

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Virtual Meeting of Thorpe Willoughby Parish Council held on Monday, 13 July 2020 at 7.05pm using Zoom.

In attendance: One member of the Public was present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

20/15 To receive apologies for absence and any declarations of interest

There was one apology received from: Cllr Ms Smith – conflicting engagement (which was accepted), and one Declaration of Interest was given by Cllr Mrs Nixon for Minute No 20/18.4.

IT WAS RESOLVED UNANIMOUSLY: That the above information was noted.

Prop. Cllr Pearson

Sec. Cllr Mrs Pearse

20/16 Public Session

[Minute No 20/18.7 was brought forward to this point in the meeting]

The Chairman outlined the procedures, criteria, and time allowed to a member of the public that he had to follow.

A Member of the public raised concerns over:

- The speed of traffic on Leeds Road through the village.
- That he had raised a petition in a local paper (with @400 signatories.,
- That he was aware of the digital speed signs, and that he would like to have a speed sign near the railway crossing.
- He would like 2 x zebra crossings to be placed near the 'The Fox' public house and near the village hall on Leeds Road.
- He would like to have the roadside footpaths implemented near and by Miller Homes.
- He would like the speed limit reduced from 60mph on the approach to the village from the Selby By-Pass roundabout.
- He would like the PC to provide update figures for the speed cameras.

A District Councillor responded to some of the suggestions made:

- That he and another District Councillor had contacted NYCC many times about zebra crossings and the reply from NYCC has always been that the existing sanctuaries located in the centre of the Leeds Road (at 2 locations) are sufficient for the village and it is impossible to put them near 'The Fox' public house (as there are too many junctions nearby), and no further measures are required for Leeds Road
- That following lobbying of NYCC about the 30mph speed signs at Privet Close, the Clerk had achieved the 30mph signs being pushed out further westwards.
- That the main reason why the roads are busy at the moment is due to the floods in February that washed away part of the A19, and diversions are in place bringing more traffic through the village.
- That over a period of 40 years the village has recorded 4 accidents with only 1 fatality and none were the result of speeding vehicles.
- That NYCC applies a criteria of applying reasons where speed is most risky first and that is not at Thorpe Willoughby.
- That The Parish Council has acquired 2 VAS machines.
- That the article in the newspaper was un-fare in stating that villagers were not being considered and that the PC cannot write to every resident and that the PC has pushed NYCC to make changes.

A Councillor stated that she had lived in the village for 39 years and that the By-Pass had taken away much of the traffic from the village and following the building of 2 new estates the road was never quiet but the average speed from surveys was 31mph, and that stating 'things may happen' is not enough to activate further action by NYCC.

- The Member of the public said it was not his intention to belittle the PC, but better feedback from the PC is needed.
- A Councillor confirmed that the 2 VAS machines were not to provide data (as advised by NYCC Area 7 Highways). This option was not chosen as the PC felt that money was better spent on 2 VAS machines rather than 1.
- Further traffic surveys could be taken in the future (if needed) to compare with those that the PC commissioned and purchased recently. The VAS is not linked to the police.
- The Clerk confirmed that the 2 VAS machines were purchased and can only be used as: 'Traffic Calming Measures', and that NYCC instructed the PC that they cannot place them at the entrances to the village (not to be near their 30mph signs) and not to be near railway crossings. NYCC instructed the PC (following a joint meeting) where the appropriate locations are to place them and to agree a rotation schedule.
- The Chairman suggested to the Member of the Public that if he and his colleagues wish to get involved, to contact Burn Parish Council and their community group for monitoring traffic to seek advice and ideas as to how they could set-up their own group?
- The Member of the Public thanked the Parish Council for listening to him and being so supportive.

IT WAS RESOLVED: That the above information was noted.

[At that point the member of the public left the meeting]

20/17 To confirm the minutes of the Parish Council Virtual Meeting held on 8 June 2020 as a true and correct record, and to be signed by the Chairman. A short discussion followed and the Clerk asked that the summary list of motions decided during April to June 2020 (as circulated prior to the meeting), should also be signed by the Chairman and Clerk as a true and correct record in lieu of minutes?

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the minutes of the Parish Council meeting held on 8 June 2020 were accepted as a true and correct record of the meeting, and to be signed by the Chairman.
- iii) That the summary list of motions decided during April to June 2020 (in lieu of minutes), were accepted as a true and correct record of the Motions, and to be signed by the Chairman.

Prop. Cllr Pearson

Sec. Cllr Mrs Rennison

20/18 To receive items for discussion and decide further action where necessary:

18.1 To discuss and decide if not to hold an August 2020 Parish Council Meeting, and decide any further action. A short discussion followed and the Clerk was asked if there was anything urgent to decide in August, to which the Clerk confirmed that there was nothing urgent coming up. The Chairman put it to a vote.

IT WAS RESOLVED BY A MAJORITY:

- i) That the above information was noted.
- ii) That there will NOT be an August 2020 PC meeting.

Prop. Cllr Mrs Rennison

Sec. Cllr Dowell

18.2 To discuss the findings of the Internal Auditor's report and suggestions made (deferred from the previous meeting), to discuss the Clerk's findings to the points raised and to cancelling an 18 months old un-presented cheque, and decide any further action. The Clerk explained that the Internal Auditor had given the Parish Council and its accounts a clean bill of health and following his meeting with the Clerk had made four suggestions which the Clerk had made the following findings:

- i) That any excess CIL monies will more than likely be spent within the financial year 2020-2021 – the current CIL balance is £3,813.94 and an invoice is due shortly for @ £2,430.00 from NYCC Area 7 Highways for the installation of 9 additional blue

commando sockets to lampposts for the extra Xmas illuminations (infrastructure), leaving @£1,384.00 of CIL money to spend on other projects that has already been earmarked for this money.

- ii) To maintain the Clerk’s “Delegation of Authority” (DoA) during the pandemic (and beyond if required) to provide protection and flexibility to the ongoing activities of the Council (as extra insurance) – The Clerk explained that these powers are needed until the PC can have normal face-to-face meetings again (in-line with a previous decision Motion No 1) and is needed for any unforeseen circumstances. Only this week the Clerk has:
 - Kept playgrounds closed until playground inspections are held, repairs and cleaning have been done, appropriate signage added, and all before they can be reopened.
 - Asked for inspections to be made as a matter of urgency.
 - Asked NYCC Area 7 Highways to check a lamppost at Fox Lane (to be used by one of the VAS signs that has a supply problem).
 - iii) That the 18 months old un-presented cheque (for a contractor now in liquidation), and agreed by the PC to be stopped, has now been cancelled at the bank by the Clerk along with another un-presented cheque that has been lost.
 - iv) That the Clerk had received information (and an indication of prices) for the use of: “Solid-State” USB memory sticks for sensitive data storage (in line with the ‘Business Continuity Plan’), as a way of doubling protection and requested the agreement to purchase 2.
- A short discussion followed.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information and Clerk’s findings were accepted.
- ii) That the ‘Delegation of Authority’ (DoA) to the Clerk will continue until normal face-to-face meetings are resumed.
- iii) That the Clerk will purchase two “Solid-State” USB memory sticks for sensitive data storage (in line with the ‘Business Continuity Plan’).

Prop. Cllr Mifsud

Sec. Cllr Mrs Pearse

18.3 To discuss playground improvements works at the “Linden Way POS/Children’s Play Area”, to decide on holding an opening ceremony and how to promote/advertise the improved facility, to decide if to allow playgrounds/gym equipment to re-open following Government advice changes, and decide any further action. The Clerk explained:

- That the Linden Way Playground improvement works had been completed by Streetscape.
- A RoSPA playground inspection (arranged by Groundwork) had been completed and raised a few snagging issues, but the site even then was low or very low risk.
- The snagging list was given to Streetscape to address.
- Groundwork had been informed of the completion so that all the necessary paperwork could be completed and to inform SDC so that the remaining S106 external funding could be transferred from SDC to the PC to cover the invoice for the works. This money has now been transferred.
- Although Central Government had now given permission for playgrounds to be re-opened, YLCA advice is that Parish Council’s should NOT re-open playgrounds until they have been inspected, repairs made, cleaned up/disinfected and suitable signs provided.
- That Operational Playground Inspections had been renewed and the first ones done.
- That a few moderate risks had been listed (mainly for wet-pour holes or shrinkage – both in the playground and under the VG basket swing) that needed looking at prior to re-opening.

The prospect of an opening ceremony was considered and a suitable plaque to be hung on the new playground. It was agreed that due to the problems with social-distancing, it was difficult to plan such an event and felt it was best left until we all get further clarification. The Chairman suggested wording for a plaque and how to promote the playground to a wider audience. The consensus was that referring to Covid-19 on the plaque was not

appropriate as the site and improvements were planned well before the pandemic started. Other Councillors felt that encouraging the playground to be available to a wider audience would not benefit it being used for its surrounding area, and due to its restricted location could cause problems by additional parked cars and risk it being over-run. It was decided that this aspect needs leaving for now and to revisit it in September with the Clerk and Chairman formulating a plan.

Appropriate safety signs for the playgrounds were discussed and the Clerk will look at one of the signs provided by SDC.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will gather information from the Playground Inspection Reports (for the Moderate Risk items identified) and to proceed with getting them repaired.
- iii) That the Clerk will ask the PC's extra handyman to clean up the VG playground (to remove glass and weeds, to tidy up and disinfect it).
- iv) That the Clerk will provide suitable warning signs about Covid-19 for both playgrounds.
- v) That having an opening ceremony and the wording of a plaque will be deferred and discussed again in September, with the Chairman and Clerk formulating a plan.

Prop. Cllr Mifsud

Sec. Cllr Dowell

- 18.4 To discuss NALC Guidance on: "Compliance with The Public Sector Bodies (website and mobile appliances) (No2) Accessibility Regulations 2018", and to approve asking the website editor to check if the PC website is compliant and how to recompense him for this work and for moving the Council towards using: thorpewilloughby.org.uk as a domain for all Councillors for email address security, and decide any further action.

- a/. Discussion on NALC guidance and if Website is compliant:

The Chairman explained that this matter was not something that could be done instantly and that there was a lot of work to be done and suggested setting up a small working group (to consist of the website editor and 2 other Councillors) to see what is required and suggest what (if anything) is required for the TWPC Website. From the lengthy document provided by NALC, the Chairman concluded that not all of it will apply to our Parish Council website, and that there is also a cost implication for providing additional features. The Chairman volunteered to be one of the 2 Councillors and Cllr Pearson volunteered to be the second.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That a working party be set-up and consists of the Website Editor, and Councillors Mifsud and Pearson.
- iii) That the Website Editor will be recompensed accordingly for additional works involved.

Prop. Cllr Mifsud

Sec. Cllr Dowell

- b/. Discussion on moving the Council towards using: thorpewilloughby.org.uk as a domain for all Councillors for email address security:

A short discussion followed and a few Councillors expressed their concerns and reluctance to having another email address because they have a few already. A vote was held and was agreed by a majority to proceed and add to future budgets.

IT WAS RESOLVED BY A MAJORITY:

- iv) That the above information was noted.
- v) That the Council will move towards using: thorpewilloughby.org.uk as a domain for all Councillors for email address security.

- 18.5 To discuss a Donation request for £500 from: British Red Cross, and decide any further action. A short discussion followed, and it was pointed out that it is not the practise of the Parish Council to donate to charities.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That it is not the practise of the Parish Council to donate to charities and so unable to support the request.

- 18.6 To discuss any findings/recommendations of the TW News Review Group, an update from the Clerk on outstanding payments for adverts, and decide any further action.

The Chairman stated that it was nice to be able to print again and had not received any adverse comments.

The Clerk confirmed with a Councillor that a few payments had been received since the last bank statement, and the councillor confirmed that invoices for payments will go out at the end of the month.

IT WAS RESOLVED: That the above information was noted.

- 18.7 To discuss an article in the Selby Times (regarding speeding traffic in the village and a petition for 2 zebra crossings and speed signs), and to decide if an official Council response is required, and decide any further action.

[This matter was covered earlier in the meeting (under public session Minute No 20/16)].

This was fully discussed and covered in the public session and was satisfactorily resolved and to be followed up.

IT WAS RESOLVED: That the above information was noted.

- 18.8 To discuss and decide if to restart and fill the PC Vacancy using the Co-Option process, or to wait until the Council can hold face-to-face meetings again, and decide any further action.

A short discussion followed and Councillors felt that the PC should wait until face-to-face meetings can resume.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That this matter will be deferred until face-to-face meetings resume.

Prop. Cllr Lunn

Sec. Cllr Dowell

- 20/19 To receive items for information:

- 19.1 To receive update information on the 2 VAS signs and the 6-weekly rotation of locations, and decide any further action. A Councillor explained that we are waiting for NYCC Area 7 Highways to check one of the 2 VAS signs that is not working since being moved to a new lamppost location. It is probably the lamppost electricity supply infrastructure that is not switched on. The Councillor also confirmed that the VAS signs do not collect data and that the PC is now back on the agreed NYCC schedule. The Clerk explained that the 2 other locations (so far not used), will also be checked at the same time as the faulty one.

IT WAS RESOLVED: That the above information was noted.

- 19.2 To receive update information on the "Gardening Competition 2020" and the "Villager of the Year 2020", and decide any further action. A short discussion was held and the Clerk confirmed that he will collect the cups and shields shortly.

A Councillor confirmed that he will liaise with another Councillor as to the best method of how they will do the judging and is likely to be the 2nd week in August.

IT WAS RESOLVED: That the above information was noted.

- 19.3 To receive update information on holding 'Remembrance Day 2020', and decide any further action. The Clerk suggested deferring this matter to September in view of Social Distancing uncertainty.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That this matter be deferred to September in view of Social Distancing uncertainty.

Prop. Cllr Lawton

Sec. Cllr Mrs Nixon

- 19.4 To receive an update report from a working party on the Xmas Tree Event 2020, and decide any further action. A Councillor confirmed that matters are already in-hand with draft proposals made, and will wait and see what Social Distancing measures are in place later.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That this matter be deferred to September.

- 19.5 To receive update information on 'Yorkshire Day 2020', and decide any further action. A short discussion followed and the Chairman proposed that the flag stays up for a whole month.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will raise the flag on the 31 July 2020 and leave it up for a full month.

Prop. Cllr Mifsud

Sec. Cllr Mrs Nixon

20/20 Planning:

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

- 20.1.1 2020/0316/HPA Proposed erection of single storey rear extension at 6 Orchard Way, Thorpe Willoughby – GRANTED.
- 20.1.2 2020/0380/HPA Proposed Gazebo to rear of 12 Dane Avenue, Thorpe Willoughby – GRANTED.
- 20.1.3 2020/0223/HPA Proposed demolition of existing bungalow/detached garage & construction of a new sustainable bungalow with an integral garage and a hydrotherapy pool at Hunters Lodge, 6 Fox Lane, Thorpe Willoughby – GRANTED.

IT WAS RESOLVED: That the above information was noted.

- 20.2 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:

- 20.2.1 2020/0520/HPA Proposed demolition of a single garage and replace with a double garage at 43 Meadow Drive, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

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

Prop. Cllr Mrs Nixon

Sec. Cllr Mrs Pearce

- 20.2.2 2020/0622/HPA Proposed erection of 2-storey side extension at 5 Laburnum Close, 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 Lawton

20/21 Financial Matters

21.1 To approve a list of payments made or to be made, with VAT, as advised by the Clerk and to be signed by the Chairman as follows:

Payee	VAT/Other £	Total £	Chq. No.
S M Peters (July 2020 Salary).	-	807.05	2333
F Morrison (Litter Picker)(July 2020 Salary).	-	181.52	2334
S M Peters (stationery expenses with receipts-June 2020/July 2020 - including payment for Instant ink – stationery for 6 July 2020).	1.33	14.83	2335
Streetscape (Inv #5085)(Linden Way Play Area Improvement Scheme using S106 External Funding).	5,050.00	30,300.00	2336
Anorak (Inv #0007579)(TW News-July/Aug2020 issue).	-	515.00	2337
S M Peters (Inv #INV28194028)(for purchase of zoom video conferencing-June/July 2020).	2.40	14.39	2338
Autela Payroll Services Ltd (Inv #4251) (Qtr1 Apr/May/June 2020).	12.92	77.52	2339
Brayton & District Joint Burial Authority (Precept request 2020/2021)	-	1,995.84	2340
J Pearse (storage boxes for Xmas Tree Event 2019) (REPLACEMENT CHEQUE)(for lost & cancelled cheque No 2277).	2.33	14.00	2341
A Clarke (for various works in both Woodland Walks: trimming, planting, tidying & edging paths, hanging bird-boxes & signs) (two sets: Feb-June 2020 and June-July 2020).	-	398.00	2342
'Groundwork North Yorkshire' (Inv #SI/0000006828)(Linden Way Play Area Improvement Scheme)(S106 Management fees including RoSPA Inspection).	250.00	1,500.00	2343
HAGS July 2020 Operational Inspections for both Leeds Rd & Linden Way (cheque made payable to: Hags-Smp Ltd)(Inv #070911)	20.00	120.00	2344
TOTAL =	£5,338.98	£35,938.15	

21.2 To receive an account status of the current Bank Statement giving a balance of **£115,510.16** as at **5 June 2020**, and to be checked and signed by the Chairman.

The Clerk shared his screen to show and to read out the above cheque list. The Clerk also explained that the balance in the bank appeared high but explained that this was due to much of it being ring-fenced: Linden Way Maintenance Money, CIL money (already earmarked), recently received 1st half of this year's precept, and received S106 money for the Linden Way Play Area improvements. The conclusion was that the accounts are healthy but not excessive.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted
- ii) That the accounts/cheques presented be approved, and invoices to be signed by the Chairman.

Prop. Cllr Mifsud

Sec. Cllr Pearson

20/22 To consider the following new correspondence received since the last meeting and decide action where necessary:

22.1 YLCA Information: - Information previously circulated was noted.

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

22.3 6 additional piece of information previously circulated was noted.

IT WAS RESOLVED: That the above information was noted.

20/23 To receive representative reports:

County Councillor/District Councillor: A District Councillor confirmed that some money had been

given to the Village Hall to assist the Arts & Crafts group, that SDC are currently in possible Devolution talks for around 2022/23, that there won't be any County Council elections next Year. He also made an observation on how well the woodland walks looked.

Rail Users Group: A Councillor informed everyone that the group had not met due to Covid-19 but they are putting on trains with extra carriages to Leeds for better separation and to allow Social Distancing.

Brayton Burial Authority: A Councillor informed everyone that the latest Burial Bd meeting was very short and that it was reaffirmed that each Parish Council must provide 2 councillor representatives.

Village Hall: A Councillor explained that the village hall has been totally refreshed and hoping to open in September with PPE and sanitisers in place. Various Clubs are looking at re-opening but have not committed yet.

A District Councillor raised the matter of the police & fire commissioner raising funds from the sale of a treasured number plate (£190,000.00) and to offer to Parish Council's to apply for a road safety fund with applications to be made by 31 August 2020, and suggested applying for some of the funds to provide a bus stop near the Privet estate.

A Councillor explained that the picket fencing around the memorial stones had been held up due to Covid-19 and matter are under review, and may be installed by Remembrance Day if allowed.

A Councillor confirmed that one of the village handymen was working on a list of suggested works provided by the Clerk, and the Councillor confirmed to the Chairman that another fairy/gnome instalment will be sent to him for inclusion in the TW News.

A Councillor updated everyone on her attendance at a YLCA zoom meeting, and included: the existing Chairman and Vice-Chairman being re-elected, that training by clerks and councillors is encouraged, that a discussion on skate parks was held, and that the next zoom meeting will be in October.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council supports a District Councillor applying for funding from the AJ1 application, by the 31 August 2020 deadline, to fund a bus stop near the Privet estate.

Prop. Cllr Mifsud

Sec. Cllr Mrs Pearse

20/24 To receive the Clerk's report

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

- All Xmas Illuminations 2020 infrastructure is now installed, and a final list of which lampposts are to be used and what motif is to be hung on them was circulated to all Cllrs prior to the meeting.
- Playgrounds and Gym equipment are currently closed/locked until safety inspections/checks/cleaning have all been done for safety reasons along with appropriate signage.
- That Linden Way Play Area improvement works have now been completed, a RoSPA inspection done, snagging issues being addressed, Groundwork and SDC informed of completion to complete forms and for the 2nd part of the external S106 funding to be transferred to the PC to pay for the works.
- External Audit – AGAR sent to external Auditor, and the official notice of unaudited data has been posted by the Clerk on both notice boards and the village website.
- VAS – A Councillor confirmed that he has moved both VAS signs to their next locations on NYCC's rotation schedule and one of the lampposts is not supplying electricity to a sign and the Clerk has notified NYCC to have it checked out along with the two other locations not used yet.
- Rough Sleepers Estimate – A NIL return has been sent to SDC.
- "Public Rights of Way" at Miller Homes - website inquiry- confirmed that there is no change from what is stated on the website.
- 2 Street Name Plates for 'Orchard Way' & 'Linden Way' – both in poor condition – waiting for SDC to replace them.

- That the defibrillator had been used- a Councillor confirmed that it has now been checked and ready for use again.
- That all ratified Policy Documents have now been signed/dated by the Chairman & Clerk/RFO, with certain redacted ones added to the website.
- VG Mole problem – works are still ongoing (held up due to lockdown), and contract period has been extended by contractor at no extra cost.
- Request for a new dog bin near Selby By-pass – contact details for appropriate PC(s) given.
- Faulty Street Light No 3 Fox Lane (staying on all the time) - reported to NYCC and now fixed.

IT WAS RESOLVED UNANIMOUSLY: That the above information was noted.

20/25 To receive agenda items for next meeting Apart from any already identified during the meeting, none was requested.

IT WAS RESOLVED: That the above information was noted.

20/26 To receive any further comments from the public [for information only; Clerk to note] NONE.

20/27 To confirm the date of the next meeting as: MONDAY 10 AUGUST 2020 or MONDAY 14 SEPTEMBER 2020: - This was decided at the start of the meeting under Minute Number 20/18.1

IT WAS RESOLVED: That the next Virtual PC meeting will be: **MONDAY 14 SEPTEMBER 2020.**

20/28 Close of the meeting – the meeting closed at 9.12pm.

DRAFT