

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Virtual Meeting of Thorpe Willoughby Parish Council held on Monday, 8 June 2020 at 7.00pm using Zoom.

In attendance: No members of the Public were present
Mr S Peters – Clerk/RFO to Thorpe Willoughby Parish Council

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

20/1 To receive apologies for absence and any declarations of interest

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

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

Prop. Cllr Pearson

Sec. Cllr Lunn

20/2 Public Session None present.

IT WAS RESOLVED: That the above information was noted.

20/3 To accept the Lockdown Motions (Nos: 1 to 23) as a true and correct record, and the summary sheets to be signed by the Chairman. The Chairman raised a concern that the responses to the Clerk could have been better on some of the motions (bearing in mind the work involved for the Clerk – particularly paperwork), and that is why he had asked the Clerk to circulate a copy of the Motion summary sheets to all Councillors prior to the meeting. A short discussion followed where Councillors explained why that was not always possible such as: workload, personal matters, Technical issues. A Councillor thanked the Clerk for all his work, and another felt it was a learning curve and Councillors were getting better.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Lockdown Motions (Nos: 1 to 23) were accepted as a true and correct record, and the summary sheets are to be signed by the Chairman.

Prop. Cllr Pearson

Sec. Cllr Lawton

20/4 To receive items for discussion and decide further action where necessary:

4.1 To discuss the findings of the Internal Auditor's report and suggestions made, and decide any further action. The Clerk explained that the Internal Auditor had given the Council's accounts a clean bill of health and following his meeting with the Clerk had made four suggestions:

- i) That any excess CIL monies should be spent within the financial year 2020-2021 – the Clerk explained that projects have 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) – it was pointed out that the Clerk already has certain delegated powers as part of the role of the 'Responsible Officer'.
- iii) That an 18 months old un-presented cheque (for a contractor now in liquidation), should be agreed by the PC to be cancelled and address this issue separately if it arises in the future. It was decided that the Clerk will discuss this with the Bank, with a view to cancelling the un-presented cheque.
- iv) That the PC should consider 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 – it was noted that this process has almost been completed but still has matters to resolve.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That this matter be deferred to the next PC meeting to allow the Clerk to find answers to the points raised, and to see if the Council's bank will cancel an 18 months old un-presented cheque and if it can to proceed and cancel it.

- 4.2 To discuss and decide if to defer the "Annual Parish Meeting" and the "Annual Parish Council Meeting" until May 2021, and decide any further action. A short discussion followed and Councillors felt that it was wise to defer these two annual meetings until May 2021 to allow the public to get involved.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the "Annual Parish Meeting" and the "Annual Parish Council Meeting" be deferred until May 2021.

Prop. Cllr Lunn

Sec. Cllr Lawton

- 4.3 To approve and adopt the "addendum to the Standing Orders 2020- to allow Remote Meetings Policy" (and be signed by the Chairman and Clerk), to ratify the: "Business Continuity Plan Policy", the amended "Standing Orders 2020" and other Policy Documents, and decide any further action.

The Clerk explained that as part of the Annual Review of various Parish Council documents the Policy Documents were the last ones to be reviewed. A list of policy documents (showing which policies were unchanged, a few that were just tweaked, and a new temporary Addendum to the Standing Orders policy to allow the use of Virtual meetings), had been circulated to all Councillors prior to the meeting (along with copies of the few amended policies and the new Addendum policy). A short discussion followed and it was agreed that the Clerk's review be accepted and to ratify the policies and be signed by the Chairman and Clerk.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That all of the Parish Council Policies (unchanged, tweaked or new), are ratified by the Council and to be signed by the Chairman and Clerk.

Prop. Cllr Pearson

Sec. Cllr Mrs Pearse

- 4.4 To discuss email address security, and decide any further action. The Clerk explained that he had discussed email address security and the use of remote meetings with YLCA. The following points were pointed out:

- YLCA stressed that using remote meetings is for a finite period of time only until government legislation lapses (May 2021 at the latest).
- Secure email addresses was a training session by YLCA to talk to Councillors about security of in-boxes and accounts – responsibility being for each user, and no matter how good the security, it is how the individual uses it.
- That the Council should discuss security and safety, to separate personal usage from Council usage and to not share PC email addresses with other family members.
- To assess security and satisfy the Council (the Clerk) that it is robust.
- To use a common sense approach – ensure emails are used safely. If not it could lead to a breach of 'Code of Conduct' and GDPR.
- It was recommended that if a discussion of Councillors/Clerk is taking place through emails, to be aware of GDPR and any sensitive information. Best practise is to start a new email and to use Bccd if other outside contacts are involved.
- Councillors have their own computer (not issued by the PC), therefore the PC cannot insist on using any particular platforms or security.

A short discussion followed and it was agreed that using the .org.uk would provide the PC with a more business-like approach.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council will move towards using: thorpewilloughby.org.uk as a domain for all Councillors for when they carry out Council business, and be budgeted for and paid by Thorpe Willoughby Parish Council for the enhancement of Parish Council business.

Prop. Cllr Mrs Pearse

Sec. Cllr Mrs Nixon

- 4.5 To discuss and decide if to hold the “Gardening Competition 2020” and the “Villager of the Year 2020”, and decide any further action. A short discussion was held and it was agreed that both competitions will go ahead. One of the two gardening competition judges said that he was happy to continue, but the second judge decided to stand down and another Councillor agreed to replace her. The Clerk agreed to provide an advert to go in the TW News and on the village website, giving deadlines and that the presentation will hopefully be made at the October PC meeting.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the “Gardening Competition 2020” and the “Villager of the Year 2020” competitions will go ahead and be advertised in the TW News Parish magazine and on the Parish Council’s Website.
- iii) That the presentation will hopefully be made at the October PC meeting.

Prop. Cllr Mifsud

Sec. Cllr Pearson

- 4.6 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 confirmed that the next edition will be a bi-monthly edition (July/August), 24 pages long, and that the printer is ready to go. He also confirmed that several village groups are closed and various events cancelled. 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 in August for 3 issues. The Chairman expressed his appreciation to 2 contributors to the TW News for: gardening tips, and for stories of fairy tales. A Councillor raised concerns over the distribution of the magazine at Sherwood Croft (being too much for 2 people), and the Chairman confirmed that he had acquired additional help to assist with this problem.

IT WAS RESOLVED: That the above information was noted.

Prop. Cllr Mrs Rennison

Sec. Cllr Lawton

20/5 To receive items for information:

- 5.1 To receive update information on the improvements works to the Linden Way Play Area/POS, works to the Pine tree (subject of a TPO), and decide any further action. The Clerk confirmed that the damaged limb on the Pine tree had now been removed and that the Linden Way Play Area/POS improvement works were ongoing and that it will take up to 3 weeks to complete rather than the 1 week originally suggested.

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

- 5.2 To receive update information on the Xmas Illuminations for 2020, and installation of electricity supplies to lampposts by NYCC Area 7 Highways, and decide any further action. The Clerk explained that he had confirmed the quotation with the contractor for the Xmas

Illuminations and that they are all set to install later in the year. The Clerk also confirmed that NYCC Area 7 Highways had installed all the additional 9 electricity supplies to the lampposts as requested, but 2 of the positions had to be changed to adjacent lampposts due to having additional wiring inside them already.

It was raised that a petition by resident(s) is circulating for additional crossing points on Leeds Road (such as a zebra crossing), but a District Councillor reminded everyone that NYCC had been consulted on several occasions, and had concluded that the current refuges in the centre of Leeds Road at 3 locations are the solution.

The VAS equipment was also raised and the Clerk confirmed that the current NYCC advise was that the rotation of the locations for them was currently suspended due to Covid-19. However, with the relaxing of the lock-down and more cars on the road, NYCC were asked by the Clerk if the rotation of the 2 VAS machines (in accordance with the agreed schedule) could begin again, and the response was to start again in the next couple of weeks. A note of this will be added to the TW News magazine.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That in view of the relaxation of restrictions, the Clerk will liaise with Cllr Dowell to arrange for the moving of the 2 VAS signs in accordance with NYCC's agreed schedule.

Prop. Cllr Mrs Pearse

Sec. Cllr Lawton

20/6 Planning:

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

6.2 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:

6.2.1 2020/0516/HPA Proposed detached outbuilding to existing property (retrospective) at 3 Norman Close, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

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

Prop. Cllr Mifsud

Sec. Cllr Lunn

20/7 Financial Matters

7.1 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 (June 2020 Salary).	-	807.25	2325
F Morrison (Litter Picker)(June 2020 Salary).	-	181.32	2326
S M Peters (stationery expenses with receipts-May 2020/Jun 2020 - including payment for Instant ink – stationery for 5 June 2020).	1.33	7.99	2327
NYCC (Inv #230002865) (Streetlighting Maintenance carried out 2019-2020).	15.76	94.57	2328
C Phillipson (Inv #THW003) (Internal Audit for financial Yr 2019-20).	-	119.00	2329
Blachere Illumination UK Ltd (Inv #SI 52519) (TWPC 3yr Hire & Purchase 2020-2022).	505.86	3,035.16	2330
S M Peters (Inv #INV22955260) (for Purchase of zoom video conferencing).	2.40	14.39	2331
HMRC for Qtr1 (April-June 2020)	-	909.63	2332
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TOTAL =	£525.35	£5,169.31	
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- 7.2 To receive an account status of the current Bank Statement giving a balance of **£120,285.44** as at **6 May 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

- 20/8 To consider the following new correspondence received since the last meeting and decide action where necessary:

- 8.1 YLCA Information: - Information previously circulated was noted.
- 8.2 Selby District Council Web-Site information - Information previously circulated was noted.
- 8.3 2 additional piece of information previously circulated was noted.

The Clerk explained that he was unable to send all the correspondence, but will do so later. A Councillor requested that they are all sent in one go at the end of the week.

IT WAS RESOLVED: That the above information was noted.

- 20/9 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: A Councillor informed everyone that Network Rail is to introduce a one-way system at Selby Station, and aiming to put on 6 carriages to the trains to achieve more separation.

Brayton Burial Authority: Nothing to report.

Village Hall: Nothing to report.

A Councillor suggested that a tree on the village green appears to be dead. Another Councillor volunteered to replace it if it is dead.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED: That the above information was noted.

- 20/10 To receive the Clerk's report

Two "Clerk's Lock-down Report Lists" had been circulated previously, and had been acknowledged. The Clerk explained that after the above 2 reports had been sent the following developments had been made:

- A Councillor had confirmed that the Village Green daffodils had now died back and could now be cut by the grass cutter.
- That the website had been updated to remind the public that the play equipment/playgrounds are still all closed.
- A sign on the village green to say that the play equipment is closed has disappeared and will be replaced.
- That the Parish Council Accounts (AGAR) have now been sent to the External Auditor, and that the Notice of Public rights for the unaudited data will be posted tomorrow (9 June 2020).
- That NYCC had updated the Clerk about the VAS machines to say that their rotation of locations can now restart.
- That Street Light No 3 Fox Lane, reported to NYCC for being on all the time has now been repaired.

IT WAS RESOLVED: That the above information was noted.

20/11 To receive agenda items for next meeting Apart from any already identified during the meeting, 4 items were raised by the Clerk: Remembrance Day 2020, Xmas Tree Event 2020, PC Councillor Vacancy – whether to restart the co-option process, and Yorkshire Day 2020. It was felt that it was too early to discuss these matters, but a few Councillors agreed to form a working party to sort ideas and prepare for the Xmas Tree Event and to report back to the next PC meeting. It was decided that all these matters will be agenda items at the next PC meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the above items be deferred to the July 2020 PC meeting to receive update reports.

20/12 To receive any further comments from the public [for information only; Clerk to note] NONE.

20/13 To confirm the date of the next meeting as: **MONDAY 13 JULY 2020:** -
The Chairman asked if it was a good idea not to have an August meeting? Several Councillors gave their support to the idea and one was against. However, because this was not an agenda item a decision could not be made and so will be an agenda item at the 13 July 2020 PC meeting.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the next Virtual PC meeting will be Monday 13 July 2020.
- iii) That the request to not have an August 2020 PC meeting will be an agenda item at the 13 July 2020 PC meeting.

20/14 Close of the meeting – the meeting closed at 8.58pm.