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# Tockwith with Wilstrop Parish Council

## North Yorkshire

[www.tockwith.gov.uk](http://www.tockwith.gov.uk)

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**Minutes of the Annual Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held at 7pm on Monday 22 May 2023 at Tockwith Village Hall, 1 Marston Road, Tockwith, YO26 7PR.**

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

Councillor Ray Clark arrived at 19:05.

**Apologies:** None

**Guests:** County Councillor Andrew Paraskos.

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

Three members of the public were in attendance.

### MINUTES

1.	<b><u>To elect a Chairman and Vice Chairman</u></b>
i)	<b>To elect the Chairman of TWWPC for next Municipal Year</b> Cllr Blake nominated Cllr Warneken for the position of Chairman, seconded by Cllr McBride. <b>RESOLVED:</b> There being no objections or further nominations Cllr Warneken was elected as Chairman
ii)	<b>Chairman to sign declaration of Acceptance of Office</b> <b>RESOLVED:</b> That the Declaration of Acceptance of Office be signed and accepted.
iii)	<b>To elect the Vice Chairman of TWWPC for next Municipal Year</b> Cllr Wright proposed Cllr McHenry for the position of Chairman, seconded by Cllr Pearce. <b>RESOLVED:</b> There being no objections or further nominations Cllr McHenry was elected as Vice Chairman
2.	<b><u>Apologies:</u></b>
i)	<b>To note any apologies received</b> None.
ii)	<b>To approve any reasons for absence submitted for consideration</b> None.

<b>3.</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>									
	None received.									
ii)	<b>To approve any dispensation requests received</b>									
	None received.									
<b>4.</b>	<b><u>Public Open Forum:</u></b>									
	One member of the public attended the meeting to advise the Council that the Tockwith resident who had received a car parking fine in Pateley Bridge had received a refund from the local council in Nidderdale. Cllr Andy Paraskos was thanked for his assistance in the matter.									
<b>5.</b>	<b><u>County Councillor Reports:</u></b>									
i)	<b>To receive reports from North Yorkshire County Councillors Warneken and Paraskos.</b>									
	Cllr Paraskos said he would organise a meeting with the Highways team to discuss the potholes around the village centre. This list of potholes across the county continues to increase and each pothole is prioritised according to its severity. Works are listed in order of necessity, so the work schedule is continually changing as potholes are moved up and down the list. Cllr Warneken reported that the road signs in Cowthorpe are now becoming obscured by vegetation and this needs to be cleared. Cllr Paraskos recommended that white gate entrance points be installed and that he had some locality funding that could be made available. Cllr Warneken said that locations would need to be assessed to find verges that are wide enough for the gateways. It was noted that Locality Funding now required a third party percentage contribution before it could be awarded.									
<b>6.</b>	<b><u>Minutes:</u></b>									
i)	<b>To approve the minutes of the Ordinary Parish Council Meeting held 24th April 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 24 <sup>th</sup> April 2023 be approved as a true and accurate record of that meeting.									
<b>7.</b>	<b><u>Finance:</u></b>									
i)	<b>To approve a bank reconciliation to 30/04/2023 (as evidenced by bank statement and ledger/cashbook.</b>									
	<b>RESOLVED:</b> That the bank reconciliation to 30/04/2023 be approved. The PC's bank balance as at 30/04/2023 is £59,078.88.									
ii)	<b>To note receipts and payments against 2023-24 budget.</b>									
	<b>RESOLVED:</b> That the receipts and payments against budget for 2023/2024 be noted.									
<b>8.</b>	<b><u>To approve payment of invoices as listed below:</u></b>									
	<table border="1"> <thead> <tr> <th>Payee:</th> <th>Description of goods/services:</th> <th>Total Value:</th> </tr> </thead> <tbody> <tr> <td>Clerk/RFO</td> <td>Salary &amp; Expenses</td> <td>£866.67</td> </tr> <tr> <td>Village Hall</td> <td>Room Hire</td> <td>£41.50</td> </tr> </tbody> </table>	Payee:	Description of goods/services:	Total Value:	Clerk/RFO	Salary & Expenses	£866.67	Village Hall	Room Hire	£41.50
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Clerk/RFO	Salary & Expenses	£866.67								
Village Hall	Room Hire	£41.50								

	Andrew Bosmans	Internal Audit Fee	£250.00
	Paul Barker	Allotments Clearance	£240.00
	Yorkshire Green Team	Marston Road Playground Grass Cutting	£300.00
	Vision ICT	Annual email hosting	£237.60
	<b>Receipts</b>		
	NYCC	H1 Precept	£22,385.00
	HMRC	2022-23 VAT Refund	£3,918.93
	Various	Allotment Rents	£171.00
	<b>RESOLVED:</b> That the invoices noted above be paid in full with immediate effect.		
<b>9.</b>	<b><u>Tockwith Parish Council Administration and Governance:</u></b>		
<b>i)</b>	<b>To consider the Internal Auditor's report to the Parish Council</b>		
	The report was circulated prior to the meeting. No issues were identified. The Chairman thanked the Clerk for her work in preparing the annual accounts.		
	<b>RESOLVED:</b> That the report be welcomed.		
<b>ii)</b>	<b>To confirm the period of the Exercise of Public Rights to inspect the unaudited accounts for year ended 31 March 2023</b>		
	The Clerk confirmed that the period for the exercise of public rights would be Monday 5th June to Friday 14th July.		
	<b>RESOLVED:</b> That the above period for the exercise of public rights be accepted.		
<b>iii)</b>	<b>To approve Section 1 - Annual Governance Statement 2022/23 on page 4 of the Annual Governance and Accountability Return</b>		
	<b>RESOLVED:</b> That the report be accepted by the Chairman and that section 1 of the Annual Governance and Accountability Return – Annual Governance Statement 2022/2023 be signed by the Chairman and Responsible Financial Officer (Clerk)		
<b>iv)</b>	<b>To approve Section 2 - Accounting Statements 2022/23 on page 5 of the Annual Governance and Accountability Return</b>		
	<b>RESOLVED:</b> That Section 2 of the Annual Governance and Accountability Return – Accounting Statements 2022/2023 be signed by the Chairman and the Responsible Financial Officer (Clerk)		
<b>v)</b>	<b>To consider any requests for Parish Councillor training</b>		
	Cllr McHenery expressed his disappointment that the recent YLCA playground inspection training had been cancelled due to low attendees. The Clerk said she would see if ROSPA were running any courses.		
<b>10.</b>	<b><u>Planning:</u></b>		
<b>i)</b>	<b>To consider planning applications received</b>		
	None.		
<b>ii)</b>	<b>To note all planning decisions received</b>		
	23/01005/FUL	Manor Farm Oak Road Cowthorpe	Garage and carport and refurbishment of outbuilding to annex
	<b>DECISION : GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.</b>		

	23/01016/FUL	Goosemoor Cottages War Field Lane	Replacement Single storey front and rear extensions
	<b>DECISION : GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS</b>		
	23/01250/FUL	The Willows, 79 Marston Road	Replacement single storey side extension (revised scheme)
	<b>DECISION : GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS</b>		
iii)	<b>To consider any planning enforcement related matters</b>		
	23/00046/BRPC15	Scrubland And Disused Runway At 446456 451983 South Field Lane	Potential non-compliance with approved plans. Issue with floor levels.
	<b>RESOLVED:</b> That the above planning enforcement matter be noted.		
iv)	<b>To consider any other planning matters</b>		
	The Clerk reported that the TPO 21/2023 for the two sycamore trees at Trevene, 13 Kirk Lane had now been confirmed.		
11.	<b><u>To elect Councillors to represent the Parish Council at the following Working Groups and outside organisations</u></b>		
i)	Village Hall Management Committee – Cllr Blake		
ii)	Sportsfield Trust – Cllr Corbett		
iii)	Future Footprints – Cllrs Warneken, Marsh and Clark		
iv)	Community Planning Group – Cllrs McHenery, Corbett and Pearce		
v)	Tockwith Residents Association – Cllr McHenery		
vi)	YLCA Meetings – Cllr Clark & Wright.		
	<b>RESOLVED:</b> That the above appointments be accepted.		
12.	<b><u>To elect Councillors to the following Parish Council Committees</u></b>		
i)	Finance Committee – Cllrs Blake, McHenery, Wright, McBride and Clark		
ii)	POS, Allotments & Playgrounds Committee – Cllrs Pearce, Wright, McBride, McHenery, Warneken and Tomes.		
iii)	HR Committee – Cllrs McBride, Corbett, Pearce, Tomes and Warneken.		
	<b>RESOLVED:</b> That the above Councillors be elected.		
13.	<b><u>To elect Councillors to the following responsibilities</u></b>		
i)	Noticeboards – Clerk		
ii)	Planning – Cllrs Wright and Clark for Tockwith. Cllr Warneken for Cowthorpe. Cllr McHenery for Wilstrop.		
iii)	Playground inspections – Cllr McHenery for Tockwith and Cllr Warneken for Cowthorpe.		
iv)	Defibrillator – Cllr McHenery		
v)	Fixed Assets – Cllr Tomes		
vi)	Highways Matters – Cllrs Tomes and Blake		
vii)	Communications & Social Media – Cllr McBride for the Parish Magazine. Cllr Blake for Social Media.		
viii)	Payments/Banking Approvals – Cllrs Marsh, Corbett and McHenery.		

ix)	Payroll – Cllr Pearce.
	<b>RESOLVED:</b> That the above Councillors be elected.
<b>14.</b>	<b><u>To review the Statutory Documents, Policies, Procedures and Practices</u></b>
i)	Standing Orders
ii)	Financial Regulations
iii)	Risk Assessment
iv)	Complaints Procedure
v)	2023-24 Asset register
vi)	Insurance
	The Clerk circulated the documents prior to the meeting. Amends and updates had been noted by the Parish Council.
	<b>RESOLVED:</b> That the above documents be approved and updated on the Parish Council website.
<b>15.</b>	<b><u>Community Plan Working Group (CPWG)</u></b>
i)	To receive an update from the CPWG
	Cllr Corbett said that the questionnaire had had a poor response rate with only 250 out of 800 forms returned. The results have been processed and a meeting of the community groups will take place in June.
<b>16.</b>	<b><u>Tockwith Sportsfield Trust:</u></b>
i)	<b>To receive a report from TWWPC representative on Tockwith Sportsfield Trust</b>
	Cllr Corbett circulated a written report prior to the meeting. <ul style="list-style-type: none"> <li>• The Trust has not met since the last PC meeting.</li> <li>• The Sportsfield Trust are still awaiting news on the grant submitted to BIFFA for the multi-use games area. This should be received by the end of May.</li> <li>• The trust is looking forward to feedback from the Community Plan questionnaire which may then form discussions as to how commuted sums might be used to enhance the building and facilities.</li> </ul>
	<b>RESOLVED:</b> That the report be welcomed.
<b>17.</b>	<b><u>Tockwith Village Hall:</u></b>
i)	<b>To receive a report from TWWPC representative on the Village Hall Management Committee</b>
	Cllr Blake circulated a written report prior to the meeting. <ul style="list-style-type: none"> <li>• The contractor will complete the work on the emergency doors on 27 May</li> <li>• The annual boiler service will take place on 25 May</li> <li>• Quotes are being obtained for bumper strips for the car park pillars and painting of the walls. Cllr Blake requested that Cllr Warneken obtain guidance on permitted colours as the wall is within the conservation area.</li> <li>• The door contractor has offered to remove the Village Hall sign and it is hoped a local volunteer signwriter will renovate the existing sign</li> </ul>

	<ul style="list-style-type: none"> <li>• Further repointing work is required to the entrance doorway</li> <li>• There is a large void where the tree has been removed in the garden and this will need to be filled in for safety reasons. A quote is being obtained.</li> <li>• The fire alarm sirens have been found to be non-compliant. Andrew Scott has been asked to undertake an assessment</li> <li>• The Village Hall Committee has two new volunteers</li> <li>• The next meeting of the VHMC will be on Monday 5 June.</li> </ul>
	<b>RESOLVED:</b> That the report be welcomed
<b>18.</b>	<b><u>Highways and Transport Matters:</u></b>
	<ul style="list-style-type: none"> <li>• Cllr Pearce gave a report on the 412 bus service. A meeting with other local parish councils took place on 26<sup>th</sup> April. Cllr Warneken is exploring the potential to reintroduce a Saturday service and ascertain how much the subsidy would be to make this viable. A meeting with Connexions is to be held in the coming weeks to discuss this.</li> <li>• Cllr Tomes reported that the Give Way sign is missing from the crossroads at York Road and Tockwith Lane. The Clerk said she would report this to Bilton-in-Ainsty with Bickerton PC. A 30mph speed sign is also missing on Fleet Lane. The Clerk said she would report this to Highways.</li> </ul>
<b>19.</b>	<b><u>Public Open Spaces</u></b>
<b>i)</b>	<b>To receive an update on allotments</b>
	<p>Cllr Pearce circulated a written report prior to the meeting.</p> <ul style="list-style-type: none"> <li>• All the excess rubbish from Church Row site was collected last week.</li> <li>• One plot at the Bridlepath has been given up. This is in the process of being re-let.</li> <li>• The Clerk undertook an allotment inspection on 11<sup>th</sup> May and noted that many of the plots had been improved.</li> </ul>
	<b>RESOLVED:</b> That the report be welcomed.
<b>20.</b>	<b><u>Future Footprints</u></b>
<b>i)</b>	<b>To receive a report from delegated Councillors Warneken, Marsh and Clark on the activities of the Climate Emergency Working Group (Future Footprints)</b>
	<p>Cllr Marsh reported that the OZEV Government Grant funding of 60% towards the electric vehicle charging points at the Sportsfield Trust had been approved. 40% is still expected to be provided by BP Pulse. Quotes are being obtained for car park lighting and options for funding are being explored.</p>
<b>21.</b>	<b><u>Parish Councillor Surgeries:</u></b>
<b>i)</b>	<b>To agree Councillor attendance at the next surgery on Saturday 3rd June</b>
	<b>RESOLVED:</b> That Cllrs Blake, McBride, Clark and Warneken attend the 3 <sup>rd</sup> June surgery.
<b>22.</b>	<b><u>Correspondence</u></b>
<b>i)</b>	To note list of correspondence received and circulated
	<b>RESOLVED:</b> That the correspondence be noted.

<b>23.</b>	<b><u>Media/Press releases:</u></b>
i)	<b>To consider any matters for press release or community news.</b>
	<b>RESOLVED:</b> That confirmation of the Kirk Lane TPO be included in the next Parish newsletter.
<b>24.</b>	<b><u>Next Meeting</u></b>
i)	<b>To receive any items for consideration at the next meeting</b>
	Cllr Corbett said that the results of the Community Plan survey would be released. Cllr Pearce requested that the PC consider the formation of a Tockwith Junior Council.
ii)	<b>To confirm the date for the next Parish Council meeting</b>
	<b>RESOLVED:</b> The next PC meeting will be held on Monday 26 June 2023 at Tockwith Village Hall.
	<b>With no further business, the Chairman declared the meeting closed at 20:21</b>

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