



Tockwith with Wilstrop Parish Council North Yorkshire

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Minutes of the Ordinary Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held at 7pm on Wednesday 19 October 2022 at Tockwith Sports Field Hall, Tockwith Lane, York YO26 7PX.

Present: Councillor Arnold Warneken (Chairman), Councillor Sarah Pearce, Councillor Ray Clark, Councillor Stuart McHenry, Councillor Graeme McBride, Councillor Kriston Wright, Councillor Simon Blake, Councillor Sue Corbett, Councillor Alex Marsh.

Apologies: None.

Guests: Ward Councillor Andrew Paraskos

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

Six members of the public were in attendance.

MINUTES

115.	<u>Apologies:</u>
1.	To note any apologies received
	None.
2.	To approve any reasons for absence submitted for consideration
	None.
116.	<u>To Note any Declarations of Interest:</u>
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
	None received.
2.	To approve any dispensation requests received
	None received.
117.	<u>To consider any applicants for co-option.</u>
	No applications had been received.

118.	<u>Public Open Forum:</u>
	<p>A resident asked whether there was an update on a previous request she had made for a footpath running from Tockwith Lane towards Bilton-in-Ainsty to create a loop to the bridleway. Ward Cllr Paraskos said he had looked into this, and a new footpath would cost £2-3,000 per square metre, the resulting cost for a mile path being over a million pounds. This is not currently affordable. Another attendee asked how the residents of the Parish could become more engaged with the work of the Parish Council, especially as new residents are moving into the developments. Cllr Warneken said that the Councillors are holding surgeries each month so that the public can come and discuss their views with Councillors and that there is also a vacancy on the PC. Cllr McHenery said he would be happy to attend Tockwith Resident Association (TRA) meetings to increase engagement. A Community Plan Working Group is about to be set up and interested members of the electorate can join the group. This group will work collaboratively to determine how the S106 and CIL monies will be spent. Cllr Warneken said it was important for the public to recognise the powers the PC has as it is governed by legislation. It was asked whether Tockwith could have a Neighbourhood Plan (NP). Cllr McBride said this was an eventual goal, but that NPs are not easy to produce because of the level of time and expertise required. Cllr Paraskos said that Spofforth had been working on its NP for a number of years and that £15,000 has been spent on it so far with it yet to be signed off. One person asked about the withdrawal of bus service 412 Wetherby – York. This was covered under agenda item 130.1.</p>
119.	<u>County and District Councillor Reports:</u>
1.	To receive reports from North Yorkshire County Councillors Warneken and Paraskos.
	<p>Cllr Paraskos said the NYCC working groups are still working through key issues such as licencing and planning. Cllr McBride asked if there was a deadline for the decisions to be made. Cllr Paraskos confirmed that everything has to be safe and legal by 1st April 2023. The results of all decisions will be released at the same time. Cllr McHenery asked about the public waste bins as the old bins have been removed and only a few replacements have been made. The new bins are being delivered in stages. Cllr McBride said he would check at the end of the week to ensure that the new bins have been located as per the map provided by HBC and report back to Cllr Paraskos on any that are missing.</p>
120.	<u>Minutes:</u>
1.	To approve the minutes of the Ordinary Parish Council Meeting held 29 September 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 29 September 2022 be approved as a true and accurate record of that meeting.
2.	To approve the minutes of the Extra Ordinary Parish Council Meeting held 13 October 2022 as a true and accurate record of that meeting.
	RESOLVED: That the minutes of the Extra Ordinary meeting of Tockwith with Wilstrop Parish Council held 13 October 2022 be approved as a true and accurate record of that meeting.
3.	To approve the minutes of the HR Committee meeting of the Parish Council held on 10 October 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 10 October 2022 be approved as a true and accurate record of that meeting.
121.	<u>Finance:</u>
1.	To approve a bank reconciliation to 30/09/2022 (as evidenced by bank statement and ledger/cashbook.

	RESOLVED: That the bank reconciliation to 30/09/2022 be approved. The PC's bank balance as at 30/09/2022 is £66,345.25.		
2.	To note receipts and payments to date as against budget for 2022/23		
	RESOLVED: That the receipts and payments to date as against budget for 2022/2023 be noted.		
3.	To receive any initial requests for items to be included in the 2023-24 budget		
	Cllr McBride asked if budget could be made available for an additional VAS on Marston Road. It was agreed this would be taken forward for consideration by the Finance Committee.		
122.	To approve payment of invoices as listed below:		
	Payee:	Description of goods/services:	Total Value:
	Clerk/RFO	Salary & Expenses	£822.79
	Tockwith Village Hall	Room Hire	£17.00
	HMRC	Q2 PAYE & NI	£693.86
	Sarah Pearce	Village Hall Garden Padlock	£30.00
	PWLB	Loan Repayment	£3,791.93
	Deborah Marshall	HBC Pest Control – Village Hall Wasps	£61.80
	Vision ICT	Website and email hosting	£240.00
	Receipts		
	Various	Allotment Rents	£26.16
	HMRC	2021-22 VAT Refund	£554.88
	Harrogate Borough Council	H2 Precept	£18,125.00
	RESOLVED: That the invoices noted above be paid in full, with immediate effect.		
123.	<u>Planning:</u>		
1.	To consider planning applications received (listed below):		
	Application ref:	Address:	Description:
	22/03915/FUL	3 Ralph Garth	Erection of single storey extension. (Revised scheme)
	Cllr McBride confirmed he had carried out a neighbour notification on the previous application and that there were only slight adaptations to layout made in the revised application. There were no objections raised by neighbours.		
	RESOLVED: Tockwith with Wilstrop Parish Council has no objections to this planning application.		
2.	To note all planning decisions received		
	Application ref:	Address:	Description:
1.	22/03150/FUL	19 Westfield Green	Erection of single storey front extension
	HBC DECISION : GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS		
	RESOLVED: That the above be noted.		
2.	22/02769/FUL	3 Ralph Garth	Erection of single storey extension

	APPLICATION WITHDRAWN	
	RESOLVED: That the above be noted.	
3.	22/03317/FUL	Field View, Oak Road, Cowthorpe
	Erection of single storey front extension	
	HBC DECISION : GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS	
	RESOLVED: That the above be noted.	
3.	To consider any planning enforcement related matters	
1.	22/03689/CLEUD	Cromwell House, 45 Marston Road, Tockwith
	Use of land as domestic garden for a period of 10 years or longer	
	RESOLVED: Tockwith with Wilstrop Parish Council has no objections to the renewal of this use of land permission.	
3.	To consider nominations for representation by two Councillors on the Maltkiln Consultation Group.	
	Cllr Warneken said he had set up a coalition of local parishes so that each can understand its neighbouring parishes' concerns and responses can be passed to the planners collectively. The first meeting to discuss the DPD will take place on Monday 24 th October at Kirk Hammerton Village Hall. Cllrs McHenery and Clark said they would represent TWWPC.	
	RESOLVED: That the nominations for Cllrs McHenery and Clark be accepted.	
124.	<u>Tockwith Parish Council Administration and Governance:</u>	
1.	To elect members of the finance committee and choose a date for first meeting.	
	Nominations were received for Cllrs McBride, Blake, Wright, McHenery and Clark. The Clerk said she would send meeting dates to nominees for consideration.	
	RESOLVED: That the above Councillors be elected.	
2.	To consider the outcome of the Annual External Audit	
	The Clerk reported that the External Auditor had picked up on two points; that there was no evidence that the Notice Public of Rights had been published for the 2020-21 financial year and that a risk assessment had only taken place after the 2021-22 financial year was complete. TWWPC has confirmed that it has not complied with the governance assertion in Section 1, Box 2, but it provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. The internal auditor made reference to these matters in the Annual Internal Audit Report. TWWPC has confirmed that it has already taken action to address these weaknesses since the year end.	
	RESOLVED: That the External Audit report be welcomed	
3.	To consider requests for Parish Councillor training	
	Cllr McHenery requested information on any forthcoming finance courses. Cllr Marsh requested new dates for the Off to Flying Start course.	
	RESOLVED: The Clerk to forward information on the courses to Cllrs McHenery and Marsh.	
4.	To consider the nomination of a second representative on the Tockwith Sportsfield Trust	

	<p>Cllr Corbett advised the PC that the Deed of Trust (governing document) for the Sportsfield Trust allows for only one representative per constituent group, including the Parish Council. Cllr Corbett said the minutes from the Sportsfield Trust can be made available to TWWPC if required. Cllr McBride asked if these could be uploaded to the PC's shared drive.</p>
	<p>RESOLVED: That Cllr Corbett continue as elected representative for the Sportsfield Trust and the minutes be uploaded to the PC's shared drive.</p>
5.	<p>To consider dates and locations for future Parish Council meetings.</p>
	<p>Cllr Clark confirmed that the Bowls Club were happy to give up inside bowling on the third Wednesday of the month so that TWWPC could use the hall for its meetings. A cost of £17 had been confirmed for each booking. With no further venue alternatives available, it was recommended that the TWWPC confirm its use of the Sports Field Hall until April 2023. It was requested that TWWPC be given priority if the Village Hall was to become available on the third Wednesday.</p>
	<p>RESOLVED: That Tockwith Sports Field Hall be venue for Parish Council meetings until April 2023 and the hire cost of £17 per meeting be agreed.</p>
125.	<p><u>Matters relating to Tockwith Village Hall and Tockwith Sportsfield Trust:</u></p>
1.	<p>To consider a list of requested expenditure over the next 6 months from Tockwith Village Hall</p>
	<p>A report had been circulated by Cllr Blake giving expected building maintenance and project expenditure for the next 5 years. Quotes were yet to be received for the majority of items required for purchase this financial year. It was agreed that each purchase would be brought to the Parish Council for consideration once costs were known. There is S106 money available to the village hall and it was asked whether the VHMC had a business plan for items they wish to buy with S106. Cllr Blake said he would request the plan to share with the PC. The PC asked whether a meeting could be arranged with the VHMC to discuss future costs. Cllr Blake said he would organise this. A quote for the labour for the fitting of a replacement fire alarm panel had been received at £202.55. Cllr Pearce asked what the VHMC were doing to maintain the hall and its gardens now that such large sums had been invested in their improvement. Cllr Blake said he would obtain information on the garden maintenance and caretaking contracts.</p>
	<p>RESOLVED: That the quote of £202.55 be approved for the replacement fire alarm panel. Cllr Blake is to report back with a date for a meeting, report on S106 spend and maintenance contracts.</p>
2.	<p>To receive a report from TWWPC representative on Tockwith Sportsfield Trust</p>
	<p>Cllr Corbett confirmed that the Sportsfield Trust have not held a meeting since the last Parish Council Meeting as they were waiting for the Commuted Sums Meeting to be held to include this in their discussions. Their next meeting will be on Monday 24th October when they will also be welcoming Peter Maloney from Future Footprints to talk about electric vehicle charging points.</p> <p>The Sportsfield Trust Committee have asked if any of the S106 monies under the heading verges could be spent on the verge opposite Tockwith Primary School and leading round the corner to the right and towards the opening to the Sports Field car park. Cllr Warneken said it may be worth discussing this with Evans Developments as they had the same area in their plans as a parking space and may be willing to improve it. Cllr Warneken stated the area was within the highway and suggested the school provide feedback on what they would like in this area.</p>

126.	<u>Allotments, POS and Playground Committee</u>
1.	To consider quotes for the rectification of matting at Marston Road playground
	Two quotes had been received for the 9sqm of replacement matting under the spinning web, one at £1,260 and one at £1,144. Cllr McBride stated there were S106 funds of £627 ready to draw down on for the park and it was recommended this be used towards the cost of the new matting.
	RESOLVED: That the quote of £1,144 be accepted from the Yorkshire Play Company and S106 funds of £627 be applied for.
2.	To receive an update of the positioning of a defibrillator
	Cllrs McHenery and Wright asked this be carried to the next meeting. It would be checked whether there are S106 monies available.
	RESOLVED: That the defibrillator be deferred to the next meeting.
3.	To receive an update on a memorial bench for former Councillors Robinson and Waller at the Plane Memorial.
	Cllr Clark confirmed that both residents immediately opposite the memorial had been consulted about the bench and had no objections. The residents at Cromwell House have been informed and been advised of how to make a comment to Clerk if they wish to do so. Cllr Pearce asked whether the residents backing on to the memorial garden had been consulted. Cllr Clark said he would visit the residents and report back at the November PC meeting. Cllr McBride confirmed he would notify the Clerk of the what3words reference for the bench's position.
127.	<u>Community Plan:</u>
1.	To receive any feedback and actions from the Extra Ordinary Meeting on 13th October.
	The PC reported that the meeting had been productive and informative. Cllr Corbett requested that a Working Group be formed which would include members of the PC and stakeholders from the community so that the spending of S106 and CIL monies could be discussed. It was agreed that Cllr Corbett would approach the Sportsfield Trust, Cllr Blake the VHMC, Cllr McBride the Church and Cllr McHenery the TRA.
	Cllr Clark asked if HBC could be asked to attend a further meeting to discuss the legal process to move S106 money from one allocation to another. The Parish Council agreed unanimously that a further meeting wasn't required, and that HBC did not need to be consulted on this at present. Cllr Warneken requested that Cllr Clark prepare a list of any expiring S106 monies to be discussed at the next PC meeting.
128.	<u>Climate Emergency Declaration:</u>
1.	To receive a report from delegated Councillors Warneken, Marsh and Clark on the activities of the Climate Emergency Working Group (Future Footprints)
	Cllr Marsh reported that Future Footprints haven't met for a while but that a meeting was being held that evening. Feedback from the Sportsfield Trust on the EV charging points will be available for the November PC meeting. Cllr Warneken said that FF and the TRA are involved in shaping the POS in the Evans' Regency Place development in making it a nature friendly area and haven for biodiversity. The group is also looking at the potential future installation of solar panels on public buildings within the parish.
129.	<u>Highway Matters:</u>
1.	To receive an update on the proposed new position for the VAS on Fleet Lane

	<p>The Clerk had consulted with Darren Griffiths from Highways who had confirmed that VAS signs only need to be moved for one month of the year. As the inbound entrance on Fleet Lane is not obscured by the hedge, it was proposed that the sign be placed in this position for 11 months and a third post be mounted at Marston Road to where the VAS could be moved. The cost for additional post would be £250 and it was recommended that the Ward Councillors cover this from the Locality Fund. Cllr Blake said he would consult Darren Griffiths on the position of the Marston Road post. Cllr Corbett requested that Keith Pope be notified once the position of the post is known.</p>
	<p>RESOLVED: That a third post be installed at Marston Road at a cost of £250 and a Localities Grant application be made to cover this cost.</p>
2.	<p>To consider any questions for the 20's Plenty meeting with the Police Fire and Crime Commissioner</p>
	<p>There were no questions received from Councillors for 20's Plenty meeting. A resident who attended the PC surgery had asked whether 20's Plenty stickers were available. Cllr Warneken distributed stickers to the PC and said that more would be requested for distribution at the surgeries. Cllr McBride recommended that these also be made available from the doctor's surgery on Marston Road.</p>
130.	<p><u>Public Transport</u></p>
	<p><i>Standing orders were suspended for the following item to allow for public participation.</i></p>
1.	<p>To consider a response to the withdrawal of bus service 412 Wetherby - York</p>
	<p>Cllr Paraskos confirmed that the service will remain in place until 10th December. The cost of running the service is £300-£350 per day and the service is currently operating at a loss. There is also a shortage of drivers. Cllr Paraskos said that the service runs across three authorities, West Yorkshire, North Yorkshire and York and that is it important that each authority subsidise the service equally as this is not currently the case. NYCC have offered to provide a vehicle if the four parishes over which the route runs are able to find the volunteer drivers to operate a community bus. The other alternative is to raise the precept to pay for the service, but it was thought this would not be welcomed by the public. Cllr Wright asked if the service could be reduced to save costs and Cllr Warneken said this was something he was looking into. Cllr Warneken proposed that the four parishes organise a meeting. Cllr Warneken said he would liaise with Long Marston and Cllr Paraskos said he would speak to Bickerton.</p>
	<p>RESOLVED: Cllrs Warneken and Paraskos to liaise with parishes with a view to organising a meeting.</p>
131.	<p><u>Parish Councillor Surgeries:</u></p>
1.	<p>To consider any issues raised by residents at the Parish Councillor Surgeries</p>
	<ul style="list-style-type: none"> • Cllr Pearce reported that Tockwith Resident's Association (TRA) have requested greater collaboration with the PC. Cllr McHenery said he would become a member of the TRA and represent the PC. • A resident has asked whether a chicane could be installed to slow traffic outside Marston Road playground. This would be a cost of £6,000. Highways have confirmed that parked cars create a natural chicane. Cllr Warneken also confirmed that VAS have proven to be the most effective way of slowing down traffic.

	<ul style="list-style-type: none"> • Cllr Pearce circulated a design for the PC Surgery A Board. This was welcomed by the Parish Councillors.
2.	To agree Councillor attendance at the next surgery on Saturday 5th November
	Cllrs Clark, Corbett and Wright confirmed their availability for the next surgery.
	RESOLVED: That Cllrs Clark, Corbett and Wright attend the surgery.
132.	<u>Matters brought to the agenda by councillors:</u>
1.	To receive an update from Cllr Warneken on the POS at the Regency Place
	This item was covered under agenda item 128.1
2.	To consider a resident's statement that the PC have given historical permission for self-seeded trees be removed from the fence line between Westfield Green and Prince Rupert Drive.
	Cllr Pearce had been advised by the resident's gardener that permission had been given to remove the trees. Cllr Warneken asked Cllr Pearce to contact the resident and request the letter they would have received from the PC if this was the case.
	RESOLVED: Cllr Pearce to request a copy of the PC's agreement letter.
3.	To receive any information from Councillors
	<ul style="list-style-type: none"> • Cllr Clark asked about the two old benches which had been donated to the TRA. Cllr McBride said he had this in hand. • It was asked how the number of Councillors was determined per parish. The Clerk was asked to contact Democratic Services to find out how this is calculated. • Cllr Marsh said the link on the website to MP Nigel Adam's page was incorrect. The Clerk said she would rectify this. • Cllr Warneken said he was looking at the possibility of setting up a Warm Hub for the parish. This has already been progressed in Green Hammerton. • Cllr Marsh asked if the allotment holders could be made aware of the 2024 peat ban. The Clerk said she would send a notification with the invoices in March.
4.	To note matters for the November meeting agenda
	None received.
133.	<u>Correspondence</u>
1.	To note list of correspondence received and circulated
	The list had previously been circulated. No actions were required.
134.	<u>Media/Press releases:</u>
1.	To consider any matters for press release or community news.
	Cllr McBride said he was looking to resurrect the Councillor profile article. A printed copy of the newsletter will be distributed to every household in December.

135.	<u>Next Meeting</u>
1.	To confirm the next meeting of Tockwith with Wilstrop Parish Council to be held at 7pm on Wednesday 16 November 2022 at Tockwith Sports Field Hall.
	RESOLVED: That the next Ordinary Meeting of Tockwith with Wilstrop Parish Council be held at 7pm on Wednesday 16 November 2022 at Tockwith Sports Field Hall.

Meeting ended at 10:03pm

Chairman Signature _____ **Date** _____