

TOCKWITH WITH WILSTROP PARISH COUNCIL

Minutes of a Council meeting held on Wednesday 24th July 2013 in Tockwith Church

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

In attendance: Mrs H Algar (Clerk to the Council) and 2 members of the public.

Apologies: Mrs B Smith, Mrs L Gill, Mrs S Corbett(Vice-chair), Cllr J Savage (District & County Cllr), Mrs A Unsworth (VHMC Chair)

13/128. Apologies for absence Cllr Waller opened the meeting RESOLVED that all apologies were accepted for Councillors absent.

13/129. Parish Council Vacancies – to appoint a Parish Council member onto the Village Hall management committee.

To consider the vacant post of Parish Council representative to sit on the Village Hall management committee . Mr Keith Pope offered to fill the vacant seat.

RESOLVED unanimously that Mr Pope become the Parish Council representative on the VHMC.

RESOLVED that the clerk contact Mrs Unsworth (VHMC Chair) and inform her of the appointment.

13/130 Declarations of Interests Cllrs agreed that they would declare an interest if any items on the agenda concern them.

13/131 Minutes Minutes from the June and July meetings were discussed.

RESOLVED that the minutes of the 19th June 2013 meeting be signed and dated as a true record.

RESOLVED that the minutes of the 15th July 2013 EGM meeting be signed and dated as a true record.

13/132. To receive information on Ongoing issues and decide further action where necessary.

13/132.1 Highways issues- to receive an update from Highways Area 6 following the meeting on July 4th with Highway representatives. The Clerk fed back all responses regarding Highways issues from the meeting. Time frames were given for issues to be resolved. Council will await completion of works.

RESOLVED that the clerk contact Highways and ask them to cut the verges at Rudgate crossroads as they are not being cut back enough to give good visibility.

13/132.2 To discuss and resolve the further issues raised by YLCA with relation to volunteers grass cutting at Public open spaces in the Parish.

The issues regarding the cutting of grass were discussed by Councillors and the Council discussed the need for PPE for volunteers in light of the information received from YLCA.

RESOLVED that the clerk produce a risk assessment for the manual of grass by volunteers.

RESOLVED that the clerk buy PPE in the form of High vis vest, gloves and goggles.

RESOLVED that the clerk buy a notebook for recording when grass cuts have been made.

RESOLVED that the clerk discuss with volunteers the best way of paying expenses.

13/132.3 To discuss the prospect of ROSPA training of volunteers to inspect play equipment and to verify the recording sheets created for inspections after consultation with insurer.

The Clerk informed the council that she had spoken to the insurer about play equipment and inspections. Whilst the insurer confirmed that volunteers did not have to be ROSPA trained they did state that it would strengthen any claim in the future. They also stated that weekly inspections should be carried out at each play area.

RESOLVED that the clerk update the existing recording sheet for the new equipment at Marston Road.

RESOLVED that the clerk create a recording sheet for the new play area in Cowthorpe (Bert's Garden). Standing orders were suspended and a member of the public from Cowthorpe offered to ask the Cowthorpe forum if they had a volunteer to carry this out at Bert's Garden. The council confirmed that this would be very helpful.

Standing orders were resumed.

13/132.4 To discuss and decide whether to review an increase in cover for play equipment on the Parish insurance schedule to include replacement costs as well as capital cost.

The Clerk informed the council that she had spoken to the insurer about valuations of current play equipment on the existing policy as part of this years renewal and had asked whether it should be the value of the asset as it currently stands or the cost to replace and install with a new item. The Insurance company informed her that the cost to replace and install should be the figure stated in the policy. With this in mind the Parish is grossly under insured. The clerk had looked at the price of replacement of

noticeboards and equipment and considers the parish to need to increase cover by over £17,000. A quote for this has been calculated by the insurer and the policy for this year would then be £956.52 reducing in future should we fix into a long term deal.

Councillors discussed this and were in full agreement that the cost to replace needs to be increased particularly as we have purchased more play equipment.

RESOLVED that the Clerk review all assets covered on the policy and have authority to increase the cover on the insurance premium in line with the cost to replace.

13/132.5 To verify the responses given by the clerk to Harrogate Borough Council
The Clerk read the provisional responses sent to HBC regarding the recent CIL questionnaire. The main points of which were queries regarding the administration costs associated with it's roll out and what support the Parish Council will have available from HBC in order to implement and run the system.

RESOLVED that council were happy with the responses sent by the clerk to HBC.

13/133 Public Questions, Comments or Representations

Standing orders were suspended A member of the public asked if they would be able to speak regarding the airfield under that section of the agenda. The council agreed that they could. Standing orders were resumed.

13/134 Police Matters PC Brookes sent apologies and the following report;

DHC – Marston Moor Ward

030613 – Burg Oth wheels stolen – Marston Moor business Park

060613 – Theft of scrap metal – Marston Moor bus Park

100613 – Autocrime – fuel stolen – Rudgate Business Park.

Cllrs did however also ask if business watch was up and running.

RESOLVED that the Clerk contact the police and ask if the business watch scheme is currently up and running.

13/135 Village Hall The Clerk read a report on behalf of the Chair of Village Hall Management Committee the main points of which were;

- The Village Hall cleaner will be paid under PAYE.
- Quotes for the upgrade of the garden and resurfacing of the car park are in progress
- Four members of the Committee attended a Forward Together seminar in Harrogate covering aspects of community life including applying for grants, funding, employment advice and links with business in the community. VHMC are following advice given on the fact that charities do not always have to pay 20% VAT on utility bills
- Fundraising; There will be an Entertainment Evening which will be held on September 21st and our Christmas Fair which will be held on 1 December.
- Other fundraisers for the future include a disco and some form of Family night (yet to be decided).
- During the summer holiday period some groups will be using the hall and six parties

- are booked during this period.
- The VHMC would like to thank the Parish Council for their help and support through this year and look forward to the new term after the summer break.

13/136 Report by County and District Councillor.

Cllr Savage had sent his apologies and a report for the meeting.

- Ginnels from Crawford Close to Fleet Lane for NYCC to take over. More information from Parish Council required.
- Area 6 meeting went well,
- Meeting HBC and NYCC to discuss all flooding issues, if only a one stop shop were available John has a meeting on flooding next week.
- Airfield still no real resolutions hopefully a meeting with HBC and PC's will have a positive effect
- Cowthorpe and drainage issue, will bring this up at next weeks flood meeting.

RESOLVED that the clerk find out from previous minutes and accounts how much it cost to bring the previous adopted ginnel up to standard on Prince Rupert Drive for the next meeting.

13/137Matters Requested by Councillors

13/137.1 To receive a report from Cllr Gill following her attendance at the Safer Neighbourhood Group meeting. The Clerk read a report on behalf of Cllr Gill the main points of which were;

Rural Crime. Why has Rural Crime has gone up in Marston Moor ward when at the last meeting rural crime was a priority? Sergeant Smith acknowledged that crime has gone up in Marston Moor ward due to a lack of resources. A lot of work is being done behind the scenes to catch diesel thieves on Marston Moor Business park. They are also watching Ebay to see if the land rover lights turn up that were stolen,they are aware of the problems in Tockwith and are doing what they can to catch the culprits. The Crime Prevention Officer said they have been to villages in the area delivering leaflets and will come to Tockwith if the crime situation gets any worse.

Vehicle Activated Signs Cllr Anne Jones said we would need to apply to NYCC who are running the scheme it is on first come first serve basis the cost is £350 for the base and £350 for 3 x 6 weeks per year. NYCC would also have to agree that there is a need for the signs.

Priorities for the 3 months are rural crime criminal damage and anti social behaviour. They are also trying to get a representative from the Dog Wardens to come to the next meeting. I will remind Councillors nearer the time as we may have questions for him.

RESOLVED that the clerk look at getting a delivery of 1500 leaflets from the Dog Warden to do a mail drop in the village.

RESOLVED that the clerk contact Cllr Jones and ask for the contact at NYCC to ask

what the written policy is with regard to applying for the vehicle activated signs and to register our interest in taking part in the scheme.

13/137.2 To receive a report from the Chairman following the Community resilience meeting on July 15th 2013. Cllr Waller gave feedback from the recent community resilience plan meeting the main points of which were;

- Sandbags are due to be delivered to Cllr Gill this month.
- The Battlebox is available to Collect Cllr Waller to do so.
- Questionnaire for the local community to be produced by Cllr Waller.
- The committee has 7 members currently and will hold a meeting in Autumn.

Cllrs asked whether it was possible for some community first aid training to take place in the village hall Cllr Pope to ask the VHMC.

13/137.3 To receive information regarding Tockwith Airfield and the outcome of recent enquires to the Environment Agency regarding a potential application from the site operator for a permit to import tyres onto the site.

Councillors discussed the application from Mr Moore to the Environment agency for a U2 exemption for the use of baled end of life tyres. Councillors took on board that HBC and the Environment agency are working closely together with respect to this issue. Councillors would like to ensure that Mr Moore is not able to use these tyres which should have been removed under the enforcement notices from the inspectors report in the public enquiry.

RESOLVED that the clerk write to HBC to ensure that there is full liaison between the Environment agency and themselves to ensure that all parties are aware that Mr Moore is attempting to use tyres which have already been enforced upon. It is important that both agencies deal with the matter so that they ensure the tyres will not be kept on site.

RESOLVED that a meeting with HBC planning and Environmental Health departments needs to happen sooner rather than later and that the clerk should write and ask when legal advice from HBC will be received so that a meeting can be arranged.

An enforcement notice was served on Mr Moore regarding decaying earthmoving equipment stored on the site. Mr Moore has appealed against this notice. This was discussed by Councillors and standing orders were suspended for a member of the public to add comments. Standing orders were resumed and council discussed whether to write to the inspector to support the Enforcement action by HBC.

RESOLVED that the Clerk write by 12th August to support the Enforcement Action taken by HBC. Local residents have confirmed that the vehicles have not moved in over eighteen months.

The recent take off and landing of a light aircraft on the airfield was also discussed by Cllrs

RESOLVED that the clerk write to Environmental Health department and complain about the close proximity to local housing.

RESOLVED that the clerk look into regulations for unregistered airstrips from the Civil Aviation Authority.

13/137.4 To create a list of Cllrs availability over the summer for the event of calling an EGM in the summer break. Councillors all confirmed that council would be quorate over the summer should council need to convene.

13/138 Clerks Update

13/138.1 Bert's Garden – update on planting and request payment of receipts to the value of £116.49 from volunteers.

Volunteers had planted plants in Bert's Garden as there was a miscommunication on the process of how to put a commuted sums project into commission.

Council will then make the decision on payment based on the outcome of the PID submitted to HBC for the payment of the receipts for the planting already completed at the site.

13/138.2 Bert's Garden – To decide whether to create a PID for the planting of plants at Bert's garden and to attempt to recoup retrospectively on the scheme.

RESOLVED that the Clerk register a PID with HBC to get the planting paid for and submit the receipts.

RESOLVED that the Clerk and Cowthorpe Residents in association with Cllr Pearce put together a PID for the rest of the work that is required to be done at Bert's garden.

13/138.3 Acorn House progress Cowthorpe The Clerk had contacted Pat Costar at HBC and they are currently happy with the approach and progress on site.

13/138.4 Dog Fouling. No update was given as already discussed under 13/137.1

13/138.5 Footpath Southfield Lane to PRD signs Signs are now up but were pulled down within a day of being erected. They have been replaced.

RESOLVED that the clerk contact PC Brookes about this as it is not the only sign that has been pulled down in the village recently.

13/138.6 Clerks email and problems with Windows Mail. Cllr Billenness reported that he had contacted the treasury procurement scheme and had priced up a laptop for the clerk that would be adequate for her needs. This will cost approximately £750, it will come with free anti virus and google drive. Cllrs proposed and seconded that Cllr Billenness could order the PC.

RESOLVED that Cllr Billenness contact Dell and order the laptop for the clerk.

13/140.Planning Responses

13/140.1 Eastfield Grange Marston Road Tockwith York North Yorkshire YO26 7PR - Deletion of condition 12 of outline planning permission to allow works to commence without notice to and observation by an archaeologist- Grant approval subject to conditions.

13/140.2 21 Fairfax Crescent Tockwith York North Yorkshire YO26 7QX - Erection of single storey extension and garage and demolition of existing extension and detached garage – Grant approval subject to conditions.

13/140.3 208 Prince Rupert Drive Tockwith York, North Yorkshire YO26 7PU- Erection of single storey extension – Grant planning approval subject to conditions.

13/141. Accounts – to pay/ratify invoices received, bank balances and receipt of payments.

Bank balances (as 28 June 2013)

Lloyds TSB Current account			£2,501.00
Lloyds TSB deposit account		£33,763.64	
less o/s cheques			
	828	£3.81	
church rent	950	200	
church rent	951	200	
SLCC WWYC Course	954	30	
Tockwith church rent	955	20	
Park lane services	966	225.6	
RM Contracts	967	480	
Chairman course	969	115	
Planning course	970	115	
marton cum grafton PC	971	1000	
		£2,389.41	£36,264.64
			£33,875.23
receipts			
Sportsfield Trust rent		£1.00	
		£1.00	£33,876.23
Loan (ring fenced for specific purposes)			£16,711.80
Working Balance			£17,164.43
Accounts to ratify/pay			
Mrs H Algar (Salary & Expenses)	(555.43 + 54.36)		£609.79
Zurich Insurance		up to	£1,200.00
External Auditor		up to	£800.00
Tockwith Festivals			£300.00

13/141.1 To approve payment of Clerks salary plus expenses of £54.36.

RESOLVED that the Clerks Salary and expenses are approved

13/141.2 To approve payment of Parish Insurance up to a value of £1200.

RESOLVED that the payment be approved

13/141.3 To approve payment of External Auditor up to a value of £800.

RESOLVED that the payment be approved

13/141.4 To receive and approve a bank reconciliation.

RESOLVED that the reconciliation be approved

13/141.5 To consider all applications for Section 137 payments and approve payments.

Tockwith Festivals application for up to £300. The application was discussed it was felt that the idea in general was a good one but suggested that a multi-use serving counter be applied for.

RESOLVED that the clerk inform Tockwith Festivals to make an application for a multi-use serving counter to ensure that they get maximum use out of the grant.

13/142 Information Exchange by Councillors

- Clerk informed councillors that a planning application had arrived on the date of the meeting which needed to be responded to before the September meeting

RESOLVED that the council meet to discuss the application in an EGM on 7th August.

- Visit Harrogate had invited members of the public and the council to a launch.
- Investigate a No Horses sign on the footpath that goes past Daltons Joinery it was thought it may be too narrow to get a horse down some investigation to be done over summer.
- Cllrs discussed the profile of the PC in the village and if it was reaching the younger members of the village. All parents received a copy of the parish news this week and within that are all the details of the Parish Council website and meeting details. But it was noted that a good link between school and the Parish Council is a good idea.

13/143 Date of Next Meeting

RESOLVED that the next EGM is to be held on Wed 7th August 2013.

RESOLVED that the next Parish Council meeting will be held on Wednesday 18th September 2013.

13/144 Exempt Matters None

The chairman thanked all for attending and declared the meeting closed.