

## 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 1<sup>st</sup> 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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Payee	VAT/Other £	Total £	Chq. No.
S M Peters (May 2019 Salary).	-	802.69	2185
F Morrison (Litter Picker)(May 2019 Salary).	-	170.86	2186
S M Peters (stationery expenses with receipts-Apr 2019/May 2019 - including payment for Instant ink – stationery for 7 May 2019).	6.33	42.19	2187
HAGS (I & M Inspection-north)(Inv #064314)(Chq made payable to Hags-Smp Ltd)(Mar 2019 Annual Inspection – Leeds Rd)	31.00	186.00	2188
HAGS (I & M Inspection-north)(Inv #064315)(Chq made payable to Hags-Smp Ltd)(Mar 2019 Annual Inspection–Linden Way Play Area)	31.00	186.00	2189
R Deadman (Inv Dated: Mar/Apr 2019)(clearing bushes, spraying, planting of trees and installing planters)	-	535.00	2190
Npower (Invoice Nos: LGWBZSXM, LGWBZGMY, LGWB7RXW and LGWB7RXQ)	26.06	547.19	2191
Internal Audit (Inv #THW002)	-	102.60	2192
CANCELLED CHEQUE	-	-	2193
ICO Data Protection Renewal (Chq made payable to: The Information Commissioner (order Ref: 0301fed20552)	-	40.00	2194
S M Peters (Mileage Expenses for training course held on 25 Apr 2019)	-	24.30	2195
S M Peters (for purchase of plaque from Brunel Engraving Company) (Inv #111650)	33.88	203.28	2196
Zurich Municipal (Inv #37253680) Renewal of Council's Insurance Policy (2 <sup>nd</sup> year of 3 year LTA)	-	1,754.99	2197
<b>TOTAL =</b>	<b>£128.27</b>	<b>£4,595.10</b>	

- 8.2 To receive an account status of the current Bank Statement giving a balance of **£88,444.81** as at **03 May 2019**, and having been checked and signed by the Chairman. The Clerk explained that the higher balance is partly due to the receipt of the 1<sup>st</sup> half of the Parish Precept from SDC, which was checked and initialled by the Chairman.

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

Prop. Cllr Miss Smith

Sec. Cllr Mrs Pearse

- 8.3 To approve the Annual Accounts ready for the External Auditor:

8.3.1 The Internal Auditor's Report and approve any suggestions made, and to approve the Clerk meeting the External Auditor's deadline. The Chairman read out the report to all those present, and the report concluded that the council is sound and included two minor suggestions: i) The signing of minutes of the previous meeting should be signed at the following meeting. This is witnessed by the attending councillors and any public present. ii) In addition to the inspections carried out by the clerk and councillor it might be worthwhile having signs up at all the play areas with contact details for any member of the public to report any damage or danger within the play area.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information is noted.
- ii) That the Internal Auditor's Report be accepted and the two minor suggestions presented be approved and implemented.
- iii) The Clerk will compose suitable wording for notices to be displayed near various play equipment to give contact details for the Clerk & Councillors for the public to report any broken or damaged equipment.
- iv) That the Clerk will proceed and meet the External Auditor's deadline.

Prop. Cllr Mifsud

Sec. Cllr Lawton



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**