

SUBJECT TO APPROVAL

TOCKWITH WITH WILSTROP PARISH COUNCIL

Minutes of a Council meeting held on Wednesday 16th October 2013 in Tockwith Church

Present: Councillors, Mrs S Corbett (Vice Chair), Mr C Billenness, Mrs L Gill, Mrs S Pearce, Mrs J Wardman, Mrs A Wilson.

In Attendance: Mrs H Algar (Clerk to the Council), Mrs A Unsworth (VHMC Chair), Cllr J Savage (District and County Councillor) and nine members of the public.

Apologies: Cllr Mr N Waller, Cllr Mrs B Smith, Cllr Mr K Pope, PC Sue Brookes

13/164. Apologies for absence Cllr Corbett opened the meeting. Apologies were confirmed and accepted for Cllr Waller, Cllr Pope and Cllr Smith.

13/165 Parish Council Vacancies The Clerk informed the meeting that no nominations were received for the vacancy in Cowthorpe and it was also therefore confirmed by HBC that no poll cards need be ordered. The process moving forward is that once the election date has passed (Oct 24th) another notice of election will be issued which will call for nominations and set another election date. This process will continue until the vacancy is filled.

13/166. Declarations of Interest Councillors agreed if they had an interest they would declare it when the item came up on the agenda.

13/167 Minutes

RESOLVED that the minutes of the 18th September 2013 meeting be signed and dated as a true record.

13/168. To receive information on ongoing issues and decide further action where necessary

13/168.1 To report back on distribution of leaflets regarding community emergency plan and response so far. Cllr Waller had sent a report. Every household in the village has now received a questionnaire and a box has been placed in the local shop to collect responses.

13/168.2 Cllr Pearce to report back on proposed action to be taken on Westfield Green with regard to T1, T2 and T3 Ash trees and the borders. Cllr Pearce reported that she had arranged for a tree company to come and quote for works to the Ash Trees. Cllr Pearce had also got quotes on works to the birch and cherry trees mentioned at the last meeting. Cllr Pearce noted that there had been significant pruning at the open space from the grounds maintenance contractor but noted that some cutting back still needed to be done along the side of the fence on the ginnel. It was also reported that there was a significant amount of litter on the ground at the space.

RESOLVED that the clerk organise for the Grounds maintenance contractor to a quote for works to the trees on Westfield Green open space and to also ask them to cut back those shrubs by the side of the ginnel.

RESOLVED that the clerk contact the scouts or other community group and ask if they want to arrange a litter pick at the public open space.

13/168.3 To discuss the recent correspondence to HBC regarding potential application for planning permission on the site for two dwellings. The Clerk read a report from HBC stating that

there had been correspondence from the site owner's representatives stating that they will be applying for planning permission on the site in the future.

RESOLVED that the council wait and see the submitted plans in the future and respond through parish consultation.

13/168.4 To discuss Tockwith Airfield in general including Noise Monitoring and the response from the Environment Agency regarding working with HBC toward removal of tyres. Planning consultation to be considered under the planning section. The Clerk informed the council that a meeting has been set up for the PC to attend. This meeting has been called by the Environment agency and Harrogate Borough Council.

Council also reinforced to residents that it was vital that they keep reporting noise issues to Environmental Protection at Harrogate Borough Council.

RESOLVED that the clerk attend this meeting with HBC and the EA and report back the findings to the Parish Council.

Cllr Corbett asked to move to agenda item 13/172 this was agreed unanimously.

13/172.Report by County & District Councillor

Standing orders were suspended and Cllr Savage gave a report the main points of which are summarised below;

- Wilstrop rubbish collections problem now appears sorted with HBC.
- A59 works being carried out for Tour de France hopefully that will include upgrade works at Wilstrop. Access to Wilstrop is an accident waiting to happen.
- Tockwith Flooding the 3 landowners need to do works to alleviate the problems.
- Cowthorpe beck. The drainage board have been consulted and say that the flow on the beck is wrong and they are hoping to sort out the problem now that it has been identified.
- Houses at Cowthorpe on the Newis site. Cllr feels that the 2 houses already half built should be finished before starting to build anything else.
- NYCC need to save 1.1million on bus transport so a number of routes will be cut it will not however affect Tockwith. Only effects subsidised routes.
- NYCC need to save 92 million pounds between 2011-2019 and then from 2015-2019 they need to save an additional 66million which will in effect then cut the total budget in half.
- Social Services need to save 13 million pounds and one way they are proposing to do this is to cut help to those in society with moderate needs and to only give care to those with substantial needs.
- Education to all schools is also going to be cut.
- Skewkirk Bridge the problem has now been referred to the secretary of state.

Cllrs were then asked for questions. Cllr Savage was asked if he could provide the council with what was classed as moderate needs with respect to social services care.

He was also asked about progress with the Allerton Park incinerator and stated that a lot of hard work is still going on pursuing the matter in Europe. Also the Judicial Review for NYCC maybe at the end of the month.

Cllr Corbett thanked Cllr Savage for his report.

13/169.Public Questions, Comments or Representations

A member of the public asked about Dog Fouling and if they could make a representation under item 174.4.

Another member of the public had a number of questions about the vacancy in Cowthorpe. They stated that for a number of years it has been difficult to find people from Cowthorpe to go onto the council but despite this 10 electors asked for an election. Does the Parish Council actively promote an election or is it an individual right?

What were people told in Cowthorpe when asked to supply names to call an election and was the full implications of how it effects the Parish Council explained?

Why wasn't the full benefits of the desirable points of having an election not brought to the Cowthorpe Forum?

Council responded to state that they need not answer these procedural questions right now and that Council will decide whether to comment or not at a later date.

A member of the public wanted the council to clarify if a person nominated themselves and came into office but then stood down would that then lead to having to have 10 electors to call an election.

Another member of the public asked if it were possible for school to have a garden waste bin. The clerk replied that she was sure she had sent a contact to the head teacher earlier in the year but would recheck the previous minutes and would resend the contact to the new head teacher.

Standing orders were resumed.

13/170. Police Matters

A report was read by the Clerk.

070913 – Theft from unattended motor vehicle – windscreen wiper – Tockwith
220913 – Damage to window at church – Tockwith

The Clerk read the responses to questions raised at last month's meeting.

The crime figures do include Wilstrop and Cowthorpe.

Neighbourhood watch messages – The Police try and get as many ring around messages out as possible

Speeding in villages -They understand about the speeding in both villages and their traffic management dept. has had a look at the Cowthorpe results but the results show that there isn't a great speeding problem. Council disagreed regarding the speeding.

Council also discussed fireworks and misuse with us moving into November

RESOLVED that a poster or notice be put on the boards to remind residents that fireworks should not be fired between 11pm and 7am except for on November 5th when the cut off is midnight and New Year's Eve, Diwali and Chinese New Year, when the cut off is 1am Residents are reminded to report any problems directly to the police who enforce all firework issues.

RESOLVED that the information be put in the Parish Magazine.

13/171. Village Hall

The Chairman suspended standing orders and invited the chair of the VHMC to speak.

Mrs Unsworth read a report the main points of which were;

- Cllr Pope was welcomed onto the committee.
- Cllr Pope reported back from a recent seminar that the Village Hall expressing the need to have a signing in policy for groups.
- A clean up rota was sent out to groups.
- The constitution has been revised and have conducted an Energy review.
- Been through the 5 year plan and in that plan the hall is due to be decorated in the next 12 months.
- The outdoor windows need painting in the next 12 months which is now being raised to the Parish Council as that is their responsibility.
- The garden project will be starting soon just waiting on Tockwith players to erect their new shed.
- Trees need cutting back. Some of the larger trees have ivy on them and they have had a quote at £275 plus VAT to allow more light into the garden.
- A fundraising event on 9th November for a table top sale and then on December 1st there will be a Christmas fair with a Victorian theme. The children's theme will be Charlie and the Chocolate factory.

The Chair thanked Mrs Unsworth for her report Standing orders were resumed.

13/173. Matters requested by Councillors

13/173.1 To discuss and decide further action regarding complaints from Wilstrop residents about the number of events held at Skip Bridge Country Weddings and how to move matters forward. The clerk read out a response from the company and Council discussed the matter. The general feeling was that they wanted to promote local business and that any issues within the local community should be worked out between the company and local residents if possible. They wanted to discuss the matter with Cllr Smith who is the Cllr for before making a resolution.

RESOLVED to pass the agenda item onto next month after consultation with the Wilstrop Cllr.

13/173.2 To discuss and decide further action based on feedback from recent Zurich insurance seminar attended by Cllr pope and in particular how that effects the parish council. The clerk read a list of items from Cllr Pope that was raised at the meeting including

- Trees and Play equipment a major concern, should be no overhanging branches so that children cannot climb and fall onto play equipment.
- Log required to spot check play areas and volunteers carrying out work on PC's behalf.
- Need contract with volunteers to agree what they do for us including sports clubs and associations that use any part of our land.
- See insurances and Risk Assessments from sub-contractors inc Grounds maintenance, play equipment installers, tree surgeons and utilities.
- Read HSE managing contractors for more advice.
- Lone working big issue, let PC know when they start and finish
- A basic first aid kit needs to be provided to anyone volunteering on our behalf.
- Sign required at Marston Road like that at Bert's garden to show details of who to contact in an emergency.
- Accident book and claim book for the office for any problems with employees or volunteers.
- Keep training logs for volunteers when they have received training.
- The question was asked about ROSPA training for checking play equipment and the answer was that it is a good idea to get 1 person trained who can pass on that knowledge.
- A signing in book is required for the village hall for bookings, employees and contractors.
- The village hall should also know the number of people attending each event.
- The website has been updated to include the insurers details

RESOLVED that Cllr Pope will look into anything that needs to be changed and propose it at future meetings.

RESOLVED to communicate with other Parish Councils to see what they are doing regarding such matters.

13/174. Clerks Update

To receive updates and decide further action for the following:

13/174.1 Bert's garden update on PID's Awaiting a response from HBC now that the plan has been submitted. Met with residents and Cllr Pearce on site to discuss planting on some of the verges as well as at the Public open space, residents to submit scheme for consideration by the Council at a future date. Daffodil bulbs were also ready to be picked up

13/174.2 PPE for grass volunteers and process moving forward. The PPE has been purchased and is ready to be distributed to volunteers.

13/174.3 Flooding new row. Response from Highways. HBC are meeting with the relevant landowners and will report back when works have been completed. Cllr Gill to contact agencies regarding Flood Gate for resident of New Row.

13/174.4 Dog Fouling Standing Orders were suspended and a member of the public spoke regarding Ness Lane. The road is a Private Road and dogs have no right to go down there but ideally land owners do not want to stop people walking their dogs. The main objection is the plastic bags hanging in bushes and peoples inability to remove dog waste and put it in a bin.

Standing orders were resumed

Council felt the key was to try and educate people.

RESOLVED that the Clerk speak to the Dog Wardens to ask about effective methods of education and suggestions of things that have worked.

13/174.5 Speed Monitoring and update from PC Brookes. Cllr Billenness gave a report on the progress of matters with speeding in particular in the village of Cowthorpe the main points of which were:-

- PC Brookes had passed him onto her Sargent who had suggested that there was no speeding problem in the village.
- He had informed the Cllr that they would not consider prosecution unless a driver was driving at a speed of 35mph or more.
- He had also said that there had been no major accidents or injuries in the village
- He had also suggested that local residents may account for a number of the speeding vehicles and that local residents should park their cars on the street to slow the traffic down.
- Cowthorpe Cllr wants police to take into account that there is no footpath in parts of the village for children to get to the play area.
- He also wanted Council to understand that the majority of people going through the village are commuters' not local people.

Council discussed the matter further and it was suggested by the Cowthorpe Cllr that the Police and Crime Commissioner had claimed prior to her election that speeding in rural areas was a major concern to her. This being the case he proposed writing to her for her opinion. One of the Tockwith Cllrs asked to amend the notion to also include Tockwith.

RESOLVED unanimously that the clerk write to the Police and Crime Commissioner to ask her to get the police to review their stance on speeding in the villages of Cowthorpe and Tockwith

Cllr Gill also wanted to report back from the recent Safer Neighbourhood group meeting that other measures that had been effective in reducing speed were;

- Putting Slow Down stickers on wheelie bins
- Intermittent signs for speeding that can be hired for a 6 week period

Standing orders were suspended and a Cowthorpe resident reiterated the concern that there is no pavement in the village and that they have asked to see Nigel Adams MP when they are down in London and are currently waiting for an appointment.

RESOLVED that the Clerk investigate what is required to get access to intermittent signs (VAS) by contacting Highways.

13/175.Planning Applications

13/175.1 To decide a response from the Parish Council not for a planning application but an application that needs response regarding an application for a **Lawful Development Certificate** for existing use as a HGV Workshop to include vehicle maintenance, equipment store, staff accommodation and residential caravan at the former agricultural building at **Tockwith MultiDrive**.

Council had been sent documentation prior to the meeting of a proposed response to this Certificate for Lawful Use which had been drafted by one of the Cllrs. Cllrs discussed the response which allowed for suspension of standing orders for members of the public to have their opinion the main points of which were;

- Important to respond to this application as do not want to see a Lawful development certificate granted but rather retrospective planning as that could at least have times of operation associated with it.
- There has been an intensity in use over the last 4 years of site in question.
- Some of the documentation submitted by the applicant could have doubt cast upon it.
- Cllrs were confused as to who the applicant was as the applicant on the form is not the director or leaseholder or land owner.

RESOLVED that the proposed response to the CLU be used as a backbone to the Council's response to this application and that the Clerk work in conjunction with the author to add additional information and evidence to cast doubt on the application. Standing orders were resumed.

135/176.Planning Responses/Enforcement

13/176.1 **Longfield House 27 Marston Road Tockwith York, YO26 7PR** **Erection of a single stored extension (Revised scheme)** Granted Planning permission subject to conditions.

13/176.2 **3 Westfield Green Tockwith York, YO26 7RE** – Felling of 1 Ash Tree of Tree T1 preservation order 39/2010 Refuse consent.

13/177. Accounts

13/177.1 To approve payment of Clerks Salary plus expenses of £43.48

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

13/177.2 To approve payment of PWLB of £3,791.93

RESOLVED that the payment of the PWLB for £3791.93 be approved.

13/177.3 To approve payment for ROSPA inspections up to a value of £200 for Bert's Garden and Marston Road Play area.

RESOLVED that the payment for the ROSPA inspections be approved to a value of £200.

13/177.4 To ratify payment to Information Commissioner of £35.00

RESOLVED to approve the payment of £35.00 to the Information Commissioner.

13/177.5 To ratify payment to Tockwith School for photocopying £60.00

RESOLVED to approve the payment of £60.00 to Tockwith Primary School.

13/177.6 To approve payment for expenses Cllr Keith Pope of £35.76

RESOLVED to approve expenses for mileage for Cllr Pope of £35.76.

13/177.7 To receive and approve a bank reconciliation.

RESOLVED that the bank reconciliation be approved.

13/177.8 To arrange for internal audit by audit committee for first 6 months of business.

RESOLVED that the Clerk contact the Internal Auditor and arrange for an internal audit to be carried out to be reported back to the audit committee.

13/177.9 To consider all applications for Section 137 payments and approve. Tockwith Festivals have receipt for wood counter totalling £295.00 Cllr Corbett declared and interest and left the room. A vote was taken and Cllr Billenness took the chair in her absence.

RESOLVED that the grant be issued and that the Parish Council will pay the joiner on receipt of the bill and payment will be on 30 day terms.

Congratulations were also passed to the whole Tockwith Festivals team for winning a Duke of York Community award.

Village Hall application for payment of heating bills over winter of £600

The Clerk explained that it was not possible for us to directly pay the bills and claim the VAT back on them as we are not the bill holders. But the Village hall had already put in another application for painting materials toward the painting of the village hall on their 5 year plan.

The VHMC are to investigate the cost of products and labour and bring it to the attention of the Parish Council for consideration at another meeting.

Cllr Corbett returned and took the chair.

13/178. Information Exchange by Councillors – To pass on any relevant information for potential consideration at a future date.

Complaints have been made to Cllrs regarding parking in the village in particular on Bilton Lane next to the football pitches and also around the pubs in the main street in the village. RESOLVED that Parking issues be put on the November Agenda for consideration.

NYCC waste and mineral sites have been outlined with one being close to the farm at Oxmore close by the B168 once NYCC have chosen preferred sites then we need to watch out for applications it is one to be aware of moving forward.

13/179. Date of Next Meeting – [Wednesday 20th November 7.30 at Tockwith Church.](#)

13/180. Exempt Matters - to decide whether to exclude the public and press.

13/180.1 To approve minutes of exempt matters

RESOLVED that the minutes of the 18th September 2013 meeting be signed and dated as a true record.

Exempt matters were concluded and the Chair declared the meeting closed.