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# Tockwith with Wilstrop Parish Council North Yorkshire

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**Draft Minutes of the Ordinary Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held at 7pm on Thursday 18 August 2022 at Tockwith Sports Field Hall, Tockwith Lane, York YO26 7PX.**

**To be approved at the Ordinary Meeting of TWWPC to be held 21/09/2022.**

**Present:** Councillor Arnold Warneken (Chairman), Councillor Alex Marsh, Councillor Simon Blake, Councillor Sarah Pearce, Councillor Ray Clark, Councillor Stuart McHenry.

**Apologies:** Councillor Graeme McBride, Councillor Kriston Wright, Councillor Sue Corbett.

**Guests:** None.

**In attendance:** Deborah Marshall, Clerk to the Parish Council. Peter Maloney (Future Footprints).

Two members of the public were in attendance.

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<b>69.</b>	<b><u>Apologies:</u></b>
<b>1.</b>	<b>To note any apologies received</b>
	<b>RESOLVED:</b> That apologies received from Councillors McBride, Wright and Corbett be noted.
<b>2.</b>	<b>To approve any reasons for absence submitted for consideration</b>
	<b>RESOLVED:</b> That the reasons for absence submitted by Councillors McBride, Wright and Corbett be approved.
<b>70.</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>
	Cllr Clark declared an interest in Planning Application 22/02992/FUL Holly Cottage, 55 Marston Road
	<b>RESOLVED:</b> That Cllr Clark's declared interest be noted and that he be excluded from the agenda item concerning this matter.
<b>2.</b>	<b>To approve any dispensation requests received</b>
	There were none.
<b>71.</b>	<b>To consider applicants for co-option.</b>
	One application for the Wilstrop Ward vacancy had been received from Stuart McHenry. Cllr Warneken nominated Stuart to be co-opted on to the Parish Council, seconded by Cllr Clark.

	<b>RESOLVED:</b> That Stuart McHenery be co-opted to the Parish Council and the Clerk to provide the Declaration of Acceptance of Office and Register of Interests Form for completion.		
<b>72.</b>	<b><u>Public Open Forum:</u></b>		
	There were no questions from members of the public.		
<b>73.</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 Paraskos was not in attendance and no written report had been received. Cllr Warneken said that Richard Flinton had been appointed as the first Chief Executive of the new North Yorkshire County Council and will oversee a budget of 1.4bn.		
<b>74.</b>	<b><u>Minutes:</u></b>		
<b>1.</b>	<b>To approve the minutes of the Ordinary Parish Council Meeting held 20th July 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 20 July 2022 be approved as a true and accurate record of that meeting.		
<b>2.</b>	<b>To approve the minutes of the Public Open Spaces and Allotments Committee of the Parish Council held on 2<sup>nd</sup> August 2022 as a true and accurate record of that meeting.</b>		
	<b>DEFERED:</b> That the 2 <sup>nd</sup> August minutes of the Public Open Spaces and Allotments Committee of the Parish Council be deferred until the next Parish Council meeting when there are two members of the Committee in attendance.		
<b>75.</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	£835.20
	Tockwith Village Hall	Room Hire	£26.50
	O2	Mobile phone contract	£17.53
	Online Playgrounds	Playground Gate spring	£227.00
	YLCA	Online Training	£66.80
	Gallagher Insurance	Annual Insurance Renewal	£1,636.64
	Cardinus	Village Hall Desktop Valuation	£156.00
	The Yorkshire Green Team	Marston Road Playground Green Maintenance	£240.00
	Alex Marsh	Phone call charges	£19.00
	Hunsingore PCC	Cowthorpe Churchyard Maintenance Grant	£250.00
	Vision ICT	New website and SSL Certificate	£1002.00
	The Clerk reported that there were not two bank signatories present at the meeting. Cllr Warneken proposed that the five PC members present at the meeting review and approve the payments with bank signatories providing signatures on return from holiday. This was seconded by Cllr Blake.		
	<b>RESOLVED:</b> That the invoices noted above be paid in full, with immediate effect.		
	<i>7:47pm Cllr McHenery arrived and joined the meeting as Parish Councillor.</i>		
<b>2.</b>	<b>To approve a bank reconciliation to 31/07/2022 (as evidenced by bank statement and ledger/cashbook.</b>		

	Cllr Clark requested that the PC's bank balance be displayed on the minutes starting in September.		
	<b>RESOLVED:</b> That the bank reconciliation to 31/07/ 2022 be approved and the PC's bank balance displayed on the minutes from September 2022.		
<b>3.</b>	<b>To note receipts and payments to date as against budget for 2022/23</b>		
	<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 budget for the Annual Parish Council insurance (including Village Hall Buildings Insurance).</b>		
	The Clerk reported that the PC's Annual Insurance renewal was £1636.64 and that budgeted amount for insurance in 2022/23 was £1,100. This left a shortfall of £536.64. The rise in cost came following the desktop valuation of the Village Hall which had been transferred to the Parish Council's insurance policy with Gallagher. The hall building had previously been insured for £470,000 but the reinstatement cost was now £628,880. It was proposed by Cllr Clark that the additional £536.64 be transferred from the general reserve. This was seconded by Cllr Clark.		
	<b>RESOLVED:</b> That £536.64 be transferred from the General Reserve to PC's insurance budget for 2022/23.		
<b>76.</b>	<b>Planning:</b>		
<b>1.</b>	To consider planning applications received (listed below):		
	<b>Application ref:</b>	<b>Address:</b>	<b>Description:</b>
	<b>22/02769/FUL</b>	<b>3 Ralph Garth</b>	<b>Erection of single storey extension.</b>
	Cllr McBride had visited the neighbouring properties on 26 <sup>th</sup> July and recommended there be no objection.		
	<b>RESOLVED:</b> Tockwith with Wilstrop Parish Council has no objections to this planning application		
	<i>Cllr Clark left the room for the discussion on the following planning application.</i>		
	<b>22/02992/FUL</b>	<b>Holly Cottage, 55 Marston Road</b>	<b>Proposed ancillary accommodation outbuildings and garage to replace existing outbuildings.</b>
	Cllr Wright had visited the property but had not managed to speak to the owner but had spoken to one of the three surrounding properties. Written correspondence had been received from a member of the public expressing concerns about the height of the extension and overlooking windows.		
	<b>RESOLVED:</b> That the Parish Council do not object to the application but raise a concern about any overlooking windows and enforce that the extension remain part of the main building and not become a separate dwelling.		
	<i>Cllr Clark rejoined the meeting.</i>		
	<b>22/02704/FUL</b>	<b>Sedona, 28 Kendal Gardens</b>	<b>Erection of single storey rear extension with attached glazed canopy.</b>
	Neighbour visits had been carried out. There were no objections from either side.		
	<b>RESOLVED:</b> Tockwith with Wilstrop Parish Council has no objections to the above planning application.		
	<b>22/03150/FUL</b>	<b>19 Westfield Green</b>	<b>Proposed Single Storey Front Extension.</b>

	Not reviewed. Cllr Clark said he would visit the property and report back at the next Parish Council meeting.
<b>2.</b>	<b>To consider the consultation for a Public Footpath 15.135/22 modification order for a path to run from Prince Rupert Drive at point SE 4632 5277 to SE 4613 5252 at the former Marston Moor Airfield.</b>
	The plans had been circulated prior to the meeting.
	<b>RESOLVED:</b> That the path be supported.
<b>3.</b>	<b>To note all planning decisions received</b>
	<b>22/02506/FUL</b> <b>South Garth, 18 Westfield Road</b>
	The conditions to which the permission is subject are as follows: 1 The development hereby permitted shall be begun on or before 04.08.2025. 2 The development hereby permitted shall be carried out in strict accordance with the following drawings: 'Proposed Rear Elevation' DWG: PL(00)011 dated June 2022. 'Proposed Side Elevations' DWG: PL(00)012 dated June 2022. 'Proposed Floor Plan' DWG: PL(00)009 dated June 2022
	<b>RESOLVED:</b> That the above be noted.
<b>4.</b>	<b>To consider any planning enforcement related matters</b>
	There were none.
<b>77.</b>	<b><u>Tockwith Parish Council Administration and Governance:</u></b>
<b>1.</b>	<b>To consider the creation of the following committees and elect Councillors to each committee</b>
<b>a.</b>	<b>Finance Committee</b>
	The Clerk had circulated a report detailing the potential responsibilities of a Finance Committee. The creation of the committee was proposed by Cllr Warneken and seconded by Cllr Clark. Cllrs Clark, McBride, McHenery and Blake were proposed for election.
	<b>RESOLVED:</b> That a Finance Committee be formed and members to be elected at the next PC meeting.
<b>2.</b>	<b>To consider a candidate for attendance at the YLCA Conference on at a cost of £120 per delegate</b>
	Cllr Clark expressed an interest in attending the conference. It was recommended that the conference programme be circulated and Councillors select which seminars Cllr Clark should attend in order to get the best knowledge from the conference. Cllr Warneken said he would stand in should Cllr Clark not be able to attend.
	<b>RESOLVED:</b> That Cllr Clark attend the YLCA Conference and the cost of £120 be approved.
<b>3.</b>	<b>To consider the 'Protect your Home' scheme and agree attendance at the forthcoming workshop.</b>
	Details of the free online workshop had been circulated.
	<b>RESOLVED:</b> That Cllrs Clark and McHenery attend the workshop.
<b>78.</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>
	Cllrs Wright, McBride and Warneken attended the last surgery. One member of the public attended to raise a concern about whether there would still be a pavement outside numbers 57-59 at the Church Farm Development.
	<b>RESOLVED:</b> That the Clerk make enquiries with HBC Planning Enforcement.
<b>2.</b>	<b>To agree Councillor attendance at the next surgery on Saturday 3rd September.</b>

	<p>Cllrs McHenery, Clark, Warneken and Marsh confirmed their availability for the next surgery. It was recommended that future dates should be posted on to the noticeboard and a form be created to register resident's enquiries.</p> <p><b>RESOLVED:</b> That Cllrs McHenery, Clark, Warneken and Marsh attend the next surgery.</p>
<b>79.</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>
	No report had been received. Cllr Blake said he had not been able to attend the last VHMC meeting. The issue of whether the PC could hire the hall on an ongoing basis for meetings was raised. A request was also made that the VHMC submit a written report to the PC each month. Cllr Blake said he would make the above requests at the next VHMC meeting.
<b>2.</b>	<b>To consider quotes for the replacement of external pointing</b>
	The Clerk said she had submitted the specification to three contractors and was awaiting quotes.
<b>3.</b>	<b>To consider quotes for the removal of tree trunk stump</b>
	A quote had been received for £50.
	<b>RESOLVED:</b> That the quote be approved.
<b>4.</b>	<b>To receive a report from TWWPC representative on Tockwith Sportsfield Trust</b>
	No report has been received.
<b>80.</b>	<b><u>Allotments, POS and Playground Committee</u></b>
<b>1.</b>	<b>To consider the Allotments, POS and Playground Committee's draft Terms of Reference.</b>
	The TOR had previously been circulated. Cllr Marsh said that the aims and objectives listed were the wrong way round. The Clerk said she would swap them over. The Clerk asked about the maintenance of the gym equipment. It was confirmed that the PC owned the equipment but it was considered that the Sportsfield Trust might want to take over ownership. It was agreed that Cllr Corbett be asked to put forward a request to the Sportsfield Trust to see whether they would welcome this or at least agree to inspect and maintain the equipment.
	<b>RESOLVED:</b> That the TOR be approved subject to the above amend and the Sportsfield Trust be asked whether they will take ownership and/or maintenance responsibility for the gym equipment.
<b>2.</b>	<b>To consider costs for the rectification of matting at Marston Road playground</b>
	A quote had been received for £1,690. It was considered that the work is not urgent and two further quotes be requested from alternative suppliers for consideration at the next PC meeting.
<b>3.</b>	<b>To consider issues concerning the spinning bowl at Bert's Garden.</b>
	Streetscape had visited the site and had confirmed that there was not another position for the bowl to shelter it from sunlight. Light reflective paint is not available for the equipment. The issue of drainage had been looked at, but it was confirmed that the drainage holes could not be increased in size because of the finger and toggle trap hazard this would create. It had been suggested by Streetscape that a daily leaf clear be carried out during the autumn months by the maintenance volunteer. It was acknowledged that there are certain days of the year when the bowl does collect water and ice or does become hot from the sun, but that these are minimal compared to the days when it is operational and that removing the bowl would deprive the park of a disability-friendly piece of equipment.
<b>4.</b>	<b>To receive an update on the memorial bench for late Councillors Robinson and Waller on The Green.</b>
	The Clerk had made enquiries with HBC Parks and Countryside who had confirmed that their preference would be for the PC to buy a bench through their memorial bench scheme, although this is not a service they are offering currently. The Clerk said that the PC could erect a bench at the Green, but this would have to include a concrete plinth and fixings in accordance with HBC's standards and that full plans, materials and a risk assessment would

	need to be submitted to HBC for approval. The costs would also exceed the budget. Cllr Pearce suggested that the bench might be easier to install at the plane monument on Marston Road. It was agreed that that Clerk would approach HBC Highways to see if this would be feasible.
<b>81.</b>	<b><u>Community Plan:</u></b>
<b>1.</b>	<b>To consider any questions to HBC regarding S106 and CIL monies</b> The available reports had been circulated. HBC planners had been asked to attend a Q & A meeting. Lee Jones, the Community Development Officer at HBC had confirmed his availability for Friday 16 <sup>th</sup> September for a meeting with all interested parties. The PC recommended that the VHMC and the Sportsfield Trust be invited and that an Extra Ordinary meeting be held so that members of the public could also attend. The Clerk asked members of the PC to submit any questions beforehand.
<b>2.</b>	<b>To consider an Extra Ordinary meeting with representatives from HBC</b> <b>RESOLVED :</b> That an Extraordinary meeting be held to discuss CIL and S106 at 4pm on Friday 16 <sup>th</sup> September at Tockwith Village Hall and that VHMC and Sportsfield Trust be invited to attend.
<b>82.</b>	<b><u>Climate Emergency Declaration:</u></b>
<b>1.</b>	<b>To receive a report from delegated Councillors Warneken, Marsh and Clark on the activities of the Climate Emergency Working Group.</b> Cllr Marsh advised that there had not been a meeting since the last PC meeting and no report was available. <i>The following agenda item was discussed as the first item in the meeting:</i>
<b>2.</b>	<b>To consider a proposal for installation of EV chargepoints.</b> Peter Maloney attended the meeting to discuss the On Street Residential Charge Point Scheme (ORCS) which provides funding for charge points where off-street parking is not available to residents. 60% of the cost is available through OZEV with 40% being found via alternative funding. Future Footprints had gone out to tender and 3 companies had responded, the preference being for BP Pulse who will provide 40% of the cost in return for a 7-year contract. BP Pulse also demonstrated experience with working with local authorities. Two sites had been proposed, the Village Hall car park and the Sportsfield Hall car park. The PC were asked to make a preferred choice site so that BP Pulse can move ahead with the DNO cost assessment (connecting to electricity). The PC considered the Sportsfield car park to be the most practical location with the second choice being the Village Hall. <b>RESOLVED:</b> That the Sportsfield Car Park be the first choice for the location of the chargepoints with the Village Hall car park being the fall back if the DNO fees prove to be too high. It was agreed that Future Footprints wood make a presentation to the Sportsfield Trust Committee as to the proposals for EV chargers at the Sportsfield.
<b>83.</b>	<b><u>Highway Matters:</u></b>
<b>1.</b>	<b>To receive feedback on the proposed new position for the VAS on Fleet Lane</b> A letter had been sent to the landowner of the field believed to own the trees opposite number 47 Fleet Lane. A response had been received that this was not land believed to be under their ownership. Cllr Warneken said that he was meeting with Darren Griffiths from NYCC over the coming weeks and would ask him to undertake a land ownership check. It was noted that maintenance to any trees would need to be included in the PC's annual tree maintenance contract.
<b>2.</b>	<b>To consider the replacement of the village entry sign at Marston Road</b> A resident had complained that the entry sign at Marston Road had been missing for some weeks and asked whether it could be replaced. The PC agreed that a 'gateway' to the village

	helps with traffic calming and this is something that is visually appealing that NYCC can supply and install. It was suggested that the Clerk contact NYCC to obtain pricing.
	<b>RESOLVED:</b> That the Clerk obtain quotes from NYCC Highways.
<b>84.</b>	<b><u>Matters brought to the agenda by councillors:</u></b>
<b>1.</b>	<b>To receive any information from Councillors</b>
	<ul style="list-style-type: none"> <li>• Cllr Clark asked about the removal of the cement posts in the Village Hall garden and how much this would cost. Cllr Blake said he would ask the question at the next VHMC meeting.</li> <li>• Cllr Pearce had been asked about the missing postbox from Ralph Garth. Cllr Warneken said that this was not an issue that the PC would need to be involved in and that residents could contact Royal Mail directly.</li> <li>• Cllr Blake said his availability to attend meetings on Wednesday evenings was becoming limited and that the VHMC were looking for a solution so that he could still attend the their meetings.</li> </ul>
<b>2.</b>	<b>To note matters for the September meeting agenda</b>
	None received.
<b>85.</b>	<b><u>Correspondence</u></b>
<b>1.</b>	<b>To note list of correspondence received and circulated</b>
	The list had previously been circulated. No actions were required.
<b>86.</b>	<b><u>Media/Press releases:</u></b>
<b>1.</b>	<b>To consider any matters for press release or community news.</b>
	Cllr Pearce requested that the surgeries be advertised the noticeboards and on Social Media. Cllr Clark said he would create a post on the Tockwith Community Facebook Group.
	<b>RESOLVED:</b> That the PC surgeries be advertised in Community News.
<b>87.</b>	<b><u>Next Meeting</u></b>
<b>1.</b>	<b>To consider the location of the next meeting of Tockwith with Wilstrop Parish Council to be held at 7pm on Wednesday 21 September 2022.</b>
	It was considered that the Sportsfield Hall was the preferred location for the future meetings and that the Clerk should book every third Wednesday for the PC Meetings going forward.
	<b>RESOLVED:</b> That the next Ordinary Meeting of Tockwith with Wilstrop Parish Council be held at 7pm on Wednesday 21 September 2022 at Tockwith Sportsfield Hall.

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

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

Date \_\_\_\_\_