

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Virtual Meeting of Thorpe Willoughby Parish Council held on Monday, 9 November 2020 at 7.05pm using MS Teams.

**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.

20/57 To receive apologies for absence and any declarations of interest

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

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

20/58 Public Session NONE

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

20/59 To confirm the minutes of the Parish Council Virtual Meeting held on 12 October 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 12 October 2020 were accepted as a true and correct record of the meeting, and to be signed by the Chairman after the meeting.

Prop. Cllr Lunn

Sec. Cllr Pearson

20/60 To receive items for discussion and decide further action where necessary:

60.1 To discuss the switching on of the Xmas tree lights, decide who to do it, and decide any further action. A short discussion was held and it was agreed that a Councillor will arrange the switching-on of the Xmas tree lights to be on Friday 4 December 2020 by the 'Villager of the Year' and to have a picture taken for the website.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That a councillor will arrange the switching-on of the Xmas tree lights, to be on 4 December 2020 by the winner of the 'Village of the Year 2020', and to take a picture for the website.

60.2 To discuss and decide if to accept a 12 month npower street light contract offer, and decide any further action. A 12 month contract offer was circulated to all councillors prior to the meeting and following a short discussion it was agreed.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the 12 month Npower street light contract offer was agreed.

Prop. Cllr Mifsud

Sec. Cllr Pearson

60.3 To discuss a YLCA report on 'Local Government Ethical Standards', to decide if to respond to this consultation, and decide any further action. The Clerk explained that the Parish Council's existing Policy Documents already had the '7 Nolan Principles' and code of conduct embedded in them. Everyone agreed with that and the only thing that was missing were consequences.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will acknowledge the consultation and to say that the Parish Council has no comments to make.

Prop. Cllr Mrs Pearse

Sec. Cllr Lunn

- 60.4 To discuss a Burial Board proposal for new fencing at Brayton Cemetery, to decide which type of fencing is preferred, which option for payment, and decide any further action. Details of options were circulated to Councillors prior to the meeting. Following a short discussion, the fence shown in 'Picture 1' was chosen (with no preference as to colour), and it was agreed that the preferred option of payment is to split it 4 ways by the member Parishes (pro-rata) in the same way that the precepts are calculated.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Clerk will inform the Burial Board that the Parish Council prefers the fence shown in picture 1, payment to be split 4 ways by the member parishes (pro-rata) in the same way that the precepts are calculated, and to leave it for the Burial Board to decide if they wish to make their own separate contribution to the costs.

Prop. Cllr Mifsud

Sec. Cllr Pearson

- 60.5 To discuss a resident's request for the PC to support the provision of a footpath adjacent to Leeds Road by Miller Homes, and decide any further action. A Councillor explained to everyone that he has commenced discussions with highways and SDC to see if enforcement action is needed to make Miller Homes comply with any conditions of the planning 'Notice of Decision (NOD). The concern being safety of pedestrians walking alongside this stretch of road with winter coming.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Council will wait for update information from the Councillor and for any further action.

- 20/61 To receive items for information:

- 61.1 To receive update information on tree cutting works on Leeds Road to make the VAS sign more visible, and decide any further action. A Councillor confirmed that the 2 VAS signs were due to be moved but one of them couldn't because there was a problem with the socket on the lamppost which if forced could break it. The Clerk had been informed and he had notified NYCC Area 7 Highways. The Clerk confirmed that the tree works on Leeds Road (to make the VAS sign more visible) was in hand and still to be done.

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

- 61.2 To receive update information on the "Linden Way POS/Children's Play Area", the holding of a 'CIL/S106 Review Group' meeting, the provision of a litter bin, and decide any further action. The Clerk confirmed that SDC had not yet installed the new litter bin. The Clerk explained that the holding of a 'CIL/S106 Review Group' meeting had to be delayed due to receiving further update information from SDC, which needs assessing and to compile a list of what items are/are not eligible for CIL or S106, along with a list of options to consider. The Chairman requested that the Clerk will do further research and to bring this matter back to the December PC meeting. A Councillor asked about a quote requested for providing protective metal 'boots' for the wooden poles on the village green that were showing signs of strimmer damage (not covered under warranty). The Clerk explained how much it would cost for different thicknesses of pole, and it was pointed out by several Councillors that it would be saving money long-term to prevent damage to the poles rather than the cost of replacements. The Clerk reported to everyone that he had received a request from a relative of 2 former residents of the village (who had sadly passed away a couple of years ago), requesting (and offering to provide a financial donation) towards some form of memorial to them. A short discussion followed to see if a suitable project was in the pipeline, but decided that further

consideration was needed to choose an appropriate project and that the Clerk will inform the relative of this, and that this matter will be brought back to the December PC meeting to discuss along with deciding what to do with Mrs Blackwell's plaque (that was removed from the village green when the 'Community Garden' improvements were made at the east side of the village green).

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will do further research on what projects CIL or S106 funding can be used for, to formulate a list of ideas/options (including protective boots for wooden poles on the village green, a memorial project such as a new bench with plaque, and Mrs Blackwell's plaque), to be discussed at the 14 December 2020 PC meeting.

- 61.3 To receive update information on: i) website compliance from the 'Working Party', and ii) the Council moving forwards using: [thorpewilloughby.org.uk](http://thorpewilloughby.org.uk) as a domain for all Councillors for email address security, and decide any further action. The Chairman confirmed that work was still in progress with the draft website compliance document, and the 'Working Party' is waiting for a report from the 'Website Editor'.

The Clerk confirmed that not every councillor is currently able to use the new 'thorpewilloughby.org.uk' email address, with two still having matters to resolve. A short discussion followed to highlight issues raised and possible solutions. The Chairman's offer of website support is still on hold and waiting for feedback from the 'Website Editor'. The Clerk raised a concern from a Councillor that the: 'Councillor Contact Notice' that is on the website and the notice boards is incorrect. The Clerk explained that due to issues with getting everyone using the [thorpewilloughby.org.uk](http://thorpewilloughby.org.uk) email address, the notice had to revert to the former notice, but he could now replace the notice with a more up-to-date version.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will replace the 'Councillor Contact Notice' (on the website and notice boards), with a more up-to-date version.

- 61.4 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 Jan/Feb 2021, that the printer's closing date will be either the 23 December or Xmas eve and re-open on 4 January 2021, and that although it will be a tight deadline it is achievable. The Chairman confirmed that the parish magazine's distributor (Mrs Jan Oddy) has confirmed that she will be leaving and the 1<sup>st</sup> issue in the new year will be her last. The Council expressed its gratitude for her voluntary work over the years and agreed that a thankyou gift was warranted. The Clerk confirmed that the latest set of invoices for adverts had all been paid. The Chairman was given confirmation of the magazine costs.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Chairman will provide a gift for Mrs Jan Oddy as a thankyou for all her voluntary work for the Parish Council over the years (a minimum of £50 and to come out of the 'Chairman's Fund').
- iii) That an advert be placed in the TW News parish magazine asking for volunteers.

Prop. Cllr Mifsud

Sec. Cllr Dowell

- 61.5 To receive update information from a Councillor on OSRG works, progress on tree works at the south side of the village green, and decide any further action.

A Councillor explained that:

- Bulb planting had been done around the trees at the linden way play area by herself and a few helpers, and at various locations around the village.

- The village handyman had started stripping away overhanging foliage from the sides of the footpath adjacent to Leeds Road, and cleaned the paths along Fox lane.
- A Councillor is to purchase and provide a new tree (to replace the dead one to the rear of the Xmas tree compound), and also some pansies.
- That a Councillor is looking to create and update a spreadsheet to show how much of the allowance had been spent and on what.

The Clerk explained that the tree works (due to be done at the south side of the village green), had been delayed due to the contractor not wishing to mark the village green with his vehicle due to the wet weather.

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

- 61.6 To receive update information from a District Councillor on his report to NYCC's Area 7 Highways on the overhanging hedge at the corner of the junction of Fox Lane with Field Lane (east side), that is obstructing the footpath, hiding the street name plate and impairing visibility for traffic, and decide any further action. A District Councillor confirmed that he had reported two hedges to NYCC's Area 7 Highways (the Fox Lane/Field Lane junction, and the junction of Fir Tree Lane with the Leeds Road), and had not heard anything yet but will follow this up. The District Councillor also confirmed that he had also reported a pothole on Fir Tree Lane on the PC portal.

**IT WAS RESOLVED:**

- That the above information was noted.
- That the District Councillor will make a further contact with Area 7 Highways representative to seek further progress.

20/62 Planning:

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

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

- 62.2 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

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

20/63 Financial Matters

- 63.1 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 (November 2020 Salary).	-	825.67	2370
F Morrison (Litter Picker) (November 2020 Salary).	-	181.52	2371
S M Peters (stationery expenses with receipts-Oct 2020/Nov 2020 – including payment for Instant Ink – stationery for 4 Nov 2020.	1.33	9.51	2372
Anorak (Inv #0007888) (TW News-Nov/Dec 2020 issue)	-	515.00	2373
HAGS (October 2020 ANNUAL Inspections for both Leeds Rd & Linden Way (Cheque made payable to: Hags-Smp Ltd)(Inv #072903)	60.00	360.00	2374
A Clarke (various works in woodland walks & VG, trimming vine, planting bulbs, edging/clearing footpaths) (August to October 2020)	-	184.90	2375
<b>TOTAL =</b>	<b>£61.33</b>	<b>£2,076.60</b>	

- 63.2 To receive an account status of the current Bank Statement giving a balance of **£122,707.54** as at **6 October 2020**, and to be checked and signed by the Chairman.

The Chairman confirmed that the Cash Book Extract had been received by all and was accepted along with this cheque list.

**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 Pearson

Sec. Cllr Mifsud

20/64 To consider the following new correspondence received since the last meeting and decide action where necessary:

64.1 YLCA Information: - Information previously circulated was noted.

The Chairman raised an issue mentioned in YLCA's 'White Rose Update' magazine. A procedural issue was mentioned regarding the provision of a link to remote PC meetings to the public. A short discussion followed with concerns raised by Councillors regarding this additional step where it was felt that the existing system was clear. It was agreed that the Clerk will ask YLCA for clarification on this matter and if this extra step was mandatory.

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

64.3 2 additional piece of information previously circulated was noted.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will ask YLCA for clarification on the matter of providing a link to remote PC meetings direct to the public rather than it being provided by the Clerk on request, how that is best achieved, if it is mandatory, and how that may affect existing procedures.

20/65 To receive representative reports:

County Councillor/District Councillor: A District Councillor confirmed that on the matter of Local Government Reorganisation, NYCC have asked for a county-wide proposal, and SDC have passed a motion for an East/West option, and both to be submitted to the Minister by early December, and the Minister will make the final decision.

Rail Users Group: Nothing apart from SADRUG now using ZOOM for remote meetings even though some members are unable to get on it.

Brayton Burial Authority: Nothing to report. (see Minute No: 20/60.4 on this agenda).

Village Hall: Nothing to report.

The Chairman confirmed that he asked the police if there was any useful information that the Parish Council could have from their recent gathering of traffic information near the junction of Fox Lane with Leeds Road, (as requested at the previous PC meeting). He was informed by the police that there was no data to come from it.

A Councillor informed everyone that the defibrillator cabinet was damp inside, and another Councillor promised to inspect it.

A Councillor explained that when she attended a YLCA Selby Branch meeting on the 21 October 2020, it was raised that SDC are considering no longer providing information to neighbours when a planning application is considered. It was felt that this was inappropriate and how could Parish Council's become involved. It was requested and agreed that this matter will be an agenda item at the next PC meeting in December, and the Councillor will forward any information to the Clerk.

A Councillor asked about the Co-Option process for the vacant councillor position because members of the public are showing an interest. The Clerk explained that although meetings are currently held remotely, that did not stop holding a co-option process. A short discussion followed and it was agreed that the co-option process should be held at the start of 2021, and that the Clerk will provide an advert to be included in the Jan/Feb 2021 edition of the TW News, and add to the website and other locations.

Remaining Councillors had nothing further to report.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.



- ii) That the defibrillator cabinet will be inspected by a Councillor to check why it was damp inside.
- iii) That the matter of SDC considering no longer providing information to neighbours when a planning application is considered will be an agenda item at the next PC meeting in December.
- iv) That the Clerk will resume the co-option process and provide an advert for inclusion in the Jan/Feb 2021 edition of the TW News, and add to the website and other locations.

20/66 To receive the Clerk's report

The "Clerks Report List" (previously circulated), including the following and 2 further items received later and read out at the meeting:

- 2 Street Name Plates for 'Orchard Way' & 'Linden Way' – both in poor condition – still waiting for SDC to replace them.
- Rough Sleepers Estimate for single night snapshot (evening of 27 October 2020) – details and deadline circulated to councillors – Completed and a NIL return sent to SDC.
- Business Continuity Plan – Memory Sticks have been purchased, and the next stage of the process is to commence soon with backup sealed copies for Chairman & Vice-Chairman.
- No road markings at junction of Fox La/Field La – pointed out by resident – NYCC notified and they confirmed markings to be replaced – still not completed. Highways also confirmed that they will check and remove any road signs left about the village.
- That the un-presented ICO (Data Protection) cheque has now been cashed and ICO have now sent the Data Protection Certificate for 2020-June2021.
- CCTV checked for stolen bicycle which has been returned and owner looking elsewhere. A Councillor explained that she had assisted with this.
- SDC Local Plan – informal site submissions- PC presentation Sept/Oct 2020. Following careful review, PC agreed to wait for SDC to release the "Preferred Options" consultation stage in early 2021 (that will include the public). An Agenda Item will then be added to a PC meeting for discussion and a PC response formulated.
- Registering of Parcels of POS land at the Barratts Estate – discussions have now resumed.
- Poppy wreaths added to memorial stones on village green on Thursday 5 Nov 2020 by two Councillors.
- Parish Council street light adjacent to village hall compound – inquiry by NYCC to say underground supply has been switched off and trying to find connection.
- Budget Review Group Meeting – arranged for Tuesday 24 November 2020, and to consider increasing amount for Burial Board (following Minute No: 20/60.4 on this agenda).

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

20/67 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.

20/68 To receive any further comments from the public [for information only; Clerk to note] NONE.

20/69 To confirm the date of the next remote meeting as: MONDAY 14 DECEMBER 2020: -

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

20/70 Close of the meeting – the meeting closed at 8.58pm.