

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 12 August 2019 at St Francis Church, Thorpe Willoughby, Selby.

In attendance: One member of the Public was present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

19/47 To receive apologies for absence and any declarations of interest

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

IT WAS RESOLVED: That the above information was noted.

Prop. Cllr Mrs Rennison

Sec. Cllr Pearson

19/48 Public Session A member of the public (the PC's village handyman), handed an invoice to the Clerk for works completed and confirmed that:

- He had trimmed the thorn hedge that runs along the south side of Leeds Road.
- He had trimmed (top & bottom) the hedge that stands adjacent to the angled footpath on the village green near to Londesborough Grove.
- That the joining of the "Woodland Walk" (N. Side) footpath to the path that runs parallel with the village hall car park was in hand.
- That construction of the additional CCTV equipment was in hand.
- That sealing of the concrete circle in the village green "Community Garden" by a contractor needed chasing up.
- He had concerns about carrying out any trimming works to the conifer hedge that runs adjacent to the north side of Leeds Rd.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That an agenda item be added to the 9 September 2019 PC meeting to discuss and decide what to do with the conifer hedge that runs along the north side of Leeds Road and how that impacts on adjacent properties.

Prop. Cllr Mrs Pearse

Sec. Cllr Pearson

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

19/49 To confirm the minutes of the Parish Council meeting held on 8 July 2019 as a true and correct record, and to be signed by the Chairman.

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

Prop. Cllr Lunn

Sec. Cllr Pearson

At this point the chairman asked councillors whether they wanted the meeting to finish at 9pm irrespective of any outstanding agenda items in view of complaints made. The Chairman requested a vote by a show of hands. All councillors agreed that they would aim to finish the meeting at 9pm.

19/50 To receive items for discussion and decide further action where necessary:

50.1 To discuss and decide if to accept a quote for installing 1 x length of Birds-Mouth fencing adjacent to but set back from the gap in the fencing at the junction of Londesborough Grove and Fox Lane for safety reasons, and decide any further action. The Clerk confirmed that he had received a quote for the works. A short discussion followed and it was confirmed that

this did not meet the criteria to receive match-funding from a District Councillor's locality budget and would therefore have to be fully funded by the Council.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the quote to supply & fit 1 x length of birds-mouth fencing was accepted and the clerk will ask the contractor to proceed.

Prop. Cllr Lawton

Sec. Cllr Lunn

- 50.2 To discuss and decide if to: i) Carry out remedial works to chains on a swing in the village green playground, ii) to decide if 'Visual Inspections' should be weekly or bi-weekly, and decide any further action. i) The clerk explained that the Council's playground inspections contractor had highlighted the need to replace chains for the large swings in the village green playground with new ones. ii) The Clerk explained that the Council's insurer had advised that it was up to the council to decide if weekly or bi-weekly visual inspections of the village is needed, and following a short discussion it was decided that bi-weekly was sufficient.

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

- i) That the quote to supply & fit replacement chains to the large swings in the village green playground was accepted, and the clerk will ask the contractor to proceed.

Prop. Cllr Pearson

Sec. Cllr Mrs Pearse

- ii) That the visual inspections of play equipment/PC Assets will now be bi-weekly rather than weekly.

Prop. Cllr Pearson

Sec. Cllr Lawton

- 50.3 To discuss and decide if to purchase a certificate for the village website (to make it more secure), to discuss software for the website and TW News, and decide any further action. A councillor explained that the upgrade was needed for the website on an annual basis.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Councillor will inform the website editor to implement the upgrade changes and pass the invoice to the clerk.

Prop. Cllr Lunn

Sec. Cllr Pearson

- 50.4 To discuss and decide if to accept a quote for providing daffodil bulbs to plant at the eastern side of the village green, and decide any further action. A councillor had acquired a quote for the works and following a short discussion it was agreed to accept it and to proceed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the quote to supply daffodil bulbs is accepted and to proceed.

Prop. Cllr Mrs Pearse

Sec. Cllr Mrs Nixon

- 50.5 To discuss "The Poor Fund" being wound up and to decide which charity the PC would like any remaining funds to be given to, and decide any further action. A District Councillor explained that "the Poor Fund" is to be wound up, and after a short discussion it was decided to nominate the: "Yorkshire Ambulance Service Charity" as the Parish Council's chosen charity for any remaining funds to be given to.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a councillor will provide the Clerk with the charity details for the: "Yorkshire

Ambulance Service Charity”, who in turn will pass on the chosen charity details to the person requesting the information.

- 50.6 To discuss and decide if all agendas / minutes are to be sent to each councillor by the clerk either electronically or posting hard copies, to sign a form, and decide any further action.
The Clerk explained that it was a legal requirement for each councillor to decide how they would like agenda / minutes to be sent to them by the clerk. A form was provided by the Clerk for each councillor to state which way they prefer and to sign. Of the 7 councillors present all but one agreed to have material sent electronically with one being sent by post. Those Councillors not present are to be asked later.

IT WAS RESOLVED: That the above information was noted.

- 50.7 To discuss investment accounts and financial controls, Clerk to explain legal requirements fully and how he intends to implement all necessary procedures as the RFO, and decide any further action. The Clerk explained his findings from various sources which confirmed that the existing finance system is both robust and the best way of maintaining the council's financial controls. The system in place has been endorsed by internal and external audits and is both efficient and transparent. The advice given over investment banking for perceived surplus funds is that it is speculating with parishioners' money and not advisable due to the small returns and limited funds, and the amount of additional controls needed. The Chairman gave examples of possible investments and a discussion followed where councillors decided that the council's funds were adequate with some of it being ring-fenced, some of the money needing to be available for any potential emergency, leaving the residue having to cover the current budget – so the funds need to be kept intact and not put at risk. The two items were separated and put to a vote:
Financial controls: It was proposed that the existing financial controls/system should stay in place.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) That the existing financial controls and systems used by the Clerk will remain unchanged.
- iii) That it was not unreasonable for councillors to inspect any receipts or invoices at a PC meeting except those excluded under Data Protection.

Prop. Cllr Mrs Pearse

Sec. Cllr Mrs Rennison

Investment accounts: The Chairman proposed an investment account – but with no seconder the motion fell. A second motion was proposed to leave it as it is.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) That the existing system of the Parish Council only using a current account will remain unchanged and will be looked at again in the future if financial markets improve and at the next Budget Review Group meeting.

Prop. Cllr Mrs Pearse

Sec. Cllr Pearson

- 50.8 To discuss and decide if to give a donation to “Wheels 2 work moped loan scheme”, and decide any further action.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will inform the person requesting a donation that the Council does not give donations.

- 50.9 To discuss and decide if to allow a 1.5m x 0.5m banner to be displayed on PC fencing at the entrance to the village hall car park for 6 weeks, and decide any further action.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will inform the organisation that the council will allow the temporary display of the banner as requested.

Prop. Cllr Pearson

Sec. Cllr Lunn

- 50.10 To discuss and decide if to trim a PC hedge and remove a vine on the village green to the rear of Londesborough Grove, and decide any further action. The Clerk confirmed that a quote had been received from the contractor who had conducted the hedge trimming previously.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will inform the contractor that his quote has been accepted to do the hedge trimming on the suggested date.
- iii) That the Clerk will request the village handyman to deal with the problem vine.

Prop. Cllr Pearson

Sec. Cllr Mrs Nixon

- 50.11 To discuss an advert in the TW News for an additional general handyman, to decide an eligibility criteria, requests received so far, and decide any further action. The Clerk explained and read out a report from the Council's insurer and that persons being paid for carrying out Parish Council work can be covered by the existing council insurance. The Clerk confirmed that there were at least two requests received. Following a short discussion it was decided to consider using all that had applied. However, it was felt that a list of tasks and prices should be compiled using examples of previous transactions to consider at a future meeting.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That a councillor and the Clerk will investigate previous tasks and prices, and compile a list to act as a benchmark to compare with for future quotations received.
- iii) That the Clerk will acknowledge and inform those who have applied.

Prop. Cllr Mifsud

Sec. Cllr Lawton

- 50.12 To decide if to fund the clerk for an 'Experienced Clerk's training day', and decide any further action. A short discussion was held.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) To fund the Clerk going on the 'Experienced Clerk's training day'.

Prop. Cllr Pearson

Sec. Cllr Lunn

- 19/51 To receive items for information:

- 51.1 To receive update information on the purchase of a Yorkshire Flag and to hoisting it on Yorkshire Day (1 August 2019), and decide any further action. The Clerk explained to everyone that he had raised the flag several days before Yorkshire Day and taken it down the following weekend whilst dry. A short discussion followed and it was noted that the length of time that it was up had not been decided previously and that next year it will be left up for a week. The Clerk also confirmed that he had overcome a problem with the noise generated by the flag attachments and a local resident telephoned to confirm her gratitude.

IT WAS RESOLVED: That the above information was noted.

- 51.2 To receive update information on a Vehicle Activation Sign (VAS) and a meeting with NYCC highways, and decide any further action. The Clerk confirmed that a meeting with a representative of NYCC highways on Friday 16 August 2019 has been arranged to discuss possible locations for siting a VAS sign in the village.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That following the site meeting to agree locations in the village to hang a VAS sign, the Clerk will then contact each of the two VAS option suppliers and arrange further meetings to discuss each option and prices, and report back to a future PC meeting.

- 51.3 To receive update information from the Clerk on the 'Parish Portal', and decide any further action. The Clerk confirmed that he had now acquired access to the 'Parish Portal', and had circulated details of the portal & password to all councillors.

IT WAS RESOLVED: That the above information was noted.

- 51.4 To receive update information from the Clerk on outstanding payments for TW News adverts, and decide any further action. A short discussion was held and the Clerk informed everyone which advert payment(s) had been received and which were outstanding. He explained that a couple of the receipts noted on the bank statement were unclear as to who they were from. The clerk offered to help with collection of fees if the councillor was finding it difficult. The Councillor stated that she will resolve the issues.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the clerk will email a councillor details of two bank transfers for her to clarify which advertiser they were from, and to supply her with a list of advertisers whose payments are still outstanding.

- 51.5 To receive update information from a councillor on the installation of new CCTV equipment on the village green, the hanging of the memorial plaque, and decide any further action. A statement from a councillor was read out to those present to inform them that improvements to both existing and additional CCTV equipment is in progress. It was confirmed that the memorial plaque is now hanging on the VG playground fence.

IT WAS RESOLVED: That the above information was noted.

- 51.6 To receive update information from a councillor on the purchase of "Picket Fencing" to go around the memorial stones at the "Community Garden", and decide any further action. A Councillor explained that she had not acquired the picket fencing yet because many garden centres don't have enough in stock. Another councillor stated that he had acquired alternative quotes.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That this item is deferred to the September 2019 PC meeting to allow both councillors to provide alternative quotes to choose from, and to decide which design / shape to use.

19/52 Planning:

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

- 52.1.1 2019/0465/HPA Proposed single-storey timber clad building at Pheasant Barn, 4 Barff Farm, Thorpe Willoughby - GRANTED
- 52.1.2 2019/0504/HPA Proposed 2-storey rear extension at 6 Meadow Drive, Thorpe Willoughby - REFUSED

IT WAS RESOLVED: That the above information was noted.

52.2 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.

19/53 Financial Matters

53.1 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 (August 2019 Salary).	-	802.69	2219
F Morrison (Litter Picker)(August 2019 Salary).	-	170.66	2220
S M Peters (stationery expenses with receipts-July 2019/Aug 2019 - including payment for Instant ink – stationery for 5 August 2019).	1.33	11.49	2221
Selby & District Rail Users Group (Affiliation Fee 2019-2020)	-	10.00	2222
S M Peters (Inv #233532)(One-Stop Promotions for a 2.0yd Yorkshire Flag)	17.71	106.28	2223
Anorak (Inv #0006723) (TW News – Aug/Sept 2019)	-	495.00	2224
S M Peters (Argos for purchase of batteries for PC defibrillator)	-	49.95	2225
D Powell (Inv #94720)(for renewal of PC Website Domain for 20/8/19 to 19/8/2020)	2.50	15.00	2226
TOTAL =	£21.54	£1,661.07	

53.2 To receive an account status of the current Bank Statement giving a balance of **£79,308.15** as at **05 July 2019**, and having been checked and signed by the Chairman.

The Clerk confirmed that an extract from the Cash Book and current bank statement had been circulated to councillors prior to the meeting. A few councillors then checked and reconciled the above cheque list with the invoices (initialling each invoice excluding two due to Data Protection reasons), and initialling the cheque book.

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

Prop. Cllr Pearson

Sec. Cllr Lunn

[a councillor left the meeting at 8:55pm].

19/54 To consider the following new correspondence received since the last meeting and decide action where necessary:

54.1 YLCA Information: - Information previously circulated was noted.

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

54.3 3 additional piece of information previously circulated was noted.

IT WAS RESOLVED: That the above information was noted.

19/55 To receive representative reports:

Due to the meeting running late, any representative reports are deferred to the next PC meeting.

IT WAS RESOLVED: That the above information was noted.

19/56 To receive the Clerk's report

The "Clerks Report List" (previously circulated), including the following:

- Weekly visual inspections sheets – now being used (see min 19/50.2) - Broken Basket Swing on the village green not fixed yet.
- Sealing of the Concrete Circle at the "Community Garden" – works still outstanding.

- Donation from member of the public to be used to purchase “Picket Fencing” to go around the memorial stones at the “Community Garden”. To be purchase and installed shortly by a councillor. (see Min 19/51.6)
- Anti-Litter signs – locations still to be found.
- A meeting of a new review group to discuss options/projects for using CIL and S106 external funding is to be arranged shortly.
- Extending the footpath from “Woodland Walk” (N. Side) to meet the footpath that runs from the VG playground to Leeds Road using spare PC paving slabs stored in the Village Hall compound. Matters are in hand but may be a week or two before it can be started.
- The grass area at the entrance to the “Woodland Walk” (S. Side) on the VG missed by the Council’s grass cutting contractor – this has now been cut.
- A member of the public reported that a person affected by drugs had been seen in the village but had been asked to leave the village and had complied.
- Defibrillator batteries are being used at alarming rate and further ones purchased. A councillor has reported a problem with the equipment to the supplier – and matters are in hand.
- A complaint by a resident over cars idling at VH car park making pollution – passed on to chairman of VHMC, along with a VH hire request.
- Complaint received that planters in “Community Garden” were not being watered – a councillor volunteered to sort this matter.
- Request received from the owner of fish & chip shop to have information and link changed on the village website – the website editor has been informed.
- Rough Sleepers Count (evening of 26 July 2019) – form completed and NIL return sent to SDC.
- Request by TW Pharmacy to have road signs dotted about the village to guide customers to the shop – contact details for SDC (Planning) and NYCC highways (land ownership) were supplied.
- 1st Aid Awareness Training – 2 courses this month.
- Npower “Unmetered Supplies” – Completed Annual Registration Inventory and received a “Certificate of Unmetered Supplies” for the council owned 3 x Street lights.
- Two separate resident inquiries asking if there are any allotments in the village – confirmed that there are none and gave contact details for SDC.
- Xmas Illuminations – matters are in hand and waiting for checks to be made to see if additional lampposts along Fox Lane are compatible.
- Request by resident to have double yellow lines added to the junction of Fox lane & Orchard Way – contact details for NYCC highways were supplied.
- Complaint by resident that conifers are overhanging the footpath at the corner of Meadow Drive & Orchard Way – Clerk will investigate.
- Complaint by resident over speeding traffic at Dam Lane between railway crossing and bridge – contact details given for NYCC highways, and a “95 Alive” form attached for their use.

IT WAS RESOLVED: That the above information was noted.

- 19/57 To receive agenda items for next meeting Apart from any already identified during the meeting, none was requested.
- 19/58 To receive any further comments from the public [for information only; Clerk to note] NONE.
- 19/59 To confirm the date of the next meeting as **MONDAY 9 SEPTEMBER 2019:** - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.
- 19/60 Close of meeting – the Part I of the meeting closed at 9.03pm.

PART II – CONFIDENTIAL PART OF THE MINUTES TO FOLLOW SEPARATELY