



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 16 February 2022 at Tockwith Village Hall, Marsden Road, Tockwith, York YO26 7PR

Present: Councillor Arnold Warneken (Chairman) Councillor Stuart McHenery (Vice Chairman), Councillor Sue Corbett, Councillor Alex Marsh, Councillor Graeme McBride, Councillor Simon Blake, Councillor Mick Bell, Councillor Ted Tomes and 2 members of the public

In attendance: Nicola Moorcroft (NM) (via MS Teams)

22/210. Apologies:

1. To note any apologies received

There were none, all councillors present at the meeting.

2. To approve any dispensation requests

No such requests submitted for consideration

22/211. 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 in the business to be transacted at this meeting

There were none

2. To approve any dispensation requests

No such requests submitted for consideration.

22/212. Public Open Forum:

No matters raised

22/213. County and District Councillor Reports:

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

No report available

2. To observe a period of silence as a mark of respect to Councillor Waller who recently passed away.

Tockwith Parish Council observed one minute silence as a mark of respect for former Parish and Harrogate Borough Councillor, Norman Waller, who passed away recently.

22/214. Minutes

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

RESOLVED:

That the minutes of the ordinary meeting of Tockwith with Wilstrop Parish Council held 19 January 2022, be approved, 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

RESOLVED:

That Tockwith With Wilstrop Parish Council will co-opt eligible candidates to vacant seats within the parish.

2. To consider applications from qualifying candidates to the vacant office of parish councillor.

RESOLVED:

That Sarah Pearce and Kriston Wright be duly co-opted to the post of Parish Councillors on Tockwith with Wilstrop parish Council.

3. Co-opted candidates to sign statutory declaration of office form

Sarah Pearce and Kriston Wright duly signed the statutory declaration of office form

22/216. Staffing Matters

1. To approve revised terms of reference for the TWWPC Human Resources Committee

RESOLVED:

That the revised Terms of Reference for the TWWPC Human Resources Committee, as circulated, be adopted.

2. To confirm Councillor appointment to TWWPC Resources Committee

RESOLVED:

That the five Councillors appointed to the TWWPC Resources Committee be appointed as members of the TWWPC Human Resources Committee. These being; Councillor Stuart McHenry, Councillor Sue Corbett, Councillor Alex Marsh, Councillor Graeme Mc Bride and Councillor Simon Blake.

3. To approve process for recruitment of new permanent clerk/RFO

3.1 To approve job description for new Clerk/RFO

RESOLVED:

That the job description, as circulated, be used to identify the role and responsibilities of the clerk/RFO to TWWPC

3.2 To approve appropriate NJC pay range for Clerk/RFO

RESOLVED:

That that the vacant post of Clerk/RFO to TWWPC be offered at NJC pay range – LC 2 substantive SCP 24 -28 = £14.90 - £16.75 per hour (pay ward pending).

Starting SCP to be determined by qualifications and relevant experience of preferred candidate

3.3 To approve wording of advertisement for vacant position of Clerk/RFO

RESOLVED:

That the advertisement, as circulated, be used to for the vacant post of Clerk/RFO.

That post be advertised as 65 hours per month – to be reviewed regularly.
Clerk/RFO to submit timesheet monthly to line manager to enable assessment of hours required to undertake the role

3.4 To approve advertising strategy for the vacant post of Clerk/RFO and associated costs

RESOLVED:

That the vacant post be advertised (initially) using the following:

- YLCA advertising service (cost £15)
- Local (free) social media sites
- TWWPC website
- TWWPC notice boards

This approach will be re-evaluated dependent upon quality of applications received by 5pm on 18 March

3.5 To consider form of application for the vacant post (application form or submission of CV and covering letter)

RESOLVED:

That an application form (as circulated) be completed by all applicants. Any CVs will not be accepted.

3.6 To approve a deadline date and time for receipt of applications

RESOLVED:

That the deadline date and time for receipt of applications is 5pm on Friday 18 March 2022

3.7 To consider process and timescales for interviewing prospective candidates.

RESOLVED:

That a HR Committee meeting be scheduled for as soon as possible after application deadline date to consider applications received.
Interviews to be held W/C 21 March 2022
Three members of the HR Committee to undertake interviews (Interview panel)
HR Committee meeting convened to consider recommendations of the interview panel and confirm offer of post to preferred candidate.

22/217. Finance:

SignatureDate

1. To approve payment of invoices as listed below:

Payee:	Description of goods/services:	Total Value:
Tockwith Village Hall	Room hire	£5.00
Nicola Moorcroft	Clerking services 12/01/22 – 11/02/22	£1129.58
Land and Farm Services	Grass cutting + tree work + bench repair	£846.00

RESOLVED:

That the invoices for Tockwith Village Hall and Nicola Moorcroft be paid in full.

That the invoice for Land and Farm Services for grass cutting and tree work be paid, bench repairs (£105 +VAT) are to be queried as this work was not authorised by TWWPC

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

That the bank reconciliation to 31 January 2022 (as evidenced by bank statement and ledger/cash book) be approved.

3. To note receipts and payments to date as against budget for 2021/2022

No budget monitoring document available for consideration

4. To consider grant applications received

No grant applications received

22/218. Planning**1. To consider planning applications received:**

Tockwith with Wilstrop Parish Council considered the under-mentioned applications, received from Harrogate Borough Council and reached the decision shown:

Application ref:	Address/ Description:	Tockwith with Wilstrop Parish Council decision:
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	Tockwith with Wilstrop Parish Council objects on the planning grounds set out below: The said condition was attached to the original planning permission for this development for the following reason 'In the interests of heritage enhancement of the site and to inform visitors regarding the history of the Battle of

Signature Date

	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.	Marston Moor and adjacent conservation area' Tockwith with Wilstrop Parish Council that the reason for the condition remains sound and thus the application to remove this condition should be refused.
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2. To note all planning decisions received

Tockwith parish Council received the following notifications regarding planning decisions from Harrogate Borough Council (Local Planning Authority):

Application Ref: 22/00080/TPO

Proposal: Felling of 1 no. Ash tree within Group 4 of 17/2010

Location: 1 Bramblegate Road Tockwith YO26 7SA

Application approved subject to conditions

3. To consider any planning enforcement related matters

None raised

22/219. 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

Report received

2. To approve action required regarding report received in item 219. 1

RESOLVED:

That NM drafts policies and procedures for consideration and adoption by TWWPC.

TWWPC Standing Orders – require input of TWWPC. NM to draft, circulate for feedback, organise remote discussion for feedback and councillor input prior to consideration by TWWPC.

22/220. Matters brought to the agenda by councillors:

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

Councillor Bell highlighted matters to be included in highways report, this is to be sent to NYCC Councillor Paraskos

2. To receive a report from Councillor McHenry regarding Parish Councillor Surgeries and consider necessary action.

Report received; specific dates and Councillor availability to be circulated and approved at March meeting of TWWPC

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

No further information available.

4. To receive a report from Councillor Blake creation of designated TWWPC Councillor email addresses and consider necessary action.

Report received.

RESOLVED:

That the cost of designated email addresses of £18.50 per Councillor and one-off charge of £25 (porting) + VAT be approved.

Individual Councillors to notify Councillor Blake of preferred name.gov.uk for email address.

5. To note YLCA Harrogate branch meeting as 21/02/2022 and consider matters to be raised at this meeting (by Councillor McBride)

No further matters raised. Councillor McBride to provide a report on the YLCA Harrogate Branch meeting to March meeting of TWWPC

6. To receive a report from Councillor Tomes on Community Resilience Plan funding and expenditure and consider necessary action

Report received.

Lengthy discussion ensued as to the most efficient way to purchase equipment required for the Community Resilience Plan.

RESOLVED:

That, given the nature of the Group and the administration of funds, YLCA is contacted for advice on this matter.

22/221. Climate Emergency declaration:

1. To receive a report from TWWPC Representatives on the activities of the Climate Emergency Working Group.

Report received.

22/222. Matters relating to Tockwith Village Hall and Tockwith Sportsfield Trust

1. To receive a report from TWWPC representative on Tockwith Village Hall Committee (Councillor Bell)

Councillor bell had nothing further to report

2. To receive report for the structural inspection at the Village Hall and consider necessary action.

Report circulated to all members.

RESOLVED:

That TWWPC representatives (Councillor bell and Councillor Warneken) meet with Tockwith Village Hall Committee to consider the report and priority for repairs highlighted in the report.

TWWPC to consider outcome of this meeting at March meeting

SignatureDate

3. To receive report from TWWPC representative on Tockwith Sportsfield Trust (Councillor Corbett)

Councillor Corbett had nothing further to report

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

Tree Planting Plan requires approval of Tockwith Sportsfield Trust prior to presentation to TWWPC. Plan to be submitted to March meeting of TWWPC

22/223. Council land, open spaces, amenities and assets:

1. To receive tree survey and consider necessary action

No update available as Tree Survey not yet complete

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

No reports available.

NM highlighted the importance of regular reports, recording and monitoring.

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

No reports available.

RESOLVED:

That Councillor Pearce and Councillor Bell examine all existing rental charges and present a report to March meeting of TWWPC for potential allotment rent review.

4. To consider options re: benches at Kendal Gardens

RESOLVED:

That the benches at Kendal Gardens be removed and offered to Conservation Society for relocation.

22/224. Highway Matters:

1. To receive a report from Councillor Blake on data logger surveys.

Councillor Blake reported that data had been received from Tockwith but is waiting for data from Cowthorpe survey.

The data will be summarised by Councillor Blake and submitted to the March meeting of TWWPC for consideration and approval of any potential of any further action to be taken.

2. To consider any further speeding related matters

None raised.

3. To receive information on NYCC Gritting Scheme

NM reported that TWWPC interest in the NY Community Gritting Scheme had been registered but no further information had been received.

22/225. Media/Press releases:

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

RESOLVED:

That TWWPC include the following in the Parish Magazine:

SignatureDate

- Reintroduction of Councillor Profiles commencing with two new Parish Councillors
- Advertising of TWWPC meetings
- Information as to decisions made at council meetings and council projects
- Advertising agenda items for discussion at council meetings
- Advertising Councillor Surgeries when dates have been determined

22/226. Parish Councillor Information Exchange

1. To receive any information from Councillors

- Bulbs from HBC need to be requested by April 2022

2. To note matters for March monthly meeting agenda

A request for Wildflower and Crocus bulbs be made to HBC

22/227. Correspondence:

1. To note list of correspondence received and circulated

RESOLVED:

That the list of correspondence received, as circulated be noted.

2. To note information in Draft Structural Order for NYCC

RESOLVED:

That the Draft Structural Order for NYCC, as circulated, be noted.

22/228. 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.

RESOLVED:

That the next ordinary meeting of Tockwith with Wilstrop Parish Council is Wednesday 16 March 2022 at 7.30pm in Tockwith Village Hall.

Meeting closed at 9.45pm