



# Tockwith with Wilstrop Parish Council North Yorkshire

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

**Minutes of the Ordinary Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held at 7pm on Monday 23 October 2023 at Tockwith Village Hall, 1 Marston Road, Tockwith, YO26 7PR.**

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

**Apologies:** Cllr Sarah Pearce, Cllr Stuart McHenery, Cllr Ray Clark.

**Guests:** Ward Cllr Andy Paraskos

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

One member of the public was in attendance.

## MINUTES

101.	<b><u>Apologies:</u></b>
i)	<b>To note any apologies received</b>
	Apologies had been received from Cllrs Pearce, McHenery and Clark.
ii)	<b>To approve any reasons for absence submitted for consideration</b>
	<b>RESOLVED:</b> That the reasons for absence submitted by Cllrs Pearce, McHenery and Clark be approved.
102.	<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.
ii)	<b>To approve any dispensation requests received</b>
	None.
103.	<b><u>Public Open Forum:</u></b>
	One member of the public attended the meeting to answer any questions regarding planning application ZC23/03571/FUL – Montagu House.
104.	<b><u>County Councillor Reports:</u></b>
i)	<b>To receive reports from North Yorkshire County Councillors Warneken and Paraskos.</b>
	Cllr Paraskos said that submissions are now being received for the Local Plan consultation. Cllr McBride said that the footpath on Marston Road still remains very narrow because of

	overgrown vegetation. Cllr Paraskos said he would chase up the NYC Grass Maintenance Team.		
<b>105.</b>	<b><u>Minutes:</u></b>		
<b>i)</b>	<b>To approve the minutes of the Ordinary Parish Council Meeting held 25 September 2023 as a true and accurate record of that meeting.</b>		
	<b>RESOLVED:</b> That the minutes of the Ordinary Parish Council meeting held 25 September 2023 be approved as a true and accurate record of that meeting.		
<b>ii)</b>	<b>To approve the minutes of the Allotments, POS and Playgrounds Committee meeting held 25 September 2023 as a true and accurate record of that meeting.</b>		
	<b>RESOLVED:</b> That the minutes of the Allotments, POS and Playgrounds Committee meeting held 25 September 2023 be approved as a true and accurate record of that meeting.		
<b>106.</b>	<b><u>Finance:</u></b>		
<b>i)</b>	<b>To approve a bank reconciliation to 30/09/2023 (as evidenced by bank statement and ledger/cashbook).</b>		
	<b>RESOLVED:</b> That the bank reconciliation to 30/09/2023 be approved. The PC's bank balance as at 01/10/2023 is £		
<b>ii)</b>	<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>iii)</b>	<b>To receive any projects/costs for inclusion in the 2024-25 draft budget.</b>		
	The following items were proposed for consideration at the November Finance Committee meeting: white gateway signs for the two entrances to the village at £1,600 per pair plus one for each entrance to Cowthorpe, the cost of two information boards and a new Tockwith noticeboard (costs to be determined). Cllr Blake also informed the PC that additional budget would need to be included for Village Hall maintenance.		
	<b>RESOLVED:</b> That the above projects and costs be put forward for consideration at the Finance Committee meeting.		
<b>iv)</b>	<b>To consider a donation request from the Citizen's Advice Bureau</b>		
	A request had been received from CAB for a donation towards its work. In the Harrogate district in 2022-2023 CAB helped 2,784 individuals with 13,356 problems. In the Tockwith and Wilstrop Parish, CAB helped 21 people. The Clerk advised the PC that there is £1,500 available in the budget for S137 grants and donations. A donation of £200 was proposed with a further review at the financial year end.		
	<b>RESOLVED:</b> That a donation of £200 to CAB be agreed.		
<b>107.</b>	<b><u>To approve payment of invoices as listed below:</u></b>		
	<b>Payee:</b>	<b>Description of goods/services:</b>	<b>Total Value:</b>
	Clerk/RFO	Salary & Expenses	£854.69
	Village Hall	Room Hire	£41.50
	PWLB	Loan Repayment	£3,791.93
	SWARCO	Vehicle Activated Sign	£4,215.00
	Black Mountains College	Green & Resilient Communities Course	£150.00
	Sarah Pearce	Consumables- Young Person's Forum	£69.03

	Sue Corbett	Empowering Young People Course	£39.22
	<b>Receipts</b>		
	Lloyd's Bank	Bank Interest	£73.24
	NYC	H2 Precept	£22,385.00
	<b>RESOLVED:</b> That the invoices noted above be paid in full with immediate effect.		
<b>108.</b>	<b><u>Tockwith Parish Council Administration and Governance:</u></b>		
<b>i)</b>	<b>To consider alternative dates for the December Parish Council meeting</b>		
	The Clerk circulated a number of possible dates in the second and third week of December for consideration.		
	<b>RESOLVED:</b> That the December Parish Council meeting be held on Wednesday 13 <sup>th</sup> December 2023.		
<b>ii)</b>	<b>To confirm the dates for the 2024 meetings</b>		
	The Clerk circulated a list of dates for the 2024 meetings. Mondays in the fourth week of the month in May and August fall on Bank Holidays and the December meeting will occur on 23 <sup>rd</sup> December. The Clerk had checked Village Hall availability and it was found that the hall was free on the fourth Wednesday in the months of May and August and the third Wednesday in the month of December.		
	<b>RESOLVED:</b> That the following dates be confirmed for the 2024 Parish Council meetings: Monday 22 <sup>nd</sup> January, Monday 26 <sup>th</sup> February, Monday 25 <sup>th</sup> March, Monday 22 <sup>nd</sup> April, Wednesday 29 <sup>th</sup> May, Monday 24 <sup>th</sup> June, Monday 22 <sup>nd</sup> July, Wednesday 28 <sup>th</sup> August, Monday 23 <sup>rd</sup> September, Monday 28 <sup>th</sup> October, Monday 25 <sup>th</sup> November, Wednesday 18 <sup>th</sup> December.		
<b>iii)</b>	<b>To consider any requests for Parish Councillor training</b>		
	None.		
<b>109.</b>	<b><u>Planning:</u></b>		
<b>i)</b>	<b>To consider planning applications received</b>		
	<b>ZC23/03521/FUL</b>	<b>Trevene, 13 Kirk Lane</b>	<b>Modifications to existing dormer bungalow including side extension, replacement and additional dormers, fenestration alterations and rendering of the property</b>
	Cllr Tomes confirmed that he had reviewed the application and had spoken to the neighbours. It was recommended there be no objection.		
	<b>RESOLVED:</b> That there be no objection to the above planning application.		
	<a href="#">Standing orders were suspended for the following item.</a>		
<b>ii)</b>	<b>ZC23/03571/FUL</b>	<b>Montagu House, 7 Marston Road</b>	<b>Demolition of outbuilding, minor alterations to dwelling, conversion of attached barn to additional accommodation, conversion of outbuilding to ancillary accommodation/garaging/storage, construction of hot tub enclosure, reroofing of detached outbuilding and various landscaping works.</b>

	Cllr Clark had submitted a written report prior to the meeting. The neighbours had been consulted and both were in favour of the application. A concern was raised regarding the style of garage door which could be more in keeping with the era in which the property was originally built.		
	<b>RESOLVED:</b> That the PC support the application with a comment regarding the garage door.		
iii)	<b>ZC23/02534/FUL</b>	<b>Littlefield, Blind Lane</b>	<b>Two detached new build residential properties.</b>
	Cllrs Warneken and McBride reviewed the application. It was noted that the site was already quite densely built upon and has a narrow junction with poor visibility. It was recommended that the PC neither support nor object the application but raise a concern about the increase of vehicles using the junction and the possible risk to road safety.		
	<b>RESOLVED:</b> That the PC neither support nor objection to the above application.		
iv)	<b>ZC23/03757/PND</b>	<b>Manor Farm, Oak Road, Cowthorpe</b>	<b>Brick outbuilding over a culvert to be demolished</b>
	Cllr Warneken review the above application. A concrete carport was erected over the culvert which caused it to fracture. Ainsty Drainage Board has visited the site and it has been advised that the neighbours are now experiencing damp problems. Cllr Warneken said the building above the culvert is already partly demolished and is unsafe. It was recommended that the Parish Council have no objections.		
	<b>RESOLVED:</b> That there be no objections to the above application.		
iv)	<b>To note all planning decisions received</b>		
	<b>22/03457/FUL</b>	<b>Spruce And Hawe Ltd, Blind Lane</b>	<b>Erection of a new building providing 6 no. 90m2 unheated units (use Class B2, B8)</b>
	<b>RESOLVED:</b> That the above decision be noted.		
v)	<b>To consider any planning enforcement related matters</b>		
	Cllr Warneken expressed concerns regarding 5 The Green on Warfield Lane, Cowthorpe where a structure has appeared which is likely to be a garden office. Cllr Paraskos said he would check whether this has been allowed under permitted development.		
vi)	<b>To consider any other planning matters</b>		
	<ul style="list-style-type: none"> <li>Cllr Warneken met with Ainsty Drainage Board at the Church Farm site. It will write to Mulgrave Developments regarding some of the drainage issues.</li> <li>Cllr Wright reported that Evans Homes has erected a no fly tipping sign at the Regency Place development, but that most of the rubbish appears to be from the developers. Cllr Wright said he would submit photographs to the Clerk so that Evans could be contacted.</li> </ul>		
<b>110.</b>	<b><u>Public Open Spaces</u></b>		
i)	<b>To consider quotes for additional play equipment at PRD</b>		
	The quote from Streetscape had been revised as agreed at the POS, Allotments and Playgrounds Committee on 23 <sup>rd</sup> September. The proposal now includes recycled plastic picnic seating and play panels designed for older children. The total quote is £12,700. It was recommended this to be submitted to NYC.		
	<b>RESOLVED:</b> That the revised proposal from Streetscape be approved and submitted to NYC for their consideration in respect of S106 monies.		
ii)	<b>To consider quotes for the maintenance of Westfield Green</b>		
	A quote had been received from a new contractor for £300 for a final mow of both areas before the end of the season. It had been noted that the incumbent contractor had attended the site at the weekend with no prior communication after several months of neglecting the site. It was recommended that the current one-year contract be cancelled, and the final mow be		

	undertaken by a new contractor at a cost of £300. The Clerk advised the PC that Cllr Pearce had drawn up a draft specification for the 2024-25 contract and that once approved, the PC would go out to tender for a new contractor.
	<b>RESOLVED:</b> That the quote of £300 be approved and that the PC tender for a new 2024-25 contractor following the approval of the new specification.
<b>111.</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 report prior to the meeting:</p> <ul style="list-style-type: none"> <li>• The group held its first AGM at the beginning of October when officers were elected and a constitution adopted. This is in preparation for dealing with grants and finance should the need arise.</li> <li>• Cllr Pearce organised a Youth Forum at the beginning of the month. Unfortunately, this was very poorly attended. However, the four people who did attend were able to give a lot of input into the wants and needs of young people. A young person's digital survey is being developed which will hopefully bring in more feedback.</li> <li>• Tockwith Primary School has formed their school council and members have been given their first task linking with Tockwith Together to come up with a name for the litter picking group.</li> <li>• The CPWG is doing some research into a community bus to run alongside current bus provision and potentially for private hire.</li> <li>• On Wednesday 25 October at 7pm in the Village Hall there will be a second forum to discuss the café / coffee shop idea. A mailing group has been formed of the people who came to the first forum and those who have since sent comments. The intention is to move original ideas forward and gather a group who will take this on as a project.</li> <li>• MP Keir Mather has been contacted and is considering holding a surgery in Tockwith.</li> <li>• Village information and signage boards have been discussed and Cllr Pearce is gathering ideas. The group members are visiting places where signposts work well.</li> <li>• Chris Evanson has offered to start pulling together a Community Plan. He has recruited two members of the team, and they are busy writing various sections which will be brought to the next meeting in December. According to his framework, the plan should be ready for early Summer 2024.</li> </ul>
	<b>RESOLVED:</b> That the report be welcomed.
<b>112.</b>	<b><u>Tockwith Sportsfield Trust:</u></b>
<b>i)</b>	<b>To receive a report from TWWPC representative on Tockwith Sportsfield Trust</b>
	<p>Cllr Corbett circulated a report prior to the meeting.</p> <ul style="list-style-type: none"> <li>• At the last Sportsfield Trust meeting it was decided that an amount of \$106 monies dedicated to the Sportsfield would be spent on the MUGA. This will require planning permission.</li> <li>• The Sportsfield Trust discussed registering for their own VAT and have decided not to do this as it would mean charging VAT on rentals and hire.</li> <li>• The Trust is currently trying to encourage usage of the building and is in discussion with the Village Hall about a joint booking system. They are also pursuing other areas where links would be beneficial.</li> <li>• The BP Pulse contract for the EV charging points has now been agreed with the trust having no responsibility or liability for these.</li> </ul>

	<ul style="list-style-type: none"> <li>The Trust discussed the idea of the café being sited in the sports hall and were not averse to this if it was revealed to be the preferred place.</li> </ul>
	<b>RESOLVED:</b> That the report be welcomed.
<b>113.</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 (Cllr Blake)</b> Cllr Blake circulated a report prior to the meeting. <ul style="list-style-type: none"> <li>The emergency doors are now being fitted on Monday 30th October.</li> <li>Designs for the new Village Hall sign have been circulated for feedback. The VHMC sees the replacement of the old sign as a priority as it is now very damaged</li> <li>The VHMC is still trying to obtain quotes for other outstanding maintenance issues</li> <li>The VHMC have started to explore the addition of an extension using its S106 funds and initial designs have been circulated to the PC.</li> </ul>
	<b>RESOLVED:</b> That the report be welcomed.
<b>ii)</b>	<b>To consider a quote of £1,080.00 for remedial works to the emergency lighting system.</b> It was considered that the quote of £1,080.00 was an unplanned cost which was expensive and that further quotes should be obtained for comparison. Cllr Warneken asked if PIR lighting could be looked at for the toilets and LED lights for the main rooms as there is funding available in the Shared Prosperity Fund. Cllr Blake said he would pass the information on to the relevant members of the VHMC.
	<b>RESOLVED:</b> That further quotes be obtained for the emergency lighting system.
<b>114.</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 said he had met with Chris Blackburn from Area 6 Highways and that Kirk Lane would certainly be considered for 20mph as NYC's priority is around schools. An NYC engineer is now undertaking a review as any change would have to go through the legal process of introducing a TRO (Traffic Regulation Order). A traffic survey on Southfield Lane is still being awaited. Cllr Tomes said he had liaised with representatives from the school, doctors' surgery and the church and that all would support a 20mph zone. A map of the proposed streets will be presented at the November Parish Council meeting.
	<b>RESOLVED:</b> That a map of the proposed streets be considered at November meeting of the PC.
<b>ii)</b>	<b>To consider other highways and signage complaints</b> Cllr Tomes said he had investigated the drainage issue outside Tockwith shop and that it would cost many thousands of pounds to resolve because of the work required to the road rather than the drain. Cllr Paraskos said that he would ask an engineer to investigate the work involved and obtain a figure. Cllr Paraskos said he had organised a meeting with Melisa Burnham from NYC Highways for 11 Parish Councils and that this would take place on Wednesday 29th November at Spofforth Village Hall. Two representatives from TWWPC are invited to attend. Cllr Paraskos said he would circulate the details.
<b>115.</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>

	Cllr Marsh reported that the actions from the community plan survey are being taken forward by the group and that it will next meet on Wednesday 25 <sup>th</sup> October. An update is being awaited from BP Pulse on an install date for the EV Chargers.
	<b>RESOLVED:</b> That the report be welcomed.
<b>116.</b>	<b><u>Parish Councillor Surgeries:</u></b>
<b>i)</b>	<b>To consider any issues raised at PC surgeries</b>
	Cllr McBride advised the PC that no members of the public attended the September surgery.
<b>ii)</b>	<b>To agree Councillor attendance at the next surgery on Saturday 4<sup>th</sup> November at Tockwith Church</b>
	Cllrs Tomes and Wright confirmed their availability. The Clerk asked the Cllrs if they would collect the A Board and mount it outside the church. Cllr Wright said he would collect it.
	<b>RESOLVED:</b> That Cllrs Tomes and Wright attend the next surgery
<b>117.</b>	<b><u>Correspondence</u></b>
<b>i)</b>	<b>To note list of correspondence received and circulated</b>
	A list of correspondence had been circulated prior to the meeting. The Clerk had received a notification that the heating and light is no longer working on the defibrillator outside the surgery. It was proposed that Andrew Scott be asked to take a look at it and that funding be explored for a new cabinet if it was deemed necessary. The battery is now also running low. It was suggested a that a Councillor be nominated to take responsibility for the defibrillator. Cllr McBride said he was happy to do this.
	<b>RESOLVED:</b> That the list of correspondence be noted and the above actions be taken in relation to the defibrillator.
<b>118.</b>	<b><u>Media/Press releases:</u></b>
<b>i)</b>	<b>To consider any matters for press release or community news.</b>
	None.
<b>119.</b>	<b><u>Next Meeting</u></b>
<b>i)</b>	<b>To receive any items for consideration at the next meeting</b>
	The Clerk said that a Finance Committee meeting would be held in early November so that a draft budget could be presented to the Parish Council at its November meeting.
<b>ii)</b>	<b>To confirm the date for the next Parish Council meeting</b>
	<b>RESOLVED:</b> That the next meeting will be held on Monday 27 November at 7pm at Tockwith Village Hall.
	<b>With no further business, the Chairman declared the meeting closed at 20:31</b>

Signed\_\_\_\_\_ Date\_\_\_\_\_