

THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Virtual Meeting of Thorpe Willoughby Parish Council held on Monday, 14 September 2020 at 7.05pm 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), Pearson, Lunn, Pearse, Nixon, Smith, Dowell and Rennison.

20/29 To receive apologies for absence and any declarations of interest

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

IT WAS RESOLVED: That the above information was noted.

20/30 Public Session NONE

IT WAS RESOLVED: That the above information was noted.

20/31 To confirm the minutes of the Parish Council Virtual Meeting held on 13 July 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 13 July 2020 were accepted as a true and correct record of the meeting, and to be signed by the Chairman after the meeting.

Prop. Cllr Mrs Rennison

Sec. Cllr Mifsud

20/32 To receive items for discussion and decide further action where necessary:

32.1 To discuss the “Linden Way POS/Children’s Play Area” and decide if further improvements are needed and to decide if to purchase a litter bin or dog bin, to discuss and decide on the Clerk’s/Chairman’s plan for an opening ceremony, and decide any further action. The Clerk explained that a list/prices of SDC litter bins/dog bins had been circulated to all councillors prior to the meeting, and after a short discussion it was agreed that a single bin Ref: BMB/40 should be purchased.

The prospect of an opening ceremony and a suitable plaque was considered for the new playground and it was decided that an opening event and plaque was not necessary. It was noted that if Streetscape wished to provide and hang a plaque themselves for doing the works on behalf of the PC then that would be acceptable.

The Clerk suggested that a meeting of the CIL/S106 Review Group should be held shortly to suggest options/schemes for using the remaining external funding. A councillor requested that the Clerk should provide time limits for when the external funding has to be spent by, and the amounts still available

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Council will purchase a single litter bin (Ref: BMB/40) to be located at the Linden Way play area and the Clerk to purchase it from SDC.
- iii) That an opening ceremony and plaque are not necessary.
- iv) That the Clerk will provide time limits and amounts remaining for external CIL/S106 funding streams before a CIL/S106 Review Group meeting can be arranged.

32.2 To discuss and decide the winner of the “Villager of the Year 2020”, to authorise the Clerk to complete certificates and get the cups/shields engraved, to discuss progress on the “Gardening Competition 2020”, (all to be presented at the 12 October 2020 PC meeting or by some other arrangement), and decide any further action. A short discussion was held and it was confirmed that the gardening competition winners had been chosen, and it was suggested to get a photograph of each category for the Website and TW News. The Clerk

will send the usual letters to the winners and arrange a picture of the gardens and the winners with their certificates/cups/shields for the website and TW News. Nominations for the "Villager of the Year 2020" were read out by the Clerk, and then a vote was taken to choose this year's winner.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the winner of the "Villager of the Year 2020" was chosen.
- iii) That the Clerk will send the usual letters to the winners of the: "Gardening Competition 2020" and "Villager of the Year 2020", and to arrange acquiring pictures of the winners with their certificates/cups/shields for the website and to feature in the next available TW News magazine.

- 32.3 To discuss the External Auditor's Report on the: "Annual Governance and Accountability Return" (AGAR) for the year ending 31 March 2020, to discuss and make any suggested changes, and for the Clerk to conclude the Audit, and decide any further action.

The Clerk explained that the External Auditor had returned the AGAR report and had given the Parish Council and its accounts a clean bill of health. One point had been raised regarding a section on the Internal Auditor's return. The Internal Auditor had been informed and he acknowledged that he had made an error and sent a revised form to clarify the matter. A short discussion was held and everyone agreed and accepted the information provided and that the Clerk can now conclude the audit.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information and Clerk's findings were accepted.
- ii) That the Clerk will now conclude the audit and place the conclusion of audit notice on both notice boards and on the website.

Prop. Cllr Mifsud

Sec. Cllr Dowell

- 32.4 To discuss and decide the date for the next "Budget Review Group" meeting (to be held prior to either the November or December 2020 PC meeting), and decide any further action.

The Clerk suggested a date similar to one held the previous year.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will circulate a provisional date of 24 November 2020 at 7pm (to be held remotely) to members of the 'Budget Review Group' to seek confirmation that it is suitable for all.

- 32.5 To discuss a Donation request from: "Citizens Advice", 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.

Prop. Cllr Lunn

Sec. Cllr Mrs Nixon

- 32.6 To implement the 2020-2021 National Salary Award, and for the Chairman to confirm with the Parish Council's payroll provider that decision (for both the Clerk & the Council's litter picker), and decide any further action.

A short discussion followed and agreed to the National Salary Award being implemented.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the National Salary Award be implemented.

- iii) That the Clerk will provide the Chairman with a standard letter and contact details for the Council's Payroll Provider, so that the Chairman can confirm the implementation of the award following the Council's decision.

32.7 To discuss SADRUG and Affiliation renewal, and decide any further action.
A short discussion followed and Councillors re-affirmed their affiliation to SADRUG.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Council re-affirms their affiliation to SADRUG.

Prop. Cllr Lunn

Sec. Cllr Dowell

20/33 To receive items for information:

33.1 To receive update information on the 2 VAS signs and the 6-weekly rotation of locations, to agree to pay for tree cutting on Leeds Road to make the VAS sign more visible and who by, and decide any further action. The Clerk informed everyone that the date for the next relocation of the two VAS signs was 14 September 2020. The Clerk gave two quote options for having the trees trimmed at Leeds Road to make a VAS sign more visible for vehicles. One quote was from NYCC Area 7 Highways and a second from the Council's tree contractor. NYCC Highways confirmed that these remedial works would have to be paid for by the PC due to the sign not being theirs and it is only there on a temporary rotation basis. A short discussion followed and councillors agreed that the NYCC quote was their preferred choice and that the Clerk will inform NYCC of their decision.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Clerk will inform NYCC Area 7 Highways that they have accepted their quote and wish them to proceed with the remedial tree trimming works at Leeds Road.

Prop. Cllr Dowell

Sec. Cllr Mrs Rennison

33.2 To receive update information on holding 'Remembrance Day 2020', and decide any further action. A Councillor confirmed that she had both wreaths from last year and asked if councillors wanted her to put them back on for this year? Councillors thanked her and agreed to her replacing the wreaths for this year and that due to Covid-19 (and the current rule of 6), that no formal gathering will be arranged.

IT WAS RESOLVED: That the above information was noted.

33.3 To receive an update report from a working party on the Xmas Tree Event 2020, and decide any further action. It was discussed and agreed that due to Covid-19 (and the current rule of 6), that no event will be arranged. The Xmas lights will still be switched on and suggested to be possibly done by the winner of the 'Villager of the Year' and added to the website and TW News afterwards.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That due to Covid-19 the Xmas Tree Event 2020 will not be held.

33.4 To receive update information on 'Yorkshire Day 2020', and decide any further action.
A short discussion followed and it was noted that the flag stayed up for a whole month.

IT WAS RESOLVED: That the above information was noted.

33.5 To receive update information on website compliance from the 'Working Party', and the Council moving forwards using: thorpewilloughby.org.uk as a domain for all Councillors for email address security, and decide any further action. The Clerk confirmed that not everyone was able to use the new .org.uk email address as first thought and that the contact notice list on both notice boards, the PC website, and SDC's website were therefore

misleading and need to revert to their previous format until matters are resolved. A Councillor informed those who were not yet on the new email address to contact the Council's website editor to have that resolved.

The Chairman explained that a draft website compliance document had been circulated to everyone prior to the meeting and asked for comments. Everyone confirmed that they were happy with the start made and accepted that this was still at an early stage and that there was still a lot to do.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Council is happy for the working party to continue.
- iii) That the Website Editor will be recompensed accordingly for additional works involved.

- 33.6 To receive 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 issue will be for Nov/Dec 2020.

A councillor confirmed that invoices for payments had all gone out, and the Clerk confirmed latest payments received since the last bank statement.

IT WAS RESOLVED: That the above information was noted.

- 33.7 To receive update information from a Councillor and Clerk on OSRG works, a meeting with the owner of 6 Fox Lane (regarding boundary trees and fences), a quotation for tree works at the south side of the village green, and decide any further action.

A Councillor explained that the gardening club had offered her self-seeded plants that were due to be removed, and that she had holly trees and other bushes available from a garden.

The Councillor explained about a meeting held between herself, the Clerk and the owner of 6 Fox Lane (as circulated to all prior to the meeting), regarding the boundary hedge/trees/bushes. It was seen by all that that the original metal post and rail fencing was still there and that all trees and bushes on the two boundaries adjacent to the village green (where it meets 6 Fox Lane), belong to the owner and not the PC. The Clerk read out the email from the owner seeking confirmation of the above and to 4 points. A short discussion followed and it was agreed that the findings of the meeting were correct.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will respond to the owner of 6 Fox Lane to confirm that the Councillors agree that the boundary trees/shrubs along his boundary (adjacent to the village green), were his and that he could remove them in compliance with the recently acquired planning permission, and that any planting on the village green side of the boundary would be by the Parish Council (as owners) and when the Council decides to do it.

20/34 Planning:

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

- 34.1.1 2018/0134/REMM Reserved Matters application relating to access, appearance, landscaping, layout and scale for 70 dwellings (following outline approval 2013/1041/OUT) at former NSDS Centre, Field Lane, Thorpe Willoughby [HAMBLETON PARISH] – GRANTED.
- 34.1.2 2020/0622/HPA Erection of 2-storey side extension at 5 Laburnum Close, Thorpe Willoughby – GRANTED.
- 34.1.3 2020/0633/HPA New conservatory to front of property of 66 Field Lane, Thorpe Willoughby – GRANTED.
- 34.1.4 2020/0520/HPA Demolish single skin brick garage and replace with block render double garage at 43 Meadow Drive, Thorpe Willoughby – GRANTED.
- 34.1.5 2020/0709/HPA Erection of front & side extensions with room in roof at 6 Limetree Close, Thorpe Willoughby – GRANTED.

IT WAS RESOLVED: That the above information was noted.

34.2 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:

34.2.1 2020/0709/HPA Proposed erection of front & side extensions with room in roof at 6 Limetree Close, Thorpe Willoughby.

RESOLVED: Thorpe Willoughby Parish Council has no objections.

34.2.2 2020/0859/HPA Erection of single storey extension to the side & rear, new pitched roof above garage, fenestration & façade alterations to existing dwelling at 13 Foxdale Avenue, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

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

34.2.3 2020/0838/FULM Proposed erection of 88 residential units & associated access & works (proposed access corresponds with approved access on permission 2018/0134/REMM), at NSDS Centre, Field Lane, Thorpe Willoughby [HAMBLETON PARISH]. A discussion was held and a councillor volunteered to attend the planning meeting when this application is considered, and all Councillors agreed to this and to object on grounds of increased traffic to the village. A councillor requested suitable wording from the District Councillor to add to the website for public information.

IT WAS RESOLVED UNANIMOUSLY:

- i) That the above information was noted.
- ii) That the Parish Council objects to the proposal on the grounds of the additional impact of traffic on Thorpe Willoughby village at Field Lane & Fox Lane which are already heavily used at key times.
- iii) That a District Councillor will attend the planning meeting when this application is considered to speak on behalf of the Parish Council, and to provide suitable wording to add to the Council's website.

Prop. Cllr Lunn

Sec. Cllr Miss Smith

34.2.4 2020/0743/FUL Development of 7 new dwellings at Sunnyside Farm, Fir Tree Lane, Thorpe Willoughby.

IT WAS RESOLVED UNANIMOUSLY:

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

Prop. Cllr Dowell

Sec. Cllr Pearson

20/35 Financial Matters

35.1 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.
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S M Peters (August 2020 Salary).	-	807.05	2345
F Morrison (Litter Picker)(August 2020 Salary).	-	181.32	2346
S M Peters (stationery expenses with receipts-July 2020/Aug 2020 - including payment for Instant ink – stationery for 4 Aug 2020).	1.33	16.31	2347
S M Peters (Inv #INV33243842)(for purchase of zoom video conferencing-July/August 2020).	2.40	14.39	2348
PKF Littlejohn LLP(Inv #SB20200163)(for External Audit 2019-2020).	60.00	360.00	2349
A Clarke (various works in Woodland Walks and Playground)(July 2020).	-	144.15	2350
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S M Peters (Order #205-3202972-7044307)(for purchase of 2 Sandisk Ultra 16GB USB Flash Drives).	1.62	9.70	2351
Church Hall Hire for TWPC meetings (14/10/2019 to 9/3/2020 incl).	-	137.50	2352
A Nixon (Inv #103899) (Nethosted website Domain Renewal for TWPC (1yr) (20/8/2020 to 19/8/2021).	3.20	19.20	2353
S M Peters (September 2020 Salary).	-	807.25	2354
F Morrison (Litter Picker) (September 2020 Salary).	-	181.32	2355
S M Peters (stationery expenses with receipts-Aug 2020/Sept 2020 – including payment for Instant Ink – stationery for 4 Sept 2020).	1.33	9.51	2356
S M Peters (Inv #INV38361304) (for purchase of Zoom video conferencing – Aug/Sept 2020).	2.40	14.39	2357
HMRC for Qtr 2 (July-Sept 2020).	-	909.83	2358
Anorak (Inv #0007716) (TW News-Sept/Oct 2020 issue).	-	515.00	2359
Selby & District Rail Users Group (Affiliation Fee 2020-2021).	-	10.00	2360
Autela Payroll Services Ltd (Inv #4787) (Qtr 2 July/Aug/Sept 2020).	10.92	65.52	2361
A Clarke (various works-strimming edging & cleaning) (Aug 2020).	-	184.00	2362
TOTAL =	£83.20	£4,386.44	

35.2 To receive an account status of the current Bank Statement giving a balance of **£86,580.32** as at **6 August 2020**, and to be checked and signed by the Chairman.

The Clerk explained that an amended invoice was due from the company who carried out the wet-pour repairs in the village green playground & under the basket swing, and councillors agreed to the Clerk paying a cheque after it arrives although over the £1000 threshold.

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

20/36 To consider the following new correspondence received since the last meeting and decide action where necessary:

36.1 YLCA Information: - Information previously circulated was noted.

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

36.3 9 additional piece of information previously circulated was noted.

IT WAS RESOLVED: That the above information was noted.

20/37 To receive representative reports:

County Councillor/District Councillor: Nothing to report.

Rail Users Group: Nothing apart from confirming that Transpennine Trains are adding more carriages to their trains.

Brayton Burial Authority: Nothing to report.

Village Hall: A Councillor explained that the village hall is open again but with limited use and strict

guidelines, and dog shows not coming back. The Chairman asked if the representative could ask the village hall chairman to provide a list of upcoming events for the website.

A Councillor explained that the 2 VAS signs will be moved ASAP, and that some villagers had made complaints about NYCC Area 7 Highways' tarmac works in the village.

A Councillor confirmed that her next attendance at a YLCA branch meeting in October will be just after the next PC meeting.

A Councillor reported that the village handyman had been involved in an angry meeting with youths on the village green, and it was pointed out to him that the PC would not want him to put himself at risk. He also said that a member of the public spoke to him afterwards to apologise for his son's behaviour and would contact the other parents to make them aware.

Remaining Councillors had nothing further to report.

IT WAS RESOLVED: That the above information was noted.

20/38 To receive the Clerk's report

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

- Playgrounds and Gym equipment are now open following safety checks, cleaning and notices provided. A seat was replaced on the double-rocker in the playground after being found in the adjacent wood.
- Streetscape had completed the various wet-pour repairs during w/c 7/9/2020.
- Informed by a member of the public that the basket swing chain/plate was loose- this had been repaired free of charge.
- Clerk asked for pole at end of zip-wire to be checked as it had a crack and piece chipped- this had been repaired free of charge and strimmer damage identified at base of wooden posts. Clerk has asked for a quote for providing metal protective boots for base of wooden poles.
- Drains/Water/Road works in grass verge adjacent to south side of the Field Lane Rd at junction with Willow Rise – This was confirmed as NYCC official works.
- 2 x Allotment inquiries- residents informed that PC has none and who to contact elsewhere.
- 2 Street Name Plates for 'Orchard Way' & 'Linden Way' – both in poor condition – still waiting for SDC to replace them.
- Request for new dog waste bin at south side of A63 Selby By-Pass- resident informed that this land lies in either Gateforth or Hambleton parishes and gave him their contact details.
- Damaged (cracked) manhole in footpath off Almond Close- NYCC informed of the problem and they will inform the relevant utility responsible for it (probably Yorkshire Water).
- Fly-Tipping adjacent to Field Lane (eastern end)- Reported by a Councillor. SDC informed and they have now removed it.
- Informal inquiry by 'Campeys of Selby'– circulated to all councillors. Further email received requesting email be read out at this meeting, and Councillors decided not to have any further discussions until a formal planning application is received.
- External Audit (statutory notice for Unaudited Data) – Notice now expired and removed from both notice boards and website.
- Public request as to status of 'Harry Moor Lane'- NYCC have confirmed that it is: A PUBLIC HIGHWAY.
- Notified of a trip hazard on footpath slope adjacent to village hall- path now repaired.
- Asked when thorn hedge adjacent to Leeds Road will be trimmed back- this has been done.
- Notified that youths were congregating on village green and leaving a mess and scaring younger children- police notified and asked to make a presence in the village occasionally.
- Rough Sleepers Estimate for single night snapshot (evening of 24 August 2020)- a NIL return sent to SDC.
- Sightline impaired when exiting Sherwood Drive onto Leeds Road- resident informed that this is the responsibility of Miller Homes' 'Private Management Company' to address.
- Confirmation received from football club that the netting has now been re-erected adjacent to the housing at the sports club field.
- VG Mole problem – works are still ongoing (held up due to lockdown), and contract period has been extended again by contractor to end of September at no extra cost.

- Request by resident to check CCTV to see who has damaged pom-poms adjacent to Fox Lane that were fastened to fencing- CCTV checked.
- Request from resident to VHMC to park a touring bus at the village hall for 3 nights/week-being dealt with by VHMC.
- Request by resident to ask owner on Orchard Way to trim back conifer hedge that overhangs the Meadow Drive footpath (pictures supplied)-Councillors decided that there was no obstruction to the footpath. Clerk to inform resident that no action is required.
- YLCA email to inform everyone that they have been hacked and to be on the lookout for a fraudulent email asking for payment of an invoice.
- The use of remote meetings was raised and the Clerk will liaise with the website administrator about using MS Teams for future meetings before the Zoom automatic renewal on 26 September 2020 – subject to being familiarised with the system first, that it works ok and a practise session held.

IT WAS RESOLVED:

- i) That the above information was noted.
- ii) That the Clerk will ask for a quote for providing protective metal boots to go around the base of wooden poles used for play equipment on the village green to prevent strimmer damage, (which is not covered under warranty).
- iii) That the Clerk will inform: 'Campeys of Selby' that the PC will wait for a formal planning application before making any comments on a possible re-location.
- iv) That the Clerk will inform the resident of findings on the CCTV regarding damage to the pom-poms adjacent to Fox Lane.
- v) That there is no obstruction of the Meadow Drive footpath (adjacent to an Orchard Way property) and that no further action is required. Clerk to inform resident.
- vi) That the Clerk will liaise with the website administrator to see if MS Teams can be set up and proved to be working ok (and a practise session held with councillors), before the Zoom automatic renewal on the 26 September is terminated.

20/39 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.

20/40 To receive any further comments from the public [for information only; Clerk to note] NONE.

20/41 To confirm the date of the next remote zoom meeting as: MONDAY 12 OCTOBER 2020: -

IT WAS RESOLVED: That the next Virtual PC meeting will be: **MONDAY 12 OCTOBER 2020.**

20/42 Close of the meeting – the meeting closed at 9.15pm.