



Tockwith with Wilstrop Parish Council

North Yorkshire

www.tockwith.gov.uk

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

Draft Minutes of the Ordinary Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held at 7pm on Monday 22 January 2024 at Tockwith Village Hall, 1 Marston Road, Tockwith, YO26 7PR.

To be approved at the ordinary meeting TWWPC on Monday 26 February 2024.

Present: Cllr Arnold Warneken (Chairman), Cllr Alex Marsh, Cllr Simon Blake, Cllr Sarah Pearce, Cllr Stuart McHenry, Cllr Ted Tomes.

Apologies: Cllrs Kriston Wright & 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.

DRAFT MINUTES

156.	<u>Apologies:</u>
i)	To note any apologies received Apologies had been received from Cllrs Wright and Clark.
ii)	To approve any reasons for absence submitted for consideration RESOLVED: That the reasons for absence submitted by Cllrs Wright and Clark be accepted.
157.	<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 Cllrs Warneken and Marsh declared an interest in agenda item 164A - ZC24/00001/FUL - Land Comprising OS Field 2062, Warfield Lane, Cowthorpe. RESOLVED: That the declarations of interest be noted and the above Councillors be excluded from a vote on such matters.
ii)	To approve any dispensation requests received None received.
158.	<u>Public Open Forum:</u> A resident from Blind Lane attended the meeting regarding Planning Application ZC23/03967/OUT for access to a storage unit which had been listed by NYC Planning as being

	at Locksley Park. The resident advised the PC that this location was incorrect and following a visit by Cllr Wright this mistake had been confirmed. Cllr Paraskos advised the PC that he would raise this with the NYC Planning Committee and would request that the application be reviewed by the committee instead of an individual officer. The Parish Council agreed to re-review the application under agenda item 164D given this new information.		
159.	<u>County Councillor Reports:</u>		
i)	To receive reports from North Yorkshire County Councillors Warneken and Paraskos.		
	Cllr Paraskos said that the 2024-25 budget for NY Council Tax has not yet been finalised. Cllr Warneken said that the Maltkiln development is continuing to evolve and NYC have agreed to a compulsory purchase of the land if necessary. The DPD document will be resubmitted.		
160.	<u>Minutes:</u>		
i)	To approve the minutes of the Ordinary Parish Council Meeting held 13 December 2023 as a true and accurate record of that meeting.		
	RESOLVED: That the minutes of the Ordinary Parish Council meeting held 13 December 2023 be approved as a true and accurate record of that meeting.		
161.	<u>Finance:</u>		
i)	To approve a bank reconciliation to 31/12/2023 (as evidenced by bank statement and ledger/cashbook).		
	RESOLVED: That the bank reconciliation to 31/12/2023 be approved. The PC's bank balance as at 01/01/2024 is £85,031.55.		
ii)	To note receipts and payments against 2023-24 budget.		
	RESOLVED: That the receipts and payments against budget for 2023/2024 be noted.		
162.	<u>To approve payment of invoices as listed below:</u>		
	Payee:	Description of goods/services:	Total Value:
	Clerk/RFO	Salary & Expenses	£909.64
	Village Hall	Room Hire	£53.50
	MR Landscape & Garden Maintenance	Westfield Green tidy-up	£1,172.40
	Tockwith Church	Burial Ground Maintenance Contribution	£500.00
	Receipts		
	Lloyd's Bank	Bank Interest	£98.72
	The Clerk advised the PC that the cost of the Westfield Green Tidy-up had come in higher than originally quoted by £152 due to cost of garden waste removal and disposal. RESOLVED: That the invoices noted above be paid in full with immediate effect.		
163.	<u>Tockwith Parish Council Administration and Governance:</u>		
i)	To note the change of dates for 2024 PC meetings on bank holidays		
	The VHMC had advised the PC that due to a new regular booking on Wednesday evenings, the PC meetings in May, August and December would need to be moved to the following dates: Thursday 30th May, Thursday 29th August, Thursday 19th December. Cllr Warneken requested that the rehearsal dates for Tockwith Players be obtained as these also occur on a Thursday evening.		

	RESOLVED: That the above alternative dates be accepted and noted, subject to there being no double-booking with Tockwith Players.	
ii)	To consider the continuation of and arrangements for future PC Surgeries	
	It was proposed that surgeries be held at public events which are already being organised in the Parish to increase engagement. Cllr McHenery said he would speak to the main event holders. Cllr Blake proposed that the first surgery be held at the Village Hall Spring Fair on 17 th March and said he would speak to the VHMC to secure a table.	
	RESOLVED: That the above proposals be welcomed.	
iii)	To review current PC committee memberships and responsibilities	
	It was noted that Cllrs Pearce and Tomes had resigned from the PC as of 31 st January 2024. The Chairman thanked them for their contributions during their time in office. A list of committee members was circulated prior to the meeting. It was proposed that the Finance Committee continue with an existing 4 members and the POS, Allotments and Playgrounds Committee be disbanded with all decisions made at the monthly Parish Council meetings. It was agreed that HR matters be the concern of all remaining Councillors and HR/Staffing meetings be called as extraordinary meetings when required. Cllr McHenery has agreed to take on the responsibility for the defib at the Doctor's Surgery and Cllr Marsh agreed to look after payroll.	
	RESOLVED: That the above adjustments to committees and responsibilities be accepted.	
iv)	To review the Terms of Reference for Tockwith Together	
	The original draft of the proposed TOR was circulated. The PC had been advised that TT now had its own constitution and bank account and no longer needed to be a working group of the PC. It was proposed that one member of the Parish Council be a representative of Tockwith Together.	
	RESOLVED: That there be no requirement for a TOR and that one Parish Councillor be a representative at Tockwith Together.	
v)	To nominate a PC representative to Tockwith Together (Community Plan)	
	Cllr Pearce nominated Cllr McHenery, seconded by Cllr Blake. All in favour.	
	RESOLVED: That Cllr McHenery be the PC representative for Tockwith Together.	
vi)	To consider any requests for training	
	None received.	
164.	<u>Planning:</u>	
A	To consider planning applications received	
	ZC24/00001/FUL	Land Comprising OS Field 2062, Warfield Lane, Cowthorpe.
		Construction of six ponds as habitat for Great Crested Newts under Natural England's District Level Licensing programme.
	Cllr Wright visited the site and viewed the application. The ponds will be installed and maintained by Natural England. Cllr Wright recommended the PC support the application in the interests of increasing the habitats for Great Crested Newts and other pond wildlife.	
	RESOLVED: That the above application be supported.	
B)	To note all planning decisions received	

ZC23/03571/FUL	Montagu House 7 Marston Road	Demolition of outbuilding, minor alterations to dwelling, conversion of attached barn to additional accommodation
NYC Planning Decision: GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS		
ZC23/03899/FUL	84 Prince Rupert Drive	Creation of two storey side extension to existing two storey house
NYC Planning Decision: GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS		
ZC23/04170/FUL	Manor Farm, Oak Road, Cowthorpe	Change of use of agricultural land to domestic garden and erection of car port for two cars
NYC Planning Decision: GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS		
RESOLVED: That the above planning decisions be noted.		
C) To consider any planning enforcement related matters		
24/00010/PR15	Broad Oak Farmhouse, Tockwith	Potential use of dwelling for business purposes
RESOLVED: That the above be noted.		
D) To consider any other planning matters		
ZC23/03967/OUT Outline Planning Application with all matters reserved apart from access for the erection of a storage unit (Use Class B8) and ancillary office (Use Class Eg-i) Locksley Park, Tockwith, North Yorkshire.		
Further to a site visit undertaken by Cllr Wright, it was confirmed that the location on the documents provided by NYC Planning had been incorrect and that the above application refers to a site off Blind Lane and not on Locksley Park. Having both visited the correct site, Cllrs McHenry and Wright agreed that the access would be within close enough proximity to nearby properties as to impact visual amenity and cause noise disturbance. It was recommended that an objection be submitted on behalf of the PC. Cllr Warneken abstained from a vote due to his position on the NYC Planning Committee.		
RESOLVED: That an objection to the above application be submitted by the PC.		
165. <u>Public Open Spaces</u>		
i) To consider a quote for remediation works to Marston Road play equipment		
The Clerk reported that Streetscape had visited the site and had read the Annual Inspection Report. Given the plans to rejuvenate the site over the next 12 months, it was found that no work was required in the short term to rectify any minor issues noted in the report.		
RESOLVED: That Streetscape's recommendation be accepted.		
ii) To consider quotes for the 2024 maintenance of Westfield Green		
Four quotes from three contractors had been obtained as follows: £4,127.50, £3,605.00, £2,930.00 and £2,340.00. The Clerk confirmed that she had checked the references from the lowest quoting company and that two Parish Councils were pleased to endorse their work quality and reliability.		
RESOLVED: That the quote of £2,340.00 from MAH Garden Maintenance be accepted.		

iii)	To consider quotes for the 2024 maintenance of Marston Road play area
	Quotes from three contractors had been obtained at £1,730.00, £1,430.00 and £1,241.66. It was considered that the current contractor in 2022 and 2023 had undertaken a high standard of work and had attended the site reliably. It was recommended the company be permitted to continue in 2024.
	RESOLVED: That the quote of £1,430.00 from Yorkshire Green Team be approved.
iv)	To consider the issue of dog waste and bin locations
	Cllr McHenery circulated a report prior to the meeting giving the options to relocate existing bins or add additional bins. It was agreed that relocating the existing bins would not solve the issue of discarded dog waste bags as there is already high usage in these locations. Cllr Paraskos informed the PC that costs would need to be obtained not only for the new bins, but also for the cost of the increased collection. Any new bins would need to be positioned on an existing collection route. Cllr Warneken requested a new bin for Warfield Lane in Cowthorpe. Cllr Paraskos said he would investigate whether there was any funding available for the new bins and their collection and would report back before the next meeting.
v)	To consider future Christmas lighting
	It was recommended that the above be included for consideration at the September meeting of the Finance Committee for inclusion in the 2025-26 budget.
	RESOLVED: That the above recommendation be accepted.
166.	<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"> • Plans for the extension are gaining momentum and a specification is being drawn up for consideration by the PC. It is hoped that there will also be enough S106 funds to resurface the car park and repair/ replace the surrounding wall • The new Village Hall sign has been mounted • THE VHMC are working on a spec for the repair of the roof
	RESOLVED: That the report be welcomed. Cllr Warneken asked if the VHMC could review the surveyor's report from 2022 to see if any remedial work was still outstanding.
ii)	To consider quotes for emergency lighting
	A quote to replace the battery packs in the existing emergency fittings had been received at £320 + VAT however it had been advised that the lights are fluorescent and as the lamps will soon become obsolete that these should be replaced with LEDs. A quote to replace the 4 circular and 4 bulkheads with LED emergencies was £560 + VAT.
	RESOLVED: That the quote from John Sutcliffe for £560+ VAT for the LED replacements be accepted.
168.	<u>Future Footprints</u>
i)	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 written report prior to the meeting. The January meeting of FF has now been rescheduled to 29 th January. A last-minute brief update had been received from BP Pulse on the EV Chargers to state that Wayleaves would need to be obtained. Cllr Marsh said she seek further information. It is still hoped the chargers can be installed at the end of February.
	RESOLVED: That the report be welcomed.

169.	<u>Tockwith Together</u>
	To receive a report on the activities of Tockwith Together
	<p>Cllr McHenery circulated a report prior to the meeting. The group has not met yet in 2024 and next meeting will be on 2nd February.</p> <ul style="list-style-type: none"> • The bank account is now open and payment means in place (readers and cards). • Community Information Boards are in planning • Youth Forum questionnaire is in progress • A litter picking group consolidation is being worked on • The Community Plan document in is production. • A meeting is being held between TT and Cllr Warneken in his capacity as Ward Councillor to discuss funding for a community bus.
	RESOLVED: That the report be welcomed.
170.	<u>Highways & Transport Matters</u>
i)	To consider the Cowthorpe gateway sign
	Two design and colour options had been circulated. It was agreed that a brown sign with green tree symbol was the better option. Cllr Warneken said he would circulate the design to the Cowthorpe Community Forum and Cowthorpe residents to obtain their feedback.
	RESOLVED: That the green tree design on brown frame be approved by the PC.
171.	<u>Correspondence</u>
i)	To note list of correspondence received and circulated
	RESOLVED: That the list of correspondence be noted.
172.	<u>Media/Press releases:</u>
i)	To consider any matters for press release or community news.
	<ul style="list-style-type: none"> • Cllr Pearce requested that the completion of the new play equipment at PRD be announced • Cllr Tomes asked that it be publicised that the PC had requested a 20mph zone around Tockwith Primary School.
	RESOLVED: The above be included on the PC website and Facebook page.
173.	<u>Next Meeting</u>
i)	To receive any items for consideration at the next meeting
	Cllr McHenery requested that a grant application from Tockwith Together be considered, which would use 2023-24 budgeted funds for the Community Plan.
	RESOLVED: That the above item be included on the February agenda.
ii)	To confirm the date for the next Parish Council meeting on 26 February 2024
	RESOLVED: That the date for the next Parish Council meeting be Monday 26 February at 7pm the Village Hall.

With no further business, the Chairman declared the meeting closed at 20:52