



Tockwith with Wilstrop Parish Council North Yorkshire

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**Minutes of the Ordinary Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held
Wednesday 15 June 2022 at Tockwith Village Hall, Marston Road, Tockwith, York, YO26 7PR.**

Present: Councillor Arnold Warneken (Chairman), Councillor Alex Marsh, Councillor Graeme McBride, Councillor Simon Blake, Councillor Sarah Pearce, Councillor Kriston Wright, Councillor Ray Clark, Councillor Michael Bell.

Guests: Ward Councillor Andrew Paraskos

In attendance: Deborah Marshall, Clerk to the Parish Council.

No members of the public were in attendance.

25. To elect the Chairman and Vice Chairman

1. To elect the Chairman of TWWPC for next Municipal Year

RESOLVED: Cllr Warneken will remain in office. Cllr Bell to shadow Cllr Warneken for the next 3 months with a view to becoming future Chairman.

2. Chairman to sign declaration of Acceptance of Office.

No declaration was required as the current Chairman will maintain office.

3. To elect the Vice Chairman of TWWPC for next Municipal Year

Cllr Warneken proposed Cllr Corbett, seconded by Cllr Bell.

RESOLVED: There being no objections or further nominations Cllr Corbett was elected as Vice Chairman.

At 19:09 Cllr Warneken left the meeting. Cllr Corbett resumed the meeting as Chairman.

26. Apologies:

1. To note any apologies received

None

2. To approve any reasons for absence submitted for consideration

None

27. To Note any Declarations of Interest:

1. 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

There were none.

2. To approve any dispensation requests received

There were none.

28. Public Open Forum:

No members of the public were in attendance.

29. County and District Councillor Reports:

1. To receive reports from North Yorkshire County Councillors Warneken and Paraskos.

Cllr Paraskos said that he will become the point of contact at Harrogate District level for Marston Moor Ward. A report and map of the location of the new public waste bins had been circulated and these will be introduced at the end of June. These are larger bins which will be emptied on the same days as the household collections. Cllr Paraskos said that the map of the positions of the new larger bins had been circulated and urged the Parish Council to make any comments as soon as possible. The Parish Council confirmed that the placement of bins had been discussed and although the bins are bigger, there are fewer in certain areas which may lead to an increase in litter. It was agreed that the PC would monitor the situation once the bins had been delivered. Cllr Paraskos said there was little news at North Yorkshire County level as committees are still being put together. The Clerk asked why an email to HBC concerning a CIL/S106 report had not been responded to. Cllr Paraskos said that he would chase this up directly.

30. Minutes:.

1. To approve the minutes of the Annual Parish Council Meeting held 15 May 2022 as a true and accurate record of that meeting

RESOLVED: That the minutes be approved as a true and accurate record of that meeting.

2. To approve the minutes of the Extraordinary Meeting of the Parish Council held on 6 June 2022 as a true and accurate record of that meeting.

RESOLVED: That the minutes be approved as a true and accurate record of that meeting.

31. Finance:

1. To approve payment of invoices as listed below:

Payee:	Description of goods/services:	Total Value:
Tockwith Village Hall	Room hire	£27.00

Farm & Land Services	Bench Renovation	£126.00
Alex Marsh	6 x torches	£100.92
Deborah Marshall	Clerk's Salary and Expenses	£906.07
HMRC	PAYE & NI Q1	£505.48

RESOLVED: That the invoices noted above be paid in full with immediate effect.

2. To approve a bank reconciliation to 31/05/2022 (as evidenced by bank statement and ledger/cash book)

RESOLVED: That the bank reconciliation to 31/05/22 as evidenced by the bank statement and ledger/cashbook be approved.

The Clerk stated that an error had been found on the section 2 of the AGAR and the end of year figure in box 7 did not reflect the figure in the bank reconciliation for the financial year ending 31/03/22. The YLCA had apologised that the error had not been picked up in the Internal Audit and had confirmed that the figure in the end of year bank reconciliation was correct. The Clerk advised the Council that a revised AGAR Section 2 would need to be completed and approved at an extraordinary meeting before the AGAR submission deadline of 30th June.

RESOLVED: That an Extraordinary Meeting be held at 6pm on Thursday 23rd June at 6pm.

3. To note receipts and payments to date as against budget for 2022/23

RESOLVED: That the receipts and payments to date against the budget for 2022-2023 be noted.

4. To approve a quote for mowing at Marston Road Playground

The Clerk confirmed that a contractor had been brought in as an interim measure at a cost of £60 per cut on a fortnightly basis. Cllr Clark stated that there was a volunteer who would be willing to do the work. Details would be forwarded for discussion at the next meeting.

RESOLVED: That the quote be accepted and the matter be reconsidered at the July meeting of the Council.

5. To approve additional cost of £750+VAT for the installation of posts for the VAS signs.

Cllr Blake stated that NYCC required an additional £750+VAT for the installation of two posts to mount the signs.

RESOLVED: That the additional cost of £750 be approved.

32. Planning:

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

No planning applications had been received.

2. To note all planning decisions received

That the following be noted:

22/01166/DVCON- Spruce And Hawe Ltd, Blind Lane, Tockwith, North Yorkshire YO26 7QJ

Deletion of condition 8 (submission of a Design Stage Certificate) under planning permission 20/04792/FUL - Erection of a new commercial building providing 6 units each providing 90m² of floor space for uses falling within Class E (previously B1c), B2 or B8 use class and associated parking Harrogate Borough Council being the Local Planning Authority for the purposes of the application received on 31 March 2022 for Permission to develop land without compliance with conditions previously attached, as described above, have resolved to

GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.

22/01339/FUL - Pengarth Cottage, Tockwith Lane, Cowthorpe, North Yorkshire LS22 5EZ

Erection of two storey extension.

Harrogate Borough Council being the Local Planning Authority for the purposes of the application received on 8 April 2022 for Full Planning Permission, as described above, have resolved to

GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS

22/01704/FUL - 7 Westfield Road, Tockwith, North Yorkshire, YO26 7PY

Conversion of two dwellings (Nos.7 & 9 Westfield Road) to reinstate original single dwelling and alterations to fenestration.

Harrogate Borough Council being the Local Planning Authority for the purposes of the application received on 26 April 2022 for Full Planning Permission, as described above, have resolved to

GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.

3. To consider any planning enforcement related matters

None.

33. Tockwith Parish Council Administration and Governance:

1. To consider provision of TWWPC Council and TWWPC Councillor training

The list of YLCA training courses had been circulated. Clerk recommended that all Councillors who had not taken the 'Off to a Flying Start' course take this at a cost of £33.40 per Councillor.

RESOLVED: That Councillors Pearce, Clark, Marsh, Wright and Bell be booked onto the 'Off to a flying Start' training course.

The Clerk reminded that Councillors that Harrogate Borough Council were holding a free Code of Conduct Online Training Course on 28th June at 5.30pm. All Councillors confirmed their availability to attend the course.

2. To consider an updated Data Retention Policy

A Data Retention Policy had been circulated. Cllrs McBride and Marsh recommended that the Policy be amended to cover the holding of data digitally and for all data held by the Clerk to be backed up.

RESOLVED: That the Data Retention Policy be approved subject to the above amend.

3. To consider an updated Data Protection Policy

The Clerk confirmed that the Privacy Notices had been approved at the March 2022 meeting of the Parish Council. A GDPR data audit had been circulated.

RESOLVED: That the data audit be accepted and the Council be satisfied that it currently meets its data protection obligations.

5. To consider advice from YLCA regarding administration of Community Resilience Group funds

A report from the YLCA had previously been circulated. It was confirmed that as the Group was not constituted and did not have a community bank account that the Parish Council would be responsible for administering the funds and for the purchase and ownership of equipment.

RESOLVED: That the report be accepted.

6. To approve a Community Resilience Group volunteer agreement form for the holding of PC owned equipment.

RESOLVED: That the agreement be approved and be completed by the Chairman of the Community Resilience Group.

34. Parish Councillor Surgeries:

1. To consider any issues raised by residents at the Parish Councillor Surgeries

- Cllr Clark had spoken to North Yorkshire Passenger Transport regarding the Saturday bus service between York and Wetherby. This has been suspended as the operator, ConnexionsBuses, is not able to run the service owing to staff shortages and other COVID recovery issues.

- A complaint had been received regarding the Ash Tree which has dead branches overhanging the footpath between Westfield Green and Prince Rupert Drive. Cllr Pearce said she would obtain quotes from contractors for the removal of the branches.
- A number of complaints had been received regarding pavements. Cllr Bell said he had done a report on potholes and damaged pavements and that this had been sent to Cllr Paraskos and that it had been actioned. Cllr Bell will complete the report on Rudgate to Tockwith over the coming weeks. Cllr Warneken said that HBC should be given the 'What 3 Words' code for each area that required maintenance so that potholes were not missed as the repair teams had previously struggled to find them.
- A complaint had been received regarding the overgrown path between the Spotted Ox and the Village Hall. Cllr Pearce said that she would speak to the land owner.
- Cllr Bell said he had received a number of requests for new footpaths to be created around the parish. Cllr Paraskos had been approached and had reported it was £14,000 per metre for a new footpath. Cllr Bell said he would write to Cllr Paraskos regarding the locations and get a definitive answer on what might be possible.

The Councillors considered how issues could be reported back on. It was agreed that following the launch of the new website, that all questions and responses should be published for the benefit of the residents.

2. To agree dates for future surgeries

Future surgeries were proposed for the first Saturday of each calendar month from 11-12am at Tockwith Village Hall, these being 2nd July, 6th August, 3rd September, 1st October, 5th November, 3rd December.

RESOLVED: That the above dates be accepted.

35. Matters brought to the agenda by councillors:

None.

36. Community Plan:

1. To consider dates for an Extraordinary meeting to discuss the Community Plan

RESOLVED: That this be deferred to the July PC meeting following the gathering of information by Councillors.

37. Climate Emergency Declaration:

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

Cllr Marsh gave an update on Future Footprints. 10-15 people are now actively involved in the group. Fundraising has stalled as the group are now applying for charity status and require a constitution. A Facebook page has been set up to promote the work of the group. Little progress has been made on transport issues as they do not have a person nominated to manage this. A community project is being looked at for energy generation, but it is proving difficult for small companies. The group are looking at solar panels for the Village Hall and the provision of electric vehicle charge points in the car park. A few companies have expressed an interest in doing a repair shop and the volunteer group have been doing litter picking.

Cllr Warneken rejoined the meeting at 20:35

38. Matters relating to Tockwith Village Hall and Tockwith Sportsfield Trust:

1. To receive a report from Councillors Blake and Corbett from the Village Hall Committee meeting and consider any action.

Cllr Blake reported that the Village Hall are creating their own website to promote activities and suggested that the PC link to it from the website.

2. To receive an update on the removal of honey bees (Cllr Clark)

Cllr Clark confirmed that the bees have now been treated by Harrogate Council pest control and that HBC will return later in the week to remove any powder and block the holes in the mortar.

3. To receive an update on pointing of the external walls.

Cllr Warneken said he was meeting with a surveyor on 23rd June regarding another issue and that he would ask the surveyor to take a look at the pointing and put forward a recommendation for a specification of the work that would need to be done.

4. To consider the reimbursement of £3,350 to the VHMC for the damp proofing of the table store and associated electrical works.

An invoice had been circulated from April 2021. It was questioned why reimbursement was being requested retrospectively. The PC had not budgeted for the works in 2022-23.

RESOLVED: That the request for reimbursement be declined.

5. To consider the reimbursement of £70 to the VHMC for the servicing of the boiler.

RESOLVED: That the £70 reimbursement be approved.

6. To consider the estimated Village Hall maintenance costs for the next five years and a list of works that are currently required.

RESOLVED: That the plan be reviewed at the next PC meeting following the receipt of the survey for the pointing of the village hall.

7. To consider whether the Parish Council should become a Village Hall trustee

Cllr Blake reported that the VHMC had been consulted on the matter and that they were currently in discussions with the Charities Commission. Cllr Blake said that he was happy to be put forward as a trustee to represent the Parish Council.

RESOLVED: That Cllr Blake be approved as a Village Hall Trustee, subject to the response from the Charities Commission.

8. To receive report from TWWPC representative on Tockwith Sportsfield Trust

Cllr Corbett provided a report. The state of the tennis courts is still a matter of concern for the Sportsfield Trust. With dwindling members and no one stepping up to run or manage the facilities, despite several years trying to gather enthusiasm, the funds are low. A couple of people recently who have expressed interest in keeping the courts playable but without more members it is looking like the courts might have to close. One option is for the Sportsfield Trust to spend commuted sums on this project however other ideas have been put forward and the Sportsfield Trust are holding a meeting next week to discuss all proposals.

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

1. To receive a report on play area inspections and consider necessary action

Cllr McBride reported that the spring had still not been fixed. It had been reported that dogs had been seen on both play areas and that this was becoming an issue, even though signs are in place to show that dogs are not permitted. It was suggested that a post be put on social media to remind people not to take dogs on to the play areas.

RESOLVED: That a reminder be posted on the PC's Facebook page.

2. To receive an update on allotment inspections and consider necessary action

Cllr Pearce provided an update on the allotments and confirmed that the allotments we now been re-let to those on the waiting list. The hedges at Church Row are now very overgrown and are encroaching on to some of the plots and blocking the sunlight. It was recommended that they be trimmed back. Cllr Pearce reported that the ownership of the hedges and trees surrounding the Bridlepath site is unknown and will need to be investigated.

RESOLVED: That Cllr Pearce obtain quotes for the trimming of the hedges.

3. To consider a draft allotment agreement

The current allotment agreement had been circulated with recommended updates.

RESOLVED: That the revised allotment agreement be approved.

4. To receive an update on the memorial bench for former Councillors Robinson and Waller, on The Green
It was considered that a recycled plastic bench would be the most environmentally sustainable and easiest to maintain. Cllr Bell said he would return with examples and quotes for consideration at the next meeting.

21:34 – Cllr Pearce left the meeting.

40. Highway Matters:

1. To receive an update on VAS signage (Cllr Blake)

Cllr Blake said he needed to consult the homeowners whose properties are next to the signs to seek their permission. Cllr Warneken asked if the Clerk could check that the signs could be adjusted to 20mph before placing the order.

2. To consider any further speeding related matters

Nothing to report.

41. HR Committee

1. To consider any changes to the HR Committee Terms of Reference

The revised Terms of Reference had been circulated.

RESOLVED: That the revised TOR be approved.

The Clerk has raised that the Nest Pension had not yet been set up and contributions were not being made. Cllr Marsh said she would set this up. The Clerk had also raised a concern that she was processing her own payslip via HMRC Basic PAYE Tools and that this did not comply with the Financial Regulations. It was agreed that the Clerk would bring options for new payroll software to the next PC meeting so that a member of the HR Committee could process the payslips going forward.

42. Media/Press releases:

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

Cllr McBride asked for a volunteers to be included in next month's newsletter. Cllr Wright nominated himself.

RESOLVED: That Cllr Wright's profile article be included in the next newsletter

43. Parish Councillor Information Exchange

1. To receive any information from Councillors

It was noted that the sign for Tockwith between Long Marston and Tockwith had disappeared. A gateway layout was suggested for future consideration on the boundaries of the parish.

2. To note matters for July meeting agenda

Cllr Wright said he would follow up on the defibrillator.

44. Correspondence:

1. To note list of correspondence received and circulated

The list had previously been circulated. No actions were required.

45. Next Meeting

1. To confirm the date, time of the next meeting of Tockwith with Wilstrop Parish Council to be held at 7pm on Wednesday 20 July 2022 in Tockwith Village Hall.

RESOLVED: That the next Ordinary Meeting of Tockwith with Wilstrop Parish Council be held at 7pm on Wednesday 20 July 2022 in Tockwith Village Hall.

There being no further business the Chairman declared the meeting closed at 21:57 hours.

Chairman Signature _____

Date _____