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# 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)

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**Minutes of the Ordinary Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held at 7pm on Monday 24 March 2025 at Tockwith Village Hall, 1 Marston Road, Tockwith, YO26 7PR.**

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

**Apologies:** Cllr Ed Harrison.

**Guests:** Jules Preston Boroughbridge Community Charity

**In attendance:** Fiona Vicary, Clerk to the Parish Council.

Two members of the public were in attendance.

### MINUTES

#### **200. Apologies**

- i) To note any apologies received

Apologies had been received from Cllr Harrison.

- ii) To approve any reasons for absence submitted for consideration

**RESOLVED:** That the reasons for absence submitted by Cllr Harrison be accepted.

#### **201. To Note any Declarations of Interest**

- 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

None declared.

- ii) To approve any dispensation requests received

None received.

#### **202. To consider the co-option of suitable candidates as Parish Councillors**

The Parish Council received one application for co-option. Cllr Blake proposed Debra Cumming, seconded by Cllr Algar. All in favour.

**RESOLVED:** To co-opt Debra Cumming as a Parish Councillor in principle. This will be ratified at the next meeting as Debra was not in attendance.

### 203. An introduction from Jules Preston from Boroughbridge Community Charity

Jules Preston introduced the work of the Boroughbridge Community Charity. It is an anchor organisation and provides transport, befriending calls and other services, all run by volunteers. The Charity is looking to complement the existing services in the area and help with the needs of people in Tockwith and surrounding parishes.

Cllr Blake noted that it may be useful to introduce the Charity to the community hub and Tockwith Together.

*Jules Preston left the meeting.*

### 204. County Councillor Reports

- i) To receive reports from North Yorkshire County Councillor Warneken

County Councillor Warneken reported that:

- The North Yorkshire Council Home to School Transport policy has been approved. A School Transport Action Group has been set up to try and get the policy reconsidered. Concerned parents can contact North Yorkshire Council.
- North Yorkshire Council's budget has been approved and the precept has been set.

*One member of the public joined the meeting.*

### 205. Minutes

- i) To approve the minutes of the Ordinary Parish Council Meeting held 24 February 2025

**RESOLVED:** That the minutes of the Ordinary Parish Council meeting held 24 February 2025 be approved as a true and accurate record of that meeting.

### 206. Finance

- i) To approve a bank reconciliation to 28/02/2025 (as evidenced by bank statement and ledger/cashbook)

**RESOLVED:** That the bank reconciliation to 28/02/2025 be approved. The PC's bank balance as at 28/02/2025 is £102,619.71.

- ii) To note receipts and payments against 2024-25 budget

**RESOLVED:** That the receipts and payments against budget for 2024-25 be noted.

- iii) To agree a date for an internal financial review  
Clerk to arrange a date with two Councillors.

### 207. To approve payment of invoices as listed below:

Payee	Description of goods/services	Total Value
Fiona Vicary	Salary & Expenses	£1,301.28
HAGS	Quarterly Play Area Inspection	£204.00
YLCA	Biodiversity Webinar	£35.10
YLCA	Regional Training Day	£140.00
<b>Receipts</b>		

Lloyds Bank	Savings Interest	£88.94
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**RESOLVED:** That the invoices noted above be paid in full with immediate effect.

## 208. Planning

- i) To consider planning applications received

Note: All Parish Councillors declared a personal interest in the ZC25/00852/FUL Toms Cottage Kendal Lane planning application. **RESOLVED:** Dispensation approved and all allowed to consider the application.

**Application at:** Cowthorpe Hall Farm Oak Road Cowthorpe Wetherby North Yorkshire LS22 5EY

**For:** Felling of 1no Oak tree (T1) under Tree Preservation Order 33/2011

**Application Ref No:** ZC25/00637/TPO

**Tockwith with Wilstrop Parish Council decision:** No comment

**Application at:** 24 Cowstail Lane Tockwith York North Yorkshire YO26 7SD

**For:** Single storey front and rear extensions and part conversion of existing garage into habitable space.

**Application Ref No:** ZC25/00807/FUL

**Tockwith with Wilstrop Parish Council decision:** A The Parish Council has no objections.

**Application at:** Toms Cottage Kendal Lane Tockwith York North Yorkshire YO26 7QN

**For:** Proposed canopy

**Application Ref No:** ZC25/00852/FUL

**Tockwith with Wilstrop Parish Council decision:** A The Parish Council has no objections

- ii) To note all planning decisions received

None received.

- iii) To consider any planning enforcement related matters

None.

- iv) To consider any other planning related matters

It was noted that a Stage One planning application is expected soon.

## 209. Tockwith Together

- i) To receive an update from Tockwith Together

Cllr McHenery circulated a report in advance of the meeting (see Appendix 1). Thanks were given to the Clerk for attending the last meeting.

## 210. Tockwith Sportsfield Trust

- i) To receive a report from the TWWPC representative on the Sportsfield Trust

No report received.

## 211. Tockwith Village Hall

- i) To receive a report from the TWWPC representative on the Village Hall Management Committee

Cllr Blake circulated a report in advance of the meeting (see Appendix 2)

Cllr Warneken asked about the redesign of the flooring and if there would be an extra charge. Cllr Blake confirmed this would still be in budget.

- ii) To consider door locking quotes for the hall  
A new method of door entry for the hall will be considered at a future meeting.

## **212. Highways and Transport Matters**

- i) To receive an update on the village gateways and to consider how to progress

It was noted that progress has not been made with the village gateway signs. Cllr Blake to meet with the Highways Officer to discuss.

## **213. Public Open Forum**

Two members of the public were present. The following issue was raised:

- There are two large trees on a small piece of land at Lucas Road which need to be cut back as their size may be a health and safety issue. The land is in private ownership.

Cllr Warneken recommended the resident contact the arboriculturist at North Yorkshire Council if this is a health and safety issue.

*Two members of the public left the meeting.*

## **214. Public Open Spaces**

- i) To receive reports on play and gym equipment inspections and consider any issues  
No report received regarding the Sportsfield. Marston Road play area and Bert's Garden have no new issues.

- ii) To receive an update on the Marston Road play area refurbishment  
Three play area contractors have visited the site and will start the quotation process.

- iii) To consider the quote for grass cutting at Bert's Garden

A quote has been received to cut the grass on a regular basis at Bert's Garden. The initial cut would cost £40-£50.

**RESOLVED:** To accept the quote to cut the grass at Bert's Garden..

## **215. Allotments**

- i) To consider any findings from the February allotment inspections (Cllrs Algar & Wright)  
Cllr Wright circulated a report in advance of the meeting, stating that there are no issues to report, all looking neat and tidy.
- ii) To agree the Church Lane allotments s106 monies survey process  
Cllr Wright to call an Allotments, POS & Playgrounds Committee to progress this matter. Clerk to invite North Yorkshire Commuted Sums Officer.

## **216. Future Footprints**

- i) To receive a report from delegated Councillors Warneken, Marsh and Algar on the activities of the Climate Emergency Working Group (Future Footprints)
- ii) To receive an update on the Community Green Energy Project

None received. Cllr Warneken noted that the process takes time and is relying on volunteers.

- iii) To receive an update on the EV Chargers (Cllr Marsh)  
Cllr Marsh circulated a report in advance of the meeting (see Appendix 3)  
Cllr Marsh reported that a contractor will quote for EV points at the Sportsfield but is currently looking for external funding. Have asked for electricity bills from both Sportsfield and village hall.

Cllr Warneken reported that the trees allocated for tree planting are not suitable for parkland and have therefore been donated to Goosemoor Nature Reserve.

- iv) To receive an update on the proposed community garden  
Cllr McHenery circulated a report in advance of the meeting (see Appendix 4)  
Cllr McHenery to provide a ballpark figure for legal fees at the next meeting.

#### **217. Media/Press releases**

- i) To consider any matters for press release or community news  
None raised.

#### **218. Correspondence**

- i) To note list of correspondence received and circulated  
Noted.

#### **219. Next Meeting**

- i) To receive any items for consideration at the next meeting  
None received.
- ii) To confirm the date for the next Parish Council meeting

**RESOLVED:** That the next meeting of the Parish Council will be on Monday 28<sup>th</sup> April, following the Annual Parish Meeting.

The Chairman closed the meeting at 20:35

## Appendix 1 – Tockwith Together

### Tockwith Together - Community Plan Working Party Parish Council Update – Mar 2025

1. Last meeting 16 Mar. Next meeting 06 Apr.
2. Main focus of the 16 Mar session was the discussion on a potential Neighbourhood Plan and how TT could support the PC in it's completion should it go ahead.
3. The minutes from the Neighbourhood plan focused TT meeting are below:

#### The Neighbourhood Plan

The committee welcomed Fiona Vicary to the meeting. Introductions were made.

Sue outlined the setting up of Tockwith Together and progress so far.

Fiona talked about neighbourhood plans and the advantages and benefits including:

- Making the community look the way we want it to
- Focusing on smaller developments
- Keeping streetscapes the same
- Keeping green spaces and community spaces
- Marking historical buildings to protect them
- Protecting our assets

The Parish Council are fully supportive of the formulation of a plan and would have to lead the process if the plan is to be presented to the Council but they are keen to work very closely with Tockwith Together.

To proceed, a consultant would have to be sought who has been successful with plans in the past. Fiona V has contacts and will look for this person. This consultant would then lead us through the process. We would be involved in the process of selection.

There are grants available of up to £10,000 and Fiona would apply for a grant from Awards For All. There is no set cost for plans. However Fiona thought that £10,000 was probably a good estimate. Negotiation with a consultant was all about setting these expectations, talking about workload and setting out who does what.

Having the Community Plan is a great advantage. It is already structured and is a really good start. The process moving forward would involve producing policies and documents, having a new website and a least another 2 community consultations. Engagement of the community is vital as if they are not behind it then it will not work. If the council approve the plan they will then conduct a referendum of the community. To be adopted it needs approval from 50% of the voting population.

Elements from the Community Plan will be used in the neighbourhood plan however the 2 plans will then separate and run alongside each other.

Fiona felt that with focus we could have a plan ready in 2 years.

Summing up ...for us there will be tasks to do, Policies, documents to help with, wholesale engagement with the community, a media and publicity programme, possible fund raising as we progress. This will need the involvement and commitment from all members of Tockwith Together and likely others as we progress.

The group that met were happy and enthusiastic with what we heard, however we were a small representation of the committee and the whole group now need to decide whether we want to progress with a neighbourhood plan. To do this we have set a date for a meeting when it will be important that **everyone** attends to have their say and to vote.

The date: Sunday 6<sup>th</sup> April at 10.00am in the Sportsfield

Please check this date now and reply to the poll so that know we will have a full group in attendance or whether we need to reschedule.

Before this meeting, if you have not already done so, please read as much info as you can. The gov uk site is a good place to start

In the meantime Fiona V will start researching suitable consultants so that we are ready to progress if the vote goes that way.

Cllr S McHenery

## **Appendix 2 – Tockwith Village Hall**

Still not got anywhere with a locking system. I've now chased Hallmaster themselves (who is the software we use for bookings) as they have a partner company and have chased them up, so hopefully we will get somewhere soon.

The build work should hopefully be starting very soon. There was an issue with building regulations due to disabled access from the new extension to the toilets, which would have meant we would have to have a permanent ramp and handrails protruding out, despite the rest of the hall and meeting room not being on one single level (but building regs are getting tighter on things such as this).

We met with the builder last week and looked at a couple of options. The best option, which will be a bit more expensive is to lower the level of the back meeting room floor (which is solid concrete). This will mean the entire hall and extension, will then be on one single level, which will be much more usable. We've asked him to go with this option and he is updating building regulations, given the money is S106 money that is being used. His quote if you remember was well within the S106 funds we had.

It may well balance out as I've also been speaking to Dave White, a local plumber and he says the boiler in the village hall is really good and more than capable of heating the entire hall and extension. This would mean we don't need to go down the route of air source heating. He did say new radiators and better insulation would help massively, so as the build gets under way, we'll start to explore some of these.

The builder is providing a revised payment schedule which I will share once we received it.

The user groups are genuinely excited about the hall extension and space, having spoken to a few people. There will be some disruption of course, but we've communicated it to everyone.

There is one thing the PC need to do, and that is empty the cupboards as everything will need to be moved out of that back meeting room as it will be blocked off for the build.

## **Appendix 3 - To receive an update on the EV Chargers**

Last month I asked ORCS/EST if we could use the grant we've received on a smaller installation without finding the extra 40%, as time is so tight.

I had a meeting on Friday with the ORCS team who have confirmed that my suggestion is not allowed i.e. someone will have to pay the 40% shortfall (about 29k).

From ORCS perspective the 40% finance could come from a Charge Point Operator, PC, NYC, S106, or even another grant.

ORCS have however given us another 3 months so we now have until end September to complete an installation of any size (subject to repaying any unused balance of the grant).

So I've contacted 4 companies to quote for just one double-headed charge point either at the Village Hall or the Sportsfield. Finding the funding could be a separate exercise.

I'm having a meeting on Monday with one supplier who may be able to offer funding too, so there might be more to report at the PC meeting.

## **Appendix 4 - To receive an update on the proposed community garden**

## Background

1. The possibility of providing TWW parishioners a space that could be used as a Community Garden (CG) first arose as a means to find a use for an allotment plot that was thought to be un-lettable. This has since been superseded as the doubtful plot has been let and there was strong representation from the Allotment holders that they did not support the idea of a community space in their domain.
2. However, the idea endured and a suggestion that a small plot of land at the southern end of Prince Rupert Drive (PRD) being used to provide a community space was suggested.

## Activity so far.

3. The small plot of land identified (see paras 6 and 7 below for details) was identified as belonging to the Cogrove family and 2 other separate parties, the land having been purchased as a 'block' to influence future developments.
4. Representation from Future Footprints and the PC (Fiona Steed and Stuart McHenry) met with the Cogroves and determined / agreed that:
  - a. The land did belong to a small syndicate of 3 families, led by the Cogroves.
  - b. The Cogroves were supportive of the land being controlled by the PC or another suitable body for the public good, reinforced by the suggestion that parts of the Tockwith Scouting movement had expressed interest in utilising and maintaining the plot as an horticultural education project. The Cogroves also agreed to approach the other parties to establish their views.
  - c. It was agreed that the way forward would be for the PC to rent the plot for a nominal sum (£5 / year was suggested).
  - d. As a result of 4c above, 2 documents were sourced and the completion started ahead of the proposed rent of the plot of land. See Annexes A and B with attachments below.

## Description and Location.

5. The plot of land is an isolated block at the southern end of PRD, approximately 5m square, surrounded by wooden 'gate style' fencing. It is largely overgrown, with significant bramble growth in one corner. The plot is directly adjacent to the boundary of the first house on Lucas Grove South, the most South East part of PRD, the footpath from PRD through to the Oak Park estate and the Western end of Bramblegate Road on the Oak park estate itself.
6. The 'What 3 Words' coordinates of the 4 corners of the plot are (approximately given 'What 3 words only gives 3m Square accuracy):
  - a. NE corner – dirt.fixed.browsers
  - b. SE corner – steady.pint.cascaded
  - c. SW corner – this.ambushes.rents
  - d. NW corner – jukebox.assemble.irritable
7. Other location data (for approximate centre of plot):
  - a. National Grid ref - SE 4649 5212
  - b. OS X (Easting) – 446499 , OS Y (Northing) – 452124
  - c. Lat/Long (OSGB36) - 53.962909891923644,-1.2911840928666414
8. Mapping and images are given at Annex C.



**Subsequent Activity.**

9. Subsequent to the initial engagement with the owning syndicate, discussion evolved to the point where the syndicate expressed a wish to divest themselves of the plot of land and would be happy to transfer ownership to TWW PC, providing there was no cost for the transaction to them. This remains the current position.

**Next Actions.**

10. The next actions are:
  - a. TWW PC confirm that they wish to proceed with the transfer of the CG plot into PC ownership.
  - b. Obtain quoted from legal firms on a fixed fee basis to achieve the transfer.
  - c. Execute the land transfer.
  - d. Establish a working group with Future Footprints to determine the new use for, and maintenance of, the CG plot.