

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 12 November 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 (Chairman), Dowell, Lawton, Pearson, Burnell, Smith, Nixon, and Pearse.

[At this point Minute No 18/96.1 was brought forward]

96.1 To discuss and present the winners of the 'Gardening Competition 2018-Best Tubs', and decide any further action. The two Councillors, who judged the competition, presented the winners of the 'Gardening Competition 2018-Best Tubs' with a cup and certificate and the winners were congratulated by all present.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the winners of the Gardening Competition 2018-Best Tubs is as follows:
 - Best Tubs 2018 – Mr & Mrs Deegan of 2 Acorn Way.

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

18/93 To receive apologies for absence and any declarations of interest
There was one apology received from: Cllr Lunn – conflicting engagement (which was accepted), and no Declarations of Interest was given.

18/94 Public Session NONE PRESENT.

18/95 To confirm the minutes of the meeting held on 8 October 2018 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 8 October 2018 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Mrs Pearse

18/96 To receive items for discussion and decide further action where necessary:

96.1 To discuss and present the winners of the 'Gardening Competition 2018-Best Tubs', and decide any further action.
[This item was brought forward to the start of the meeting.]

IT WAS RESOLVED: That the above information was noted.

96.2 To discuss the findings of the 'Monthly News Review Group' meeting held on 8th November 2018, and new information for the Monthly News/Website, and decide any further action.
The Chairman gave a brief summary of discussions held at the 8th November 'Monthly News Review Group' meeting. A Councillor confirmed that she had not yet received information and costs from adjacent parishes for producing their parish magazines and a further review group meeting will be held when information is received.
It was confirmed that the switch to a bi-monthly magazine would commence with the December/January edition.
The Clerk ran through an information sheet of suggested items to be included in the December edition of the Monthly News parish magazine and Website, and explained changes to arrangements with the Council's printer. It was agreed that the Chairman will be included in the proof-reading process.

IT WAS RESOLVED:

- i) That the above information was noted.

- ii) That a further meeting of the “Monthly News Review Group” will be held when further information is received.
- iii) That the switch to a bi-monthly magazine will commence with the December/January edition.
- iv) That the Chairman will be included in the proof-reading process.

96.3 To discuss Moles on the Village Green, and decide any further action.

A short discussion was held and a Councillor suggested using the same company who did the work previously.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will ask the pest control company used previously to deal with the mole problem on the village green up to a maximum of £150.

96.4 To discuss the condition of the village green and to decide if footpath improvements are needed, and decide any further action.

A short discussion was held and it was decided not to have further footpaths at the moment, but to ask the village handyman to look at removing a potential trip hazard where the footpath meets the village green at the corner of Fox Lane/Londesborough Grove.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will ask the village handyman to look at and remove a potential trip hazard at the junction of Fox Lane/Londesborough Grove using either soil or slabs.

Prop. Cllr Lawton

Sec. Cllr Dowell

96.5 To discuss the play equipment/Playground Inspection contract quotes for 2019, to decide who to use and for how long, and decide any further action.

The Clerk explained that of the 3 requested Quotations, one had declined to provide a quote and the other two were read out and compared. The Clerk explained that the decision was to choose a company to do inspections and not for repair works which was a separate issue.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the chosen Contractor for play equipment/Playground Inspections for 2019 was confirmed as HAGS and to be reviewed annually.
- iii) That the Council will be more stringent with the results of inspection reports in the future.

Prop. Cllr Dowell

Sec. Cllr Pearson

96.6 To discuss the findings of a survey of the village to highlight areas that present difficulties for wheelchairs, buggies and mobility scooters to access footpaths without drop-downs to the highway, and decide any further action.

A copy of the received and acknowledged report had been circulated to all Councillors prior to the meeting. It was felt that this needed careful consideration due to its complexity and that the Clerk will ask Area 7 Highways for their opinion and guidance regarding any footpath improvements.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will ask Area 7 Highways for their opinion and guidance regarding any footpath improvements.

Prop. Cllr Pearson

Sec. Cllr Mifsud

18/97 To receive items for information:

- 97.1 To receive update information from the 'Village Handyman' for various projects, and decide any further action. The village handyman was not present at the meeting.

IT WAS RESOLVED: That the above information was noted and is deferred to the next meeting.

- 97.2 To receive a report from a Councillor on the progress of the O.S.R.G., and decide any further action. A councillor gave an update report and stated that progress is being made with slimming down the village Handyman's maintenance sheet, and confirmed that outstanding works will be completed shortly. A Councillor explained that a few signs on the Xmas tree compound can now be removed and raised the issue of the remaining slabs on the village green, and a councillor confirmed that she will arrange their removal.

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

- 97.3 To receive update information from the Clerk on how he records PC Resolutions in the minutes, and decide any further action. Following the circulation of a report to all Councillors by the Clerk prior to the meeting, the Clerk clarified matters with everyone and it was noted by all.

IT WAS RESOLVED: That the above information was noted.

- 97.4 To receive update information on the "Community Garden" project, to discuss and to decide on the provision of planters, and decide any further action. A general discussion was held regarding various matters, including the provision of tubs for the "Community Garden" where various options were considered.

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 to be 2 ft x 2 ft.

Prop. Cllr Pearson

Sec. Cllr Dowell

- 97.5 To receive update information on the provision of 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 was in hand and the Clerk will apply to SDC for planning permission.

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

- 97.6 To receive update information by the Chairman/Clerk on Xmas Illuminations, to discuss infrastructure problems and changes, Npower, any further donations, and decide any further action. The Chairman and Clerk explained that the contractor had installed the new infrastructure along Fox lane, with two added to the wrong posts but had been assured that this would be rectified. A District Councillor was asked to contact 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 was asked to see that the lights were not fixed so early next year.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a District Councillor was asked to contact 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.

- 97.7 To receive update information on the “Xmas Tree Event” on the village green, and decide any further action. A short discussion was held and the Chairman confirmed that the singers from last year had agreed to attend this year. Carols, and posters were also discussed. It was agreed to meet at 5pm to prepare for a 6pm start.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a Councillor will provide additional lighting.
- iii) That a sealed donation box will be provided, and the decision of who to donate to will be made after the event.

18/98 Planning:

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

- 98.1.1 2018/1031/FUL Retro Application for dwelling at 30 Fox Lane, Thorpe Willoughby
- GRANTED

IT WAS RESOLVED: That the above information was noted.

98.2 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:

- 98.2.1 2018/1238/HPA Retrospective Planning Application for erection of rear single storey extension with storage within roof space and new pitched roof over existing conservatory and porch and re-roofing of existing bungalow at 3 Londesborough Grove, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) The Parish Council has no objections to the above planning application.

- 98.2.2 2018/1226/HPA Proposed single storey side extension and extension to existing vehicular access at 6 Meadow Drive, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) The Parish Council has no objections to the above planning application.

- 98.2.3 2018/1244/TPO Application to crown thin by 30%, crown lift to 6.5m, and crown reduction to leave a spread of 8M and a final height of 18M to a sweet chestnut covered by TPO No 1/1975 on verge adjacent to 70 Field Lane, Thorpe Willoughby.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) The Parish Council has no objections to the above planning application, subject to works being done by a qualified tree surgeon.

18/99 Financial Matters

- 99.1 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.

S M Peters (November 2018 Salary).	-	791.54	2123
F Morrison (Litter Picker)(November 2018 Salary).	-	162.98	2124
S M Peters (stationery expenses with receipts-Oct2018/Nov2018).	2.26	16.28	2125
Fasprint (Monthly News-November2018) (Inv #0003) (cheque made payable to: C Johnstone).	-	467.10	2126
SDC (Inv #4069212)(for supply and fit litter bin at North View).	66.60	399.58	2127
YLCA (Inv #532-1819)(Chairmanship Training-15Nov18-for Cllr Mifsud).	-	45.00	2128
R Deadman (invoice dated Aug-Oct 2018)-grass seeding, clearing both sides of footpath and cutting hedges at both sides of Leeds Rd.	-	635.00	2129
Planet-C (Inv #59) for Annual Landscaping Maintenance 2018.			
Streetscape (Inv #4670)(replace wetpour and foundation under swings on village green).	351.00	2,106.00	2130
A Mifsud (for purchasing a wreath from the Royal British Legion).	1,420.00	8,520.00	2131
Blachere Illumination UK Ltd (Invoice Nos: SI50136, SI50256, SI50122, SI50257, SI50265 & SI50266)(for Infrastructure, Installation, Hire & Storage of Xmas lights for Leeds Rd and Fox La).	-	18.50	2132
E J Smith (for purchasing Batteries for TWPC Defibrillator).	987.00	5,922.00	2133
	-	56.51	2134
TOTAL =			
	£2,826.86	£19,140.49	

99.2 To receive an account status of the current Bank Statement giving a balance of **£87,512.77** as at **06 November 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 Lawton

18/100 To consider the following new correspondence received since the last meeting and decide action where necessary:

100.1 YLCA Information: - Information previously circulated was noted.

100.2 Selby District Council Web-Site information - Information previously circulated was noted, and everyone was reminded by the Clerk to inform him of any rough sleepers seen in the parish on Wed 21 Nov 2018.

100.3 Selby AVS: - No Information was received.

100.4 3 additional piece of information previously circulated was noted.

IT WAS RESOLVED:

i) That the above information was noted.

ii) That feedback from 2 District Councillors on correspondence received regarding Internal Drainage Board (IDB) will be deferred to the December meeting.

18/101 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: A District Councillor confirmed that plans are being made to upgrade platform 2 at selby railway station for those with disabilities.

Burial Board: A Councillor confirmed that a different venue was used for their meeting and reported that they were having problems with vermin. She also provided a finance report that indicated that the precept for parishes will be increasing. A copy of the report and its findings were given to the Clerk to feed into the forthcoming "Budget Review Group" meeting.

Village Hall: A Councillor confirmed that problems with the toilets had been repaired, and inquired whether CIL funding could be used to finance the lights in the village hall which are now causing problems. A few Councillors considered that they had been led to believe that the VHMC had sufficient funds and were not actively doing any fund raising events.

A Councillor confirmed that she had purchased and fitted replacement batteries for the defibrillator

and that further spares are needed.

A Councillor confirmed that the cost of a 'Tommy' is £750 and that he had heard only good responses to the laying of a wreath at the Parish Council's memorial stones.

The Chairman confirmed that he had posted a letter of response to Barlby Town Council's request for support for more police on the street, had written an article for the monthly news/website regarding the blessing of the memorial stones, and had acquired a wreath from the 'Royal British Legion' to lay at the memorial on armistice day.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will purchase spare batteries for the defibrillator.

18/102 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.
- 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.
- Amended Bank Mandate has been delivered to PC's bank and is now in place.
- Campey's of Selby Ltd – letter has been sent to acknowledge their kind donation of £500.
- Internal Auditor – requested to carry out again for next year for 2018-19 period - no response yet.
- 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 and acknowledged – still waiting for a decision – various matters to resolve but still looking positive.
- Damaged Birds-Mouth fencing at junction of Foxdale Avenue/Londesborough Grove – now fixed.
- Memorial seat request – member of the public wants to proceed and will be making a donation for a seat and will fix a plaque later following installation. The cost of seating (benches) was discussed and due to their high costs it was felt that the Council should wait until the expected external funding comes on-stream.
- Co-option process to fill a Councillor vacancy has been advertised on the notice boards, the PO window, in the Monthly News and on the website. Deadline is Friday 8 Dec 2018 for letters and will be discussed and decided at the 10 December 2018 PC meeting – no responses yet.
- New Parish Council Laptop Package/Printer and new username are now in full use – and PC consultees are being systematically informed.
- The Chairman is to attend a YLCA training course on "Chairmanship Skills".
- Damaged Birds-Mouth fencing along the side of Fox Lane adjacent to the village green is to be looked at to fix two problem areas.
- The Annual Grass Cutting contract for 2019 is to be amended and discussed due to a change in the contractor's circumstances.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the provision of a bench to be located within the birds-mouth fencing adjacent to Fox lane be deferred until the awaited S106 external funding comes on-stream.
- iii) That the Parish Council's Annual Grass Cutting contract for 2019 to be awarded to Mr Chris Moughan who's workforce is the existing contractor so no change.

Prop. Cllr Pearson

Sec. Cllr Mifsud

18/103 To receive agenda items for next meeting Apart from any already identified during the meeting none was requested.

18/104 To receive any further comments from the public [for information only; Clerk to note] NONE.

18/105 To confirm the date of the next meeting as **MONDAY 10 DECEMBER 2018**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED and Cllr Pearson gave his apologies in advance.

18/106 Close of meeting – the Part I meeting closed at 9.16pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY