

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 11 February 2019 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, Lunn, Smith, Nixon, Pearse and Rennison.

18/138 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllr Pearson – conflicting engagement (which was accepted), Cllr Mrs Burnell – conflicting engagement (which was accepted), and no Declarations of Interest was given.

**IT WAS RESOLVED UNANIMOUSLY:** That the above information was noted.

Prop. Cllr Lawton

Sec. Cllr Lunn

18/139 Public Session

A member of the public explained that there was a parked car at the top of Dane Avenue that was near a junction and was an obstruction to the footpath and road. The Chairman said that he would consult with the 2 x local police officers about this matter and advised the resident to use 101 to register a complaint. A member of the public raised concerns over the amount of cars parked on Fox lane near to The Fox public house. It was confirmed that this particular problem has already been reported and noted. A member of the public then praised the Parish Council on the new look “TW News” parish magazine.

The Village Handyman confirmed that he will look at outstanding parish works in early March. He then outlined a suggestion to place a wrought iron arch above the playground gate on the village green, in memory of a former parish councillor who died recently rather than a memorial plaque. Both members of the public were informed that this was an agenda item, and this was brought forward.

**IT WAS RESOLVED:** That the above information was noted.

[At this point Minute No 18/141.3 was brought forward]

141.3 To discuss and decide if to provide a small plaque in memory of a former parish councillor who died recently and if to attach it to the playground fence, and decide any further action.  
A Councillor asked where the name suggested had come from, and the village handyman confirmed that this was just a suggestion and that this would be discussed with the deceased’s family. The Clerk confirmed that a formal letter had been sent to the family to seek their opinions.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will defer this matter to the next PC meeting subject to receiving confirmation from the family that they are happy for the Parish Council to proceed with installing something at the playground.
- iii) That the Village Handyman will supply a quote for his suggestion by the end of next week.

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

18/140 To confirm the minutes of the meeting held on 14 January 2019 as a true and correct record.

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the meeting held on 14 January 2019 were accepted as a true and correct record of the meeting.

Prop. Cllr Dowell

Sec. Cllr Mrs Rennison

18/141 To receive items for discussion and decide further action where necessary:

141.1 To discuss new information for the Parish Council's "Thorpe Willoughby News"/Website, and decide any further action.

A Councillor confirmed that he had received a positive response to the new look magazine and "that it was not full of negativity". This positive feedback was echoed by other Councillors and the Clerk. The Chairman thanked Cllr Mrs Rennison for suggesting the printer used this time.

The Chairman outlined developments from the previous meetings:

- That a final and reduced payment of £350 was the amount paid to the previous printer.
- That the former Editor will receive a bouquet of flowers up to a maximum of £50.
- That a meeting with the manager of the former printer was held and options given and a full and frank discussion held.
- That quotes were obtained from several companies (including the existing one) and "Anorak" was chosen. "Anorak" has printed 1500 copies of the bi-monthly PC magazine for Feb/Mar 2019 and had a 2.5 days turn-round.
- That the former "Monthly News Review Group" agreed to a reduction in numbers leaving the new "TW News Review Group" as: Cllrs: Smith, Nixon, Mifsud (TW News editor), and Mr A Nixon (website editor). Their next meeting will be on 5 March 2019.
- That he is looking to include a 'Letters to the editor' section in the April/May edition.
- That the photograph on the front cover will change for each edition to match the time of year, and that the public will be asked to submit pictures for the panel to choose from.

Cllr Nixon (point of contact for advertising matters) explained:

- That she will be contacting all current advertisers to explain the changes to the magazine: bi-monthly, new format and revised costs for advertising, and looking for more advertisers from various sources.
- That adverts will be split in to either: 8 per page (costing £15 per double issue), 4 per page (costing £25 per double issue), or 2 per page (costing £60 per double issue) (or combinations of all 3).
- That advertisers would need to commit for a minimum period of 3 Issues and will be asked if they would like to pay by BACS. The Clerk confirmed that incoming payments from advertisers can be paid using BACS, cheques or cash.

The Clerk confirmed that a meeting had been held between himself and Cllr Nixon to discuss and provide her with all the advertisers details and payments status. The Clerk mentioned a person that usually obtained/was given information that would then appear in the Selby Times under the banner: "Around The Villages". It was accepted that the Parish Council's website carried all relevant information, as well as the full version of "TW News".

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the printer "Anorak" will be used for future editions of the "TW News" Parish magazine.
- iii) That a photographic competition will be held with details to be confirmed later.
- iv) That the former "Monthly News Review Group" agreed to a reduction in numbers leaving the new "TW News Review Group" as: Cllrs: Smith, Nixon, Mifsud (TW News editor), and Mr A Nixon (website editor).
- v) That the Clerk will inform the person who obtains information to appear in the Selby Times under the banner: "Around The Villages" to look at the Parish Council website.

Prop. Cllr Lunn

Sec. Cllr Mrs Pearse

141.2 To discuss and decide on Quotes received from the contractor to amend or enhance the Xmas Illuminations for 2019 along either Leeds Road or Fox Lane, and decide any further action. The Clerk ran through a table provided by the contractor showing the existing

payment structure for the existing lights, and then explained what it would cost to add either 1 or 5 additional illuminations to either Leeds Road or Fox Lane. It was apparent that the 1<sup>st</sup> year of payment for any new equipment is very expensive due to the installation cost of the infrastructure (the electrical plugs and wiring), but this is a one-off payment and subsequent years the cost would reduce drastically. It was decided to prioritise Fox Lane and look for an extra 5 lamps using LED wrap-arounds and to stretch them out to try and reach the top of Fox Lane. Further extensions to the Xmas Lights can be considered next year. A County Councillor mentioned the use of VAS signs and the implications to both Parish councils, and the highways section of NYCC. He confirmed that the rules as to what can/cannot be done for the use of VAS signs will arrive by April.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Council will concentrate on extending the Xmas Lights along Fox Lane this year, and to use 5 evenly spread out lampposts in an attempt to reach the end of Fox Lane.
- iii) That the Clerk will come back to the next meeting with a firm quote from the contractor for the above extension.

Prop. Cllr Lunn

Sec. Cllr Dowell

- 141.3 To discuss and decide if to provide a small plaque in memory of a former parish councillor who died recently and if to attach it to the playground fence, and decide any further action.

[This Minute was brought forward to the public session Minute No 18/139]

Although this was discussed earlier in the meeting, several Councillors wished to discuss this further and concluded that alternatives need to be sought, particularly as it was minuted at the previous meeting as being a plaque rather than the proposed suggestion of a wrought iron arch.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will acquire quotes for alternative A4 sized plaques in a variety of metals where engraving can be added.
- iii) That the Clerk will defer this matter to the next PC meeting to consider quotes for a plaque and a price for the wrought iron arch, subject to receiving confirmation from the family that they are happy for the Parish Council to proceed with installing something at the playground.

- 141.4 To discuss and decide on Quotes received from contractors to improve the "Linden Way Play Area", and decide which contractor to use, and decide any further action. The Clerk outlined the 3 quotes received. One quote was for an upgrade of the existing playground, the 2<sup>nd</sup> quote gave two alternative options (using metal equipment), and the 3<sup>rd</sup> quote gave an upgrade of the existing playground and adjoining area (using wood). Due to the complexity of the choice and a feeling that the plans did not give a sense of the actual size of the site, it was concluded that a site visit should be held by everyone to get a clearer idea of the site.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That this item is deferred to the April PC meeting following a site visit being held in March by the Council.

- 18/142 To receive items for information:

- 142.1 To receive feedback information from a councillor on the free 1<sup>st</sup> Aid Awareness Training from Yorkshire Ambulance Service, and decide any further action.

A Councillor confirmed that she had not yet received a response.

**IT WAS RESOLVED:** That this matter is deferred to the March meeting.

- 142.2 To receive update information on the provision of 4 x plastic planters for the "Community Garden" area, and decide any further action. A Councillor explained that the 4 x plastic planters for the "Community Garden" have been delivered and are currently being stored by the village handyman in readiness for better weather. Advice from the gardening club will be sought on what is best to plant and when.

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

- 142.3 To receive an update on the progress of the O.S.R.G., to discuss replacement options for the felled diseased & dying cherry tree on the village green, to receive update information on the installation of bird boxes in the "Woodland Walks" and decide any further action. A councillor circulated various options that she had found for a replacement tree for the felled cherry tree. A short discussion followed and it was decided to approve the choice of a Persian Ironwood (around 5'-6' in height for @£40) to replace the felled cherry tree, and also the purchase of red hawthorn shrubs for nearby, along with stakes and tree guards. A councillor confirmed that the bird boxes are now up and in place.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That a councillor can purchase up to £300 of trees, shrubs, stakes and guards for the area close to where the felled cherry tree stood.

Prop. Cllr Mrs Pearse

Sec. Cllr Mifsud

#### 18/143 Planning:

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

143.1.1 2018/1366/HPA Proposed internal alterations and 2-storey extension to side to provide additional accommodation at 1 Barff Cottages, Field Lane, Thorpe Willoughby – GRANTED

143.1.2 2018/1367/HPA Proposed internal alterations and 2-storey extension to side to provide additional accommodation at 2 Barff Cottages, Field Lane, Thorpe Willoughby – GRANTED

**IT WAS RESOLVED:** That the above information was noted.

143.2 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:

143.2.1 2019/0012/ADV Advertisement Consent for 2 No non illuminated freestanding signs at 1 Holly Grove, Thorpe Willoughby.

**IT WAS RESOLVED:**

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

143.2.2 2019/0043/LBC Listed Building Consent for remediation work to repair damaged and leaking roof over the rear extension of 'The Laurels', Barff Farm, Thorpe Willoughby.

**IT WAS RESOLVED:**

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

#### 18/144 Financial Matters

144.1 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.
YLCA (Inv #615-1819)(Inspection Training-25 April 2019- for Cllr Dowell & Clerk Steve Peters)	-	160.00	2154
Burn Fencing Ltd (Inv #24200)(Repair works to Birds-Mouth fencing at Londesborough Grove/Foxdale Avenue)	48.00	288.00	2155
VHMC (Inv #68)(for electricity used for Xmas tree)	-	50.00	2156
Fasprint (Chq made payable to C. Johnstone)(for Dec18/Jan19 Monthly News issue)(Revised Inv #INV-0030)(this includes more pages but discount for problem with front cover)	-	350.00	2157
S M Peters (February 2019 Salary).	-	791.54	2158
F Morrison (Litter Picker)(February 2019 Salary).	-	162.78	2159
S M Peters (stationery expenses with receipts-Jan 2019/Feb 2019)	3.17	25.11	2160
Blachere Illumination UK Ltd (Invoice Nos: SI50930, SI50931 and SI50932)(for Hire, Removal and storage of Xmas lights for Fox Lane and Leeds Road.	161.93	971.58	2161
Chq made payable to: Hags-Smp Ltd (Inv #062821)(repair to Cycle Rack on village green).	28.00	168.00	2162
Chq made payable to: Realise Futures (Inv #SINV40154)(4 x plastic planters and delivery for "Community Garden").	305.66	1,833.98	2163
Chq made payable to: Anorak (Inv #0006217)(for Feb 2019/March 2019 TW News issue).	-	395.00	2164
SDC (Inv #4069810)(for supply & fit litter bin at Fox Lane-near Village Green Bollard).	66.60	399.58	2165
Marcus Taperell Tree Surgery (Inv #7314)(for Felling/Thinning out saplings & cutting back trees in Woodland Walk (N.Side), Felling & stump grinding diseased Cherry tree on VG, and reducing silver birch and cutting back trees to rear of Field Lane shops).	570.00	3,420.00	2166
<b>TOTAL =</b>	<b>£1,183.36</b>	<b>£9,015.57</b>	

144.2 To receive an account status of the current Bank Statement giving a balance of **£75,129.32** as at **06 Feb 2019**, and having been checked and signed by the Chairman.

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

Prop. Cllr Lawton

Sec. Cllr Dowell

18/145 To consider the following new correspondence received since the last meeting and decide action where necessary:

- 145.1 YLCA Information: - Information previously circulated was noted. One Item: training Programmes – The Chairman raised this to ask if a couple of courses were of interest to the Clerk to increase his knowledge base. The Clerk said that he would look into it.
- 145.2 Selby District Council Web-Site information - Information previously circulated was noted. One item: Invite to TWPC by: 'Welcome to Yorkshire Tour De Yorkshire – Cawood Roadshow' was raised, and the Chairman and vice-Chairman registered their interest in attending.
- 145.3 Selby AVS: - No Information was received.
- 145.4 2 additional piece of information previously circulated was noted. One of the items regarding parking issues at the junction of Londesborough Grove/Foxdale avenue was discussed and a Councillor confirmed that she had informed the Harrogate traffic wardens of the issue (including pictures) and that other residents were invited to make similar complaints. The Wardens have indicated that they will be looking at traffic problems and will be issuing



tickets.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Chairman and vice-Chairman will accept the invitation for the: 'Welcome to Yorkshire Tour De Yorkshire – Cawood Roadshow'.

**18/146 To receive representative reports:**

**County Councillor/District Councillor:** A District Councillor explained that he had contacted a resident to find out which drop-kerbs she considered to be most urgent so that he could use part of his Environmental locality budget, and he will see if a colleague has any left in his budget.

**Rail Users Group:** Nothing to report.

**Burial Board:** The Chairman confirmed that he was unable to attend the latest meeting, but the Clerk confirmed that Cllr Mrs Burnell had attended and had nothing significant to report. The Chairman raised the question that it may be time for him to stand down from being one of the two Burial Board Reps and invited other Cllrs to take his place - no-one volunteered. Following advice from the Clerk, this matter is deferred until April for when the whole "Reps List" will be discussed and clarified in readiness for ratification at the May "Annual Parish Council Meeting" along with other documents.

**Village Hall:** Nothing to report.

A Councillor Confirmed that she is looking into booking an AED training course again, and that she will email a representative of the Sports Club to see if they still wish to participate in doing a joint event.

A Councillor explained that she had received an email from a charity saying that the PC is on their list. It was suggested that the only charity that the Council is linked to is the: "Poor Fund" which Cllr Pearson deals with.

Remaining Councillors had nothing further to report.

**IT WAS RESOLVED:** That the above information was noted.

**18/147 To receive the Clerk's report**

The Clerk discussed with everyone various matters from his "Clerks Report List" (previously circulated), including the following:

- Zip-Wire seat – rubber chain-link protector is slipping – This was reported for repair on 3 Dec 2018
- Street light still not working at southern end of Fox Lane at junction with Field Lane and had to been reported again to NYCC online.
- A revamped weekly inspections sheet – is in preparation.
- A White van parked on roadside between Miller Homes entrance and North View – Many complaints received and it was agreed that it would be best to send multiple individual complaints to 101 to achieve the best result.
- Drop-Down crossings request – this is ongoing and a County Councillor is looking to secure 3<sup>rd</sup> party contributions to fund up to 3 projects – waiting for further developments and feedback from a resident.
- The Clerk and the Chairman are booked to attend an elections meeting at SDC to prepare for the District & Parish elections in Selby District on Thursday 2 May 2019.
- Transfer of POS parcels to the Parish Council – Confirmation was received today that this will proceed with documents being received for signing so that it can be registered at the Land Registry.
- GDPR 2018 (Data Protection) – The clerk confirmed that 'Privacy Notices were circulated by him to all Councillors and other 'Role Holders' including: the editor of the website, the Council's litter picker, the village handyman, and the "TW News" distributor. Advertisers will be informed separately by Cllr Mrs Nixon and a link will be added to the Parish Council's village website.
- A revised Parish Council membership list has been circulated to all Councillors, (this has already been added to both notice boards and included on the SDC and Village websites).

- The Clerk had received confirmation that the Parish Council does not have to pay SDC a CIL contribution for their CCTV planning application. The Parish Council will have to consider shortly how to use the CIL money already available to them.
- The Chairman has confirmed with the Council's payroll provider that the council has approved the national pay award.
- S106 Funding (Miller Homes) – still waiting to be informed when this will come on-stream.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk and Chairman duly signed the PC part of the Land registry document for the Clerk to deliver to the Council's solicitor to complete the registering with the Land Registry of various parcels of land to be transferred from Barratts to Parish Council ownership.

Prop. Cllr Dowell

Sec. Cllr Lunn

18/148 To receive agenda items for next meeting Apart from any already identified during the meeting none was requested.

18/149 To receive any further comments from the public [for information only; Clerk to note] NONE.

18/150 To confirm the date of the next meeting as **MONDAY 11 MARCH 2019**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

18/151 Close of meeting – the Part I meeting closed at 9.25pm.

**PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY**