



Tockwith with Wilstrop Parish Council

North Yorkshire

www.tockwith.gov.uk

Clerk email: parish.clerk@tockwith.gov.uk

Notice is hereby given that the Annual Meeting of Tockwith with Wilstrop Parish Council will be held at 7pm on Thursday 30 May 2024 at Tockwith Village Hall, Marston Road, Tockwith, York YO26 7PR.

Members of the public and press are welcome to attend. The Council's protocol on public open forum can be found on the [policies and procedures page](#) at tockwith.gov.uk.

Recording is allowed at Parish Council meetings, please give due regard to the Council's protocol on audio/visual recording and photography at public meetings, which can also be found on the [policies and procedures page](#) at tockwith.gov.uk.

23/05/2024

| | |
|------|--|
| 1. | <u>To elect a Chairman and Vice Chairman</u> |
| i) | To elect a Chairman of the Council for the 2024-25 municipal year and to receive the Chairman's signature on the Declaration of Acceptance of Office or, if they are not present, to resolve to receive the Declaration at the next ordinary meeting of the Parish Council |
| iii) | To elect the Vice Chairman of the council for the next municipal year |
| 2. | <u>Apologies:</u> |
| i) | To note any apologies received |
| ii) | To approve any reasons for absence submitted for consideration |
| 3. | <u>To Note any Declarations of Interest:</u> |
| i) | To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests (DPI) in the business to be transacted at this meeting |
| ii) | To approve any dispensation requests received |
| 4. | <u>Public Open Forum:</u> |
| 5. | <u>County Councillor Reports:</u> |
| i) | To receive reports from North Yorkshire County Councillors Warneken and Paraskos. |
| 6. | <u>Minutes:</u> |
| i) | To approve the minutes of the Ordinary Parish Council Meeting held 22 April 2024 as a true and accurate record of that meeting. |

| | | | |
|------|--|--|---|
| ii) | To approve the minutes of the Extra Ordinary Parish Council Meeting held 9 May 2024 as a true and accurate record of that meeting. | | |
| 7. | <u>Finance:</u> | | |
| i) | To approve a bank reconciliation to 30/04/2024 (as evidenced by bank statement and ledger/cashbook. | | |
| ii) | To note receipts and payments against 2024-25 budget. | | |
| 8. | <u>To approve payment of invoices as listed below:</u> | | |
| | Payee: | Description of goods/services: | Total Value: |
| | Clerk/RFO | Salary & Expenses | £909.99 |
| | MAH Garden Maintenance | Westfield Green Maintenance | TBC |
| | Yorkshire Green Team | Marston Road Maintenance | £280.00 |
| | YLCA | Training: Helen Algar | £70.20 |
| | Vision ICT | Additional email addresses | £48.00 |
| | Andrew Bosmans | Internal Audit Fee | £250.00 |
| | Receipts | | |
| | NYCC | H1 Precept | £25,597.74 |
| | HMRC | 2023-24 VAT Refund | £1,761.75 |
| | Various | Allotment Rents | £722.71 |
| 9. | <u>Tockwith Parish Council Administration and Governance:</u> | | |
| i) | To consider the Internal Auditor's report to the Parish Council | | |
| ii) | To confirm the period of the Exercise of Public Rights to inspect the unaudited accounts for year ended 31 March 2024 | | |
| iii) | To approve Section 1 - Annual Governance Statement 2023/24 on page 4 of the Annual Governance and Accountability Return | | |
| iv) | To approve Section 2 - Accounting Statements 2023/24 on page 5 of the Annual Governance and Accountability Return | | |
| v) | To consider a quote from Andrew Towleron of £150.00 for group training on planning in a Conservation Area | | |
| vi) | To consider any further requests for Parish Councillor training | | |
| 10. | <u>Planning:</u> | | |
| i) | To consider planning applications received | | |
| | ZC24/01178/FUL | Goosemoor Lodge, War Field Lane, Cowthorpe | Remodelling of existing house. Additional storey to dwellinghouse to create extra floor to existing bungalow. Addition of porch to the side elevation. Additional two storey extensions to front rear and side to square off house. Addition of dormers and fenestration alterations. |

| | | | |
|--|------------------|--|---|
| | ZC24/01265/FUL | Skipbridge Farm, York Road, Green Hammerton | Single Storey Rear Extension |
| | ZC24/01380/PNT56 | T Mobile Telecommunications Mast, Marston Business Park, Tockwith | Proposed Base Station telecommunications installation. Proposed installation of a 20.0m High Street Works Pole together with 6No. Antennas 2No.300mm Dishes 2No. Cabinets and associated ancillary works. |
| ii) To note all planning decisions received | | | |
| | ZC24/00301/DVCON | Spruce And Hawe Ltd, Blind Lane Tockwith | Variation of condition 12 of planning permission 22/01166/DVCON to remove requirement for BES6001 certification for the external cladding of a development of a commercial building providing 6 units each providing 90m2 of floor space for uses falling within Class E, B2 or B8 use class. |
| DECISION : GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS. | | | |
| | ZC23/03967/OUT | Land to the North of Locksley Park | Outline Planning Application with all matters reserved apart from access for the erection of a storage unit (Use Class B8) and ancillary office (Use Class Eg-i) |
| APPLICATION WITHDRAWN | | | |
| | ZC24/01133/FUL | Bluebell House, 20 Westfield Road | Proposed link extension to outbuilding to facilitate conversion to domestic use. Additional rooflights to outbuilding |
| DECISION : GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS. | | | |
| iii) To consider any planning enforcement related matters | | | |
| iv) To consider delegated responsibility to the Clerk to provide planning application responses | | | |
| 11. <u>To elect Councillors to represent the Parish Council at the following Working Groups and outside organisations</u> | | | |
| i) Village Hall Management Committee | | | |
| ii) Sportsfield Trust | | | |
| iii) Future Footprints | | | |
| iv) Tockwith Together | | | |
| vi) YLCA Meetings | | | |
| 12. <u>To elect Councillors to the following Parish Council Committees</u> | | | |
| i) Finance Committee | | | |

| | |
|------------|---|
| ii) | POS, Allotments & Playgrounds Committee |
| iii) | Staffing Committee |
| | |
| 13. | <u>To elect Councillors to the following responsibilities</u> |
| i) | Planning – Tockwith (2), Cowthorpe (1) & Wilstrop (1) |
| ii) | Playground inspections (2) |
| iii) | Defibrillators |
| iv) | Fixed Assets |
| v) | Highways Matters |
| vi) | Communications & Social Media |
| vii) | Payroll |
| | |
| 14. | <u>To review the Statutory Documents, Policies, Procedures and Practices</u> |
| i) | Standing Orders |
| ii) | Financial Regulations |
| iii) | Risk Assessments |
| iv) | Complaints Procedure |
| v) | 2023-24 Asset register |
| vi) | Insurance |
| | |
| 15. | <u>Tockwith Together</u> |
| i) | To consider the endorsement of the Community Plan |
| | |
| 16. | <u>Tockwith Sportsfield Trust:</u> |
| i) | To agree the repositioning of the YAA Clothes Bank on the car park grass verge |
| | |
| 17. | <u>Tockwith Village Hall:</u> |
| i) | To receive a report from TWWPC representative on the Village Hall Management Committee |
| ii) | To receive any updates on the Village Hall extension |
| | |
| 18. | <u>Highways and Transport Matters:</u> |
| i) | To receive an update on the village gateways |
| | |
| 19. | <u>Public Open Spaces</u> |
| i) | To receive an update on allotments |
| | |
| 20. | <u>Future Footprints</u> |
| i) | To receive a report from delegated Councillors Warneken, Marsh and Algar on the activities of the Climate Emergency Working Group (Future Footprints) |

| | |
|------------|--|
| ii) | To consider a draft letter to Yorkshire Water on sewage discharge into local watercourses |
| iii) | To receive an update on the feasibility study for community green energy |
| | |
| 21. | <u>Media/Press releases:</u> |
| i) | To consider the creation of an online guide for the public to explain the purpose and responsibilities of the Parish Council |
| ii) | To consider any matters for press release or community news. |
| | |
| 22. | <u>Correspondence</u> |
| i) | To note the list of correspondence received and circulated |
| | NB: Members of the public may be excluded for the discussion of the above item. |
| | |
| 23. | <u>Next Meeting</u> |
| i) | To receive any items for consideration at the next meeting |
| ii) | To confirm the date for the next Parish Council meeting |