

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 14 January 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, Pearson, Lunn, Smith, Nixon, Pearse and Rennison.

18/123 To receive apologies for absence and any declarations of interest

There was one apology received from: Cllr Mrs Burnell – conflicting engagement (which was accepted), and no Declarations of Interest was given.

18/124 Public Session

A member of the public asked if any developments had occurred for the Mushroom Farm planning application. A District Councillor confirmed that the planning application is to be determined by SDC shortly and if approved will be implemented in 3 phases. He gave a brief description of what would be provided if approval was given and considered it a positive improvement.

Both members of the public asked if any further consideration had been given regarding a memorial plaque to be purchased and placed on the playground fencing on the village green in memory of a former parish councillor who died recently. They were informed that this was an agenda item.

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

[At this point Minute No 18/126.3 was brought forward]

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

A Councillor explained that the general opinion is in favour. Another Councillor suggested that the two members of the public present at the meeting should check with the family to see if this suggestion is acceptable with them and to ask if they have any preferences.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Council is minded to provide a small plaque in memory of a former parish councillor, and that the Clerk will send a letter to the family asking for any preferences, subject to hearing from the two members of the public present at this meeting acquiring a favourable response from the family.

Prop. Cllr Lunn

Sec. Cllr Mifsud

18/125 To confirm the minutes of the meeting held on 10 December 2018 as a true and correct record.

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

Prop. Cllr Pearson

Sec. Cllr Dowell

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

18/126 To receive items for discussion and decide further action where necessary:

126.1 To discuss recommendations received from the “Monthly News Review Group” meeting held on 8 January 2019, and new information from the new Monthly News/Website, and acknowledge the former editor, and decide any further action.

A Councillor confirmed that the existing “Monthly News” editor had now stepped down and a replacement was needed. Cllr Mifsud volunteered to be the replacement editor and this was agreed by all. The Chairman proposed and everyone agreed that the former editor

should be thanked for all her hard work. The Chairman explained the findings and recommendation of the "Monthly News Review Group" held on 8 January 2019 and following discussions it was agreed that the magazine would be issued bi-monthly, and for a new look / new team / new editor / with an aim of attracting additional advertising and become self-funding. A further meeting of the "Thorpe Willoughby News Review Group" will be held on Tuesday 5 March 2019. The Clerk was asked to explain to existing advertisers in the magazine about the new structure.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That Cllr Mifsud is accepted as the replacement editor of the re-named "Thorpe Willoughby News" parish magazine following the resignation of the former editor.
- iii) That the Chairman will thank the former editor (Mrs Christine Connell) on behalf of the Council, for all her hard work over the years, and present her with an appropriate gift.
- iv) That the magazine will be bi-monthly.
- v) That a Review Group team is agreed and to produce a new look magazine (which already has a new email address to contact the editor).
- vi) That a further meeting of the renamed "Thorpe Willoughby News Review Group" will be held on Tuesday 5 March 2019 at 7:30pm to discuss further developments.
- vii) That the Clerk will explain to existing advertisers in the parish magazine about the new structure.

Prop. Cllr Lunn

Sec. Cllr Mrs Pearse

A further discussion was held to decide how to move the process forward, particularly when the deadlines for next issue is due shortly. Other printers were discussed as a plan 'B' position, and samples of one was circulated to everyone at the meeting from a Councillor.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the new editor is authorised to:
  - a. Contact the existing Printer to Discuss and resolve issues (in conjunction with the Review Group) by a deadline of 16 January 2019, and failing that to have a plan 'B' to consider elsewhere.
  - b. To move the process forward and take any action necessary (in conjunction with the Review Group) for the production of the magazine, and be the 1<sup>st</sup> point of contact.

Prop. Cllr Lunn

Sec. Cllr Pearson

- 126.2 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. Several Councillors confirmed that they had received positive feedback from residents regarding the Xmas Illuminations. The Clerk explained that the quotes had not arrived yet and that he had asked for them to be in a table format so that they are easy to understand and to show how any additions will affect the Council's existing 3 year contract.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That this item is deferred until the Clerk receives quotes from the contractor for extending the Xmas illuminations along Leeds Road and Fox Lane for next year, and in a format that is easy to understand, and be discussed at a future PC meeting.

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

[This Minute was brought forward to the public session Minute No 18/124]

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

18/127 To receive items for information:

- 127.1 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 until further information arrives.

- 127.2 To receive update information on the provision of 4 x plastic planters for the "Community Garden" area, and decide any further action. The Clerk explained that the 4 x plastic planters for the "Community Garden" is in hand and will be delivered shortly direct to the village green. A short discussion was held and it was agreed that the planters should be filled immediately upon delivery with soil and compost, and it was also agreed that a Councillor will acquire the soil, compost, and plants up to a limit of £250 for all 4 x planters. The Councillor will also suggest options for the plants.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That a Councillor will acquire soil, compost, and plants up to a maximum of £250 for all 4 planters for when the planters are installed.

Prop. Cllr Pearson

Sec. Cllr Mifsud

- 127.3 To receive an update on the progress of the O.S.R.G., and decide any further action. A councillor explained that all tree works/fellings in the "Woodland Walk" (north side) have now been completed and had opened up the area. A discussion will need to be held in the future as to where any replacement trees are needed or where gaps need filling but best to leave it for a while to allow things to settle. The Councillor also confirmed that she had visited "Vertigrow" to look for a replacement tree for the Cherry tree to be felled shortly at the eastern side of the village green and various options were discussed, and it was agreed that the Councillor will provide further information for the February PC meeting. A councillor raised the issue of the bird boxes still waiting to be installed, and it was agreed that he would fix the bird boxes next week with the assistance of two other Councillors.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That a councillor will report back to the February PC meeting with further information regarding a replacement tree for the cherry tree that is to be felled shortly.
- iii) That the stored bird boxes will be installed next week by a Councillor with the assistance of two other councillors.

Prop. Cllr Mifsud

Sec. Cllr Dowell

- 127.4 To receive a completed "Register of Interest" form and a SDC form from the newly co-opted parish councillor, and decide any further action. A duly completed "Register of Interest" form and a SDC form were given to the Clerk by the newly co-opted Councillor Mrs M Rennison. The Clerk will now process them and send them to SDC and the Council's village website as legally required.

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

- 127.5 To receive update information on CCTV improvements and close proximity of the flagpole to the memorial stones, and decide any further action. A Councillor explained that the existing CCTV equipment was not good enough to see who had vandalised the flagpole and wiring at the Xmas tree compound due to interference of the Xmas tree lights but once the CCTV is improved at the eastern side of the village green then this will not be an issue. The Clerk explained that matters are in hand and the new planning application to SDC for planning

permission for improved CCTV equipment is now Valid following further information required by SDC being sent by the Clerk and acknowledged and a decision by SDC will be made shortly. This item is now deferred until a planning decision is received.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That matters are in hand and is deferred until a planning decision is received

**18/128 Planning:**

**128.1 To receive updates on any existing planning applications/information:**

- 128.1.1 2018/1244/TPO Application to crown thin by 30%, crown lift by 6.5m and crown reduction to leave a spread of 8m and a final height of 18m to 1 no Sweet Chestnut covered by TPO 1/1975 on verge adjacent to 70 Field Lane, Thorpe Willoughby – GRANTED
- 128.1.2 2018/1238/HPA Retrospective application for extension at 3 Londesborough Grove, Thorpe Willoughby – GRANTED
- 128.1.3 2018/1226/HPA Proposed extensions at 6 Meadow Drive, Thorpe Willoughby – GRANTED

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

**128.2 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:**

- 128.2.1 2018/0003/HPA Proposed erection side extension, providing a rear utility room and two bedrooms over the garage and utility at 29 Oak 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.

Prop. Cllr Dowell

Sec. Cllr Lunn

**18/129 Financial Matters**

**129.1 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 (January 2019 Salary).	-	791.54	2144
F Morrison (Litter Picker)(January 2019 Salary).	-	162.98	2145
S M Peters (Argos for purchase of batteries for PC defibrillator including spares).	-	99.90	2146
CANCELLED	-	-	2147
S M Peters (for payment to SDC for planning application from TWPC for CCTV pole on VG)	-	117.00	2148
D Powell (Nethosted for TWPC website - for Dec 2018-Dec 2020) (Inv #88635)	23.76	142.56	2149
Chq made payable to: Hags-Smp Ltd (Inv #062472)(Dec/18 Operational Inspection – Leeds Road)	8.00	48.00	2150
Chq made payable to: Hags-Smp Ltd (Inv #062475)(Dec/18 Operational Inspection – Linden Way Play Area)	8.00	48.00	2151
CANCELLED CHEQUE	-	-	2152
S M Peters (3 x payments for Instant Ink – stationery for 7/11/2018, 5/12/2018 and 5/1/2019)	7.17	43.00	2153
<b>TOTAL =</b>	<b>£46.93</b>	<b>£1,452.98</b>	

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129.2 To receive an account status of the current Bank Statement giving a balance of **£77,303.04** as at **04 January 2019**, and having been checked and signed by the Chairman.

**IT WAS RESOLVED UNANIMOUSLY:** That the accounts/cheques presented be approved with one correction that the payment to Fasprint (Cheque No 2147) be cancelled due to re-negotiation.

Prop. Cllr Lawton

Sec. Cllr Dowell

18/130 To consider the following new correspondence received since the last meeting and decide action where necessary:

130.1 YLCA Information: - Information previously circulated was noted. A Councillor confirmed that she will continue to attend “Selby Branch “ meetings. The attendance of a YLCA “Provision of Routine Visual Inspections Course” training event was discussed and a Councillor volunteered to attend and after a short discussion the Clerk was also asked to attend.

130.2 Selby District Council Web-Site information - Information previously circulated was noted. A questionnaire request from SDC regarding: “A precept consultation – investing in our local Police and Fire and Rescue Services” had been completed by two Councillors.

130.3 Selby AVS: - No Information was received.

130.4 5 additional piece of information previously circulated was noted. One of the items from Scope was discussed and agreed that because there is already a collection point at “The Fox” car park, further ones are not needed.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That Cllr Dowell and the Clerk will attend a YLCA “Provision of Routine Visual Inspections Course” training event on 25 April 2019 at Rawcliffe-York.
- iii) That the Clerk will thank Scope for their request for further textile recycling banks in the village but because there is already one at “The Fox” car park, further ones are not required.

Prop. Cllr Mrs Pearse

Sec. Cllr Lunn

18/131 To receive representative reports:

County Councillor/District Councillor: A District Councillor explained that both SDC and NYCC are set to make rises to their respective precept budgets.

Rail Users Group: A Councillor reported that the “Rail User Group” had discussed the recent 3.1% rise in fares and felt that it was unfair and was also a poor service.

Burial Board: Nothing to report.

Village Hall: A Councillor raised the issue of payment to the “Village Hall Management Committee” (VHMC) for the Council’s use of the electricity for the Xmas tree. A short discussion was held and it was agreed to pay £50.

A Councillor stated that the village is looking very tidy and felt that a positive response should be given to residents in the parish magazine.

A Councillor Confirmed that a representative of the Sports Club will put something in writing regarding the fencing and hedge proposals along the boundary of the car park adjacent to Field Lane to consider at a future PC meeting.

Remaining Councillors had nothing further to report.

**IT WAS RESOLVED:**

- i) That the above information was noted.



- ii) That the Parish Council agrees to pay £50 to the “Village Hall Management Committee” for the use of electricity for the Xmas tree and to wait for an invoice from the VHMC.

Prop. Cllr Mifsud

Sec. Cllr Dowell

A Councillor inquired if the website editor could purchase an ‘App’ for £36 to provide a flip-book on the website to show the parish magazine?

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.  
ii) That the Parish Council agrees that the website editor can purchase a flip-book ‘App’ for £36 to show the parish magazine.

Prop. Cllr Mrs Nixon

Sec. Cllr Lawton

**18/132 To receive the Clerk’s report**

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

- Bicycle Rack – This was repaired on Thursday 10 January 2019.
- Internal Auditor – Last year’s Internal Auditor has agreed to audit again for the 2018-19 period – Audit Date to be arranged and confirmed.
- New litter bin for Fox Lane adjacent to bollard – Works completed (all new bins now installed).
- Quotes requested for improvements to the Linden Way Play Area – deadline is the end of January 2019 – may be a February 2019 Agenda Item.
- Many Street lights not working at southern end of Fox Lane and Foxdale Avenue – Reported to NYCC online – all now fixed except one at junction which has been reported again.
- Drop-Down crossings response from Area 7 Highways – is ongoing and Clerk asked to send information to a County Councillor regarding the highway verge adjacent to Leeds Road between North View and the Miller Homes access and a parked white van. It was agreed that it would be best to send multiple individual complaints to 101 to achieve the best response.
- The Memorial wreath has been removed by the Clerk and put into storage until next time.
- A revamped weekly inspections sheet – is in preparation.
- 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 – Looking favourable – waiting for confirmation that they have been registered at the Land Registry by Barratts.
- 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 will send information to a County Councillor regarding the highway verge adjacent to Leeds Road between North View and the Miller Homes access and the issue of a parked white van that is blocking visibility, so that the Councillor can inform NYCC’s Area 7 Highways.

18/133 To receive agenda items for next meeting Apart from any already identified during the meeting none was requested.

18/134 To receive any further comments from the public [for information only; Clerk to note] NONE.

18/135 To confirm the date of the next meeting as **MONDAY 11 FEBRUARY 2019**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.  
Cllr Pearson gave his apologies for the 11 February 2019 meeting.

18/136 Close of meeting – the Part I meeting closed at 9.10pm.

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