

## THORPE WILLOUGHBY PARISH COUNCIL

Minutes of the Virtual Meeting of Thorpe Willoughby Parish Council held on Monday, 12 October 2020 at 7.04pm 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.

20/43 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.

20/44 Public Session NONE

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

20/45 To confirm the minutes of the Parish Council Virtual Meeting held on 14 September 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 14 September 2020 were accepted as a true and correct record of the meeting, and to be signed by the Chairman after the meeting.

Prop. Cllr Pearson

Sec. Cllr Mrs Rennison

20/46 To receive items for discussion and decide further action where necessary:

46.1 To discuss and decide if comments are required for the following new Tree Preservation Order (TPO No 2 2020- Land at 6 Fox Lane, Thorpe Willoughby) received, and decide any further action. The Clerk explained the procedures involved with TPO's. A discussion followed where it was recognised that SDC is the planning authority (and the final decision will be made by them). Councillors then agreed to object to the TPO and that the clerk will send comments to SDC and inform the owner of 6 Fox Lane of that decision. A Councillor requested copies of the two letters be circulated to all Councillors for their information.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) The Clerk will inform SDC that the Parish Council objects to the Tree Preservation Order.
- iii) The Clerk will write to the owner of 6 Fox Lane to inform him of the Council's decision.

46.2 To discuss a complaint from a resident that the privet hedge on the corner of the junction of Fox Lane with Field Lane (east side) is: obstructing the footpath, hiding the street name plate, and impairing visibility for traffic, and decide any further action. A short discussion was held and a Councillor informed everyone that YLCA had informed her that a representative of Area 7 Highways had confirmed that she would be happy to deal with problems such as this. A District Councillor volunteered to contact the Area 7 Highways representative to ask her to look into this matter.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That a District Councillor will contact the Area 7 Highways representative to ask her to look into this matter.

20/47 To receive items for information:

47.1 To receive update information on tree cutting works on Leeds Road to make the VAS sign

more visible, and decide any further action. The Clerk informed everyone that tree cutting works had not yet commenced. It was noted that the police had been monitoring traffic opposite the junction of Fox lane with Leeds Road with a camera gathering information.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Chairman will ask the police if there is any useful information that the Parish Council can have from their recent gathering of traffic information near the junction of Fox Lane with Leeds Road.

- 47.2 To receive update information on the "Linden Way POS/Children's Play Area", the status of CIL/S106 external funding, the purchasing of a litter bin, and decide any further action. The Clerk confirmed that we are still waiting for SDC to install the new litter bin purchased from them. The Clerk explained that he had just received updated guidance notes for both CIL and S106 and copies of the latest statements for each. The Clerk ran through the major points from each (including outstanding amounts and deadlines). The Clerk suggested that a meeting of the CIL/S106 Review Group should be held shortly to formulate options/schemes for using the remaining external funding. A short discussion followed and it was suggested that the Clerk will formulate ideas/options and what would qualify for the funding (along with notes) to take to a CIL/S106 Review Group meeting, where recommendation(s) could be formulated and put to a following PC meeting.

**IT WAS RESOLVED:**

- i) That the above information was noted.
- ii) That the Clerk will formulate ideas/options and list what qualifies for the funding (with notes) to take to a CIL/S106 Review Group meeting, where recommendation(s) could be formulated and put to a following PC meeting.
- iii) That the Clerk will circulate the latest Guidance Notes and statements for both CIL and S106 funding to all councillors.

- 47.3 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 explained that work was in progress and that a draft website compliance document had been circulated to everyone previously. The Clerk confirmed that not every councillor is currently able to use the new 'thorpewilloughby.org.uk' email address, with a few still having matters to resolve. A short discussion followed to highlight issues raised and possible solutions. It was agreed that matters are in hand and will be resolved shortly.

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

- 47.4 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 Nov/Dec 2020, and has only a few minor issues to resolve. The Clerk confirmed that the latest set of invoices for adverts had all been paid, and the councillor (who acts as the advert contact) noted that and confirmed that a new one-off advert will appear in the next edition.

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

- 47.5 To receive update information from a Councillor on OSRG works, and a quotation for tree works at the south side of the village green, and decide any further action. A Councillor explained that extensive bulb planting had been done in the Woodland Walk (north side) by herself and a few helpers, but the area adjacent to the 6 Fox Lane bungalow had been left until imminent bungalow works have been completed. Other areas in the village have also had bulb planting and all will provide plenty of colour. The Councillor confirmed that she will produce a spreadsheet to show how much of the £1000.00 allowance

has been spent and what on (currently @ £200 spent so far). Further purchases will include shrubs/plants including a replacement tree for one of the 3 to the rear of the xmas tree compound which is dead. A village handyman will be clearing the footpath at Leeds Road to scrape back soil/weeds that have come onto the side of it, but due to size of the task he intends to do it in stages. The Chairman asked about the pom-poms fastened to the PC's fencing, and following a short discussion it was agreed that they can be removed tomorrow, with a short explanation added to the TW News and facebook page. The Clerk read out a quote received from the Council's tree contractor for tree works at the south side of the village green and was agreed by all.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Quote for tree works at the south side of the village green is accepted and to proceed.
- iii) That the pom-poms be removed from the PC's fencing.

Prop. Cllr Mrs Pearse

Sec. Cllr Mifsud

47.6 To receive update information on the "Villager of the Year 2020" and "Gardening Competition 2020" competitions, the completion of certificates and engraving of the cups/shields and presentation to the winners, and decide any further action. The Clerk confirmed that he had: completed the certificates, had the cups/shields engraved, presented the winners with their awards, and had taken photographs of the winners for the TW News magazine and website.

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

47.7 To receive update information on concluding the audit for the: "Annual Governance and Accountability Return" (AGAR) for the year ending 31 March 2020, and decide any further action. The Clerk explained that the statutory period for the notice for the conclusion of the audit for the: "Annual Governance and Accountability Return" (AGAR) had now expired. With nothing arising from that the audit is now complete and notices were removed from both notice boards and the website.

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

20/48 Planning:

48.1 To receive updates on any existing planning applications/information:

48.1.1 2020/0859/HPA Erection of single storey extension to the side and rear, new pitched roof above garage, fenestration and façade alterations to existing dwelling at 13 Foxdale Avenue, Thorpe Willoughby – GRANTED.

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

48.2 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

20/49 Financial Matters

49.1 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.

Streetscape (Inv #5145/Amended)(wet-pour repair around edge of VG playground & under basket swing)	1,244.00	7,464.00	2363
S M Peters (October 2020 Salary).	-	935.91	2364
F Morrison (Litter Picker) (October 2020 Salary).	-	181.32	2365
S M Peters (stationery expenses with receipts-Sept 2020/Oct 2020 – including payment for Instant Ink – stationery for 5 Oct 2020.	5.81	38.67	2366
S M Peters (Inv #INV43642846) (for purchase of Zoom video conferencing – Sept/Oct 2020).	2.40	14.39	2367
S M Peters (Inv #2860)(for payment to Cobblers last for engraving of cups/shields for Villager of the Year & Gardening competitions 2020).	5.83	35.00	2368
Blachere Illuminations (Inv #52762) (storage & installation)	378.30	2,269.80	2369
<b>TOTAL =</b>	<b>£1,636.34</b>	<b>£10,939.09</b>	

49.2 To receive an account status of the current Bank Statement giving a balance of **£84,836.21** as at **4 September 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.

The Clerk explained that the Zoom contract could now be terminated following the successful use of MS Teams for the parish meeting.

**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.
- iii) That the Clerk will now terminate the Zoom contract.

Prop. Cllr Mifsud

Sec. Cllr Pearson

20/50 To consider the following new correspondence received since the last meeting and decide action where necessary:

50.1 YLCA Information: - Information previously circulated was noted.

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

50.3 10 additional piece of information previously circulated was noted.

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

20/51 To receive representative reports:

County Councillor/District Councillor: Confirmed that SDC and NYCC have received letters on local government reorganisation, with proposals by November and final ones in December. Parish Councils will be able to take on more responsibility if they want to.

Rail Users Group: Nothing apart from confirming that there will be new trains and 6 carriages long to help with social distancing.

Brayton Burial Authority: Nothing to report.

Village Hall: A Councillor confirmed that a coach is now parked at the Village hall car park as mentioned previously and provides much needed income for the village hall.

The Chairman suggested and offered to volunteer to assist and support the Website administrator in the running of the website to ease the pressure of the work involved, (with the existing website administrator remaining so). A short discussion followed where assurance was given that the existing website administrator was happy with this proposal, that the Clerk is still the 1<sup>st</sup> point of call, and it is the Clerk who decides if an item can be dealt with by himself direct or can be added to the website as is the current procedure. The Clerk suggested (once things are set-up), that he can copy-in both parties to ensure everyone is in the loop.

Remaining Councillors had nothing further to report.

**IT WAS RESOLVED UNANIMOUSLY:**

- i) That the above information was noted.
- ii) That the Chairman can assist the website administrator, but he must ensure that the existing procedures are followed.

Prop. Cllr Pearson

Sec. Cllr Dowell

20/52 To receive the Clerk's report

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

- Playgrounds and Gym equipment in general – Quote requested for protective metal boots for wooded posts on VG to prevent further strimmer damage (which is not covered by warranty) – not received yet. Noted that repairs to basket swing and chip/crack in one of the zip-wire posts have both been repaired free of charge.
- 2 Street Name Plates for 'Orchard Way' & 'Linden Way' – both in poor condition – still waiting for SDC to replace them.
- Damaged (cracked) manhole in footpath off Almond Close had worsened- NYCC informed again – and FIXED by Yorkshire Water on Mon 5 October 2020.
- Informal inquiry sent by 'Campeys of Selby' about their possible re-location was circulated to all councillors. Further email received was read out at the previous PC meeting, where Councillors decided not to have any further discussions until a formal planning application is received – Clerk emailed council's response to Campeys.
- Sightline impaired when exiting Sherwood Drive onto Leeds Road- resident informed that this is the responsibility of Miller Homes' 'Private Management Company' to address - hedge and bushes - **have now been trimmed back.**
- VG Mole problem – the existing contract period has now expired. A short discussion was held and it was decided not to renew the contract, and to leave the moles for a while for future consideration.
- Vandalism of the pom-poms fixed to the birds-mouth fencing adjacent to Fox Lane - CCTV footage was checked and a resident was informed.
- VHMC has agreed to resident parking a touring bus at the village hall for 3 nights/week and is now there.
- 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 – resident informed that no action is required.
- Use of MS Teams for future PC meetings being looked into by Clerk – tests of MS Teams to be made with councillors before the switch can be made – subject to being familiarised with the system first, that it works ok and the practise sessions held – following the successful use of MS Teams for this meeting, the Zoom automatic monthly renewal can now be cancelled.
- Request to hire village hall – request passed to VHMC to deal with.
- Resident asked if any change in policy for when street lights in village come on or go off – confirmed that no policy change and light sensors self-adjust & to contact NYCC.
- Get involved – new campaign Kick the Habit (to not leave car engines running whilst idle) - 7 posters acquired from SDC and posted around the village.
- Rough Sleepers Estimate for single night snapshot (evening of 27 October 2020) – details and deadline circulated to councillors.
- Instant Ink to charge @ £2/month more from 4 November 2020 for all packages.
- 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 confirm markings to be replaced w/c 12 Oct 2020.

**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), and bring to a future PC meeting.

- iii) That the expired contract for the moles will not be renewed, and to leave the moles for a while for future consideration.
- iv) That the Clerk will terminate the Zoom contract.

20/53 To receive agenda items for next meeting Apart from any already identified during the meeting, only the Xmas Tree lights switch-on was requested.

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

20/54 To receive any further comments from the public [for information only; Clerk to note] NONE.

20/55 To confirm the date of the next remote meeting as: MONDAY 9 NOVEMBER 2020: -

**IT WAS RESOLVED:** That the next Virtual PC meeting will be: **MONDAY 9 NOVEMBER 2020.**

20/56 Close of the meeting – the meeting closed at 8.32pm.