



Tockwith with Wilstrop Parish Council

North Yorkshire

www.tockwith.gov.uk

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

Minutes of the Annual Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held Wednesday 18 May 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.

Guests: Ward Councillor Andrew Paraskos

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

No members of the public were in attendance.

1. To elect the Chairman and Vice Chairman

1. To elect the Chairman of TWWPC for next Municipal Year
Cllr McBride proposed Cllr Warneken for the position of Chairman, seconded by Cllr Blake.
RESOLVED: There being no objections or further nominations Cllr Warneken was elected as Chairman
2. Chairman to sign declaration of Acceptance of Office
RESOLVED: That the Declaration of Acceptance of Office be signed and accepted.
3. To elect the Vice Chairman of TWWPC for next Municipal Year
There were no nominations for the position of Vice Chairman.

2. Apologies:

1. To note any apologies received
RESOLVED: That apologies from Councillor Bell be noted.
2. To approve any reasons for absence submitted for consideration
RESOLVED: That the reasons for absence submitted by Councillor Bell be approved.

3. To receive Declarations of Acceptance of Office for Elected Councillors and Receive Declarations of Interest:

1. To receive Declarations of Acceptance of Office for elected councillors and receive declarations of Interest or, if they are not present, to resolve that such a Declaration be made at or before the next Ordinary meeting of the Council.
RESOLVED: That the Declaration of Acceptance of Office be signed and accepted.
2. 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.
3. To approve any dispensation requests received
There were none.

4. Public Open Forum:

There were no members of the public in attendance.

5. County and District Councillor Reports:

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

Councillor Paraskos said that a full Council meeting had been held with the newly elected Councillors for North Yorkshire. There had been a lot of very productive discussion regarding bus services and highways. The damaged street sign on Rudgate has been reported. Cllr Marsh asked about the filling of potholes on Rudgate following a road traffic accident. Cllr Pearce reported that the road is now sunken on both sides which means that lorries are starting to lean over. It was agreed that Cllr Pearce would send more detailed information to Cllr Paraskos. Cllr Warneken asked whether Highways might consider purchasing some of the land so that the road could be widened. Cllr Paraskos agreed to investigate. Cllr Paraskos reported that the defibrillator is being progressed and is he will obtain a contact on the lighting team so that the power supply on the lamp post can be assessed. Cllr Clark asked about the S106 monies from the recent housing developments. Cllr Paraskos said that a full report had been sent to TwWPC detailing the commuted sums but that there is also a dedicated email address where the information can be requested. Cllr Warneken said that discussions were being held with the VHMC on how the commuted sums can be invested in village hall improvements.

6. Minutes:

1. To approve the minutes of the Ordinary Meeting held 20 April 2022 as a true and accurate record of that meeting.

Cllr Marsh requested an amendment to the payments list for the maintenance of Bert's Garden as it had already been paid by DD.

RESOLVED: That, subject to the above amend, the minutes be approved as a true and accurate record of that meeting.

7. Finance:

1. To approve payment of invoices as listed below:

Payee:	Description of goods/services:	Total Value:
Clerk	Clerk's Salary	£774.85
Andrew Scott Electrical	Village Hall Electrical Inspection	£634.87
YLCA	Advert	£15.00
Nicola Moorcroft	Clerking Services	£926.67
YLCA	Internal Audit	£210.00
Allied Westminster	Village Hall Insurance	£771.13

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

2. To approve a bank reconciliation to 30/04/2022 (as evidenced by bank statement and ledger/cash book)

RESOLVED: That the bank reconciliation to 30/04/22 as evidenced by the bank statement and ledger/cashbook be approved.

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 Section 1 - Annual Governance Statement 2021/2022 on page 4 of the Annual Governance and Accountability Return

Following the receipt of the Internal Audit, it was reported that a number of financial control measures would need to be put in place before the Annual Governance Statement could be signed. It was agreed that an extraordinary meeting be held so that the financial regulations could be approved and an action plan created to address any weaknesses in financial governance.

RESOLVED: That an extraordinary meeting be held on Monday 6th June and the signing of the Annual Governance Statement be deferred until the next full council meeting on Wednesday 15th June.

5. To approve and sign the Financial Statements for the year ended 21/22 together with Section 2 - Accounting Statements 2021/22 on page 5 of the Annual Governance and Accountability Return

RESOLVED: That the signing of the Financial Statements be deferred until the next full council meeting on Wednesday 15th June.

6. To confirm the period for the Exercise of Public Rights to inspect the unaudited accounts for year ended 31 March 2022.

RESOLVED: That the period for the Exercise of Public Rights be Friday 1st July to Thursday 11th August.

7. To consider the Internal Auditor's report to the Parish Council

The report highlighted a number of areas for improvements: the appropriate recording of VAT, the necessity for a financial risk assessment, the revision of the Financial Regulations and the introduction of appropriate controls for BACs payments. It was agreed that these issues would be discussed at the extraordinary meeting of the council on 6th June.

RESOLVED: That the report be welcomed.

8. Planning:

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

Application ref:	Address/Description	Parish Council Decision
22/01734/FUL	Manor Farm, Oak Road, Cowthorpe Change of use of agricultural land to domestic curtilage and erection of car port for four cars.	No objections to this planning application
22/01339/FUL	Pengarth Cottage, Tockwith Lane, Cowthorpe, Erection of two storey extension	No objections to this planning application
22/01704/FUL	7 Westfield Road, Tockwith Conversion of two dwellings (Nos.7 & 9 Westfield Road) to	No objections to this planning application

	reinstate original single dwelling and alterations to fenestration.	
22/01853/TPO	Tockwith Lane, Cowthorpe Sever ivy and remove deadwood over road of 3 no. Oak (T1,T2,T4). Crown reduction by 2-2.5m, sever ivy and remove deadwood over road of 1 no. Oak (T3). Sever ivy and remove ivy from stem of 1 no. Oak (T5). Crown lift to 5.2m, sever ivy and remove deadwood of 3 no. Oak (T6, T7, T9). Sever and remove 1m section of ivy of 1 no. Oak (T8). Within Tree Preservation Order 33/2011	To submit a comment – The PC would like to seek assurances from the Planning Officers and arboriculturalists that only dead and dangerous wood will be removed and requests that ivy is only removed from trees at the side of the road and not from those within the land area.

2. To note all planning decisions received

None.

3. To consider any planning enforcement related matters

Councillors requested an update on the breach of planning conditions at the new Church Farm development. The Clerk said she would write to HBC Planning and report back at the next meeting.

9 Tockwith Parish Council Administration and Governance:

1. To approve TWWPC Financial Regulations

RECOMMENDED: That the regulations be reviewed at the extraordinary meeting on 6th June 2022.

2. To consider advice from YLCA regarding administration of Community Resilience Group Funds

RESOLVED: To be deferred to next ordinary meeting of the Parish Council pending further information.

10. To elect Councillors to represent the Parish Council at the following Committee Meetings, Working Groups and outside organisations

1. The VHC - Cllr Blake and Cllr Corbett
2. The Sportsfield Trust – Cllr Corbett
3. YLCA Branch Meetings – Cllrs McBride and Wright
4. Ainsty Conservation Society- Cllr Clark
5. Future Footprints – Cllr Clark

RESOLVED: That the above appointments be accepted.

11. To elect Councillors to the following responsibilities

1. Planning Cowthorpe – Cllr Warneken
2. Planning Tockwith – Cllr McBride
3. Bert's Garden Play Inspection – Cllr Warneken
4. Highways Matters- Cllrs Blake and Bell. Footpaths – Cllr Wright
5. Marston Road Play Inspection – Cllr McBride
6. Website/News Output – Cllrs McBride and Cllr Blake
7. Westfield Green Tree Management – Cllr Pearce
8. Fixed Assets Check – Cllr Blake
9. Defibrillators – Cllr Wright
10. Allotments – Cllrs Pearce and Bell

RESOLVED: That the above appointments be accepted.

12. To elect Councillors to the following Parish Council Committees and review the terms of reference

1. Human Resources Committee – Cllrs McBride, Corbett, Blake, Pearce, and Clark be proposed with the Clerk's line manager being Cllr Corbett.

RESOLVED: That the above Councillors be elected and terms of reference agreed. Cllr Corbett to be the line manager for the Clerk. A Chairman and Vice Chairman to be elected at the next committee meeting.

13. To review the Statutory Documents, Policies, Procedures and Practices

1. Asset Register – Updated for 2022-23
2. Complaints Procedure – No changes
3. Employment policies and procedures – No changes
4. Data Protection – To be reviewed at June PC meeting.
5. Expenditure under s.137 – Maximum spend of £16,758 for 2022-2023 advised by the Clerk. No current concerns that this amount will be exceeded.
6. Insurances – desktop valuation and quote for subsidence cover to be requested for village hall insurance. VHMC to put a list of assets together for the purposes of contents insurance.
7. Subscriptions to other bodies - Ainsty IDB - £15.00, YLCA - £571.00, Information Commissioner Data Protection- £35.00

RESOLVED: That the above be accepted and carried forward for further action where appropriate.

14. To consider the agenda for the Annual Parish Meeting on Wednesday 25 May

It was advised that 7 clear days are required for the publishing of the agenda with the recommendation that the meeting be moved to 30th May 2022. Agenda items should include the work of the Parish Council during 2021-22 and the Community Plan.

RESOLVED: That the meeting be rescheduled to Monday 30th May and the above agenda items be approved.

15. Matters brought to the agenda by councillors:

1. To receive an update from Councillor Blake on the new PC website

Cllr Blake confirmed that the website is now largely completed and only a few items are still outstanding.

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

1. To receive a report from Councillor Bell on Village Hall Committee meeting.
Items from the report have been included below.

2. To receive report from Village Hall Committee and consider necessary action:

i) To consider a specification for the gate and boundary - To be deferred to June meeting

ii) To consider a complaint regarding honey bees

RESOLVED : Cllr Clark to contact a bee expert to make an assessment on whether the bees can be removed or exterminated.

iii) To receive an update on the specification for pointing

The recent survey indicated that the whole building needs repointing and that lime mortar needs to match the existing pointing. Current quotes received are not adequate or comparable. It is recommended that a contractor be asked to produce a full estimate, with two further quotes sought based on their specification.

RESOLVED: A new quote to be requested based on whole building specification

iv) To consider further actions in respect of the inspection of roof space

RESOLVED: AWP Consulting to be asked to return to inspect glass panel in roof space.

v) To consider a business plan with outline costs for the coming year – A meeting is to be arranged between Parish Council and VHMC with a report to be presented at the June PC meeting.

vi) To consider options for a postbox for Parish Council mail

The Clerk had spoken to the VHMC. It is recommended that a new dual postbox be purchased for the PC and the VHMC as the current postbox has been dented. Quotes will be presented at the June PC meeting.

3. To receive report from TWWPC representative on Tockwith Sportsfield Trust.
Nothing to report.

Cllr Pearce left the meeting. (9pm)

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

1. To receive an update on location, price, maintenance and electricity supply for an additional defibrillator- Cllr Paraskos to send details to Cllr Wright for review at June meeting.
2. To consider quotes received for tree work required at Tockwith Village Hall.

Cllr Pearce confirmed that 3 quotes had been obtained: Scotton Tree Care: £1,400, Bartlett: £1,710 and Bardsey Tree Services at £1,600. It was considered that tree stumps should be removed to prevent risk of people tripping and to allow the garden to be properly landscaped.

RESOLVED: That the quote of £1,400 be accepted from Scotton Tree Care and a quote for the grounding of tree stumps to be obtained.

- 3 To receive an update the extension of the Westfield Green grass cutting contract to cover the Marston Road playpark.

RESOLVED: Clerk to obtain quote from current grass cutting contractor and to check the PC's responsibilities in view of allowing volunteers to undertake gardening work.

4. To receive an update on the proposed memorial bench for Councillors Waller and Robinson

RESOLVED: Cllr McBride confirmed that families had given permission for the bench. Cllr McBride is to return with options for sizes and materials at the June PC meeting.

18. Highway Matters:

1. To receive an update from Councillor Blake on next steps for the Vehicle Activated Speed Signs

Cllr Blake reported that NYC have marked the position on Kirk Lane. There is a possible issue on Fleet Lane near the bus shelter because the hedge is too high, but this can be remedied by the landowner. It was discussed whether solar signs would be better than electric as permission needs to be sought from nearby residents because of light pollution. Solar was thought to be the better option.

RESOLVED: That the agreement be signed for two solar VAS signs to be positioned at Kirk Lane and Fleet Lane.

19. Media/Press releases:

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

RESOLVED: That topics for the next monthly newsletter should include: defibrillator, VAS, outcomes from the Annual Parish Meeting and dates for future surgeries.

20. Parish Councillor Information Exchange

1. To receive any information from Councillors

Cllr Marsh said she had received a complaint about the condition of the tennis courts and asked who the resident should contact. Cllr Corbett said that Andy Squires' details could be found on the Sportsfield Trust's website.

Cllr McBride stated that the next public surgery is on Saturday 11th June and asked that as many Councillors as possible attend.

Cllr McBride reported that the spring on the gate at the Marston Road playground has broken. It was agreed that Will Bartlett be asked to undertake the repair.

2. To note matters for May meeting agenda

It was agreed that the PC surgeries should become a set agenda item so that feedback from the public can be noted. Cllr Bride requested a June agenda item to review feedback on the Community Plan from the Annual Parish Meeting.

3. To receive an update on the Community Resilience Plan and consider the cost of 6 torches at £16.99 each.

A letter had been received from Bob Cooling to ask whether the village hall could be used at no charge in September/October for training. It was agreed that he would have to approach the VHMC directly. The cost for the torches was understood to be good value and Cllr Marsh said she would purchase them.

RESOLVED: That the cost of £16.99 for 6 torches be approved.

21. Correspondence:

1. To note list of correspondence received and circulated

The list had previously been circulated. Cllr McBride said he would prepare a response to Harrogate Borough Council's litterbin review.

22. Staffing Matters:

1. To consider quotes received for the purchase of a new Clerk's laptop

A list of quotes had been circulated. It was suggested that the Chairman's laptop be given to the Clerk, with only the purchase of Microsoft 365 and antivirus to consider.

RESOLVED: That the purchase of Microsoft 365 at £79.99 and Bitdefender Antivirus at £20 per year be approved.

2. To consider quotes received for a SIM only phone contract

A report had been circulated with O2 found to offer the best value contract.

RESOLVED: That the purchase of an O2 SIM only business tariff at £11 per month be approved.

3. To consider options for payroll software

The Clerk confirmed that she was now using the free HMRC's Basic PAYE Tools.

4. To consider a monthly WFH allowance for the Clerk

Cllr Marsh confirmed that the previous Clerk's Work from Home allowance was £18 per calendar month.

RESOLVED: That the Clerk's monthly WFH allowance be maintained at £18 per month.

23. Future Meetings

1. To confirm the date, time and place of ordinary meetings of the Council up to and including the next Annual meeting.

The following dates had been proposed: Wednesday 15th June, Wednesday 15th July, Wednesday 17th August, Wednesday 21st September, Wednesday 19th October, Wednesday 16th November, Wednesday 21st December. 2023: Wednesday 18th January, Wednesday 15th February, Wednesday

15th March, Wednesday 19th April, APCM – Wednesday 17th May, Annual Parish Meeting -
Wednesday 10th May.

RESOLVED: That the above dates be accepted

24. Next Meeting

1. To confirm the date, time of the next ordinary meeting of Tockwith with Wilstrop Parish Council.

RESOLVED: That the next Ordinary Meeting of Tockwith with Wilstrop Parish Council be held at 7pm on Wednesday 15 June 2022 in Tockwith Village Hall.

There being no further business the Chairman declared the meeting closed at 22:15 hours.

Chairman's Signature _____ Date _____