

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.04pm on Monday, 11 March 2019 at St Francis Church, Thorpe Willoughby, Selby.

**In attendance:** 4 members of the Public were present  
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

**Present:** Cllrs Mifsud (Chairman), Lawton, Lunn, Pearson, Smith, Nixon, Pearse and Rennison.

18/153 To receive apologies for absence and any declarations of interest

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

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

Prop. Cllr Lawton

Sec. Cllr Pearson

18/154 Public Session

A member of the public raised the issue of parked cars along Fox lane.

[At this point Minute No 18/156.7 was brought forward]

156.7 To discuss concerns by residents over parked vehicles along Fox Lane near 'The Fox' car park, and decide any further action. The Chairman explained that he had notified the police about this matter and the police confirmed (following a site-visit by them) that: i) No obstruction had been caused, ii) There are no road markings, iii) A space for the bus stop for the bus to pull into was left. The conclusion is that there is nothing further that can be done. The Clerk confirmed that he had received two complaints on this matter.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will respond to the two letters of complaints with the findings above.

[At this point Minute No 18/156.8 was brought forward]

156.8 To discuss the unauthorised trimming of part of the conifer hedge along Leeds Rd (owned by the Parish Council), and decide any further action. A member of the public raised the issue of cutting and lowering a small section of Conifer hedge to the rear of his property without permission from the Parish Council (who own the hedge), and when this was pointed out by a Councillor Works had stopped. Concerns over the condition of the hedge were discussed and whether it would recover, or if lowering the remainder of the hedge to make it all the same is a viable proposition that could be considered. Another Councillor informed everyone that the suggested removal of the hedge many years ago had met strong opposition by the residents whose gardens back up to the hedge. It was also acknowledged that the hedge will not last forever and that it was at least 40 years old. The Village Handyman is now being very careful when cutting the hedge, and removes overhanging grass from the footpath to keep it wide and usable. The Clerk also explained about common law procedures, and it was agreed that professional advice from the Council's tree contractor was needed.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will seek professional advice from the Council's tree contractor to inspect the hedge to see what options there are for tidying up the hedge, to see if lowering the remainder of the hedge (to make it all the same height), is a realistic option, and to provide a quote for any remedial works for discussion at the April Parish Council meeting.

- iii) That the Clerk will write a letter to the member of the public (who cut the hedge), to explain that the Council realise that he made a genuine mistake, and will let him know what we find from the Council's tree expert.

Prop. Cllr Pearson

Sec. Cllr Lawton

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

A member of the public informed everyone that travellers were currently at the layby between Thorpe Willoughby and Hambleton. The Clerk also confirmed that he had received a concern telephone call about this. Two councillors said that they were already aware of this matter, and it had been reported to both SDC and NYCC who were both dealing with this and would be issuing notices shortly for their removal. A councillor pointed out that horses were being left near the settling pond again, and another councillor explained that a notice can be obtained to get their removal. It was also noted that the police are reluctant to get involved with this matter.

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

18/155 To confirm the minutes of the meeting held on 11 February 2019 as a true and correct record.

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the meeting held on 11 February 2019 were accepted as a true and correct record of the meeting.

Prop. Cllr Pearson

Sec. Cllr Lawton

18/156 To receive items for discussion and decide further action where necessary:

156.1 To discuss and decide on quotes to provide a small plaque in memory of a former parish councillor who died recently and if to attach it to the playground fence, and decide any further action. A member of the public gave a price for an arch. The Clerk explained that he had discussed this matter with a family member who asked that the Parish Council choose the wording and come back to him for approval, and also that he would prefer something simple. The Clerk explained that he had sought 4 quotes for an A4 sized plaque using some suggested wording. Only two companies responded (each giving a choice of brass or stainless steel), and the Clerk read them out. A short discussion followed.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk's suggested wording was agreed by the council.
- iii) That the quote from "Brunel Engraving Company" for a stainless steel A4 sized plaque, was agreed, and that it will be hung on the village green playground fence.
- iv) That the Clerk will acquire the approved plaque subject to receiving confirmation from a family member that they are happy with the wording and to proceed with installing it on the playground fence.

Prop. Cllr Pearson

Sec. Cllr Mifsud

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

156.2 To discuss concerns raised by the Clerk over procedures used for the TW News and the Review Group and to clarify now minute 18/126.1 (of the 14 January meeting) should be interpreted, how complaints and other Parish Council information is handled, and decide any further action. A short discussion was held to clarify matters, and the Clerk re-affirmed that no powers could be delegated to a Councillor, group of Councillors or to a member of the public, and that a decision given to any Councillor minuted to do a task is a one-off action and not forever.

**IT WAS RESOLVED:**

- i) That the above information was noted.

- ii) That the Clerk was reassured that potential unlawful procedural failures had been addressed, and that decisions on complaints/concerns are decided at Parish Council meetings.
- iii) That the Council has confirmed that it is happy with how the "TW News" Review Group are handling the production of the new look magazine and its responsibilities.

156.3 To discuss and decide on recommendations received from the "TW News Review Group" meeting held on 5 March 2019 (previously circulated), and to discuss new information for the Parish Council's "Thorpe Willoughby News"/Website, and decide any further action.  
A Councillor asked why a report with recommendation(s) had not been included with the circulated draft Apr/May 2019 issue?

The Chairman referred to his notes from the review group meeting held on 5 March 2019, and explained changes to the circulated proof:

- That certain articles were to be moved from the draft following a majority decision of the group.
- That a majority decision was made to remove items from the draft to keep the number of pages at the agreed 20 rather than 24, because a Parish Council decision would be needed to increase it.
- That 2 x extra adverts are to be included, and others have been emailed.
- That two Councillors had made comments on the proof already.
- That contact had been made with the printer to ask for a quote for increasing the number of pages from 20 to 24, but this could only occur when sufficient adverts are there to support the increase.

A lengthy discussion followed and several councillors raised concerns which included:

- Were dates for the Village Hall events correct and needed checking, as this would reflect badly on the Parish Council if wrong.
- Was a disclaimer something to consider.
- Sending an extract to the author of the piece to check/confirm.
- Dates were missing from one article, and that the Parish Council has a duty to provide correct dates.
- Suggested that one item be removed as it referred to something outside the village.
- Pointed out that this is a learning process and issues will get ironed out.

The Clerk asked that reference to the May election for the public be removed as it was both inaccurate and was not allowed until Selby District Council's official notice is posted during week commencing 18 March 2019. The Clerk also asked why 2 x adverts, previously in the magazine, were no longer there. This was acknowledged as a mistake.

A Councillor suggested that the review group have a further meeting to resolve these issues and decide which items to remove to reinstate the adverts.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the reference to the May election (for the public), be amended for the next issue of the TW News. Further information can be found on Selby District Council's 'Democratic Services' website.
- iii) That a further meeting of the "TW News" Review Group be held in the following days to reinstate omitted adverts, to reinstate omitted items and resolve issues raised, and then to re-circulate the proof to all Councillors and the Clerk to be checked.

156.4 To discuss and decide on a Quote received from the contractor to amend or enhance the Xmas Illuminations for 2019 along Fox Lane, and decide any further action. The Clerk read a quote received from the contractor for an extra 5 Xmas illuminations along Fox Lane (using LED wrap-arounds) to reach the junction with Field Lane, and explained how that would impact on existing payments. The main item was the infrastructure (being almost half of the quote), but that is a one-off payment and future payments would reduce accordingly.

The Clerk then showed everyone an O.S. plan of the street lights on Fox Lane, and suggested the 5 lamps that could be used.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will inform the Xmas lights contractor that the Council has agreed to extend the Xmas illuminations along Fox Lane as quoted and to use the 5 lamps as suggested by the Clerk, subject to the contractor checking that the lamps will accept the infrastructure.

Prop. Cllr Mrs Nixon

Sec. Cllr Miss Smith

- 156.5 To discuss and decide on a date to hold a Parish Council site meeting at the "Linden Way Play Area" to consider improvements and quotes received, and decide any further action. Following a short discussion a date was fixed for those who could attend and the others would have to make alternative arrangements.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That a site meeting will be held at the Linden Way Play Area on Thursday 28 March 2019 at 4pm, for discussion at the April Parish Council meeting.

- 156.6 To discuss and decide if the regime of leaving the playground gates open all the time is to continue for 2019, and decide any further action.

**IT WAS RESOLVED:** That the playground gates on the village green will remain unlocked for 2019.

- 156.7 To discuss concerns by residents over parked vehicles along Fox Lane near 'The Fox' car park, and decide any further action.

[This Minute was discussed earlier in the meeting in the Public Session – Min 18/154]

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

- 156.8 To discuss the unauthorised trimming of part of the conifer hedge along Leeds Rd (owned by the Parish Council), and decide any further action.

[This Minute was discussed earlier in the meeting in the Public Session – Min 18/154]

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

- 156.9 To discuss a concern raised by a resident over Nuisance/Damage by footballs from the playing fields, and decide any further action. The Chairman explained that he had received a complaint via the website, and the Clerk had also received a concern from a resident and explained that it was an issue between the adjacent owners and the Sport Club. A Councillor stated that it was totally the Sports Club's responsibility to resolve matters with their neighbours and not for the Parish Council to get involved, bearing in mind that the Sports Club stands in Hambleton parish.

**IT WAS RESOLVED BY A MAJORITY:**

- i) That the above information was noted.
- ii) That the Clerk will send a letter of concern to the Sports Club due to the receipt of concerns from residents about footballs going into the adjacent gardens.
- iii) That the Clerk will inform the complainant from the website that his and the Parish Council's concerns have been sent to the Sport Club.

Prop. Cllr Mifsud

Sec. Cllr Pearson

18/157 To receive items for information:

- 157.1 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 because her contact had retired and she is now waiting for a new contact.

**IT WAS RESOLVED:** That this matter is deferred until further information arrives.

- 157.2 To receive an update on the progress of the O.S.R.G., to discuss replacements for the felled diseased & dying cherry tree on the village green, and decide any further action. A councillor confirmed that several trees have been planted on the village green and further one to come. She also confirmed that the planters for the "Community Garden" (currently in storage), will be fitted shortly. Another Councillor confirmed that replacement shrubs have started to be planted and are looking good, and that he is being very prudent with the agreed funding provided. He also confirmed that when the planters are finished and filled with plants the funding will be used up, leaving not enough for tree guards for the newly planted trees. A Councillor inquired how much he would need to acquire the guards.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That a councillor can have additional funds to purchase tree guards for @ £50.

Prop. Cllr Mrs Pearse

Sec. Cllr Mifsud

- 157.3 To receive update information from a Councillor regarding contact with a resident over choosing up to 3 options for providing external funding for drop pavements for wheelchair users, to decide if to pay £300 towards achieving 3 drop pavements, and decide any further action. A councillor confirmed that he will use part of his environmental budget, and that a colleague has agreed to use part of his allowance for use in Thorpe Willoughby for drop pavements. He also confirmed that after contacting Area 7 Highways that in order to be able to do the 3 locations an additional £300 was needed. The Councillor also confirmed that he had discussed options with a member of the public who suggested them, and have agreed the 3 locations.

**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

18/158 Planning:

158.1 To receive updates on any existing planning applications/information:

158.1.1 2019/0003/HPA Proposed erection of side extension, providing a rear utility room and two bedrooms over the garage and utility at 29 Oak Drive, Thorpe Willoughby – GRANTED

158.1.2 2018/1449/FUL Proposed erection of a 4.5m pole to mount CCTV equipment at Thorpe Willoughby Green, Leeds Rd, Thorpe Willoughby – GRANTED  
It was noted that this Parish Council Planning application had been granted, and the Clerk informed everyone that the Councillor dealing with this matter had been informed so that he can contact the contractor and arrange its installation.

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

158.2 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:

158.2.1 2019/0180/HPA proposed 2-storey side extension over existing garage at 5

Laburnum Close, 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 Pearson

Sec. Cllr Mrs Pearse

18/159 Financial Matters

159.1 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 (March 2019 Salary).	-	791.34	2167
F Morrison (Litter Picker)(March 2019 Salary).	-	162.98	2168
S M Peters (stationery expenses with receipts-Feb 2019/Mar 2019)	-	8.04	2169
S M Peters (Argos for purchase of batteries for PC defibrillator)	-	49.95	2170
HMRC for Qtr 4 (Jan-Mar 2019)	-	937.99	2171
S M Peters (payment for Instant ink – stationery for 5 Mar 2019)	3.17	18.99	2172
N Dowell (for purchasing flowers for former Monthly News editor)	-	51.30	2173
SWAT Security (Inv #108792)(for works at Village Hall to allow CCTV to be boxed in and maintenance check)	9.00	54.00	2174
<b>TOTAL =</b>	<b>£12.17</b>	<b>£2,074.59</b>	

159.2 To receive an account status of the current Bank Statement giving a balance of **£67,004.** as at **06 Mar 2019**, and having been checked and signed by the Chairman.

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

Prop. Cllr Mifsud

Sec. Cllr Mrs Pearse

[at this point two Councillors left the meeting]

18/160 To consider the following new correspondence received since the last meeting and decide action where necessary:

160.1 YLCA Information: - Information previously circulated was noted.

160.2 Selby District Council Web-Site information - Information previously circulated was noted.

One item: Invite to TWPC by: 'Welcome to Yorkshire Tour De Yorkshire – Cawood Roadshow' was raised, and the Chairman commented that following his attendance, it was suggested to encourage having blue/yellow items where the race goes through part of the village.

160.3 Selby AVS: - No Information was received.

160.4 6 additional piece of information previously circulated was noted.

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

18/161 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report.

Burial Board: Nothing to report.

Village Hall: Nothing to report.

A Councillor Confirmed that the faulty PC defibrillator had been fixed with new batteries fitted.

A Councillor explained and read out a letter that she had sent to the Management Group for Miller Homes to say that dog fouling on the estate was a problem with bags discarded and a lack of dog-bins. She confirmed that the management group promised to look into the problem and inform their

residents about the problem.  
Remaining Councillors had nothing further to report.

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

18/162 To receive the Clerk's report

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

- Zip-Wire seat – rubber chain-link protector is slipping – NOW FIXED
- Street light still not working at southern end of Fox Lane at junction with Field Lane and had to been reported again to NYCC online – NOW FIXED (along with further lamps at Willow Rise)
- A revamped weekly inspections sheet – COMPLETED AND READY TO USE.
- Elections meeting at SDC to prepare for the District & Parish 2 May 2019 elections was attended by the Clerk & Chairman – The Clerk has circulated information to Councillors to assist then completed their nomination forms and further information to be sent shortly when SDC's official notice arrives.
- PC Defibrillator – NOW FIXED and new batteries fitted.
- 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.
- NYCC – Urban Grass Cutting contract – The Clerk confirmed that the Parish Council is still doing the grass cutting for the village and NYCC will send their contribution as normal.
- CCTV Planning Application by the PC - Decision has arrived – GRANTED - and the Clerk has informed a Councillor dealing with it, and he in turn has informed the contractor who is carrying out the works.
- Orange handles missing from Gym equipment on the village green (VG) – The Clerk requested that he can purchase some more as the Village Handyman has no spares left.
- Hard wood on the back of the open Notice Bd at Fox lane – The Clerk requested that pin board material could be purchased and added to help with posting notices.
- 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'.
- Approved works to TPO tree at 70 Field Avenue – Highways and adjacent owner disputing ownership of the land at the junction with Field lane. (this is not owned by the Parish Council – the PC only cuts the grass as part of an 'Urban Grass Cutting' contract).
- Appraisals are to commence shortly.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will purchase replacement orange handles for the village green gym equipment.
- iii) That the Clerk will purchase pin board material and have it fitted to the rear of the open notice board at Fox lane, to help with posting notices and minutes of meetings.

Prop. Cllr Lawton

Sec. Cllr Mrs Pearse

18/163 To receive agenda items for next meeting Apart from any already identified during the meeting, and various agenda items outlined by the Clerk that will need checking and amending in readiness for ratification at the May "Annual Parish Council Meeting" (such as: Policy Documents, 'Reps List', 'Assets list', and contingency plans for if the May meeting is delayed), none was requested.

18/164 To receive any further comments from the public [for information only; Clerk to note] NONE.

18/165 To confirm the date of the next meeting as **MONDAY 8 APRIL 2019**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

18/166 Close of meeting – the Part I meeting closed at 9.22pm.

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