

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 8 April 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, Pearson, Nixon, Pearse and Rennison.

18/168 To receive apologies for absence and any declarations of interest

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

IT WAS RESOLVED: That the above information was noted.

18/169 Public Session

A member of the public (the village handyman) informed everyone that:

- He had trimmed back the 3 bushes at North View.
- Tomorrow he will be weeding/spraying weeds in both “Woodland Walks”.
- Shrubs had been tidied up at Rowan Close/Oak Drive.
- A hawthorn hedge had been planted at the corner of the “Woodland Walk” (N. Side), near to the entrance of the village hall car park.
- He will obtain soil to fill areas at Beechfield Close Public Open Space (POS), along with grass seed.
- He had noticed that the Council’s land adjacent to the west side of Londesborough Grove had not had its grass cut.

The Clerk confirmed that he was aware of the grass not being cut and will inform the Council’s grass cutting contractor.

A councillor requested that the hawthorn overhanging a footpath on the village green be trimmed back.

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

The remaining member of the public expressed his opinions regarding how the PC conducted themselves. The Chairman thanked the member of the public for his comments and explained that the PC considered all options before making decisions.

[at this point the remaining member of the public accepted the Council’s explanation and then left the meeting]

IT WAS RESOLVED: That the above information was noted.

18/170 To confirm the minutes of the meeting held on 11 March 2019 as a true and correct record.

Two councillors asked for a clarification of the wording used on two separate minutes and the Clerk explained how they were intended to be read. Following a short discussion all councillors accepted the minutes as they stood.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the minutes of the meeting held on 11 March 2019 were accepted as a true and correct record of the meeting.
- ii) That the Clerk will request information from SDC regarding: “Ultra Vires” and “Intra Vires”.

Prop. Cllr Mrs Pearse

Sec. Cllr Mrs Rennison

18/171 To receive items for discussion and decide further action where necessary:

- 171.1 To approve provisional arrangements to: “Delegate to the Clerk of any urgent matter(s) so that this officer can continue to deal with such issues if the ‘Persons Nominated for the Council’ Notice is not published before the deadline for the May meetings”, and decide any further action. The Clerk explained that because the formal “Persons Nominated for the Council” Notice had now been published by SDC, that this provisional arrangement was no longer required.

IT WAS RESOLVED: That the above information was noted.

- 171.2 To receive update information from the Clerk on the Council’s “Policy Documents”, to make changes as required and be ready for ratification at the 13 May Annual Parish Council Meeting, and decide any further action. The Clerk explained that there were no significant changes made to the Policy Documents apart from a few minor tweaks such as using the current year, as listed on the report previously circulated to all councillors and they are now ready to be ratified at the May meeting. A councillor asked if training was obligatory for all councillors and the Clerk, and if a policy was needed? Several councillors and the Clerk confirmed that no-one can be forced to go on a training course, and attendance on a course should only be for when it is needed, and that a policy for training was not required.

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

Prop. Cllr Pearson

Sec. Cllr Lunn

- 171.3 To receive update information from the Clerk on the Council’s “Assets Register”, to make changes as required and be ready for ratification at the 13 May Annual Parish Council Meeting and decide any further action. The Clerk explained that the increase in the overall amount of Assets and totals was due to more Assets being listed. The Council’s insurer had responded to the question of: ‘should the replacement cost for an Asset be used on the “Assets List” rather than the purchase cost?’ as follows:

- That there is a built-in 3% increase added to the premium.
- That the total for each category will more than cover the cost of a replacement.
- It was also accepted by the insurer that they will pay the replacement cost of an item even if it is more than the original purchase cost.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the existing ‘Assets List’, (previously circulated to all councillors), was accepted as it was, and is ready to be ratified at the 13 May meeting.

Prop: Cllr Dowell

Sec: Cllr Lunn

- 171.4 To receive update information from the Clerk on the Council’s “Reps List”, to make changes as required and be ready for ratification at the 13 May Annual Parish Council Meeting, and decide any further action. The Clerk went through the list with everyone, and councillors confirmed if they wished to continue in their current positions, the Clerk will find any missing pieces of contact information and prepare the list for the 13 May 2019 meeting.

The following changes were accepted:

- Burials – That Cllr Mrs Burnell be removed.
- CEF – That the new contact for the CEF Co-ordinator be found by the Clerk to replace the existing one.
- Monthly News – That this be renamed: “TW News” and the representatives changed.
- OSRG – That Cllr Mrs Burnell be removed and Cllr Mrs Rennison volunteered to be the replacement. Cllr Mifsud requested to stand down from this group.

It was noted that a meeting of the ‘Poor Fund’ will need to be arranged shortly.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.

- ii) That the amended 'Reps List' was accepted, and is ready to be ratified at the 13 May 2019 meeting.

Prop: Cllr Lawton Sec: Cllr Mrs Pearse

171.5 To discuss the status of CIL contributions and the Miller Homes S106 external funding, and decide any further action. The Clerk explained to everyone that there is now external funding available for both S106 and CIL (stating the amounts), and how the two processes worked (information was circulated to all councillors prior to the meeting). A short discussion followed and it was agreed that a review group will be set up to pull ideas together for discussions at a future Parish Council meeting, following a response being received from 'Groundwork' (the Council's project manager), as to what is/is not eligible for the funding. Councillors: Nixon, Pearson, Rennison and the Clerk volunteered to be on this review group.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That a review group be set up to pull ideas together for discussion at the 10 June 2019 PC meeting.

Prop: Cllr Mifsud Sec: Cllr Mrs Nixon

171.6 To discuss and decide on quotes received for improvements to the "Linden Way Play Area", (following a Parish Council site meeting held on 28 March 2019, to decide which contractor to use, and decide any further action. A councillor and the Clerk explained the options available for this area, following a site meeting held on 28 March 2019. Options for the wooden fencing and the play equipment were discussed. A short discussion followed to choose a contractor for the scheme and what type of equipment to be used.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the area be improved for the agreed age group for a: "Children's Play Area and separate surrounding POS area" as agreed in the adoption process.
- iii) That the Clerk will inform Streetscape that the council has chosen them to be the Council's contractor for this project, that metal equipment will be used rather than wooden equipment, and that key options will now be compiled for a new scheme.

Prop: Cllr Mifsud Sec: Cllr Lawton

18/172 To receive items for information:

172.1 To receive update information on the parcels of POS land on the Barratts estate, and decide any further action. The Clerk updated everyone on the various processes involved, and that the council is now waiting for the land registry confirmation.

IT WAS RESOLVED: That the above information was noted.

172.2 To receive update information on the unauthorised trimming of part of the conifer hedge along Leeds Rd (owned by the Parish Council), and decide any further action. The Clerk read out a report from the council's tree expert as to the state of the hedge and what remedial works are required. A short discussion followed and the Clerk was asked to send a letter to the resident to say what was decided.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will send a letter to the resident to express the council's findings and what is required, and that is now the end of the matter.

Prop: Cllr Lunn Sec: Cllr Lawton

172.3 To receive information on car parking problems adjacent to the village hall compound, and decide any further action. A short discussion was held and it was confirmed that the VHMC had erected a collapsible bollard to stop the car parking problem.

IT WAS RESOLVED: That the above information was noted.

172.4 To receive an update on the progress of the O.S.R.G., the purchase of tree guards, and decide any further action. Two councillors confirmed that several trees have been planted on the village green with some in both "Woodland Walks". Tree guards have been added to some trees with more guards to be added later. The planters for the "Community Garden" are to be installed shortly with compost at the ready.

IT WAS RESOLVED: That the above information was noted.

172.5 To receive update information on providing drop pavements for wheelchair users, and decide any further action. The Clerk confirmed that an invoice for the additional £300 had been received. A councillor confirmed that he has used part of his environmental budget, (along with part of a colleague's allowance), for use in Thorpe Willoughby for drop pavements. Currently one of the 3 options has been completed with the others to be carried out shortly.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That a councillor can proceed with the 3 locations for the drop pavements and that the Parish Council will pay the additional £300.

Prop. Cllr Lunn Sec. Cllr Lawton

18/173 Planning:

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

IT WAS RESOLVED: That the above information was noted.

173.2 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: NONE

IT WAS RESOLVED: That the above information was noted.

18/174 Financial Matters

174.1 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 (April 2019 Salary).	-	802.89	2175
F Morrison (Litter Picker)(April 2019 Salary).	-	170.86	2176
S M Peters (stationery expenses with receipts-Mar 2019/Apr 2019 - including payment for Instant ink – stationery for 5 Apr 2019).	6.71	40.24	2177
Autela (Inv #14573)(payroll Qtr4 2018/19-Jan/Feb/Mar2019)(Chq made payable to: Autela group Ltd).	-	59.00	2178
I Lawton (for purchase of posts & fence mesh for planted trees on VG – from Websters and Agri-Supply Ltd).	10.27	61.65	2179
Brayton & District Joint Burial Authority (Precept 2018/2019).	-	1,767.75	2180
NYCC (Inv #160001979)(£300 contribution to the installation of dropped curbs).	-	300.00	2181
YLCA (Annual Membership Fee 2019-2020).	-	727.00	2182

- i) That the above information was noted.
- ii) That VAS will be an agenda item at the June 2019 PC meeting.
- iii) That a footpath extension from the "Woodland Walk" (north side) to the path that runs from the playground to Leeds Road be an agenda item at the June PC meeting

18/177 To receive the Clerk's report

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

- 2 x revamped weekly inspections sheets – COMPLETED AND NOW IN USE. The Clerk confirmed that the Council's insurer had approved the forms.
- PC Elections – The Clerk confirmed that SDC's "Notice of Uncontested Election" had now been received and that the newly elected Councillors will take up office from 7 May 2019, and until then all the existing councillors remain in place. The co-option process will take place to fill vacancies and the Clerk will prepare the notice.
The Clerk then read out Cllr Mrs Burnell's resignation letter and informed everyone the reasons behind it. The resignation letter was accepted.
- The Council's Litter Picker has been informed about the 'Tour De Yorkshire – he will do extra cleaning near North View/Dam Lane area nearer the time.
- CCTV - Discussed earlier in the meeting.
- Orange handles missing from Gym equipment on the village green – Ordered.
- YLCA Training Courses – The Clerk confirmed that his attendance on any of the current courses was not needed. He and a Councillor are already booked to attend a course in April covering Playground Inspections and 'Weekly Inspections Sheets'.
- Sealing of the Concrete Circle at the "Community Garden" – works to start shortly.
- The temporary closure of the 'Public Bridleway' that runs through the Miller Homes estate- has been extended until 17 August 2019.
- The PC was requested to be involved in the maintenance of Willerby Heights, and also for a donation from 'Age UK' - the Clerk was asked to respond in the negative.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That Cllr Mrs Burnell's resignation letter was accepted by the council, and the Clerk will send a letter of acknowledgement with the council's regret.
- iii) That the Clerk will reply to a resident of the "Willerby Heights" to say that the PC does not wish to be involved with the estate's maintenance as that is a matter between the residents and the maintenance organisation.
- iv) That the Clerk will inform 'Age UK' that the council will not be making a donation this time.

18/178 To receive agenda items for next meeting Apart from any already identified during the meeting, none was requested.

18/179 To receive any further comments from the public [for information only; Clerk to note] NONE.

18/180 To confirm the date of the next meeting as **MONDAY 13 MAY 2019:**

Two Meetings: i) The Annual PARISH Meeting – 6:30pm to 7:00pm

ii) The Annual Parish COUNCIL Meeting – 7:00pm onwards.

At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED and Cllrs: Nixon and Pearson gave their apologies in advance.

18/181 Close of meeting – the Part I meeting closed at 10.00pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY