

SUBJECT TO APPROVAL

TOCKWITH WITH WILSTROP PARISH COUNCIL

Minutes of a Council meeting held on Wednesday 20th March 2013 in Tockwith Church

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

In attendance: Mrs H Algar (Clerk to the Council), Mrs A Unsworth (Chair village hall management committee), PC Sue Brookes, 2 representatives from Tees, Esk & Wear Valleys NHS Foundation Trust and 5 members of the public.

Apologies: Mrs A Wilson (late) and Mrs B Smith (late), Cllr J Savage (District & County Cllr)

13/39. Apologies for absence

Cllr Waller opened the meeting

RESOLVED that all apologies were accepted for Councillors absent.

13/40 Parish Council Vacancies

The Clerk confirmed there had been no further interest in the current councillor vacancy.

RESOLVED that the vacancy remain open and continue to advertise.

13/41 Declarations of Interests

Cllrs agreed that they would declare an interest if any items on the agenda concern them.

Standing orders were suspended

13/42 NHS Representatives

Paul Hyde from Tees, Esk & Wear Valleys NHS Foundation Trust and his colleague from the Harrogate and rural area introduced themselves and explained the main changes to mental health services for older people in the coming months. The main points of which were as follows;

- Consultation on the changes closed on 21st January.
- Changes were discussed with focus groups in Harrogate, Ripon and Knaresborough.
- Changes need to implement the national strategy on dementia making the best use of public money to provide services in the community taking into account the budget

limitations.

- Changes consulted on will decrease the number of day hospitals from three to one.
- The number of hospital beds for patients will reduce from 36 to 16 beds available.
- Home liaison care will be developed to reduce hospitalisation.
- Core of changes is to reduce hospitalisation and move services into the community wherever possible.
- The dedicated memory service will remain in place in Knaresborough.
- The in-patient service at Alexander House in Knaresborough will close but the building will remain as a head office for services. Beds will be provided in the Briary wing at Harrogate Hospital where accommodation can be improved to a better standard than at Alexander House.
- Feedback from focus groups raised questions over respite care provision with reduction of beds. The NHS foundation trust believes that respite care should be given out of a hospital environment and should be done in conjunction with Social Care. Day Care provision is being provided in conjunction with the voluntary sector including dementia forward.

Councillors were then invited to ask questions;

How does the reduction in beds affect the provision of respite care, will this reduction affect the number of days of respite care available? Respite care is not assessed on a maximum number of days per individual as all cases are different. If hospital is required then short term admissions will be offered. Where possible people will be given respite in a care home or within their own home if possible.

What area does the 16 beds that will be provided for hospitalisation cover and also will that meet the current demand for the service? The Harrogate area includes Ripon, Patley Bridge, Tockwith, Clifford, Wetherby, and Bardsey. But it depends on the GP as they are the ones who refer to services for hospitalisation. Currently they are not exceeding 16 beds in the Harrogate area. Costs for the respite care are met by the NHS Trust if the GP refers the patient.

Of the Financial Savings made from the reduction of beds how much will be going back into the community services and how much will be in savings from the budget?

Not all of the savings will go into services and approx. 4% will not be put back into services.

How do patients come into the NHS Trusts care?

Usually people have been referred by GP's to the memory service. Social services sometimes also refer cases but in lesser numbers than GP's.

With more care being provided in the Community are Healthcare assistants providing care in the home dementia trained ?

Healthcare workers sent from the Trust have all obtained or are working towards obtaining NVQ level 3 of training in this area. But it should be noted that this is only staff

provided by Mental Health Services. Private firms do not have to do this but it is a string to their bow when negotiating contracts. In the case of mental health services all health care assistants have access to trained mental health nurses and consultants and doctors are all available at Alexander House if required. It was also noted that Harrogate Hospital are using a butterfly scheme which is encouraging dementia patients to add an electronic butterfly to their patient notes so when they go into hospital from point of entry they are identified as having dementia which will increase their level of care and help assess their needs more effectively.

Are you inspected as an organisation? Yes very much so both announced and unannounced visits are made regularly.

What will happen to those patients who cannot be cared for in their own home and who need 24 hour care? They will have access to the Briary wing at Harrogate Hospital if required.

Information for these services is not regularly available in GP Surgeries how can this information be made more accessible? They are currently trialling new leaflets in GP surgeries in the area to help provide information to carers. Cllr Waller suggested that the Springbank Surgery be used for a trial should they wish to extend it.

The Chairman then took questions from the Public.

If you close three day centres how does that affect accessibility to one centre? All travel to Harrogate District Hospital will be provided by the Trust.

I take note that a number of staff will be trained in dealing with patients with mental health needs but is there any training available for carers? There are three main voluntary charities that will support carers. The Alzhymer's disease society offer training to carers the important thing is that they provide that training at the right time.

The Chairman thanked Mr Hyde for attending and Mr Hyde left a number of leaflets for people explaining their services.

Council moved to item 13/46

13/46 Police Matters

PC Sue Brookes gave the following report;

050213 – Assault – Tockwith

070213 – BurgDw – Rudgate Bilton In Ainsty

070213 – BurgDw – Disturbed Rudgate Bilton-In-Ainsty

130213 - Theft of chimney pots – Tockwith

190213 – BurgDw – car stolen – Bickerton

220213 – BurgDw jewellery stolen – Fleet Lane Tockwith

070313 – Car stolen from property – Westfield Green Tockwith

140313 – Catalytic convertors stolen various properties – Blind Lane Tockwith

200313 – Rotavator stolen from shed

Tockwith Crime has increased significantly recently. People asked to ensure that

jewellery is kept out of site. Other crime appears to be theft of catalytic convertors a number of licence plates have been identified from further North out of the county. This month crime on the business park has reduced and it is thought that this is due to increased security on entrance to the site.

The chairman asked if any members of the public had questions;

- There is a problem with cars parking on the side of the bend opposite the turn off to Southfield lane at school drop off and pick up time. The bend is obscured and it is a safety issue with all the children on a morning. PC Sue Brookes will take a look into the matter.
- There is also a problem with cars parking up Westfield road outside the pub and village hall causing problems getting through the village and turning off at the junction. This is at all times of day. PC Sue Brookes will take a look into the matter.
- Southfield lane is a mess and a number of youths have been seen parking on there and littering. PC Sue Brookes has spoken to the youths and they are just talking to each other but she will keep an eye on matters.

Council moved to item 13/43

13/43 Minutes

Minutes of the February meeting were discussed.

RESOLVED that the minutes of the February 20th 2013 meeting be signed and dated as a true record subject to typos.

13/44 To receive information on On-going issues and decide further action where necessary.

13/44.1 Grounds Maintenance Contractor to discuss progress so far. Three contractors were contacted by the clerk and quotes obtained for maintaining the Public Open Space at Westfield Green. Each contractor provided a quote based on a site visit to the open space. Council discussed the merits of each quote.

Cllr Gill proposed that the quote from Farm and land services be accepted with the addition of a one-off litter pick at the start of April. This is to be paid on a bi-monthly basis.

RESOLVED that Farm and Land Services become the new grounds maintenance contractor for the public open space at Westfield Green until 31-03-2014. This was based on Farm and Land Services providing the cheapest quotation. This is to be paid on a bi-monthly basis.

RESOLVED that the clerk inform Farm and Land Services of this including a one off fee for clearing the site of rubbish.

13/44.2 Dog Fouling Clerk had a call from the dog warden at Harrogate Borough Council she had done a site visit to the village and found a significant problem with dog fouling. She has ascertained that there are enough signs and bins in the village. The

problem appears to be education of local people to take their dog waste home or to put it in a dog bin. The Clerk also stated that she had left dog waste leaflets in the local shop for residents to pick up. The dog warden also agreed to visit the village on several more occasions to assess how the problem is going and speak to dog owners.

Standing orders were suspended A member of the public asked if one of the dog bins could be re-sited to the top of Ness lane. They also said that they had not been able to get a leaflet at the shop as none were available.

Cllrs replied that there are public bins less than 100m away from the top of Ness lane where they could place dog waste or they could take the waste home with them and then put it in their own rubbish bin.

RESOLVED that dog walkers and villagers should all keep their eyes out for offenders and also for the Clerk to check that there are still dog waste leaflets in the shop for people to pick up. *Cowthorpe councillors to distribute copies provided by the Clerk to all houses in the village.*

13/44.3 Footpath from PRD to Southfield lane to discuss progress so far with NYCC.

Cllrs discussed the email received from NYCC asking for Councillors feedback with respect to changing the use of the footpath to enable horse owners and pedestrians to use the path.

RESOLVED that the clerk inform NYCC that the path is used predominantly by children walking to school so the use by equestrian users is wholly impractical and potentially dangerous. Councillors also want to ask again if NYCC can provide signs to prevent horses using the path.

13/45 Public Questions, Comments or Representations.

- A member of the public asked if the council could ask for a brown bin for Tockwith Primary school as they are currently seen as a waste user and as they have obtained a green flag for school it seems ridiculous that they cannot recycle green waste from their nature zone and gardens.

RESOLVED that the clerk pass this matter onto Cllr John Savage, clerk to also ask him if he had organised a bin for the lamp post outside of the school.

- Another member of the public asked for progress on the dreadful state of Warfield Lane in Cowthorpe. The major problem at the moment is the soft verges due to the sludgy digging out of the ditches. This week alone three cars have become stuck and local businesses are also finding it difficult to get through and their vehicles are damaged because of the state of the lane. The whole lane is a mess and needs full resurfacing since the works have been done to the ditch the whole drainage pattern has altered and someone needs to take a proper look at the problem. Local residents know that Malcolm Smurthwaite is due to visit the site when he is back off holiday but it seems ludicrous that the whole of the Highways department have ground to a halt because one person is on holiday.

RESOLVED that the clerk write to highways Area 6 to back up local resident's in their

plight to get the issue resolved.

Standing orders were resumed.

13/47 Village Hall

The chairman suspended standing orders and the chair of the VHMC Mrs Unsworth gave a report the main points of which were;

- Decoration of the hall is in the business plan for next year.
- The Garden plan has been passed back from the under 5's to the village hall management committee. It is thought that the garden will cost £5000 and an additional £6000 if they want to lay a special play surface instead of the tarmac at the back of the village hall for the children to play on. Hopefully work on the garden will start this year.
- Real Time PAYE was discussed with the Clerk to the Council and it was agreed that the cleaner would become self-employed. The only issue to be ironed out is indemnity insurance.
- Committee want to know when the heating will be sorted out and a new boiler put in.
- Health check has been carried out on the village hall and the only thing that they are now lacking is some risk assessments. A risk assessment is going to be done for the whole building. Mrs Unsworth is also going to ask user groups for a copy of their risk assessments and named first aiders. PAT testing was also something that came up and Mrs Unsworth is looking into how often this needs to be done. Cllr Smith had some information for the clerk to pass to Mrs Unsworth.
- 1970's disco was a success and everyone had a great night.
- The computer courses were such a success that another is going to be organised between May and July this year.

The chairman thanked Mrs Unsworth and resumed standing orders.

13/48 Report by County and District Councillor.

The Clerk read a report from Cllr Savage the main points of which were;

- Regarding NYCC, having a site meeting to discuss all problems in Tockwith and area, when I know a time and date will let you know, Area 6 unable to give me any updates as Malcolm Smurthwaite away on holiday.
- Wilstrop /A59 junction, awaiting a reply from David Bowe the Director of BES at County Hall regarding recent accident.
- £65,000,000 PFI pulled from Allerton Park project, NYCC have no plan B. The site still however has planning permission. The PFI was cancelled on 3 projects saving some £230,000,000, the reasons given was there is sufficient capacity in England to cope with household rubbish, something NYWAG, PC Group and myself have argued since 2009. So far NYCC must have spent £8,000,000 in consultants' fees, DEFRA £600,000 in costs and NYCC/York may have to compensate Amey Cespa to the tune of £5,000,000. PC Group are planning a Judicial Review against the planning decision which will be lodged next week.
- Cowthorpe, War Field Lane a disgrace, will be taking MS there to discuss what can be done to mend the road and tidy the spoil from the ditch's

13/49 Matters Requested by Councillors

13/49.1 To discuss Southfield lane, muddy verges opposite the primary school. Cllrs discussed that visually it did look awful.

RESOLVED that the inspector from Highways is due to come out and visit the lane, they will wait and see the outcome of his visit.

13/49.2 To review and update standing orders with respect to changes in relation to the changes posed by the localism bill. The clerk explained that this was to do with the Council changing their code of conduct in August 2012. Councillors looked through standing orders.

RESOLVED that section 7 a) of Standing Orders (Code of Conduct) should be altered to **All Cllrs must observe the Code of Conduct, the new model of which was adopted by the council on the 27th June 2012. If a member has a personal interest, he/she shall declare it as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**

RESOLVED that section 7 b) of Standing Orders (Code of Conduct) should be altered to All Cllrs shall familiarise themselves with the code of conduct prior to signing their declaration of acceptance of office.

RESOLVED that section 7 c) of Standing Orders (Code of Conduct) should be altered to **If paragraph 18(2) of the Code of Conduct for members of Tockwith with Wilstrop Parish Council has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, Cllrs may exercise the right contained in standing order 7d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.**

RESOLVED that section 31 Allegations of breaches of the Code of Conduct be altered to the following; The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such a manner as adopted by the Council except for those complaints which should be properly be directed to the Monitoring Officer for consideration.

13/49.3 To review Financial Regulations and make updates where necessary.

RESOLVED that Cllr Sue Corbett be placed on the bank account as a signatory to ensure that there were three signatories to ensure if one Cllr was unable to sign for the finances then a third was in place.

RESOLVED that the regulations in place are adequate. Clerk to add adopted by and reviewed on dates to the document.

13/49.4 To review and approve Tockwith with Wilstrop Parish Council's Volunteer Policy. Cllr Wardman declared that she volunteers to help maintain the Marston Road Play Area and stated that she would need to take the policy away to read and will come back with comments. It was also discussed that any risk assessments required for

general activities (e.g. grass cutting) would be available from the Clerk to volunteers.

RESOLVED that councillors read the document and come back next month with comments and approval can then be sought for the document.

13/49.5 To discuss the white lines on exit to the village being a hazard to motorists. Council noted that the lines are very hard to see and are very faded causing a hazard.

RESOLVED that the Clerk write to Highways Area 6 and raise it with them as it is a potential accident site.

13/49.6 To discuss the recent accident on A59 at Skip Bridge with view to contacting the Highways Agency. The Clerk read the recent response from Highways about the PC's recent letter warning Highways that this site was dangerous. Councillors agreed that this had now been proved with the recent accident involving children who had to be taken to hospital.

RESOLVED that the Clerk write again to Highways Area 6 and remind them that the PC had pointed out that this was an accident black spot and that action is required. The clerk is to remind highways of the recent collision and to inform them with the area having wedding venue traffic and also caravans coming out of the turning at Wilstrop it is only a matter of time until there is a fatality. Something needs to happen quickly to slow traffic coming down past Wilstrop.

13/50 Clerks Update

13/50.1 Allotments Clerk informed councillors that plot 8A has now been let and plot 8B is awaiting signature. Feedback from tenants and those on the waiting list is that splitting the plot into two has proven an effective use of allotment land.

13/50.2 General Highways Issues Clerk read the response from Highways to their letter send back in November 2012. Summarised the letter stated that a number of 30mph signs will be replaced but there would be no improvement to A59 at Wilstrop and no chevron sign put in place on the main bend in Cowthorpe both sites of recent accidents.

Councillors discussed the ability of the council with the permission of Highways to be able to fund and put up their own sign on the corner in Cowthorpe. Cllr Billenness had looked at a 2000 x 80cm polycarbonate sign that could be put up on the bend which came in at around £250 plus VAT and also subject to installation costs and possibly permission from the adjoining landowner.

RESOLVED that Cllr Billenness will write a letter for the Clerk to forward onto Highways Area 6 asking permission to seek quotes with a view to putting our own funded sign on the corner in Cowthorpe.

RESOLVED that Cllr Billenness will obtain three quotations for the purchase and installation of a chevron sign for the corner coming into Cowthorpe from Tockwith for Councillors to consider at the next Parish Council meeting.

RESOLVED that the clerk contact the Parish Councils insurance policy and check how much street furniture is covered on the existing policy.

13/50.3 Tockwith Airfield Clerk reported that she had written as promised to Dave Allenby last month but had received no reply, the clerk had then chased again and all members of staff dealing with the case were on holiday until the 25th of March.

RESOLVED that the clerk contact HBC after the 25th March for a response.

13/50.4 Village Hall Central Heating System The Clerk reported that she had contacted Worcester Bosch with regard to a suitable boiler for the village hall and had sent them the measurements and layout of the building in order for them to make an accurate recommendation. They confirmed that a combi- boiler was the best solution taking into account our use of the building.

RESOLVED that a combi-boiler is to be fitted in the village hall to replace the existing water heater and boiler. The cheapest quote for replacement of the system was from Duncan's Plumbing and Heating at a cost of £2524.00 plus VAT. Councillors resolved that as long the quote received in July 2012 is still current then this is the preferred supplier based on cost.

RESOLVED that the clerk check that Duncan's have sized the maximum capacity combi-boiler for the water flow rate into the village hall. The clerk also needs to find out how long it will take to install the system and how long the village hall would have to cope without water. It was also agreed that the Clerk should check that there is a heating element in the out pipe thus avoiding problems in cold weather.

13/50.5 Bulb Scheme Harrogate Borough Council Clerk has contacted HBC several times and there has been no response. Clerk will continue to contact HBC regarding this issue.

13/50.6 Refuse Trucks Cowthorpe The clerk confirmed that she had now had an opportunity to write to NYCC about the problem of foul smelling black liquid leaching out from the open backed garden waste recycling trucks in Cowthorpe. Clerk will keep Councillors informed of progress.

13/50.7 Speed Monitoring Clerk has contacted Area 6 regarding speed monitoring in Cowthorpe and was informed that they are top of the list and the only thing pushing it back is snow delays.

13/50.8 Village Hall toilet project Clerk informed Councillors that the final payment had now been paid and that the project had been finished.

13/50.9 HMRC Real Time Clerk informed Councillors that next tax year all returns will have be done in Real Time every month to HMRC via a payroll system and HMRC will provide free software to do this for companies with less than 9 employees.

13/50.10 ROSPA Inspections for Bert's Garden The Clerk asked Councillors to approve an increase in charges for the ROSPA annual inspections done on our play areas to include Bert's Garden. The additional charge for this will be £65 plus VAT.

RESOLVED that the Council agree to pay the additional £65 plus VAT to include Bert's Garden in the annual ROSPA inspection of the councils play areas.

13/50.11 Clerks email and problems with Windows mail. The Clerk described how she is having constant problems with her email. This is due to the large number of emails that are on her account. Windows mail does not have the facility to be able to archive emails in a fashion that can be easily accessible. The Windows mail is not fit for the purpose. The Clerk requested Outlook or equivalent plus Microsoft office on her laptop in order to be able to work more effectively.

RESOLVED that Cllr Billenness and the clerk look into getting a low cost MS Office licence with a government discount and for Cllr Billenness to present to the council at the next meeting.

Cllr Wardman and Cllr Gill declared a prejudicial interest in the Planning section of the agenda and left the meeting during debate.

13/51 Planning

13/51.1 **55 Marston Road Tockwith York North Yorkshire YO26 7PR-** Demolition of domestic outbuildings and erection of domestic garden store. The decision had been No objection by the council to this application.

RESOLVED that the response was ratified.

13/51.2 **Land comprising field at 446639 453084 Ness Lane Tockwith York North Yorkshire-** Erection of agricultural building. The decision had been No objection by the council to this application..

RESOLVED that the response was ratified.

13/51.3 **Eastfield Grange Marston Road Tockwith York North Yorkshire** – approval of reserved matters to allow works without notice and observation of an archaeologist. The decision had been that the council neither object nor support the application but make comment that should any objects be found during excavation that the applicants make these items known.

RESOLVED that the response was ratified.

13/51.4 **1 The Green Tockwith York North Yorkshire YO26 7RA** - Erection of 2 single storey extensions. Councillor Corbett had done a neighbour notification and there were no objections.

RESOLVED that the council have no objection to this application.

13/52 Planning

Council were informed of the following planning decisions from HBC.

13/52.1 **23A Fairfax Crescent Tockwith York North Yorkshire YO26 7QX** -Retention of canopy over front door. Unconditional approval to retain.

13/52.2 **Fairfax House South Field Lane Tockwith York North Yorkshire YO26 7QP** – Outline application for the erection of 24 start-up employment units and cess pool tank with access and scale considered (revised scheme).– Application Refused

13/52.3 **18 Fairfax Crescent Tockwith York North Yorkshire YO26 7QX** - Erection of single storey side and rear extension.- Application Permitted

13/52.4 **The Barn Skip Bridge Farm Moor Monkton YO26 8EZ** – planning enforcement for investigation of breach of planning for erection of chimney.

13/53 Accounts

13/53.1 To approve Clerks Salary and expenses.

RESOLVED that the Clerk's salary and expenses are approved.

13/35.2 To approve payment of £115 for and Induction and Development course in local finance for the Clerk.

RESOLVED that the payment is approved.

13/35.3 To ratify payment to New Wood Gardening of £592 for period 1.9.12 to 28.2.13

RESOLVED that the payment is approved.

13/35.4 To receive and approve a bank reconciliation.

Bank balances (as 28 Feb 2013)

Lloyds TSB Current account		2500
Lloyds TSB deposit account	32767.08	
less o/s cheques		
	828	3.81
	934	360.32
	938	16.6

939 94.18

474.91

32292.17

34792.17

receipts

none

0 34792.17

Loan (ring fenced for specific purposes)

20469

Working Balance

14323.17

Accounts to ratify/pay

(353.1

6 +

Mrs H Algar (Salary & Expenses)

11.36

)

March

£364.52

Tockwith Church Room Hire

approx. ~200

purchase of training material clerk

approx. ~110

purchase of training course Clerk

approx. ~115

RESOLVED that the council approve the bank reconciliation.

13/54 Information Exchange by Councillors

- The Clerk informed Councillors that a member of the public was concerned that there was activity on the Airfield in one of the large hanger buildings close to the old BCB site. The general consensus was that a neighbouring company were working on a project.
- Cllr Gill informed Council that she would be attending the Safer Neighbourhood meeting this month and will ask about the increase in crime in the area and also about mobile speeding signs.
- Cllr Waller wanted to inform Councillors that he wanted a public meeting regarding the Emergency Plan in June.
- Cllr Billenness informed the council that the Cowthorpe Forum have the Emergency Plan under control and will be discussing how to move it forward at the forum next week.
- Cllr Pearce informed the council that she will be ringing up HBC to remove the waste that had been dumped on Southfield Lane and that she would also try get them to remove the garden waste from the school at the same time so it can be recycled.

13/55 Date of Next Meeting

RESOLVED that the next Parish Council meeting will be held on Wednesday 17th April 2013.

13/56 Exempt Matters

One exempt matter was discussed in the absence of the public.

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