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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 at 7pm on Monday 27 March 2023 at Tockwith Village Hall, 1 Marston Road, Tockwith, YO26 7PR.**

**Present:** Councillor Arnold Warneken (Chairman), Councillor Sue Corbett (Vice Chairman), Councillor Graeme McBride, Councillor Simon Blake, Councillor Kriston Wright, Councillor Sarah Pearce, Councillor Stuart McHenry

**Apologies:** Councillors Alex Marsh, Ray Clark and Ted Tomes.

**Guests:** County Councillor Andrew Paraskos.

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

No members of the public were in attendance.

### MINUTES

<b>216.</b>	<b><u>Apologies:</u></b>
i.	To note any apologies received
	<b>RESOLVED:</b> That apologies received from Councillors Marsh, Clark and Tomes be accepted.
ii.	To approve any reasons for absence submitted for consideration
	<b>RESOLVED:</b> That the reasons for absence submitted by Councillors Marsh, Clark and Tomes be approved.
<b>217.</b>	<b><u>To Note any Declarations of Interest:</u></b>
i.	<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 Warneken declared an interest in planning application 23/01016/FUL at Goosemoor Cottages, Cowthorpe as this is a neighbouring property to his residence.
ii.	<b>To approve any dispensation requests received</b>
	No dispensations were requested.
<b>218.</b>	<b><u>Public Open Forum:</u></b>
	There were no members of the public in attendance.
<b>219.</b>	<b><u>County and District Councillor Reports:</u></b>

i.	<b>To receive reports from North Yorkshire County Councillors Warneken and Paraskos.</b>
	Cllr Paraskos said that the budget for potholes would be £6m for the entire county. In previous years this has been £45 million. The launch of North Yorkshire Council will take place on Monday 3 <sup>rd</sup> April. Planning applications for Tockwith (Ainsty) will be reviewed by the current officers at Harrogate. The Boundary Commission change is expected to come into effect in September and this will place Tockwith with Wilstrop in the Wetherby with Easingwold constituency.
<b>220.</b>	<b><u>Tockwith Parish Council Administration and Governance:</u></b>
i	<b>To consider the Parish Council's internal control list and financial risk assessment</b>
	The reports had been circulated prior to the meeting.
	<b>RESOLVED:</b> That the internal control checks and the financial risk assessment be accepted.
ii	<b>To consider support for the proposal to create a Harrogate Town Council</b>
	A report had been circulated prior to the meeting. The PC accepted that the creation of a Harrogate Town Council would have no effect on the residents of Tockwith with Wilstrop. However, it was recognised that Harrogate residents would benefit from having a local council to act on their behalf given the population size and expanse of the new North Yorkshire Council.
	<b>RESOLVED:</b> That the proposal for a Harrogate Town Council be supported.
iii	<b>To consider any requests for Parish Councillor training</b>
	Cllr Tomes had requested the YLCA 'Off to a Flying Start' training at £66.80. Cllr McHenry had asked to undertake the Playground Inspections training at £40.00.
	<b>RESOLVED:</b> That the above costs for training be approved.
<b>221.</b>	<b><u>Minutes:</u></b>
i	<b>To approve the minutes of the Ordinary Parish Council Meeting held 27th February 2023 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 27th February 2023 be approved as a true and accurate record of that meeting.
ii	<b>To approve the minutes of the Allotments, POS and Playgrounds Committee Meeting held 16<sup>th</sup> March 2023 as a true and accurate record of that meeting.</b>
	Cllr Pearce requested an amend to minute 18.1 as the quote for the allotments tree works was £2,400 + VAT.
	<b>RESOLVED:</b> That the above amend be accepted and the amended version be approved as a true and accurate record of that meeting.
<b>222.</b>	<b><u>Finance:</u></b>
i	<b>To approve a bank reconciliation to 28/02/2023 (as evidenced by bank statement and ledger/cashbook.</b>
	<b>RESOLVED:</b> That the bank reconciliation to 28/02/2023 be approved. The PC's bank balance as at 28/02/2023 is £39,818.57.
ii	<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.
iii	<b>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</b>
	No quote had been received.

<b>223.</b>	<b>To approve payment of invoices as listed below:</b>		
	<b>Payee:</b>	<b>Description of goods/services:</b>	<b>Total Value:</b>
	Clerk/RFO	Salary & Expenses	£870.64
	HMRC	PAYE Q4	£752.12
	Tockwith Village Hall	Room Hire	£37.50
	DW Plumbing	Village Hall Boiler Repair	£90.00
	Defib Shop	Defib VAT	£313.00
	Scotton Tree Care	Church Row Allotments	£2,880.00
	Harrogate Borough Council	Bert's Garden Waste Collection	£43.50
	<b>Receipts</b>		
	Harrogate Borough Council	S106 Monies – YW Allotments Survey	£155.00
	<b>RESOLVED:</b> That the invoices noted above be paid in full with immediate effect.		
<b>224.</b>	<b><u>Planning:</u></b>		
<b>i.</b>	<b>To consider planning applications received</b>		
	<b>Application ref:</b>	<b>Address:</b>	<b>Description:</b>
	<b>23/00945/FUL</b>	<b>3 Fleet Lane</b>	<b>Construction of a detached home gym or meditation outbuilding to the front of the property using screw pile foundations (revised scheme.)</b>
	Members of the PC had reviewed the revised plans following their withdrawal and subsequent resubmission. The concerns about the screw pile foundations and their impact on tree roots still stand.		
	<b>RESOLVED:</b> That the PC object to application due to concerns over damage to tree roots.		
	<b>23/01016/FUL</b>	<b>Goosemoor Cottages War Field Lane Cowthorpe</b>	<b>Replacement Single storey front and rear extensions</b>
	<a href="#">Cllr Warneken stepped down as Chair for the discussion of the following item. The item was chaired by Vice Chairman, Sue Corbett.</a>		
	It had been reported that a Planning Officer had visited the site and had noted that 3 buildings were still awaiting a retrospective planning application. It was also noted that several buildings on the site had been excluded from the visual plan of this planning application making it difficult to see how the new extensions would sit in proximity to the other buildings. It was proposed that the PC object to the application until sufficient information could be obtained.		
	<b>RESOLVED:</b> That the PC object to the above planning application on the grounds on insufficient information.		
	<a href="#">Cllr Warneken resumed the meeting as Chairman.</a>		
	<b>23/01005/FUL</b>	<b>Manor Farm Oak Road Cowthorpe</b>	<b>Garage and carport and refurbishment of outbuilding to annex</b>
	A site visit had been undertaken. It was considered that the annex would be an acceptable addition to the existing property, but that the annexe should not be allowed to become an independent building as access to the site from the main highway would be a concern. It was recommended that the PC does not object to or support the application but it make comments		

	and seek safeguards that a condition be put in place to ensure the annex cannot become a separate dwelling for business use or resale.	
	<b>RESOLVED:</b> That the PC submit comments and conditions of safeguard.	
<b>ii.</b>	<b>To note all planning decisions received</b>	
	<b>23/00358/PPV</b>	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
	<b>HBC Decision:</b> Prior approval not required	
	<b>23/00561/FUL</b>	<b>The Willows, 79 Marston Road</b> Replacement single storey side extension with fenestration alterations and addition of render to existing dwelling
	<b>HBC Decision:</b> Approved subject to conditions.	
	<b>23/00249/FUL</b>	<b>Rose Cottage 6 Westfield Road</b> Proposed Single Storey Rear Extension and Loft Conversion
	<b>HBC Decision:</b> Approved subject to conditions	
	<b>23/00365/FUL</b>	<b>2 Goosemoor Cottages, War Field Lane, Cowthorpe</b> Placement of 20 Solar Panel Pods on the ground
	<b>HBC Decision:</b> Approved subject to conditions	
	<b>RESOLVED:</b> That the above planning decisions be noted.	
<b>iii.</b>	<b>To consider any planning enforcement related matters</b>	
	<b>23/00071/PR15</b>	<b>Nisa Local, 8 Westfield Road</b> Installation of external condensing units
	<b>RESOLVED:</b> That the above planning enforcement be noted.	
<b>iv.</b>	<b>To consider any other planning matters</b>	
<b>1</b>	<b>To confirm the TPO 21/2023 for two sycamores at Bramble House, 15 Kirk Lane, Tockwith, York, YO26 7PX</b>	
	<b>RESOLVED:</b> That the PC submit their support for the TPO to be made permanent.	
<b>2</b>	<b>To consider a traveller encampment in Cowthorpe</b>	
	Cllr Warneken reported that several caravans, machinery and portable toilets had appeared near the A168. The Police and Highways have visited the site. It has been confirmed that the travellers will leave the site by the end of April.	
<b>3</b>	<b>To consider the request for tree screening at Tockwith airfield</b>	
	It had been noted that no trees had been planted so far and that a resident had raised a complaint asking the PC to remind the landowners. As the tree planting season has now ended, it was recommended that the landowners be reminded in the autumn.	
	<b>RESOLVED:</b> That the above issue be considered as an agenda item at the October meeting of the Parish Council.	

<b>225.</b>	<b><u>Community Plan Working Group (CPWG)</u></b>
<b>i</b>	<b>To receive an update from the CPWG</b>
	Cllr Pearce said the questionnaire had now been printed and would be distributed to every household over the Easter weekend. A digital survey will also be produced so that family members can also contribute. There is a QR Code and link to the digital survey on the printed questionnaire. The survey will close at the end of April and results will be published at the end of May.
<b>226.</b>	<b><u>Tockwith Sportsfield Trust:</u></b>
<b>i.</b>	<b>To receive a report from TWWPC representative on Tockwith Sportsfield Trust</b>
	A written report had been circulated prior to the meeting by Cllr Corbett. <ul style="list-style-type: none"> <li>• The BIFFA grant application for the multi-use games area has now been submitted.</li> <li>• The Committee also intend to walk round the building to identify areas that are in need of refurbishment, repair or updating. They are still discussing future developments which might benefit the community and they are hoping that the community questionnaire might help with this.</li> <li>• Andy Dyason, the contact for liaison for the EV charging points is currently in negotiation with Peter Maloney and Cllr Marsh regarding the siting of these points.</li> <li>• Joe Wilson has decided not to retire and is continuing alongside Geoff Marston to keep the pitches in first class condition.</li> </ul>
	<b>RESOLVED:</b> That the report be welcomed.
<b>227.</b>	<b><u>Tockwith Village Hall:</u></b>
<b>i.</b>	<b>To receive a report from TWWPC representative on the Village Hall Management Committee</b>
	A report had been circulated by Cllr Blake prior to the meeting. <ul style="list-style-type: none"> <li>• The boiler service is expected to take place in April</li> <li>• A few items were raised in the fire inspection report that will require attention. Andrew Scott has been asked to provide a quote.</li> <li>• A Carbon reduction report has been produced as part of the Decarbonising Community Buildings programme. It had been recommended that the hall apply for the North Yorkshire Social Prosperity fund.</li> </ul>
	<b>RESOLVED:</b> That the report be welcomed.
<b>ii.</b>	<b>To consider quotes for replacement emergency exit doors</b>
	Three quotes had been requested for the replacement of one door as a local joiner had advised that only one replacement door was required. One company had declined to quote. Two further quotes had been received, one at £850 and one at £670. The VHMC's preference was for the cheaper quote.
	<b>RESOLVED:</b> That the quote of £670 from Yorkshire Joinery and Construction be approved.
<b>iii.</b>	<b>To consider quotes for the repair of the main hall floor</b>
	It was reported that the VHMC does not wish to go ahead the repair for the time being and will monitor the floor to see if the condition worsens.
<b>iv.</b>	<b>To consider any other building repairs</b>
	The VHMC is considering a new sign for the building and is obtaining quotes. A member of the public had noted that some of render has started to fall away from internal side of the car park wall. The PC requested that quotes be obtained for the repair of the render,

	waterproofing and paint. It was advised that the external light can only be operated from inside the building. It was asked whether the VHMC would consider installing a motion detector to the outside of the main door.
<b>228.</b>	<b><u>Highways and Transport Matters:</u></b>
<b>i.</b>	<b>To receive an update on the 412 bus service</b>
	Cllr Warneken advised that the service is to be continued by the current operator and funding is guaranteed for another two years. There is still no Saturday or Sunday service planned at present, but the operator is open to considering the survey and the feedback obtained from residents.
<b>ii.</b>	<b>To receive any updates from the meeting with NYCC Highways on 28<sup>th</sup> February</b>
	<p>Cllrs Warneken, Tomes and the Clerk met with Heather Yendall from NYCC Highways. The following actions are being taken forward by NY Highways.</p> <ul style="list-style-type: none"> <li>• The installation of H-bar markings at the uncontrolled pedestrian crossing point near the Doctors' surgery. An engineer will make a couple of additional site visits to check if parking over the crossing point is a recurring issue.</li> <li>• An engineer will investigate the potential of installing warning signs for the road narrowing near the junction of Marston Road and Kirk Lane</li> <li>• An engineer will check that the school 'Keep Clear' markings are in the correct location and cover the correct amount of the road outside the school on South Field Lane</li> <li>• A check will be run on when the gullies were last cleansed around Kirk Lane opposite the junction with Southfield Lane to see if that will fix the ponding issue.</li> <li>• A inspection of the raised pavement outside 200 Prince Rupert Drive will be undertaken</li> </ul> <p>Cllr Warneken recommended that PC members have greater liaison with community members to remind them about inconsiderate parking.</p>
<b>229.</b>	<b><u>Public Open Spaces</u></b>
<b>I</b>	<b>To consider a complaint regarding the hedge and tree cutting at the Church Row allotments</b>
	Cllrs Warneken and the Clerk had received a complaint from a resident whose property backs on the allotments. It was recommended that the complainant be invited to attend a PC surgery. Cllr Warneken said he would respond to the resident's complaint directly.
	<b>RESOLVED:</b> That the Chairman respond to the complaint.
<b>ii.</b>	<b>To receive an update on allotment tenancies</b>
	The Clerk confirmed that all four tidy up letters had been sent out. One tenant had responded. Cllr McBride reported that the allotments had been very busy over the previous weekend. The Clerk reported that allotments 3A, 7A and 7B at Church Row had been reallocated to new tenants, all of whom are residents within the parish. Notice has been given on Plot 5B at the Bridlepath and this will be offered to a new tenant next week.
<b>iii.</b>	<b>To consider arrangements for a civil gathering at the newly installed bench at the plane memorial</b>
	Cllr Warneken proposed that a civil gathering be held on Thursday 6 <sup>th</sup> April at 5.30pm at the bench and that families of Cllrs Waller and Robinson be approached to see whether this date is convenient.
	<b>RESOLVED:</b> That the Clerk contact the families of late Cllrs Waller and Robinson to invite them to the gathering.

<b>iv.</b>	<b>To receive an update on a defibrillator at Prince Rupert Drive</b>
	NYCC has confirmed that post for the defib cabinet will be installed on 11 <sup>th</sup> April. Cllr McHenry provided a demonstration to the PC on how to carry out the monthly checks on the defibrillator.
<b>v.</b>	<b>Other issues</b>
	A member from future footprints has offered to do a wildflower management plan for Westfield Green. Cllr Pearce is also attending an online course on Thursday 6 <sup>th</sup> April. It recommended that the residents of Westfield Green be advised of the PC's proposal to 're-wild' the area.
<b>230.</b>	<b><u>Future Footprints</u></b>
<b>i.</b>	To receive a report from delegated Councillors Warneken, Marsh and Clark on the activities of the Climate Emergency Working Group (Future Footprints)
	Cllr Marsh circulated a report prior to the meeting. <ul style="list-style-type: none"> <li>• No quote has been received for solar panels on the Village Hall roof, but the need to survey the roof has been identified. The VHMC are applying for decarbonisation funding which may cover that survey.</li> <li>• The Repair Cafe has been cancelled due to high insurance and difficulty in members committing to repeated events.</li> <li>• There was a good turnout at the February litter-pick.</li> <li>• There are no April/May meetings scheduled. The next meeting will be on Wednesday 21st June at 8pm.</li> </ul> <p>Following discussions with Andy Dyason (ST rep) to agree siting, the application for funding for 8 EV charge points in the Sportsfield Trust carpark was submitted on 20<sup>th</sup> March. The Energy Saving Trust have not yet acknowledged receipt but have said that funds are getting low for the current year. However, the scheme is likely to run again in 2023-2024.</p>
<b>231.</b>	<b><u>Parish Councillor Surgeries:</u></b>
<b>i.</b>	<b>To consider any issues raised by residents at the Parish Councillor Surgeries</b>
	Cllr Wright reported that the main issue had been the damage to several 30 mph speed signs around the entrance to the village and damage to verges caused by HGVs. The resident had reported the signs to NY Highways. Questions had been raised about the placing of the VAS pole on Marston Road. It was recommended that communication be released to advise residents that the position was determined on the advice of NYC Highways following a detailed assessment and was not an arbitrary decision made by Parish Councillors.
<b>ii.</b>	<b>To agree Councillor attendance at the next surgery on Saturday 1st April</b>
	<b>RESOLVED:</b> That Cllrs Warneken, Clark, Corbett, Blake and McHenry attend the 1 <sup>st</sup> April surgery.
<b>232.</b>	<b><u>Correspondence</u></b>
<b>i.</b>	<b>To note list of correspondence received and circulated</b>
	<b>RESOLVED:</b> That the correspondence be noted.
<b>233.</b>	<b><u>Media/Press releases:</u></b>
<b>i.</b>	<b>To consider any matters for press release or community news.</b>
	It was advised that the CPWG's survey and the memorial bench be included in the next parish newsletter.

	<b>RESOLVED:</b> That the above items be accepted.
<b>234.</b>	<b><u>Next Meeting</u></b>
<b>I</b>	<b>To receive any items for consideration at the next meeting</b>
	Cllr McBride reported that the Perspex is coming away from the frame of the Tockwith noticeboard. It was agreed that the Clerk would obtain quotes for its repair for consideration at the next meeting
<b>ii.</b>	<b><u>To confirm the date for the next Parish Council meeting</u></b>
	<b>RESOLVED:</b> The next PC meeting will be held on Monday 24 <sup>th</sup> April 2023 at Tockwith Village Hall.
	<b>With no further business, the Chairman declared the meeting closed at 9:00pm</b>

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