

TOCKWITH WITH WILSTROP PARISH COUNCIL

Minutes of a Council meeting held on Wednesday 17th September 2014 in Tockwith Church

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

In Attendance: Mrs H Algar (Clerk to the Council), Cllr J Savage, 7 members of the public.

Apologies: Mr N Waller (Chair)

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

14/151 Apologies for absence

Cllr Waller had sent apologies.

RESOLVED that the Council accept apologies for Cllr Waller.

14/152 Parish Council Vacancies

14/152.1 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.

14/153 Declarations of Interest

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

14/154 Minutes

Proposed Cllr Wilson, seconded Cllr Gill.

RESOLVED that the minutes of the 16th July 2014 meeting be signed and dated as a true record.

RESOLVED that the minutes of the 26th August 2014 meeting be signed and dated as a true record.

14/155 To receive information on ongoing issues and decide further action where necessary.

14/155.1 ref minute 14/52.7 ref minute 14/43.15 To appoint a firm to construct and manage the Parish Council Website from the three received tenders. To receive an update on progress of the website thus far.

All the previous minutes are now on the new site and the new site is coming on nicely. The Clerk has identified with Cllr Wilson what is required to go live and they are hoping to get it live as soon as possible. Cllrs thanked Cllr Wilson for all her hard work.

14/155.2 ref minute 14/91 Allotment Rents for the Year 2015/16 – to approve in particular looking at reducing allotment sizes moving forward and considering advice received from YLCA. Update regarding responses to the letter issued to tenants.

A tenant had contacted the Council to reduce the size of their plot.

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

RESOLVED that Cllr Pearce meet with the Clerk on site and look at the plot to be split and agree a suitable rental split.

RESOLVED once a rent has been agreed that the Clerk offer the plot to a new tenant via the waiting list.

Another tenant had informed the Council that they were finding it difficult to tend to their plot due to ill health so a family member was helping tend the plot.

Proposed Cllr Wardman and seconded by Cllr Gill, agreed by all.

RESOLVED that the situation be allowed to continue for the time being but to keep an eye on the situation.

A discussion followed regarding allotment rules

Proposed Cllr Pope and seconded Cllr Pearce.

RESOLVED that the allotment rules be reviewed at the AGM of the Parish Council each year.

It was also discussed that the village hall insurance should be reviewed on an annual basis to get the best value for money the Clerk agreed to pass the details of the insurance to Cllr Pope as village hall representative.

14/155.3 ref minute 14/116.1 to receive an update from defibrillator working group regarding progress with project so far.

Leaflets had been distributed throughout Tockwith and Cowthorpe to promote a public meeting on September 24th in the village Hall. Councillors hoped that there would be a good turnout at the meeting.

14/155.4 ref minute 14/123.3 To discuss and decide response regarding HBC's request for response to changes in Parish Footway lighting. Response due now that a light has been erected for Cllrs to look at in the village.

Proposed by Cllr Wardman and seconded by Cllr Gill.

RESOLVED to respond to HBC that the lighting is very urban looking but that there had been no complaints from residents to the test light installed in the village. Another note to make was that the light did not diffuse very far.

14/155.5 ref minute 14/140.6 To decide whether the Parish Council should write to Highways to ask them to impose legislation to prohibit buses unless they are on a bus route in Cowthorpe. Update on progress.

Standing orders were suspended and Cllrs invited the Chair of the Cowthorpe Community Forum to speak as she had attended an area meeting where the matter was discussed.

The main points of discussion were;

- Cowthorpe would require a new order not an extension of their existing order as the grounds for the existing order was based on environmental impact as opposed to safety.
- The area committee were initially wanting to refuse the proposed order based on the number of buses the operator had reported come through the village. After discussion it was agreed that the local residents could have an opportunity to monitor the number of buses coming through the village. The operator claims that there are only a couple of buses per day whereas the local residents claim there are a lot more than this. To be fair to the operator contacted there is more than one operator coming through the village. The residents can monitor and then send in a response by November 4th. The item is on the area agenda again on November 20th 2014.

14/156. Report by County & District Councillor

Cllr Savage gave a report the main points of which were;

- Earthmoving equipment on Marston business park new owners have been informed to contact Mr Moore to remove them.
- Allerton Park Incinerator 24th September EGM of Council to see if the proposed incinerator will go ahead or not.
- Flooding Marston Road, has been a difficult process to get all of the agencies together but think that this is now happening. Think the problem is with the fields to the east. Cllr Savage also stated that a number of the properties are Council owned

and what they would spend on flood proofing their properties would be better spent on putting toward a permanent solution sorting out the drainage.

- Ash Tree on Westfield Green a number of residents had contacted Cllr Savage regarding the tree situated on the Public Open space at Westfield Green and the residents wanted to know who had liability in the event of subsidence. The Clerk said that she would look into the liability issues considering that the Parish Council had applied twice to Harrogate Borough Council and been refused twice to get works done to reduce the tree and ensure that deadwood has been removed. The residents also stated that there had been an agreement in place with the Council to have the trees maintained on a four yearly basis. The Clerk asked for a copy of this document and the residents said that they would provide one which the Clerk will circulate to Councillors.

14/157 Public Questions, Comments or Representations

One resident confirmed that they had distributed leaflets for the defibrillator meeting in Cowthorpe and they had a good response from the people that they spoke to.

Another issue was dog fouling there is an issue with a resident who allows its dog to foul on the piece of grass outside of the church and Bert's garden, they had contacted the dog warden and she had suggested that the Parish Council send a polite letter to ask them to stop.

Cllrs said that when they are in the area they will have a word on an informal basis. The resident said to wait for now and that they will monitor the situation for a while.

Standing orders were resumed.

14/158. Police Matters

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

040814 – Burglary Other – tools, cash, golf equipment stolen – Marston Moor Business Park

060814 – Theft from Unattended Motor Vehicle – sunglasses stolen – Marston Moor Business Park

290814 – Stolen Motor Vehicle - moped – Wighill

300814 – Theft of wheel nuts – Marston Moor Business Park

PC Brookes also gave feedback to the Council regarding the sports field and the parking outside of school. Both of which did not seem to be causing a real problem.

Proposed by Cllr Wardman and seconded by Cllr Pearce

RESOLVED that the Clerk respond to PC Brookes to visit school at 8.50 am as she will see that there is even more of an issue with parking.

Cllrs also noted that there had been incidents of vandalism at the sports field and would report any further damage to the police at the time of the incident.

14/159. Village Hall.

14/159.1 To discuss and decide the request that has been sent from a neighbouring property to share the costs (50%) of surface drainage improvements an area adjacent to the village hall car park. The owner of the properties builder estimated the total costs for the drainage changes at £350 (materials and labour). £175 cost to PC.

Through discussion it was established that the proposed works had already been completed. The owner stated that she did not need the drainage on her property and put it in for goodwill and would like a contribution if possible from the Parish Council. The Council discussed the matter and agreed the difficulty was that the work had been completed without 3 quotes and that the PC did not have this work in its budget for the year.

Cllr Pearce proposed that the Parish Council make a financial gesture. All agreed that there had not been a situation like this before and that the Council should take advice before making a payment.

Proposed Cllr Wardman and seconded Cllr Pearce

RESOLVED that the Clerk take advice from YLCA on how to move this forward to be able to pay a share of the costs.

14/159.2 To discuss and decide how to proceed with remedial works to fix a major water leak on the village hall extension that occurred over the summer period. Investigations by RM Contracts have shown that new drainage installation is required on the old flat roof. Standing orders were suspended so that the chair of the VHMC could explain what had occurred with the roof and the leak in the new part of the toilet extension. The existing builder has put the problem down to the old flat roof and suggested a full reroofing of the old flat roof at a cost in excess of £6000. The VHMC and the Clerk both believe that it is the joins on the roof from old to new which is the problem and as such may well be down to the builder who built the extension.

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

RESOLVED that the Clerk organise other builders to come and look at the damage and to assess where the problem lies.

RESOLVED that the Clerk look at the original plans to look at the specifications that the roof should have been built to.

14/159.3 - to receive a report from VHMC representative.

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

- Recent Entertainment evening was a great success.
- Xmas Fair coming up as another fundraiser.
- Grants have been sent off for the Kitchen and Energy efficiency
- Marketing of the hall continues
- RSPB evening coming up at the village hall
- Hall also doing really well at the moment at securing party booking

Standing orders were resumed.

14/160.Planning Applications

14/160.1 New Farm Moor Lane Wilstrop North Yorkshire YO26 7QN – replacement of flat roof with pitched roof, erection of porch, replacement of 7 windows and 2 doors, installation of 1 new door and alterations to 5 windows.

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

RESOLVED that the Parish Council have no objections.

14/161.Planning Responses/Enforcement

14/161.1 Possible breach of planning control. Storage/siting of large earth movers and trailers (sited on Industrial Park following removal of earth bund – **Marston Moor airfield Tockwith North Yorkshire – No further action required.**

14/161.2 Erection of 1 single storey extension and 1 two storey extension, erection of porch and alterations to 1 window. **74 Prince Rupert Drive Tockwith North Yorkshire YO26 7QS**– Grant Planning subject to conditions.

14/161.3 Change of use of outbuilding to form holiday cottage – **59 Westfield Road Tockwith York North Yorkshire YO26 7PY** – Grant Planning subject to conditions.

14/161.4 Conversion of part of building to form offices and installation of mezzanine floor and first floor to form offices and installation of 9 windows – **Q4 bathrooms, J Revis & Sons South Field Lane Tockwith York North Yorkshire YO26 7QP**- Grant Planning subject to conditions.

14/162.Matters requested by Councillors or required by changes in statutes.

14/162.1 To decide whether to replace the Councils existing Complaints policy with the newly revised NALC model policy.

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

RESOLVED that the Council replace the existing complaints policy with the newly revised NALC model policy.

14/162.2 To agree to formulate a Written record of an officers delegated powers to be held by the Parish Council and to be published on the Parish Council website along with any associated documentation involved in that delegation. The decisions to be recorded are those which if not delegated to an officer would have been taken by the council, a committee or a sub-committee, (or a joint committee); and have been delegated under specific express authorisation or decisions delegated under a general authorisation and the effect of the decision is to:

- a. Grant permission or licence;
- b. Affect the legal rights of an individual;
- c. Award a contract or incur expenditure which, in either case, materially affects the council's financial position.

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

RESOLVED to create a written record of officer's delegated powers to be held by the Parish Council and to be published on the Parish Council website.

14/162.3 To agree to update the Parish Councils Financial regulations section 3.4 to take into account the necessity to formulate a written record of an officers delegated powers as described in item 14/162.2

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

RESOLVED to update the Parish Councils Financial regulations section 3.4 to take into account the necessity to formulate a written record of an officers delegated powers as described in item 14/162.2

14/162.4 To agree to update the Parish Councils Standing orders section 13 (c) to take into account the necessity to formulate a written record of an officers delegated powers as described in item 14/162.2

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

RESOLVED to update the Parish Councils Standing orders section 13(c) to take into account the necessity to formulate a written record of an officers delegated powers as described in item 14/162.2.

14/162.5 To agree to update the Parish Councils Retention policy to include the necessity to formulate a written record of an officers delegated powers as described in item 14/162.2 and to retain that information for 6 years (associated documents to be held for 4 years).

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

RESOLVED to agree to update the Parish Councils retention policy to include the necessity to formulate a written record of an officers delegated powers as described in item 14/162.2 and to retain that information for 6 years (associated documents to be held for 4 years).

14/162.6 To agree to update the Model Publication scheme for FOI requests to include the necessity to formulate a written record of an officers delegated powers as described in item 14/162.2.

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

RESOLVED to agree to update the model publication scheme for FOI requests to include the necessity to formulate a written record of an officers delegated powers as described in item 14/162.2

RESOLVED for the Clerk to find out how long we legally have to keep minutes of meetings.

14/162.7 To agree to update the Parish Councils Model standing orders 1(h) to incorporate the changes made to the recordings and reporting of public meetings due to the Openness

of Local Government bodies legislation 2014. These Regulations have amended Section 1 of the Public Bodies (Admissions to Meetings) Act 1960.

A replacement standing order proposed is that "The recording of council and parish meetings is permitted under the Openness of Local Government Bodies Regulations 2014 but that recording will be carried out in accordance with separate rules adopted by the council/parish meeting to effectively and lawfully manage this activity".

14/162.8 To agree to adopt YLCA's Template rules for the effective management of recordings at local Council and Parish meetings and to agree to substitute Tockwith with Wilstrop Parish Council into the template.

Cllrs discussed the recording of meetings at local Council meetings and felt that there was concern over being recorded. Also Cllrs felt that the legislation contradicts itself in places. Proposed by Cllr Pearce, Seconded by Cllr Gill and agreed by all

RESOLVED that the Council accept the YLCA's template rules for the effective management of recordings at local Council and Parish meetings.

14/162.9 In light of the Openness of Local Government bodies legislation 2014 to agree whether the Council should record all of its Parish Council meetings and to save a copy of those meetings in order to provide a record should any other recordings be made and taken out of context.

Cllrs discussed at length the pros and cons of recording meetings Cllr Pope proposed and it was agreed by all.

RESOLVED that the Council reserve the right to record meetings as and when they feel it's necessary.

14/162.10 To decide whether to purchase recording equipment for the recording of Parish Council meetings up to a cost of £25.

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

RESOLVED that the Council purchase recording equipment for the recording of Parish Council meetings up to a cost of £25.

14/162.11 To discuss and decide whether to write to Nigel Adams MP and what other actions to take following the double flooding of cottages on Marston Road. This is in light of all the previous action taken with multiple agencies so far in order to try and rectify the situation.

Cllr Gill declared an interest and left the room.

Cllrs discussed the matter and it was proposed by Cllr Pope and seconded by Cllr Hall and agreed by all

RESOLVED that the Clerk prepare a letter to send to Nigel Adams to ask that we ask him to oversee the getting together of all agencies and for him to try ensure this problem is solved before winter.

14/162.12 To discuss and decide whether to hold an open meeting with the residents of the flooded properties on Marston Road to inform them of the decisions the Parish Council have taken to try resolve the matter.

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

RESOLVED that a meeting is not held with local residents but that the Council give support by writing to the local MP. If a meeting is arranged with the agencies involved with solving the problem then they Parish Council will send a representative.

Cllr Gill returned to the meeting.

14/162.13 To discuss and decide whether to fit a bolt on the gate of the Marston Road Play area following correspondence from a concerned parent about the proximity of the park to the main road through the village.

Cllrs discussed the letter received by a local resident at length.

Cllr Pearce proposed that a bolt be fitted to the gate, Cllrs Could not make a decision on this and it was proposed by Cllr Pope and seconded by Cllr Hall and then agreed by all

RESOLVED that the Clerk contact ROSPA and ask what their stance is on fitting locks to gates on play areas as they are due to visit our play area at the end of September.

14/162.14 To discuss and decide issues with dog fouling in the village.

This item was dealt with during public questions.

14/162.15 To discuss and decide whether to respond to the Public Transport Officer in light of the renewal of local bus services in Hambleton, Harrogate and Richmondshire

Proposed by Cllr Corbett and seconded by Cllr Wilson

RESOLVED that the Council not respond to this correspondence.

14/163 Clerks update and received relevant correspondence

14/163.1 Update on Wheelie bin sticker sales since implementation of the scheme

Sales are steady and they still have plenty of stickers available for people to purchase.

14/163.3 Relevant received correspondence.

Clerk read through the list of correspondence and no comments or questions were asked by Cllrs.

14/164. Accounts

14/164.1 To approve payment of Clerks salary and expenses of £116.75

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

RESOLVED that the payment be approved.

14/164.2 To approve payment of £200 for Church Hall hire for the year.

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

RESOLVED that the payment be approved

14/164.3 To approve payment of £20 for Church Hall hire for the August EGM.

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

RESOLVED that the payment be approved.

14/164.4 To ratify payment PKF Littlejohn external audit of £240 and inform Council that 2013/14 accounts have been approved by the external auditor.

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

RESOLVED that the payment be ratified.

14/164.5 To ratify a payment of £12.00 for email/web forwarding aq limited.

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

RESOLVED that the payment be ratified.

14/164.6 To ratify a payment of £155 to doxdirect for printing of letters and leaflets.

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

RESOLVED that the payment be ratified.

14/164.7 To approve payment up to £50 to pay the Information Commissioner

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

RESOLVED that the payment be approved.

14/164.8 To approve payment up to £180 for ROSPA annual inspections on Bert's garden and Marston Road play areas.

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

RESOLVED that the payment be approved

14/164.9 To agree to allow the Clerk to arrange an interim audit with the Parish Council's internal auditor in October.

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

RESOLVED that the Clerk arrange an interim audit.

14/164.10 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 16th September 2014

| | £ | £ |
|--|-----------------|-----------------|
| Balance as per Bank Statement at 29 th August 2014 | | |
| : | | |
| Lloyds TSB Treasurer's Account | 2,500.00 | |
| Lloyds TSB Business Instant Access Account | <u>31516.13</u> | |
| | | 34016.13 |
| Less: outstanding cheques at 29 th August 2014: | | |
| Aq Email forwarding | 001034 | (12.00) |
| Zurich Parish Insurance | 001035 | (592.87) |
| Dox direct printing | 001036 | (155.00) |
| PKF Littlejohn | 001037 | (240.00) |
| Mrs J Marsden | 001038 | (116.49) |
| | | (1116.36) |
| Net balances at 16 th September 2014 | | 32899.77 |
| | | ===== |
| The net balances reconcile to the Receipts and Payments account is as follows: | | |
| Opening balance both accounts 1 st April 2014 | 33221.29 | |
| Add: Receipts in the year | 15237.49 | |
| Less: Payments in the year | 15559.01 | |
| Closing balance as per Receipts and Payments book at 16 th September 2014 | 32899.77 | |
| | | ===== |
| Minus ring fenced loan (with £1400 decorators costs removed) | 15311.80 | |
| Working balance | | <u>17587.97</u> |

Proposed by Cllr Pearce and seconded by Cllr Wilson, agreed by all
RESOLVED that the reconciliation be accepted.

14/164.11 To receive and approve current spend against budget report.

SPEND AGAINST BUDGET AS

OF 16/09/2014

| PRECEPT 2014/15 | Agreed Precept 2014/15 | Current Spend as of SEPTEMBER 2014/15 | Amount Available 2014/15 |
|----------------------------------|------------------------------|--|--------------------------------|
| EXPENDITURE | | | |
| Grants | 3000 | 2995 | 5 |
| Salaries | 6891.3 | 2871.4 | 4019.9 |
| Expenses | 700 | 281.66 | 418.34 |
| SUB TOTAL | 10,591.30 | 6,148.06 | 4,443.24 |
| ESTABLISHMENT CHARGES | | | |
| Room Hire | 300 | 0 | 300 |
| 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 | 252 | 1348 |
| 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 | 0 | 35 |
| Web domain bi-annually | 750 | 606 | 144 |
| Sundries | 300 | 283.31 | 16.69 |
| SUB TOTAL | 11,281.00 | 5,552.97 | 5,728.03 |
| Loan repayments: | | | |
| Capital Scheme 1 (40,000) | 2,999.46 | | |
| Capital Scheme 2 (10,000) | 719.36 | | |
| Capital scheme 3 (70,000) | 3,865.04 | | |
| TOTAL LOAN REPAYMENTS | 7,583.86 | 3,791.93 | 3791.93 |
| TOTAL EXPENDITURE | 29,456.16 | 15,492.96 | 13,963.20 |

| RECEIPTS | | | OUTSTANDING |
|--|-------------------------|-------------------------|-------------------------|
| HBC gr. maint. grant | 212.78 | 0 | 212.78 |
| VAT reclaim | 1227.21 | 1227.21 | 0 |
| Allotment rents | 247.5 | 247.5 | 0 |
| Rent - Junior Football pitch | 1 | 0 | 1 |
| VH Ins.reimbursement | 1100 | 1138.85 | -38.85 |
| Wheelie bin stickers reclaim from loan v hall | 59.95 | 0 | 59.95 |
| decorating | 1400 | 1400 | 0 |
| HBC commuted sums | | 116.49 | -116.49 |
| TOTAL RECEIPTS | <u>4,248.44</u> | <u>4,130.05</u> | <u>118.39</u> |
| NET REQUIREMENT | <u>25,207.72</u> | <u>11,362.91</u> | <u>13,844.81</u> |

Proposed by Cllr Pearce and seconded by Cllr Gill, agreed by all
RESOLVED that the budget report be accepted.

14/165.Information Exchange by Councillors

The Clerk informed the Council that there had been an incident at Wilstrop which had left the noticeboard broken and unable to be repaired. The Clerk had informed the Insurers.

Cllr Gill gave an update from her recent Safer Neighbourhood group meeting the main points of which were.

- Vehicle activated signs have worked well during trial and there will be some available in the future to be loaned out. All that a Parish Council would need to hire is a concrete plinth and the correct fittings.
- Wheelie bin stickers are working well in Knaresborough.
- A Rural Crime Officer has been appointed
- All were reminded that they needed to report all crimes

Council were also informed that there had been another incident in the village involving a bus, this time it was the Tadcaster school bus which was going quickly through the village and took a driver's door off when going past the vehicle outside the pub.

14/166.**Date of Next Meeting** – [Wednesday October 15th 2014 at 7.30pm.](#)

14/167 **Exempt Matters** – None.

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