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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 Thursday 30 May 2024 at Tockwith Village Hall, 1 Marston Road, Tockwith, YO26 7PR.**

**Present:** Cllr Arnold Warneken (Chairman), Cllr Alex Marsh, Cllr Stuart McHenery, Cllr Helen Algar, Cllr Ed Harrison.

**Apologies:** Cllr Simon Blake, Cllr Kriston Wright.

**Guests:** County Cllr Andy Paraskos

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

Three members of the public were in attendance.

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### MINUTES

<b>1.</b>	<b><u>To elect a Chairman and Vice Chairman</u></b>
i)	<b>To elect a Chairman of the Council for the 2024-25 municipal year and to receive the Chairman's signature on the Declaration of Acceptance of Office or, if they are not present, to resolve to receive the Declaration at the next ordinary meeting of the Parish Council.</b>
	Cllr Warneken was proposed by Cllr Algar, seconded by Cllr McHenery. All in favour.
	<b>RESOLVED:</b> There being no objections or further nominations Cllr Warneken was elected as Chairman. The Declaration of Acceptance of Office was signed by Cllr Warneken.
iii)	<b>To elect the Vice Chairman of the council for the next municipal year</b>
	Cllr McHenery was proposed by Cllr Marsh, seconded by Cllr Algar. All in favour.
	<b>RESOLVED:</b> There being no objections or further nominations Cllr McHenery was elected as Vice Chairman.
<b>2.</b>	<b><u>Apologies:</u></b>
i)	<b>To note any apologies received</b>
	Apologies had been received from Cllrs Blake and Wright.
ii)	<b>To approve any reasons for absence submitted for consideration</b>
	<b>RESOLVED:</b> That the reasons for absence submitted by Cllrs Blake and Wright be accepted.
<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>

	Cllr Harrison declared an interest in item 19i as his property backs onto the Church Row allotments site.		
	<b>RESOLVED:</b> That the above interest be noted.		
ii)	<b>To approve any dispensation requests received.</b>		
	None.		
<b>4.</b>	<b><u>Public Open Forum:</u></b>		
	There were no comments or questions from the members of the public.		
<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 advised the PC that NYC would only consider the relocation/addition of one bin in the Parish and that would be at Ness Lane, which is on private land. Cllr McHenry said Tockwith Together would liaise with the landowners to seek permission for the bin placement.		
<b>6.</b>	<b><u>Minutes:</u></b>		
i)	<b>To approve the minutes of the Ordinary Parish Council Meeting held 22 April 2024 as a true and accurate record of that meeting.</b>		
	Cllr McHenry requested an amendment to item 228ii to read: Key points raised are being used to inform ideas for the Marston Road Playpark and several simple updates to the Sportsfield facilities.		
	<b>RESOLVED:</b> That the minutes of the Ordinary Parish Council Meeting held 22 April 2024 be approved subject to the above amendment.		
ii)	<b>To approve the minutes of the Extra Ordinary Parish Council Meeting held 9 May 2024 as a true and accurate record of that meeting.</b>		
	<b>RESOLVED:</b> That the minutes of the Extra Ordinary Parish Council meeting held 9 May 2024 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 30/04/2024 (as evidenced by bank statement and ledger/cashbook).</b>		
	<b>RESOLVED:</b> That the bank reconciliation to 30/04/2024 be approved. The PC's bank balance as at 01/05/2024 is £106,775.66.		
ii)	<b>To note receipts and payments against 2024-25 budget.</b>		
	<b>RESOLVED:</b> That the receipts and payments against budget for 2024-25 be noted.		
<b>8.</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	£909.99
	MAH Garden Maintenance	Westfield Green Maintenance	£384.00
	Yorkshire Green Team	Marston Road Maintenance	£280.00
	YLCA	Training: Helen Algar	£70.20
	Vision ICT	Additional email addresses	£48.00
	Andrew Bosmans	Internal Audit Fee	£250.00
	<b>Receipts</b>		
	NYCC	H1 Precept	£25,597.74
	HMRC	2023-24 VAT Refund	£1,761.75
	Various	Allotment Rents	£722.71

	<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.		
	<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 2024.</b>		
	The Clerk confirmed that the period for the exercise of public rights would be Monday 3rd June to Friday 12th 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 2023/24 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 2023-24 be signed by the Chairman and Responsible Financial Officer (Clerk).		
<b>iv)</b>	<b>To approve Section 2 - Accounting Statements 2023/24 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 2023-24 be signed by the Chairman and the Responsible Financial Officer (Clerk).		
<b>v)</b>	<b>To consider a quote from Andrew Towleron of £150.00 for group training on planning in a Conservation Area.</b>		
	<b>RESOLVED:</b> That the cost of £150.00 be approved and the Clerk obtain suitable dates.		
<b>vi)</b>	<b>To consider any further requests for Parish Councillor training.</b>		
	Cllr Harrison requested attendance at the September ‘Off to a Flying Start’ training sessions at a cost of £70.20. Cllr Warneken requested a place at the YLCA Regional Training Day on 18 <sup>th</sup> July at a cost of £70. It was proposed that the current 2024-25 training budget be reviewed at the June PC meeting.		
	<b>RESOLVED:</b> That the above requests for training be approved and the training budget be reviewed at the June meeting.		
<b>10.</b>	<b><u>Planning:</u></b>		
<b>i)</b>	<b>To consider planning applications received.</b>		
	ZC24/01178/FUL	Goosemoor Lodge, War Field Lane, Cowthorpe.	Remodelling of existing house. Additional storey to dwellinghouse to create extra floor to existing bungalow. Addition of porch to the side elevation. Additional two storey extensions to front rear and side to square off house. Addition of dormers and fenestration alterations.
	The PC had been declined an extension to respond to the above application before the closing date of 13 May. A decision of GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS has been made by NYC on 28 May 2024.		
	ZC24/01265/FUL	Skipbridge Farm, York Road, Green Hammerton	Single Storey Rear Extension
	Cllr McHenry confirmed he had undertaken a site visit. It was recommended that the PC have no objections.		

<b>RESOLVED:</b> That the PC have no objections to the above planning application.		
ZC24/01380/PNT56	T Mobile Telecommunications Mast, Marston Business Park, Tockwith	Proposed Base Station telecommunications installation. Proposed installation of a 20.0m High Street Works Pole together with 6No. Antennas 2No.300mm Dishes 2No. Cabinets and associated ancillary works.
Details regarding the mast had previously been circulated to the PC. As the mast will improve mobile connectivity in the area and will be within the business park Cllr Warneken proposed the PC have no objections.		
<b>RESOLVED:</b> That the PC have no objections to the above planning application.		
<b>ii) To note all planning decisions received</b>		
ZC24/00301/DVCON	Spruce And Hawe Ltd, Blind Lane Tockwith	Variation of condition 12 of planning permission 22/01166/DVCON to remove requirement for BES6001 certification for the external cladding of a development of a commercial building providing 6 units each providing 90m <sup>2</sup> of floor space for uses falling within Class E, B2 or B8 use class.
<b>DECISION : GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.</b>		
ZC23/03967/OUT	Land to the North of Locksley Park	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)
<b>APPLICATION WITHDRAWN</b>		
ZC24/01133/FUL	Bluebell House, 20 Westfield Road	Proposed link extension to outbuilding to facilitate conversion to domestic use. Additional rooflights to outbuilding
<b>DECISION : GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.</b>		
<b>RESOLVED:</b> That the above planning decisions be noted.		
<b>iii) To consider any planning enforcement related matters.</b>		
Cllr McHenery reported that the number of shipping containers at Jodhpurs Riding School had increased. Cllr Paraskos said he would ask NYC Enforcement to investigate.		
<b>iv) To consider delegated responsibility to the Clerk to provide planning application responses.</b>		
The PC had recently been declined an extension to respond to a planning application. The consultation period is 3 weeks and closing dates can sometimes occur before the next PC meeting. It was proposed that the Clerk have delegated authority to respond to such		

	planning applications when the consultation expiry occurs before the next PC meeting and when feedback has been presented from a Councillor site visit and neighbour consultation.
	<b>RESOLVED:</b> That the Standing Orders be amended to reflect the above delegated responsibility.
<b>11.</b>	<b><u>To elect Councillors to represent the Parish Council at the following Working Groups and outside organisations:</u></b>
<b>i)</b>	Village Hall Management Committee – Cllr Blake.
<b>ii)</b>	Sportsfield Trust – Cllr Harrison.
<b>iii)</b>	Future Footprints – Cllrs Warneken, Marsh & Algar.
<b>iv)</b>	Tockwith Together- Cllr McHenery.
<b>vi)</b>	YLCA Meetings – Cllr Wright and Warneken.
	<b>RESOLVED:</b> That the above appointments be accepted.
<b>12.</b>	<b><u>To elect Councillors to the following Parish Council Committees:</u></b>
<b>i)</b>	<b>Finance Committee</b> Cllrs Blake, McHenery, Wright & Harrison.
<b>ii)</b>	<b>POS, Allotments &amp; Playgrounds Committee</b> Cllrs Wright, McHenery, Warneken, Algar & Marsh. <b>RESOLVED:</b> That the above Councillors be elected to above committees.
<b>iii)</b>	<b>Staffing Committee</b> It was recommended that full council be responsible for HR and Staffing responsibilities. <b>RESOLVED:</b> That full council be responsible for staffing and HR.
<b>13.</b>	<b><u>To elect Councillors to the following responsibilities:</u></b>
<b>i)</b>	<b>Planning – Tockwith (2), Cowthorpe (1) &amp; Wilstrop (1)</b> Cllrs Algar, Harrison and Wright for Tockwith. Cllr Warneken for Cowthorpe. Cllr McHenery for Wilstrop.
<b>ii)</b>	<b>Playground inspections</b> Cllr McHenery.
<b>iii)</b>	<b>Defibrillators</b> Cllr McHenery.
<b>iv)</b>	<b>Fixed Assets</b> Cllr Blake.
<b>v)</b>	<b>Highways Matters</b> Cllrs Blake & Algar for Tockwith. Cllr Warneken for Cowthorpe.
<b>vi)</b>	<b>Communications &amp; Social Media</b> Position to remain unfilled pending information on training.
<b>vii)</b>	<b>Payroll</b> Cllr Marsh. <b>RESOLVED:</b> That the above Councillors be allocated to the above responsibilities.
<b>14.</b>	<b><u>To review the Statutory Documents, Policies, Procedures and Practices:</u></b>
<b>i)</b>	Standing Orders
<b>ii)</b>	Financial Regulations
<b>iii)</b>	Risk Assessments
<b>iv)</b>	Complaints Procedure
<b>v)</b>	2023-24 Asset register
<b>vi)</b>	Insurance

	The Clerk circulated the documents prior to the meeting. It was requested that the document review be deferred until the June meeting.
	<b>RESOLVED:</b> That the review of the above documents be deferred until June 2024.
<b>15.</b>	<b><u>Tockwith Together</u></b>
<b>i)</b>	<b>To consider the endorsement of the Community Plan</b>
	Cllr McHenery circulated the Community Plan prior to the meeting. Cllr Warneken asked if the requested amends had been made to the description of Goosemoor Nature Reserve. Cllr McHenery confirmed they had.
	<b>RESOLVED:</b> That the PC is in full support of the Community Plan.
<b>ii)</b>	<b>To receive an update from Tockwith Together</b>
	Cllr McHenery circulated a written update prior to the meeting. <ul style="list-style-type: none"> <li>• The last meeting of TT was on 11 May. Next meeting will be on 15 June.</li> <li>• TT will start to produce a newsletter. A draft had been circulated to the PC.</li> <li>• A community litter pick was held on 25 May.</li> <li>• Youth Forum: Tockwith Primary School is setting up a live forum. The Sportsfield Trust is also taking forward some actions.</li> <li>• There has been little interest in a community bus. Other transport provision options are being considered</li> <li>• The interpretation boards are being progressed.</li> <li>• Footpaths and cycleways continue to be an area of interest.</li> </ul>
	<b>RESOLVED:</b> That the report be welcomed.
<b>16.</b>	<b><u>Tockwith Sportsfield Trust:</u></b>
<b>i)</b>	<b>To agree the repositioning of the YAA Clothes Bank on the car park grass verge</b>
	The Clerk advised the PC that she had received confirmation from YAA that the location at the Sportsfield is suitable for the clothes bank. The Sportsfield Trust has been informed and the Clerk is awaiting any feedback or questions. It was proposed the public be made aware prior to the bank being moved and a sign be placed on the hall wall advising the public of its new location.
	<b>RESOLVED:</b> That the YAA Clothes Bank be moved to the Sportsfield car park grass verge.
<b>17.</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 circulated a written report prior to the meeting. All updates were in relation to the Village Hall extension.
<b>ii)</b>	<b>To receive any updates on the Village Hall extension</b>
	Responses have been received from J&E Richards on the queries raised at the Extra Ordinary meeting on 9 <sup>th</sup> May regarding the extension: <ul style="list-style-type: none"> <li>• An email is expected from them giving a breakdown of design and planning fees.</li> <li>• Commercial terms and a payment plan have been provided</li> <li>• The company and its design partners have a lot of experience of projects in Conservation Areas and examples have been provided.</li> <li>• The company will produce sketches before engaging further with its heating subcontractor to get some proposals.</li> </ul>
	<b>RESOLVED:</b> That the update be welcomed.
<b>18.</b>	<b><u>Highways and Transport Matters:</u></b>
<b>i)</b>	<b>To receive an update on the village gateways</b>

	The Clerk said she had spoken to Area 6 and that this was being progressed with the Highways Engineers.
<b>19.</b>	<b><u>Public Open Spaces</u></b>
<b>i)</b>	<b>To receive an update on allotments</b>
	The Clerk confirmed that all plots were now occupied, and all annual rents had been paid. The representatives that had proposed a community plot had withdrawn the idea following concerns raised by other plot holders. The Clerk advised the PC that she would be obtaining a quote for an autumn trim of the trees surrounding the Church Row site.
<b>20.</b>	<b><u>Future Footprints</u></b>
<b>i)</b>	<b>To receive a report from delegated Councillors Warneken, Marsh and Algar on the activities of the Climate Emergency Working Group (Future Footprints)</b>
	<ul style="list-style-type: none"> <li>• FF met with Energy Oasis on 30 May to discuss the community energy feasibility proposal.</li> <li>• BP Pulse has no progress to report on the electricity supply route for the EV Chargers. Cllr Marsh will be filing a report to ORCS.</li> </ul>
	<b>RESOLVED:</b> That the report be welcomed.
<b>ii)</b>	<b>To consider a draft letter to Yorkshire Water on sewage discharge into local watercourses</b>
	A draft letter had been circulated prior to the meeting.
	<b>RESOLVED:</b> That the letter be approved and sent to Yorkshire Water by post.
<b>iii)</b>	<b>To receive an update on the feasibility study for community green energy</b>
	FF is hoping to produce a flyer and questionnaire to gauge public opinion. Energy Oasis is also willing to hold a public meeting. A further meeting will be held on 11 <sup>th</sup> July.
<b>21.</b>	<b><u>Media/Press releases:</u></b>
<b>i)</b>	<b>To consider the creation of an online guide for public to explain the purpose and responsibilities of the Parish Council</b>
	Cllr Algar said she would produce a draft guide for circulation.
	<b>RESOLVED:</b> That the proposal from Cllr Algar be accepted.
<b>ii)</b>	<b>To consider any matters for press release or community news.</b>
	The Clerk confirmed that Streetscape would be visiting the Marston Road play area on 31 May to discuss ideas for the new play equipment. Cllrs McHenry and Warneken said they would also be in attendance.
<b>22.</b>	<b><u>Correspondence</u></b>
<b>i)</b>	<b>To note list of correspondence received and circulated</b>
	<b>NB: Members of the public were excluded for the discussion of the above item.</b>
	<b>RESOLVED:</b> That the correspondence be noted and the correspondents be referred to the appropriate policies and procedures on the PC website.
<b>23.</b>	<b><u>Next Meeting</u></b>
<b>i)</b>	<b>To receive any items for consideration at the next meeting</b>
	None.
<b>ii)</b>	<b>To confirm the date for the next Parish Council meeting</b>
	<b>RESOLVED:</b> The next PC meeting will be held on Monday 24 June 2024 at Tockwith Village Hall.

With no further business the Chairman declared the meeting closed at 20:55.