

## **TOCKWITH WITH WILSTROP PARISH COUNCIL**

Minutes of a Council meeting held on Wednesday 15<sup>th</sup> October 2014 in Tockwith Church at 7.30 pm.

**Present:** Councillors, Mrs S Corbett (Vice Chair), Mrs G Hall, Mr K Pope, Mrs L Gill, Mrs A Wilson, Mrs J Wardman (7.40pm), Mrs S Pearce (8pm).

**In Attendance:** Mrs H Algar (Clerk to the Council), 2 members of the public.

**Apologies:** Mr N Waller (Chair)

Councillor Corbett welcomed all to the meeting and took the chair.

### **14/168 Apologies for absence**

Cllr Waller had sent apologies.

**RESOLVED** that the Council accept apologies for Cllr Waller.

### **14/169 Parish Council Vacancies**

#### **14/169.1 Cowthorpe Vacancies**

No interested parties had come forward in the existing vacancy.

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

A second vacancy has arisen in Cowthorpe as Cllr Hatfield has tendered her resignation, the clerk has already notified Harrogate Borough Council and awaits the relevant paperwork.

### **14/170 Declarations of Interest**

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

### **14/171 Minutes**

Cllr Wardman joined the meeting.

Proposed Cllr Pope, agreed by all

**RESOLVED** that the minutes of the 17<sup>th</sup> September 2014 not be signed and dated as a true record.

Cllr Pope would like recorded in the September minutes that Clerk was going to provide Cllr Pope with a copy of the Village Hall insurance with a view that Cllr Pope would be able to look at costs of that insurance moving forward. He would be doing this as Village Hall representative to the Parish Council.

### **14/172.To receive information on ongoing issues and decide further action where Necessary.**

#### **14/172.1 ref minute 14/52.To receive an update on the progress of the New Parish Council website.**

Clerk and Cllr Wilson continuing to move toward go live for the new website. Calls were again made for information from groups from the community to link into the Parish Council website. The aim is to go live before the end of the month.

Cllr Corbett thanked Cllr Wilson for all her hard work.

#### **14/172.2 ref minute 14/91 To receive an update on the allotments following a site meeting by Cllrs and the Clerk.**

The Clerk explained the existing tenant was happy to split church row plot 1 £7 and £13 as agreed with Cllr Pearce. The Clerk is to arrange a new tenant aiming for start date of November 1<sup>st</sup> rents will be adjusted accordingly.

14/172.3 ref minute 14/116.1 to receive an update from defibrillator working group following the recent community meeting with the YAS.

The last meeting went really well and around 13 people from Tockwith signed after the meeting to show more interest in the scheme. A follow up meeting is set for November 12<sup>th</sup> and it is thought that a PPG member also knows someone who is a first responder who would also be able to attend the meeting.

The Clerk and the defibrillator working group will advertise the meeting and arrange the next steps with Yorkshire Ambulance Service.

14/172.4 ref minute 14/123.3 To update the Council with the response from the Highway footway lighting team to their feedback comments.

Fed back comments from the Council. He responded he will be placing orders with the contractors for the works so all being well works should begin soon. They agreed that they would program works in & advise us of dates.

14/172.5 ref minute 14/159.1 To update the Council with progress on the matter of the ability to pay for works to improve the surface drainage in an area adjacent to the village hall car park with YLCA.

A discussion was held regarding how the process had been handled and also the Village Hall Chair was invited to speak. The Clerk advised that it was not possible to pay a grant to an individual but that it would be possible to pay a group or voluntary organisation a grant. Council could pay the Village Hall Management committee with a proviso that the grant would be spent on the drainage improvements to their hall. Cllrs were clear that they did not want to set a precedent for works to be completed without Parish Council approval. Cllr Pearce joined the meeting.

Proposed Cllr Pope and seconded Cllr Gill and agreed by all that

**RESOLVED** that the Parish Council give £100 as a goodwill gesture to the Village Hall Management Committee to give to the resident adjacent to the hall toward costs of the drainage works they have recently undertaken. It should be stressed however that future works should gain approval prior to being commenced.

14/172.6 ref minute 14/159.2 To update the Council with progress on the matter of the leak in the village hall roof in the new toilet extension.

The Clerk arranged for a builder to look at the plans and visit the roof. He believed the problem was likely to be in the join of the old and new roof but without stripping the roof back it was difficult to say. He also said that water was pooling on the old roof and that would cause a problem in the future if we did not attend to it. He suggested we could cut out part of the old roof which would create a drainage channel for the water to run onto the new roof.

He did not want to touch anyone else's work and would not be prepared to take the work on. The Clerk then contacted building control it transpired the extension has not been signed off. The inspector came out to look at the roof and would not sign it off. He also suspected there was a leak on the join between the old and new roof. He has asked the Clerk to arrange a meeting on site with the original contractor to strip back some of the roof so he can see what the problem is. This will be done on Friday 17<sup>th</sup> October.

It does not fix the problem however of water pooling on the old village hall flat roof and the Clerk also reminded Cllrs that this and the damp issue in the hall should be considered when Cllrs are considering the budget next month. Maybe a long term plan should be produced to take into account probable expenditure for the village Hall.

Proposed by Cllr Pearce and seconded by Cllr Hall, agreed by all  
**RESOLVED** that the Council should meet at Tockwith Village Hall at 7pm on the date of the next Parish Council meeting. This is to look at the works to be completed and the damp problems.

14/172.7 ref minute 14/162.11 To update the Council with the progress of this matter regarding the flooding problems on Marston road and to also give an update on finding the cause of the problem.

Clerk informed the Council that this was now in the hands of Ainsty IDB and that the Clerk was still in the process of writing to Nigel Adams MP.

14/172.8 ref minute 14/162.13 To update the Council with the progress of contacting Rospa for advice regarding the fitting of a bolt on Marston Moor play area.

A discussion was had and the Clerk fed back advice from ROSPA regarding the fitting of a lock on the gate.

Proposed by Cllr Wilson and seconded by Cllr Gill voted against by Cllr Pearce but carried by all other Cllrs

**RESOLVED** that due to the low accident history over the past 12 years and the gate opening inward to the play area (allowing a parent more time to notice the child is heading toward the exit) that the Council will not fit a latch to the gate at Marston Road Play area. This decision is based on advice given from ROSPA that the Council should weigh up the pro's and cons of fitting a latch based on accident history. This decision is also based on ROSPA's knowledge of how children play when in a playground environment and how when latches are fitted more health and safety issues can arise.

**RESOLVED** that the Clerk inform the resident who raised the issue that we would not on consideration be fitting a lock.

During this item Cllrs asked if a new sign for Marston Road Play area had been organised, the Clerk had been waiting for remedial works to the pointing of the wall to be completed before purchasing but agreed to order the sign irrespective of the pointing of the wall.

14/172.9 To discuss and decide actions to move forward the lack of progress with the Planning department regarding Marston Moor airfield and the pending certificate for Lawful Use.

The Clerk had emailed Harrogate Borough Council for an update and was surprised with the reply which was that a determination had been made regarding the CLU the main points of which were that everything had been allowed to remain on the site in the CLU application with the exception of the residential caravan. Harrogate Borough Council may take enforcement action on the caravan but we will have to wait and see.

Proposed by Cllr Wilson and seconded by Cllr Gill and agreed by all

**RESOLVED** that a letter be written to Dave Allenby with a copy to Wallace Sampson to complain that we had not automatically been informed when we were consultees on this CLU.

**RESOLVED** that Cllr Wilson contact Linda Potter from CPRE for advice.

14/172.10 To discuss and decide actions to move forward the lack of progress with the Environment agency regarding the Marston Moor airfield and the use of tyres on the site.

The Clerk informed the Council that she had contacted the Environment agency for an update and was still awaiting a response.

### **14/173.Report by County & District Councillor**

Cllr Savage had to attend another meeting. No issues were raised to report back.

### **14/174 Public Questions, Comments or Representations**

Standing orders were suspended and a resident asked whether he would be allowed to speak when item 179.2 arose Council agreed that they were happy for them to do that.

### **14/175.Police Matters**

PC Brookes had sent apologies and a report for the meeting and a report the Chair resumed standing orders.

PC Brookes wanted to remind all to tighten up your security now the nights are drawing in – they usually see a rise in burglaries on the run up to Christmas.

060914 – Criminal Damage to fence – Rudgate

080914 – Burg Other – Marston Moor Business Park

100914 – Theft Electric Cable – Wighill

300914 – Crim Dam to car – rear light cluster smashed - Tockwith

PC Brookes also attended school on a wet morning 8.50 am and Southfield lane she was concerned more about Southfield lane than the bend itself.

### **14/176.Village Hall.**

Standing Orders were suspended and Mrs Unsworth gave a report the main points of which were;

- Xmas Fair coming up as another fundraiser.
- Grant work has been started on the Kitchen and Energy efficiency.
- Race Night fundraiser on November 22<sup>nd</sup>.
- RSPB evening a great success.
- Wanted to know who wanted information from village hall for PC website.
- Working with PC to resolve problem with the water leak on the new extension.

Standing orders were resumed.

### **14/177.Planning Applications**

**14/177.1 18 Fairfax Crescent Tockwith York North Yorkshire YO26 7QX– Variation of condition 2 of planning permission 6.124.87.B.FUL to allow changes to approved plans.**

Date is passed on this application but Council wanted to return comments even though the date would not be extended by Harrogate Borough Council.

Discussion was had and it was proposed by Cllr Pope and seconded by Cllr Pearce and agreed by all.

**RESOLVED** to return that the Council does not object to or support the application but would like the planning authority to take into account the application so that it does not detract from the amenity of the property at number 62 Prince Rupert Drive.

**14/177.2 7 Prince Rupert Drive Tockwith York North Yorkshire YO26 7QS - Erection of rear dormer extension.**

Discussion was had and it was proposed by Cllr Pope and seconded by Cllr Pearce and agreed by all

**RESOLVED** that the Council return that they have no objections to the application.

It was noted that no green notice could be seen when neighbour notification was done on this property, they Clerk would enquire to HBC as to why.

#### **14/178.Planning Responses/Enforcement**

14/178.1 Possible breach of planning control. Height of boundary hedge to rear elevation – **154 Prince Rupert Drive Tockwith – No further action required.**

14/178.2 Erection of replacement single storey extension and detached garage and alterations to driveway **63 Westfield Road Tockwith North Yorkshire YO26 7PY– Grant Planning subject to conditions.**

14/178.3 Formation of a Menage– **Land at grid reference 447719 452342 Grant Planning subject to conditions.**

14/178.4 *Approval of details under condition 3 of planning permission 6.124.487.FUL–*  
**Centre Park Marston Business Park Tockwith North Yorkshire**

14/178.5 Erection of 2 storey extension – **Skip Bridge Farm Moor Monkton York North Yorkshire YO26 8EZ – Refuse planning permission.**

#### **14/179.Matters requested by Councillors**

14/179.1 To discuss and decide action regarding the five year plan on the Public Open Space on Westfield Green formulated by Cllr Pearce.

Cllr Pearce met with grounds maintenance contractor three weeks ago to agree the plan. He is trying to maintain the plan in the time he uses for the current contract and is gradually removing ivy and small trees and saplings as they go. The biggest issue is that there are a number of self-seeded trees and elderberry bushes.

Cllr Pearce proposed and Cllr Pope seconded and agreed by all

**RESOLVED** to spend £150 for removal by the grounds maintenance contractor of all elders and small ash, sycamores and oak trees.

Cllr Pearce proposed and Cllr Pope seconded and agreed by all

**RESOLVED** to notify No 20 Westfield green about removal of these small saplings. Cllr Pearce to call.

Cllr Pearce also noted in her report about Westfield green that the back of the border where the large Ash trees are the grounds maintenance team are trying to keep the weeds down but they keep finding a lot of dumped garden waste in the border.

14/179.2 To discuss the progress with the Ash Trees on Westfield Green POS. Namely to discuss progress with the planning applications and correspondence with other agencies regarding the trees to decide any actions moving forward in light of all information received.

Our grounds maintenance contractor has a tree specialist coming down to the area to visit another tree and will visit the trees at Westfield green and give an opinion based on the health of the tree and also the amenity issues to number 69 and 89 Prince Rupert Drive. His suggestions will then formulate the basis for a revised application to Harrogate Borough Council planning department to have work done to the trees at the site. He has been sent the previous reports and letters from residents.

14/179.3 To discuss the lack of grass verge cutting on the corner of Westfield Road and leading into Westfield Green and progress by Highways in response to this matter.

The Clerk explained this was due to a complaint made by a local resident and that a call has been logged with Area 6 Highways but they need not respond to that call until 21<sup>st</sup> October.

14/179.4 To discuss the complaint that HGV's and Tractors/Farm machinery are coming through the village too quickly carrying heavy loads and wide machinery.

The matter was discussed and it was proposed by Cllr Corbett and seconded by Cllr Pearce and agreed by all

**RESOLVED** to put an article in the Parish News to remind residents to try and record registration numbers of HGV's and Tractors/Farm machinery that are coming through the village too fast.

**RESOLVED** to also report to trading standards once registration plates obtained for any HGV's that are speeding.

**RESOLVED** for the clerk to contact the resident and update them with the resolutions of the council regarding this matter.

14/179.5 To decide whether to submit a site in HBC's call for sites for the Harrogate district local plan.

Councillors discussed this at length and discussed that last time a call was made that they proposed six sites and five were thrown out. Other Cllrs felt that there was no infrastructure to support more housing. This led to more discussion which included designating Tockwith airfield for housing. Councillors decided against this.

Proposed by Cllr Pearce and seconded by Cllr Wardman

**RESOLVED** that the Council decide to not propose any sites to Harrogate Borough Council's call for sites for the Harrogate district local plan.

14/179.6 To receive feedback from Cllr Pope regarding his recent Parish Consultation meeting with HBC and NYCC.

The main points of Cllr Pope's report were;

- Date of the meeting was the date of the Allerton Park Incinerator decision so only 12 people attended the meeting.
- CLU on the airfield was discussed and they empathised at the length of time we have been awaiting a resolution but it is a complex case with lots of issues that have to be dealt with carefully.
- Potholes have NYCC been given additional funding from central government? The answer was yes but it will not speed up the rate at which they are dealt with.

14/179.7 To agree to respond as individual Cllrs to the Harrogate Borough Council Waste and Budget consultation.

Proposed Cllr Pearce and seconded by Cllr Pearce agreed by all

**RESOLVED** that Cllrs respond individually to the Harrogate Borough Council Waste and Budget consultation.

#### **14/180 Clerks update and received Correspondence**

14/180.1 Update on Parking situation outside school from PC Sue Brookes

See item 14/175

14/180.2 Update on Trees Marston Road Play area

Yes they will need to have an application putting in as they are in the conservation area. Cllrs suggested the next step is to ask the tree owners.

14/180.3 Update on Zurich Insurance Claim Wilstrop Noticeboard

Zurich have agreed to pay the claim just want labour costs to finalise claim. The Parish Council arrange for the work to be completed and pay for the works then submit invoices for reimbursement.

14/180.4 Update on Yorventure fundholding for village hall

Village Hall have funding of £1500 from Yorventure and have paid us the 10.17% contribution they have to make to Yorventure to release the grant. When the work commences I will send the 10.17% (£152.55) to Yorventure as we are the third party fund holders for the project.

14/180.5 Update on costs involved with patching/replacing village hall car park.

So far have taken 2 quotations one from driveways of distinction who have quoted £575.00 to patch the car park and £5485.00 plus VAT to resurface. The second quotation was to patch the car park at a cost of £275.00

14/180.6 Update on date of internal Auditor visit.

He is visiting on 5<sup>th</sup> November 2014 to do a half yearly audit.

14/180.7 Relevant received correspondence in addition to email.

- *Receipt of complaint about verge cutting*
- *Receipt of complaint about tractors and HGV's coming through village*
- *Lloyds bank statements*
- *Ainsty IDB accounts for display*
- *Yorventure grant cheque from VHMC*
- *Waste collection survey HBC*
- *Viking direct brochure*

**14/181. Accounts – to pay/ratify invoices received, bank balances and receipt of payments.**

14/181.1 To approve payment of Clerks salary

Proposed Cllr Wilson and seconded by Cllr Gill and agreed by all

**RESOLVED** to approve payment of Clerks salary

14/181.2 To approve payment to PWBL for £3791.93

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

**RESOLVED** to approve payment to PWBL for £3791.93

14/181.3 To ratify payment of £516 to Farm and Land Services Ltd.

Proposed Cllr Gill and seconded Cllr Pearce and agreed by all

**RESOLVED** to ratify payment of £516 to Farm and Land Services Ltd.

14/181.4 To ratify payment of £35 to the Information Commissioner

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

**RESOLVED** to ratify payment of £35 to the Information Commissioner

14/181.5 To receive and approve a bank reconciliation

Bank Reconciliation

Local Council Name TOCKWITH WITH WILSTROP PARISH COUNCIL

Prepared by Mrs Helen Algar Clerk/RFO Date 15<sup>th</sup> October 2014

£ £

Balance as per Bank Statement at 26<sup>th</sup> September 2014

:

Lloyds TSB Treasurer's Account	2,501.00	
Lloyds TSB Business Instant Access Account	<u>43016.54</u>	
		45517.54

Less: outstanding cheques at 26<sup>th</sup> September 2014:

Mrs J Marsden	001038	(116.49)
Mrs Algar salary & expenses	001039	(691.03)
Church room hire	001040	(200.00)
Church room hire	001041	(20.00)
Information commissioner	001042	(35.00)
Farm & Land Services	001043	(516.00)
		(1578.52)

Net balances at 15<sup>th</sup> October 2014 43939.02  
=====

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	27738.77
Less: Payments in the year	17021.04
Closing balance as per Receipts and Payments book at 15 <sup>th</sup> October 2014	43939.02



Minus ring fenced loan (with £1400 decorators costs removed) 15311.80

Working balance **28,627.22**

Proposed Cllr Pearce Seconded by Cllr Corbett and agreed by all  
**RESOLVED** that the bank reconciliation be approved.

14/181.6 To receive and approve current spend against budget report.

SPEND AGAINST BUDGET AS OF  
15/10/2014

<b>PRECEPT 2014/15</b>	Agreed Precept 2014/15	Current Spend as of OCTOBER 2014/15	Amount Available 2014/15
<b>EXPENDITURE</b>			
Grants	3000	2995	5
Salaries	6891.3	3445.68	3445.62
Expenses	700	398.41	301.59
<b>SUB TOTAL</b>	<b>10,591.30</b>	<b>6,839.09</b>	<b>3,752.21</b>
<b>ESTABLISHMENT CHARGES</b>			
Room Hire	300	220	80
Conferences & Training	250	0	250
Audit fee	700	369.3	330.7
Insurance	1000	592.87	407.13
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	220	180
Play Area	800	582	218
Open Spaces and POS	1600	768	832
Open Spaces and POS cowthorpe	350	0	350
Professional fees	1250	36	1214
Planning fees	250	0	250
posters/signs/repairs	0	59.95	-59.95
Equipment allowance	50	0	50
VH Insurance (reimbursed)	1100	1138.85	-38.85
VH expenditure	1605	1400	205
Information Commissioner	35	35	0
Web domain bi-annually	750	606	144
Sundries	300	283.31	16.69

<b>SUB TOTAL</b>	<b>11,281.00</b>	<b>6,323.97</b>	<b>4,957.03</b>
Loan repayments:			
Capital Scheme 1 (40,000)	2,999.46		
Capital Scheme 2 (10,000)	719.36		
Capital scheme 3 (70,000)	<u>3,865.04</u>		
<b>TOTAL LOAN REPAYMENTS</b>	<b><u>7,583.86</u></b>	<b><u>3,791.93</u></b>	<b>3791.93</b>
<b>TOTAL EXPENDITURE</b>	<b><u>29,456.16</u></b>	<b><u>16,954.99</u></b>	<b><u>12,501.17</u></b>

RECEIPTS			<b>OUTSTANDING</b>
HBC gr. maint. grant	212.78	0	<b>212.78</b>
VAT reclaim	1227.21	1227.21	<b>0</b>
Allotment rents	247.5	247.5	<b>0</b>
Rent - Junior Football pitch	1	0	<b>1</b>
VH Ins.reimbursement	1100	1138.85	<b>-38.85</b>
Wheelie bin stickers	59.95	0	<b>59.95</b>
reclaim from loan v hall decorating	1400	1400	<b>0</b>
HBC commuted sums		116.49	<b>-116.49</b>
<b>TOTAL RECEIPTS</b>	<b><u>4,248.44</u></b>	<b><u>4,130.05</u></b>	<b><u>118.39</u></b>
<b>NET REQUIREMENT</b>	<b><u>25,207.72</u></b>	<b><u>12,824.94</u></b>	<b><u>12,382.78</u></b>

Proposed Cllr Pearce Seconded by Cllr Corbett and agreed by all  
**RESOLVED** that the current spend against budget report be approved.

#### **14/182.Information Exchange by Councillors**

14/182.1 Community Bulb planting date Saturday 1<sup>st</sup> November 2014 10am.

To meet outside the village hall.

School open evening might be a good idea to sell wheelie bin stickers at school.

Southfield Lane and mud becoming an issue. Cllrs to monitor it over the month and put on the agenda for next month.

School garden/allotment is going to be built in the next few weeks.

Cllr Pearce noted in the September minutes that there was a typo in the spelling of her name.

#### **14/183.Date of Next Meeting**

Wednesday November 19<sup>th</sup> 2014 at 7.30pm Tockwith Church. (Councillors to meet at Tockwith Village Hall at 7pm)

#### **14/184 Exempt Matters**

None

Cllr Corbett thanked all for coming and declared the meeting closed.