



Tockwith with Wilstrop Parish Council North Yorkshire

www.tockwith.gov.uk

Chairman - Cllr Arnold Warneken

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Notice is hereby given that an ordinary meeting of Tockwith with Wilstrop Parish Council will be held at 7.30 p.m. on Wednesday 16 February 2022 at Tockwith Village Hall, Marsden Road, Tockwith, York YO26 7PR

The business to be transacted at this meeting is detailed on the agenda below.

Members of the public and press are invited to attend and may address members of the Council during the item set aside for public participation – **Agenda item 212 ‘Public Open Forum’**

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 be found [here](#)

11/02/2022

AGENDA

210. Apologies:

1. To note any apologies received
2. To approve any reasons for absence submitted for consideration

211. To Note any Declarations of Interest:

- 2.1 To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests in the business to be transacted at this meeting
- 2.2 To approve any dispensation requests received

212. Public Open Forum:

213. County and District Councillor Reports:

1. To receive a report from North Yorkshire County Councillor Paraskos.
2. To observe a period of silence as a mark of respect to Councillor Waller who recently passed away.

214. Minutes

1. To approve the minutes of the Ordinary Meeting held 19 January 2021 as a true and accurate record of that meeting.

215. Tockwith with Wilstrop Parish Councillor Vacancies

1. To consider whether to co-opt to vacant seats due to upcoming local elections
2. To consider applications from qualifying candidates to the vacant office of parish councillor for:
 - 2.1 The Cowthorpe Ward
 - 2.2 The Tockwith Ward
3. Co-opted candidates to sign statutory declaration of office form

216. Staffing Matters

1. To approve revised terms of reference for the TWWPC Resources Committee
2. To confirm Councillor appointment to TWWPC Resources Committee
3. To approve process for recruitment of new permanent clerk:
 - 3.1 To approve job description for new Clerk/RFO

- 3.2 To approve appropriate NJC pay range for Clerk/RFO (I can assist with this)
- 3.3 To approve wording of advertisement for vacant position of Clerk/RFO
- 3.4 To approve advertising strategy for the vacant post of Clerk/RFO and associated costs
- 3.5 To consider form of application for the vacant post (application form or submission of CV and covering letter)
- 3.6 To approve a deadline date and time for receipt of applications
- 3.7 To consider process and timescales for interviewing prospective candidates.

217. Finance:

1. To approve payment of invoices as listed below:

Payee:	Description of goods/services:	Total Value:
YLCA	Training (Climate emergency webinar)	£15.00
Tockwith Village Hall	Room hire x2	£5.00
Nicola Moorcroft	Clerking services 12/01/22 – 11/02/22	£1129.58

2. To approve a bank reconciliation to 31 January 2022 (as evidenced by bank statement and ledger/cash book)
3. To note receipts and payments to date as against budget for 2021/2022
4. To consider grant applications received

218. Planning

1. To consider planning applications received (listed below):

Application ref:	Address:	Description
21/01309/DISCON	Church Farm Westfield Road Tockwith York North Yorkshire YO26 7PY	Discharge of condition 32 of app 19/01734/FULMAJ. Prior to the first occupation of the development hereby approved the developer shall submit details of the interpretation/ information panel together with a scheme identifying when and where the interpretation/ information panel will be provided and this is to be agreed in writing with the Local Planning Authority.

2. To note all planning decisions received
3. To consider any planning enforcement related matters

219. Tockwith Parish Council Administration and Governance

1. To receive a report from Nicola Moorcroft re: review of administration and governance policies and procedures at TWWPC (attached)
2. To approve action required regarding report received in item 219. 1

220. Matters brought to the agenda by councillors:

1. To receive a report from Councillor Bell on highways matters and consider necessary action.
2. To receive a report from Councillor McHenery regarding Parish Councillor Surgeries and consider necessary action.
3. To receive a report from Councillor McHenery on possible locations for an additional defibrillator.
4. To receive a report from Councillor Blake creation of designated TWWPC Councillor email addresses and consider necessary action.
5. To note YLCA Harrogate branch meeting as 21/02/2022 and consider matters to be raised at this meeting (by Councillor McBride)
6. To receive a report from Councillor Tomes on Community Resilience Plan funding and expenditure and consider necessary action

221. Climate Emergency declaration:

1. To receive a report from delegated Councillors Warneken/McHenery on the activities of the Climate Emergency Working Group.

222. Matters relating to Tockwith Village Hall and Tockwith Sportsfield Trust

1. To receive details of repairs required at the Village Hall and consider necessary action
2. To receive report for the structural inspection at the Village Hall and consider necessary action
3. To receive report from TWWPC representative on Tockwith Sportsfield Trust

4. To consider plans for tree planting as requested by Tockwith Sportsfield Trust

223. Council land, open spaces, amenities and assets:

1. To receive tree survey for Westfield Green and consider necessary action
2. To receive a report on play area inspections and consider necessary action
3. To receive a report on allotment inspections and consider necessary action
4. To consider options re: benches at Kendal Gardens

224. Highway Matters:

1. To receive a report from Councillor Blake on data logger surveys.
2. To consider any further speeding related matters
3. To receive information on NYCC Gritting Scheme

225. Media/Press releases:

1. To consider any matters for press release or community news.

226. Parish Councillor Information Exchange

1. To receive any information from Councillors
2. To note matters for March monthly meeting agenda

227. Correspondence:

1. To note list of correspondence received and circulated (attached)
2. To note information in Draft Structural Order for NYCC

228. Next Meeting

1. To confirm the date, time and venue of the next ordinary meeting of Tockwith with Wilstrop Parish Council as Wednesday 16 March 2022 at 7.30pm in Tockwith Village Hall.