



Tockwith with Wilstrop Parish Council

North Yorkshire

www.tockwith.gov.uk

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Minutes of the Annual Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held at 7pm on Tuesday 27 May 2025 at Tockwith Village Hall, 1 Marston Road, Tockwith, YO26 7PR.

Present: Cllr Arnold Warneken, Cllr Simon Blake, Cllr Stuart McHenery, Cllr Kriston Wright, Cllr Helen Algar, Cllr Debra Cumming.

Apologies: Cllr Alex Marsh

Guests: County Councillor Andy Paraskos.

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

One member of the public was in attendance.

MINUTES

1. To elect a Chairman

i) To elect a Chairman

Cllr Wright proposed that Cllr Warneken be elected as Chairman. Cllr Blake seconded. All in favour.

RESOLVED: Cllr Warneken be elected as Chairman.

ii) Chairman to sign Declaration of Acceptance of Office
Signed after the meeting.

iii) To elect a Vice Chairman

Cllr Algar proposed that Cllr McHenery be elected as Chairman. Cllr Blake seconded. All in favour.

RESOLVED: Cllr McHenery be elected as Vice Chairman.

2. Apologies

i) To note any apologies received

Apologies had been received from Cllr Marsh. It was noted that Cllr Harrison has resigned from the Parish Council.

ii) To approve any reasons for absence submitted for consideration

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

3. 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
Cllr Algar requested a non pecuniary dispensation for agenda item 14(iii).
RESOLVED: To grant Cllr Algar's dispensation request.

4. County Councillor Reports

- i) To receive reports from North Yorkshire County Councillors Warneken and Paraskos
County Councillor Paraskos reported that:
- Roads will be closed between Tockwith and Long Marston during June and July to patch and top dress the surface. This is due to a cancellation of another project which led to the roadworks being brought forward.

5. Minutes

- i) To approve the minutes of the Ordinary Parish Council Meeting held 28 April 2025
RESOLVED: That the minutes of the Ordinary Parish Council meeting held 28 April 2025 be approved as a true and accurate record of that meeting.

6. Finance

- i) To approve payment of invoices

Payee	Description of goods/services	Total Value
Fiona Vicary	Clerk Salary & WFH Allowance	£1,115.58
Fiona Vicary	Clerk Expenses	£17.10
A Bosmans	Internal Audit	£250.00
Energy Oasis	Bid writing for Feasibility Study	£540.00
Tockwith Village Hall	Room Hire	£300.00
J&E Richards Ltd	Village Hall Extension May	£67,413.60
The Yorkshire Green Team	Grass cutting	£320.00
Nest Pension	Employer Pension May	£28.21
O2	Mobile Phone	£16.45
PWLB	Loan repayment	£2,292.09
Receipts		
Lloyds Bank	Savings Interest	£80.95
NYC	Precept - 1st Instalment	£28,952.86
NYC	Commuted Sums - Village Hall Extension	£92,258.40
Allotment Fees	Assorted	£622.84

RESOLVED: That the invoices noted above be paid in full with immediate effect.

- ii) To approve a bank reconciliation to 30/04/2025 (as evidenced by bank statement and ledger/cashbook)

RESOLVED: That the bank reconciliation to 30/04/2025 be approved. The PC's bank balance as at 31/03/2025 is £126,179.44.

- iii) To note receipts and payments against 2025-26 budget

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

- iv) To note the Internal Auditor's report for the accounts year ending 31/03/2025 and to approve any action required

The Internal Auditor's report was noted. No actions raised.

- v) To consider and approve the Annual Governance Statement for the annual return 2024/2025
The Annual Governance Statement was considered by the members of TWWPC.

RESOLVED: To approve Section 1 of the Annual Return 2024/2025 - Annual Governance Statement. This was signed by the Chairman and the Clerk.

- vi) To consider the Accounting Statements for the annual return 2024/2025
The Accounting Statements were considered by the members of TWWPC.

- vii) To approve Accounting Statements for the annual return 2024/2025
It was resolved to approve Section 2 of the Annual Return 2024/2025 - Accounting Statements.

- viii) The Chairman to sign and date the Annual Governance Statements and Accounting Statements for the annual return 2024/2025

The Accounting Statements were signed and dated by the Chairman. These had been signed and dated by the Responsible Financial Officer before being presented to the authority for approval.

- ix) To approve dates for the Exercise of Public Rights 2025
It was resolved that the dates set for the Exercise of Public Rights 2025 are commencing on Tuesday 3 June 2025 and ending on Monday 14 July 2025.

- x) To consider parish grant applications
To be considered at a future meeting.

7. Planning

- i) To consider planning applications received

Application at: Spruce And Hawe Ltd Blind Lane Tockwith York North Yorkshire YO26 7QJ

For: Erection of a new building providing 1 unit providing 270m² of floor space. Proposed usage groups: E, B2 & B8 (Not Heated)

Application Ref No: HGTZC25/00838/FUL

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

- ii) To note all planning decisions received
The following planning decisions were noted.

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/Decision Ref No: HGTZC25/00807/FUL

NYC Planning Decision – APPROVED subject to conditions.

Application at: Marston Business Park Old Airfield Tockwith North Yorkshire YO26 7QF

For: Non material amendments to Condition 2 (approved drawings) to amend elevations of Plot E buildings and the location of EV car parking and non material amendments to Condition 27 (phasing

plan) to reflect the updated phasing of the scheme pursuant to planning permission ZC23/04588/DVCMAJ

Application/Decision Ref No: HGTZC24/03559/AMENDS

NYC Planning Decision – APPROVED subject to conditions.

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

For: Proposed canopy

Application/Decision Ref No: HGTZC25/00852/FUL

NYC Planning Decision – APPROVED subject to conditions.

Application at: Church Of The Epiphany Westfield Road Tockwith North Yorkshire YO26 7PY

For: Proposed disabled access ramp

Application/Decision Ref No: HGTZC25/01044/FUL

NYC Planning Decision – APPROVED subject to conditions.

iii) To consider any planning enforcement related matters
None raised.

iv) To consider any other planning related matters
None raised.

v) To note an update on the proposed Neighbourhood Development Plan (NDP)
A meeting to select an NDP consultant will be held on 4th June 2025.

8. To elect Councillors to represent the Parish Council at the following Working Groups and outside organisations

- i) Village Hall Management Committee – Cllr Blake
- ii) Sportsfield Trust – Cllr Algar
- iii) Future Footprints – Cllr Marsh, Cllr Algar, Cllr Warneken
- iv) Tockwith Together – Cllr McHenery, Cllr Cumming
- v) YLCA Branch Meetings – Cllr McHenery

RESOLVED: That the above Councillors be elected.

9. To elect Councillors to the following Parish Council Committees

- i) Finance Committee - Cllr Blake, Cllr McHenery, Cllr Wright, Cllr Cumming
- ii) Public Open Spaces, Allotments and Playground Committee – Cllr Wright, Cllr Algar, Cllr McHenery, Cllr Warneken
- iii) Staffing Committee – all Parish Councillors

RESOLVED: That the above Councillors be elected.

10. To elect Councillors to the following responsibilities

- i) Planning – Tockwith Cllr Algar, Cllr Wright; Cowthorpe Cllr Warneken; Wilstrop - TBC
- ii) Playground inspections Tockwith Cllr McHenery; Cowthorpe Cllr Warneken
- iii) Defibrillators – Cllr McHenery
- iv) Fixed Assets – Cllr Algar
- v) Highways Matters – not required as this is the responsibility of North Yorkshire Council
- vi) Communications & Social Media - TBC
- vii) Payroll – Cllr Marsh
- viii) Neighbourhood Plan – all Parish Councillors

RESOLVED: That the above Councillors be elected.

11. To review the Statutory Documents, Policies, Procedures and Practices

- i) Standing Orders
- ii) Financial Regulations
- iii) Risk Assessments
- iv) Complaints Procedure
- v) 2024-25 Asset register
- vi) Insurance

The Clerk circulated the documents prior to the meeting. Amends and updates had been noted by the Parish Council. It was noted that the Personal Accident element of the insurance is in the name of the former Clerk.

RESOLVED: That the above documents be approved and updated on the Parish Council website.

12. Tockwith Together

- i) To receive an update from Tockwith Together
Cllr McHenery circulated a report in advance of the meeting (see Appendix 1)

13. Tockwith Sportsfield Trust

- i) To receive a report from the TWWPC representative on the Sportsfield Trust
Meeting not held, no report received.

14. 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)
It was noted that the Tockwith Players caravan hasn't been moved to its new location. Clerk to request this is done by the end of June
- ii) To consider a new method of door entry for the hall
Cllr Blake reported that due to the specific requirements of the new lock system, only one quote has been received. This was accepted by the Parish Council. The contractor will need to conduct a site visit before confirming the quote.
RESOLVED: To approve the purchase of a new lock system up to £800.
- iii) To consider a quote for new heating system for extension
Cllr Blake received a quote from the on site builders for a new air to air heating system. Other contractors were approached but did not quote. The new heating system will be installed in the courtyard with internal ducting.
RESOLVED: To accept the quote for the new air to air heating system for £6,765 plus VAT.

15. Highways and Transport Matters

- i) To receive an update on the village gateways
No update as waiting for a meeting with Highways.

16. Public Open Forum

No issues raised.

17. Public Open Spaces

- i) To receive reports on play and gym equipment inspections and consider any issues
A complaint has been raised by a resident regarding bird droppings on and near the play equipment at Marston Road play area. It was noted that this has washed off. No other issues.
- ii) To receive an update on the Marston Road play area refurbishment

All bids have been received and will be considered at a Public Open Spaces, Allotments & Playgrounds Committee on Friday 13th June 2025.

- iii) To consider the grass cutting contract at Westfield Green
RESOLVED: To accept the quote from MAH Garden Maintenance Limited for grass cutting at Westfield Green.

18. Allotments

- i) To consider any findings from the April allotment inspections (Cllrs Algar & Wright)
It was noted that vehicles are still using the bridleway. County Councillor Paraskos to ask NYC for signs to be placed on the bridleway.
Clerk to check with Ainsty Conservation Society about the common land known as Sandhole Wood.
- ii) To consider the request for new sheds at Church Lane allotments
An allotment holder has asked for some communal sheds to be installed. Cllr Wright to contact the allotment holder to discuss requirements.

19. 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 (Cllr Algar)
Cllr Algar circulated a report in advance of the meeting (see Appendix 3)
- iii) To receive an update on the EV Chargers (Cllr Marsh)
Cllr Marsh circulated a report in advance of the meeting (see Appendix 4)
- iv) To receive an update on the proposed community garden and to consider legal costs
Cllr McHenery reported that all three landowners are in agreement that the land can be transferred to TWWPC free of charge. The issues of TWWPC taking ownership of the land, associated costs and maintenance of the land are to be considered at the next meeting.

20. Media/Press releases

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

21. Correspondence

- i) To note list of correspondence received and circulated
Noted. A request from the library service for somewhere to park the mobile library has been received.

22. Next Meeting

- i) To confirm the date for the next Parish Council meeting
RESOLVED: That the Annual Meeting of the Parish Council will be on Monday 23 June 2025.

The Chairman closed the meeting at 20:45

Appendix 1 – Tockwith Together

Not much from TT this month, the last meeting was 06 Apr, minutes circulated for last PC mtg, and the next one is on 14 Jun.

Out of a meeting context, there has been discussion about:

1. The activity to find a planning consultant to assist with the Neighbourhood plan. I have explained that TT do not have a veto, even though they have a vested interest in who the PARISH COUNCIL select to work with and the know about 04 Jun virtual events.
2. The secondary school transport issue. I did talk about this on the TT meeting immediately after STAG talked to the PC, but one TT forum member was not at that meeting and has subsequently decided (Probably quite appropriately) that it is an issue worth getting irate about, so there is some noise being generated, albeit too late to lobby NYC.

Appendix 2 - Tockwith Village Hall

The VHMC haven't met since the last meeting, but the main update is around the build and this is progressing well. A couple of pictures attached for you to see.

The space looks great now we can visualise it better. After many samples, they have found a good close match to the bricks (from 2 different suppliers that they mix up) which will make it look great when finished. The roof trusses are due to be going on w/c 2 June so it will really start to come together then.

With the lowering and levelling up of the levels outside, the small dwarf wall that sits between the current tarmac and the grass area will need to be demolished and rebuilt as it doesn't have any foundations but it will be rebuilt in the same location and be slightly higher than before.

I've had feedback to say how neat and tidy the builders are which is great to hear. One or two challenges with deliveries and the residents in the old Mill, but we are communicating with them to minimise disruption.

A quote has been provided for the heating solution which a separate agenda item and also we finally got a quote/estimate for installing a digital smartlock solution, again on the agenda.

Appendix 3 - Future Footprints Local Energy Generation update

A meeting was held a couple of weeks ago regarding progress of the project.

We have instructed Energy Oasis to create an application for feasibility funding for us there have been a few issues there with respect to who is taking this on as Danny has now left the company and we have been given a new contact. Fiona and I are going to arrange to meet up with Rob and he is currently looking for funding streams to apply to in the interim along with our representative from future footprints who is looking at funding.

We have also confirmed with York University the scope for the projects that we would like their students to get involved with and these are centred around social media and promotion of the scheme in the local area. This is to aid us in the community engagement part of the scheme which will enable us to apply for capital spending more easily in the future after the feasibility study although this does also tick boxes for our feasibility grant applications too.

We are getting letterhead and branding for the group which will be distinct from Future Footprints it is as this point we will be moving closer to setting up a Community Benefit Fund but again this kind of work and spend I have advised should not be done until we have had the feasibility study completed.

Appendix 4 To receive an update on the EV Chargers

Energy Oasis: I saw Mike Kay a few weeks ago and he said he'd get another company to quote us but I've not heard from him/them.

Zest are ignoring me.

Oval have been out to the VHall to enable them to firm up the price for installing a double-headed charge point.

Energy Saving Trust/ORCS seem excited that we almost have a project to fund.