

DRAFT - SUBJECT TO APPROVAL

TOCKWITH WITH WILSTROP PARISH COUNCIL

Minutes of a Council meeting held on Wednesday 21st November 2012 in Tockwith Church

Present: Councillors; Mr N Waller (Chair), Mrs S Corbett, Mrs J Wardman, Mrs A Wilson, Mrs J Thompson, Mrs L Gill, Mr C Billenness, Mrs S Pearce

In attendance: Mrs H Algar (Clerk to the Council), Mrs A Unsworth (Village Hall Management committee) and Two members of the public.

Apologies: Cllr Mrs B Smith

1.Apologies for absence Cllr Waller opened the meeting

RESOLVED that apologies were accepted for Cllr B Smith.

2. Parish Council Vacancies

It was reported by the Clerk that there had been no applications with respect to the vacant parish council seat.

RESOLVED that the remaining vacancy should continue to be advertised within the Parish and remain on the agenda for the next full meeting.

3.Parish Council Internal Auditor Vacancy

Current internal auditor Mr Mike Corbett stepped down as he did not want any conflict of interest with Mrs Corbett also being a councillor. This has therefore left a vacancy for an Internal Auditor.

RESOLVED that the Clerk is to find from YLCA the current regulations for appointing an internal auditor with respect to what experience or qualifications they require.

RESOLVED that if no internal auditor is found by JAN 2013 then a request should be considered to use a company for internal audit.

4.Declarations of Interests

None.

5.Minutes

RESOLVED that the minutes of the meeting held on October 24th were approved as a true and correct record and signed by the chairman.

6.To receive information on ongoing issues and decide further action where necessary.

6.1 To receive further information on the progress of discussions with HBC regarding Tockwith Airfield Enforcement Notices. It was agreed by all councillors that the current lack of communication from Harrogate Borough Council and the Environment Agency was not acceptable.

RESOLVED that the Clerk should chase responses from Harrogate Borough Council and the Environment Agency.

6.2 To discuss the progress of Emergency Plan and sandbags with HBC. Cllr Waller had started the plan based on a template provided by HBC. A document has been sent to all cllrs as a “living” document which can be added to as and when.

RESOLVED that the plan should be updated as and when information becomes available and that Cowthorpe and Wilstrop will need their own document in the future.

RESOLVED that a public meeting will be needed in the New Year and that at the public consultation stage that the village hall committee should also be involved.

6.3 To update Cllrs as to whether or not resurfacing has been completed at Kendal Gardens.

RESOLVED that the clerk should inform John Savage that this has not yet been carried out.

7. Public Questions The chairman suspended standing orders. There were no public questions. The chairman resumed standing orders.

8. Police matters

No Police present, monthly crime report was sent by the Police detailing the following crime since the October meeting.

24/10/12 – Attempt burglary Other building – Westfield Lane – door damaged

24/10/12 – Attempt burglary other – Spotted Ox

24/10/12 – Burglary – Boot and Shoe – nothing stolen

16/11/12 – Theft – fencing and battery – field on Fleet Lane/Ness Lane

PC Graham Harding the officer dealing with the burglaries has reported that the CCTV footage the parish council gave him from the village hall showing 2 figures was not clear enough to identify them. There was a fingerprint found at the boot and shoe but it has not been identified yet, which could mean that the person responsible is not known to the police (yet) but the fingerprint will keep going through the system to try and identify it.

Cllrs also reported that some smaller incidents had also occurred around the allotments this month. It was stressed that members of the public should report all crime to the police as it affects the crime figures and the amount of resources that will be available to us as a community.

RESOLVED that a reminder for people to report crime be put in the Parish News and for the Clerk to contact neighbourhood watch to remind them to inform people to do the same.

9. Village Hall

Report was given by Mrs Unsworth (Chair of management committee) main points of which were:-

- CCTV. New camera now installed and up and running provided footage for police this month..
- New front door has been completed.
- Kitchen floor has been replaced with new flooring.
- The internal doors are being finished and new decoration work is being completed.
- Xmas Fair 8th December and the theme is Winter Wonderland. All user groups invited to have a stall and raise funds for themselves. The Clerk to send out a quorate decision for

Councillors to agree the provision of a raffle prize for the event from the Parish Council of an approximate value of £20.

- New Doors to be available for first week in November.
- Heating has been reset for winter and so far so good.
- Need to keep an eye on the holes in the car park as it is particularly bad on entrance to the village hall.

10.Reports by County & District Cllr Cllr Savage was not in attendance.

11. Matters requested by Councillors

11.1 To consider making an application to Highways for a 30mph sign on entry to Cowthorpe village from Tockwith (Cllr Thompson). All councillors agreed that in light of recent road traffic accidents in Cowthorpe that the sign coming into the village from Tockwith is not particularly visible. The addition of another would make the speed limit far more visible and thus hopefully reduce speed coming onto the bend in the village. It was also noted that there is only one 30 mph sign on Fleet Lane coming into Tockwith and also that the 30mph signs coming into Tockwith from Marston Road are bent and facing the wrong way. The signs in Cowthorpe on entry to Warfield lane are also facing the wrong way.

RESOLVED that the Clerk write to Highways with a list of all the problems with relation to signs in the Cowthorpe and Tockwith, in particular the need for replacement of 30mph signs and the realignment of existing signs.

11.2 To consider making an Application to Highways for black and white chevrons on the sharp bend in the village which was the recent scene of an accident. (Cllr Thompson). All Cllrs agreed that this measure was very sensible as the bend is not visible until the last minute particularly at night.

RESOLVED that the Clerk write to Highways to propose that chevrons be put on the bend to reduce the number of accidents in the village.

11.3 To consider providing a Christmas Tree for the village of Cowthorpe including deciding its position in the village and the size of the tree. (Cllr Thompson) After discussion it was agreed that in light of the current Ash Tree fungus problem and evidence that the fungus can be carried on Christmas trees that this year (due to a large tree plantation being just outside of the village) an existing tree be used in the village instead of importing a tree from outside. A local landowner has offered use of his tree. It was asked that instead of the proposed provision of funds for a tree that those funds be used for outdoor lights to be placed on the existing tree.

RESOLVED that an existing tree be used in the village and that the Parish Council will provide lights for the tree of up to £50 plus VAT. Cllr Billenness to sort out the purchasing of the lights.

11.4 To consider providing a Christmas Tree for the village of Tockwith including deciding its position in the village and the size of the tree.(Cllr Billenness). After discussion again it was decided not to purchase a tree but to use the existing cherry trees in the churchyard. A local business man had offered to provide lights last year but this had not been followed up.

RESOLVED that the cherry trees and churchyard be used in the village and that Cllr Waller will contact local business owner to see if he will donate lights for the trees. If this is not possible then the Parish Council will provide lights for the tree of up to £50 plus VAT. Cllr Waller to sort out the provision of the lights.

11.5 To discuss speeding at Skip Bridge on A59 and if an application should be made to reduce the speed limit to 40mph (Cllr Smith). All agreed that the speed of vehicles passing the turn off to Wilstrop has at times exceeded 80mph and it was only a matter of time until someone

was really hurt or lost their lives.

RESOLVED that the Clerk write to Highways to ask them to extend the 40mph zone which is currently in place at the Hammerton turn off's to be extended up to Skip Bridge and Wilstrop.

12. Clerks Update

12.1 Commuted Sums Marston Road Need to meet with Cllr Corbett to decide whether we have available funds to apply for a bin at Marston Road Play area.

12.2 Speed Monitoring Cowthorpe and Tockwith Provided Councillors with the raw data for them to look at the max and min values.

RESOLVED that Cllr Billenness will look at raw data and report his findings back to the council at a later date.

12.3 Acorn House Cllr Billenness gave an update on the situation as there had been a large deal of activity on the site since the letter was received from Mr Fowler. A number of structures on the business site have been taken down and the site has been tidied up. It is really good to see progress happening on the site but we do have to be wary when any applications come in for industrial space that their use is suitable for the location.

RESOLVED that the council would keep monitoring the progress of works done and any applications for future industrial /business use.

12.4 Progress of Internal Audit of Questionnaire regarding Bert's Garden. Not able to move this on as we have no internal auditor in place.

RESOLVED to progress this matter when an internal auditor is found.

12.5 Allotments and Parking I have written to the tenant regarding poor upkeep of their allotment and have given them until January 13th 2013 to make some changes to improve the site. I have as yet not had a response from the tenant as I had requested.

RESOLVED that the Clerk do a site visit in January 2013 to check progress with the allotment.

Parking issues, this seems to have gone quiet due to the resident's involved not currently being at the property after flooding, soon as resident's back in properties will contact highways to come down and look at issues again. Clerk had passed onto councillors examples of other councils policies regarding eligibility for allotments.

RESOLVED that the issue be looked at in the New Year as to an eligibility criteria and also the size of the plots involved.

12.6 Risk Assessments These are currently ongoing.

12.7 Volunteer Policy Again this is currently ongoing.

12.8 Dispensations for precept budgets YLCA Advice. Nothing has officially come through as yet from YLCA as to how this is to be dealt with but it is thought that it will be possible for the clerk to be able to grant a dispensation so that the council can vote.

RESOLVED that the Clerk should chase the process required and that a meeting be necessary in December to grant dispensations and to approve the Precept for 2013/14 financial year.

12.9 Relevant received correspondence for Councillors

Provision of brown bins for Bert's Garden no bins currently available.

Grant letter from Nidd Valley Methodist Circuit

HBC Gypsy & Traveller needs questionnaire - Cllr Waller to fill in the questionnaire.

13. Planning None for consideration.

14. Planning Decisions

- 14.1 **Longfield House 27 Marston Road Tockwith York North Yorkshire YO26 7PR-**
Erection of single storey extension. Appeal made to secretary of state in respect of the proposed development on the above site.
- 14.2 **23 Fairfax Crescent Tockwith North Yorkshire YO26 7QX – Enforcement case**
12/00478/PR15 erection of canopy structure – investigation ongoing.
- 14.3 **The Lodge 61 Westfield Road Tockwith York North Yorkshire YO26 7PY**
GRANTED subject to conditions.

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15. Accounts

15.1 To approve payment of Clerks Salary up until end of January 2013 plus expenses.

RESOLVED that Clerk's Salary and expenses are approved up until end of January 2013.

15.2 To approve payment of Xmas tree provision up to a value of £200

RESOLVED that a payment of £100 plus VAT for Christmas tree lights be provided to cover both Tockwith and Cowthorpe.

15.3 To receive and approve a bank reconciliation.

Bank balances (as 25 Oct 2012)

Lloyds TSB Current account			<u>2,500.00</u>
Lloyds TSB deposit account		40,233.79	
less o/s cheques			
	828	3.81	
YLCA Training Course	918	175.00	

Mrs Algar Salary &Exp	921	398.67
Yorwaste 10% for VHMC	922	348.00
VHMC match funding reimburse	923	1,003.57
VHMC Garden Grant	924	250.00
Tap Security CCTV	925	270

PWLB	1st November d/d	3,791.93
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6240.98

33,992.81

36,492.81

receipts

VHMC	to pay yorwaste 10%	348
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36,840.81

Loan (ring fenced for specific purposes)		20,469.00
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Working Balance		16,371.81
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Accounts to ratify/pay

Mrs H Algar (Salary & Expenses)
Nov NOV

Mrs H Algar (Salary & Expenses)
Dec DEC

Tockwith Church Room Hire ~200

Xmas Trees up to 200

RESOLVED that the Council ratified all accounts for the period.

The council also approved the payment of the bill for the Village Hall front door plus VAT which is to be recouped from Harrogate Borough Council within the month.

16. Formation of a Xmas Quorate

RESOLVED that all Councillors agreed that they were available over the Christmas period and that at least 4 would always be available for making quorate decisions when required.

17. Information Exchange by Councillors

Cllr Billenness raised fact that Cowthorpe is a village without a bus service even though a number of bus companies currently go through the village on their way back to their depot. It would be good to know when NYCC are going to set their bus routes again.

Cllr Waller wanted to pass on that WARDEN have had a quiet year and passed on a leaflet to explain to new councillors what it is that they do.

Cllr Gill informed all that the safer neighbourhood group meeting is on 22nd January 2013 and if anyone has any issues for discussion to pass them on to her prior to the meeting.

Cllr Corbett made known that she would be happy to become the Sports Field Trust representative and that it could be put on a future agenda for agreement.

18. Date of Next Meeting

RESOLVED that the next Parish Council meeting will be held on Wednesday 19th December 2012.

19. Exempt Matters

One exempt matter regarding the Clerk, who left the meeting at this point.