



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

**ON MONDAY 14<sup>th</sup> DECEMBER 2020 7.00pm**

**The Meeting was conducted remotely due the Covid-19 restrictions**

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

**IN ATTENDANCE:** Tina Wormley

**OTHERS:** Ward Councillor Norma Harrington

411	<b>PUBLIC REPRESENTATIONS</b> None	
412	<b>TO APPROVE APOLOGIES FOR ABSENCE</b> none	
413	<b>POLICE REPORT</b> Three crimes reported for the month of November: Burglary Business 2/11/20 – Thorp Arch Trading Estate – unknown person attacks door. No entry gained and no property taken. Drugs 13/11/20 – Thorp Arch Grange – vehicle stopped and 2 persons found to be in possession of a small amount of cannabis and given a community resolution. Harassment 1-8/11/20 – A crime of harassment recorded with a known suspect. Parties are all known to each other.	
414	<b>DECLARATIONS OF INTEREST and CONSIDERATION of DISPENSATIONS</b> JR Change of address.	
414	<b>TO APPROVE the MINUTES of the last MEETING</b> The minutes of the meeting held on Monday 9 <sup>th</sup> November 2020 were accepted as a true record.	
416	<b>CORRESPONDENCE</b> <ul style="list-style-type: none"> <li>• Invitation to attend British Library zoom call regarding their future plans – JR, NM and SOL to attend.</li> </ul>	
417	<b>FINANCE</b> <ol style="list-style-type: none"> <li>a. Payment of accounts authorised</li> </ol>	

	<p>T Wormley Salary £421.60</p> <p>HMRC PAYE £88.00</p> <p>T Wormley Home Expenses £18.00</p> <p>Greensleeves Lawn treatments on the Greens £244.00</p> <p>Azure Tree Services Emergency tree work £200.00</p> <p>YLCA Training Webinars £42.50</p> <p>R M Landscapes Grass cutting £185.00</p> <p>b. Balances and receipts noted.</p> <p>c. Bank reconciliation circulated and agreed.</p> <p>d. 2021/22 Budget – resolved to adopt the proposed 2021/22 budget of £24,870.00</p> <p>e. 2021/22 Precept – resolved to set the precept at £20,000, which incorporates an £800.00 inflationary rise only. Reserves will be used to fund the £4870.00 deficit.</p>	
418	<p><b>PARISH DEVELOPMENT MATTERS</b></p> <p>a. Chartford Homes (CH)/Homes England (HE) application (18/07278/FU) for 26 dwellings, is progressing. Almost all homes now complete. Completion date for the site is expected to be March/April 2021.</p> <p>b. Lovell Homes/Homes England Application (17/07970) for 119 houses – LCC are hoping to advance the consent agreement before Christmas. The PC will consent subject to fulfilment of previously agreed conditions with the developer. Clerk to forward list of PC agreed conditions to JR.</p> <p>c. Cycle path – JR has detailed a way forward regarding the cycle path, and circulated to all Cllrs. Agreed that NM will take the project forward after John stands down in May.</p> <p>d. Thorp Arch Grange adverse possession update – Discussions are ongoing. Still awaiting update from LCC.</p>	<p>JR Clerk</p> <p>JR/NM</p> <p>JR/SOL</p>
419	<p><b>PLANNING</b></p> <p>See Appendix 1 for a. and b.</p> <p>a. Applications.</p> <p>b. Decisions and enforcements.</p>	
420	<p><b>PARISH PROJECTS</b></p> <p>a. Village bench – Now completed and due to be delivered shortly.</p> <p>b. Village sign and planter – In discussions with Leeds City Council re location of the sign.</p> <p>c. Request for donation – The PC have received a request for a donation for £337 from a local group of parents, towards the cost of a Christmas trail. Resolved to donate the requested amount. Cllr Norma Harrington suggested that Ward Cllrs could donate the additional sum of £100 requested. SOL to liaise with the group.</p>	<p>SOL</p> <p>SOL</p> <p>SOL</p>
421	<p><b>ORGANISATIONAL MATTERS</b></p> <p>a. Social media update – Resolved the sum of £100 for design of the leaflet, which will be approved at the January meeting. Resolved the sum £50 for a refresh of the logo to be agreed at the January meeting. Resolved the sum of £200 for a watercolour drawing of the village which will be used on the website. CD to circulate a proposed strapline.</p> <p>b. Councillor communications – Cllrs should ensure that when engaging with third party organisations, they copy the clerk in, and where appropriate the chairman.</p> <p>c. Emergency procedures and liabilities – Following an emergency call out to a dangerous branch on The Green last Friday evening, the Clerk outlined the PC's responsibilities for emergency procedures and liabilities.</p>	<p>CD</p> <p>SOL</p> <p>All</p> <p>Clerk</p>

	<p>d. Unemptied bins and litter issues – Bins are now being emptied regularly. Agreed not to install 'no litter' signs on Wood Lane. Cllrs felt this would not be successful in reducing the litter problem.</p> <p>e. Additional Christmas lights – resolved to purchase additional Christmas lights for 2021. Agreed to discuss at a future meeting.</p>	<b>IG</b>
<b>422</b>	<p><b>INFRASTRUCTURE</b></p> <p>a. Traffic calming measures – NM met with Nic Borrás from Highways. Traffic calming measures need to have proof of accident in the area and as there have been no reported injury accidents they cannot be justified. It was agreed that the white hatched lines on the bridge will be widened, re-marked and edged with small reflective studs.</p> <p>b. Traffic incursion on the Sustrans route – The Sustrans route was breached by a vehicle on the 15<sup>th</sup> November. NM has asked a local farmer to further block the bank with a large tree log or similar.</p> <p>c. Footpath outside the school – Resolved 25% contribution up to a maximum of £1250 towards the overall cost of a footpath to the side the school, following safety concerns raised by resident parents. Other contributors to the scheme would be Leeds City Council and Ward Cllrs.</p> <p>d. Lawn treatment for the upper green – Lawn treatment to the upper green has now commenced.</p>	<p><b>NM</b></p> <p><b>NM</b></p> <p><b>JR</b></p> <p><b>SOL</b></p>
<b>423</b>	<p><b>COMMUNITY PARTICIPATION</b></p> <p>a. Removal of debris and weeds from bridge area – Leeds City Council are awaiting costs from the Forestry Team. Clerk to chase.</p> <p>b. Bulbs – Agreed to discuss in the Spring.</p>	<p><b>Clerk</b></p> <p><b>IG/SOL</b></p>
<b>424</b>	<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>	
<b>425</b>	<p><b>CLOSURE</b></p> <p>There being no further business, the Chairman declared the meeting closed at 9.25pm.  <b>The next meeting will be held remotely on Monday 11<sup>th</sup> January 2020 – 7.00pm – 9.00pm</b></p>	

Signed .....

Date.....

Chairman

## Appendix 1

Planning Applications			
Application Number	Address	Description	Decision
Ref: 20/05023/FU	Walton Gates, Wood Lane	Change of use of agricultural land to domestic curtilage to facilitate replacement of the septic tank	Approved

Ref: 20/06136/FU	64 Thorp Arch Park	Single storey rear extension	Approved
Ref: 20/06945/TR	Meadow House, 1 Walton Place	Sycamore (T1) Fell	Approved
Ref: 20/07129/LI	15 Thorp Arch Mill, Mill Lane	Listed building application for the formation of an external access ramp and internal alterations	Support
Ref:20/07694/ FU	The Flint Mill, Flintmill Lane	Variation of condition number 2 (approved plans) of planning permission 18/04517/FU amendment to design of fish pass including grassed covered area	Support the Planning Officer's decision
Ref: 20/07663/TR	2 Walton Chase	T1- Horse Chestnut- Crown lift to gain 4m clearance over the neighbouring car park and crown clean. T2- Sycamore- Crown clean and shorten 3 lateral branches by 1m in length that overhang the car park.	Support the Tree Officer's decision
Ref:20/07993/ FU	24 Thorp Arch Park	Removal of shipping container from front; single storey front/side extension; first floor side extension; conversion of existing garage to workshop and habitable room	Support

**Planning Enforcements**

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

**Other**

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