



Tockwith with Wilstrop Parish Council

North Yorkshire

www.tockwith.gov.uk

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

DRAFT Minutes of the Ordinary Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held at 7pm on Monday 27 February 2023 at Tockwith Village Hall, 1 Marston Road, Tockwith, YO26 7PR.

To be approved at the ordinary meeting TWWPC on Monday 27 March 2023.

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

Apologies: None.

Guests: None.

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

Two members of the public were in attendance.

DRAFT MINUTES

197.	<u>Apologies:</u>
i.	To note any apologies received None.
ii.	To approve any reasons for absence submitted for consideration None.
198.	<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 Cllrs Warneken and Marsh declared an interest in Planning Application 23/00365/FUL- 2 Goosemoor Cottages as this is their property. Cllr Pearce declared an interest in Planning Application 23/00358/PPV - J Revis & Sons as this is her neighbour.
ii.	To approve any dispensation requests received None requested.
199.	<u>Public Open Forum:</u>
	Two residents who regularly undertake litter picking said that the village was starting to look very scruffy. There are increasing amounts of litter and dog mess and it feels as if residents

	<p>care very little about the village. Building developers have frequently left construction rubbish around the sites and have not taken it away. Noticeboards are tatty and the information on them is not updated. There is moss growing on residents' walls and paths and pavements in general are damaged and uneven. The residents appealed to the Parish Council to call for volunteers to undertake litter picking. Cllr Warneken said that Future Footprints had recently undertaken a litter pick and that equipment was available for any volunteers, however their details do need to be taken for insurance purposes and they cannot come forward on an unplanned casual basis. Cllr Warneken said that the NY devolution would allow greater strength in enforcement for crimes such as fly tipping. Cllr Corbett said that the CPWG were about to launch a resident questionnaire to measure residents' concerns and determine what improvements need to be made in the Parish. Cllr Clark asked if anybody had noticed an increase in dog excrement on the pavements since the new larger bins had been installed. The member of the public said that it had worsened, although it was noted that the increased population of the village means there are now significantly more dog owners to add to the problem.</p>
200.	<u>County and District Councillor Reports:</u>
i.	To receive reports from North Yorkshire County Councillors Warneken and Paraskos.
	<p>Cllr Paraskos sent his apologies that he was not able to attend the meeting. Cllr Warneken said the new NYC constitution has been adopted. HBC Planning has been disbanded and Tockwith with Wilstrop planning applications will now be managed by Selby & Ainsty. Cllr Warneken will be on the Selby & Ainsty planning committee and Cllr Paraskos will be on the strategic planning panel for developments of over 500 houses. NYC currently has a significant financial deficit and this will impact Adult Health and Social Care the most.</p>
201.	<u>Tockwith Parish Council Administration and Governance:</u>
i	To receive an update from Cllrs McBride and Wright on the YLCA Harrogate branch meeting
	<p>Cllrs McBride and Wright attended the online meeting. Unfortunately, the S106 representative who was expected to present did not attend. A local Parish Councillor is calling for increased powers that will allow Parish Councils to object to local planning applications and appeal against decisions. Concerns have been raised about the amount of time PCs have to review Planning Applications as this currently stands at 21 days and does not allow PCs enough time as most meetings occur monthly and some only every 2 months.</p>
ii	To consider the NYCC draft Parish Charter
	<p>The NYC Draft Charter had been circulated prior to the meeting. There are currently 731 parishes in North Yorkshire. A North Yorkshire Parishes' Joint Liaison Group has been set up create the Charter to set out the arrangements for partnership working between the new North Yorkshire Council and local City, Town and Parish Councils and Parish Meetings. The survey questions had been reviewed. Cllr Warneken proposed that the 20 working days currently set for the receipt of a response from NYC when contacted was excessive and is not in line with NYC's aims to have "improved efficiency and effectiveness of local government services." This was seconded by Cllr Clark. No other feedback or comments were received from Councillors.</p>
	Resolved: That the Clerk respond to survey question 3 regarding Communication to disagree with the current 20 working day response time and it be suggested that Parish and Town Councils be given priority on responses.
iii	To review Parish Councillor responsibilities

	<p>The responsibility matrix had been circulated prior to the meeting. It was noted that membership of the PC had changed since the original allocation of duties in May 2022. It was proposed that a responsibility for highways issues be assigned to Cllrs Tomes and Clark with Cllrs McHenery and Blake be given responsibility for the VAS. Responsibility for planning applications is to be assigned to Cllr Warneken for Cowthorpe, Cllr McHenery for Wilstrop and Cllrs McBride, Wright and Clark for Tockwith. Cllr Clark will also become a representative for the YLCA. The Clerk suggested that Cllr Warneken and Cllr McHenery join the POS Allotments and Playgrounds Committee as they have playground inspection training and Cllr Tomes take responsibility for fixed assets and gym equipment inspections.</p>		
	<p>RESOLVED: That the above allocation of duties be accepted.</p>		
iv	<p>To elect new members to the POS, Allotments and playgrounds committee</p>		
	<p>RESOLVED: That Cllrs Warneken and Cllr McHenery be elected to the POS, Allotments and Playgrounds committee.</p>		
202.	<p><u>Minutes:</u></p>		
i.	<p>To approve the minutes of the Ordinary Parish Council Meeting held 23rd January 2023 as a true and accurate record of that meeting.</p>		
	<p>RESOLVED: That the minutes of the ordinary meeting of Tockwith with Wilstrop Parish Council held 23rd January 2023 be approved as a true and accurate record of that meeting.</p>		
ii	<p>To approve the minutes of the HR Committee Meeting held 23rd January 2023 as a true and accurate record of that meeting.</p>		
	<p>RESOLVED: That the minutes of the HR Committee meeting of Tockwith with Wilstrop Parish Council held 23rd January 2023 be approved as a true and accurate record of that meeting.</p>		
203.	<p><u>Finance:</u></p>		
i.	<p>To approve a bank reconciliation to 31/01/2023 (as evidenced by bank statement and ledger/cashbook.</p>		
	<p>RESOLVED: That the bank reconciliation to 31/01/2023 be approved. The PC's bank balance as at 31/01/2023 is £43,256.52</p>		
ii.	<p>To note receipts and payments to date as against budget for 2022/23</p>		
	<p>RESOLVED: That the receipts and payments to date as against budget for 2022/2023 be noted.</p>		
iii.	<p>To consider quotes and funding for the installation of outdoor lighting at the Sportsfield Hall to meet the criteria for the installation of EV charging points</p>		
	<p>DEFERRED: This was deferred to next meeting of the PC pending further information about costs.</p>		
204.	<p>To approve payment of invoices as listed below:</p>		
	Payee:	Description of goods/services:	Total Value:
	Clerk/RFO	Salary & Expenses	£861.89
	Tockwith Village Hall	Room Hire	£20.50
	The Defib Shop	Defib, cabinet and clip	£1,565.00
	Tockwith Church	Burial Ground Maintenance	£500.00
	School Furniture Direct	Green recycled plastic bench, 4 x fixing plates, 2 commemorative plaques	£577.38
	Receipts		

	NYCC	Locality Fund - Defibrillator	£2,250.00
	NYCC	Locality Fund – Bench	£1,000.00
	RESOLVED: That the invoices noted above be paid in full with immediate effect.		
205.	<u>Planning:</u>		
i.	To consider planning applications received		
	Application ref:	Address:	Description:
	23/00249/FUL	Rose Cottage, 6 Westfield Road	Proposed Single Storey Rear Extension and Loft Conversion
	RESOLVED: Tockwith with Wilstrop Parish Council has no objections to this planning application.		
	23/00358/PPV	J Revis And Sons, South Field Lane	Proposed 500kW solar PV system comprising of 1316 x Canadian Solar 380w modules. Pitched roof mounting kit to be utilised.
	Neighbour has been consulted with no objections. RESOLVED: Tockwith with Wilstrop Parish Council has no objections to this planning application.		
	23/00561/FUL	The Willows, 79 Marston Road	Replacement single storey side extension with fenestration alterations and addition of render to existing dwelling.
	RESOLVED: Tockwith with Wilstrop Parish Council has no objections to this planning application.		
	23/00365/FUL	2 Goosemoor Cottages, War Field Lane	Placement of 20 Solar Panel Pods on the ground
	Cllrs Warneken and Marsh were able to answer questions only during this discussion. RESOLVED: Tockwith with Wilstrop Parish Council has no objections to this planning application.		
	23/00648/FUL	Serendipity, 31 Marston Road	Proposed Single Storey Rear Extension
	RESOLVED: Tockwith with Wilstrop Parish Council has no objections to this planning Application.		
	23/00679/FUL	Moor End Farm Cottage, Wilstrop	Erection of single storey rear extension and new detached garage.
	RESOLVED: Tockwith with Wilstrop Parish Council has no objections to this planning application.		
ii.	To note all planning decisions received		
	23/00027/FUL	Fieldfare, 2B Kendal Gardens	Erection of car port to side of garage.
	HBC Decision: Approved subject to conditions. RESOLVED: That the above be noted.		

iii.	To consider any planning enforcement related matters		
	19/01734/FULMAJ	Church Farm, Westfield Road	Potential non-compliance with approved plans. Failure to provide footpath o/s 46 Town End View
	RESOLVED: That the above be noted and further information obtained.		
	23/00046/BRPC15	Scrubland And Disused Runway At 446456 451983 South Field Lane Tockwith North Yorkshire	Potential non-compliance with approved plans.
	RESOLVED: That the above be noted.		
iv.	To consider any other planning matters		
	None.		
206.	<u>Community Plan Working Group (CPWG)</u>		
i	To receive an update from the CPWG		
	<p>A written report was circulated prior to the meeting.</p> <ul style="list-style-type: none"> • The group are still waiting to receive a meeting date from HBC regarding the S106 commuted sums. • The last meeting was spent focussing on the questionnaire and the group is hoping to have this ready for print and distribution by early April. • The group has applied for a grant from the festival to help with the costs associated with the questionnaire. £500 has been agreed, which will be paid directly to the print supplier. 		
ii.	To consider a Draft Terms of Reference for the CPWG		
	<p>Cllr Corbett said the terms of reference had not been circulated to the working group as it is uncertain at this stage whether the group would like to operate as part of, or in isolation to the Parish Council. The Clerk advised against the group operating in isolation and asked that the TOR be circulated and feedback obtained.</p>		
207.	<u>Tockwith Sportsfield Trust:</u>		
i.	To receive a report from TWWPC representative on Tockwith Sportsfield Trust		
	<p>A written report had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> • The Sportsfield Trust is in the process of applying for a grant from Biffa to help with the costs of resurfacing the tennis courts and making this into a multi-use facility. The trust has applied for £74,000 for the grant and have approached the festival for £7,400 which will provide the 10% matched funding needed. • The Committee intend to walk round the building to identify areas that need refurbishment, repair or updating. They will also be talking about future developments which might benefit the community and they are hoping that the CPWG's questionnaire might help with this. 		

	<ul style="list-style-type: none"> Some of the trees planted during the summer at the bottom of the community field had died. Committee members recently replanted these areas under supervision from Stuart Cograve. The Trust have now appointed a representative, Andy Dyason, who will become the contact for liaison re the EV charging points.
ii.	To consider the PC's views on a proposed Multi-Use Games Area
	That trust's proposal for a MUGA was sent to the PC, although it was noted that precise details were not available at present.
	RESOLVED: That the PC support the proposal for the MUGA in principle, pending further information.
208.	<u>Tockwith Village Hall:</u>
i.	To receive a report from TWWPC representative on the Village Hall Management Committee
	<p>A written report had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> Two quotes have now been obtained for the replacement of the emergency doors and and a third is being sought. These will be presented to the PC at the next meeting. Following a report from the PC about the hall being cold, TVHMC have carried out temporary draught proofing work to both doors and to gaps between boarded interior walls and outside wall to help improve hall temperature. TVHMC is also heating the cupboard to see if this helps improve the hall temperature. The decarbonisation survey has been completed and the report will go to NYCC with recommendations to insulate the roof space, replace current boiler with heat exchange alternative and install solar panels to front roof to take advantage of the south facing aspect. The VHMC submitted the energy usage details to HBC for the decarbonisation grant on 13th January. It isn't expected that Tockwith Village Hall will be accepted in the first tranche as priority is being given to bigger halls with a greater energy consumption. The next tranche opens in April. The hall is preparing to apply for grant funding. The details of the surveyor had been requested from the Clerk so that the loft space could be assessed for the most suitable insulation given its suspended ceiling. It was advised that an assessment for solar panels should be carried out at the same time. The VHMC may seek a 10% funding contribution from the PC if successful for a grant from Biffa or FCC.
209.	<u>Highways and Transport Matters:</u>
i.	To receive an update on the 412 bus service
	Cllr Warneken said that a decision would be made on the tender on 17 th March. The successful contractor will then look at the bus survey results. Cllr Pearce requested a meeting be arranged between the PC and the winning contractor once this is known.
ii.	To consider the pavement on Fleet Lane
	The Clerk and Cllr Warneken will attend a meeting with NYCC Highways on Tuesday 28 th February to inspect and discuss several issues regarding pavement conditions.

iii.	To consider the issue of inconsiderate parking outside Tockwith Primary School
	Cllr Corbett reported that parents are not using the Sportsfield Car Park as much as they should and are parking on the zig zags and pavements which is causing an obstruction. It was agreed that Cllr Warneken and the Clerk would visit the site with the Highways Officer on 28 th February.
210.	<u>Public Open Spaces</u>
i.	To consider a notification from NYCC regarding grass verge cutting
	The PC considered the five cuts per year provided by NYCC to be acceptable and does not wish to undertake its own cutting this year. Cllr Warneken said a project was underway to look at cutting some verges less frequently to encourage biodiversity on areas where sightlines are not affected.
	RESOLVED: That NYCC's verge cutting schedule be accepted.
ii.	To consider potential contractors for the maintenance of Westfield Green and Marston Road playground.
	It was proposed that the current specifications be used and the Clerk approach all the contractors on the list for local councils.
	RESOLVED: That the Clerk approach contractors on the local council's list using the current specifications.
iii.	Other issues
	<ul style="list-style-type: none"> • Cllr Pearce said she was disappointed that the contractor for the allotments hedge trimming had still not undertaken the work despite the purchase order being sent on 9th November. It was agreed that the contractor be given 10 days to undertake the work and if this is not achievable, then the work be delayed until November to protect nesting birds. • Cllr Clark said that he was concerned about the matting being uneven under the spinning web at the Marston Road play area. Cllrs McBride and McHenry had inspected the matted area, and whilst it is uneven in parts because of the earth underneath, all mats are secured fastened and is not considered to be a hazard.
211.	<u>Future Footprints</u>
i.	To receive a report from delegated Councillors Warneken, Marsh and Clark on the activities of the Climate Emergency Working Group (Future Footprints)
	<ul style="list-style-type: none"> • The Repair Café was scheduled for April. Unfortunately, it wasn't possible to find single event insurance, although an annual policy is available. Whilst the single event in April is supported by sufficient volunteers, there seem to be difficulties in guaranteeing the organisation and running of subsequent events to justify the cost of 12 month's insurance. • EV Charge Points: National Powergrid has approved and confirmed a price for the new supply, and so the PC's application for four double charge points (at the Southfield Lane end of the Sportsfield carpark) has been sent to the contractor BP Pulse, and it will then be submitted for approval to the Energy Saving Trust. The matter of car park lighting still has to be resolved once a specification has been drawn up, quotations sought and funding found.

	<ul style="list-style-type: none"> • Solar Panels on Village Hall: a report is being awaited on the viability of solar panels on the roof. • The group carried out a Village litter pick last Saturday. • Energy Exhibition: there was some discussion as to the feasibility of arranging an event similar to that held in Wetherby.
212.	<u>Parish Councillor Surgeries:</u>
i.	To consider any issues raised by residents at the Parish Councillor Surgeries
	Cllr Clark reported that two people had attended the surgery to report on the tired state of the village. Both residents were also in attendance at the Parish Council meeting.
ii.	To agree Councillor attendance at the next surgery on Saturday 4th March
	Cllrs Wright and Clark confirmed their availability for Saturday 4 th March.
	RESOLVED: That Cllrs Wright and Clark attend the next surgery.
213.	<u>Correspondence</u>
i.	To note list of correspondence received and circulated
	RESOLVED: That the correspondence be noted.
214.	<u>Media/Press releases:</u>
i.	To consider any matters for press release or community news.
	Cllr Blake said he would put a post on the Community Forum to report on the VAS speed results which had been collected by the Clerk.
ii.	To consider the PC's approach to public communications.
	It was agreed that the PC should share more updates using the PC's website. It was proposed that articles be sent to the Clerk for her to review and approve before uploading them to the site. Links to the articles would then be shared on social media. The Clerk said she would ask Vision ICT if there was a better template for a news page.
	RESOLVED: That the above proposal be accepted.
215.	<u>Next Meeting</u>
i	To receive any items for consideration at the next meeting
	None.
ii.	To confirm the date for the next Parish Council meeting
	RESOLVED: The next PC meeting will be held on Monday 27 th March 2023 at Tockwith Village Hall. Cllr Tomes gave his apologies ahead of the meeting.
	With no further business, the Chairman declared the meeting closed at 9:25pm

Chairman Signature _____ Date _____