

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Annual Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 13 May 2019 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: 5 members of the Public were present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

Present: Cllrs Mifsud (Chairman), Lawton, Smith, Pearse and Rennison.

The Chairman introduced everyone present, and announced that due to a personal tragic situation occurring for one of the councillors that out of respect the meeting will be shortened.

19/1 Election of Chairman and Vice-Chairman

- i) Signing of the Chairman's Acceptance of Office of Chairman" declaration form:
The Clerk confirmed that no Nominations for Chairman had been received by him prior to the meeting. Cllr Mr Mifsud was asked if he was willing to continue in the role, which he confirmed that he would, and no further nominations were given.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
ii) That Cllr Mifsud is elected as Chairman

Prop: Cllr Lawton Sec: Cllr Mrs Pearse

Cllr Mifsud then signed the Chairman's "Acceptance of Office of Chairman" declaration form and witnessed by the Clerk.

- ii) Signing of the Vice-Chairman's "Acceptance of Office of Vice-Chairman" declaration form:
Nominations were requested for Vice-Chairman and Cllr Lawton was willing to continue in the role, and no further nominations were given.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
ii) That Cllr Lawton is elected as Vice-Chairman.

Prop: Cllr Miss Smith Sec: Cllr Mifsud

Cllr Lawton then signed the Vice-Chairman's "Acceptance of Office of Vice-Chairman" declaration form and witnessed by the Clerk.

19/2 To receive apologies for absence and any declarations of interest

There was three apologies received from: Cllr Mrs Nixon – conflicting engagement, (which was accepted), Cllr Pearson – conflicting engagement, (which was accepted), Cllr Lunn – personal reasons, (which was accepted), and one Declaration of Interest was given by Cllr Lawton for Minute 19/7.2.3.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
ii) That the three apologies and declaration of interest be accepted.

Prop: Cllr Miss Smith Sec: Cllr Mrs Rennison

19/3 Public Session

The Chairman of the Village Hall Management Committee (VHMC) explained that a major project for the hall is the replacement of the existing internal hall lights which are nearly 20yrs old and that better options are available and the orientation of them needs to be changed. A request was made to the PC for information as to where the VHMC should go to acquire funding with the Cost of the scheme estimated @ £6K - £7K. The VHMC would like to try elsewhere 1st and not to ask the PC at

this stage. The PC Chairman and a member of the public confirmed that both County Councillors (who are not present at this meeting) would be able to provide guidance at a future PC meeting. The Clerk confirmed that if he receives any material regarding external funding that applies to village halls that he would forward it to the VHMC.

A member of the public confirmed that the pole for the additional CCTV equipment is currently being stored at the village hall compound. Matters are in hand and he is liaising with the village handyman to plan the installation of the pole hopefully next month.

A member of the public informed everyone that a horse is being left tethered on POS land to the rear of the Field Lane shops. A Councillor suggested that she reports this to the police on 101.

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

Two representatives of Thorpe Utd football club gave a background report on the matter of footballs landing in the rear gardens of adjacent residential properties to the sports club fields. They confirmed that they always paid for any damage to property, and responded to any complaints. The Club is looking into various options to resolve this problem, with various ideas and costings being considered.

The Chairman acknowledged what they had said and for updating the PC on developments, and confirmed that the PC will be discussing this matter at a future meeting.

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

19/4 To confirm the minutes of the meeting held on 8 April 2019 as a true and correct record.

IT WAS RESOLVED: That the minutes of the 8 April 2019 were accepted as a true and correct record of the meeting, and were initialled/signed by the Chairman.

Prop. Cllr Mrs Rennison

Sec. Cllr Lawton

19/5 To receive items for discussion and decide further action where necessary:

5.1 To discuss and Review the Council's Assets Register, and to be signed by the Chairman & Clerk, and decide any further action. This forms part of the annual reviewing process – the Clerk had previously explained to all the revised Assets List that was amended to match the criteria of the Council's insurance policy and includes recent new equipment and the Linden Way Play Area equipment transferred to the Parish Council through adoption.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council's: 'Assets Register' was approved and signed by the Chairman and Clerk.

Prop. Cllr Mrs Pearse

Sec. Cllr Miss Smith

5.2 To discuss and Review the Council's Policy Documents (both existing and new), and to have them signed as either Reviewed and unchanged or signed and adopted by the Chairman and Clerk, and decide any further action. This forms part of the annual reviewing process – the Clerk had previously explained to all a list of Council Policy changes which were minor, and all other policies were unchanged.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council's: 'Policy Documents' were correct and approved and that the Chairman and Clerk will sign the documents after the close of the meeting.

Prop. Cllr Mrs Pearse

Sec. Cllr Miss Smith

5.3 To discuss and Review the Council's Reps List and to be signed by the Chairman & Clerk, and decide any further action. This forms part of the annual reviewing process – the Clerk

confirmed that the 'Reps List' had been discussed at a previous meeting.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council's: 'Reps list' is correct and approved, and was signed by the Chairman and Clerk.

Prop. Cllr Mrs Pearse

Sec. Cllr Miss Smith

- 5.4 To discuss the Gardening Competition 2019 – to decide on the appointment of judge(s), to approve them judging the winners of each category, decide the eligibility criteria, if to have a TW News promotion, and who will present the cups and where, and decide any further action. A short discussion was held due to a councillor pointing out that an advert needs to be added to the forthcoming TW News and couldn't wait until the June meeting. Councillors Lawton and Pearse were chosen as this year's judges, and will use the same criteria as last year. A date for the judging was then agreed.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the two judges for this year will be Councillors Lawton and Pearse, who will view and judge the gardens around the village rather than by nominations and that they could decide the winners.
- iii) That the same format be used: Best Hanging Baskets 2019, Best Front Garden 2019, and Best Tubs 2019.
- iv) That the judging will be conducted in August.
- v) That the Clerk will retrieve the Cups/Shield
- vi) That the presentation will be at the October Parish Council meeting.
- vii) That the Clerk will forward a copy of last year's advert for the competition to a member of the TW News Review Group so that this year's competition can be added and also on the Village Website.

- 5.5 To discuss Villager of the Year 2019 – to discuss and decide on procedures to be used, and who will present the shield and where, and decide any further action. A short discussion followed and it was decided to use the same criteria as last year.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the criteria used last year will be used again.
- iii) That the shield will go to a worthy villager for something done for the benefit of the village.
- iv) That the Clerk will retrieve the shield.
- v) That the presentation will be at the October Parish Council meeting.
- vi) That the Competition will be advertised in the TW News and on the Village Website with a deadline for nominations to be sent to the Clerk as Friday 6 September 2019.

- 5.6 To discuss a letter received from Thorpe Utd FC regarding footballs over fences, request for PC assistance , and decide any further action.

IT WAS RESOLVED: That this item be deferred until the 10 June PC meeting.

19/6 To receive items for information:

- 6.1 To receive update information on the council's insurance renewal, and decide any further action.

IT WAS RESOLVED: That this item be deferred until the 10 June PC meeting.

- 6.2 To receive update information on a Vehicle Activation Sign (VAS), and decide any further action.

IT WAS RESOLVED: That this item be deferred until the 10 June PC meeting.

- 6.3 To receive update information on a playground inspections training course attended by the Clerk and a councillor, the receipt of the Annual Playground inspection, and decide any further action.

IT WAS RESOLVED: That this item be deferred until the 10 June PC meeting.

- 6.4 To receive update information from YLCA on: new Councillor training courses, existing councillors refresher courses, and attendance at YLCA branch meetings, and decide any further action.

IT WAS RESOLVED: That this item be deferred until the 10 June PC meeting.

- 6.5 To receive update information from the OSRG, the installation of planters at the "Community Garden", tree planting on the village green, and decide any further action.

IT WAS RESOLVED: That this item be deferred until the 10 June PC meeting.

19/7 Planning:

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

- 7.1.1 2019/0043/LBC Remedial works at The Linnets, Barff Farm, Thorpe Willoughby – GRANTED.

IT WAS RESOLVED: That the above information was noted.

- 7.1.2 2019/0180/HPA 2-storey extension at 5 Laburnum Close, Thorpe Willoughby – GRANTED.

IT WAS RESOLVED: That the above information was noted.

- 7.2 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:

- 7.2.1 2019/0012/ADV AMENDED Advertisement Consent for 1 non-illuminated sign at 2 Holly Grove, Thorpe Willoughby – **THORPE WILLOUGHBY PARISH COUNCIL HAS NO OBJECTIONS.**

IT WAS RESOLVED: That the above information was noted.

- 7.2.2 2019/0407/DEM Prior notification for proposed demolition of partially collapsed barn at The Stables, Sunnyside Court, Fir Tree Lane, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY: That the above information was noted, and the Parish Council has no objections.

Prop. Cllr Mrs Pearse Sec. Cllr Mifsud

- 7.2.3 2019/0465/HPA Proposed erection of a single storey timber clad building at Pheasant Barn, 4 Barff Farm, Thorpe Willoughby. A Councillor declared an interest.

IT WAS RESOLVED: That the above information was noted, and the Parish Council has no objections.

Prop. Cllr Mrs Pearse Sec. Cllr Mrs Rennison

19/8 Financial Matters

- 8.1 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:

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8.3.2 Bank Reconciliation for financial year 2018/19 as at 31 March 2019.

IT WAS RESOLVED UNANIMOUSLY: That the Bank Reconciliation for financial year 2018/19 as at 31 March 2019 presented be approved, and was signed by the Chairman and Clerk.

Prop. Cllr Mrs Pearse Sec. Cllr Mifsud

8.3.3 Section 1, Annual Governance Statement 2018/19 as at 31 March 2019.

IT WAS RESOLVED UNANIMOUSLY: That Section 1, Annual Governance Statement 2018/19 as at 31 March 2019 presented be approved, and was signed by the Chairman and Clerk.

Prop. Cllr Mrs Pearse Sec. Cllr Mifsud

8.3.4 Section 2, Accounting Statements 2018/19 as at 31 March 2019.

IT WAS RESOLVED UNANIMOUSLY: That Section 2, Accounting Statements 2018/19 as at 31 March 2019 be approved, and was signed by the Chairman and Clerk, and for the Clerk to proceed to the External Auditor and conclude the audit.

Prop. Cllr Mrs Pearse Sec. Cllr Mifsud

8.4 To approve and appoint a staff member to undertake the work of the Responsible Financial Officer (RFO) for 2019/20 for when the existing RFO is absent (a legal requirement).

A short discussion followed where Cllr Mrs Pearse was asked if she would continue to be the named person. Cllr Mrs Pearse agreed to be the stand-in if ever required.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That Cllr Mrs Pearse be appointed as the standby RFO for 2019/2020 (as legally required) in the event of the existing RFO being absent long term through illness or death.

Prop. Cllr Lawton Sec. Cllr Mifsud

19/9 To consider the following new correspondence received since the last meeting and decide action where necessary:

IT WAS RESOLVED: That this item be deferred until the 10 June PC meeting.

19/10 To receive representative reports:

IT WAS RESOLVED: That this item be deferred until the 10 June PC meeting.

19/11 To receive the Clerk's report

The Clerk discussed only one matter included on his "Clerks Report List" (previously circulated):

- A concern from a resident regarding a hedge overhanging a footpath.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will request a resident to trim a hedge that is overhanging a footpath at Rowan Close.
- iii) That remaining matters under this item be deferred until the 10 June PC meeting.

19/12 To receive agenda items for next meeting Apart from any already identified during the meeting, none was requested.

19/13 To receive any further comments from the public [for information only; Clerk to note] NONE.

19/14 To confirm the date of the next meeting as **MONDAY 10 JUNE 2019:** - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

19/15 Close of meeting – the Part I meeting closed at 8.15pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY

DRAFT