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# Tockwith with Wilstrop Parish Council

## North Yorkshire

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

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

**To be approved at the ordinary meeting TWWPC on Thursday 29<sup>th</sup> August 2024**

**Present:** Cllr Arnold Warneken (Chairman), Cllr Alex Marsh, Cllr Stuart McHenery, Cllr Simon Blake, Cllr Kriston Wright, Cllr Helen Algar.

**Apologies:** Cllr Ed Harrison.

**Guests:** County Cllr Andy Paraskos

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

One member of the public was in attendance.

### DRAFT MINUTES

45.	<b><u>Apologies:</u></b>
i)	<b>To note any apologies received</b> Apologies had been received from Cllr Harrison.
ii)	<b>To approve any reasons for absence submitted for consideration</b> <b>RESOLVED:</b> That the reason for absence submitted by Cllr Harrison be accepted.
46.	<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 Algar declared an interest in planning application ZC24/02403/DVCON at Montagu House as this is her property. <b>RESOLVED:</b> That the declaration of interest be noted, and Cllr Algar be excluded from the meeting for the discussion and voting on the above application.
ii)	<b>To approve any dispensation requests received</b> None.
47.	<b><u>Public Open Forum:</u></b> There were no comments from the member of the public.
48.	<b><u>County Councillor Reports:</u></b>

i)	<b>To receive reports from North Yorkshire County Councillors Warneken and Paraskos.</b>		
	Cllr Paraskos said the main focus for the County Councillors is the Home to School Travel Policy and that full Council will meet on Wednesday 24 <sup>th</sup> July to consider its decision. Cllr Paraskos was asked to contact Evans Homes regarding the on-road parking and littering by the contractors at the Regency Place housing development following complaints from the public.		
49.	<b><u>Minutes:</u></b>		
i)	<b>To approve the minutes of the Ordinary Parish Council Meeting held 24 June 2024 as a true and accurate record of that meeting.</b>		
	Cllr Blake proposed the minutes be accepted, seconded by Cllr McHenry. All in favour.		
	<b>RESOLVED:</b> That the minutes of the Ordinary Parish Council meeting held 24 June 2024 be approved as a true and accurate record of that meeting.		
50.	<b><u>Finance:</u></b>		
i)	<b>To approve a bank reconciliation to 30/06/2024 (as evidenced by bank statement and ledger/cashbook.</b>		
	<b>RESOLVED:</b> That the bank reconciliation to 30/06/2024 be approved. The PC's bank balance as at 01/07/2024 is £99,748.49.		
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.		
51.	<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	£902.29
	HMRC	PAYE Q1	£833.33
	YLCA	YLCA Regional Training Day	£70.00
	Yorkshire Green Team	Marston Road Maintenance July	£140.00
	J&E Richards Ltd	Village Hall Extension Design and Planning	£5,520.00
	<b>Receipts</b>		
	Lloyd's Bank	Savings Interest	£113.50
	<b>RESOLVED:</b> That the invoices noted above be paid in full with immediate effect.		
52.	<b><u>To review the Statutory Documents, Policies, Procedures and Practices</u></b>		
	<a href="#">This item was moved to follow item 53 at 19:12</a>		
i)	<b>Standing Orders</b> – The Clerk advised there was one change - the addition of item 4e to give the Clerk delegated responsibility to respond to Planning Applications when the deadline falls before the next Parish Council meeting.		
	<b>RESOLVED:</b> That the Standing Orders be approved.		
ii)	<b>Financial Regulations</b> – The Clerk circulated the NALC 2024 revised Financial Regulations		
	<b>RESOLVED:</b> That the NALC 2024 Financial Regulations be adopted.		

iii)	<b>Risk Assessments</b> – The Financial Risk Assessment was undertaken in April 2024. The Clerk directed the PC to the other risk assessments which can be found on the Parish Council website.		
	<b>RESOLVED:</b> That the risk assessments be approved.		
iv)	<b>Complaints Procedure</b> – The Clerk directed the PC to the Complaints Procedure on the PC's website. There were no amends proposed.		
	<b>RESOLVED:</b> That the Complaints Procedure be approved.		
v)	<b>2023-24 Asset Register</b> - The 2023-24 Asset register was circulated. It was noted that the new Cowthorpe Gateway should be included on the 2024-25 register at a value of £1,600.		
	<b>RESOLVED:</b> That the Cowthorpe Gateway be added to the register at a value of £1,600.		
vi)	<b>Insurance</b> – The 2023-24 insurance documents had been circulated. It was recommended that the Cowthorpe Gateway be insured at a value of £1,600.		
	<b>RESOLVED:</b> That the Cowthorpe Gateway be added to the PC's insurance at a value of £1,600.		
53.	<b><u>Planning:</u></b>		
i)	<b>To consider planning applications received</b>		
a)	<b>ZC24/01899/FUL</b>	<b>Former Jodhpurs Riding School, Blind Lane</b>	<b>Siting of up to 64 Storage Containers and use of manege as open storage/informal parking for existing business</b>
	Cllr McHenery had undertaken a site visit and neighbour consultation. It was noted that the verge on Blind Lane is already suffering damage from HGVs and that that the countryside setting is not appropriate for the storage of 64 containers plus the security and lighting as recommended in the police report.		
	<b>RESOLVED:</b> That the PC object to the above Planning Application.		
b)	<b>ZC24/01847/FUL</b>	<b>Broad Oak Farmhouse</b>	<b>Retrospective planning permission for the erection of a domestic garage at Broad Oak.</b>
	Cllr Warneken had undertaken a neighbour consultation. It was found that the location of the garage at the front of the site, its overall size and materials used result in the domination of the front aspect.		
	<b>RESOLVED:</b> That the PC object to the application for the reasons above.		
c)	<b>ZC24/01790/FUL</b>	<b>Trevene, 13 Kirk Lane</b>	<b>Construction of one detached replacement self-build dwelling.</b>
	Cllr Harrison had undertaken a neighbour consultation at which there were no objections.		
	<b>RESOLVED:</b> That the PC has no objections to the above application.		
d)	<b>ZC24/01548/FUL</b>	<b>87 Marston Road</b>	<b>Dropped kerb and creation of driveway using permeable tarmac</b>
	Cllr Algar had undertaken a site visit and neighbour consultation at which there were no objections.		
	<b>RESOLVED:</b> That the PC has no objections to the above application.		
	<a href="#">The following item was considered under closed session at the end of the meeting at 21:10.</a>		
e)	<b>ZC24/02377/ADV</b>	<b>The Spotted Ox, Westfield Road</b>	<b>New signage, poster case and LED lighting.</b>
	An analysis of the application had been undertaken. Whilst it was noted that the PC had no objection to the paint, signage and lighting on the building, it was noted that the plans include two proposed signs on the outer Village Hall wall, the area for which has not been included within the red boundary on the site plan. It was noted that NYC Planning will also need to be		

	consulted on the paint colour. It was recommended that the PC request that the application be revised and resubmitted.		
	<b>RESOLVED:</b> That the PC object to the application in its current form and ask that the NYC planners request a resubmission.		
	Cllr Algar left the meeting for the consideration of the below application.		
f)	<b>ZC24/02403/DVCON</b>	<b>Montagu House, 7 Marston Road</b>	<b>Variation of condition 2 (Approved plans)</b>
	It was advised that the change of conditions relate to the removal of asbestos flooring in the bathrooms and a minor change to the location of the external flue.		
	<b>RESOLVED:</b> That the PC has no objections to the above application.		
ii)	<b>To note all planning decisions received</b>		
	None.		
iii)	<b>To consider any planning enforcement related matters</b>		
	<b>24/00197/PR05</b>	<b>The Old Vicarage 45 Westfield Road</b>	<b>Alleged works to TPO completed by adjacent property.</b>
	<b>RESOLVED:</b> That the above be noted.		
<b>54.</b>	<b><u>Tockwith Together</u></b>		
i)	<b>To receive an update from Tockwith Together</b>		
	Cllr McHenery said the group had met on Saturday 20 <sup>th</sup> July at which the Ainsty Conservation Society were also present. The group has been working with two local historians and a large amount of research has been undertaken on the history of the village and its families. This has generated a lot of interesting ideas for information boards and plaques. The Community Plan has been professionally printed and copies are available on request.		
<b>55.</b>	<b><u>Tockwith Sportsfield Trust:</u></b>		
i)	<b>To receive a report from the TWWPC representative on the Sportsfield Trust</b>		
	Cllr Harrison advised the PC by email that he had been invited to the last meeting on 9 <sup>th</sup> July, but he had been away on holiday at the time. A list of future meeting dates is being awaited from the Sportsfield Trust.		
<b>56.</b>	<b><u>Tockwith Village Hall:</u></b>		
i)	<b>To receive a report from the TWWPC representative on the Village Hall Management Committee</b>		
	Cllr Blake circulated a report prior to the meeting: <ul style="list-style-type: none"> <li>• The Autumn Fair stalls have sold out</li> <li>• The new Village Hall website is now live, and an online booking and invoice system will be integrated soon.</li> </ul>		
ii)	<b>Consider the payment schedule for the Village Hall extension</b>		
	The schedule was circulated prior to the meeting which comprises of six payment instalments over a nine-month period. The NYC S106 team have been consulted and will transfer funds for each instalment on receipt of the invoice. Cllr Warneken requested that a process be put in place for checking that each stage of the work has been completed satisfactorily before paying the invoices.		
	<b>RESOLVED:</b> That the payment schedule be approved.		
iii)	<b>To consider the first installment of £4,600 to J&amp;E Richards for the initial site measure/drawings for the Village Hall extension.</b>		

	The Clerk stated that the full total of the invoice is £5,520.00 including the £920.00 VAT.
	<b>RESOLVED:</b> That the payment of £5,520.00 be approved
iv)	<b>To consider costs for emergency repairs to the hall roof</b>
	A quote of £500+VAT has been received from Future Roof.
	<b>RESOLVED:</b> That the quote of £500 + VAT be approved.
v)	<b>To consider a request from Heineken to paint to the Village Hall car park wall</b>
	<a href="#">This item was considered together with item 53ie at the end of the meeting under closed session.</a>
	It was noted that no formal correspondence or request had been received by the Parish Council. Cllr Blake said he would pass the Clerk's contact details to the applicant so that a formal application could be made for the Parish Council's consideration.
<b>57.</b>	<b><u>Highways and Transport Matters:</u></b>
i)	<b>To receive an update on the village gateways</b>
	Cllr Blake said he had identified possible locations on Fleet Lane, Kirk Lane and Marston Road. It was proposed that the what3words location be submitted to the Clerk to pass to Highways so that they can assess the sites. The Clerk advised the PC that the 2024-25 budget for the gateways is £4,800 which would be enough for one gateway at each site.
ii)	<b>To consider any other highways matters</b>
	The PC were advised that the zig zags outside the school are now badly worn and cars are parking over the area. It was recommended that Highways and the school be advised of the issue.
	<b>RESOLVED:</b> The Clerk to advise Highways and the school headteacher about the faded zig zags.
<b>58.</b>	<b><u>Public Open Spaces</u></b>
i)	<b>To receive any updates on Public Open Spaces</b>
	<ul style="list-style-type: none"> <li>An allotments inspection was undertaken in July. It was agreed that a tidy-up letter be sent to the tenant of plot 2A at the bridlepath site.</li> <li>Cllr McHenery has inspected Bert's Garden, and it has been found to be very overgrown. Cllr Warneken said that he would speak to the volunteers who maintain it.</li> </ul>
ii)	<b>To consider ideas boards and proposals submitted by contractors for the Marston Road play area</b>
	The Clerk circulated the ideas boards received from Wicksteed, Streetscape and Kompan. It was proposed that the Councillors review the ideas and return with their preferences for consideration at the August meeting before presenting to the school in September.
	<b>RESOLVED:</b> That the preferences for play equipment be considered at the August meeting.
iii)	<b>To consider a request for a mountain biking track</b>
	A request had been received from a young person for a bike track. The Clerk said the PC would likely have c £50,000 left in S106 monies from the refurb of the Marston Road play area. Cllr Algar said she had researched different companies for the design and build and that a dirt track would likely cost in the region of £20,000. Suitable locations were discussed and an area at the southwest end of Tockwith Sportsfield was considered to be the most suitable. It was proposed that Cllr Harrison take the proposal forward at the next meeting of the Sportsfield Trust.

	<b>RESOLVED:</b> That Cllr Harrison make a proposal for the above site at the next meeting of the Sportsfield Trust.
<b>iv)</b>	<b>To consider a request to keep bees at the Bridlepath allotments</b>
	Advice had been received from YLCA which had been circulated. There is strict guidance for the keeping of bees, most notably that the keeper must be a member of the British Beekeepers' Association (BBKA), have undertaken a basic beekeeping course and gained the Basic Certificate and hold beekeeping insurance with public liability of £5m. Locations for hives also need careful consideration and no hives should be placed adjacent to a school or livestock holdings. The PC considered the Bridlepath site to be unsuitable for beekeeping due to its proximity to a livestock farm. It was proposed that tenants be asked to complete a full application form with evidence of compliance with the above and that each case be assessed on an individual basis. The Clerk said she would advise the applicant.
	<b>RESOLVED:</b> That the guidelines from YLCA be adopted and each applicant be assessed on an individual basis.
<b>v)</b>	<b>To consider the issue of litter at the Regency Place development</b>
	Cllr Paraskos was requested to contact the developer under item 48i.
<b>59.</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>
	Cllr Marsh said there had been no further update from BP Pulse on the EV Chargers. OZEV have been asked if they can assist Northern Power Grid in obtaining permissions for the powerlines.
<b>ii)</b>	<b>To receive an update on the community green energy project</b>
	Cllr Algar reported that Future footprints (FF) met with Energy Oasis on 18th July to discuss the Community Energy Generation leaflet and survey. The group is looking to send out the survey asap as some new feasibility study funding streams have become available that close in October. A final version of the leaflet will be circulated to the Parish Council before being distributed. FF are hoping to attend a site visit to a successful energy generation project in Grimsby. FF will present to the benefits of the scheme to the Village Hall and the Sportsfield Trust as they will be key users if the scheme goes ahead.
<b>60.</b>	<b><u>Media/Press releases:</u></b>
<b>i)</b>	<b>To consider any matters for press release or community news.</b>
	Cllr Algar said she would put the Community Energy project leaflet and survey on social media once it has been approved.
	<b>RESOLVED:</b> That the above be promoted on Social Media.
<b>61.</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 may be excluded for the discussion of the above item.</b>
	A list of correspondence has been circulated prior to the meeting. Cllr Warneken gave a report on the YLCA Regional Training Day he attended on 18 <sup>th</sup> July. The sessions had been useful and important information had been obtained on procedures, insurance, planning and playground inspections. Cllr Warneken said that a design code for new builds could be included in the Community Plan for use by the NYC Planners.

	<b>RESOLVED:</b> That the correspondence be noted, and the report be welcomed.
<b>62.</b>	<b><u>Next Meeting</u></b>
<b>i)</b>	<b>To receive any items for consideration at the next meeting</b>
	Cllr Warneken requested that the 2024-25 training budget be reviewed.
	<b>RESOLVED:</b> That the training budget be considered at the August meeting.
<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 Thursday 29th August 2024 at 7pm at Tockwith Village Hall.
	<b>With no further business the Chairman declared the meeting closed at 21:16</b>