

THORPE WILLOUGHBY PARISH COUNCIL

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

In attendance: No members of the Public were present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

19/108 To receive apologies for absence and any declarations of interest

There was one apology received from: Cllr Lawton – indisposed (which was accepted), and no Declarations of Interest was given.

IT WAS RESOLVED: That the above information was noted.

19/109 Public Session

No members of the public were present.

IT WAS RESOLVED: That the above information was noted.

19/110 To confirm the minutes of Part I of the Parish Council Meeting held on 11 November 2019 as a true and correct record, and to be signed by the Chairman.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the Part I of the Parish Council meeting held on 11 November 2019 were accepted as a true and correct record of the meeting, and were signed by the Chairman.

Prop. Cllr Pearson

Sec. Cllr Mrs Rennison

19/111 To receive items for discussion and decide further action where necessary:

111.1 To discuss a request from Thorpe Willoughby Village Hall for financial assistance towards the replacement of current lighting in the village hall, and decide any further action.

A councillor suggested that because this was a community facility used by many organisations including the parish council (storing materials, housing the council's CCTV equipment and using their electricity) that it was appropriate to assist in some way. He also stressed that the village hall committee have tried every avenue in the search for funding but their financial situation is not helped by poor responses to fund raising events that resulted in cancellations. A short discussion was held with two motions being put forward (one of which was not seconded and therefore fell). The remaining proposal was agreed to say that the PC is minded to offer the village hall a maximum of £1000 towards replacing the village hall lights.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) That the Clerk will write a letter to the Village Hall Management Committee (VHMC) to say that the Parish Council is minded to offer £1000.00 max towards the LED lighting replacement in the village hall.

Prop. Cllr Dowell

Sec. Cllr Pearson

111.2 To discuss proposed improvement works at the Linden Way Play Area, to decide if to set a costing limit for the next CIL/S106 Review Group meeting, and decide any further action.

[This minute was discussed later in the meeting just after Minute No 19/113.2.1]

Following the decision that the Pine tree is to remain and not felled, it was agreed to leave the planning of the improvement works scheme for the play area to the Review Group at a future meeting and make recommendations to a future Council meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That this matter be deferred to allow the CIL/S106 Review Group to hold a meeting to advance the scheme to improve the Linden Way Play Area (that includes keeping the existing Pine tree), and report back to a future PC meeting.

111.3 To discuss a donation request from: "York Disabled Workers Co-operative", and decide any further action. A short discussion was held and it was decided that donations would not be given to organisations outside the village.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will inform "York Disabled Workers Co-operative" that the Parish Council will not be giving a donation on this occasion.

111.4 To discuss Remembrance Day and flags, and decide any further action.

A councillor felt that this year's laying of the wreath on Remembrance Day didn't feel right. It needs to be better organised and to offer others to attend. Next year 11.00am on 11 Nov 2020 will fall on a Wednesday and many will be at work but was suggested involving the school? The length of time that the Yorkshire flag was flown on "Yorkshire day" was discussed, and it was agreed that it should be flown for a longer period. The condition of the Union Flag was also raised and was felt that it needs either removing and washing or a new one purchased. The Clerk suggested that the temporary removal of the flag for washing could coincide with when the flagpole is moved slightly to accommodate the installation of the picket fencing around the memorial stones.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That matters regarding Remembrance Day 2020 is deferred and to be an agenda item at the June 2020 PC meeting to organise arrangements.
- iii) That the "Yorkshire Day" flag will be kept up for a whole month next year.
- iv) That the existing "Union Flag" will be removed for washing when the flagpole is to be moved, and the Clerk will purchase a 2nd Union Flag to use as a spare.

Prop. Cllr Mrs Nixon

Sec. Cllr Miss Smith

19/112 To receive items for information:

112.1 To receive update information on NYCC agreement to locate VAS equipment at 5 locations in the village and the purchase of VAS, and decide any further action. The Clerk read out an email from NYCC (that came with a draft NYCC agreement). The Clerk then confirmed the exact position of each location and that NYCC stated that the optimum period for a VAS at any given location is 6 weeks max.

Although the 5 agreed locations were listed in the document, the length of time that each of the 2 VAS machines were to be kept at each location was not and the Parish Council had to decide that. The PC also had to decide if to use both sides of the lampposts (each side could count as a separate location), and itemise all that in the agreement. It was agreed by all to accept the NYCC's time period of 6 weeks max per location and that Cllr Dowell and the Clerk should complete the form.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That Cllr Dowell and the Clerk will clarify the VAS rotation sequence for all 5 locations and that will be for 6 weeks max at each location, using both sides of each lamppost and will be used at all 5 locations, and to add all that information to the NYCC agreement. The Clerk will then send the duly completed form to NYCC.

Prop. Cllr Dowell

Sec. Cllr Pearson

- 112.2 To receive update information on the “Xmas Tree Event 2019” held on the village green on Friday 6 December 2019, and decide any further action. The Chairman thanked everyone for all their hard work and declared the event a huge success. Councillors highlighted areas that could be improved (including: how the tables were positioned to allow better access to refreshments, hot chocolate asked for, to have more lights particularly for the guest singer- Isabelle Robey), and agreed that it should be more organised next year. All agreed that they had received a positive feedback. Finally it was confirmed that £105 donation money had been received. It was decided to split the donation money between Isabelle Robey’s chosen charity: “York Against Cancer” (£40), and “Friends of Thorpe Willoughby Primary School” (£65).

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the donation money will be split between Isabelle Robey’s chosen charity: “York Against Cancer” (£40), and “Friends of Thorpe Willoughby Primary School” (£65).
- iii) That matters regarding “Xmas Tree Event 2020” is to be an agenda item at the June 2020 PC meeting to organise arrangements in advance.

Prop. Cllr Mifsud

Sec. Cllr Dowell

- 112.3 To receive and to consider any findings/recommendations of the TW News Review Group, to discuss the possibility of extra copies of the magazine, to receive update information from the Clerk on outstanding payments for TW News adverts, and decide any further action. A Councillor pointed out that more magazines are needed for the Sherwood Estate. The Chairman informed everyone that he had received 2 quote options from the printer to increase the number of copies for either 100 (£30) or 250 (£60) more. Following a short discussion it was agreed that an extra 100 copies would be sufficient for now. The Clerk gave a status update on the position of advert payments and agreed with a councillor that a few are still outstanding.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Chairman will ask the printer to produce an extra 100 copies of the magazine and that this will come into effect from the Jan/Feb 2020 issue onwards.

Prop. Cllr Dowell

Sec. Cllr Pearson

- 112.4 To receive update information on works to birds-mouth fencing at 3 locations near the village green an installation of a park bench, and decide any further action. The Clerk confirmed that matters are in-hand and the firm supplying the Park Bench will deliver it direct to a firm who will install it at the same time as they complete their remedial works to the birds-mouth fencing.

IT WAS RESOLVED: That the above information was noted.

- 112.5 To receive update information on planting works on the village green and using extra village handymen, and decide any further action. A Councillor confirmed that nearly all of the 3000 daffodil bulbs had now been planted along the side of Fox lane and that the Woodland Walk (N.Side) had been tidied up removing saplings and brambles, and that it is looking good and help from the extra handymen was going well. A Councillor confirmed that a colleague would plant any remaining daffodil bulbs on the village green.

IT WAS RESOLVED: That the above information was noted.

19/113 Planning:

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

113.1.1 2019/0992/HPA Retrospective application for erection of converted steel container to create a rear garden home office with raised patio area at Bluebell Barn, 5 Barff Farm – GRANTED

IT WAS RESOLVED: That the above information was noted.

113.2 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:

113.2.1 2019/1117/TPO TPO application for consent to fell a Pine tree (T1) and replace with a copper beech covered by TPO No 1/2003 at Linden Way Play Area, Thorpe Willoughby. The Clerk ran through the various points included in the email received from SDC's planning department that was circulated to all councillors prior to the meeting. A short discussion followed and it was agreed to go along with the majority of SDC's recommendations.

IT WAS RESOLVED UNANIMOUSLY:

- (i) That the above information was noted.
- (ii) That the Clerk will inform SDC that the Parish Council agrees to their suggested recommendation to:
- Amend the Parish Council's planning application to match their suggested changes.
 - Retain the Pine tree subject to a reduction of the limb that extends north over the play area and to be taken back to just beyond the secondary limb from the stem.
 - That the Parish Council's tree contractor will monitor the condition of the tree as works progress and report any defects/problems to SDC.
 - Extend the consultation period to Friday 10th January 2020.

SDC will also be informed that the Parish Council will not be planting any additional replacement tree(s) at this time, but only when the tree has to be removed at some future date and would consider an alternative species to a copper beech as suggested.

Prop. Cllr Lunn

Sec. Cllr Mrs Pearse

[Minute No 19/111.2 was discussed at this point]

19/114 Financial Matters

114.1 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.
Mr J L Swift (rotavator work on village green for planting bulbs)	-	45.00	2259
S M Peters (December 2019 Salary).	-	802.69	2260
F Morrison (Litter Picker)(December 2019 Salary).	-	170.66	2261
S M Peters (stationery expenses with receipts-Nov 2019/Dec 2019 - including payment for Instant ink – stationery for 4 December 2019).	1.33	9.39	2262
Taperell Tree Surgery (Inv #7506)(for reducing hawthorn hedge at the rear of 14 Londesborough Grove).	40.00	240.00	2263
Anorak (Inv #0007057)(TW News-Dec2019).	-	280.00	2264
Blachere Illumination Uk Ltd (Inv #S151971)(Fox Lane 2yr & 3yr Installation + Storage).	195.00	1,170.00	2265
Autela (Inv #3047)(Payroll Qtr3 2019/20-Oct/Nov/Dec2019)(Cheque made payable to: Autela Payroll Services Ltd).	10.54	63.23	2266
HMRC for Qtr 3 (Oct-Dec 2019).	-	920.71	2267
I Chadwick (for planting works on Village Green and works in the Woodland Walk (N. Side)).	-	45.00	2268
A Clarke (for planting works on Village Green and works in the Woodland Walk (N. Side)).	-	60.00	2269

A Whitehead (for planting works on Village Green and works in the Woodland Walk (N. Side)). – CHEQUE CANCELLED	-	-	2270
Ark Facilities Ltd (Inv #191588)(Grass cutting in village 2019 all areas except Linden Way Play Area).	920.79	5,524.73	2271
Ark Facilities Ltd (Inv #191594)(Grass cutting at Linden Way Play Area only-2019)(from Maintenance Fund).	69.21	415.27	2272
TOTAL =	£1,236.87	£9,746.68	

114.2 To receive an account status of the current Bank Statement giving a balance of **£107,423.77** as at **06 November 2019**, and having been checked and signed by the Chairman. The Clerk confirmed that an extract from the Cash Book and a 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 Mifsud

Sec. Cllr Mrs Pearse

19/115 To consider the following new correspondence received since the last meeting and decide action where necessary:

115.1 YLCA Information: - Information previously circulated was noted.

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

115.3 1 additional piece of information previously circulated was noted.

A councillor asked if the: "Selby Local Plan – Draft Statement of Community Involvement (Nov 2019)" needs to be included on the website. A District councillor confirmed that this was not necessary.

IT WAS RESOLVED: That the above information was noted.

19/116 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report.

Brayton Burial Authority: Nothing to report.

Village Hall: Nothing to report.

A councillor confirmed that the Council's Defibrillator is back in place.

A councillor confirmed that the parish magazine is ongoing with letters to go to various advertisers.

A councillor asked about the new Xmas lights along Fox Lane that looked to be one-sided. The Clerk will investigate matters and make notes for next year.

The Chairman reminded a councillor and the Clerk that the deadline for comments for the draft TW News (Jan/Feb 2020 issue), is Wednesday 11 December 2019.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED: That the above information was noted.

19/117 To receive the Clerk's report

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

- Sealing of the Concrete Circle at the "Community Garden" – still outstanding & reminder sent.
- Anti-Litter signs – locations still to be found and may be a task for the additional handymen?
- Extending "Woodland Walk" (N. Side) footpath to the path that runs parallel with the village hall car park – in hand and due to commence shortly.
- Xmas Illuminations – Infrastructure/Motifs/Lights have all been installed and switched on.
- Trees obscuring street lights near village hall/school playing fields – NYCC Highways confirmed that they review this area on a monthly basis but still waiting for any progress.

- Rubber Chain Protector to seat on VG Zip-Wire – Works completed and the whole seat had to be replaced.
- Registering of Parcels of POS land at the Barratt Estate – still waiting for progress.
- Polite letter sent to property owner at Spruce House, Leeds Rd (between Miller Homes Est and North View) to request that hedge/trees to front garden that overhang the footpath be cut back.
- Request by a resident to have street lights kept on all night – the Clerk explained that this is a district-wide policy by NYCC Highways and was their responsibility not the PC's and referred them to contact NYCC direct.
- The Clerk had received TWPC's annual distribution cheque for £205.00 from Brayton Poor Fund and has been banked.
- A copy of an email from NYCC (regarding a suggested link from Field lane to Selby By-Pass), was circulated to interested parties and councillors to explain why this is not an option. A further email was sent to a few interested parties to give the cost of printing the speed survey results in the village.

IT WAS RESOLVED: That the above information was noted.

19/118 To receive agenda items for next meeting Apart from any already identified during the meeting, none was requested.

19/119 To receive any further comments from the public [for information only; Clerk to note] NONE.

19/120 To confirm the date of the next meeting as **MONDAY 13 JANUARY 2020:** - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

19/121 Close of this part of the meeting – the Part I part of the meeting closed at 8.41pm.

PART II – CONFIDENTIAL PART OF THE MINUTES TO FOLLOW SEPARATELY