

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Part I of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 13 January 2020 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 Mifsud (Chairman), Lawton, Dowell, Pearson, Lunn, Pearse, Nixon and Rennison.

19/123 To receive apologies for absence and any declarations of interest

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

IT WAS RESOLVED: That the above information was noted.

19/124 Public Session

A member of the public (chairman of the Village Hall), thanked the Parish Council for their grant contribution towards replacing village hall lights, and to a District Councillor for a further grant offer. He also thanked the PC Chairman for supplying information on another grant source but this was more of a loan rather than a grant. He is hopeful that the works will be completed in the 2nd quarter of this year. A member of the public asked the Council why an article submitted had not appeared in the latest edition of the TW News. The Chairman explained that the TW News Review Group had decided at a recent meeting not to include this and another article because the Parish Council is currently reviewing a policy for the magazine and other advertising matters and will be discussed at the February 2020 PC meeting. The member of the public raised concerns over the magazine being bi-monthly, where information had to be given well in advance, and gave the amended contact number for the village hall in the parish magazine.

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

The second member of the public (the village handyman) pointed out the following matters:

- Street lights are out on Londesborough Grove – a District Councillor read out a report stating that NYCC and Npower were sorting this problem out and that recent works had resulted in a cable being cut and will be repaired shortly.
- Travellers parking at the lay-by between Thorpe Willoughby and Hambleton – it was pointed out that this land lies in Hambleton parish and SDC is also dealing with any issues.
- Mole problem on the village green – the Council was already aware of this and there is a problem with safety when remedial works are conducted. The Council agreed to receiving a quote from a colleague of the village handyman. A Councillor will make inquiries with the local primary school to ask if they wish to be included in any mole treatment.
- Possible collapse of fencing next to a footpath near the millennium garden – it was pointed out that nothing can be done until it forms an obstruction.
- That works had been completed on the village green (especially the woodland walk – north side), and that he will extend the footpath from the wood to the footpath that runs adjacent to the village hall car park when the weather improves.

The Clerk pointed out that 2 orange handles were missing from the gym equipment on the village green.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Council will receive a quotation from an associate of the village handyman to look at the mole problem on the village green and be discussed at a future PC meeting.
- iii) That the Clerk will give the last 2 orange handles to the village handyman to replace those missing and order some spares.

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

19/125 To confirm the minutes of Part I of the Parish Council Meeting held on 9 December 2019 as a true and correct record, and to be signed by the Chairman. The Clerk pointed out that one of the cheques on the cheque list had to be cancelled and was amended accordingly and initialled by the Chairman.

IT WAS RESOLVED UNANIMOUSLY: That the amended minutes of the Part I of the Parish Council meeting held on 9 December 2019 were accepted as a true and correct record of the meeting, and were signed by the Chairman.

Prop. Cllr Dowell

Sec. Cllr Pearson

19/126 To receive items for discussion and decide further action where necessary:

126.1 To discuss and decide if to move the 13 April 2020 Parish Council meeting back 1 week to the 20 April 2020 because the 13 April 2020 falls on Easter Bank Holiday, and decide any further action. The Clerk explained that the original date for the PC meeting (13th) fell on Easter Bank Holiday so the meeting date needed to be changed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the April Parish Council meeting will be moved back one week to the 20 April 2020.

126.2 To discuss the 2019 Xmas Illuminations and any problems encountered, to discuss and decide if any changes are needed for 2020, and decide any further action. The Clerk confirmed that he had received many positive responses for the lights. The Clerk confirmed that the reason why the lights at the southern end of Fox Lane appeared to be all on one side of the road was due to the lampposts being re-numbered following the introduction of an extra lamppost, and the introduction of 1 or 2 extra lights next year would address this. The acquiring of all the village lights had been made in 3 yearly stages (with each stage having a 3yr deal), and the first group along Leeds road had now completed its 3rd year. A discussion followed and it was agreed that the Xmas illuminations should be extended for next year.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Parish Council is minded to extend the Xmas illuminations for 2020.
- iii) That the Clerk will acquire prices and quotes for additional infrastructure and motifs/LED lights to add to either Leeds Road or Fox Lane (or both), to be discussed at a future PC meeting.
- iv) That an article will be added to the TW News to ask for donations.

126.3 To discuss and adopt a few amended Parish Council Policy Documents, and to have them signed by the Chairman and Clerk, and decide any further action. The Clerk explained that two policies: (Grievance Procedure and Disciplinary Procedure), had been updated in accordance with advice note LTN22 received from NALC via YLCA. Following a short discussion, the two documents were signed by the Chairman and Clerk.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the two amended 'Grievance Procedure' and 'Disciplinary Procedure' policies were approved and adopted and were then signed by the Chairman and Clerk.

Prop. Cllr Dowell

Sec. Cllr Lunn

126.4 To discuss merging the Part I and Part II of a Parish Council meeting into one agenda and one set of minutes, to decide if to commence the new format for the February 2020 meeting, and decide any further action. The Clerk explained (following attendance at a training course and receipt of further advice), that he will be combining the two parts of a meeting into one agenda and one set of minutes. It was agreed by all that this revised format (along

with the appropriate exclusions for confidential/sensitive material), will commence for the February 2020 meeting.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the revised format for the merged Parts I & II Agenda and Minutes will commence at the February 2020 PC meeting.

19/127 To receive items for information:

127.1 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 confirmed that he had received a signed agreement from NYCC to allow the Parish Council to locate VAS machines on NYCC Highways lampposts in the village, at the 5 agreed locations, and that the temporary rotation schedule for the machines had also been approved. The clerk explained which lampposts were the 5 agreed locations and how that fit in with the Xmas lights deployment. A Councillor discussed the agreed VAS quotation and in particular the optional extras, and he concluded that the optional extras were not needed. The Councillor also pointed out that highway safety needed to be addressed for when he moves the VAS machines from one location to another or for maintenance purposes when standing on NYCC Highways land. He would need to have: a flashing light, a hard hat and a high visibility jacket.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will now contact the firm selling the VAS equipment to confirm that the Parish Council had now received NYCC's agreement and that the purchase and deployment of the 2 VAS machines can now proceed in accordance with their quote.
- iii) That the Councillor who will be moving the VAS machines will purchase any safety items that he needs to meet NYCC Highway Safety requirements up to a maximum of £50.
- iv) That the Clerk will look into any insurance implications.

Prop. Cllr Dowell

Sec. Cllr Pearson

127.2 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 explained that there was nothing to report from a recent TW News Review Group meeting other than what was discussed under the public session (Min 19/124) earlier in this meeting. A decision whether to include certain articles will be deferred until after the new policy has been discussed and agreed. A councillor confirmed that she will look at the proposed Policy for the TW News and edit it to include other areas apart from the magazine and be ready to give to the Clerk for checking for accuracy and legally sound, and the Clerk will circulate a draft policy to all Councillors prior to being discussed at the February 2020 PC meeting. The Clerk gave a Councillor a brief update on the position of recently received advert payments and any that are still outstanding. A Councillor warned everyone to be vigilant due to thieves being on the lookout for expensive cars, and to make sure car keys are out of sight. It was suggested that a general article be added to the TW News to warn residents to be on their guard.

IT WAS RESOLVED: That the above information was noted.

127.3 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 works at all 3 locations have all been completed and that the Park Bench is already in use. Councillors confirmed that the general feeling is that the new seat was well received. The Clerk informed everyone that a plaque (by a kind donator) is ready to be added and read out what it would say. Everyone agreed that the suggested plaque could now be

added to the park bench

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will inform the person who made a donation towards the Park Bench, that their suggested plaque is acceptable and that they can add it to the bench when they wish.

127.4 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 works to the Woodland Walk (North Side) and other areas on the village green is coming along nicely and will produce a positive outlook with plenty of colour. The use of additional village handymen has been a great success. A councillor suggested that the footpath adjacent to the village green thorn hedge was not wide enough. It was agreed to look into trimming the hedge again and a district councillor to ask NYCC highways if there is any option to widen the footpath.

IT WAS RESOLVED: That the above information was noted.

19/128 Planning:

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

128.1.1 2019/1117/TPO Reduction of limb of Pine tree at Linden Way Play Area, Thorpe Willoughby – GRANTED

The Clerk explained to everyone what the received decision notice meant. Although Planting a replacement tree is not required at this time, it was proposed by a councillor to acquire an Oak tree sapling (as the suggested preferred species by the Planning officer at SDC) to allow it to grow and be established by the time in the future when the pine tree comes to the end of its life.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That a councillor will look into seeking a quote for an oak tree.
- iii) That the Clerk will seek confirmation from SDC planning that if the parish Council plants an oak tree in advance that when the pine tree eventually has to be felled that the oak tree will become the replacement tree.

128.2 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:

128.2.1 2019/1235/HPA Proposed erection of a metal bow-top fence around the front and side boundary with pedestrian access gate at 4 Sherwood Drive, Thorpe Willoughby.

IT WAS RESOLVED:

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

19/129 Financial Matters

129.1 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.
A Whitehead (Chq made payable to: L Whitehead) (for planting works on Village Green and works in the Woodland Walk (N. Side)).	-	50.00	2273
S M Peters (January 2020 Salary).	-	802.69	2274
F Morrison (Litter Picker)(January 2020 Salary).	-	170.86	2275
S M Peters (stationery expenses with receipts-Dec 2019/Jan 2020 - including payment for Instant ink – stationery for 5 January 2020).	2.26	28.49	2276

J Pearse (storage boxes for xmas tree event 2019)	2.33	14.00	2277
Realise Futures (Inv #930)(for plastic Park Bench and soft ground fixing kit)	127.20	763.22	2278
HAGS (I & M inspection-north)(Inv #068817)(Chq made payable to Hags-Smp Ltd)(Dec 2019 Operational Inspection-Leeds Road)	9.00	54.00	2279
HAGS (I & M inspection-north)(Inv #068818)(Chq made payable to Hags-Smp Ltd)(Dec 2019 Operational Inspection-Linden Way)	9.00	54.00	2280
Blachere Illumination UK Ltd (Inv #SI 52165)(Pole Wraps Yr1-Fox Lane-removal)	36.80	220.80	2281
Blachere Illumination UK Ltd (Inv #SI 52156)(Pole Wraps Yr2-Fox Lane-Removal and Polemounts Yr 3 Leeds Rd-Removal)	95.68	574.08	2282
One Stop Promotions Ltd (Inv #10684)(new Union Flag 2.0yd sewn woven polyester-Full size 6' x 3')	11.19	67.14	2283
Anorak (Inv #0007163) (TW News-Jan/Feb 2020)	-	515.00	2284
SWAT Security (Inv #111979) (CCTV Maintenance for period 1/1/2020 to 31/12/2020)	30.90	185.40	2285
TOTAL =	£324.36	£3,499.68	

129.2 To receive an account status of the current Bank Statement giving a balance of **£108,959.70** as at **06 December 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 Pearson

19/130 To consider the following new correspondence received since the last meeting and decide action where necessary:

130.1 YLCA Information: - Information previously circulated was noted.

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

130.3 4 additional piece of information previously circulated was noted.

IT WAS RESOLVED: That the above information was noted.

19/131 To receive representative reports:

County Councillor/District Councillor: A District/County Councillor explained that SDC will be raising their precept slightly and that NYCC will be raising theirs more.

A District Councillor explained that SDC will shortly be rolling out the change from 3 recycling boxes to 2 wheelie bins (Blue for plastic glass and tin, and Brown for paper and cardboard). Further details to be given to all residents by SDC and the option to residents to either keep or discard the old recycling boxes.

Rail Users Group: Nothing to report.

Brayton Burial Authority: Nothing to report.

Village Hall: Nothing to report.

A councillor confirmed that new adverts are to come for the TW News parish magazine.

A councillor explained that one set of lights on the xmas tree had failed, additional lights are needed, and that a fly lead connector is required.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED:

i) That the above information was noted.

ii) That a councillor will purchase 2 extra sets of xmas tree lights and a fly lead.

19/132 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.
- Letter to VHMC to confirm that the PC is minded to support up to a maximum of £1,000.00 financial assistance to their request for financial assistance towards replacing current village hall lights with LED lights – letter sent and acknowledged.
- 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.
- One-Stop Promotions (Union Flag) – New Flag ordered, acknowledged and received. To be hoisted shortly.
- 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.
- Street lights out along Londesborough Grove and into Foxdale Avenue – NYCC were informed by myself and other residents – problem in-hand and being monitored. A resident confirmed that someone from utilities had confirmed that the lampposts were dead and had been cut during recent street works and will be repaired shortly.
- Orchard Way street sign hanging off (near Fox lane shops) – reported to SDC to repair.
- 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 – waiting for a response.
- Donation request from "York Disabled Worker Co-Operative". Letter sent to say that PC has declined their request.
- One of the safety chains on Basket Swing on Village Green was broken (identified during a routine visual inspection) – Playscheme informed of the problem and has since been repaired.
- Xmas Illuminations – all motifs and LED wrap-arounds for Leeds Road and Fox Lane have now been removed.
- The Clerk expressed his gratitude to the website editor for making certain adjustments to the PC Laptop to make it more secure and work better with its printer.

IT WAS RESOLVED: That the above information was noted.

19/133 To receive agenda items for next meeting Apart from any already identified during the meeting, none was requested. A Councillor asked if there was any news on the proposal to amend the parish boundary. A short discussion was held to recap what had previously occurred and why no further progress made. It was decided to send a polite letter to Hambleton PC to go to their next meeting to ask for their thoughts on the matter and to discuss this at a future PC meeting.

IT WAS RESOLVED UNANIMOUSLY: That the Clerk would send a polite letter to Hambleton PC (using a draft prepared by a councillor), to seek their thoughts on any parish boundary change.

Prop. Cllr Mrs Nixon

Sec. Cllr Mifsud

19/134 To receive any further comments from the public [for information only; Clerk to note] NONE.

19/135 To confirm the date of the next meeting as **MONDAY 10 FEBRUARY 2020**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

19/136 Close of this part of the meeting – the Part I part of the meeting closed at 8.49pm.

PART II – CONFIDENTIAL PART OF THE MINUTES TO FOLLOW SEPARATELY