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# 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 20 July 2022 at 7pm 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 Sue Corbett.

**Guests:** None.

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

No members of the public were in attendance.

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## AGENDA

<b>50.</b>	<b><u>Apologies:</u></b>
<b>1.</b>	<b>To note any apologies received</b>
	There were none, all councillors present at the meeting. It was noted that Cllr Michael Bell had resigned since the last meeting.
<b>2.</b>	<b>To approve any reasons for absence submitted for consideration</b>
	None.
<b>51.</b>	<b><u>To Note any Declarations of Interest:</u></b>
<b>1.</b>	<b>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</b>
	None.
<b>2.</b>	<b>To approve any dispensation requests received</b>
	No such requests submitted for consideration.
<b>52.</b>	<b><u>Public Open Forum:</u></b>
	There were no members of the public in attendance.
<b>53.</b>	<b><u>County and District Councillor Reports:</u></b>

<b>1.</b>	<b>To receive reports from North Yorkshire County Councillors Warneken and Paraskos.</b>		
	Cllr Warneken reported that there was a lot happening at County level with the devolution underway. He informed the PC that there is a Locality Fund available from the Ward Councillors which Parish Councils can apply for to provide funding for projects between £300 and £5,000.		
<b>54.</b>	<b><u>Minutes:</u></b>		
<b>1.</b>	<b>To approve the minutes of the Ordinary Parish Council Meeting held 15 June 2022 as a true and accurate record of that meeting.</b>		
	<b>RESOLVED:</b> That the minutes of the ordinary meeting of Tockwith with Wilstrop Parish Council held 15 June 2022 be approved as a true and accurate record of that meeting.		
<b>2.</b>	<b>To approve the minutes of the extra ordinary Meeting of the Parish Council held on 23 June 2022 as a true and accurate record of that meeting.</b>		
	<b>RESOLVED:</b> That the minutes of the Extra ordinary meeting of Tockwith with Wilstrop Parish Council held 23 June 2022 be approved as a true and accurate record of that meeting.		
<b>3.</b>	<b>To approve the minutes of the HR Committee Meeting held on 15 June 2022 as a true and accurate record of that meeting.</b>		
	<b>RESOLVED:</b> That the minutes of the HR Committee meeting of Tockwith with Wilstrop Parish Council held 15 June 2022 be approved as a true and accurate record of that meeting.		
<b>55.</b>	<b><u>Finance:</u></b>		
<b>1.</b>	To approve payment of invoices as listed below:		
	<b>Payee:</b>	<b>Description of goods/services:</b>	<b>Total Value:</b>
	Clerk/RFO	Salary & Expenses	£823.32
	Tockwith Village Hall	Room Hire	£30.50
	Tockwith Village Hall	Boiler Service	£70.00
	Tockwith Village Hall	Toilet Repair	£65.00
	AWP Consulting	Village Hall Maintenance Assessment- external pointing and loft glass panels.	£120.00
	SWARCO	VAS Signs Deposit	£2,313.00
	<b>Receipts</b>		
	Tockwith Village Hall	Kitchen hob	£253.99
	Tockwith Village Hall	Contents insurance refund	£38.94
	Allotment Tenants	Allotment Rents	£71.00
	<b>RESOLVED:</b> That the invoices noted above be paid in full, with immediate effect.		
<b>2.</b>	To approve a bank reconciliation to 30/06/2022 (as evidenced by bank statement and ledger/cashbook.		
	<b>RESOLVED:</b> That the bank reconciliation to 30 June 2022 (as evidenced by bank statement and ledger/cash book) be approved.		
<b>3.</b>	To note receipts and payments to date as against budget for 2022/23		
	<b>RESOLVED:</b> That the receipts and payments to date as against budget for 2022/2023 be noted.		
<b>4.</b>	<b>To consider the current CIL and S106 reports received from Harrogate Borough Council</b>		
	The S106 and CIL reports were circulated prior to the meeting. Cllr Marsh said that the spreadsheet had been truncated and it was difficult to understand where monies had been		

	allocated. Cllr Clark raised the question of how the monies could be obtained and the types of projects that the money could be spent on. It was suggested that a meeting with the HBC Senior Development Officer would be useful to get clarification on these matters.		
	<b>RESOLVED:</b> That the HBC Senior Development Officer be invited to the next meeting of the Parish Council.		
<b>5.</b>	<b>To consider the adoption of Brightpay Payroll Software at £59 per year</b>		
	The clerk had researched several different providers and costs: Moneysoft at £78 per annum, Sage Business Cloud at £84 and Kashflow at £87.84. Brightpay was considered to be the best option as it is the cheapest, integrates with the Nest Pension and is software that the both the Clerk and members of the HR Committee are familiar with.		
	<b>RESOLVED:</b> That Brightpay be adopted at the Parish Council's software provider.		
<b>6.</b>	<b>To consider the budget for the maintenance of Public Open Spaces</b>		
	It had been raised that no budget had been put in place for the maintenance of Tockwith open spaces in the 2022/23 financial year. The Clerk confirmed that the contractor's quote for the maintenance of Westfield Green had been approved under item 235.3 at the March 2022 meeting for £1,136.00 and that last year's budget had been £2,000. It was recommended that funds of £1,500 be transferred from the general reserve and this amount be put back into the general reserve in the 2023/24 financial year.		
	<b>RESOLVED:</b> That funds of £1,500 be transferred from the general reserve to the Tockwith Open Spaces budget and the funds taken from the general reserve be replaced in the next financial year.		
<b>56.</b>	<b><u>Planning:</u></b>		
<b>1.</b>	<b>To consider planning applications received</b>		
	Tockwith with Wilstrop Parish Council considered the under-mentioned applications, received from Harrogate Borough Council and reached the decision shown:		
	<b>Application ref:</b>	<b>Address:</b>	<b>Tockwith with Wilstrop Parish Council decision:</b>
	22/02427/FUL	21 Ralph Garth  Erection of single storey porch extension and bay window to front elevation and alterations to fenestration.	Tockwith with Wilstrop Parish Council has no objections to this planning application.
	22/02506/FUL	South Garth, 18 Westfield Road  Single storey rear extension	Tockwith with Wilstrop Parish Council has no objections to this planning application.
	22/02552/DVCMAJ	Marston Business Park	Tockwith with Wilstrop Parish Council has no objections to this planning application.
		Variation of Condition 2 (approved plans) and Condition 24 (parking areas) of application 20/04550/FULMAJ to allow amendments to parking layouts and amendments to Plots B, C1 and C2 (including	

		1m increase in height, addition of windows, and alterations to materials and internal configuration of Plots C1 and C2; and alterations to internal configuration of Plot B), and to clarify phasing of development for the purposes of Community Infrastructure Levy payments.	
	22/02769/FUL	3 Ralph Garth  Erection of single storey extension.	Not reviewed. Cllr McBride to attend home visit and report back before next meeting.
2.	To note all planning decisions received		
	<b>RESOLVED:</b> That the following be noted.		
	<b>22/01853/TPO</b>	<b>Tockwith Lane, Cowthorpe.</b>	
	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		
	<b>GRANT CONSENT SUBJECT TO CONDITIONS.</b>		
3.	To consider any planning enforcement related matters		
	<b>RESOLVED:</b> That the following be noted.		
	<b>22/00238/BRPC15</b>	<b>Scrubland And Disused Runway At 446456 451983 South Field Lane Tockwith North Yorkshire</b>	
	Potential breach of Condition 14 (CMP) of 18/04528/FULMAJ		
57.	<b><u>Tockwith Parish Council Administration and Governance:</u></b>		
1.	<b>To consider a Councillor Co-option policy</b>		
	The draft co-option policy had been circulated. Councillors were asked to consider whether applicants should provide a written statement, provide a short presentation at a PC meeting or be brought for interview before a panel.		
	<b>RESOLVED:</b> That the policy be adopted and the council request all those submitting an application to attend a Parish Council meeting and provide a 5 minute presentation as to their suitability as a Parish Councillor prior to resolving to co-opt the most suitable candidate.		
2.	<b>To consider a Councillor Application Form</b>		
	The standard application and eligibility form had previously been circulated.		
	<b>RESOLVED:</b> That the Councillor application form be approved.		
3.	<b>To set a deadline for the receipt of applications for the Wilstrop Ward vacancy and consider the application period for future vacancies</b>		
	A period of four weeks was considered long enough for applicants to apply during the period of advertisement. The Clerk confirmed that the Wilstrop vacancy had been advertised since 5 <sup>th</sup> July.		
	<b>RESOLVED:</b> That the application period for co-option vacancies be set at four weeks and the current Wilstrop vacancy application deadline be set at 26 <sup>th</sup> July.		

<b>4.</b>	<b>To consider the creation of the following committees and elect Councillors to each committee</b>
<b>a.</b>	Allotments, Playgrounds and Public Open Spaces (POS)
	All Councillors voted in favour of the creation of the above committee. The following Councillors were proposed: Cllr S Pearce, Cllr R Clark, Cllr G McBride, Cllr K Wright.
	<b>RESOLVED:</b> That the above Councillors be elected.
<b>58.</b>	<b><u>Parish Councillor Surgeries:</u></b>
<b>1.</b>	<b>To consider any issues raised by residents at the Parish Councillor Surgeries</b>
	Cllr Corbett said she had attended the last surgery with Cllr Clark. One member of the public had attended to raise the issue of residents mowing grass verges on the public highway. Cllr Warneken said that HBC were now monitoring this and that residents who were mowing verges were being sent letters.
<b>2.</b>	<b>To agree Councillor attendance at the next surgery on Saturday 6<sup>th</sup> August.</b>
	<b>RESOLVED:</b> That Cllrs McBride, Wright and Clark attend the surgery. Additional Councillors to attend if available.
<b>59.</b>	<b><u>Matters relating to Tockwith Village Hall and Tockwith Sportsfield Trust:</u></b>
<b>1.</b>	<b>To receive a report from Councillors Blake and Corbett from the Village Hall Committee meeting and consider any action.</b>
	Cllr Blake said that the VHMC will be meeting Will Bartlett to discuss the village garden this month and that Cllr Corbett would attend the VHMC meeting on 25 <sup>th</sup> July. Cllr Blake confirmed that the Community Resilience equipment has been added to the contents insurance. It was reported that HBC's polling booths are still at the hall. The Clerk said she would inform HBC and ask to have them collected.
<b>2.</b>	<b>To consider the outcome of the recent survey to the glass loft panels</b>
	The survey had previously been circulated. The panels were deemed safely secured and do not need to be removed.
	<b>RESOLVED:</b> That the survey be accepted.
<b>3.</b>	<b>To consider possible contractors for the replacement of external pointing and coping stones</b>
	Cllr McBride said that he would speak to Steve Tebbutt to obtain a quote for the refixing of the coping stones to the perimeter wall. A survey of the hall pointing had been circulated. The report recommended that there were only areas on the front of the building that required repointing. Cllr Wright said that would put a specification together for the clerk to submit to potential contractors.
	<b>RESOLVED:</b> That Cllr McBride obtain a quote for the refixing of coping stones and Cllr Wright compose a specification for external wall repointing.
<b>4.</b>	<b>To receive an update on recent tree works</b>
	Cllr Pearce reported that the recent tree works had been successfully completed with the exception of the removal of one dead ivy-covered stump which was not included in the original specification. It was recommended that Scotton be asked to quote for the removal and grinding of the stump and two other quotes be obtained. A quote had been received from Scotton Trees for the removal of dead wood on the ash tree at Westfield Green at £450.
	<b>RESOLVED:</b> That the quote of £450 be accepted and 3 quotes be obtained for the removal and grinding of the stump.
<b>5.</b>	<b>To consider the estimated Village Hall maintenance costs for the next five years and a list of works that are currently required</b>
	The report had previously been circulated which included the Annual Boiler Service,

	Secom Fire Alarm & Emergency Lighting Inspection and Miscellaneous Building Maintenance/Joinery Work costs each year for the next five years.
	<b>RESOLVED:</b> That the report be welcomed.
<b>6.</b>	<b>To consider any feedback from the Charities Commission in regard to Cllr Blake becoming a Village Hall Trustee.</b>
	Cllr Blake reported that The Charities Commission had confirmed that trustees could only be elected at an AGM and that he would be put forward for election at the next AGM.
<b>7.</b>	<b>To receive report from TWWPC representative on Tockwith Sportsfield Trust</b>
	A report had previously been circulated by Cllr Corbett. The AGM had taken place on 18th July and representatives elected. Cllr Corbett reported that Harrogate Town FC will no longer be training at Tockwith as they have found an alternative ground.
<b>60.</b>	<b><u>Council land, open spaces, amenities and assets:</u></b>
<b>1.</b>	<b>To receive a report on play area inspections and consider necessary action</b>
	Cllr McBride submitted a report on the Marston Road playground. It was reported that the matting around the cone roundabout had become uneven. It was recommended that the installer be contacted as the area is creating a trip risk. Cllr Warneken apologised that he had not submitted a report for Bert's Garden and that it would be inspected the following week.
	<b>RESOLVED:</b> That the Clerk contact the installer regarding the matting.
<b>2.</b>	<b>To receive an update on the memorial bench for former Councillors Robinson and Waller, on The Green.</b>
	The Clerk confirmed that she had not been sent the bench report prior to the resignation of Cllr Bell. The Council considered a proposed specification of a bench made from recycled plastic to be 5ft in length with back and arm rests. It was suggested that local manufacturers be approached. Cllr Warneken said that HBC would need to be asked permission to install the benches.
	<b>RESOLVED:</b> That the above specification be approved and that permission be sought from HBC for installation.
<b>61.</b>	<b><u>Allotments:</u></b>
<b>1.</b>	<b>To receive an update on the allocation of allotments</b>
	The Clerk provided a brief update. All invoices have now been sent out for the 2022/23 rental year. There are 2 vacant plots at the Church Row site and 2 at the Bridlepath site. Plot 3D has been divided into 4 plots, the sizes and boundaries for which will need to be determined by the Allotments and Public Open Spaces Committee.
<b>2.</b>	<b>To consider a quote for the trimming of the hedge at Church Row</b>
	A quote had been received from Scotton Trees for £2,400 to trim the hedge to 10ft. The height of the hedge was considered. It was suggested by Cllr Clark that the hedge be reduced to 7ft. It was agreed that further quotes would need to be obtained for consideration at the next PC meeting.
	<b>RESOLVED:</b> That the height be trimmed to 7ft and further quotes obtained.
<b>3.</b>	<b>To receive an update on allotment inspections and consider necessary action</b>
	<b>RESOLVED:</b> That this item be reviewed at the Allotments and Open Spaces Committee meeting.
<b>62.</b>	<b><u>Community Plan:</u></b>
<b>1.</b>	<b>To consider dates for an Extra Ordinary meeting to discuss the Community Plan</b>

	Cllrs McBride and Corbett recommended that HBC provide guidance and a presentation on what the money could be spend before a meeting is held.
	<b>RESOLVED:</b> That the Extra Ordinary meeting be scheduled once HBC have attended a PC meeting.
<b>63.</b>	<b><u>Climate Emergency Declaration:</u></b>
<b>1.</b>	<b>To receive a report from delegated Councillors Warneken and Marsh on the activities of the Climate Emergency Working Group</b>
	A report had been circulated by Cllr Marsh which stated: <ul style="list-style-type: none"> <li>• The July meeting wasn't quorate so there are no minutes</li> <li>• The intention of the July meeting was to approve a new constitution to enable the group to seek charitable status, and then to open a charity bank account.</li> <li>• EV Chargers: BP Pulse have agreed to fund the 40% shortfall from the revised Gov grant for the VH location, and they are to also quote for chargepoints in the Sportsfield carpark.</li> <li>• An EV update can be provided at the August PC meeting if requested by the PC.</li> </ul>
	<b>RESOLVED:</b> That the report be welcomed.
<b>64.</b>	<b><u>Highway Matters:</u></b>
<b>1.</b>	To reconsider the position of the VAS on Fleet Lane
	Cllr Blake reported that the pavement outside 45 Fleet Lane was too narrow for the sign to be installed and this had been measured by Cllr Warneken. The opposite side of the road was proposed, but this would only be feasible if the hedge was to be kept at a growth level where it will not obscure the solar panel. It was recommended that the owner of the hedge be contacted to discuss to regular trimming of the hedge and how this might be funded.
	<b>RESOLVED:</b> That a letter be sent to the landowner.
<b>2.</b>	<b>To consider any further speeding related matters</b>
	None
<b>65.</b>	<b><u>Matters brought to the agenda by councillors:</u></b>
<b>1.</b>	<b>To receive any information from Councillors</b>
	Cllr McBride had discussed the production of the Clerk's payslip following feedback from the Clerk that this should be administered by a member of the HR Committee. Cllr McBride proposed that Cllr Pearce take this responsibility, seconded by Cllr Corbett.
	<b>RESOLVED:</b> That the Clerk's payslip be run by Cllr Pearce
<b>2.</b>	<b>To note matters for the August meeting agenda</b>
	Cllr Bride asked the PC to consider the formation of a Finance Committee.
	<b>RESOLVED:</b> That this be added to the August PC agenda.
<b>66.</b>	<b><u>Correspondence</u></b>
<b>1.</b>	<b>To note list of correspondence received and circulated.</b>
	<b>RESOLVED:</b> That the list of correspondence circulated be noted
<b>67.</b>	<b><u>Media/Press releases:</u></b>

1.	<b>To consider any matters for press release or community news.</b>
	Cllr Pearce asked that the vacant allotments be advertised.
	<b>RESOLVED:</b> That the next parish newsletter include this information.
68.	<b><u>Next Meeting</u></b>
1.	<b>To consider the location of the next meeting of Tockwith with Wilstrop Parish Council to be held at 7pm on Wednesday 17 August 2022.</b>
	The VHMC had advised the PC that a regular Wednesday night booking had been taken and that the main hall was no longer available for PC meetings. The VHMC had laid out the back room with tables and chairs, but the PC considered the room too small for 10 members of the PC, the Clerk and members of the public, particularly given the rise in Covid cases. The Clerk confirmed that the Sportsfield Trust was available on the third Wednesday but that it had no Wi-Fi. It was suggested that the VHMC be consulted again on the availability of the hall and whether the hirer could be asked to relocate to the Sportsfield Hall for the third Wednesday of the month.
	<b>RESOLVED:</b> That Clerk ask the VHMC to reconsider the use of the main hall by the PC.

There being no further business the Chairman declared the meeting closed at 21:31 hours.

Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_