

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 11 November 2019 at St Francis Church, Thorpe Willoughby, Selby.

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

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

19/93 To receive apologies for absence and any declarations of interest

There was one apology received from: Cllr Miss Smith – conflicting engagement (which was accepted), and no Declarations of Interest was given.

IT WAS RESOLVED: That the above information was noted.

19/94 Public Session

A member of the public raised the following points:

- That the PC should be more proactive about car parking in the village.
- The introduction of 20mph speed limit.

[Agenda item 19/96.1 was brought forward to this point in the meeting]

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

A member of the public (the PC's village handyman), raised the following points:

- He asked a District Councillor if progress had been made by SDC regarding the switch from recycling boxes to extra wheelie bins. The District Councillor confirmed that SDC is hoping to implement the switch next year and to give residents the option of keeping their old recycling boxes or have them removed by SDC.
- When will the recent speed survey conducted in the village be made public? It was explained that this matter is to be discussed later under Minute No 19/96.2.
- That discussions between him and a Parish Councillor had raised concerns of what was the Parish Council's aims for planting and maintaining the village green, and in particular the "Woodland Walks", and how that would be funded. The Parish Councillor confirmed that she understood the points of concern and would discuss those later under Minute No 19/97.3.

A Councillor confirmed that these concerns will be taken into account at the next budget preparation.

IT WAS RESOLVED: That the above information was noted.

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

19/95 To confirm the minutes of Part I of the Parish Council Meeting held on 14 October 2019 as a true and correct record, and to be signed by the Chairman. A Councillor proposed one change to Minute No 19/ 81.6 (iii) of the draft minutes regarding the TW News, and was accepted.

IT WAS RESOLVED: That Minute No 19/81.6 (iii) be changed to: "It was suggested by Councillors that the checking of proofs by the Clerk prior to going to the printer could be a legal requirement".

Prop. Cllr Lawton

Sec. Cllr Lunn

Apart from the above amendment, the minutes were then accepted as a true and correct record.

IT WAS RESOLVED: That apart from the above amendment, the minutes of the Part I of the Parish Council meeting held on 14 October 2019 were accepted as a true and correct record of the meeting, and were signed by Cllr Lawton Chairman at the October meeting.

Prop. Cllr Pearson

Sec. Cllr Dowell

19/96 To receive items for discussion and decide further action where necessary:

96.1 To discuss and present the winners of the "Gardening Competition 2019" – Best Hanging Baskets, and decide any further action.

[This agenda item was brought forward to earlier in the meeting]

One of the two Councillors, who judged the competition, presented the winners of the Gardening Competition 2019 – Best Hanging Baskets with a cup and certificate. The winners of the Gardening Competition 2019 and the Villager of the Year will be included in the December 2019 edition of the TW News Parish magazine. The Chairman suggested, for next year, that the judges could take a picture of each category.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the winners of the Gardening Competition 2019 - Best Hanging Baskets 2019 is Mr & Mrs Storey of 15 Cedar Close.

Prop. Cllr Mifsud

Sec. Cllr Nixon

96.2 To discuss the findings/recommendations of a councillor following analysis of NYCC's traffic Speed Surveys at 5 x locations in the village, to discuss the Clerk's circulated summary of VAS changes/options, and decide any further action.

A Councillor explained that he and the Clerk had analysed the results of the speed survey at 5 locations in the village and a report had been circulated to Councillors prior to the meeting that included a recommendation.

The following points of note were given at the meeting:

- The occasional high speeds occurred mainly very early in the morning or late at night.
- That it is the 85%ile reading that is of relevance to NYCC Highways and the police rather than the average speed.
- That all of the 5 suggested locations in the village should be used to locate the agreed 2 VAS machines.
- That the location with the most need is Field Lane from the Fox lane junction going eastwards towards Brayton Barff, followed by Leeds Rd near the school playing field, then Leeds Rd near White House Farm, Fox Lane, and finally Field lane from the Fox Lane junction going westwards.
- That using mains power was the best option for all locations and be more economical than batteries long term.

The Clerk explained that NYCC Highways would need to approve the choice of locations and a formal agreement would need to be signed. The Clerk also read out an updated quotation from the approved VAS supplier, that had just arrived and corresponded with the recommendation given by the Councillor. A short discussion was held regarding the availability of the Speed Survey material. A District Councillor confirmed that he had received information from NYCC Highways to say that opening up Field Lane to the By-Pass was not an option.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the recommendation given in the Councillor's Report be accepted.
- iii) That the Clerk will ask NYCC Highways to formally agree the 5 locations in the village to locate the VAS equipment.
- iv) That the full results of the Speed Survey can be obtained from the Clerk but at a cost of 50p per sheet.
- v) That the Clerk will investigate the "20 is Plenty" campaign on-line and acquire stickers if available.

Prop. Cllr Lunn

Sec. Cllr Mifsud

IT WAS RESOLVED:

- i) That the above information was noted.

- ii) That Quotation (Ver3) from the VAS supplier be accepted and purchased once the NYCC Highways agreement is signed.

Prop. Cllr Lawton

Sec. Cllr Pearson

- 96.3 To discuss and decide if to commence identified works once the CIL external funding is transferred from SDC to the Parish Council, and decide any further action. The Clerk explained that the CIL external funding had now been transferred from SDC to the Parish Council and will allow the various agreed schemes to proceed. He also pointed out that the completion of a December Report for SDC will be in December 2020 rather than this year.

IT WAS RESOLVED: That the above information was noted.

- 96.4 To discuss formulating a list of procedures/practises for running the TW News and to consider the findings of the TW News Review Group, to receive update information from the Clerk on outstanding payments for TW News adverts, and decide any further action. A Councillor suggested deferring this item until February 2020 to allow a careful consideration of the policy. A short discussion followed and it was agreed to defer this matter. The Clerk stressed that he still needs to see the proofs before they are sent to the printer to ensure the Council is covered legally, and assurance was given that this would be carried out. A short discussion followed regarding what is information and what is an advert. The Clerk pointed out to everyone that all local authorities (and that includes Parish/Town Councils), are now in a period of 'Purdah'. This period from 6 November 2019 to 12 December 2019 up to and including the General Election is a period where Councils need to be very careful and avoid endorsing any political parties either direct or by association.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That this matter is deferred until February 2020 to allow careful consideration of the policy.
- iii) That the Clerk would view the TW News proofs before going to the printer to ensure the Council is covered legally.

- 96.5 To discuss and decide what to do with the Conifer hedge that runs along the north side of Leeds Road, to receive a report from the Council's tree contractor and receipt of quotes for any suggested works before deciding if to consult adjacent residents, and decide any further action. The Clerk read out a quotation received from the Council's tree contractor for removing the hedge and stump grind, and for replacement hedging. A further quotation was read out for replacement fencing from another contractor. A short discussion was held and it was recognised that the costs for the work was large and that the Council's tree contractor had stated that it is best to wait until there is a clear sign that it is becoming unsightly. It was agreed that this matter could wait until next year and that a consultation exercise in the form of a meeting with affected residents would be the preferred next stage, and to keep all quotations and information on file for future reference.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That discussions regarding the Conifer hedge will be deferred until March 2020, and then to consult residents to arrange a meeting.

Prop. Cllr Dowell

Sec. Cllr Mifsud

- 96.6 To discuss and adopt a few amended Parish Council Policy Documents, the 'Reps List', the 'Assets List', the 'Business Continuity Plan', and to have them signed by the Chairman and Clerk, and decide any further action. The Clerk explained that works had commenced on a "Business Continuity Plan", and potential amendments to another 2 policies had been stopped at the request of NALC. No updates had been received from NALC so these policies were being held in abeyance until further information arrives. The 'Assets List' was

almost ready to amend but was held up due to the completion of the CCTV equipment which needs adding. The 'Reps list', however, had been updated to include two minor changes and was read out to everyone present, and approved.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the amended 'Reps List' was approved and was signed by the Chairman and the Clerk.
- iii) That the remaining potential Policy Document changes, the 'Business Continuity Plan', and 'Assets List' are to be deferred to a future PC meeting.

Prop. Cllr Mifsud

Sec. Cllr Dowell

96.7 To discuss and decide if to accept quotes for works to Birds-Mouth fencing at 3 x locations near the village green, and decide any further action. The Clerk explained that he had received a quotation to carry out works at the 3 locations and explained each in turn:

- 1/. Part of the Birds-Mouth fencing that runs along the side of the footpath near the village hall compound where the end piece had been removed despite being refitted previously needs replacing, and turning the corner slightly to make it more sturdy.
- 2/. The single rail at the corner of Londesborough Grove and Fox lane to be extended slightly at each side to deter bicycles weaving through the gap.
- 3/. The removal of 2 cross-rails and post near the bus stop to allow a park bench to be inserted for residents waiting for a bus and to replace fencing to fill any gap created.

A short discussion followed and the quotation for birds-mouth fencing works was accepted, but the issue of timing, delivery and storage of the Park Bench was raised. The Clerk explained that he had two further quotations for the park bench that the council were already minded to purchase, one a 1500mm width bench and another for an 1800mm width bench which costs only slightly more. It was suggested that if the company who is carrying out the fence works would also install the Park Bench, that would allow all the works to be completed at the same time.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will inform the contractor that the quotation for works to the Birds-Mouth fencing at 3 locations near the village green was agreed, and that one of the locations (near the bus stop), will not have to be delayed if the contractor is prepared to undertake the installation of the Park Bench at the same time as the fence works and accept delivery of the Park Bench.
- iii) That the Quotation for the purchase of an 1800mm width Park Bench was agreed along with a fixing kit for soft ground, and the Clerk will proceed with the purchase (subject to ii) above), otherwise it would have to wait until next year.

Prop. Cllr Dowell

Sec. Cllr Mrs Pearse

96.8 To discuss a proposal by NYCC Highways to make an order for prohibiting waiting at all times with exemptions at Barff Lane, Thorpe Willoughby, to decide if any comments are required, and decide any further action. Copies of the notice had been circulated previously and posted on both notice boards and the village website.

IT WAS RESOLVED UNANIMOUSLY: That the above information was noted, and the Clerk will send a letter of support on behalf of the Council.

96.9 To discuss and decide on a quote received from a councillor 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 had requested several quotations but had received one response. The Councillor read out the quotation and explained the draft layout and that the flagpole will require moving slightly.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the quotation received for the picket fencing be accepted and that the flagpole to be moved slightly to accommodate it.

Prop. Cllr Lawton

Sec. Cllr Dowell

19/97 To receive items for information:

97.1 To receive update information on the "Xmas Tree Event 2019" to be held on the village green on Friday 6 December 2019, and decide any further action. A Councillor asked if a deadline could be set in case there is bad weather, to allow time to postpone the event. A Councillor confirmed that he had the 2 banners and will put them up. A councillor confirmed that she will circulate a revised check list. 2 bottles of wine were given to a councillor as a donation towards making mulled wine. The Clerk confirmed that he had placed copies of the poster for the event at various locations in the village.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the deadline for postponement for the event will be 4pm on the day.

97.2 To receive feedback information from the Clerk on his attendance at an: "Experienced Clerks Training Session" on Tuesday 22 October 2019, and decide any further action. A report and handout of the training had been circulated to all Councillors by the Clerk prior to the meeting. The Clerk was asked to give a brief outline of any key points that affected the Council. The main points were that for a small Parish Council we need to keep things simple, not only financially but generally, and is reassuring to know that the Council has all the necessary procedures, policies, and practices in place.

IT WAS RESOLVED: That the above information was noted.

97.3 To receive update information on an agreed pricing structure for additional general handymen works and Risk Assessment forms, and decide any further action. A councillor explained that there is much to do for providing plants and maintenance of the "Woodland Walks" and other areas, and had discussed this with the village handyman. She confirmed that she is currently compiling a fixed pricing structure for specific tasks and will shortly be using the help of the new additional general handymen. A short discussion followed regarding the cost and provision of plants, and it was agreed that it should be completed in stages and that an allowance be made for it.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That a councillor will organise the provision of plants and an allowance of £1000.00 be made for the planting of plants and shrubs in stages, and to be included in the forthcoming budget review.

Prop. Cllr Mrs Pearse

Sec. Cllr Lawton

97.4 To receive update information on CCTV upgrades, signage, training, and decide any further action. A Councillor confirmed that the CCTV is fully operational at both ends of the village green, leaving only the equipment at the village hall to be boxed in.

IT WAS RESOLVED: That the above information was noted.

19/98 Planning:

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

98.1.1 2019/0873/HPA Proposed 2-storey rear extension at 6 Meadow Drive, Thorpe Willoughby – REFUSED

98.1.2 2019/0877/HPA Proposed garage for motor home following demolition of large shed at Chestnut Forge, Dam lane, Thorpe Willoughby – GRANTED

IT WAS RESOLVED: That the above information was noted.

98.2 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

19/99 Financial Matters

99.1 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 (November 2019 Salary).	-	802.69	2250
F Morrison (Litter Picker)(November 2019 Salary).	-	170.86	2251
S M Peters (stationery expenses with receipts-Oct 2019/Nov 2019 - including payment for Instant ink – stationery for 4 November 2019).	2.33	18.78	2252
S M Peters (Mileage Expenses for Experienced Clerks Training course held on 22 October 2019).	-	25.20	2253
S M Peters (Sophos Anti-Virus Software for PC Laptop-2yr licence) (Inv #AKD-73674075993).	13.34	80.00	2254
SWAT Security (Inv #111538)(Installation of new CCTV Camera on VG, replace PTC and rear camera on Village Hall and new Monitor).	390.00	2,340.00	2255
Thorpe Willoughby Village Hall (Inv #23)(for use of VH facilities in connection with the establishment of a new CCTV system).	-	100.00	2256
R Deadman (Inv Dated Oct19)(for various works including hedge/tree trimming, weed spraying etc).	-	2,525.00	2257
Playscheme (Inv #5214)(Chq made payable to: S.J.Danby Ltd)(for repairs to Zip-wire seat and matting underneath)	35.20	211.20	2258
TOTAL =	£440.87	£6,273.73	

99.2 To receive an account status of the current Bank Statement giving a balance of **£101,585.60** as at **04 October 2019**, and having been checked and signed by the Chairman. The Clerk confirmed that an extract from the Cash Book and 2 bank statements had been circulated to councillors prior to the October meeting, so nothing new was available to circulate this time. The Chairman then checked and reconciled the above cheque list with the invoices (initialling each invoice excluding two due to Data Protection reasons). The Clerk confirmed that the full CIL money had now been transferred to the PC's account and the Chairman initialled the remittance advice.

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

Prop. Cllr Pearson

Sec. Cllr Lunn

19/100 To consider the following new correspondence received since the last meeting and decide action where necessary:

100.1 YLCA Information: - Information previously circulated was noted.

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

100.3 6 additional piece of information previously circulated was noted.

The Chairman mentioned YLCA's webinar (1 Hr) training on several topics on various dates for anyone who may be interested, everything else was noted.

IT WAS RESOLVED: That the above information was noted.

19/101 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report.

Brayton Burial Authority: A Councillor confirmed he would attend a meeting on the 12th November, and passed an email message from a member of the public for the Clerk to respond to on a separate matter.

Village Hall: Nothing to report.

A Councillor explained that there is a problem with the muddy path between North View and the Miller Homes estate where members of the public may have to walk on the road to avoid low branches. A District Councillor confirmed that he is investigating the problem, and the Clerk was asked to send a letter to politely request that the overhanging branches be cut back. A Councillor explained that there had been a number of car thefts/burglaries recently and needs including in the TW News. A Councillor confirmed that the O.S.R.G. had not conducted a survey for a while and will be left on hold for now.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will send a polite letter to a property adjacent to Leeds Road to request that their branches that overhang the muddy path between North View and the Miller Homes estate be cut back.

19/102 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.
- Defibrillator problems – Matters resolved and Council's AED has now been reinstated.
- Xmas Illuminations – matters are in hand and still waiting for checks to be made to see if additional lampposts along Fox Lane are compatible. Motifs/Lights to be installed shortly ready for the switch on.
- Village Website amendments have been implemented.
- Memorial wreath – A councillor to place it on the memorial stones on Sunday 10 Nov 2019 at 9:30am.
- Budget Review Group Meeting to be held on 26 November 2019 – all members of the group have confirmed their attendance.
- PC Planning Application to SDC to Fell a pine tree at Linden Way Play Area and contractor's supporting report have been lodged with SDC and validated. A 2nd meeting of the CIL/S106 Review Group will be held following a decision.
- Trees obscuring street lights near village hall/school playing fields – reported to NYCC Highways who confirmed that they review this area on a monthly basis.
- Rough Sleepers Estimate – nil return sent to SDC.
- Rubber Chain Protector to seat on VG Zip-Wire – Request for repair has been given, and to look at rubber matting underneath at the same time. The whole seat will need replacing and works arranged to take place on Friday 8th November 2019.

IT WAS RESOLVED: That the above information was noted.

19/103 To receive agenda items for next meeting Apart from any already identified during the meeting, none was requested.

19/104 To receive any further comments from the public [for information only; Clerk to note] NONE.

19/105 To confirm the date of the next meeting as **MONDAY 9 DECEMBER 2019:** - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

19/106 Close of this part of the meeting – the Part I of the meeting closed at 9.16pm.

PART II – CONFIDENTIAL PART OF THE MINUTES TO FOLLOW SEPARATELY