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| **Draft Thorp Arch Parish Council****Minutes Monday 8th June 2015****Present:** **Cllrs:** J Richardson (Chairman), M. Smyth, Amy Crooks, Andrew Rodger **In Attendance:** T. Wormley (Clerk)**Others:** PCSO S Wales, PCSO Emma Leighton **1. Apologies for Absence**Graham Duxbury – On holiday**2. Declaration of Prejudicial/Personal Interests**None**3. Police Report**One theft for Thorp Arch was reported. A child’s scooter was taken from Pear Tree Acre. PCSO Wales introduced PCSO Emma Leighton who is now taking on the Wetherby and Harewood area, as PCSO Wales is moving to another department.**4. Minutes of the last meeting** held on Monday 18th May 2015, having been circulated to all members, were **agreed** as correct with one amendment: Item12 – Amy Crooks is to attend training on 11th July not the 22nd June as stated.**5. Matters Arising from the Minutes**None**6. Correspondence**Governance review information from YLCA – circulated. Leeds Branch Annual Meeting – YLCA – Andrew Rodger (AR) and John Richardson (JR) to attend.Part-night street lighting proposal – clerk to contact Highways to request information on location of street lights affected in Thorp Arch.Email from Fiona Royffe re planters – request to continue planting – agreed by members.Environmental Services Report – circulated. Response from Walton PC re parish boundary – JR to meet with Walton Chairman.**7. Agenda Review**JR circulated a new style agenda for discussion. The purpose of the change is to encourage councillors to take on specific responsibilities which will then be reflected on the agenda, and subsequently in the minutes. JR suggested that members consider the proposal with a view to bringing any issues about the new format to the next meeting. If agreed, the agenda will be implemented at the September meeting.**8. Update: Trees on The Green**Permission has now been granted from the planning department for the felling of two trees on The Green. Margaret Smyth (MS) and Graham Duxbury (GD) are to source replacement trees and prices. Quotations will be brought to the July meeting for consideration. Permission will also have to be sought for planting of the new trees from planning. MS is meeting Rolf Neugebauer, Forestry Operations Officer, on Tuesday 9th June to discuss suitable tree type replacements.Letters were delivered to residents on The Green, but no responses as yet. However two residents have requested the logs, following the fell of the trees. After a discussion about this request, it was agreed to run a log sale and ask for donations to charity.**9. Outer North East Parish and Town Council Forum – Report**JR circulated a report from the meeting. Two issues of significance dominated the meeting: the impact of part-night street lighting on crime rates, and the importance of having a Neighbourhood Plan in place in order to receive maximum finance from the Community Infrastructure Levy (CIL). Guidance Workshops on how CIL will work are to be organised by LCC over the next two months. Councillors and those involved with neighbourhood planning will be invited to attend.Members agreed that it was vital for progress to be made now that CIL was operational in ensuring that the Neighbourhood Plan advanced through the next stages as soon as is practical.**10. Response from Boston Spa Parish Council re Hydro Power Project**A report from Boston Spa Parish Council was received and noted. The Council agreed to keep a watching brief on the proposals.**11. YLCA – Revised Rules for Recording Meetings**It was agreed to adopt the YLCA template guidance for the management of recording parish meetings. The guidance will be dated and loaded onto the website and displayed on the noticeboard.**Resolved:** to adopt the YLCA template guidance for the management of recording parish meetings.**12. Mower Storage**From September the mower will need to be stored In a new location. Members agreed to consider new locations and bring ideas to the next meeting.**13. Site Allocation Consultation Process**Rockspring have tabled a report suggesting that it is not possible to allocate 72ha of the site for employment, as much of this land is already in employment and retail uses, and that the lower value of such uses would not support land decontamination and the provision of infrastructure. Rockspring have indicated that 8.72ha would be more realistic.Members expressed concerns that this could potentially open the way for an application for a mixed use development, allowing Rockspring to submit a new application. Following a discussion, the Council agreed to write to the head of planning objecting to the lack of consultation with the Parish Council and the potential impact of any mixed use development.**Resolved**: to send a letter of objection to the Planning department.**14. To review the TATE Planning Application and Responses**As above**15. To receive an update on the Neighbourhood Plan and Financial Proposal**Following a discussion, the Council agreed to donate the sum of £5000 towards the Neighbourhood Plan finances. The sum will be retained within the Parish Council account and will be subject to auditing regulations. Invoices must be submitted to the Parish Council for payment.**Resolved:** to donate the sum of £5000 towards the Neighbourhood Plan finances.**16. To Receive an Update on the Proposed Woodlands/Rudgate Steering Group**The group is to be called The North East Parish Steering Group. GD has approached Richard Brace (former parish councillor) and Martin Brook. A representative from the Woodlands Social committee has also been approached. An agenda of topics is to be established, and meetings will take place monthly in the week prior to the Parish Council meeting. The first meeting will take place in July, where a Chairman will be elected.The clerk suggested that the group establish Terms of Reference at their first meeting.**17. Planning Matters**Ref:- 15/02842/TR For: White beam (T1) - Fell - Fallen limb and exposed large rotting cavity, Chestnut (T2) - Fell - Cankers appearing and extending limbs over neighbouring properties – The Green – No Objection.Ref: - Ref. No: 15/02251/FU – 35a Walton Chase – alterations to turn carport to garage – application withdrawn.Ref: - 15/03152/FU: Amendment to previously approved application – 7 The Village – To be considered.**18. Financial Matters****Resolved**: To approve the Annual Governance Statement and internal audit.**Resolved:** To pass the following accounts for payment: C Sanderson – grass cutting £85.25 YLCA – Good Councillor Guides £12.80 YLCA – Training for new Councillors £135.00 Clerks Expenses £97.90 Clerks Remuneration £723.38  **19. Minor items and items for next agenda**Minor Items: Amy Crooks reported that complaints had been made to her about two residents whose hedges and shrubs were overgrown and needed cutting back. It was agreed that JR would visit the residents to ask them to cut back their hedges.AR reported on a conversation he had had about the Mint Festival with Hannah Rossmorris from Festival Ltd. There is a licence for 20,000 people but it is likely that only 15,000 will actually attend. There will be a noise curfew in place from 11pm. Concerns were expressed that not all Parishes had been consulted. AR agreed to contact Hannah and suggest a meeting that members of all Parish Councils could attend.Items for next agenda: storage for mower, comments on new agenda, log sale.Date of Next Meeting: Monday 13th July 7.00pm at the Church.**The minutes are draft until agreed at the next Parish Council Meeting**

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 | **ACTION**          **JR/AR** **Clerk**    **JR**    **15/45** **MS/GD**        **Clerk**     **Clerk**  **15/46**     **GD**    **JR** **AR**     |