



Tockwith with Wilstrop Parish Council,

North Yorkshire

www.tockwith.gov.uk

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Minutes of the ordinary meeting of Tockwith with Wilstrop Parish Council (TWWPC) held Wednesday 20 April 2022 at Tockwith Sports Field Hall, Tockwith Lane, York YO26 7PX

Present: Councillor Arnold Warneken (Chairman) Councillor Stuart McHenery (Vice Chairman), Councillor Michael Bell, Councillor Alex Marsh, Councillor Graeme McBride, Councillor Simon Blake, Councillor Ted Tomes, Councillor Sarah Pearce, Councillor Kriston Wright and 3 members of the public

In attendance: Nicola Moorcroft (NM) (via telephone)

247/22. Apologies:

1. To note any apologies received

RESOLVED:

That apologies received from Councillor Corbett be noted.

2. To approve any reasons for absence submitted for consideration

RESOLVED:

That the reasons for absence submitted by Councillor Corbett be approved.

248/22. 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

249/22. Public Open Forum:

No questions raised by members of the public present at this meeting

250/22. County and District Councillor Reports:

1. To receive a report from North Yorkshire County Councillor Paraskos.

No report available

251/22. Minutes:

1. To approve the minutes of the Ordinary Meeting held 16 March 2022 as a true and accurate record of that meeting.

RESOLVED:

That the minutes of the ordinary meeting of Tockwith with Wilstrop Parish Council held 16 March 2022, be approved, as a true and accurate record of that meeting.

252/22. Finance:

1. To approve payment of invoices as listed below:

Payee:	Description of goods/services:	Total Value:
Tockwith Village Hall	Room hire	£20.00
Nicola Moorcroft	Clerking services 12/03/22 – 14/04/22	£1330.00
YLCA	Membership fee 2022/23	£571.00
Ainsty Drainage Board	Drainage Board Rates 2022/23	£14.03
Vision ICT	Councillor email addresses	£216.00

RESOLVED:

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

2. To approve a bank reconciliation to 31/03/2022, end of fiscal year (as evidenced by bank statement and ledger/cash book)

RESOLVED:

That the bank reconciliation to 31/03/2022, end of fiscal year as evidenced by bank statement and ledger/cash book be approved.

3. To note receipts and payments to date as against budget for 20201/22 – end of fiscal year

RESOLVED:

That the receipts and payments to date as against budget for 2021/2022 be noted.

4. To note PWLB Lending Facility Audit Statement 2021/22

RESOLVED:

SignatureDate

That the PWLB Lending Facility Audit Statement 2021/22 be noted

5. To approve cost of garden work at Tockwith Village Hall

RESOLVED:

That the garden work to the value of £4079 be approved. The contract to be awarded to WB Garden Care

6. To consider quotes for electrical testing work required at Tockwith Village Hall and approve preferred contractor

RESOLVED:

That the contract for electrical testing at Tockwith Village Hall be awarded to Andrew Scott at a value of £480 including VAT

7. To approve to approve budget for purchase of all equipment required by new clerk/RFO

RESOLVED:

That a budget of £600 for the purchase of equipment for the new clerk/RFO be approved.

8. To consider purchase of payroll software or provision of payroll provider.

RESOLVED:

That consideration of this matter be deferred until the new clerk/RFO is in place.

253/22. Planning:

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

Application ref:	Address/ Description:	Tockwith with Wilstrop Parish Council decision:
22/01166/DVCON	Spruce And Hawe Ltd., Blind Lane, Tockwith 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	Tockwith with Wilstrop Parish Council has no objections to this planning application

2. To note all planning decisions received

RESOLVED

That the following be noted:

REFERENCE: 21/05534/FULMAJ

SignatureDate

DECISION ON PLANNING APPLICATION PROPOSAL: Conversion of an existing agricultural building to 5 no. dwellings with associated demolition, alterations, gardens, car ports, and drives.

LOCATION: Nethercarr Farm Blind Lane Tockwith York North Yorkshire YO26 7RQ

Harrogate Borough Council being the Local Planning Authority for the purposes of the application received on 23 December 2021 for Full Planning Permission, as described above, have **resolved to GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS**

REFERENCE: 22/00001/FUL

PROPOSAL: Proposed Extension to and Sub-Division of an Existing Dwelling to form two dwelling houses.

LOCATION: Broad Oak Farmhouse Broad Oaks Farm Loop Tockwith YO26 7QQ

Harrogate Borough Council being the Local Planning Authority for the purposes of the application received on 4 January 2022 for Full Planning Permission, as described above, have **resolved to GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS**

REFERENCE: 21/02785/FUL

PROPOSAL: Proposed single storey extension to create 1no. classroom and associated Facilities

LOCATION: Tockwith Church of England Primary School South Field Lane Tockwith YO26 7RP

Harrogate Borough Council being the Local Planning Authority for the purposes of the application received on 27 July 2021 for Full Planning Permission, as described above, have **resolved to GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS**

REFERENCE: 22/00510/FUL

PROPOSAL: Proposed rear single storey extension and removal of conservatory

LOCATION: 15 Crawford Close Tockwith North Yorkshire YO26 7QT

Harrogate Borough Council being the Local Planning Authority for the purposes of the application received on 16 February 2022 for Full Planning Permission, as described above, have **resolved to GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.**

REFERENCE: 22/00657/FUL

PROPOSAL: Proposed single storey rear and porch extensions.

LOCATION: 41 Fleet Lane Tockwith North Yorkshire YO26 7QD

Harrogate Borough Council being the Local Planning Authority for the purposes of the application received on 2 March 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

SignatureDate

None raised

4. To consider response to Wildlife and Countryside Act 1981 (NYCC The former West Riding of Yorkshire area 2) - Public footpath 15.135-22 Tockwith Modification Order 2022

RESOLVED:

That the following response be communicated to HBC Definitive Map Officer:

That TWWPC supports the comments made by Tockwith Residents' Association (TRA) with regards to Public Footpath 15.135-22 Tockwith Modification Order 2022

254/22. Tockwith Parish Council Administration and Governance:

1. To approve TWWPC Financial Regulations

RESOLVED:

That the TWWPC Financial Regulations require further input and consideration by TWWPC. NM to organise remote discussion for feedback and councillor input prior to approval by TWWPC at May meeting.

2. To approve appointment of an internal auditor for 2021/22, as required by Accounts and Audit Regulations 2015

RESOLVED:

That the YLCA Internal Audit Service be utilised for TWWPC Internal Audit for year ending 31/03/22 at a cost of £210.

3. To consider use of Amazon for purchase of goods by TWWPC

RESOLVED:

That TWWPC consider Amazon as a provider of goods for council use.

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

RESOLVED:

That TWWPC Training budget be increased to £75 per councillor (£750) in total for municipal year 2022/23

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

NOTED:

Advice form YLCA not yet available. Consideration of advice to be deferred until May meeting of TWWPC

255/22. Matters brought to the agenda by councillors:

1. To receive a report from Councillor Bell on highways matters and consider necessary action.

Report received.

Councillor Bell reported that all matters previously communicated to NYCC had now been actioned.

Councillor Tomes will contact NY Councillor to source update on additional report sent.

2. To receive an update from Councillor McHenry regarding dates/times for Parish Councillor Surgeries and consider necessary action

Report received.

RESOLVED:

That the first surgery (on 7 May) after the local elections be attended by Councillor Warneken and Councillor Marsh and those elected as a 'Meet the Councillor' session.

That the surgery scheduled for 4 June be held on 11 June (to avoid clash Queens Jubilee weekend celebrations)

3. To receive a report from Councillor McHenry on possible locations for an additional defibrillator

Report received.

RESOLVED:

That specific details as to locations, price, maintenance and electricity supply be considered at the May meeting of TWWPC

4. To receive a report from Councillor Tomes on Community resilience Plan and consider expenditure for torches.

No further information available.

RESOLVED:

That this matter be considered at the May meeting of TWWPC

5. To consider support for Ukraine charity effort being carried out by the village (Councillor Wright)

RESOLVED:

That this matter be considered at the May meeting of TWWPC, after advice is sought on the most appropriate way to support Ukraine Charity efforts within the parish

6. To consider TWWPC support for statement on 'The territorial integrity and sovereignty of Ukraine '(Councillor Warneken)

RESOLVED:

That the following statement be endorsed by TWWPC

This statement shows solidarity from the PC on the unfolding humanitarian crisis:
The National Association of Local Councils (NALC) has joined the Local Government Association (LGA) in endorsing a statement from the political leadership of the Council of European Municipalities and Regions (CEMR), which strongly condemns the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine.
CEMR's statement was published on 24 February 2022 and strongly condemns the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine. The statement also expresses full support and solidarity to the Ukrainian people and their peers in local and regional government.
Tockwith and Wilstrop Parish Council supports the NALC and the LGA in supporting CEMR's call on local and regional governments throughout Europe to endorse the statement.

256/22. Climate Emergency declaration:

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

Representative from Future Footprints provided a detailed update on the current situation regarding funding of Electric Vehicle Charging Points, which now differs considerably from that previously reported.

Further updates will be presented to TWWPC as soon as they are available.

257/22. Matters relating to Tockwith Village Hall and Tockwith Sportsfield Trust:

1. To receive a report from Councillor Bell on Village Hall Committee meeting

No report available

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

RESOLVED:

That the report be noted.

That the action required by considered at agenda item 258 (1)

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

No report available

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

1. To receive tree survey and consider necessary action (focussing primarily on the immediate implications for trees at Tockwith Village Hall)

Tree survey received.

RESOLVED:

That Councillor Pearce source three quotes for the tree work required (within 12 months) at Tockwith Village Hall, for consideration at May meeting of TWWPC

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

No reports received.

3. To receive a report on allotment inspections and consider necessary action

Report received

RESOLVED:

That current plot holder be offered newly vacated plot.

Plot 3C be split into two smaller plots.

Vacant plots be advertised.

Notice on rent review to be included with new tenancy agreements and annual rent invoices.

4. To consider memorial bench for former Councillors Robinson and Waller, on The Green

SignatureDate

RESOLVED:

That TWWPC agrees, in principle with this proposal but will approach former Councillors families to request consent for such before any further action is taken.

259/22. Highway Matters:

1. To consider action to address speeding issues (VAS signage)

RESOLVED:

That 2 SWARCO VAS signs at a cost of £6905+VAT (including 5-year warranty) be installed at locations (to be determined by NYCC Highways) on Tockwith Lane and Fleet Lane.

2. To consider any further speeding related matters

None raised

260/22. Media/Press releases:

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

RESOLVED:

That the next parish newsletter includes the following information:

Installation of VAS signage

Details of Councillor Surgeries

Results of local elections

Information on availability of allotments within the Parish

261/22. Parish Councillor Information Exchange

1. To receive any information from Councillors

None raised.

2. To note matters for May meeting agenda

Items raised at councillor surgery on 7 May

262/22. Correspondence:

1. To note list of correspondence received and circulated

RESOLVED:

That the list of correspondence circulated, be noted

To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda item 263 (2 and 3 only)

RESOLVED:

That, by virtue of the confidential nature of the business to be transacted under agenda

items 263 (2) and (3) the public and press be excluded from this meeting whilst these items are under consideration.

263/22. Staffing Matters:

1. To approve minutes of TWWPC HR Committee meetings held 23/03/22 and 08/04/2022

RESOLVED:

That the minutes of the meetings of Tockwith with Wilstrop Parish Council HR Committee held 23/03/22 and 08/04/2022, be approved, as a true and accurate record of those meetings.

2. To receive an update from TWWPC HR Committee on vacancy for clerk/RFO to TWWPC

TWWPC HR Committee updated TWWPC with regards to the following:

- Deborah Marshall has been offered the post of clerk/RFO to TWWPC
- Deborah Marshall has accepted this offer and will commence employment on 3 May 2022.

3. To approve establishment of NEST workplace pension and consider relevant employer contributions

RESOLVED:

That TWWPC establish a NEST pension for all TWWPC employees.

That TWWPC makes the minimum (3%) contribution towards NEST pension scheme for employees.

4. To consider handover period/support for new clerk/RFO and final date of working for locum clerk.

RESOLVED:

That the locum clerk remains in post for 2 weeks after the start date of the new clerk/RFO, to undertake handover.

That this arrangement be reviewed by TWWPC HR Committee (after discussions with new clerk/RFO, her line manager and the locum clerk) as soon as possible after the end of the 2-week period.

264/22. Next Meeting

1. To confirm the date, time of the next meeting of Tockwith with Wilstrop Parish Council as the annual Meeting of the council to be held at 7pm on Wednesday 18 May 2022 in Tockwith Village Hall

RESOLVED:

That the next meeting of TWWPC will be the annual meeting of the council, to be held on Wednesday 18 May 2022 at 7pm in Tockwith Village Hall (main room)

2. To consider date, time and venue for Tockwith with Wilstrop Annual Parish Meeting

RESOLVED:

SignatureDate

That the Tockwith with Wilstrop Annual Parish Meeting is held on Wednesday 25 May 2022 at 7pm in Tockwith Village Hall.

Meeting closed at 9.20pm

SignatureDate