

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 14 October 2019 at St Francis Church, Thorpe Willoughby, Selby.

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

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

19/78 To receive apologies for absence and any declarations of interest

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

IT WAS RESOLVED: That the above information was noted.

19/79 Public Session

A member of the public raised the following points:

- That the PC should be more proactive about car parking in the village.
- That Bradford had introduced a 20mph speed limit.
- To consider why the Field Lane road between Thorpe and Hambleton (cut off by the By-Pass) could not be re-opened and asked the District Councillors to look into it.

The Chairman said that these matters will be discussed later.

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

- That he will commence trimming works this week on the Leeds Road conifer hedge but a gentle trim.

IT WAS RESOLVED: That the above information was noted.

19/80 To confirm the minutes of Part I of the Parish Council meeting held on 9 September 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 9 September 2019 were accepted as a true and correct record of the meeting, and were signed by the Chairman.

Prop. Cllr Pearson

Sec. Cllr Dowell

19/81 To receive items for discussion and decide further action where necessary:

81.1 To discuss and present the winners of the "Gardening Competition 2019, and to present the winner of the "Villager of the Year 2019", and decide any further action. The two Councillors, who judged the competition, presented the winners of the Gardening Competition 2019 – Best Front Garden and Best Tubs with a shield, cup and certificates. The Winners of the Best Tubs will be presented at the November meeting. The Chairman and the Clerk then presented the winner of the Villager of the Year 2019 with a shield and a certificate. Photographs were taken of this year's winners to go in the TW news.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the winners of the Gardening Competition 2019 are as follows:
 - Best Front Garden 2019 – Mr Fisher & Mrs Freer of 31 Orchard Way.
 - Best Tubs 2019 – Mr & Mrs Hyde of 18 Oak Drive.
- iii) That the winner of the Villager of the Year 2019 is Mr Nick Dowell.
- iv) That the winners of the Gardening Competition 2019 – Best Hanging Baskets will be presented at the November meeting.

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

- 81.2 To discuss received written applications to the Clerk for the Parish Councillor vacancy for co-option, and following interviews decide who to appoint, and decide any further action. The Clerk confirmed that no nominations had been received.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That this matter be deferred for 6 months.

Prop. Cllr Dowell

Sec. Cllr Pearson

- 81.3 To discuss further developments on the possible location of VAS equipment in the village (including further options(s)), and discuss the findings of NYCC's speed surveys at 5 x proposed locations, and decide any further action. The Clerk confirmed that the results of the speed survey at 5 x locations had been completed and the results had just arrived. The Clerk explained that NYCC had confirmed that the vas equipment could also use mains supply from the street lights where sockets could be purchased and work out to be more economical than batteries long term. Different sockets are required to those used for the Xmas illuminations and only one socket per lamppost is allowed. Due to the complexity of the results it was suggested to defer consideration to the next meeting.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) To defer consideration on this matter to allow time for a councillor to analyse the speed survey to see which of the 5 x locations are most suitable, and report back to the November meeting.
- iii) That the clerk will circulate a summary of the VAS changes/options to councillors before the November meeting.

Prop. Cllr Dowell

Sec. Cllr Miss Smith

- 81.4 To discuss CIL/S106 options, to decide how much CIL money to request from SDC, and decide any further action. The Clerk explained the procedures for using CIL and S106 funding and that the CIL process is more flexible, and gave options for claiming from SDC to meet SDC's 4 November deadline. This followed receiving the October report from SDC stating the amounts available for S106 and CIL. A short discussion followed to decide if to ask for a specific amount to cover the cost of agreed infrastructure projects or to ask for the full amount.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will complete the claim form supplied by SDC to claim for the full amount of CIL funding available on the October report so that the Council is ready for purchasing the various items already identified and to meet the 4 November deadline.

Prop. Cllr Dowell

Sec. Cllr Lunn

- 81.5 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.

IT WAS RESOLVED: That this item be deferred to allow a councillor to acquire quotes.

- 81.6 To discuss formulating a list of procedures/practises for running the TW News, to receive update information from the Clerk on outstanding payments for TW News adverts, and decide any further action. A draft list of procedures/practises (in the form of a policy document), was circulated to all councillors prior to the meeting and a short discussion was held where: one councillor said that there was nothing in the draft that was not accurate and another councillor suggested deferring a decision on this until the TW News Review Group

had been given an opportunity to discuss this matter at their next meeting before reporting back to the next PC meeting. A short discussion followed and the general consensus was that it is a legal requirement for the Clerk/RFO to inspect the final proof before it is sent to the printer (to confirm: that there are no inaccuracies, that the content is legal, and that the councillors/council are not put at risk). The Clerk confirmed that further advert invoices had been sent out by a councillor, and that further payments had been received (as shown on the latest bank statements).

IT WAS RESOLVED

- i) That the above information was noted.
- ii) That the draft list of procedures/practises will be deferred to the November PC meeting to allow this matter to be discussed by the TW News Review Group at their next meeting before reporting back to the November PC meeting.
- iii) It was suggested by Councillors that the checking of proofs by the Clerk prior to going to the printer could be a legal requirement.

- 81.7 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, to receive progress on the Parish Council's TPO planning application at Linden Way Play Area, and decide any further action. A short discussion was held to decide what was the best approach to take on these matter.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That discussions regarding the Conifer hedge will be deferred to the next available PC meeting to allow the Clerk to receive:
 - A report from the Council's tree contractor to give the PC a detailed report regarding the condition of the hedge, its life expectancy, and the cost of having it removed (including grinding out stumps).
 - A quotation to provide fencing to replace the hedge (if it was removed).
- iv) That once the above quotations are received this matter will be discussed at the next available PC meeting before going to residents of properties that back onto the hedge to seek their views.
- v) That the Clerk will chase up progress on making a TPO planning application to fell a pine tree at the Linden Way Play Area.

- 81.8 To discuss a request from a resident for the PC to do tree works to a thorn tree to the rear of Londesborough Grove, and decide any further action. A short discussion was held.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the clerk will ask the village handyman to trim all thorn bushes on the south side of the village green to rear of properties on Londesborough Grove.

Prop. Cllr Mrs Pearse

Sec. Cllr Lunn

- 81.9 To discuss and adopt a few amended existing Parish Council Policy Documents, the 'Reps List', and a 'Business Continuity Plan' policy, 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" policy, and that potential amendments to another 2 x policies had been stopped at the request of NALC. The Clerk suggested deferring discussions on potential policy changes to a later meeting.

IT WAS RESOLVED: That the above matter be deferred to a future PC meeting.

- 19/82 To receive items for information:

- 82.1 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 confirmed that the above works had been completed. A Councillor raised his concern over the ease of bicycles weaving through the gap. Following a short discussion it was decided to ask for a quotation to extend the recently fitted birds-mouth fencing on each side. The Clerk raised a further problem with the existing 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.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will ask for a quotation to extend the recently installed birds-mouth fencing (at the junction of Londesborough Grove and Fox lane), to add a dog-leg extension to both sides.
- iii) That the Clerk will ask for a further quotation to repair the birds-mouth fencing near the village hall compound and to go around the corner to make it more rigid.

Prop. Cllr Dowell

Sec. Cllr Lawton

- 82.2 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 ran through various aspects of the event to check if matters were in hand including: refreshments, (what food contributions are expected), who will switch on the lights, and donation of wine for making mulled wine. The Clerk showed an example of the poster for the event that he had prepared and after a small discussion it was decided to remove "Special Guest" from the notice and to not have one this year.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That there will be no "Special Guest" this year and the posters to be amended accordingly.
- iii) That the posters will be displayed by the end of the first week in November, and to be included in the TW News.

- 82.3 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 hedge to the rear of Londesborough Grove had been trimmed. The village handyman already stated earlier in the meeting that treatment for the bind-weed was ongoing.

IT WAS RESOLVED: That the above information was noted.

- 82.4 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 confirmed that she is currently compiling a fixed pricing structure for both the existing and new village handymen for various tasks, and the Clerk was asked to send "Risk Assessment" forms to her.

IT WAS RESOLVED: That the above information was noted.

- 82.5 To receive update information on remedial works to chains on swings in the village green playground, the Clerk & Councillor to give an update on various minor issues, and decide any further action. The clerk confirmed that the repair works to the chains on the swings had been completed. A councillor confirmed that the basket swing had been replaced. Both the councillor and the Clerk confirmed that visual inspections are ongoing and conducted on a fortnightly basis. The Clerk pointed out that repair works are needed for the rubber chain protector on the zip-wire seat which had detached at both the top and the bottom, and the councillor pointed out that the matting underneath was starting to lift and may cause a trip hazard.

IT WAS RESOLVED:

- i) That the above information was noted.

- ii) That the Clerk will get the zip-wire seat rubber chain protector repaired, and for the rubber matting underneath looked at the same time as it is becoming a trip hazard.

Prop. Cllr Miss Smith

Sec. Cllr Dowell

19/83 Planning:

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

83.1.1 2019/0407/DEM Prior Notification for proposed demolition of partially collapsed barn at The Stables, Sunnyside Court, Fir Tree Lane, Thorpe Willoughby – GRANTED

IT WAS RESOLVED: That the above information was noted.

83.2 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:

83.2.1 2019/0992/HPA Retrospective application for erection of a converted steel container to create a rear garden home office with raised patio area and attached timber pergola at Bluebell Barn, 5 Barff Farm, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

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

Prop. Cllr Lunn

Sec. Cllr Dowell

19/84 Financial Matters

84.1 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 (October 2019 Salary).	-	802.69	2236
F Morrison (Litter Picker)(October 2019 Salary).	-	170.66	2237
S M Peters (stationery expenses with receipts-Sept 2019/Oct 2019 - including payment for Instant ink – stationery for 4 October 2019).	4.98	32.66	2238
Anorak (Inv #0006833)(TW News – Oct/Nov 2019).	-	495.00	2239
Church Hall Hire (10 Dec 2018 to 9 Sept 2019 inclusive)(chq made payable to: Church of St Francis).	-	240.00	2240
R Deadman (Inv dated Aug/Sept 2019)(spraying paths, weed-killer for bind-weed, CCTV base installed (concrete + Labour).	-	500.00	2241
Burn Fencing Ltd (Inv 25568)(supply & fit 2 posts & 1 top-rail for VG.	31.00	186.00	2242
HAGS (I & M Inspection-north)(Inv 067395)(Chq made payable to Hags-Smp Ltd)(remove & repair chains to swings in playground).	44.40	266.40	2243
HAGS (I & M Inspection-north)(Inv 067396)(Chq made payable to Hags-Smp Ltd)(Sept2019 Operational Inspection-Leeds Rd).	9.00	54.00	2244
HAGS (I & M Inspection-north)(Inv 067397)(Chq made payable to Hags-Smp Ltd)(Sept2019 Operational Inspection-Linden Way).	9.00	54.00	2245
Chq made payable to Mr S M Peters (payment to Cobblers Last for engraving of cups/shields for villager of the year & Gardening competitions 2019).	5.83	35.00	2246
Chq made payable to Mr N Dowell (payment for supply of cabling and other equipment for new CCTV system on VG)	-	283.00	2247
Taylor's Bulbs (Inv #515917)(for 3000 daffodil bulbs for village green)	52.00	312.00	2248
NYCC (Inv Ref 220001776)(for Speed Surveys at 5 x locations in the village)	110.00	660.00	2249
TOTAL =	£266.21	£4,091.41	

84.2 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 pointed out that the balance increase is due to the receipt of 2 x payments: a cheque from Northern Powergrid (Wayleaves & Rent), for £68.83, and the 2nd instalment of the Council's precept for £28,328.79.

The Clerk confirmed that an extract from the Cash Book and 2 x bank statements 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, and that cheque #2248 be held back until the bulbs had been received.

Prop. Cllr Mrs Rennison

Sec. Cllr Pearson

19/85 To consider the following new correspondence received since the last meeting and decide action where necessary:

85.1 YLCA Information: - Information previously circulated was noted.

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

85.3 3 additional piece of information previously circulated was noted.

The Clerk reminded everyone that the 'Rough Sleepers' estimate is to be held on the evening of Tuesday 29 October 2019, but apart from that everything else was noted.

IT WAS RESOLVED: That the above information was noted.

19/86 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing to report.

Village Hall: A Councillor confirmed that the new CCTV is now installed and working. He will show another councillor the system for when he is unavailable. It was explained that the CCTV equipment at the village hall needed replacing due to its age, and that included a new monitor. The Councillor suggested an increased contribution to the VHMCC for the use of their hall and electricity for the CCTV equipment. Everyone thanked the Councillor for organising and completing the installation of the additional CCTV equipment. The provision of further CCTV signs was also discussed.

A Councillor confirmed that she had replacement children's pads in the defibrillator box, and that an invoice is to follow.

A Councillor confirmed that the website editor is to get a certificate for the website rather than going through a 3rd party.

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.

Councillors asked about the wreath for the memorial stones, and the Clerk explained that he had the one from last year that can be re-used and will give it to a Councillor. A District Councillor confirmed that he will be providing another wreath from NYCC.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED UNANIMOUSLY:

i) That the above information was noted.

ii) That a councillor will acquire a replacement Camera and Monitor for the village hall as suggested, and to acquire additional CCTV signage for the eastern side of the village green.

iii) That the contribution to the VHMCC from the Parish Council (for using their hall and electricity for stationing the PC's CCTV equipment), be increased.

iv) That 2 x wreaths will be placed on the memorial stones at the eastern side of the village green on Sunday 10 November at 9:30am. All are welcome to attend and a picture will be taken for the TW News.

Prop. Cllr Dowell

Sec. Cllr Lawton

19/87 To receive the Clerk's report

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

- Broken Basket Swing on the village- has now been fixed.
- Sealing of the Concrete Circle at the "Community Garden" – still outstanding & reminder sent.
- Anti-Litter signs – locations still to be found.
- Extending "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 – Waiting for progress.
- Xmas Illuminations – matters are in hand and still waiting for checks to be made to see if additional lampposts along Fox Lane are compatible.
- Installation of new CCTV mast at eastern side of village green has commenced. (This was discussed earlier under minute No 19/86).
- "Greenspace Audit" requested by SDC – completed by the Clerk.
- Village Website amendments have been implemented.
- Memorial wreath – Clerk to give to a councillor to place on the memorial stones. (This was discussed earlier under minute No 19/86).
- Budget Review Group Meeting to be held on 26 November 2019, (3 of the 4 Cllrs have confirmed their attendance).
- AGAR (External Audit) has now been concluded.
- PC Planning Application to SDC to Fell a pine tree at Linden Way Play Area-in preparation- waiting for contractor's supporting report. (This was discussed earlier under minute No 19/81.7).
- Paint chipping of the gable wall of a property affecting an adjacent property is a civil matter between the two parties and not a PC matter.
- Poor Fund – annual cheque received by PC (£200 this year), has been banked and cleared.
- Trees obscuring street lights near village hall/school playing fields – reported to NYCC Highways.
- Resident next to Sport Club football pitches – invited to TWSA meeting to discuss problems.
- The Clerk gave an 'Incident Report' to councillors on the hacking of the PC laptop, (which was a Personal Data Breach), and to confirm that various bodies had been informed including the police. The "Information Commissioner's Office" (ICO) helpline was also used to see if a formal report to the ICO is required, and the Council will decide if a formal report is required later. This is in accordance with the Council's 'Data Protection' Policy and further measures will continue to be put in place to strengthen both data protection and council policies.

IT WAS RESOLVED: That the above information was noted.

19/88 To receive agenda items for next meeting Apart from any already identified during the meeting, none was requested.

19/89 To receive any further comments from the public [for information only; Clerk to note] NONE.

19/90 To confirm the date of the next meeting as **MONDAY 11 NOVEMBER 2019:** - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

19/91 Close of this part of the meeting – the Part I of the meeting closed at 8.59pm.

PART II – CONFIDENTIAL PART OF THE MINUTES TO FOLLOW SEPARATELY