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Tockwith with Wilstrop Parish Council North Yorkshire

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TOCKWITH WITH WILSTROP PARISH COUNCIL

Minutes of a Council Meeting held on Wednesday 21st January 2015 in Tockwith Church at
7.30pm

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

In Attendance: Mrs C Porter (Clerk to the Council), Cllr J Savage.

Apologies: None

Councillor Waller welcomed all to the meeting.

15/1. Apologies for absence

None.

15/2. Parish Council Vacancies

15/2.1 Cowthorpe Vacancies.

No interested parties had come forward for either of the Cowthorpe vacancies.

RESOLVED: to keep advertising the post on the noticeboards.

15/2.2 Wilstrop – Vacancy.

Cllr Waller advised that he was awaiting confirmation in writing from Cllr Hall regarding her resignation from this post.

RESOLVED: To await confirmation and then Clerk to inform Harrogate Borough Council of this vacancy.

15/2.3 Appointment of Clerk to the Council and Responsible Financial Officer.

Cllr Waller welcomed Claire Porter as the new Parish Clerk and Responsible Financial Officer for Tockwith with Wilstrop Parish Council.

15/3. Declarations of Interest

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

15/4. Minutes

Proposed Cllr Pearce, Seconded by Cllr Wilson, and agreed by all.

RESOLVED that the minutes of the 19th November 2014 **not** be signed and dated as a true record.

Cllr Wardman would like recorded in the November minutes that “reservation was expressed regarding inappropriate roof lights to the outbuilding” from the neighbours to the east of the property – Beck Farm 14/194.1.



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15/5.To receive information on ongoing issues and decide further action where Necessary.

15/5.1 ref minute 14/116.1 To receive an update from defibrillator working group following the recent community meeting with the YAS and the outcome of a meeting with YAS and Cowthorpe residents.

Cllr Gill proposed that the working group disbands, and go forward with defib in Tockwith.

Cllr Corbett said that the Sportsfield Trust may be interested in the defib.

Proposed by Cllr Gill and agreed by all.

RESOLVED: for working group to disband.

Cllr Gill proposed to fund Cowthorpe (maintenance only) for the battery and electrodes.

Proposed by Cllr Gill and agreed by all.

RESOLVED: that the Parish Council would fund the maintenance of the battery and electrodes.

15/5.2 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.

Cllr Pearce showed the Council 3 quotations that she had obtained from builders; these were Future Roof, Roofs Above and PJ Roofing. Future Roof quoted £5100 plus vat to replace old sections of roof, and £7100 plus vat to replace everything including new section. Roofs Above quoted £9719.40 incl vat to replace everything. PJ Roofing quoted £3000 incl vat to replace old roof and a further £700 plus vat to cover new roof. Copies of the quotations and brochures were given to the Clerk.

Standing Orders were suspended so that Mrs A Unsworth could speak.

Mrs Unsworth informed the Council that WREN were offering grants to commercial buildings up to £50,000 and that Margaret may be able to apply for a grant for the roof fixing. March and July are the deadlines. Cllr Waller asked about match funding, advising the need to find 3rd party funding which is 11%.

Standing Orders resumed.

Proposed by Cllr Pearce, agreed by all.

RESOLVED: Cllr Pearce to speak to Margaret regarding filling in the forms to see if we are eligible for a grant for the roof repairs. Council to act as third party funding.

15/5.3 ref minute 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.

The Clerk informed Council that Farm and Land Services had failed to put the application in initially but have now forwarded the application and report to Harrogate Borough Council.



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15/5.4 ref minute 14/196.2 To discuss and decide actions relating to the issue of mud on Southfield Lane, Cllr Pearce. To discuss response from Area 6 Highways.
Cllr Waller informed the Council that he is still awaiting a response.

15/5.5 ref 14/162.1 To decide whether to replace the Councils existing Complaints policy with the newly revised NALC model policy.- To approve Draft copy.

Proposed by Cllr Wilson, Seconded by Cllr Pope, agreed by all.

RESOLVED: To replace Complaints Policy with revised NALC model policy.

15/5.6 ref minute 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 – To approve Draft copy.

Proposed by Cllr Gill, Seconded by Cllr Corbett, agreed by all.

RESOLVED: To update Financial Regulations as above.

15/5.7 ref 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 – To approve Draft copy.

Proposed by Cllr Corbett, Seconded by Cllr Gill, agreed by all.

RESOLVED: To update Standing Orders as above.

15.5.8 ref minute 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)- To approve Draft copy.

Proposed by Cllr Wilson, Seconded by Cllr Pope, agreed by all.

RESOLVED: To update Retention Policy as above.

15/5.9 - ref minute 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. – To approve Draft Copy.

Proposed by Cllr Waller, Seconded by Cllr Corbett, agreed by all.

RESOLVED: To update Model Publication Scheme for FOI as above.

15/5.10 – ref minute 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”. To approve Draft Copy.

Proposed by Cllr Waller, agreed by all.

RESOLVED: To update the Parish Council’s Model Standing Orders as above.



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15/5.11- ref minute 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. To approve Draft Copy.
Proposed by Cllr Waller, agreed by all.

RESOLVED: To adopt YLCA's template rules for effective management recordings as above.

15/6. Report by County & District Councillor

Cllr Waller welcomed Cllr Savage. Cllr Savage gave an update as follows:

- Skewkirk Bridge – Cllr Savage spoke of a bridleway on the Tockwith side to match the Kirk Hammerton side.
- Ainsty 2008 drainage board – Cllr Savage had attended a board meeting where NYCC had stated that Ainsty 2008 are responsible.
- Cllr Savage informed that the potholes to the west of the village of Cowthorpe had now been fixed.
- Cllr Savage informed that there had been a proposal at Flaxby for 2500 houses. This had gone to planning.

15/7. Public Questions, Comments or Representations

None.

15/8. Police Matters

PC Brookes had sent apologies for not attending, and had forwarded a report to the Clerk which read:

November 2014 figures for Marston Moor Ward:-

08/11/14 – Stolen motor vehicle (recovered) - Bickerton

15/11/14 – Harrassment – Bilton in Ainsty

December 2014 figures for Marston Moor Ward:-

11/12/14 – Attempt Burglary in Angram – no entry gained.

Cllr Gill asked the Council whether it was necessary for her to carry on attending the Safer Neighbourhood Meetings for Knaresborough. She asked the Council if she should only go if she had something to raise? Cllr Waller advised her to go as and when she felt it necessary. Proposed by Cllr Waller. Agreed by all.

RESOLVED: that Cllr Gill would only go to the meetings at Knaresborough as and when required dependent on current issues and agenda.

15/9. Village Hall

Mrs A Unsworth of the Village Hall Committee gave the Council an update.

She explained that a small number of children had been creating problems at the Youth Club, and also expressed concern that she had been informed of possible cut-backs to the Club which could be as soon as February half-term; she is awaiting an update on this.



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Cllr Pearce asked the Council if she could get quotes for the damp proofing.

Proposed by Cllr Waller, agreed by all.

RESOLVED: Cllr Pearce to get quotes for damp proofing, and inform Council.

Cllr Pearce to check if we can have a report regarding damp proofing compiled free of charge through Harrogate Borough Council.

15/10. Planning Applications

15/10.1 Moor End Farm Cottage - Erection of garage and linked canopy – Cllr Pope visited and approved, with no objections.

Proposed by Cllr Pope, agree by all.

RESOLVED: Cllr Pope to respond to Harrogate Borough Council 'D' – the Parish Council supports the application.

15/10.2 40 Marston Road – Protected tree works application. – Cllr Pope did not feel it warranted asking for an extension. Await decision.

Proposed by Cllr Pope, agreed by all.

RESOLVED: To not comment on this application.

15/10.3 4 Kirk Lane – Erection of single storey ground and first floor extension – Cllr Pope advised that all persons who he had spoken to had no issues. An extension had been granted until tomorrow. He has no objections.

Proposed by Cllr Pope, agreed by all.

RESOLVED: Cllr Pope to respond to Harrogate Borough Council 'D'- the Parish Council supports the application.

15/10.4 Stirling War Memorial – Erection of memorial progress with planning application so far – Cllr Waller informed the Council that he had received strong resistance from one member of the public and has since rescaled the aircraft down in size from what was originally submitted; the length of the plane being reduced by half a metre, and the wing reduced by half a metre, making the plane and wing now two metres. Cllr Waller informed that this had met with overall approval. Cllr Waller to place new version in to planning tomorrow.

Cllr Wardman asked Cllr Waller if 'old brick' had been considered? Cllr Waller informed it had, stating that old brick would be used with a limestone topping to match wall behind.



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Cllr Pope asked if we should insure it? It was decided to possibly add it to the insurance later in the year.

15/11. Planning Responses/Enforcement

Cllr Pope read out the information below to the Council:

15/11.1 Erection of new dormer – 7 Prince Rupert Drive – Planning Refused.

15/11.2 Erection of stables – The Water Lodge Wilstrop Lodge Farm – Granted.

15/11.3 Erection of two dwellings – Acorn House, Cowthorpe – Application Withdrawn.

15/11.4 Erection of extension – Beck Farm – Granted.

15/11.5 Reinstatement of two dwellings – Moorside Bungalow – Granted.

15/11.6 Planning Enforcement reported breach of planning control – Tockwith Surgery 21 Marston Road Tockwith York North Yorkshire YO26 7PR. – Felling tree in front car park of surgery.

15/12. Matters requested by Councillors

15/12.1 To discuss progress regarding the Stirling War Memorial, Cllr Waller – this was duplicated in 15/10.4

15/12.2 To decide who will be attending a Parish Council workshop on the Harrogate District local plan on March 4th 2015. – It was decided that Cllr Pope (1st Candidate), with Cllr Wilson (2nd Candidate). Clerk to complete and post Enrolment Form to HBC.

15/12.3 To discuss report from Harrogate Borough Council regarding reports of an explosion on the 29th December 2014 at 17.30 possibly on the airfield. – Cllr Pope advised of the explosion he had heard and that so far there was no explanation. The police had not been notified.

15/12.4 To discuss an email received by a resident of the village regarding the number and type of recycling bins outside the village hall located in the car park. – Cllr Pope and Cllr Corbett agreed to monitor this and report back at next meeting. Clerk to contact resident to give an update.

15/12.5 Minerals and Waste Joint Plan, - Cllr Pope advised that our nearest waste or mineral site is Rufforth.

15/12.6 To discuss the impact of the CIL on commuted sums for open space and village Halls post April 2015. – Clerk apologised for not being able to locate the paperwork for this, however, she read out the comments taken from another Parish Council's meetings



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regarding this, and advised that she would get a copy of the original letter from planning ready for the next meeting.

15/13. Clerks update and received Correspondence

15/13.1 Update on Zurich Insurance Claim Wilstrop Noticeboard

Clerk informed the Council that the noticeboard had now been erected and in order, and that a cheque had been received from the insurance and banked for the sum of £1510.60 (£100 less than the bill as £100 excess was applied to the policy).

15/13.2 Relevant received correspondence in addition to email.

Lloyds bank statements

SLCC magazine

Resignation from Cllr Hall - Cllr Waller to chase this from Cllr Hall.

Viking direct brochure

SLCC magazine

Register of Electors - Clerk received this from Cllr Pope and filed accordingly.

Grant Application Tockwith Church for £750 - Cllr Waller to set covenant for Church.

Application received on 15/1/15. The sum includes our obligation for the rear of the Church.

Grant Application Tockwith Show for £250

Local Plan Newsletter – update on plan - Clerk did not comment on this.

Council Tax Support Grant. - Clerk informed Council that this year's parish grant sum will be £881 and the tax base is £636.80, compared to the previous year's grant of £1237 and tax base £632.62.

Arch Resolution of Conflict Literature - Clerk made the Council aware of this service.

Core Strategy Vision and Priorities - Cllr Wilson to scan for website and then pass back to Clerk to be filed in HBC folder.

15/14. Accounts

15/14.1 To approve payment of Clerks salary and expenses.

Proposed by Cllr Waller. Agreed by all.

RESOLVED: to approve payment of Clerk's salary from the 12th to the 25th January 2015 at a rate of £8.255 per hour for 30 hours per week, the total sum being £247.65. No expenses were submitted. The Clerk had informed Cllr Waller prior to the meeting that her contract stated an initial rate per hour of £8.633 however minutes recorded from the Meeting of 19th November stated that the hourly rate should be advertised at Spinal Point 14 £8.255 per hour. Cllr Waller agreed to look in to the rate of pay for this position and update Clerk before her next pay date.

15/14.2 To approve subscription payment to SLCC for £118 plus £10 joining fee.

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

15/15. Information Exchange by Councillors



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Cllr Pope advised that he would carry on with planning help for the new Clerk until after the next meeting.

15/16. Date of Next Meeting

Cllr Waller thanked all for coming to the meeting and explained that there was an Exempt Meeting to be held in Tockwith Church on the 4th of February 2015 at 7.00pm, for which Linden Homes had agreed to pay for the hire of the Church. The next Ordinary Meeting is to be held on Wednesday February 18th 2015 at 7.30pm in Tockwith Church.

15/17. Exempt Matters.

Proposed Cllr Waller, and agreed by all

15/17.2 **RESOLVED:** that the minutes of the exempt meeting 19th November 2014 be signed as a correct record.

Proposed by Cllr Waller, and agreed by all.

15/17.3 **RESOLVED:** that the minutes of the exempt meeting 10th December 2014 be signed as a correct record.

Claire Porter *Claire Porter*

3rd February 2015