

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 9 September 2019 at St Francis Church, Thorpe Willoughby, Selby.

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

Present: Cllrs Lawton (Chairman), Dowell, Pearson, Pearse, Nixon, Smith and Rennison.

19/63 To receive apologies for absence and any declarations of interest

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

IT WAS RESOLVED: That the above information was noted.

19/64 Public Session

A member of the public raised the following points:

- To the improved TW News he would like to see more stories included from local residents. One Councillor suggested that he could send an article himself, and another Councillor said that the article he was referring to had a purpose.
- That Sherburn had introduced a 20mph speed limit so why not Thorpe Willoughby, and that parking along the roads in the village was bad.
- To consider why the Field Lane road between Thorpe and Hambleton (cut off by the By-Pass) could not be re-opened.

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 three bushes at North View, Leeds Road.
- He will liaise with a Councillor for trimming bushes at Acorn Close.
- That he had treated the Bind-Weed to the rear of Londesborough Grove and will treat it again later.
- That the concrete base for the additional CCTV at the eastern side of the village green had been installed. Any spare soil will be removed later assisted by a local resident who should be thanked for his help.
- That the extension of the "Woodland Walk" (N. Side) footpath to the path that runs parallel with the village hall car park will commence in 2-3 weeks time.

IT WAS RESOLVED: That the above information was noted.

[at this point both members of the public left the meeting].

19/65 To confirm the minutes of Part I of the Parish Council meeting held on 12 August 2019 as a true and correct record, and to be signed by the Chairman.

IT WAS RESOLVED: That the following amendments were agreed:

- Min 19/53.2 (on Page 31) that the wording: "the Chairman noted the time as 9:03pm and in accordance with the earlier unanimous agreement by councillors the Part I meeting was declared closed. The Part II was then done very quickly." Be removed and initialled.
- Min 19/60 (on Page 32) that the wording be amended to say: "...the Part I of the meeting.."
- Last line (on Page 32) that the wording be amended to say: "PART II – CONFIDENTIAL PART OF THE MINUTES TO FOLLOW SEPARATELY"

That following making the above changes, the minutes of the 12 August 2019 were accepted as a true and correct record of the meeting, and were signed by the Chairman.

Prop. Cllr Mrs Rennison

Sec. Cllr Pearson

[at this point a Councillor arrived at the meeting and apologised for being late]

19/66 To receive items for discussion and decide further action where necessary:

- 66.1 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, and decide any further action. A councillor explained that he believes that the hedge is coming to an end of its life. It was agreed that the cost of removing the conifer hedge and replacing it with fencing needs looking into for preparation purposes, and to seek an expert's report.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That this matter be raised at the next Budget Review Group Meeting.
- iii) That the Clerk will ask the Council's tree contractor to provide the Parish Council with a detailed report to assess the condition of the hedge, its life expectancy, and the cost to have it removed (including grinding out stumps).
- iv) That the Clerk will ask for a quotation to provide fencing to replace the hedge.
- v) That this matter will be reported back to a future PC meeting.

Prop. Cllr Mrs Pearse

Sec. Cllr Dowell

- 66.2 To discuss the findings of a PC meeting with a representative of NYCC highways regarding the possible location of VAS equipment in the village, to decide if to use one of the two VAS machines as recommended by NYCC, to decide if to commission a NYCC survey of proposed locations to see which are most suitable before deciding which to use, and decide any further action. The Clerk confirmed that at the meeting held on Friday 16 August 2019 (with a representative of NYCC highways), 5 x locations for siting a VAS sign in the village were discussed and thought appropriate. A particular VAS was recommended, a post to be installed by NYCC (£500 +VAT per installation) was also discussed, and the option of having a speed survey conducted by NYCC (at £110 + VAT per location).

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) To ask NYCC to conduct Speed Surveys at 5 x locations in the village (2 on Leeds Rd, 2 on Field Lane and 1 on Fox Lane) (@£110 + VAT per location), to check each location and provide the PC with an evidence base of traffic speed in the village.
- iii) That the Parish Council is minded to accept the recommendations of the representative from NYCC highways to choose Option '1' VAS machine (by TWM Traffic Control Systems), to purchase 2 x machines with a 450mm diameter roundel, to purchase a pole to be installed by NYCC at the north side of Leeds Rd (£500 + VAT per installation), and use of a redundant bus stop pole at Field Lane (subject to agreement by Gateforth PC in whose parish it stands) – all subject to the results of the speed surveys.

Prop. Cllr Pearson

Sec. Cllr Lawton

IT WAS RESOLVED UNANIMOUSLY:

- i) That the Clerk will start preparation works immediately for accessing CIL external funding from SDC for providing 2 x VAS machines, batteries, a NYCC installed pole, to meet SDC's October deadline or risk having to wait until April 2020.
- ii) That the Clerk will acquire an official quotation for 2 x Option '1' VAS machines and a pole from NYCC.

Prop. Cllr Dowell

Sec. Cllr Mrs Nixon

- 66.3 To discuss and decide which of the 2 x alternative quotes to use from two councillors for the purchase of "Picket Fencing" to go around the memorial stones at the "Community Garden", which shape to use, and decide any further action. A Councillor explained that the quotes were slow in arriving.

IT WAS RESOLVED: That this item be deferred to the 14 October PC meeting

- 66.4 To discuss and decide the winner of the “Villager of the Year 2019”, to authorise the clerk to complete certificates and get the cups/shields engraved, and decide any further action. The Clerk read out the nominations and following a short discussion a winner was chosen (a Councillor left the room whilst this matter was discussed). Two councillors requested the purchase of photo frames for photographs of this year’s winners. One of the councillors has organised a photographer.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the shield/certificate will be presented later to the winner and announced at the October Parish Council meeting.
- iii) That the Clerk will get the cups/shields engraved for the villager of the year and gardening competitions, prepare certificates, and request all the winners to attend the October PC meeting to be presented with the awards.
- iv) That two councillors will purchase several photo frames (costing @ £10 each) for competition winners – to a maximum of £50.

Prop. Cllr Mrs Pearse

Sec. Cllr Miss Smith

- 66.5 To discuss the External Auditor’s report on the “Annual Governance and Accountability Return” (AGAR) for the year ending 31 March 2019, to make any suggested changes and for the clerk to conclude the audit, and decide any further action. The Chairman read out the External Auditor’s report (which forms part of the AGAR) which stated that: **“On the basis of the review of Sections 1 and 2 of the AGAR, in our opinion the information in section 1 and 2 of the AGAR is in accordance with Proper Practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”**. They went on to say under: “Other matters not affecting our opinion which we draw to the attention of the authority: **NONE**”.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the External Audit had given the PC a clean bill of health.
- iii) That the Clerk will now conclude the audit and post the statutory notice.

Prop. Cllr Pearson

Sec. Cllr Mrs Pearse

- 66.6 To discuss and decide the date for the next “Budget Review Group” meeting (to be held prior to either the November or December 2019 PC meeting), and decide any further action. A Councillor (who is a member of the group), suggested a provisional date of 26 November 2019 at 7pm at the Clerk’s house for the above meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will circulate the provisional date of 26 November 2019 at 7pm at the Clerk’s house to all members of the group to see if it is suitable.

19/67 To receive items for information:

- 67.1 To receive update information on remedial works to chains on a swing in the village green playground, and decide any further action. The clerk explained that the repair works to the chains on the swings is expected to be completed sometime in September.

IT WAS RESOLVED: That the above information was noted.

- 67.2 To receive update information on the installation of 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, and decide any further action. The Clerk explained that no firm date had been received for when the works will commence in September.

IT WAS RESOLVED: That the above information was noted.

- 67.3 To receive update information on the hedge trimming and removal of a vine to the rear of Londesborough Grove, and decide any further action. The Clerk confirmed that the trimming of the hedge to the rear of Londesborough Grove is due to commence shortly by the Council's tree consultant who also pointed out that the Pine tree at the 'Linden Way Play Area' was overhanging the play area and was prone to being brittle at it grows older and recommended applying for permission to have it removed. The clerk confirmed that forms were available to apply for planning permission to fell the TPO tree and that there was no fee. The decision from SDC on the felling of the tree is important as it will affect the improvement plans for the Linden Way Play Area. The village handyman already stated earlier in the meeting that treatment for the vine was ongoing.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will prepare and send a planning application to SDC to apply for the felling of the Pine tree (subject of a TPO) at the Linden Way Play Area, and that if a replacement tree is required a copper beech would be the Council's choice.

Prop. Cllr Pearson

Sec. Cllr Mrs Nixon

- 67.4 To receive update information on applicants for an additional general handyman, an agreed pricing structure, and decide any further action. The Clerk confirmed that letters had been sent to all applicants, and then explained that the Council's insurance company (Zurich) had sent 'Risk Assessment' forms to use when allocating tasks to each applicant. A Councillor and the Clerk confirmed that a list of tasks and prices was in the process of being prepared.

IT WAS RESOLVED: That the above information was noted.

- 67.5 To receive update information from the Clerk on outstanding payments for TW News adverts, to discuss the findings of the TW News Review Group meeting held on 2 September 2019, and decide any further action. A short discussion was held and the Clerk informed everyone that invoices had been sent out by a councillor, and that some payments had been received. A councillor from the TW News Review group proposed moving the TW News in line with the year, so following the October/November issue (that has already gone to the printer) the December month would be a single issue of 12 pages (at £280) and then the Jan/Feb 2020 issue would commence. The Clerk pointed out that he had not received any proofs to check for legality/accuracy for recent issues of the TW News. It was agreed by everyone that it is a legal requirement and will be addressed for future editions.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That following the October/November TW News issue, the December 2019 would be a single issue so that the Jan/Feb issue 2020 would be in-line with the year.
- iii) That the checking of proofs by the Clerk prior to going to the printer (as a legal requirement) will be addressed for future editions of the TW News.

Prop. Cllr Dowell

Sec. Cllr Mrs Pearse

- 67.6 To receive information from two Councillors on the "Xmas Tree Event 2019" to be held on the village green, and decide any further action. A short discussion was held on various aspects of the event including:

- The provision of refreshments.
- The Entertainment is booked.
- Two councillors will place Xmas lights on the tree and switch them on.
- The Clerk will ask Blachere to install the Xmas Illuminations at the end of November rather than earlier in the month, with the switch on by the 1st December 2019.
- The posters will be provided by the Clerk.

- That councillors will provide other items.
- The Clerk will put up the Xmas event banners mid-November.

IT WAS RESOLVED: That the above information was noted.

67.7 To receive information from the VHMC regarding VE Day Celebrations to be held on Friday 8 May 2020, and decide any further action. The Clerk read out the letter from the VHMC regarding the above. The councillors agreed that they would like to offer support for the event, and suggested that the VHMC place an article in the TW News to advertise for help.

IT WAS RESOLVED:

- That the above information was noted.
- That the Clerk will reply to the VHMC to say that the Parish Council would like to support their event, to ask what help they would like, and to request that they place an article in the TW News as soon as possible to advertise for help.

19/68 Planning:

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

68.2 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:

68.2.1 2019/0877/HPA Proposed garage for motor home following demolition of large shed at Chestnut Forge, Dam Lane, Thorpe Willoughby. A Councillor declared an interest and removed himself from the discussions.

IT WAS RESOLVED:

- That the above information was noted.
- That the Parish Council has no objections.

Prop. Cllr Mrs Pearse

Sec. Cllr Miss Smith

68.2.2 2019/0873/HPA Proposed 2-storey rear extension at 6 Meadow Drive, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

- That the above information was noted.
- That the Parish Council has no objections.

Prop. Cllr Dowell

Sec. Cllr Mrs Nixon

19/69 Financial Matters

69.1 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 (September 2019 Salary).	-	802.69	2227
F Morrison (Litter Picker)(September 2019 Salary).	-	170.86	2228
S M Peters (stationery expenses with receipts-Aug 2019/Sept 2019 - including payment for Instant ink – stationery for 5 September 2019).	2.08	13.89	2229
HMRC for Qtr 2 (July-Sept 2019)	-	920.51	2230
PKF Littlejohn (External Auditor)(Inv #SB20190510)	60.00	360.00	2231
YLCA (Inv #417-1920)(Experienced Clerks Training Day – 22 Oct19 – for Clerk)	-	115.00	2232
Autela (Inv #2509)(Payroll Qtr 2 2019/2020-July/Aug/Sept 2019) (Cheque made payable to: Autela Payroll Services Ltd)	10.54	63.23	2233
R Deadman (Inv Dated: May/June 2019)(cutting back bushes,	-	400.00	2234

clearing/spraying footpaths in woodland walks, cutting Leeds Rd thorn hedge etc) J Pearse (Village Green Planting)	51.13	516.11	2235
TOTAL =	£123.75	£3,362.29	

69.2 To receive an account status of the current Bank Statement giving a balance of **£77,614.05** as at **06 August 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. The Chairman then checked and reconciled the above cheque list with the invoices (initialling each invoice excluding two due to Data Protection reasons).

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

Prop. Cllr Dowell

Sec. Cllr Pearson

19/70 To consider the following new correspondence received since the last meeting and decide action where necessary:

70.1 YLCA Information: - Information previously circulated was noted.

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

70.3 3 additional piece of information previously circulated was noted. One item related to footballs falling in the gardens of properties adjacent to the Sports Club and the complainant was advised to report this to the sports club as this was a neighbour dispute. The second item related to a complaint that paint was crumbling off the gable wall of a property and apart from looking unsightly may form a health risk to pets in an adjacent garden.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will inform a resident that the problem with the paint chipping off a gable wall and falling into adjacent gardens was a neighbour dispute and that the Parish Council has no powers to get involved and to advise the resident to request the neighbour to tidy it up or go to the 'Environmental Health Department' of SDC if they consider there is a health risk.

19/71 To receive representative reports:

County Councillor/District Councillor: A District Councillor pointed out that the list of cemetery charges on the notice boards appeared to be out of date.

Rail Users Group: Nothing to report.

Village Hall: Nothing to report.

A Councillor confirmed that there was only one 1st Aid session held rather than 2 due to a shortage of numbers. A further 1st Aid session may be arranged for next year. The Councillor asked if the Council were happy for the school or playgroup to add a sign to PC fencing at the entrance of the village hall car park to advertise an event, and all agreed that this was acceptable. Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a District Councillor will send an email to the Burial Board Representative to request a more up-to-date list of cemetery charges to replace those on the notice boards and website.

19/72 To receive the Clerk's report

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

- 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 purchased and installed shortly by a councillor. (see Min 19/66.3)
- 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 was held on Friday 30 August 2019. The Clerk explained that the group had considered various options and came to the following conclusions:
 That the request for CIL external funding should be requested from SDC for 2 projects:
 The provision of VAS equipment and pole, and to purchase a park bench to stand within the birds-mouth fencing adjacent to the Fox lane bus stop. Various quotes and types of park bench were then considered and it was decided to choose a bench from the company who provided the village green’s picnic benches so that they match. The main concern being that the deadline for claiming funds is twice/year (October and April) so there is a need to meet the October deadline. As for S106 external funding, the recommendation is to wait for POS land registration to be completed before suggesting options, and to concentrate on the ‘Linden Way Play Area’ improvements after seeking planning permission to fell the Pine tree that affects the scheme and as a matter of urgency (see Minute: 19/67.3).
- That the extension of the “Woodland Walk” (N. Side) footpath to the path that runs parallel with the village hall car park will commence in 2-3 weeks time.
- Defibrillator problems – Matters are in hand.
- Xmas Illuminations – matters are in hand and waiting for checks to be made to see if additional lampposts along Fox Lane are compatible.
- Conifers overhanging the footpath at the corner of Meadow Drive & Orchard Way – No longer an issue as the hedge has been trimmed.
- Complaint about noise from flagpole has been resolved by the Clerk.
- Installation of new CCTV Base has commenced.
- Received annual cheque from Poor Fund for £200, and the winding up of the poor fund may take a while yet.
- Donations from the 1st Aid Awareness Course amounted to £9.10 and was acknowledged.
- The Clerk will complete a “Greenspace Audit” as requested by SDC.
- The Clerk will look into any developments/Notes given by YLCA and amend any Policy Documents as appropriate, commence a “Business Continuity Plan”, and update everyone at the October 2019 PC meeting.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Parish Council is minded to purchase a park bench (costing £541.74) from the company who provided the village green picnic benches (so that it matches the material and colour), to make birds-mouth fencing alterations to include it, and that this is to be funded by CIL external funding and a £100 donation.
- iii) That the Clerk will contact SDC to see if the Parish Council can meet the October CIL deadline for the proposed schemes.

Prop. Cllr Mrs Nixon

Sec. Cllr Miss Smith

19/73 To receive agenda items for next meeting Apart from any already identified during the meeting, none was requested.

19/74 To receive any further comments from the public [for information only; Clerk to note] NONE.

19/75 To confirm the date of the next meeting as **MONDAY 14 OCTOBER 2019**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

19/76 Close of this part of the meeting – the Part I of the meeting closed at 8.53pm.

PART II – CONFIDENTIAL PART OF THE MINUTES TO FOLLOW SEPARATELY