

## **TOCKWITH WITH WILSTROP PARISH COUNCIL**

Minutes of a Council meeting held on Wednesday 21<sup>st</sup> May 2014 in Tockwith Church

**Present:** Councillors, Mr N Waller (Chair) Mrs S Corbett (Vice Chair), Mrs J Wardman, Mrs A Wilson, Mrs S Pearce, Mr K Pope, Mrs L Gill

**In Attendance:** Mrs H Algar (Clerk to the Council), Cllr J Savage and 3 members of the public.

**Apologies:** Ms I Hatfield, PC Sue Brookes

### **14/93. Apologies for absence**

Cllr I Hatfield had sent apologies

**RESOLVED** that the Council accept apologies for Cllr Hatfield

### **14/94 Parish Council Vacancies**

#### **14/94.1 Cowthorpe Vacancies**

No interested parties had come forward.

**RESOLVED** to keep advertising the post on the noticeboards.

#### **14/94.2 Wilstrop Vacancies**

The Clerk reported that there had been some interest in the vacancy.

**RESOLVED** that the Clerk send details to the interested party of how to become a Cllr.

### **14/95. Declarations of Interest**

Cllrs agreed to record interests as they came to that item on the agenda if necessary.

### **14/96 Minutes**

Proposed Cllr Pope, seconded Cllr Wilson.

**RESOLVED** that the minutes of the 16<sup>th</sup> April 2014 meeting be signed and dated as a true record.

Proposed Cllr Gill, seconded Cllr Pope

**RESOLVED** that the minutes of the 30<sup>th</sup> April EGM meeting be signed and dated as a true record.

Proposed Cllr Corbett, seconded Cllr Wardman

**RESOLVED** that the minutes of the 7<sup>th</sup> May EGM meeting be signed and dated as a true record.

### **14/97. To receive information on ongoing issues and decide further action where necessary.**

**14/97.1 ref minute 14/37.3 Area 6 Highways outstanding issues particularly lack of response to issues including planting scheme Cowthorpe.**

Risk Assessments with Area 6 Highways once approval is given by them then this issue will return to the Council to then approve the sending of the scheme to the Commuted Sums department at Harrogate Borough Council.

**14/97.2 ref minute 14/37.5 Speed monitoring letter to commissioner.**

Response has been received from Police and Crime Commissioner. No action as a result but Council were informed that the wheelie bin stickers had arrived and that the Clerk would be putting them in the local shop for residents to buy.

14/97.3 ref minute 14/59.1 to decide whether the Parish Council would be in agreement for NYCC to set up an agreement between Tockwith Primary School and the Parish Council to document the schools use of the sportsfield.

The Clerk informed the Council that she had checked the Deed of Trust and no agreement was documented within it.

Proposed Cllr Corbett, seconded Cllr Wardman

**RESOLVED** that the Clerk pass on all details for this agreement to the Sportsfield Trust who manage the fields on behalf of the Parish Council. It would be for them to decide whether they wanted to enter into an agreement or not with the school.

14/97.4 ref minute 14/11.4 Write to Nidd Valley Methodist Circuit and ask about costs of grounds maintenance. Response from Tockwith Church to same question.

Clerk informed the Council that the grant the Parish Council issued last year contributed 26% of the total grounds maintenance costs. The Methodist circuit grant contributed 100% of the grounds maintenance costs.

Proposed Cllr Pope and seconded Cllr Wilson

**RESOLVED** that if a grant equivalent to last year be awarded to Nidd Valley Methodist Circuit then in this year's grant letter inform them that due to financial pressures on the Council the grant may well have to be reduced the following year, thus giving them 12 months notification period.

14/97.5 ref minute 13/177.9 To consider all applications for section 137 payments and approve. Tockwith Festivals £295 agreed.

Council looked at the invoice provided from Tockwith Festivals.

Proposed Cllr Pearce, seconded Cllr Gill

**RESOLVED** to approve a payment of £295 to Tockwith Festivals.

### **14/98 Public Questions, Comments or Representations**

None

### **14/99. Police Matters**

PC Brookes was not at the meeting so the Clerk read the following police report.

Letter drop has been completed on Kendal Gardens to address the parking problems.

The van which blocks the view from Kirk lane has also been contacted

Police are booked for Tockwith Show to hold a police surgery and crime prevention

Roadshow on 3<sup>rd</sup> August.

Crime figures are shown below for the month

DHC – Marston Moor Ward March and April

060314 – Burg Oth – Building materials – Tockwith

170314 – Poss Cannabis – Cowthorpe

210314 – Theft of wallet – Cowthorpe

240314 – Violent Crime – Assault – Tockwith

120414 – Theft – Skip stolen – Marston Moor Business Park

130414 – Theft of motor bike – Long Marston

150414 – Theft of mobile phone – Long Marston

There was also a large theft of red diesel last week in Bilton in Ainsty.

Cllr Pearce noted that there had been more of a presence of the police around the village and local businesses which use large amounts of fuel which is very good to see.

Cllrs also agreed that they still believe that cars parking for school on the bend are causing an unnecessary obstruction.

Proposed Cllr Wardman, seconded Cllr Waller

**RESOLVED** that the Clerk feedback to PC Brookes that the school parking is still a problem causing an obstruction on the bend out of the village.

### **14/100.Village Hall**

Standing orders were suspended and a report was given the main points of which were;

- The AGM went well, nice to see some Cllrs in attendance
- The guest speaker was fantastic and there was a lot of support for his presentation.
- Looking at investigating the heating problems as a committee to aid the Parish Council.
  - Recommend pipes in boiler room be lagged
  - Thermostat be relocated
  - Radiators be cleaned and bled
  - Put an air release point in to bleed in roof area.
  - NEST control system to remotely control heating. Village Hall committee to discuss if they wish to purchase this as an add-on to central heating to reduce bills.
- Garden looks great now that it is becoming established. 20<sup>th</sup> June garden party planned to invite people to look at the hall.
- The Hall has been booked for a ruby wedding where they can hopefully use the new garden.
- Management committee are looking at the advertising and management of the hall.

### **14/101.Report by County & District Councillor**

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

- Strong possibility of an Eco-village near Kirk Deighton.
- Allerton Park incinerator statement to be released on NYCC website tomorrow.
- Education cuts causing problems in NYCC school Cllr Savage involved with have had a 37% cut in funding.

### **14/102.Planning Responses/Enforcement**

**14/102.1 Land surrounding footpath connecting Westfield Road & Westfield Green Tockwith** – Lateral reducing of Ash tree T1 and crown reducing of Ash tree T3 of TPO 72/2008.

Proposed by Cllr Pope and seconded by Cllr Pearce and agreed by all

**RESOLVED** by all that there are no issues with the proposed development and that the Parish Council respond that they have no objections.

**14/102.2 Beck Farm, 51 Marston Road Tockwith York North Yorkshire YO26**

**7PR**– Erection of two storey and single storey extensions, installation of 5 roof lights,

2 windows and replacement windows, erection of garage and car port and installation of 5 roof lights to outbuilding and demolition of single storey extension, 2 stores and outbuilding within Tockwith Conservation area.

Cllr Wardman declared an interest and left the room

Standing orders were suspended as the applicant was in the room to answer questions.

Cllrs asked about the impact on trees and hedges on the boundary to the site and the applicant responded that only a lilac and a willow would be removed. Cllrs noted it was a significant and extensive change. As a result of the development the front of the property will be reinstated to look traditional.

Standing orders were resumed.

Proposed by Cllr Corbett and seconded by Cllr Gill then agreed by all

**RESOLVED** that the Council support the application.

Cllr Wardman entered the room.

**14/103.Planning Responses/Enforcement** - to receive the following planning Information/decisions.

**14/103.1 Wildlife and Countryside Act 1981 Section 53 North Yorkshire County Council Bridleway No 15.135/22 Tockwith and Bridleway No 15.69/6 Kirk Hammerton at the location of the former Skewkirk Bridge Modification order 2010 –**  
Order formally rejected

Due to the notation submitted on the order being incorrect.

#### **14/104. Matters requested by Councillors**

14/104.1 To review and approve the plan produced by Cllr Pearce regarding the long term plan for the Public open space at Westfield Green.

Plan to be phased in slowly. Aim is to implement a plan in order to solve large problems later on. A small set of one off jobs will probably have to be done in addition to grounds maintenance contract but these works should not cost a great deal in order to get the plan up and running.

Proposed Cllr Corbett, seconded Cllr Wilson

**RESOLVED** that Cllr Pearce's 5 year grounds maintenance plan for Westfield Green POS be accepted.

**RESOLVED** that the Clerk inform Cllr Pearce when next grounds maintenance visit due so that the plan can begin to be implemented by the contractors.

14/104.2 To discuss and decide whether to use Tockwith Village Hall for Parish Council Meetings instead of using Tockwith Church.

Cllr Pope clarified that he did not intend for every meeting of the Parish Council to be held in the village hall but he would like to use the venue for some of the meetings. It would be very good for the village to see the Parish Council using it.

Concern was raised that if a user group was found to rent the hall then the Parish Council would have to find somewhere else to hold it's meetings. Also concern was raised that if venue's were switched regularly then people would not know where the meetings were held.

Proposed Cllr Pope, seconded by Cllr Corbett that the Parish Council consider having some of their meetings at the Village Hall either by deciding the venue at the end of each meeting for the following or by the fixing of a set number of dates at the beginning of the year.

A vote was taken 2 votes to use the village Hall and 5 against.

**RESOLVED** that the Parish Council not use the Village Hall for meetings.

Cllr Pope requested that it be noted that he was disappointed that the Parish Council as owners of the building have not visited particularly after all the hard work that has recently been carried out. He hoped they would all take the opportunity to visit in the near future.

14/104.3 To discuss and decide action for response regarding letter from local residents requesting permission to do works on property adjoining Marston Road Play area requiring closure of Play area.

Standing orders were suspended as the owner of the adjoining property was present and a discussion was had as to the nature of the works to be carried out. The owner informed the Council that the outbuildings adjoining the play area were unsafe in particular the roof. It is rotten inside and the tiles barely hold onto the roof.

The works to the roof will take 2-3 weeks and then the pointing of the wall can be done over a longer period.

Proposed by Cllr Gill and seconded by Cllr Pearce, agreed by all

**RESOLVED** that the play area may be closed in order to carry out the works to the roof. Once the structures have been deemed safe and scaffolding removed, the repair of the wall may be carried out whilst the park is reopened. This is as long as the work area is sectioned off from the public and is manned at all times that work is taking place. No scaffold or materials are to be left on site when it is unmanned.

**RESOLVED** that the Clerk contact YLCA and ask advice on whether to close the play area immediately, as the Council has now been informed that the adjoining property is unsafe. Clerk to arrange security fencing if required immediately under emergency powers.

14/104.4 To approve a potential scheme to be applied to Harrogate Borough Council Commuted sums (Cowthorpe verges) for provision of bark to be purchased for side edgings in Bert's Garden Public Open space.

Cllrs were concerned that birds may pick up the bark and drop it on the lawn areas causing a H&S issue when mowing.

Proposed by Cllr Pearce and seconded by Cllr Pope, agreed by all

**RESOLVED** that the Council not allow bark to be purchased for side edgings in Bert's Garden public open space.

14/104.5 To discuss and decide action regarding recent problems with Communication with Harrogate Borough Council's planning department on routine Planning applications.

Planning applications have been going missing and not being received by the Clerk from HBC. Clerk now signed up to electronic planning online with HBC so she can cross reference what is missing. Cllr Wilson suggested that the Council join the Campaign for Rural England as it is not only routine planning applications that the Council have had problems with. This week the Council have had a letter from Wallace Sampson apologising for the lack of communication from Harrogate Borough Council's planning department with respect to Tockwith Multidrive centre.

**RESOLVED** that the Clerk put on the agenda for next month joining CPRE and investigate costs.

14/104.6 To discuss and decide a response to the recent communication from NYCC regarding 2015 Urban Grass cutting in Tockwith and Cowthorpe explaining a cease to the non-statutory cutting of grass verges with regard to amenity from April 2015.

Proposed Cllr Waller, seconded Cllr Corbett, agreed by all

**RESOLVED** to respond back to NYCC that this is not a good idea, it is one fraught with danger as the whole purpose for the grass cutting on the verges is for H&S the majority of the time.

**RESOLVED** for the Clerk to ask other neighbouring Parish Councils for their response too.

#### **14/105.Clerks Update**

14/105.1 Relevant received correspondence in addition to email.

No comments.

#### **14/106. Accounts**

14/106.1 To approve payment of Clerks salary and expenses of £71.74

Proposed Cllr Wilson, seconded Cllr Corbett

**RESOLVED** to approve payment of Clerks Salary and expenses of £71.74

14/106.2 To approve payment of Internal Auditor of £129.30

Proposed Cllr Wilson, seconded Cllr Corbett

**RESOLVED** to approve payment of Internal Auditor of £129.30.

14/106.3 To approve a payment of up to £200 for hire of venue for Parish Council meetings 2013/14.

Proposed Cllr Wilson, seconded Cllr Corbett

**RESOLVED** to approve payment of up to £200 for hire of venue for Parish Council meetings.

14/106.4 To approve payment of village Hall insurance up to a value of £1250.

Proposed Cllr Wilson, seconded Cllr Corbett

**RESOLVED** to approve payment of village Hall insurance up to a value of £1250.

14/106.5 To ratify payment of £68.36 to Viking Direct

Proposed Cllr Wilson, seconded Cllr Corbett

**RESOLVED** that the payment to Viking Direct for £68.36 be ratified.

14/106.6 To receive and approve a bank reconciliation

Proposed Cllr Pearce, seconded Cllr Wilson, agreed by all

**RESOLVED** that the bank reconciliation be accepted.

## Bank Reconciliation

Local Council Name TOCKWITH WITH WILSTROP PARISH COUNCIL

Prepared by Mrs Helen Algar Clerk/RFO      Date 21<sup>st</sup> May 2014

	£	£
Balance as per Bank Statement at 30 <sup>th</sup> April 2014:		
Lloyds TSB Treasurer's Account	2,501.00	
Lloyds TSB Business Instant Access Account	<u>42,847.8</u>	
		45,348.80

Less: outstanding cheques at 21<sup>st</sup> May 2014:

Viking Direct	001010	(68.36)
Smart wheelie	001011	(59.95)
Clerks Salary and expenses	001012	(646.02)
Internal Auditor	001013	(129.30)
D/D PWBL	D/D	(3791.93)
		(4695.56)

Net balances at 21<sup>st</sup> May 2014 40,653.24

=====

The net balances reconcile to the Receipts and Payments account is as follows:

Opening balance both accounts 1 <sup>st</sup> April 2014	33221.29
Add: Receipts in the year	12728.80
Less: Payments in the year	5296.85

Closing balance as per Receipts and Payments book at 21<sup>st</sup> May 2014 40,653.24

=====

Minus ring fenced loan 16711.80

Working balance 23941.44

=====

14/106.7 To receive and approve current spend against budget report.  
Proposed Cllr Pearce, seconded Cllr Wilson

**RESOLVED** that the current spend against budget report be accepted.

SPEND AGAINST BUDGET AS OF  
21/05/2014

<b>PRECEPT 2014/15</b>	Agreed Precept 2014/15	Current Spend MAY 2014/15	Amount Available 2014/15
<b>EXPENDITURE</b>			
Grants	3000	295	2705
Salaries	6891.3	1148.56	5742.74
Expenses	700	86.06	613.94
<b>SUB TOTAL</b>	<b>10,591.30</b>	<b>1,529.62</b>	<b>9,061.68</b>
<b>ESTABLISHMENT CHARGES</b>			
Room Hire	300	0	300
Conferences & Training	250	0	250
Audit fee	700	129.3	570.7
Insurance	1000	0	1000
Ainsty IDB	15	12.69	2.31
Rural Arts Yorks.	0	0	0
YLCA	400	0	400
Warden	10	0	10
SLCC	116	0	116
Noticeboards	400	0	400
Play Area	800	0	800
Open Spaces and POS	1600	0	1600
Open Spaces and POS cowthorpe	350	0	350
Professional fees	1250	0	1250
Planning fees	250	0	250
posters/signs/repairs	0	59.95	-59.95
Equipment allowance	50	0	50
VH Insurance (reimbursed)	1100	0	1100
VH expenditure	1605	0	1605
Information Commissioner	35	0	35
Web domain bi-annually	750	0	750
Sundries	300	56.97	243.03
<b>SUB TOTAL</b>	<b>11,281.00</b>	<b>258.91</b>	<b>11,022.09</b>
Loan repayments:			
Capital Scheme 1 (40,000)	2,999.46	2,999.46	
Capital Scheme 2 (10,000)	719.36	719.36	
Capital scheme 3 (70,000)	3,865.04	3,865.04	
<b>TOTAL LOAN REPAYMENTS</b>	<b>7,583.86</b>	<b>3,791.93</b>	<b>3791.93</b>



<b>TOTAL EXPENDITURE</b>	<b>29,456.16</b>	<b>5,580.46</b>	<b>23,875.70</b>
--------------------------	------------------	-----------------	------------------

RECEIPTS			OUTSTANDING
HBC gr. maint. grant	212.78	0	212.78
VAT reclaim	1500	0	1500
Allotment rents	257.5	227.5	30
Rent - Junior Football pitch	1	0	1
VH Ins.reimbursement	1100	0	1100
Wheelie bin stickers	59.95	0	59.95
HBC commuted sums		0	0
<b>TOTAL RECEIPTS</b>	<b>3,131.23</b>	<b>227.50</b>	<b>2,903.73</b>
<b>NET REQUIREMENT</b>	<b>26,324.93</b>	<b>5,352.96</b>	<b>20,971.97</b>

14/106.8 To consider all applications for Section 137 payments and approve  
Proposed by Cllr Pearce and seconded by Cllr Wilson and agreed by all that the following be allocated in grants;

**RESOLVED** to issue a grant of £450 to Nidd Valley Methodist Circuit noting that next year the grant may be lower.

**RESOLVED** to issue a grant of £750 to Tockwith Church for grounds maintenance.

**RESOLVED** to issue a grant of £250 to Tockwith Show.

**RESOLVED** to issue a grant of £250 to Tockwith Tennis Club.

**RESOLVED** to issue a grant of £250 to Sportsfield Trust.

**RESOLVED** As of next year the new policy on community grants will take effect the Clerk will email all previous applicants with the new procedure for next year.

This leaves £755 left in grants to allocate for the rest of the year out of the agreed budget.

14/106.9 To complete and sign the Annual Return in preparation for external audit now that the internal audit has been completed.

The Chairman read out the questions on the annual return section 2 Annual Governance Statement 2013/14.

Proposed by Cllr Pearce and seconded by Cllr Pope and agreed by all

RESOLVED Question 1.0 YES

RESOLVED Question 2.0 YES

RESOLVED Question 3.0 YES

RESOLVED Question 4.0 YES

RESOLVED Question 5.0 YES

RESOLVED Question 6.0 YES

RESOLVED Question 7.0 YES

RESOLVED Question 8.0 YES

RESOLVED Question 9.0 N/A

RESOLVED that the Chair and Clerk sign that the annual governance statement showing it is approved by the Council and recorded as minute reference 14/106.9

#### **14/107.Information Exchange by Councillors**

Clerk informed Council that she would be arranging for the annual service of the central heating boiler at the village Hall with the preferred supplier who did the installation so as not to invalidate the warranty.

Clerk will also get the plumber to secure the wobbly gas pipe on the back of the village hall wall under her emergency powers as there is concern it could become a health and safety issue.

Cllr Gill highlighted the state of the seats on the swings at Marston Road Play area.

**RESOLVED** that Clerk should dig out the quotation already received for replacement of these seats and put it on the agenda for next month.

Cllr Wardman reminded all parishioners and also Cllrs of the need for clubs and societies to remove posters for events once those event dates have passed that are displayed around the village.

#### **14/108.Date of Next Meeting**

Date of Next Meeting – Wednesday June 18<sup>th</sup> 2014 at 7.30pm.

#### **14/109 Exempt Matters**

14/109.1 Correction of minutes for exempt matter from September 18<sup>th</sup> 2013 Meeting.

The public were thanked for attending the meeting and left. The chairman read the resolution for exempt matters.