

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 10 February 2020 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), Dowell, Pearson, Lunn, Pearse, Nixon and Rennison.

19/138 To receive apologies for absence and any declarations of interest

There were two apologies received from: Cllr Ms Smith – indisposed (which was accepted), Cllr Lawton – indisposed (which was accepted), and no Declarations of Interest was given.

IT WAS RESOLVED: That the above information was noted.

19/139 Public Session

A member of the public raised concerns over parking on verges along Dane Avenue, and an article in the TW News about which he felt was long and not village related. The Chairman asked the member of the public to provide an article.

A member of the public confirmed that the village hall had now received the full grant for replacing the village hall lights and works will commence around 13 April 2020 for 1 week.

The Chairman congratulated the VHMC on the speed of getting the grant.

A member of the public asked if the TW News Review Group had reached a decision (as promised at the previous PC meeting), whether to include a previously submitted article in the latest edition of the magazine. The Chairman explained that an answer could not be given because this item was not on the agenda, and advised that a request needed to be put in writing to the Clerk for an agenda item to be included at a meeting where it can be discussed and a decision/resolution made.

[At this point a member of the public left the meeting].

A member of the public asked if any progress had been made on the provision of 'Vehicle Activation Signs' (VAS) in the village. The Clerk confirmed that it is an ongoing project with matters in hand with a resolution shortly. The member of the public also mentioned the footpath next to the thorn hedge adjacent to Leeds Road near the village green, and that the grass verge could not be pulled back any further but the hedge could. It was pointed out that this matter will be discussed later in the meeting under minute No: 19/143.4.

IT WAS RESOLVED: That the above information was noted.

[At this point the remaining members of the public left the meeting].

19/140 To confirm the minutes of Part I of the Parish Council Meeting held on 13 January 2020 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 13 January 2020 were accepted as a true and correct record of the meeting, and were signed by the Chairman.

Prop. Cllr Pearson

Sec. Cllr Lunn

19/141 To confirm the minutes of Part II of the Parish Council Meeting held on 13 January 2020 as a true and correct record, and to be signed by the Chairman. The Clerk pointed out that this is the last part II minutes, with there being only one agenda and one set of minutes in the future.

IT WAS RESOLVED UNANIMOUSLY: That the minutes of the Part II of the Parish Council meeting held on 13 January 2020 were accepted as a true and correct record of the meeting, and were signed by the Chairman.

Prop. Cllr Mrs Pearse

Sec. Cllr Dowell

19/142 To receive items for discussion and decide further action where necessary:

- 142.1 To discuss options and a quotation from Blachere to extend the Xmas Illuminations for 2020 and decide what changes are needed to improve the previous year's (which new lights to use and where to locate them), and decide any further action. The Clerk explained the quotation received from Blachere Illuminations that was for a 1yr renewal of all the current lights and gave the options available to expand. A short discussion followed.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will acquire a further quotation from Blachere for all the existing lighting (as per the quotation) plus an extra 3 new lights on Leeds Road and an extra 6 new lights on Fox Lane, and to be discussed at a future PC meeting.

- 142.2 To discuss a possible new Parish Council Policy Document(s), amend a few others, and decide any further action.

- i) The Clerk explained that an amendment to a sentence in the Council's "Standing Orders" Policy (Section 1(b)) (to expand its explanation), had been circulated to all Councillors prior to the meeting. Following a short discussion, the document was agreed and the Clerk will include it in the Standing Orders for ratification at the May Annual Parish Council meeting.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the amendment to the "Standing Orders" Policy (Section 1(b)) was approved and the Clerk will add this to the full document for Ratification and signing at the May 2020 Annual Parish Council Meeting.

Prop. Cllr Mifsud

Sec. Cllr Mrs Rennison

- ii) The "Thorpe Willoughby News Magazine and Social Media Policy" (previously circulated) was discussed. The Chairman declared an interest and asked each Councillor and Clerk for their comments in turn. Apart from a concern that it may be too comprehensive and open to challenges, the general consensus was that it was well done and was needed. Several minor changes were discussed and some changes were agreed to be included.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the "Thorpe Willoughby News Magazine and Social Media Policy" was approved (subject to a few changes), and the Clerk will bring the amended document back to the 9 March 2020 PC Meeting for Ratification and signing.
- iii) A councillor mentioned that a new policy for Lone Working is being prepared and will be brought to the 9 March 2020 PC meeting for consideration.

IT WAS RESOLVED: That the above information was noted.

- 142.3 To discuss the purchase of woodland trees, and decide any further action. A councillor explained about a tree offer of 4 trees for £13. Councillors suggested that 5 or 6 packs could be purchased from the budgeted amount agreed previously, and to proceed. The Councillor also stated that the thorn hedge adjacent to Leeds Road (near the Village Green), could be cut back and that the soil underneath could be removed so as to not encroach onto the footpath. It was decided that a councillor will ask the village handyman to do the works.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a councillor will ask the village handyman to cut back the thorn hedge at Leeds Road (near the village green), and to remove the soil underneath so that it does not encroach onto the footpath.

- 142.4 To discuss and decide if to accept a quotation received for the treatment of moles on the village green, and decide any further action. The Clerk read out the quote received for a 1 year treatment and a councillor confirmed that the school had declined an offer of being included in the proposed works because they had other plans. A short discussion followed and it was agreed to pursue the quote for a shorter period and then to review.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will inform the contractor that the Council agrees to the quote but for 6 months only (at half the cost), and to commence the works. The Council will review the situation after 6 months.

Prop. Cllr Dowell

Sec. Cllr Mifsud

19/143 To receive items for information:

- 143.1 To receive update information on locating 2 VAS machines at 5 locations in the village, and decide any further action. The Clerk confirmed that the VAS equipment (+infrastructure) will be installed around the 18/19 February 2020. A Councillor confirmed that acquiring the necessary safety equipment was nearly complete.

IT WAS RESOLVED: That the above information was noted.

- 143.2 To receive and to consider the findings of the CIL/S106 Review Group meeting held on Thursday 23rd January 2020, to discuss and decide if to approve a quotation for improvements to the Linden Way Play Area/POS (subject to approval from SDC for external funding), and decide any further action. The Clerk gave a short resumé of the information circulated to all councillors prior to the meeting. This included the minutes of the CIL/S106 Review Group, the quotation for the latest version of the Linden Way improvement project, and correspondence from SDC regarding the funding. A short discussion followed where concerns over the cost was raised but the general feeling was that both the enhancement to the area and affect on council funds would be beneficial.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) That the quotation from Streetscape (version 2) (for improvements to the Linden Way Play Area/POS, is agreed in its entirety (subject to confirmation that it is eligible for S106 external funding from SDC).
- iii) That the Clerk will ask Groundwork (the Council's Project Manager), to start preparing the necessary forms.

Prop. Cllr Dowell

Sec. Cllr Pearson

- 143.3 To receive and to consider any findings/recommendations 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. The Chairman confirmed that there was nothing to report from a recent TW News Review Group meeting other than what was discussed under the public session (Min 19/139) earlier in this meeting. A decision whether to include certain articles in the TW News will be made later. The Clerk will give a Councillor a brief update on the position of recently received advert payments and will continue to update.

IT WAS RESOLVED: That the above information was noted.

- 143.4 To receive update information on planting works on the village green, any news from a county councillor on possible highway improvement works to the footpath adjacent to Leeds Road near the village green, and decide any further action. This matter was discussed earlier in the meeting under minute No 19/142.3. A Councillor gave time sheets to the Clerk for works completed by the village handymen.

IT WAS RESOLVED: That the above information was noted.

- 143.5 To receive update information on the cost of planting an oak tree on land at Linden Way Play P.O.S. Area and information from SDC as to its status, and decide any further action. A Councillor confirmed that 2 trees have now been planted on land at Linden Way Play Area and that no further action is required. Invoices for the works were passed to the Clerk for payment. The Clerk explained that SDC had confirmed that a decision by SDC to transfer the TPO order from the Pine tree to one of the newly planted trees will only be considered when the Pine tree has to be felled in the future.

IT WAS RESOLVED: That the above information was noted.

- 143.6 To receive update information on CCTV equipment and to decide how to secure the equipment in the village hall, and decide any further action. A Councillor updated everyone on the boxing in of the CCTV equipment at the village hall, and that an appropriate matching cupboard is required, and that this matter is in hand. The Councillor also confirmed that he had to inspect the CCTV equipment for 3 incidents and entailed gaining access to the village hall. He then presented three options and one of them was for a GSM Router (supplied free of charge) and would give 1GB of data contract at a cost of £15.00+VAT per month. A short discussion followed and it was agreed to try this system for a 1year trial.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council will acquire the remote sensor system with GSM Router for the CCTV system for a 1year trial, and for the councillor to proceed.

Prop. Cllr Dowell

Sec. Cllr Mrs Rennison

19/144 Planning:

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

- 144.2 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:

144.2.1 2019/1192/COU Retrospective change of use of land for storage of stock in connection with caravan park business at 10 Rowan Close, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That Thorpe Willoughby Parish Council OBJECTS to the planning application, as it has concerns over having Industrial use in a Residential Area.

Prop. Cllr Dowell

Sec. Cllr Mifsud

19/145 Financial Matters

- 145.1 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 (February 2020 Salary).	-	802.69	2286
F Morrison (Litter Picker)(February 2020 Salary).	-	170.66	2287
S M Peters (stationery expenses with receipts-Jan 2020/Feb 2020 - including payment for Instant ink – stationery for 4 February 2020).	2.25	17.69	2288
R Deadman (Inv Dated January 2020)(Clearance of tree debris to tip from VG.	-	245.00	2289
Streetscape (Inv #5026) (4 Orange fitness equipment handles)	12.00	72.00	2290

Burn Fencing Ltd (Inv #25979)(fix birds-mouth fencing at 3 locations at VG and install Park Bench)	76.00	456.00	2291
Thorpe Willoughby Village Hall (Inv #35)(for use of VH electricity supply for lighting Xmas tree and storage of gazebos etc)	-	100.00	2292
Blachere (Inv #52077)(1yr hire- Fox Lane south end-Infrastructure and Installation)	607.50	3,645.00	2293
J Swift (for bulb planting on village green)	-	30.00	2294
A Clarke (for bramble clearing, trimming, ivy removal in the village green woodland walks)	-	95.00	2295
Taperell Tree Surgery (Inv #7564)(for inspection and remedial works to Pine tree at Linden Way Play Area)(Maintenance)	50.00	300.00	2296
A Clarke (for work during January 2020 on the woodland walks on the village green).	-	130.00	2297
TOTAL =	£747.75	£6,064.04	

145.2 To receive an account status of the current Bank Statement giving a balance of **£99,338.02** as at **06 January 2020**, 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 Dowell

Sec. Cllr Mifsud

19/146 To consider the following new correspondence received since the last meeting and decide action where necessary:

146.1 YLCA Information: - Information previously circulated was noted.

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

146.3 8 additional piece of information previously circulated was noted.

IT WAS RESOLVED: That the above information was noted.

19/147 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 as CCTV was discussed earlier in the meeting under Min 19/143.6.

A councillor raised the issue of the hedges at either side of the access to Leeds Road from the Miller Homes estate obscuring visibility for cars. The Councillor was informed that it is either the responsibility of the Miller Homes estate management or NYCC Highways.

A Councillor confirmed that the donation money received from the Xmas Tree event had been given to the two chosen charities as agreed.

A Councillor asked for "Selby District Disability Forum" to be added to the 9 March 2020 PC meeting as an agenda item and the Clerk confirmed that he will add it to his next agenda.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED: That the above information was noted.

19/148 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 when weather improves.

- Trees obscuring street lights near village hall/school playing fields – NYCC Highways confirmed that they review this area on a monthly basis – it appears to have improved but monitor and wait to see what effect VAS deployment makes.
- One-Stop Promotions (Union Flag) – New Flag has been received and now hoisted.
- 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 – the overhanging hedge and branches appear to have been cut back.
- Street lights out along Londesborough Grove and into Foxdale Avenue – Street lights now working.
- Orchard Way street sign (near Fox lane shops) – reported to SDC to repair, sign now removed and matters are in hand.
- Request sent to last year's Internal Auditor to ask if he will be the Parish Council's internal auditor again for the 2019-2020 period – now confirmed.
- 2 Orange handles missing from Gym equipment on VG and no spares – 2 orange handles given to village handyman to replace those missing – not added yet, and 4 spares acquired.
- Moving 13 April 2020 PC meeting back 1 week to 20 April 2020 – moved because 13 April is Easter Bank Holiday – provisional booking has now been confirmed.
- Park Bench and addition of a plaque – the person who made the kind donation of £100 towards the park bench adjacent to village green and Fox Lane, has now attached the agreed plaque.
- Polite letter to Hambleton PC regarding possible Parish boundary change to By-Pass – letter completed and given to Cllr Pearson to deliver to Hambleton PC – waiting for a response.
- Parish Requirement for precept – SDC has been informed and acknowledgement received.
- Request from Brayton PC to all PC's (via YLCA) regarding Xmas lights (who used and thoughts) – Response to a general questionnaire given.
- Request from a PC to all PC's (via YLCA) regarding Outdoor Gym Equipment provision – response to a general request given.
- Updated Councillor List notice and updated PC meeting dates notice – added to both notice boards and the website.
- Animal mess complaint – complaint received and acknowledged and confirmed that something may be mentioned in the next Mar/Apr 2020 issue of the parish magazine.
- Defibrillator problem – lock not working – being looked into by 2 councillors.
- Requests for CCTV to be looked at for several incidents – a councillor has matters in hand - (mentioned earlier in the meeting under minute 19/143.6).
- Parish Portal update.

IT WAS RESOLVED: That the above information was noted.

19/149 To receive agenda items for next meeting Apart from any already identified during the meeting, the Clerk explained that it had been agreed at a previous meeting that the conifer hedge (Leeds Road) would be discussed again as an agenda item at the March 2020 PC Meeting.

IT WAS RESOLVED: That the above information was noted.

19/150 To receive any further comments from the public [for information only; Clerk to note] NONE.

19/151 To confirm the date of the next meeting as **MONDAY 9 MARCH 2020:** - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

19/152 Close of the meeting – the meeting closed at 9.00pm.