



Tockwith with Wilstrop Parish Council North Yorkshire

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Clerk email: parish.clerk@tockwith.gov.uk

Draft Minutes of the Ordinary Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held at 7pm on Wednesday 16 November 2022 at Tockwith Sports Field Hall, Tockwith Lane, York YO26 7PX.

To be approved at the Ordinary Meeting of TWWPC to be held 21/12/2022.

Present: Councillor Arnold Warneken (Chairman), Councillor Sarah Pearce, Councillor Ray Clark, Councillor Stuart McHenery, Councillor Graeme McBride, Councillor Simon Blake, Councillor Sue Corbett.

Apologies: Councillors Kriston Wright and Alex Marsh.

Guests: Ward Councillor Andrew Paraskos

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

Two members of the public were in attendance.

DRAFT MINUTES

136.	<u>Apologies:</u>
i.	To note any apologies received
	Apologies had been received from Cllrs Wright and Marsh.
	RESOLVED: That apologies received from Cllrs Wright and Marsh be accepted.
ii.	To approve any reasons for absence submitted for consideration
	RESOLVED: That the reasons for absence submitted by Cllrs Wright and Marsh be approved.
137.	<u>To Note any Declarations of Interest:</u>
i.	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
ii.	To approve any dispensation requests received
	None received
138.	<u>To consider any applicants for co-option.</u>

	One application for the Tockwith Ward vacancy had been received from Ted Tomes. Cllr Warneken nominated Ted to be co-opted on to the Parish Council, seconded by Cllr Blake.
	RESOLVED: That Ted Tomes 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.
139.	<u>Public Open Forum:</u>
	One member of the public asked if there would be printed leaflets available for the Let's Talk Event at Tockwith Village Hall on 10 th December. Cllr Warneken said that he had ordered these. Another member of the public asked if the cessation of the 412 bus service could be discussed. Item 149iii was brought forward so that it could be covered in the public open forum.
140.	<u>County and District Councillor Reports:</u>
i.	To receive reports from North Yorkshire County Councillors Warneken and Paraskos.
	Cllr McBride asked how much information would be available to the public on the progress of the local government devolution for the Tockwith "Let's Talk" event. Cllr Paraskos confirmed that issues such as licencing and planning were still being considered, but that as much information as possible would be made available to the public.
141.	<u>Tockwith Parish Council Administration and Governance:</u>
i.	To consider issues related to Parish Councillor conduct
	The above item was considered discussed under closed session.
ii	To consider the adoption of the NALC 2020 Model of Code of Conduct
	A copy of the NALC 2020 Model Code of Conduct had been circulated by the Clerk with key areas highlighted. All Councillors confirmed that they had read, understand and will abide by the code. It was recommended that all Councillors who hadn't done so undertake the YLCA Code of Conduct training.
	RESOLVED: That the NALC 2020 Model Code of Conduct be adopted with immediate effect. Councillors who have not already done so will undertake the Code of Conduct Training.
iii	To consider the draft Terms of Reference for the Finance Committee
	The Clerk had circulated the Terms of Reference.
	RESOLVED: That the Terms of Reference be approved.
iv	To consider locations for future Parish Council meetings
	Cllr Blake had reconsulted the VHMC to see if there were any groups who would be flexible to allowing the PC to use the main hall. Cllr Blake had been informed that the Art Group could be asked to use the annexe for one Monday evening per month. 9 out of 10 Councillors and the Clerk said they could attend the 4 th Monday of each month with one Councillor confirming he could not attend. Cllr Warneken asked Cllr Blake if he would reconsult the VHMC to see if there were any other evenings available.
142.	<u>Minutes:</u>
i	To approve the minutes of the Ordinary Parish Council Meeting held 19th 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 19th October 2022 be approved as a true and accurate record of that meeting.		
ii	To approve the minutes of the Allotments, POS and Playground Committee Meeting held 3rd November 2022 as a true and accurate record of that meeting.		
	RESOLVED: That the minutes of the Allotments, POS and Playground Committee meeting of Tockwith with Wilstrop Parish Council held 3 rd November 2022 be approved as a true and accurate record of that meeting.		
iii	To approve the minutes of the Finance Committee Meeting held 3rd November 2022 as a true and accurate record of that meeting.		
	RESOLVED: That the minutes of the Finance Committee meeting of Tockwith with Wilstrop Parish Council held 3 rd November 2022 be approved as a true and accurate record of that meeting.		
143.	<u>Finance:</u>		
i.	To approve a bank reconciliation to 31/10/2022 (as evidenced by bank statement and ledger/cashbook.		
	RESOLVED: That the bank reconciliation to 31/10/2022 be approved. The PC's bank balance as at 31/10/2022 is £58,002.56		
ii.	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.		
iii.	To consider an initial 2023-24 draft budget and precept.		
	A copy of the draft budget had been circulated following the meeting of the Finance Committee on 3rd November. Cllr McBride said that the £500 for the maintenance of the burial ground at Tockwith Church was part of a legal agreement and would have to be readded to the budget. Cllr Blake said it was important that village hall reserves be built back up after 50% of the reserve had already been used on necessary repairs this financial year. The Clerk said that the tax base would available on 30 th November, at which point it could be determined how much the Council would need to take from precept to build up the reserve.		
	RESOLVED: That the £500 for Tockwith Church be readded to the budget.		
iv.	To note the revised NJC Pay Scales for 2022-23.		
	The clerk confirmed that SCP24 had been increased from £15.16 to £16.16 per hour as of April 2022. Back pay of £390 had been granted to cover the difference between the months between May and October 2022.		
	RESOLVED: That the revised NJC Pay Scales be noted.		
144.	To approve payment of invoices as listed below:		
	Payee:	Description of goods/services:	Total Value:
	Clerk/RFO	Salary & Expenses	£1107.29
	Tockwith Village Hall	Room Hire	£44.00
	Harrogate Borough Council	Playground Inspections	£219.60
	Farm & Land Services	Westfield Green Maintenance Jun - Oct	474.60
	SECOM	Village Hall Annual Fire Check	£204.64
	Yorkshire Green Team	Marston Road Playground Maintenance Aug – Nov	£420.00
	Sarah Pearce	Correx Sign	£34.80

	The Yorkshire Play Company	Playground Mats	£1,144
	Receipts		
	Allotment rents	Plot 3C	£8.00
	VHMC	Kitchen electrical works reimbursement	£433.94
	O2	D/D Fee refund	£3.00
	RESOLVED: That the invoices noted above be paid in full with immediate effect.		
145.	<u>Planning:</u>		
i.	To consider planning applications received (listed below):		
	Application ref:	Address:	Description:
	22/03667/FUL	Tockwith Airfield, Fleet Lane	General purpose storage building, constructed in steel frame, clad with insulated steel walls and roof, with wall concrete blocks to 1.8m on a 150mm re-inforced concrete base.
	RESOLVED: Tockwith with Wilstrop Parish Council has no objections to this planning application.		
	22/04074/FUL	128 Prince Rupert Drive	Demolition of conservatory and erection of two storey/single storey rear extensions, two storey side extension and alterations to materials and fenestration.
	RESOLVED: Tockwith with Wilstrop Parish Council has no objections to this planning application.		
	22/04098/FUL	South Garth, 18 Westfield Road	2 Bay Oak Framed Garage
	RESOLVED: Tockwith with Wilstrop Parish Council has no objections to this planning application.		
ii.	To note all planning decisions received		
	There were none.		
iii.	To consider any planning enforcement related matters		
1.	22/00410/PR15	Marston Moor Airfield	
	Storage of vehicles		
	RESOLVED: That the above be noted.		
2.	22/00416/PR05	Scrubland And Disused Runway At 446456 451983 South Field Lane Tockwith North Yorkshire	
	Potential damage to trees within woodland TPO.		
	RESOLVED: That the above be noted.		

iv.	To consider a response on the Maltkiln DPD
	Cllr Clark confirmed that he is no longer the PC's representative for Maltkiln. Cllr Warneken had circulated a draft response to the DPD prior to the meeting.
	RESOLVED: That the draft response be approved and submitted to HBC Planning.
146.	Community Plan Working Group
i	To elect Parish Councillors and community members to the Community Plan Working Group
	Cllrs Corbett, Pearce and McHenery confirmed that they had spoken to numerous community groups and had confirmations from six that they would be willing to have a nominated representative. It was recommended by the Clerk that the Working Group total no more than 10 members with 3 being Parish Councillors. Cllrs Corbett, Pearce and McHenery were proposed as PC members by Cllr Warneken, seconded by Cllr Blake.
	RESOLVED: That Councillors Corbett, Pearce and McHenery be elected as Parish Council members.
ii	To confirm the date of the first meeting of the Community Plan Working Group
	RESOLVED: That the first meeting be held on Saturday 3 rd December at 10am to 11am at Tockwith Village Hall.
147.	<u>Tockwith Sportsfield Trust:</u>
i.	To receive a report from TWWPC representative on Tockwith Sportsfield Trust
	Cllr Corbett stated that the Sportsfield Trust had not met since the last Parish Council meeting and their next meeting would be on Monday 21 st November.
148.	<u>Tockwith Village Hall:</u>
ii.	To receive a report from TWWPC representative on the Village Hall Management Committee
	Cllr Blake submitted a written report prior to the meeting.
	<ul style="list-style-type: none"> • An informal joint PC/ VHMC meeting was held on 14th November to start discussions on the Village Hall S106 monies and funds required from the PC for ongoing building maintenance • There is a confirmed representative from the VHMC for the Community Plan Working Group • The repointing of the external walls has been completed • The VHMC have confirmed they will fund the maintenance of the village hall garden • The fireboard control panel will be replaced over the coming weeks
	RESOLVED: That the report be accepted.
149.	<u>Highways and Transport Matters:</u>
i	To consider TWWPC's support for a budget of £1 million from NYC in Phase 1 of the 20mph speed limit roll out.
	This item was deferred to the next meeting of the Parish Council.
ii	To receive an update on the positioning of a VAS pole on Marston Road

	<p>Cllr McBride said he had met with Darren Griffiths from NYCC Highways. The position of the third VAS had been confirmed as being on the boundary of the Marston Road play area and 49 Marston Road. The householder has been consulted.</p> <p>RESOLVED: That the position of the third VAS be approved.</p>
iii.	To receive an update on the 412 bus service
	<i>Standing orders were suspended for the following item to allow participation by the public.</i>
	<p>It had been confirmed that Connexions are not currently making any money from the service, and it will cease on 10th December. The tender by York Council closed on 16th November and it is not yet known whether there have been any expressions of interest from other providers.</p> <p>Cllr Paraskos confirmed that the North Yorkshire County Council minibuses are still being run and are not connected to 412 bus service. Cllr Paraskos asked NYCC if the minibus service could be extended once the 412 had stopped, but this request had been declined.</p> <p>Cllr Warneken said he was looking into whether the locality fund could be used but that the funding of the service would cost £2,000 per week. A member of the public asked if there was any S106. Cllr Warneken said that he was looking into this, but even if available, it could not be turned around fast enough. One member of the public asked about Dial-a-Ride. Cllr Paraskos confirmed that it does not come to Tockwith. Cllr Warneken said that Boroughbridge Community Care will provide transport for any people with disabilities who cannot drive.</p> <p>Cllrs Pearce, Warneken and the Clerk attended a meeting with Long Marston, Rufforth with Knapton and Bilton-in-Ainsty with Bickerton Parish Councils on 9th November. 466 people have signed the petition so far, but more signatures are needed. The Parish Councils proposed to work together as a coalition to build a case for the bus service. Wetherby Council will also be approached. It was agreed that a bus usage survey be produced by Long Marston PC in collaboration with TWWPC and for this to be launched digitally using Survey Monkey and for paper copies to be distributed in public places around the villages. Cllr Pearce circulated the proposed survey questions to the PC prior to the meeting.</p>
	RESOLVED: That the PC create a coalition with other local Parish Councils and the proposed survey questions be approved.
150.	<u>Public Open Spaces</u>
i.	To receive an update on a second defibrillator
	Cllr McHenery circulated a written report prior to the meeting. Solar cabinets are in an early stage of development and are quite expensive, putting an additional £2.5K on the cost. Cllr McHenery is exploring the use of lampposts to provide power to a cabinet and will bring proposed lamp post locations to the next meeting for consideration.
ii.	To receive an update on a memorial bench for former Councillors Robinson and Waller at the Plane Memorial.
	Cllr Clark said he had spoken to resident behind the site and that he still has concerns about anti-social behaviour. The Clerk said she had approached four companies for a quote. Two had declined and two were still yet to respond. Cllr Warneken recommended the Clerk contact NY Highways to see if they can make any contractor recommendations.
	<i>Cllr Corbett left the meeting at 21:18</i>

151.	<u>Climate Emergency Declaration:</u>
i.	To receive a report from delegated Councillors Warneken, Marsh and Clark on the activities of the Climate Emergency Working Group (Future Footprints)
	Cllr Warneken confirmed that the group will hold a litter pick next month. There is no update at present on the Electric Vehicle Charging points.
152.	<u>To consider a proposal for a Community Warm Space</u>
	Cllr Clark proposed that the PC assist in the provision of the Community Warm Space. Cllr Warneken said that this had been considered at district level and the Stronger Communities Officer had said that Tockwith had not been found in need of such a facility. It was suggested by Cllr Clark that the Village Hall be used, and this be held as part of the Community Hub on a Monday and at lunchtimes during the week. Cllr Blake confirmed that the VHMC had been consulted on the idea and they did not think that it was appropriate for the hall to be used for this purpose. Cllr Warneken stated that Warm Spaces are usually provided in existing facilities such as libraries and churches because people feel there is a stigma attached to attending a dedicated place. Cllr McHenery asked Cllr Clark if he had put together a plan or report of expected attendance, how many staff/volunteers would be required and whether issues such as insurance and safeguarding had been considered. Cllr Clark confirmed there was no report. Cllr Warneken advised that, if such a report could be provided to justify the facility, then the PC would hold an extraordinary meeting to consider the proposal. Cllr Warneken asked Cllr Blake if he would consult the VHMC to see whether the hall was available and whether the VHMC would reconsider it being used as a location.
153.	<u>Parish Councillor Surgeries:</u>
i.	To consider any issues raised by residents at the Parish Councillor Surgeries
	Cllr Blake reported a good attendance at the November surgery. Pavements and parking had been the key topics and a member of the public had offered to assist with the Community Plan Working Group. It was reasserted that all enquiries from surgeries should be recorded and distributed before the next Parish Council meeting.
ii.	To agree Councillor attendance at the next surgery on Saturday 3rd December
	Cllr McHenery, Pearce, McBride and Clark confirmed their attendance.
	RESOLVED: That the above Councillors attend the 3 rd December surgery.
iii.	To consider dates for the 2023 Parish Councillor surgeries
	The Clerk had circulated proposed dates and had confirmed that no first Saturdays of the month fall on a bank holiday weekend in 2023. The dates are 7 th January, 4 th February, 4 th March, 1 st April, 6 th May, 3 rd June, 1 st July, 5 th August, 2 nd September, 7 th October, 4 th November, 2 nd December.
	RESOLVED: That the above dates be approved.
154.	<u>North Yorkshire Devolution</u>
I	To receive an update on the NYCC Let's Talk event in Tockwith
	Cllr Warneken confirmed that the "Let's Talk" Event will take place on Saturday 10 th December at Tockwith Village Hall between 12.30pm and 2.30pm. Cllrs Corbett, Pearce, McBride and McHenery will be in attendance with two officers from NYCC.
155.	<u>Correspondence</u>

i.	To note list of correspondence received and circulated
	The list had previously been circulated. No actions were required.
156.	<u>Media/Press releases:</u>
i.	To consider any matters for press release or community news.
	Cllr McBride confirmed that the 412 bus survey, the Tockwith “Let’s Talk” event and a photo of Councillors on Remembrance Sunday with Cllr Andy Paraskos will be included in the next parish newsletter.
157.	<u>Next Meeting</u>
I	To receive any items for consideration at the next meeting
	None received.
ii.	To confirm the next meeting of Tockwith with Wilstrop Parish Council to be held at 7pm on Wednesday 21 December 2022.
	RESOLVED: That the next Ordinary Meeting of Tockwith with Wilstrop Parish Council be held at 7pm on Wednesday 21 December 2022 at Tockwith Sports Field Hall. Cllr Pearce sent her apologies ahead of the meeting.
	With no further business, the Chairman declared the meeting closed at 9.41pm

DRY