



# THORP ARCH

## PARISH COUNCIL

### DRAFT MINUTES OF THE MEETING OF THORP ARCH PARISH COUNCIL HELD

ON MONDAY 12<sup>th</sup> APRIL 2021 – 7.00pm

The Meeting was conducted remotely due to Covid-19 restrictions

**PRESENT:** Councillors: John Richardson (JR) Chair, Nicola Midgley (NM), Steve O’Loughlin (SOL) Charlotte Dyson (CD), Ian Grainger (IG)

**IN ATTENDANCE:** Tina Wormley

**OTHERS:** Ward Councillor Norma Harrington (NH)

470	<b>PUBLIC REPRESENTATIONS</b> One resident	
471	<b>TO APPROVE APOLOGIES FOR ABSENCE</b> None	
472	<b>POLICE REPORT</b> Three crimes reported for February, two in the Woodlands area and one on the Trading Estate. NM attended the PACT meeting and reported an increase in crime in the Wetherby area last month. Pickpocketing has been a particular problem.	
473	<b>DECLARATIONS OF INTEREST and CONSIDERATION of DISPENSATIONS</b> None	
474	<b>TO APPROVE the MINUTES of the last MEETING</b> The minutes of the meeting held on Monday 8 <sup>th</sup> March 2021 were accepted as a true record.	
475	<b>TRIBUTE to HRH DUKE of EDINBURGH</b> Standing Orders were suspended whilst JR delivered a tribute to HRH Duke of Edinburgh. The tribute has been uploaded to the website, circulated via the Village Diary, put on the noticeboards and will feature in the PC newsletter.	
476	<b>CORRESPONDENCE</b> <ul style="list-style-type: none"><li>• One resident has responded to the leaflet drop and volunteered. CD to make contact with her. CD agreed to put a list of volunteering requirements together.</li><li>• Copied in on a complaint to Planning Enforcement re-sign on the wall of The Pax, which the complainant suggests is too large.</li></ul>	

	<ul style="list-style-type: none"> <li>Concerns about tree removal from a property on Thorp Arch Park. PC reported the matter to LCC.</li> </ul>																			
477	<p><b>FINANCE</b></p> <p>a. Payment of accounts authorised</p> <table> <tr> <td>T Wormley</td> <td>Salary</td> <td>£413.60</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>£96.00</td> </tr> <tr> <td>T Wormley</td> <td>Home Expenses</td> <td>£40.39</td> </tr> <tr> <td>R M Landscapes</td> <td>Grass cutting</td> <td>£106.00</td> </tr> <tr> <td>YLCA</td> <td>Training Webinars</td> <td>£22.50</td> </tr> <tr> <td>YLCA</td> <td>Subscription</td> <td>£122.00</td> </tr> </table> <p>b. Balances and receipts noted</p> <p>c. Bank reconciliation circulated and agreed.</p> <p>d. Internal Financial Controls document updated and agreed.</p> <p>e. Precept – Remittance for the Precept received.</p>	T Wormley	Salary	£413.60	HMRC	PAYE	£96.00	T Wormley	Home Expenses	£40.39	R M Landscapes	Grass cutting	£106.00	YLCA	Training Webinars	£22.50	YLCA	Subscription	£122.00	Clerk
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478	<p><b>PARISH DEVELOPMENT MATTERS</b></p> <p>a. Chartford Homes (CH)/Homes England (HE) application (18/07278/FU) for 26 dwellings, is now almost complete. CD agreed to write a Welcome letter to all new residents along with one of the PC's leaflets.</p> <p>b. Lovell Homes/Homes England Application (17/07970) for 119 houses – Formal contract now issued. Conditions will need to be regularly monitored by the PC. Clerk to provide reminder of the conditions. Agreed that NM will take over from JR as lead. NH suggested that a Consultative Forum should be established, which would bring together planners, the PC, Lovells and residents, to address issues arising from the development. NH to follow up.</p> <p>c. Cycle path – PC will meet with representatives from HMP Whealstun and walk the proposed cycle path route. Will then liaise with LCC re progressing the proposal.</p> <p>d. Thorp Arch Grange adverse possession update – No further developments.</p>	<p>CD</p> <p>Clerk</p> <p>NM</p> <p>NH</p> <p>NM/SOL</p> <p>SOL</p>																		
479	<p><b>PLANNING</b></p> <p>See Appendix 1 for a. and b.</p> <p>a. Applications.</p> <p>b. Decisions and enforcements.</p>																			
480	<p><b>PARISH PROJECTS</b></p> <p>a. Village sign and planter – Sign still to be ordered as reconsidering the design and size. Resolved a total of £1800 for both sign and installation.</p>	SOL																		
481	<p><b>ORGANISATIONAL MATTERS</b></p> <p>a. Tribute to outgoing Chairman John Richardson – SOL read out a tribute to JR on behalf of the Cllrs and Clerk. See Appendix 2. The tribute will feature on the website and Newsletter during May.</p> <p>b. May meeting – agreed to move the May meeting from Monday the May 10<sup>th</sup> to Thursday May 6<sup>th</sup>.</p> <p>c. Remote meetings – Remote meeting legislation is currently under review with a final report due at the end of April. Cllrs agreed that physical meetings remain unsafe due to covid risks. With this in mind it was resolved that some decision making could be delegated to the Proper Officer of the council should meetings not proceed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																		

	<p>d. Resolved to adopt the new code of conduct for Cllrs.</p> <p>e. Tree Work – Permission now granted from LCC Landscape Department for tree work on The Green. NM to check with contractor re nesting season and how this may affect the work.</p> <p>f. Resolved to adopt the litter collection risk assessment and guidance for litter pickers, circulated by the Clerk.</p> <p>g. Improvements to the War Memorial – Grant application discontinued as there is little support for cleaning. Clerk to contact Bramham PC who have recently has work undertaken on their Memorial.</p>	<p>NM</p> <p>Clerk</p> <p>Clerk</p> <p>SOL</p>
482	<p><b>INFRASTRUCTURE</b></p> <p>a. Traffic calming measures – Still awaiting road markings on the bridge and cycle path crossing. Downloaded SID data shows a slight decrease recorded in vehicle speeds during January as the lockdown commenced. Speeds have since crept back up to pre lockdown levels. Around 80% of vehicles exceeded the 20mph limit on Church Causeway and 45% exceed the 30mph limit on Walton Rd. Cllrs noted the West Yorkshire Transport Authority consultation, as transport links are very poor in the Outer North east area. Ward Cllrs have been lobbying the authority to improve links but there is concern about concurrent and possibly conflicting consultations from Leeds City Council on the same issues. Local input from PCs is being encouraged.</p> <p>b. Transporter deliveries to Hall Farm – Planning permission will be required for a sign to divert vehicles. There are few maps on company websites and where they exist, they are incorrect leading vehicles to Thorp Arch park. Agreed to write directly to the companies and ask them to resolve the issue.</p>	<p>NM</p> <p>NH</p> <p>NM/SOL</p>
483	<p><b>COMMUNITY PARTICIPATION</b></p> <p>a. Annual Parish Meeting – Agreed to hold the APM as planned on Monday 26<sup>th</sup> April. Clerk to ask for contributions to the newsletter from other organisations, which will be published in the newsletter along with the Chairman’s report.</p> <p>b. Additional Christmas tree lights – Resolved to purchase additional Christmas lights following requests from residents. Agreed to form a small committee of residents along with representatives from the PC and Leeds Lights. IG to lead.</p>	<p>Clerk</p> <p>IG</p>
484	<p><b>MINOR ITEMS and ITEMS FOR NEXT AGENDA</b></p> <p>a. Items for the agenda to be forwarded to the Clerk up to one week before the meeting.</p>	
485	<p><b>CLOSURE</b></p> <p>There being no further business, the Chairman declared the meeting closed at 9.00pm.  <b>The next meeting will be the Annual Parish meeting on Monday 26<sup>th</sup> April 2021 – 7.00pm and the Annual Meeting which will be held on Thursday 6<sup>th</sup> May 2021 – 7.00 – 9.00pm. Both meetings will be conducted remotely.</b></p>	

Signed .....

Date.....

Chairman

## Appendix 1

Planning Applications			
Application Number	Address	Description	Decision
Ref: 21/01895/TR	War Memorial Site	Work to various trees	Approved
Ref: 20/08599/LI	Thorp Arch Hall	Replacement of first floor windows with heritage double glazing	Approved
Ref: 21/00679/FU	Hérons keep, Church Causeway	Variation off condition 2 on previously approved planning application	Approved
Ref: 21/01745/FU/NE	Unit 659, Street 3, Trading Estate	Change of use from light industrial unit to critical care veterinary practice	Support
Ref: 21/020061/FU/NE	16 Thorp Arch Park	Dormer window to rear and first floor balcony to rear	Support
Ref: 21/03122/TR	21 Woodland Drive	Remove decayed Silver Birch tree	Support

### Planning Enforcements

Case Number	Address	Date Received by LCC	Current Status (new actions in red)
None			

### Other

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## Appendix 2 – Tribute to Chairman John Richardson:

As many in Thorp Arch will be aware, the end of April sees a slight changing of the guard at Thorp Arch Parish Council. John Richardson, who has served as Chairman for the past 6 years is stepping down having recently moved house away from the village.

Few of you are probably be aware of what being Chairman entails or how John has embraced and executed what at times can be a challenging position. In his time at the Parish Council there have been a number of major planning decisions, changes in the PC make up and numerous other issues to resolve.

I have been privileged to see John's contribution close up and I have been in awe of quite how much effort he has put in to getting things done and what a contribution those efforts have made, always ensuring that

everyone's views have had a hearing. Ensuring that 'the right thing' happens is not always as straightforward as you might expect.

Despite moving into his and Liz's new home at Christmas, John agreed to stay in position until this May and as one example, has overseen the PC trying to influence a number of planning applications reaching conclusion, to get the best for the village.

John and Liz have lived in Thorp Arch for 36 years and as they start on their new adventure a few miles up the road, they will certainly be missed both in the village and on the PC.

John, I think I can speak for all of Thorp Arch, when I say a big thank you for all your efforts over the years and the very best in your new chapter. What you will do with all your new 'free time' I have no idea!

Steve O'Loughlin  
Vice Chairman

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