



---

# Tockwith with Wilstrop Parish Council

## North Yorkshire

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

Clerk email: [parish.clerk@tockwith.gov.uk](mailto:parish.clerk@tockwith.gov.uk)

---

Draft Minutes of the Ordinary Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held at 7pm on Monday 25 September 2023 at Tockwith Village Hall, 1 Marston Road, Tockwith, YO26 7PR.

**To be approved at the ordinary meeting TWWPC on Monday 23 October 2023.**

**Present:** Cllr Arnold Warneken (Chairman), Cllr Ted Tomes, Cllr Alex Marsh, Cllr Ray Clark, Cllr Sue Corbett, Cllr Simon Blake, Cllr Stuart McHenery, Cllr Sarah Pearce, Cllr Graeme McBride, Cllr Kriston Wright.

**Apologies:** None.

**Guests:** Ward Cllr Andy Paraskos

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

Three members of the public were in attendance.

---

### DRAFT MINUTES

<b>82.</b>	<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>83.</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> Cllrs Warneken and Marsh declared an interest in item 90i – Planning Application ZC23/03330/FUL - 1 Goosemoor Cottages, War Field Lane, Cowthorpe due to being a neighbour. <b>RESOLVED:</b> That the interests be noted.
ii)	<b>To approve any dispensation requests received</b> No dispensations were requested.
<b>84.</b>	<b><u>Public Open Forum:</u></b>

One member of public raised a complaint regarding the pavement between the Plane Memorial and Ralph Garth as it is now overgrown and is almost non-existent as a footpath. Cllr Paraskos apologised on behalf of NYC and said that it may have been missed off the list when HBC handed the maintenance over to NYC. Cllr Clark offered to clear the footpath and Cllrs Warneken and McBride offered to assist.

**85. County Councillor Reports:**

**i) To receive reports from North Yorkshire County Councillors Warneken and Paraskos.**

Cllr Paraskos was pleased to announce that Locality Funding had been awarded to Tockwith Players for an audio system and that money has also been donated to the Tockwith Community Hub. Cllrs Paraskos and Warneken have also given funding to Wetherby Food Bank. The ongoing issues with Highways Area 6 were raised. Cllr Paraskos reported that four other PCs also have concerns about the lack of responses and progress made by Highways. Cllr Paraskos said he would arrange a meeting between the four Parish Councils and Melisa Burnham, the Area Manager.

**86. Minutes:**

**i) To approve the minutes of the Ordinary Parish Council Meeting held 22<sup>nd</sup> August 2023 as a true and accurate record of that meeting.**

**RESOLVED:** That the minutes of the Ordinary Parish Council meeting held 22<sup>nd</sup> August 2023 be approved as a true and accurate record of that meeting.

**87. Finance:**

**i) To approve a bank reconciliation to 31/08/2023 (as evidenced by bank statement and ledger/cashbook).**

**RESOLVED:** That the bank reconciliation to 31/08/2023 be approved. The PC's bank balance as at 31/08/2023 is £79,764.73

**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 receive an update on S106 commuted sums**

The updated S106 report had been circulated prior to the meeting. Cllr Warneken requested that any questions be sent to the Clerk.

**RESOLVED:** That the report be welcomed.

**88. To approve payment of invoices as listed below:**

Payee:	Description of goods/services:	Total Value:
Clerk/RFO	Salary & Expenses	£869.51
HMRC	PAYE Q2	£741.72
Village Hall	Room Hire	£41.50
Streetscape	Log Walk removal – Marston Road	£450.00
Yorkshire Green Team	Marston Road Playground Grass Cutting	£120.00
NYC	Annual Playground Inspections	£223.20
Sure Build Ltd	Stone flag replacement – Marston Road Play Area	£95.00

	<b>Receipts</b>		
	Lloyd's Bank	Bank Interest	£43.62
	Northern Powergrid	Wayleave	£3.72
	<b>RESOLVED:</b> That the invoices noted above be paid in full with immediate effect.		
<b>89.</b>	<b><u>Tockwith Parish Council Administration and Governance:</u></b>		
<b>i)</b>	<b>To consider any requests for Parish Councillor training</b>		
	<p>Cllr Marsh gave an overview of the 'Radical Adaptation for Parish &amp; Town Councillors: Creating Green and Resilient Communities' online course held by Black Mountains College. There is currently a 2 for 3 delegate offer at a cost of £150. Cllrs Marsh and Clark said they would like to attend and it was suggested that the third place be offered to a member of Future Footprints. Cllr Corbett and Clark asked to attend the NALC Empowering Young Voices in the Community online course at a cost of £32.68+VAT per ticket when paid by card. The Clerk said there was £300 left in the 2023-24 training budget to cover the cost of the above courses.</p>		
	<b>RESOLVED:</b> That the above requests for training be approved.		
<b>ii)</b>	<b>To consider the creation of a Parish Council Facebook page</b>		
	<p>It was proposed that a Parish Council Facebook page be setup to share information only with comments switched off. The Clerk offered to set the account up and be the admin.</p>		
	<b>RESOLVED:</b> That the Parish Council create a Facebook page.		
<b>90.</b>	<b><u>Planning:</u></b>		
<b>i)</b>	<b>To consider planning applications received</b>		
	<b>ZC23/03330/FUL</b>	<b>1 Goosemoor Cottages, War Field Lane, Cowthorpe</b>	<b>Change of Use of residential annexe into Holiday Let.</b>
	<p>Cllr Wright confirmed that he had visited the site but was not able to gain access to the gated property. It was noted that the property is on a single track road with no passing points. Cllrs Warneken and Marsh had been consulted as neighbours and raised a concern about the fenestration which would open directly on to their land where there are farm animals. Concerns were also raised about tourists speeding on the single track road.</p>		
	<b>RESOLVED:</b> That the Parish Council does not object to or support the application but wishes to seek safeguards that the fenestration and traffic issues will be considered by the Planning Officers.		
<b>ii)</b>	<b>ZC23/03407/PBR</b>	<b>Manor Farm, Oak Road, Cowthorpe</b>	<b>Change of use and alteration of barn to form 1no. dwellinghouse (revised scheme)</b>
	<p>It was reported that a wildlife survey had now been undertaken and measures had been put in place for its protection.</p>		
	<b>RESOLVED:</b> That the Parish Council have no objections.		
<b>ii)</b>	<b>To note all planning decisions received</b>		
<b>A</b>	<b>ZC23/02628/FUL</b>	<b>Cromwell House 45 Marston Road</b>	<b>Ancillary outbuilding to main dwelling to accommodate caravan and garden maintenance equipment.</b>
	<b>NYC Planning Decision: Approved.</b>		
	<b>RESOLVED:</b> That the above planning approval be noted.		

<b>b</b>	<b>ZC23/02549/FUL</b>	<b>Wood Grove, 63 Westfield Road</b>	<b>Two storey side extension and detached double garage.</b>
<b>NYC Planning Decision: Approved.</b>			
<b>RESOLVED:</b> That the above planning approval be noted.			
<b>c</b>	<b>ZC23/02783/DVCON</b>	<b>Broad Oak Farmhouse, Tockwith</b>	<b>Application for removal of condition 3 of Planning Permission 15/04023/FUL - Erection of mixed use building to include agricultural store, workshop and cider making process (Revised Scheme).</b>
<b>NYC Planning Decision: Approved.</b>			
The Parish Council raised concerns as to why its comments submitted on 25 <sup>th</sup> August regarding increased traffic to the site had not been addressed by Planning.			
<b>RESOLVED:</b> That Planning be contacted to gain further information.			
<b>d</b>	<b>ZC23/02924/FUL</b>	<b>Unit 86, Marston Business Park</b>	<b>Single storey side extension.</b>
<b>NYC Planning Decision: Approved.</b>			
<b>RESOLVED:</b> That the above planning approval be noted.			
<b>iii)</b>	<b>To consider any planning enforcement related matters</b>		
	None.		
<b>iv)</b>	<b>To consider any other planning matters</b>		
<b>a)</b>	<b>To consider the landscaping plans at the Church Farm development</b>		
A concern had been raised at a PC Surgery regarding the roadside dyke alongside which there is a long area of concrete with no barriers to prevent children from falling in. A large slab of concrete with protruding stanchions has also been left on the site. It was proposed that Mulgrave be contacted directly and asked to address the issues. Cllr Warneken said he would supply contact details.			
<b>RESOLVED:</b> That Mulgrave be contacted and asked to address the above issues.			
<b>91.</b>	<b><u>Public Open Spaces</u></b>		
<b>i)</b>	<b>To consider quotes for additional play equipment at PRD</b>		
Members of the POS, Allotments and Playgrounds committee met at 6pm to review the quotes under item 20ii. It was agreed that some amendments would need to be requested before revised quotes could be considered at the next meeting of the committee.			
<b>ii)</b>	<b>To consider the maintenance of Westfield Green</b>		
This was considered at the POS, Allotments and Playgrounds committee meeting at 6pm under item 19i.			
<b>92.</b>	<b><u>Community Plan Working Group (CPWG)</u></b>		
<b>i)</b>	<b>To receive an update from the CPWG</b>		

	<p>Cllr Corbett circulated a written report prior to the meeting.</p> <ul style="list-style-type: none"> <li>• Cllr Pearce is planning to hold a youth forum in the Village Hall.</li> <li>• Following conversations with the founders of the Wetherby Wombles, a scheme is soon to be launched to address litter.</li> <li>• The group is also doing some research into a Community Bus to run alongside current bus provision and potentially for private hire.</li> <li>• There is soon to be a forum in the Village Hall to discuss the café / coffee shop idea</li> <li>• The Sportsfield Trust are moving forward with the MUGA</li> <li>• Village signage and maps around the village are being explored</li> <li>• Future Footprints have taken on some of the green issues from the plan and intend to focus their Agenda on these items this year</li> <li>• A member has started to put together a framework for a plan</li> <li>• The next meeting will be an AGM to make the group more formal should it need to start applying for grants. A constitution has been developed and a member has volunteered to be data controller.</li> </ul>
	<b>RESOLVED:</b> That the report be welcomed.
<b>ii)</b>	<b>To consider a sundries budget of £100 for a Youth Forum brainstorming day</b>
	The Clerk confirmed there was £2,000 in the 2023-24 budget for Community Plan Activities.
	<b>RESOLVED:</b> That £100 be approved.
<b>iii)</b>	<b>To consider information boards to be placed around the village and related costs</b>
	Cllr Pearce asked whether the Parish Council would consider funding information boards to be placed around the Parish. The PC agreed it would consider this as part of the 2024-25 budget planning if quotes could be obtained.
	<b>RESOLVED:</b> That costs for information boards be considered for inclusion in the 2024-25 budget planning.
<b>93.</b>	<b><u>Tockwith Sportsfield Trust:</u></b>
<b>i)</b>	<b>To receive a report from TWWPC representative on Tockwith Sportsfield Trust</b>
	The trust has not met since the last PC meeting. The trust will hold a meeting at 8.30pm on 25 September.
<b>94.</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>
	Cllr Blake confirmed that the VHMC had not met in September and that their next meeting will be in the first week of October. Secom have reported remedial work required on the emergency lighting. The costs for this will need to be considered at the next PC meeting.
<b>95.</b>	<b><u>Highways and Transport Matters:</u></b>
<b>i)</b>	<b>To consider streets for inclusion in a 20mph zone</b>
	Cllr Tomes had circulated a proposal for the streets be included in the zone. Cllr Warneken said it was important that the PC engaged with the schools, parents and public services such as surgeries and sports grounds to gain support. It was suggested that Marston Road as far as Kendal Lane be included in the plan and Cllr Tomes requested input for roads in Cowthorpe. It was suggested that Cllr Tomes create a map of the start and end points for the 20mph zones and this be circulated to the Parish Council for consideration at the next PC meeting. Cllr McHenery said that he had a street map that he could provide.
<b>ii)</b>	<b>To receive an update on the 412 bus service</b>

	Cllr Warneken reported that a Saturday service will be included in the April 2024 tender.
iii)	<b>To consider other highways and signage complaints</b>
	Cllr Warneken reported that he had undertaken a road trip with officers from Area 6 and that gateway signs have been discussed. Locations will be determined by Highways but the PC will have to provide funding. Cllr Warneken has met with MP Keir Mather to discuss Highways regulations with an offer to meet the Parish Councils. Cllr Warneken suggested it would be a good idea for a collective of local Parish Councils to meet the MP at the same session.
96.	<b><u>Future Footprints</u></b>
	<a href="#">The following item was brought forward to be considered after item 95ii. Cllr Corbett left the meeting following agenda item 96i at 8.25pm.</a>
i)	<b>To receive an update on the installation of EV chargers.</b>
	Cllr Marsh, the Clerk and Andy Dyason held an online meeting with BP Pulse to discuss any final queries. The Sportsfield Trust are expected to approve a letter from the PC to indemnify it from any costs relating to accidental damage and final decommissioning of the chargepoints.
ii)	<b>To receive a report from delegated Councillors Warneken, Marsh and Clark on the activities of the Climate Emergency Working Group (Future Footprints)</b>
	Cllr Marsh reported that there had been no meeting of Future Footprints since the last PC meeting. The next meeting will be on 4 <sup>th</sup> October to plan tree planting.
97.	<b><u>Parish Councillor Surgeries:</u></b>
i)	<b>To consider any issues raised at PC surgeries</b>
	It was reported that two people attended the September surgery and that there were no issues for the PC's consideration.
ii)	<b>To agree Councillor attendance at the next surgery on Saturday 7<sup>th</sup> October</b>
	Cllrs McBride, Pearce and Tomes confirmed their availability.
	<b>RESOLVED:</b> That Cllrs McBride, Pearce and Tomes attend the October surgery.
98.	<b><u>Correspondence</u></b>
i)	<b>To note list of correspondence received and circulated</b>
	<b>RESOLVED:</b> That the correspondence be noted.
99.	<b><u>Media/Press releases:</u></b>
i)	<b>To consider any matters for press release or community news.</b>
	<b>RESOLVED:</b> It was requested that an update be included on the street proposal for the 20mph zone.
100.	<b><u>Next Meeting</u></b>
i)	<b>To receive any items for consideration at the next meeting</b>
	None. Cllr Pearce gave her apologies for absence.
ii)	<b>To confirm the date for the next Parish Council meeting</b>
	<b>RESOLVED:</b> The next meeting will be on Monday 23 <sup>rd</sup> October at Tockwith Village Hall.
	<b>With no further business, the Chairman declared the meeting closed at 20:40</b>