

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 10 June 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), Lawton, Pearson, Pearse, Nixon and Rennison.

The Clerk received several “Acceptance of Office” forms and “Declarations of Interest” forms prior to the start of the meeting.

19/17 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllr Miss Smith – Illness (which was accepted), Cllr Lunn – personal reasons, (which was accepted), and no Declarations of Interest was given.

IT WAS RESOLVED: That the above information was noted.

19/18 Public Session

A member of the public raised concerns over: i) vehicle parking on footpaths, ii) Speeding motor bikes and iii) White line painted outside a property on Londesborough Grove – has this been painted by highways and what would be the implications for adjacent properties?

The chairman thanked the resident for his concerns, and asked him to pass on the information to him about speeding bikes and car parking and suggested that he used the ‘95 Alive’ form. The Clerk will make inquiries with Area 7 Highways about the white line.

[at this point a member of the public left the meeting and asked that his condolences be passed to a councillor for his recent bereavement].

19/19 To confirm the minutes of the Annual Parish Council meeting held on 13 May 2019 as a true and correct record, and to be signed by the Chairman.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the 13 May 2019 were accepted as a true and correct record of the meeting, and were signed by the Chairman.

Prop. Cllr Mrs Rennison

Sec. Cllr Lawton

19/20 To receive items for discussion and decide further action where necessary:

20.1 To discuss the received written applications for the TWO Parish Councillor vacancies for co-option, and following interviews decide who to appoint, and decide any further action. One application had been received by the Clerk and was in attendance at the meeting.

The applicant read out his application letter to all present. A short discussion followed and Mr N Dowell was elected unanimously by a show of hands.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That Mr N Dowell is elected for one of the vacant Parish Councillor positions.
- iii) That the “Acceptance of Office” form was duly signed by Mr N Dowell and witnessed by the Clerk.
- iv) That the “Register of Interest” form was given to Mr N Dowell (which is to be completed and returned to the Clerk either before or at the July PC meeting).

at this point the member of the public was now a Councillor and joined the others.

Prop. Cllr Pearson

Sec. Cllr Mrs Pearse

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

The Clerk explained to everyone what the parish council could/could not use the current external funding for:

- CIL and S106 funding has to be spent within the parish and not adjacent to or outside the parish), and
- the parish council has agreed to not give donations and is not budgeted for.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That no further action will be taken apart from the Clerk responding to the letter received from Thorpe Utd FC to explain the parish council's position on this matter, and that there is no financial assistance available.

- 20.3 To discuss a possible footpath extension from the "Woodland Walk" (N.Side) to the path that runs from the village green playground to Leeds Road, and decide any further action. A short discussion followed and it was agreed that the stored paving slabs should be used.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will inform the village handyman that the parish council would like him to use the spare paving slabs (stored in the VH compound) and lay them between the footpath that emerges from the 'Woodland Walk' (N.Side) to join up with the footpath that runs from the village green playground to Leeds Road.

Prop. Cllr Lawton

Sec. Cllr Pearson

- 20.4 To discuss payments for the TW News, and decide any further action. This matter was raised as a concern by the Clerk that payments for advertisements (particularly new ones) are not being received. A councillor informed everyone about new advertising charges and confirmed that payments were due to having problems in understanding the payment system and the transition process. Although the councillor had a meeting with the Clerk earlier in the year, a further meeting is thought necessary to move this forward. The idea of a separate bank account for the TW News was raised and rejected.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the idea of a separate bank account for the TW News was rejected as being unnecessary and would only complicate matters.
- iii) That a meeting be held between the councillor, the clerk, and the Chairman to resolve this matter. The Clerk will email possible dates.

19/21 To receive items for information:

- 21.1 To receive update information on the council's insurance renewal, and decide any further action. The Clerk confirmed that the council is currently in the 2nd year of a 3 year long term agreement, and that the insurer were most helpful and that the council's assets were covered and that updates/checks are ongoing by the Clerk.

IT WAS RESOLVED: That the above information was noted.

- 21.2 To receive update information on a Vehicle Activation Sign (VAS), and decide any further action. The Clerk explained that the provision of a VAS sign was possible subject to several additional criteria:

- That the PC can use CIL funding to purchase their own VAS (infrastructure).
- That NYCC would have to authorise the placing of a VAS on highway land and agree several locations for installation on a rotation basis and to approve a device (a formal agreement).

- That S137 funding would have to be used in the absence of no other powers (as advised by YLCA).

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will report back to the 8 July 2019 PC meeting with alternative quotations for a VAS, and to confirm that NYCC & YLCA agree with the above process so that the council can proceed with the purchase of a VAS under S137 and using CIL funding.

Prop. Cllr Dowell

Sec. Cllr Lawton

- 21.3 To receive update information on a playground inspections training course attended by the Clerk and a councillor, the receipt of the Annual Playground inspection reports, and decide any further action. A councillor explained that he and the Clerk found the course very informative and assisted them to complete their “Weekly Visual Inspections” of the village. These 2 x separate weekly visual inspections supplement the quarterly inspections conducted by the council’s inspections contractor (one of which is an in-depth ‘Annual Inspection’ which is very precise). It was noted that the wet-pour at a couple of locations was starting to show signs of deterioration (small cracks and holes) but are of no risk at the moment but need monitoring. It was suggested that the TPO tree at the Linden Way Play area needs to have its own annual inspection regime apart from the weekly inspections. The Clerk explained that the status of the tree could be included in the discussions for upgrading the ‘Linden Way Play Area’. The councillor confirmed that another councillor would provide backup support to do a weekly inspection for when he is unavailable.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will ask YLCA about the retention of “Weekly Visual Inspection” forms.

- 21.4 To receive information from YLCA on: new Councillor training courses, existing councillors refresher courses, and attendance at YLCA branch meetings, and decide any further action. Information, previously circulated, was presented by the Chairman to the Council regarding the courses organised by YLCA affecting new/experienced councillors and new/experienced clerks. The first available course for councillors was on Friday 14 June 2019 at The Owl, Hambleton between 10am and 4pm. Places were still available at a cost of £115 per delegate. Two councillors volunteered and the PC agreed to fund the training courses. The clerk agreed to consider attending an experienced clerks course to be held later in the year.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk, as a matter of urgency, will enrol Cllrs Mifsud and Lawton on the “Off to a flying start – for new councillors” course on Friday 14 June 2019.

Prop. Cllr Dowell

Sec. Cllr Pearson

Volunteers were asked to attend the ‘Annual Meeting of the Selby Branch of the YLCA’ at Selby on Wed 12 June 2019, and Cllr Nixon, (who had attended previous meetings), volunteered to attend again. It was agreed that Cllr Nixon would attend the meeting and she will inform the organisers of her attendance.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That Cllr Nixon will attend the ‘Annual Meeting of the Selby Branch of the YLCA’ at Selby on Wed 12 June 2019.

Prop. Cllr Mifsud

Sec. Cllr Pearson

- 21.5 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. A councillor confirmed:

- That the planters have now been installed along with plants.
- That one of the 3 newly planted trees on the VG was drooping but is fine.
- That a meeting with the village handyman highlighted concerns about the extent of work needed to keep on top of the woodland walks (brambles/nettles/keeping paths clear). The amount of work involved was huge and the idea of employing the services of additional help needs to be considered.

The Clerk informed everyone that he had received requests from two Londesborough Grove residents regarding the need for the Council to trim back a tall thorn hedge that it owns and to see to a vine that is growing over a tree again.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That an advert for additional casual help for maintenance works will be added to the TW News.
- iii) That the Clerk will inform the two residents at Londesborough Grove that their requests have been noted and the Council have these in hand.

The Clerk asked about the £100 donation received on behalf of a former resident and what to purchase in his memory and to donate some lilac saplings? Various options were considered and a ‘Picket Fence’ was suggested to go around the memorial stones at the “Community Garden” at the eastern side of the village green.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the councillor will proceed and purchase a ‘Picket Fence’ to go around the memorial stones at the “Community Garden” at the eastern side of the village green, and that the Council agrees to accept a few lilac saplings to be planted at appropriate locations on the village green, with the assistance of another councillor.

Prop. Cllr Mrs Pearse

Sec. Cllr Mrs Nixon

- 21.6 To receive update information on the Gardening Competition 2019, and decide any further action. A short discussion was held and two councillors have already been chosen as this year’s judges, and they will view and judge the gardens in August using the same categories as last year: Best Hanging Baskets 2019, Best Front Garden 2019, and Best Tubs 2019. The Clerk will retrieve the Cups/Shield and prepare certificates, and the winners will be presented at the October Parish Council meeting.

IT WAS RESOLVED: That the above information was noted.

- 21.7 To receive update information on the Villager of the Year 2019 competition, and decide any further action. A short discussion was held and the same criteria as last year will be used. Nominations will be discussed and a decision made at the September PC meeting with the winner presented at the October Parish Council meeting. The Clerk will retrieve the shield and prepare a certificate.

IT WAS RESOLVED: That the above information was noted.

- 21.8 To receive update information on the TW News, to decide if to include one extra A4 sheet (giving 4 extra A5 pages), and decide any further action. The Chairman explained that an extra sheet (increasing the number of A5 pages from 16 to 20) would allow more information to be included such as the 95 Alive form, which has been omitted recently, and that the additional cost may be covered by additional adverts whilst allowing more space for other

material. The Chairman apologised for the non-circulation of the latest proof before it went to print and will ensure that future editions will have their proofs checked by at least one councillor and the clerk before going to print.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That one extra A4 sheet (giving 4 extra A5pages) will be included in the next edition of the TW News.

Prop. Cllr Dowell

Sec. Cllr Lawton

19/22 Planning:

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

IT WAS RESOLVED: That the above information was noted.

22.2 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:

22.2.1 2019/0446/LBC Listed building consent for proposed erection of a single storey timber clad building at Pheasant Barn, 4 Barff Farm, Thorpe Willoughby.

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

22.2.2 2019/0504/HPA Proposed 2-storey rear extension at 6 Meadow Drive, Thorpe Willoughby.

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

19/23 Financial Matters

23.1 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 (June 2019 Salary). | - | 802.69 | 2198 |
| F Morrison (Litter Picker)(June 2019 Salary). | - | 170.66 | 2199 |
| S M Peters (stationery expenses with receipts-May 2019/Jun 2019 - including payment for Instant ink – stationery for 5 June 2019). | 5.07 | 33.89 | 2200 |
| Npower (Invoice Nos: LGWBZSXM, LGWBZGMY, LGWB7RXW and LGWB7RXQ) (Replacement Cheque) | 26.06 | 547.19 | 2201 |
| Streetscape Products & Services Ltd (Inv #4837)(6 x replacement orange fitness equipment handles) | 18.00 | 108.00 | 2202 |
| S M Peters (for purchase of flowers from Lisa's Florist)(Inv #1012) (from Chairman's Allowance) | - | 56.95 | 2203 |
| Swat Security (Inv #109827)(for CCTV Maintenance for period 1st Jan 2019 to 31 st Dec 2019) | 30.00 | 180.00 | 2204 |
| HMRC for Qtr 1 (Apr-Jun 2019) | - | 920.31 | 2205 |
| Autela (Inv #2095)(payroll Qtr 1 2019/2020-Apr/May/June 2019)(Chq made payable to: Autela Payroll Services) | - | 52.69 | 2206 |
| Anorak (Inv #0006563) (TW News-June/July 2019) | - | 455.00 | 2207 |
| TOTAL = | £79.13 | £3,327.38 | |

23.2 To receive an account status of the current Bank Statement giving a balance of **£88,444.81**

- A formal letter from the PC to accept the resignation of former Cllr Mrs Burnell had now been sent.
- A letter of the council's decision regarding the conifer hedge at Leeds Road was delivered by the Clerk in person.
- Age UK have been informed of the council's decision.
- The Memorial Plaque has now been delivered and a Councillor volunteered to secure it to the village green playground fence close to the entrance gate.
- The temporary closure of the 'Public Bridleway' that runs through the Miller Homes estate- has been extended until 17 August 2019.
- The Overgrown hedge at 9 Rowan Close has now been cut.
- The ICO Data Protection Certificate has been received.
- A resident had raised concerns over grass cutting by the council's contractor, using a strimmer, near his property.
- A meeting of a review group to discuss options/projects for using CIL and S106 external funding has been delayed owing to waiting for clarification on various matters.
- The Annual Governance and Accountability Return" (AGAR) and supporting documents have now been sent to the External Auditor, and a formal notice has been prepared in readiness to be pinned to the village notice boards.

IT WAS RESOLVED: That the above information was noted.

- 19/27 To receive agenda items for next meeting Apart from any already identified during the meeting, none was requested.
- 19/28 To receive any further comments from the public [for information only;Clerk to note] NONE.
- 19/29 To confirm the date of the next meeting as **MONDAY 8 JULY 2019:** - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.
- 19/30 Close of meeting – the Part I meeting closed at 9.10pm.

PART II – CONFIDENTIAL MINUTES TO FOLLOW SEPARATELY