

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Extraordinary Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 13 August 2018 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: 4 members of the Public were present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

PLEASE NOTE: This additional meeting was requested by a few Parish Councillors as they believe that it will ease the workload for the September meeting.

18/47 To receive apologies for absence and any declarations of interest
There were two apologies received from: Cllrs Dowell and Lawton – conflicting engagements, (which were both accepted), and no Declarations of Interest was given.

18/48 Public Session

A member of the public raised concerns about: i) Village street lights- why had they not been upgraded to LED's as per Leeds Road – the Chairman and District Councillor explained that this is a fixed rolling programme by NYCC. ii) Provision of 20 mph speed signs – a district Councillor and a member of the police confirmed that these are not enforceable and speeding is self-enforcing by the cumulative receipt of 95 Alive forms. iii) Any news on VAS signs – a District Councillor explained that news on this was expected from NYCC shortly.

A police representative confirmed that Thorpe Willoughby is a safe place to live (nothing significant on their system for crime other than a small amount of petty crime with no trends). The Police recommend that the public ring 101 or 999 if they see something suspicious, and that residents should use the 95 alive form to report speeding cars, and the more complaints they receive the stronger the likelihood of action.

A Councillor raised a concern featured in "Community Messaging" regarding identity fraud where doorstep callers are targeting the older generation and their letter boxes. This was more of an issue elsewhere in the district but may be something to add to the Monthly News/Website to make residents aware of and to add the 95 Alive form.

The Village Handyman gave a brief progress report on outstanding tasks and asked the police about speeding cars on Leeds Road and road improvements.

Following a general discussion, the Chairman thanked the police for their attendance and asked to be notified when the next police surgery will be held in the village.

IT WAS RESOLVED: That the above information was noted.

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

18/49 To confirm the minutes of the meeting held on 9 July 2018 as a true and correct record.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 9 July 2018 were accepted as a true and correct record of the meeting apart from changing the reason for absence for Cllr Parkinson to "Family Illness".

Prop. Cllr Mifsud

Sec. Cllr Pearson

18/50 To receive items for discussion and decide further action where necessary:

50.1 To discuss and decide if to hold a Parish Council meeting every month in future, and decide any further action. Of the 8 Councillors present 4 abstained and the other 4 approved the change.

IT WAS RESOLVED:

i) That the above information was noted.

- ii) That Parish Council meetings will be held every month in future.

Prop. Cllr Mrs Parkinson

Sec. Cllr Mrs Nixon

- 50.2 To discuss the findings of the reconvened 'Monthly Review Group' meeting held on 24 July 2018, and to approve agreement to progress further to the 4th September Group meeting, and new information on the Monthly News/Website, and decide any further action. The Chairman explained about changes suggested from the reconvened meeting on 24 July 2018 and that it was felt necessary that 2 additional pages should be included rather than 1 because this would enable easier collation of the document. It was agreed and to be carried forward to the 4 September 'Monthly News Review Group' meeting. An information sheet of suggested inclusions for the September edition of the Monthly News parish magazine and Website was given to the Clerk by the Chairman.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the inclusion of 2 extra pages rather than one was approved and to move this forward to the 4 September 'Monthly News Review Group' Meeting.

Prop. Cllr Mrs Parkinson

Sec. Cllr Mrs Pearse

- 50.3 To discuss and adopt a few amended existing Parish Council Policy Documents, and to have them signed by the Chairman/Clerk, and decide any further action. The Clerk explained that due to his heavy and increased workload and receipt of further advice from YLCA, this matter will have to be deferred to the September meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That amendments to a few existing Parish Council Policy Documents will be deferred to the September PC meeting.

- 50.4 To discuss and decide on the Clerks findings on: i) the POS consultation process (closed 27.7.18 for Beechfield Close & Memorial Garden, and closed 10.8.18 for willow Rise, ii) the Linden Way playground criteria and contractor consultation, iii) Barratt Land update, and iv) a request to purchase Parish Council land, and decide any further action.

- i) Cllr Mrs Burnell declared an interest and took no further participation on this item. The Clerk then circulated to all Councillors a summary of the findings of the POS consultation questionnaires response for 4 locations and explained the findings and conclusions. The Clerk confirmed that in total 202 properties had been consulted and 25 responses had been received (12%). All the forms were accepted for future consideration.
- ii) The Clerk explained that his letter requesting quotes from contractors for ideas for improving the Linden Way playground has been delayed until clarification on the age of children using this area had been investigated by the parish council's solicitor at the suggestion of Selby District Council.
- iii) The Clerk explained that he had contacted a representative of Barratt Homes regarding transfer of land to the Parish Council and he said that the answer was no. Following a short discussion it was agreed that the Clerk will send a formal letter to Barratt Homes to ask again.
- iv) The Clerk explained that a request from a resident of Oak Drive had been received asking the Parish Council if they would be prepared to sell an area of land to them.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the POS/ROS Consultation questionnaire response summary of the findings were accepted for future consideration.
- iii) That the Clerk will wait for the parish council's solicitor to confirm the age limit of

children using the Linden Way playground, and if it is determined that this is up to the Parish Council then the Clerk will proceed to acquire quotes using the previously agreed letter and criteria. If it is determined differently then this matter will be reported back to a future Parish Council meeting for further consideration.

- iv) That the Clerk will send a formal letter to Barratt Homes to ask again for the transfer of a few parcels of land in the village to the Parish Council.
- v) That the Clerk will inform the resident that the Parish Council land is not for sale.

50.5 To discuss and decide if to consider a Councillors nomination to be the Council's representative to liaise with a "Neighbouring Policing Group" to disseminate relevant village advice for the Monthly News/Village Website, and decide any further action. Cllr Mifsud explained why this role was needed and included liaising between the Parish Council and the "Neighbourhood Policing Group" to make sure the village is kept up to date. After a short discussion it was agreed to appoint Cllr Mifsud as the Parish Council's "Police Liaison Representative" and for the Clerk to amend the Council's "Reps List".

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That Cllr Mifsud will be the Parish Council's "Police Liaison Representative".
- iii) That the Clerk will amend the Council's "Reps List".
- iv) That this appointment will be mentioned in the next edition of the "Monthly News".

Prop. Cllr Miss Smith

Sec. Cllr Mrs Burnell

50.6 To discuss and decide if to approve an "Annual Maintenance Schedule" for the 'Village Handyman' for the "Woodland Walks", and decide any further action. A Councillor expressed her concern over the state of the "Woodland Walk" (south side) and felt it was being neglected. A discussion followed where various factors were considered including: weather conditions, the amount of maintenance planned, and implications on the workload of the Council's 'Village Handyman'.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the approval of the "Annual Maintenance Schedule" will be deferred until after the Chairman has asked the 'Village Handyman' about his workload and if he has the capacity for more regular maintenance in the "Woodland Walks", or if additional assistance is needed. Approval will also wait until after the OSRG process has been completed.

18/51 To receive items for information:

51.1 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 stones were currently being cut and prepared, and works about complete for the lettering. The installation of the stones is being arranged for week ending 17 August or week commencing 20 August. The Chairman then explained the arrangements and contributors for the blessing of the stones event which will start at 2:30 pm, including music, refreshments and help required to erect the gazebos. The Chairman also confirmed that the concrete circle will be recoated and washed before the event. The Clerk confirmed that he had already arranged for the Selby Times to advertise the event and any further inclusions should be sent to him.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Chairman will deliver a copy of the latest prices to the Clerk

- 51.2 To receive update information on the First Aid/Defibrillator training event on 31 July 2018, and decide any further action. A Councillor reported that the training had been very well received and had been attended by 27 people. Feedback forms had been distributed at the training and were all very positive and extracts were read out. One of the attendees (a representative of the Sports Club) suggested a joint event next time.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Councillor shall organise a repeat event for next year, to liaise with the Sports Club representative, and to confirm that the Parish Council supports the idea of a joint event.

Prop. Cllr Mrs Parkinson

Sec. Cllr Mifsud

- 51.3 To receive update information on enhancing the Xmas Illuminations for 2018, request for donations or sponsorship, and decide any further action. The Clerk explained that discussions were still ongoing with NYCC regarding the infrastructure, and that forms for Npower were being completed.

IT WAS RESOLVED: That the above information was noted.

18/52 Planning:

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

52.1.1 2018/0432/FULM Sect 73 Application to vary Conditions: No2 (drawings) and No7 (landscape) of 2017/0820/FULM for demolition of existing care home and construct 17 dwellings at Hollygarth, 17 Holly Grove, Thorpe Willoughby - GRANTED

52.1.2 2018/0654/HPA Proposed erection of a side extension at 10 Fir Tree Lane, Thorpe Willoughby – GRANTED

IT WAS RESOLVED: That the above information was noted.

- 52.2 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:

52.2.1 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 - **THORPE WILLOUGHBY PARISH COUNCIL HAS NO OBJECTIONS.**

52.2.2 2018/0602/HPA Proposed side & rear extension at 6 Field Avenue, Thorpe Willoughby (AMENDED PLANS).

IT WAS RESOLVED UNANIMOUSLY:

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

18/53 Financial Matters

- 53.1 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.
A Nixon (Pt Payment for new PC Dell laptop and Software)(Pt 1 of 3) (Inv Nos:2415844900 and 12350467040 respectively)	203.24	1,209.70	2083
A Nixon (Pt Payment for new PC laptop and software) (Pt 2 of 3)	-	9.72	2084
S M Peters (August 2018 Salary).	-	791.54	2085
F Morrison (Litter Picker)(August 2018 Salary).	-	162.98	2086
S M Peters (stationery expenses with receipts-July2018/Aug2018)	9.50	61.01	2087
Fasprint (Monthly News-August18) (Inv #7805) (cheque made payable to: Ashley Finance Ltd).	-	467.10	2088
NYCC (Inv #230001870)(replacement PC street light column at corner of Londesborough Grove-near village hall)	321.77	1,930.62	2089
S M Parkinson (chairman's allowance)(for ex gratia payments on projects around the village)	-	25.00	2090
R Deadman (1 st Invoice dated 12 Jul 2018) –for 8 x items on VG and Beechfield Close.	-	505.00	2091
R Deadman (2nd Invoice dated 12 Jul 2018) –for memorial template and installing bench bases on VG.	-	525.00	2092
R Deadman (3rd Invoice dated 12 Jul 2018) –for 4 extra keys cut for VG locks.	-	20.00	2093
TOTAL =	£534.51	£5,707.67	

53.2 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.

The Clerk expressed his concern (as RFO) as to possible inappropriate use of the Chairman's Allowance. Councillors all agreed that they were satisfied it was being used correctly.

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

Prop. Cllr Mrs Nixon

Sec. Cllr Mifsud

18/54 To consider the following new correspondence received since the last meeting and decide action where necessary:

54.1 YLCA Information: - Information previously circulated was noted.

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

54.3 Selby AVS: - No Information was received.

54.4 8 additional pieces of information were circulated, with no late items.

IT WAS RESOLVED: That the above information was noted.

18/55 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.

The Chairman reported complaints and concerns over the overgrown hedge at the junction of Foxdale Avenue/Fox Lane and is dangerous to both pedestrians and road users. The Clerk explained that he had sent a letter previously but nothing had been done and was aware that local residents may send their own letters to the property as they found the junction difficult to exit. It was decided to place a report on the Parish Portal and because the clerk was unable to access this site the two District Councillors would try instead and if that fails to inform Area 7 Highways (the Clerk to provide the property address).

A Councillor suggested that the Clerk should ask SDC for 12 of each of the latest free dog bin stickers.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the two District Councillors will try to add a report on the Parish Portal regarding the overgrown hedging at the junction of Foxdale Avenue/Fox Lane and failing that to report to Area 7 Highways (the Clerk to provide the property address).
- iii) That the Clerk will ask SDC for 12 of each of the latest free dog bin stickers.

18/56 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.
- That the purchase of a new and dedicated Parish Council Laptop Package is due shortly.
- Unaudited Accounts consultation ended on 14 July 2018.
- Survey of Woodland Walk (North side) – held on 9 Aug 2018 so that Councillors can discuss this at the September PC meeting.
- Replacement union flag to be hoisted before 1st Sept event.
- Plank missing from the ramp on the zip-line on the village green – has been replaced.
- Report of wasps on Fox Lane has been reported to SDC for them to clean the footpath under the Cherry tree.
- Provision of new litter bins are in hand.
- Dog training fund raising event will occur on village green on 27 August 2018 – and a Councillor confirmed that this will be fenced off.
- Keys still needed for grass cutting contractor and Clerk and to be chased up.

IT WAS RESOLVED: That the above information was noted.

18/57 To receive agenda items for next meeting Apart from any already identified during the meeting, the Chairman suggested: 'Playground Inspections - renewal of contract quotes (or deferred to October)', 'Village Footpaths', 'CCTV', 'S106 Update from SDC', as September agenda items.

18/58 To receive any further comments from the public [for information only; Clerk to note] NONE.

18/59 To confirm the date of the next meeting as **MONDAY 10 SEPTEMBER 2018**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

18/60 Close of meeting – the Part I meeting closed at 9.35pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY