



**DRAFT MINUTES OF THE MEETING OF THORP ARCH PARISH COUNCIL held at  
LADY ELIZABETH HASTINGS SCHOOL  
ON MONDAY 13<sup>th</sup> JANUARY 2020 7.00pm**

**PRESENT:** Councillors: J. Richardson (JR) Chair, Andrew Peacock (AP), Steve O’Loughlin (SOL)

**IN ATTENDANCE:** Tina Wormley

**OTHERS:** Nicola Midgely (NM), Ian Grainger (IG)

257	<b>PUBLIC REPRESENTATIONS</b> None																
258	<b>TO APPROVE APOLOGIES FOR ABSENCE</b> None																
259	<b>POLICE REPORT</b> Five crimes reported for December: 4 Thefts from the Trading Estate and one theft from a vehicle in the Thorp Arch area. Wetherby PACT (Policing and Community Teams) meetings held monthly at Wetherby Methodist Church. IG to attend February meeting.	IG															
260	<b>DECLARATIONS OF INTEREST and CONSIDERATION of DISPENSATIONS</b> None.																
261	<b>TO APPROVE the MINUTES of the last MEETING</b> The minutes of the meeting held on Monday 9 <sup>th</sup> December 2019 were accepted as a true record and signed by the Chairman.																
262	<b>CO-OPTION OF NEW MEMBERS TO THE COUNCIL</b> Nicola Midgley and Ian Grainger were unanimously co-opted to the Council.																
263	<b>CORRESPONDENCE</b> <ul style="list-style-type: none"> <li>• Information about works to the bridge – to be displayed on website and feature in Newsletter/Causeway</li> <li>• YLCA Conference – Clerk to forward to new Cllrs</li> </ul>																
264	<b>FINANCE</b> <p>a. Payment of accounts authorised</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">T Wormley</td> <td style="width: 40%;">Salary</td> <td style="width: 30%; text-align: right;">£415.20</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td style="text-align: right;">£71.00</td> </tr> <tr> <td>T Wormley</td> <td>Expenses</td> <td style="text-align: right;">£10.00</td> </tr> <tr> <td>LCC – Lettings</td> <td>Hire of School</td> <td style="text-align: right;">£378.00</td> </tr> <tr> <td>J Richardson</td> <td>Expenses</td> <td style="text-align: right;">50.90</td> </tr> </table> <p>b. Balances and receipts noted. c. Bank reconciliation circulated and agreed.</p>	T Wormley	Salary	£415.20	HMRC	PAYE	£71.00	T Wormley	Expenses	£10.00	LCC – Lettings	Hire of School	£378.00	J Richardson	Expenses	50.90	
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	<p>d. Finance sub group – arranged for Thursday 20<sup>th</sup> February 2.00pm.</p> <p>e. Donation to Causeway – Resolved to donate £350 to Causeway</p>	Clerk
265	<p><b>PARISH DEVELOPMENT MATTERS</b></p> <p>a. Homes England (HE) – Work now underway on the Homes England application (18/07278/FU) for 26 dwellings. Application (17/07970) for 119 houses – Leeds City Council has assured JR that TAPC will be involved in the process to deliver the cycle path from Walton Road to HMP Wealstun, a condition of the S.106 Agreement. JR and NM are to engage with LCC Highways Manager. It has been confirmed that the developer for this site is not Chartford Homes.</p> <p>b. Planning Application: Ref:19/06079/FU – Heron’s Keep – Agree with comments made by landscape consultant whilst maintaining PC objection submitted.</p>	JR/NM
266	<p><b>PLANNING</b></p> <p>See Appendix 1 for a. and b.</p> <p>a. Applications.</p> <p>b. Decisions and enforcements.</p>	
267	<p><b>PARISH PROJECTS</b></p> <p>a. North Lodge Green – Chain link fence to be installed shortly.</p>	JR
268	<p><b>ORGANISATIONAL MATTERS</b></p> <p>a. Grievance and Disciplinary policy – Resolved to adopt. Clerk to circulate to new Cllrs.</p> <p>b. Dementia Awareness training – Clerk to organise session and notify Cllrs.</p> <p>c. Communication report – Resolved to instruct Vison ICT to add Newsletter ‘sign up’ to Homepage for the sum of £75 plus VAT. Once the ‘sign up’ has been installed, clerk to contact organisations in Thorp Arch to publicise the addition to the website with a view to establishing a resident data base compliant with GDPR regulations.</p> <p>d. Use of School for meetings – The school have agreed to allow the PC to use one of their classrooms for meetings from 2020. This will be reviewed by the Governors in June.</p>	<p>Clerk Clerk</p> <p>Clerk</p>
269	<p><b>INFRASTRUCTURE</b></p> <p>a. Highways and Footpaths – NM agreed to take on responsibility for the Highways brief.</p> <p>b. SIDs – JR and NM to receive training re extraction of data from SID’s.</p> <p>c. Cycle path – JR has met with Sustrans. Currently awaiting outcome of lease arrangement between Rockspring and Sustrans.</p> <p>d. New speed limits – JR has met with Leeds City Council and advised of corrections needed to a number of signs.</p>	<p>NM</p> <p>JR/NM</p> <p>JR</p> <p>JR/NM</p>
270	<p><b>COMMUNITY PARTICIPATION</b></p> <p>a. Noticeboard and Benches – Order for noticeboard to be submitted. Four benches currently being repaired and painted.</p> <p>b. Leeds United Football Club (LUFC) – Meeting scheduled with LUFC.</p> <p>c. Working with Neighbouring Parishes – Agreed to meet informally with Walton and Boston Spa PC’s. JR to contact both Chairs.</p>	<p>SOL</p> <p>SOL JR</p>
271	<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>	
272	<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 held on Monday 10th February 2020 – 7.00 at Lady Elizabeth Hastings School.</b></p>	

Signed .....

Date.....

Chairman

## Appendix 1

Planning Applications			
Application Number	Address	Description	Decision
Ref: 19/06296/FU	Unit 6, The old Timber Yard, York Road	Retrospective application for change of use of storage and distribution unit (B8) to gymnasium (D2)	Approved
Ref: 20/00023/FU	The Firs, Church Causeway	Alterations including; conversion of garage to habitable rooms; single storey rear extension; 3 dormer windows to front and 2 dormer windows to rear	No Objections
Ref: 19/06079/FU	Heron's Keep, Church Causeway Updated	Two storey extension to side, part two storey and part single storey extension to other side and rear, with Carport under, conversion of roof space and four dormer windows to front and rear; single storey extension to lower ground floor (with Terrace over); two storey extension to front; changes to existing fenestration and increase in roof height	Support Landscape Consultant's recommendation

### Planning Enforcements

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

Other

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