



Tockwith with Wilstrop Parish Council

North Yorkshire

www.tockwith.gov.uk

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

Minutes of the Ordinary Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held at 7pm on Monday 24 July 2023 at Tockwith Village Hall, 1 Marston Road, Tockwith, YO26 7PR.

Present: Cllr Arnold Warneken (Chairman), Cllr Ted Tomes, Cllr Alex Marsh, Cllr Graeme McBride, Cllr Kriston Wright, Cllr Ray Clark, Cllr Sue Corbett.

Cllr Sarah Pearce arrived at 19.19.

Apologies: Cllr Stuart McHenry, Cllr Simon Blake.

Guests: Ward Cllr Andy Paraskos

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

Three members of the public were in attendance.

MINUTES

44.	<u>Apologies:</u>
i)	To note any apologies received
	Apologies had been received from Cllrs Blake and McHenry
	To approve any reasons for absence submitted for consideration
ii)	RESOLVED: That the reasons for absence submitted by Cllrs Blake and McHenry be approved.
45.	<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.
ii)	To approve any dispensation requests received
	None.
46.	<u>Public Open Forum:</u>
	Two members of the public attended the meeting to raise a concern regarding works at 23A Fairfax Crescent to build a dog kennel and whether it could be used for dog breeding. This was considered by the Parish Council under agenda item 52iii.

47.	<u>County Councillor Reports:</u>		
i)	To receive reports from North Yorkshire County Councillors Warneken and Paraskos.		
	Cllr Paraskos advised that some garden waste bins were missed last week, but that if residents leave their bins out, the lorries usually collect the next day. Updates on rescheduled collections can also be found on the NYC website. Cllr Paraskos is meeting NYC Highways this week to discuss the list of outstanding highways issues in Tockwith that have still not been addressed.		
48.	<u>Minutes:</u>		
i)	To approve the minutes of the Ordinary Parish Council Meeting held 26th June 2023 as a true and accurate record of that meeting.		
	RESOLVED: That the minutes of the Ordinary Parish Council meeting held 26th June 2023 be approved as a true and accurate record of that meeting.		
ii)	To approve the minutes of the Allotments, POS and Playgrounds Committee Meeting held 18th July 2023 as a true and accurate record of that meeting.		
	RESOLVED: That the minutes of the Allotments, POS and Playgrounds Committee Meeting held 18 th July 2023 be approved as a true and accurate record of that meeting.		
49.	<u>Finance:</u>		
i)	To approve a bank reconciliation to 30/06/2023 (as evidenced by bank statement and ledger/cashbook).		
	RESOLVED: That the bank reconciliation to 30/06/2023 be approved. The PC's bank balance as at 30/06/2023 is £52,709.01		
ii)	To note receipts and payments against 2023-24 budget.		
	RESOLVED: That the receipts and payments against budget for 2023/2024 be noted.		
iii)	To consider the future garden waste collection at Cowthorpe Church		
	RESOLVED: That the annual garden waste licence of £87.00 be paid by the Parish Council going forward and the waste licence be transferred into the PC's ownership.		
iv)	To consider the set up of a standing order for the Clerk's wage payment		
	RESOLVED: That a standing order be set up for payment on the 26 th of each month.		
v)	To consider the reimbursement of costs for paper and printing		
	The Clerk advised the council that costs for printing had been calculated at 16p per sheet, including 1p for paper and that it was proposed that the PC be billed annually its usage. The Clerk confirmed that an average of 10 sheets of printed paper were produced per month.		
	RESOLVED: that the cost of 16p per sheet be approved and the PC be billed annually.		
vi)	To consider quotes for Parish Council insurance		
	The quotes had been obtained on 3 year LTA: Zurich at £1,435.09 per year, BHIB at £1,679.70 per year and Gallagher at £2,136.87.		
	RESOLVED: That the quote of £1,435.09 from Zurich be accepted.		
50.	<u>To approve payment of invoices as listed below:</u>		
	Payee:	Description of goods/services:	Total Value:
	Clerk/RFO	Salary & Expenses	£861.89
	Village Hall	Room Hire	£41.50

	Vision ICT	Annual website hosting	£300.00
	Receipts		
	Lloyd's Bank	Bank Interest	£33.37
	RESOLVED: That the invoices noted above be paid in full with immediate effect.		
51.	<u>Tockwith Parish Council Administration and Governance:</u>		
i)	To consider any requests for Parish Councillor training		
	No requests for training were received.		
	<i>Councillor Pearce arrived at 19.19.</i>		
ii)	To consider the formation of a young person's council		
	The Parish Council agreed that it would be useful to have a young person's council and that a young person could attend each Parish Council meeting at the start to bring back their findings. Tockwith Primary have been consulted. It was agreed that the word 'council' would be too formal and that a Young Person's Forum might be a better option. The forum would then work together with the Community Planning Group to help shape the development of the Parish and its facilities. Cllr Clark said he would like to oversee this, supported by a member of the Community Planning Group. Cllr Pearce volunteered to work with Cllr Clark on the project. It was suggested that a Terms of Reference be developed as a starting point. The Clerk agreed she would consult other councils and pull together a document for consideration.		
	RESOLVED: That Cllr Clark lead on the project, supported by Cllr Pearce and the Clerk compose a draft Terms of Reference.		
52.	<u>Planning:</u>		
i)	To consider planning applications received		
	ZC23/02549/FUL	Wood Grove, 63 Westfield Road	Two storey side extension and detached double garage
	Cllr Clark visited the applicant and their direct neighbours. It was confirmed that there had already been planning consent approved for a larger extension and this was going to be a smaller version. There were no objections or concerns from neighbours and no visibility issues from facing properties. Cllr Clark recommended there be no objections.		
	RESOLVED: That the Parish Council have no objections.		
	ZC23/02547/FUL	146 Prince Rupert Drive	Single storey rear extension
	Cllr Wright visited the applicant and the direct neighbours. There were no objections to the application. Cllr Wright recommended there be no objections from the Parish Council.		
	RESOLVED: That the Parish Council have no objections.		
	ZC23/02628/FUL	Cromwell House, 45 Marston Road	Ancillary outbuilding to main dwelling to accommodate caravan and garden maintenance equipment.
	Cllr Clark said he had not been able to access the NYC Portal to check the plans. Cllr McBride said he had checked the plans and that the outbuilding would be at the rear of the property and could not be seen from the road. Cllr Clark said he would visit the neighbours, and providing there were no objections, recommended the PC put forward no objection.		
	RESOLVED: That the PC have no objection subject to neighbour approval.		

ii)	To note all planning decisions received		
	ZC23/02031/FUL	Folly Cottage, Westfield Lane	Replacement of Chimney pots
	NYC Planning Decision: Approved		
iii)	To consider any planning enforcement related matters		
	Standing orders were suspended for the next item.		
	<p>An NYC planning complaint had been received by the PC regarding a potential breach of planning at 23A Fairfax Crescent (23/00202/PR15) where foundations have been laid for a dog kennel. Cllr Warneken confirmed that he had visited the house and the two neighbours. Whilst the new occupant does have dogs, there is nothing to suggest at present that this will be used for dog breeding. A change of use application would need to be made if this were the case, and it is unlikely that such a facility would be permitted given the proximity of neighbouring properties and the potential noise nuisance.</p>		
	RESOLVED: That the above complaint be noted.		
iv)	To consider any other planning matters		
a)	To consider a request for signage to the converted chapel burial ground		
	<p>A request had been received from a resident to request signage for the converted chapel. It was advised that there is access to the small burial ground via access at the right side of the chapel. It was considered that people with family in the burial ground would already be aware of the location and that signage was not appropriate for a private property or a conservation area. It was recommended that the site be included on the map of the village which is being developed by the Community Planning Group.</p>		
	RESOLVED: That the burial ground be included on the community map.		
53.	<u>Public Open Spaces</u>		
l)	To receive an update on the allotments		
	<p>The Clerk confirmed that she had recently undertake an inspection with no issues found. All rents are paid up to date and there are no vacant allotments.</p>		
	Other issues		
	<p>Cllr McHenery had reported that the most northern pole of the suspended log walk at Marston Road had become loose in its foundations during his most recent playground inspection. Cllr Tomes said he would take a look to see whether the pole had become rotten or could be reaffixed in its foundations.</p>		
54.	<u>Community Plan Working Group (CPWG)</u>		
i)	To receive an update from the CPWG		
	<p>Cllr Corbett circulated a report prior to the meeting. The Working Party met on 1st July and looked at the data from the questionnaire. A report has been compiled and distributed via various digital and physical channels in the Parish. Relevant sections have been passed on to the Parish Council, the Church, the Village Hall and the Sportsfield. The creation of a youth forum is considered a priority to ensure that teens in particular are consulted. Cllr Corbett is liaising with residents in the Parish to pull together a volunteer group for litter picking. The group is looking at a community bus and movable café. Village heritage and green initiatives are important to residents and this information has been passed on to Future Footprints. When initial investigations have concluded, the working party intends to meet to discuss how things can progress. This might take the form of forums, an additional questionnaire, or targeted meetings. The monthly PC surgeries could have a theme inviting the public to come to discuss specific topics and professionals could be invited.</p>		

55.	<u>Tockwith Sportsfield Trust:</u>
i)	To receive a report from TWWPC representative on Tockwith Sportsfield Trust
	A written report had been circulated prior to the meeting. The grant to BIFFA for the multi-use games area was unsuccessful. Biffa reported that competition had been strong, and it did not feel the application was a priority for the limited funding available. The Sportsfield AGM is taking place at 8.30pm on 24 th July and this will be followed by a regular meeting to discuss the MUGA, commuted sums and potential projects. The Community Plan results will also be discussed.
	RESOLVED: That the report be welcomed.
56.	<u>Tockwith Village Hall:</u>
i)	To receive a report from TWWPC representative on the Village Hall Management Committee (Cllr Blake)
	Cllr Blake circulated a report prior to the meeting: <ul style="list-style-type: none"> • A date is still being awaited from the joiner for the installation of the new emergency doors. • Specifications have been put together for the car park wall, damaged roof tiles, soffits, guttering and repointing and quotes are being obtained. • Quotes are being obtained for garden works and the electrical works required from the fire safety checks. • A local tradesman has offered to make a new sign. Quotes are being obtained for the removal of the old sign and affixing of new. • There is a new Facebook Group for the Village Hall and a new member of the VHMC is marketing the hall and looking at grant funding for improvements.
	RESOLVED: That the report be welcomed
57.	<u>Highways and Transport Matters:</u>
i)	To agree responses to the NYC Local Transport Plan survey
	Cllrs reviewed the questions. It was considered that most of the questions had been answered by residents as part of the Community Plan survey. Cllr McBride said he would complete the survey using the feedback received from the public.
	RESOLVED: That Cllr McBride respond to the survey.
ii)	To receive an update on the Marston Road VAS
	The Clerk advised that sign manufacture would be completed w/c 4th September with installation in the weeks following.
iii)	To receive an update on the 412 bus service
	Cllr Clark confirmed that he had spoken to Connexions by phone. The cost to run the service on a Saturday would be £400 per day. Discussions are ongoing.
iv)	To consider a complaint regarding the verge on Fleet Lane/Town End View
	There had been complaints received from two residents regarding the verge. Firstly, that it has not been reinstated to its original width and that the dropped kerb and tactile paving have been set too far back. A second resident has said that the tactile paving should be removed as it gives visually impaired people an indication of a safe place to cross. This entrance is close to a blind bend and is not safe. Cllr Andy Paraskos had been contacted and has been asked to speak to Highways. It was recommended that the PC ask NYC planning enforcement to visit the site to investigate whether it is compliant.

	RESOLVED: That the PC submit a visit request to Planning Enforcement.
v)	To consider other highways and signage complaints
	Cllr Tomes said no progress had been made on resolving the long-standing issues which had been reported to highways over the last 12 months. It had been confirmed earlier in the meeting that Cllr Paraskos was meeting with Highways to discuss the lack of action taken.
58.	<u>Future Footprints</u>
i)	To receive an update on the EV Charging Points at Tockwith Sportsfield Trust
	The Clerk advised that no money had been received from OZEV and that she would continue to chase. Cllr Marsh confirmed that BP won't commence any work until the funding has been received.
ii)	To receive a report from delegated Councillors Warneken, Marsh and Clark on the activities of the Climate Emergency Working Group (Future Footprints)
	Cllr Marsh said there had not been a Future Footprints meeting since the last PC meeting. Adrian Ray has resigned as Chair of the group. The next meeting is on Wednesday 26th July.
59.	<u>Parish Councillor Surgeries:</u>
i)	To consider any issues raised at PC surgeries
	One attendee had visited the July surgery. A number of issues had been reported, all of which are already being investigated by the PC, NYC Planning, NYC Highways or the Ward Councillors.
ii)	To agree Councillor attendance at the next surgery on Saturday 5th August
	Cllrs Warneken, Clark and Wright confirmed their availability.
	RESOLVED: That Cllrs Warneken, Clark and Wright attend the August surgery.
iii)	To consider the date and location for the November surgery
	The Bowls Club and the Church were suggested as alternative locations as the hall is not available. Cllrs confirmed that the Sportsfield car park is very busy on a Saturday morning and that the church would be a better location. It was agreed that the Clerk would contact Deryck Wilson to check availability at the church.
60.	<u>Correspondence</u>
i)	To note list of correspondence received and circulated
	RESOLVED: That the correspondence be noted.
61.	<u>Media/Press releases:</u>
i)	To consider any matters for press release or community news.
	Two items were suggested: the report on Community Plan and the installation of the third VAS on Marston Road in September.
	RESOLVED: That the above items be included in the Community Newsletter
62.	<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
	It was advised that the next meeting would fall on the August Bank Holiday Monday and an alternative date was recommended. Cllrs proposed Wednesday 23 rd August. The Clerk said she would check availability at the Village Hall.

With no further business the Chairman declared the meeting closed at 20:16.

Signed _____ Date _____