



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 16 March 2022 at Tockwith Village Hall, Marston 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 Ted Tomes, Councillor Pearce and 4 members of the public

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

229/22. Apologies:

1. To note any apologies received

RESOLVED:

That apologies received 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.

230/22. 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

Councillor Pearce declared a Disclosable Pecuniary Interest (DPI) in Item 236/22 (1)
Application reference: 22/00285/DVCON

RESOLVED:

That this declaration be noted.

2.1 To approve any dispensation requests received

No such requests submitted for consideration

231/22. Public Open Forum:

Member of the public raised concerns as to activity at Mulgrave site; reporting incidents of inconsiderate parking, damage to roads due to HGV traffic and breaches of planning conditions. HBC Planning enforcement has been contacted.

Owner of Glen's Café raised concerns that he had been served with a section 25 notice to quit the premises due to redevelopment of the industrial unit on Marston Road, the unit (housing the café) is to be demolished with no indication that a replacement café will be included in the redevelopment – leading to increased traffic off site to food outlets and the loss of employment for three local residents.

232/22 County and District Councillor Reports:

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

Councillor Paraskos provided a verbal report highlighting the following:

- Local elections to be held 5 May 2022
- (HBC) Street bin consultation to commence in the next two weeks
- (HBC) 17 hectares of HBC land to be utilised for tree planting in celebrations of the Queens Platinum Jubilee

2. To note vacant seat of District Councillor for this Ward will be filled; by-election on 5 May 2022

RESOLVED:

That this be noted

233/22. Minutes:

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

234/22. Staffing Matters:

1. To note update on vacancy for clerk/RFO to TWWPC

Locum clerk provided an update on applications received and level of interest in vacancy for clerk/RFO to TWWPC

RESOLVED:

That this be noted

235/22. Finance:

1. To approve payment of invoices as listed below:

SignatureDate

Payee:	Description of goods/services:	Total Value:
Tockwith Village Hall	Room hire	£10.00
Nicola Moorcroft	Clerking services 12/02/22 – 11/03/22	£1200.00
One direct	2-way radios for Resilience Team	£244.62
MTS Locksmiths	Emergency lock and keys for VH	£183.00
NYCC	Traffic surveys	£528.00
FA Bartlett	Tree survey	£576.00
AWP Consulting	VH Inspection and report	£720.00

RESOLVED:

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

2. To approve a bank reconciliation to 28/02 2022 (as evidenced by bank statement and ledger/cash book)

RESOLVED:

That the bank reconciliation to 28/02 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

RESOLVED:

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

4. To approve grass cutting contract with Land and farm Services for 2022/23

RESOLVED:

That the grass cutting contract with Land and farm Services for 2022/23 be approved.

Locum clerk to highlight with Land and Farm services the requirement that weedkiller in not to be used in the TWWPC play areas.

236/22. 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:

SignatureDate

NOTE:

Councillor Pearce left the meeting room whilst application reference 22/00285/DVCON was being considered by TWWPC

Application ref:	Address/Description:	Tockwith with Wilstrop Parish Council decision:
22/00285/DVCON	Southfield Lodge South Field Lane Tockwith York North Yorkshire YO26 7PD Deletion of condition 3 of Planning Permission 83/02489/FUL - Proposed caretaker's dwelling	Tockwith with Wilstrop Parish Council has no objections to this planning application
22/00510/FUL	15 Crawford Close Tockwith North Yorkshire YO26 7QT Proposed rear single storey extension and removal of conservatory	Tockwith with Wilstrop Parish Council has no objections to this planning application

2. To note all planning decisions received**RESOLVED:**

That it be noted – no planning decision notices had been received from HBC

3. To consider any planning enforcement related matters**RESOLVED:**

That all planning enforcement matters raised by TWWPC and investigated by HBC be noted.

4. To consider response to Definitive Map Order Consultation: Tockwith Airfield**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 Definitive Map Order Consultation, Tockwith Airfield.

That TWWPC will provide a response into any secondary consultation on this matter.

237/22. Tockwith Parish Council Administration and Governance:**1. To approve TWWPC Standing Orders****RESOLVED:**

That the TWWPC Standing Orders, as circulated, be approved.

2. To approve TWWPC General Privacy Notice**RESOLVED:**

SignatureDate

That the TWWPC General Privacy Notice, as circulated, be approved

3. To approve TWWPC Privacy Notice for Employees, Role Holders and Volunteers

RESOLVED:

That the TWWPC Privacy Notice for Employees, Role Holders and Volunteers, as circulated, be approved.

4. To consider draft data audit and actions necessary for compliance with DPA and GDPR

RESOLVED:

That the data audit and actions necessary for compliance with GDPR and DPA requires further input and consideration by TWWPC. NM to re circulate for feedback, organise remote discussion for feedback and councillor input prior to approval by TWWPC.

5. To consider the formation of TWWPC Committees for the following functions:

- a. Finance
- b. Planning
- c. Open spaces and allotments

RESOLVED:

That no further committees will be appointed by TWWPC.

That this decision be revisited in six months' time.

6. To appoint TWWPC Councillors to the following vacancies (created by Councillor Waller's resignation):

a. YLCA Harrogate Branch

RESOLVED:

That Councillor Tomes be appointed as the second TWWPC voting representative for the YLCA Harrogate branch meeting

7. To approve appointment of an internal auditor for as required by Accounts and Audit Regulations 2015

RESOLVED:

That TWWPC does not reappoint the internal auditor previously contracted by TWWPC

That TWWPC source an independent and competent internal auditor from the list provided by YLCA.

238/22. Matters brought to the agenda by councillors:

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

No report available

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

SignatureDate

No further information available

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

No further information available

4. To receive an update from Councillor Blake on designated TWWPC Councillor email addresses.

Councillor Blake updated TWWPC on the creation of TWWPC designated email addresses:

- Councillors have confirmed preferred email address.gov.uk
- Awaiting timescales for introduction.

5. To receive information from Councillor Warneken regarding Glen’s Café and consider necessary action

Information received at item 231/22

RESOLVED:

That TWWPC make a request to HBC LPA to retain of a café/hot and cold food outlet on this industrial estate.

That TWWPC write to the developers of the site and support the inclusion of a café/hot and cold food outlet when detail of the full planning (FULM) application is submitted for consideration.

6. To receive a report from Councillor Tomes on Community Resilience Plan (CRP) and consider expenditure for torches

Councillor Tomes reported that:

- An order has been placed for the two- way radios
- CRT Team are planning to undertake Emergency Resilience Plan trials as soon as possible (weather dependent)

RESOLVED:

That the purchase of torches be considered at the April meeting of TWWPC

239/22. Climate Emergency declaration:

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

RESOLVED:

That this item be deferred to April meeting of TWWPC

2. To consider TWWPC insurance provision for Working Group/Volunteer litter pick

RESOLVED:

That the TWWPC Climate Emergency Working Group Litter Pick be approved as an activity of TWWPC.

That TWWPC insurance provision is utilised for this event.

SignatureDate

That locum clerk contacts TWWPC insurance provider to confirm cover and communicates this to TWWPC Climate Emergency Working Group

***Time 10pm**

RESOLVED:

That TWWPC suspends Standing Order 3.6 (x) and continues the meeting until all business on the agenda is concluded

240/22. 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 an update on consideration of structural inspection at the Village Hall and consider necessary action

No update available

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

Councillor Corbett provided a verbal report on Tockwith Sportsfield Trust, highlighting the following:

- New litter bins have been installed in an attempt to combat litter problem

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

Councillor Corbett provided a map of area and details of where trees will be planted. No details were provided on expectation/responsibility of upkeep of said trees.

RESOLVED:

That TWWPC support tree planting on the area as detailed in the map.

5. To receive a report from Councillor McBride – YLCA Harrogate Branch meeting

Councillor McBride provided a verbal report on YLCA Harrogate Branch meeting, highlighting the following:

- Meeting lasted less than one hour
- Discussion on NYCC unitary authority process
- Process for local elections
- Next meeting to be held face to face in June

241/22. Council land, open spaces, amenities and assets:

1. To receive tree survey and consider necessary action

RESOLVED:

That TWWPC receive the tree survey, as circulated and considered its recommendations at its April meeting, focussing primarily on the immediate implications for trees at Tockwith Village Hall.

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

No report available

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

No report available

4. To approve request for wildflower and crocus bulbs to HBC

RESOLVED:

That TWWPC request for wildflower and crocus bulbs from HBC

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

RESOLVED:

That this item be deferred to April meeting of TWWPC

242/22. Highway Matters:

1. To receive a report from Councillor Blake on data logger surveys and consider necessary action

RESOLVED:

That the report, as circulated be received.

That consideration of action to address speeding issues (VAS signage) be deferred to April meeting of TWWPC

That information gathered be shared with Community speed watch Group

That information gathered and action taken by TWWPC be shared on social media platforms

2. To consider any further speeding related matters

None raised

243/22. Media/Press releases:

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

RESOLVED:

That the following items be included in the next Parish Magazine:

- Local elections
- TWWPC Climate Emergency Working Group litter pick

244. Parish Councillor Information Exchange

SignatureDate

1. To receive any information from Councillors

None raised

2. To note matters for April monthly meeting agenda

- Use of Amazon for purchase of council goods
- Councillor training
- Recommendations for the purchase and installation of VAS

245/22. Correspondence:

1. To note list of correspondence received and circulated

RESOLVED

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

246/22. Next Meeting

1. To confirm the date, time of the next ordinary meeting of Tockwith with Wilstrop Parish Council as Wednesday 20 April 2022 at 7.30pm

RESOLVED:

That the next ordinary meeting of Tockwith with Wilstrop Parish Council is held on Wednesday 20 April 2022 at 7pm

2. To consider venue for next ordinary meeting of Tockwith with Wilstrop Parish Council

RESOLVED:

That the next ordinary meeting of Tockwith with Wilstrop Parish Council is held, subject to Availability, at Tockwith Sports hall.

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

RESOLVED:

That the date, time and venue for Tockwith with Wilstrop Annual Parish Meeting be considered at the April meeting.

Meeting closed at 10.36pm