.

18/112 To receive items for information:

- 112.1 To receive update information from the 'Village Handyman' for various projects, and decide any further action.

[This Minute was brought forward to the public session Minute No 18/109]

IT WAS RESOLVED: That the above information was noted.

- 112.2 To receive an update on the progress of the O.S.R.G., tree works to the Woodland Walk (north side) and meeting held on Monday 3 Dec 2018, and decide any further action. A councillor gave an update report on the meeting held on 3 Dec 2018 between the Council's contractor, herself and the Clerk to clarify tree works for the woodland walk which have subsequently been implemented.

The meeting included a look at two cherry trees located at the eastern side of the village green adjacent to Fox Lane. It was concluded on close inspection that both trees were at their maturity and no thinning works were required, but the Cherry tree near the bus stop was showing signs of decay at the base of the trunk and disease further up the trunk and was recommended to be felled.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will ask the tree contractor to fell the cherry tree located near the bus stop at the eastern side of the village green adjacent to Fox Lane as soon as he can and that the stump be grounded out.
- iii) That a substantial replacement for the felled tree will be discussed next year following quotes being acquired by a Councillor for different options.

Prop. Cllr Mifsud

Sec. Cllr Mrs Nixon

- 112.3 To receive update information on the "Community Garden" project, to discuss the provision of 4 x plastic planters, and decide any further action. A short discussion was held regarding various matters, including an amended quote for the provision of 4 x plastic planters for the "Community Garden" which have greater height.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will purchase 4 x flowering tubs for the "Community Garden" from the company that provided the picnic benches on the village green to match their colour, and all four to be 2 ft wide x 2 ft deep x 3ft High

Prop. Cllr Dowell

Sec. Cllr Pearson

- 112.4 To receive update information on the "Xmas Tree Event" held on Friday 7 December 2018 on the village green, and decide any further action. The Chairman explained that the Xmas tree event was cancelled at the last minute due to inclement weather but the xmas tree lights were switched on. It was agreed that the Chairman would add a short explanation to the next edition of the monthly news and website. The Chairman then asked everyone if the event needed to be rescheduled and it was agreed that it should not.

IT WAS RESOLVED: That the above information was noted.

- 112.5 To receive update information on Moles on the Village Green, and decide any further action. A short discussion was held and agreed that no action be taken because the company who had been asked about the problem confirmed that they could not do the works due to the area not being able to be cordoned off safely for residents and animals (including dogs).

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That no action be taken.

- 112.6 To receive update information on the provision of CCTV equipment at the eastern side of the village green, and decide any further action. The Clerk explained that matters are in hand and that he can now apply to SDC for planning permission following receipt of various documents from the contractor. It was agreed that this item is now deferred until a planning decision is received.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That this matter be deferred until a planning decision is received

- 112.7 To receive update information by the Clerk on Xmas Illuminations, infrastructure problems and changes, any further donations, a County Councillor's report on consultation with NYCC'S criteria for hanging motifs from lampposts, and decide any further action.

A District Councillor confirmed that he had contacted NYCC Highways to ask why an adjacent parish council was allowed to hang motifs from small street lights and Thorpe Willoughby were not allowed to along Fox Lane.

The Clerk explained that one street light could not be used to place one of the new street lights along Fox lane and that another pole was used instead, and that one of the lights needed moving from one end to the other.

Several Councillors confirmed that they had received positive feedback from residents regarding the Xmas Illuminations, particularly with the new ones along Fox Lane. It was agreed that the Clerk should ask the contractor for quotes to extend the illuminations along Leeds Road and Fox Lane for next year.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will seek quotes from the contractor for extending the illuminations along Leeds Road and Fox Lane for next year.

- 112.8 To receive update information from NYCC on a request for dropped crossings for footpaths, funding availability, and decide any further action. The Clerk read out the response from NYCC Area 7 Highways that confirmed that although they had put this request on their waiting list it would not be until 2020/21 unless 3rd party monies can be provided. A District Councillor confirmed that some of his locality budget may be accessible but only for a small amount as the price of these works are individually very high and suggested asking the author of the report to prioritise the suggested improvements into which is most urgent so that some may be done.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will write to the author of the report to relay the response of NYCC, and to say that if finance is available by a 3rd party (with limited funds) that she needs to prioritise the options mentioned because there is not enough finance for all the suggestions.

18/113 Planning:

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

IT WAS RESOLVED: That the above information was noted.

- 113.2 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:

- 113.2.1 2018/1366/HPA Proposed internal alterations and 2-storey extension to side of 1 Barff Cottages, Field Lane, Thorpe Willoughby. One Councillor declared an interest and removed himself from the discussion.

IT WAS RESOLVED:

complaint, and Councillors were also advised that it was not necessary for the Parish Council to respond. All Councillors agreed with this course of action.

IT WAS RESOLVED: That the above information was noted.

18/116 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report.

Burial Board: A Councillor confirmed that:

- The Burial Board proposed using ferrets to draw out moles but was stopped when badger sets were found, and were also advised that it was not the right time to use them.
- The benches are to be removed temporarily to clean and repair them.
- Their 5yr grass cutting contract was discussed.
- The next meetings are to be held on 15 Jan 2019 and 12 March 2019.

Village Hall: Nothing to report.

A Councillor agreed with the request in the Public Session (min 18/109) for a small plaque to be attached on the playground in memory of a former parish councillor who died recently, (this has already been agreed as being an agenda item at the January 2019 PC meeting).

A Councillor mentioned that the wreath was still at the memorial stones and everyone agreed that because it was artificial that it should be removed so that it can be used again.

A further wreath was suggested for Xmas but everyone agreed that a Xmas wreath for the memorial stones was not appropriate.

A Councillor:

- Confirmed Installation of replacement pads for the defibrillator.
- Pointed out that a few street lights are not working near the church on Fox lane, and the Clerk confirmed that he had already reported faulty lights on Foxdale Avenue and will now report the rest.
- Raised an issue from the Sports Club regarding fencing and hedge proposals along the boundary of the car park adjacent to Field Lane.

A Councillor mentioned that he had received positive feedback on the Xmas lights.

The Chairman confirmed that work on the Monthly News is in hand.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That fencing/hedging at the sports club will be an agenda item at the next PC meeting in January 2019 subject to the receipt of further details.
- iii) That the memorial wreath be removed and kept for next year and that placing of a Xmas wreath was inappropriate.

Prop. Cllr Dowell

Sec. Cllr Lund

18/117 To receive the Clerk's report

The Clerk discussed with everyone various matters from 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.
- Bicycle Rack – parts missing and has been reported and waiting to be fixed.
- Internal Auditor – requested to carry out again for next year for 2018-19 period - no response yet.
- Provision of new litter bin for Fox Lane adjacent to bollard – concrete base fitted and waiting for bin to arrive to complete the works.
- Damaged Birds-Mouth fencing at junction of Foxdale Avenue/Londesborough Grove – now fixed.
- Damaged Birds-Mouth fencing along the side of Fox Lane adjacent to the village green – now fixed.
- A Nil return entered for the Rough Sleepers Estimate held on the evening of 21 Nov 2018

- Quotes have been requested for improvements to the Linden Way Play Area – deadline at the end of January 2019.

IT WAS RESOLVED: That the above information was noted.

18/118 To receive agenda items for next meeting Apart from any already identified during the meeting none was requested.

18/119 To receive any further comments from the public [for information only; Clerk to note]
The remaining member of the public complimented the new Xmas tree lights.

18/120 To confirm the date of the next meeting as **MONDAY 14 JANUARY 2019:** - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

18/121 Close of meeting – the Part I meeting closed at 8.54pm.

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

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY