

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Meeting of Thorpe Willoughby Parish Council held at 7.00pm on Monday, 9 March 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), Dowell, Pearson, Lunn, Pearse, Nixon, Smith and Rennison.

19/153 To receive apologies for absence and any declarations of interest

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

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

19/154 Public Session

The Chairman explained to both members of the public that if the matter that they wish to raise is an agenda item then they should wait for that point in the meeting before discussing the matter, this was accepted by both members of the public.

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

19/155 To confirm the minutes of the Parish Council Meeting held on 10 February 2020 as a true and correct record, and to be signed by the Chairman.

**IT WAS RESOLVED UNANIMOUSLY:** That the minutes of the Parish Council meeting held on 10 February 2020 were accepted as a true and correct record of the meeting, and were signed by the Chairman.

Prop. Cllr Pearson

Sec. Cllr Dowell

19/156 To receive items for discussion and decide further action where necessary:

156.1 To discuss a new draft TWPC “Lone Working Policy”, to ratify the “Thorpe Willoughby News Magazine and Social Media Policy” and be signed by the Chairman and Clerk, and decide any further action.

- i) The Clerk explained that a “Lone Working” Policy had been circulated to all Councillors prior to the meeting. Following a short discussion, the document was agreed and adopted and the Clerk will include it for ratification at the May Annual Parish Council meeting.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the “Lone Working” Policy was approved and adopted and was signed by the Chairman and Clerk.
- iii) That the Clerk will include it for Ratification at the May 2020 Annual Parish Council Meeting.

Prop. Cllr Mifsud

Sec. Cllr Mrs Pearse

- ii) The “Thorpe Willoughby News Magazine and Social Media Policy” (previously circulated) was discussed. The Clerk explained that the policy had been amended in accordance with the Council’s decision at the February meeting. The Chairman raised a concern that one amendment (to exclude a sentence on page 5) should be discussed again. A short discussion followed and it was agreed to reinstate one sentence on page 5 and that the policy will be amended by the Clerk after the meeting and signed by the Chairman and Clerk.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.

- ii) That the “Thorpe Willoughby News Magazine and Social Media Policy” was approved and ratified (subject to the reinstatement of one sentence).
- iii) That the Clerk will amend the document after the meeting and the Clerk & Chairman will sign it.

Prop. Cllr Mifsud

Sec. Cllr Dowell

156.2 To discuss articles for inclusion in the TW News Parish Magazine and receive comments by member(s) of the public, 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 explained that he had a matter to discuss of a confidential nature and needed members of the public to leave the meeting temporarily.

IT WAS RESOLVED: that members of the press and public are excluded from the meeting due to the nature of the business to be transacted being prejudicial to the public interest. Public Bodies (Admissions to Meetings) Act 1960”.

IT WAS RESOLVED: Following a short discussion, it was agreed that the Chairman did not have a conflict of interest being the editor of the TW News.

At this point the members of the public returned to the meeting.

A member of the public asked if the Parish Council had reached a decision (as indicated previously), whether to include a submitted article in the TW News magazine. The Chairman explained that following the TW News policy now being adopted, that 2 decisions had been made: i) The 1<sup>st</sup> article (regarding powers of attorney) – the review group decided that before considering its inclusion in the magazine that various editing was required and asked the member of the public to read their suggestions and resubmit the article before the next deadline. It was suggested that rather than go through all the changes at this point in the meeting that he was given a copy of the article with suggested changes and why. This was given to him and asked to amend and resubmit. ii) The Chairman ran through the other 3 submitted articles and confirmed that all 3 articles are not to be included and gave reasons why.

The Clerk confirmed that he will give a Councillor a brief update on the position of recently received advert Payments, and the Councillor was chasing those advert fees still outstanding.

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

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

Before the second member of the public left the meeting:

- A Councillor informed him that the Xmas tree is leaning and asked him if he could do some remedial works to straighten it up, he confirmed that he would have a look at it.
- The Clerk informed him that he had not received any responses to his emails from the mole treatment contractor. The member of the public agreed to find out why and get the contractor to contact the Clerk. (see Minute No 19/157.3 later).

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

156.3 To discuss the Conifer Hedge on the north side of Leeds Road opposite the village green (owned by the Parish Council), and decide any further action. The Clerk explained that this matter was deferred previously to revisit it at this meeting. The Clerk read out the report from the Council’s tree contractor who recommended to leave it alone until it starts to look unsightly. A short discussion was held and all agreed that it looks fine at the moment and to review it again later in the year.

**IT WAS RESOLVED:**

- i) That the above information was noted.

- ii) That this matter is deferred and to be reviewed again in September 2020.

156.4 To discuss options and a quotation received to amend or enhance the Xmas Illuminations for 2020 for Leeds Road and Fox Lane, (which new lights to use and where to locate them), if to secure a 3-year deal, and decide any further action. The Clerk explained the quotations received from Blachere Illuminations:

The 1st quote being a 1yr renewal of hiring all the current lights.

The 2<sup>nd</sup> quote is the 1<sup>st</sup> quote plus hiring 3 additional motifs for Leeds Road and 6 additional wrap-around lights along Fox Lane, and all as a 3 year deal.

The 3<sup>rd</sup> quote is for replacing all wrap-around lights with purchasing new and existing lights outright. This would cost slightly more for year 1, but make savings in subsequent years.

The Clerk also pointed out that the new quotes no longer included installation of the Power supplies into the lampposts and that would have to be arranged separately with NYCC Highways (who would have to carry out the installation). The Clerk pointed out that the cost of installing the infrastructure could be paid out of the current CIL funds. A short discussion followed.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will inform Blachere that the Council has accepted their quotes for renewing the existing lights and to include 3 new motifs for Leeds Road and for 6 new wrap-around lights along Fox Lane.
- iii) That all the wrap-around lights are to be purchased outright by the Council.
- iv) That the Council will use CIL money for the installation of the power supplies into the lampposts (for the 9 new lights), and to ask NYCC highways for a quotation for installing them.
- v) That the existing Xmas tree motif on Leeds Road (that looks dimmer than the others) will be repaired and improved by Blachere free of charge.
- vi) That the choice of the 3 new motifs for Leeds Road are to be chosen later.

Prop. Cllr Mrs Pearse

Sec. Cllr Lunn

156.5 To discuss “Selby District Disability Forum”, and decide any further action. A Councillor asked for this to be discussed to ensure the Parish Council is aware of it. A Councillor confirmed that Area 7 Highways (by the end of the next financial year) is to install drop-kerbs at all major junctions in the village. The Councillors agreed that setting up a specific review group was unnecessary, however the Council will continue to consider disability for all matters.

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

156.6 To discuss and decide if to continue the regime of leaving the playground gates open all the time for 2020, and decide any further action.

**IT WAS RESOLVED:** That the playground gates on the village green will remain unlocked for 2020.

156.7 To discuss bus stop provision on the A1238 in the village, NYCC’s “Funding for supported, Bus Services 2020-21” request for bids, and decide any further action. A Councillor suggested that more bus stops should be provided along Leeds Road in the village, and confirmed that he has proposed a funding request from NYCC for a Sunday bus service.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask NYCC Area 7 Highways to fund extra bus stops at 2 locations along Leeds Road (one near Miller Homes and another at “Willerby Heights”).

156.8 To discuss the Parish Council’s “Reps list” (and in particular the Burial Board vacancy), and decide any further action. A short discussion was held and Cllrs Mifsud and Nixon agreed

to become the Sports Club reps (to replace Cllr Dowell), and Cllr Nixon agreed to be the second rep for the Burial Board.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That Cllrs Mifsud and Nixon are to replace Cllr Dowell as the Sports Club Reps.
- iii) That Cllr Nixon will be the 2<sup>nd</sup> Burial Board Rep.
- iv) That the Clerk will amend the "Reps List" and include it for Ratification at the May 2020 Annual Parish Council Meeting.

19/157 To receive items for information:

157.1 To receive update information on locating 2 VAS machines at 5 locations in the village, and decide any further action. A Councillor confirmed that all the infrastructure at 5 locations are now in place and 2 VAS machines are now in use at two of them. He also recommended replacing the 2 padlocks provided with more robust ones. The Clerk noted that the agreed positioning of the VAS machines was not as per the agreed schedule. It was decided that the Clerk will provide the Councillor with the schedule with deployment dates added. The idea of providing a VAS location on the opposite side of the road from the approved lamppost No 26 location was discussed as it would be a better location but there are no lampposts at that side of the road and would require a new post and for it to be electrified.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That 2 robust padlocks be purchased to replace those supplied with the VAS devices.
- iii) That the Clerk will provide a Councillor with the agreed schedule for placement of the 2 VAS machines with deployment dates added.
- iv) That the Clerk will ask NYCC Area 7 Highways for a quotation to provide a pole at the north side of Leeds Road (opposite lamppost No 26) and for it to be electrified.

157.2 To receive update information on the improvements to the Linden Way Play Area/POS (if approval given from SDC for external funding and if works are Permitted Development), new planning application for works to a split branch on the Pine tree (subject of a TPO), a leaning western boundary fence, and decide any further action. The Clerk explained that the re-alignment of the inner metal playground fence was required as part of the improvement scheme and circulated a planning criteria for what constitutes Permitted Development (PD) for fencing. The Clerk also gave the recommendation of the Council's project manager (Groundwork) following a meeting held with a representative of SDC's planning department, and in the project manager's opinion it was Permitted Development, but needed to be agreed by Councillors. The Councillors discussed it briefly and unanimously agreed that it was Permitted Development.

The Clerk confirmed that once Groundwork has completed the necessary forms, and the S106 funding has been formally approved by SDC, then the project can proceed. The Clerk confirmed that a planning application for a 2<sup>nd</sup> damaged Pine limb is in hand (mentioned under Minute No 19/158.1.1 later). The Clerk explained that the PC has been in consultation with an owner of a property adjacent to the Linden Way Play Area and the Council's solicitor, regarding responsibility for repairing a leaning wooden fence along the western boundary of the site. It seems likely that it is a joint responsibility and it was suggested that payment for repair could be 50/50 between the Parish Council and the adjacent property owner.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Councillors agree that the re-alignment of the inner metal playground fence and improvement works at the Linden Way Play Area are Permitted Development and agrees with the recommendation of the Council's project manager (Groundwork).
- iii) That the Clerk will ask the adjacent property owner if he is willing to split the cost of the repair work to the wooden fence on the western boundary 50/50 with the Parish Council.

Prop. Cllr Pearson

Sec. Cllr Ms Smith

- 157.3 To receive update information on mole treatment works on the village green and if a contractor has accepted a revision to his quotation, and decide any further action.  
Waiting further progress.  
(this was discussed earlier in the meeting at the end of Minute No 19/156.2).

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

- 157.4 To receive update information on planting works on the village green including the purchase of woodland trees, the trimming of the thorn hedge at Leeds Road (and clearance works underneath), and decide any further action. A Councillor confirmed that: several sets of trees had been purchased to be planted next week, bird feeders are up, that clearing works underneath the thorn hedge adjacent to Leeds Road (near the village green) was in hand and that it could be trimmed back slightly, and that the police had made a visit to check any tools/equipment used with adequate safety equipment. The Councillor will produce a report.

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

- 157.5 To receive update information on CCTV equipment and being secured at the village hall, and decide any further action. A Councillor confirmed that he was acquiring the remote app on Friday of this week and would get it working on his system. He would then be able to add it to both the Chairman's and Clerk's laptops.

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

#### 19/158 Planning:

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

158.1.1 2020/0180/TPO Proposed removal of rotten & split limb from south side of tree to Pine covered by TPO No 1/2003 at Linden Way Play Area, Thorpe Willoughby – Application submitted by Parish Council. It was noted that matters are in hand.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That if a Notice Of Decision (NOD) arrives to approve the works, the Clerk will inform the Council's tree contractor to proceed with the remedial works.

- 158.2 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: NONE

#### 19/159 Financial Matters

- 159.1 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 (March 2020 Salary).	-	802.69	2298
F Morrison (Litter Picker)(March 2020 Salary).	-	170.86	2299
S M Peters (stationery expenses with receipts-Feb 2020/Mar 2020 - including payment for Instant ink – stationery for 8 March 2020).	1.33	10.79	2300
HMRC for Qtr 4 (Jan-Mar 2020).	-	920.51	2301
I Lawton (for purchase of 2 tree posts and 2 tree straps).	1.16	10.92	2302
TWM Traffic Control Systems Ltd (Inv #5155) (2 VAS devices and installation of infrastructure)(using CIL money and s137 powers).	1,197.50	7,185.00	2303
Cheque made payable to: Autela Payroll Services Ltd (Inv #3638) (Qtr 4 Jan/Feb/Mar 2020).	12.12	72.72	2304
Anorak (Inv #0007354)(TW News- Jan/Feb 2020 issue).	-	495.00	2305
Brayton & District Joint Burial Authority (Precept 2019/2020).	-	1,948.50	2306

Cheque made payable to: N Dowell (for supply of 4 Xmas tree light strips and end adaptor).	-	156.00	2307
<b>TOTAL =</b>	<b>£1,212.11</b>	<b>£11,772.99</b>	

159.2 To receive an account status of the current Bank Statement giving a balance of **£95,884.15** as at **6 February 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 Pearson

Sec. Cllr Ms Smith

19/160 To consider the following new correspondence received since the last meeting and decide action where necessary:

160.1 YLCA Information: - Information previously circulated was noted.

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

160.3 9 additional piece of information previously circulated was noted.

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

19/161 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: A Councillor informed everyone that Hambleton PC has suggested having a joint railway station between Thorpe Willoughby and Hambleton to serve both villages. The Clerk asked the Councillor if the letter from Thorpe Willoughby PC to Hambleton PC (regarding the review of the parish boundary between the two parishes dated 15 January 2020), had been discussed and the Councillor confirmed that the letter will only be viewed by their Parish Council this week.

Brayton Burial Authority: Nothing to report.

Village Hall: Nothing to report.

A councillor reported on her attendance at the YLCA Selby Branch meeting held at Selby Town Hall on Wed 12 February 2020 and included:

- No presentation given.
- No matters arising.
- Paperwork for the meeting to come.
- That the YLCA White Rose Update magazine is now weekly.
- That the Vice-President of YLCA post is available.
- That everyone should be careful to protect data and advised to have a separate work email address.

A Councillor confirmed that new Xmas tree lights have been acquired, and asked about the new footpath in the fields at the south side of the road between Brayton and 'Brayton Barff'? A Councillor explained that it was done as part of a S106 agreement from existing estates built in Brayton. Remaining Councillors had nothing further to report.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That a Councillor will liaise with the Council's computer expert to arrange a meeting to discuss options for safer data protection.

19/162 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.
- Registering of Parcels of POS land at the Barratt Estate – still waiting for progress.
- Orchard Way street sign (near Fox lane shops) – reported to SDC to repair, sign now removed and matters are in hand.
- 2 Orange handles missing from Gym equipment on VG – 2 orange handles given to village handyman to replace those missing – not added yet.
- Letter to Hambleton PC regarding possible Parish boundary change to By-Pass – letter completed and given to Cllr Pearson to deliver to Hambleton PC – still waiting for a response.
- Defibrillator problem – lock not working – being looked into by 2 councillors.
- Findings from Linden Way Visual Inspection (already covered by Min No(s) 19/157.2 and 19/158.1.1) – various pieces of equipment starting to show low risk problems.
- Daffodil Bulbs on VG & imminent grass cutting – Clerk received concern by a Councillor, and Clerk has informed Grass cutter to be careful. Grass Cutter has stated that the 1<sup>st</sup> cut of the season may commence w/c 9 March 2020.
- New villager asking for information on speeding traffic on the A1238 – responded.
- The Litter Picker has had his appraisal and wishes to be included in the Council’s pension scheme – the Clerk will liaise with the Council’s Payroll provider to implement the request.
- Picket-Fencing Railings around the memorial stone on the VG – the Clerk read out a Councillor’s report in his absence – matters are in hand, the railings have 7 panels with 4 of them having a Yorkshire rose in the centre, and hopefully fitted by the end of the month.

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

19/163 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.

19/164 To receive any further comments from the public [for information only; Clerk to note] NONE.

19/165 To confirm the date of the next meeting as **MONDAY 20 APRIL 2020**: - At St Francis Church, Fox Lane, Thorpe Willoughby – NOTED.

19/166 Close of the meeting – the meeting closed at 8.55pm.