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|  **Draft Thorp Arch Parish Council****Minutes Monday 13th July 2015****Present:** **Cllrs:** M. Smyth, Graham Duxbury Amy Crooks, Andrew Rodger **In Attendance:** T. Wormley (Clerk) **1. Apologies for Absence** J Richardson (Chairman) – On holiday**2. Declaration of Prejudicial/Personal Interests**None**3. Police Report**Absent**4. Minutes of the last meeting** held on Monday 8th June 2015, having been circulated to all members, were **agreed** as correct. **5. Matters Arising from the Minutes**Item 19 – Hedges now cut.**6. Correspondence**Boston Spa – Neighbourhood Plan event and Consultation – Margaret Smyth to attend.Part-night street lighting – response from Mary Levitt – Light 11T252 will not be switched off. Clerk to seek clarification from Mary Levitt.Andrew Birkbeck – New area Officer for Outer North East.CIL Workshops – Tuesday 21st July – Graham Duxbury/Amy Crooks to attend.Planning – Electronic planning applications proposal.YLCA – Joint Annual meeting – Sat 18th July 2.00pm – Amy Crooks to attend.Letter from Neighbourhood Plan steering group – A consultant will be employed to help develop the plan.Request for poppy wreath – agreed.Boston Spa Hydro Power project – Letter from MannPower Consulting – meeting to be arranged.**7. Agenda Review**The Council agreed to further discuss proposed changes to the agenda format at the September meeting. Amy Crooks raised some concerns about the proposed format conforming to legal requirements as advised by YLCA. Clerk confirmed that some items on the agenda have to follow a specific format and wording.**8. Tree Quotations**Three quotations were obtained by Graham Duxbury and Margaret Smyth for replacement trees on The Green. Costs obtained are for the supply and planting of 1nr Pink Chestnut and 1nr Red Oak to be planted in season which is November to March:* Palmer Landscapes – 20-25cm girth semi-mature Pink Chestnut £828.50 and Red

 Oak £800.50 = £1629.00 +VAT* Wykeham Mature Plants – same girth at £1785.00 +Vat with 3 years

 guarantee (subject to aftercare)* Thorp Tree – girth only 16-18cm at £565.00 or 18-20cm girth at £615.00

East Keswick Nursery – 12ft high plus, red oak approx. £40/£50 The Council agreed to ask if any residents would be willing to make a donation towards the cost of replacing the trees. Clerk to make a request in Causeway.**9. Log Sale**The Council agreed that any residents wishing to take logs following the felling of the trees on The Green, should make a donation to the cost of replacement trees. A log sale will also be held. Date and time to be agreed and publicised in Causeway.**10. Mower Storage**Clerk to make a request in Causeway for offers of storage for mower.**11. Noticeboard**It has come to the Council’s attention that turnkeys have been attached to the Parish noticeboard. Members expressed concerns about this as there is a legal requirement to display certain items of business like the agenda and the annual return etc. These items must be displayed and should not be covered. However the Council agreed that it is important to display other notices and agreed to appoint key holders at the next meeting.**12. Newsletter and Website**Amy Crooks and the Clerk are to meet and discuss development of the website at the next meeting. **13. Mint Festival**A meeting has been scheduled for the 3rd August with organisers of the Mint Festival and other Parish Councils in the Wetherby area. Andrew Rodger is to attend and report back at the next meeting.**14. New Councillors Course**New Councillor’s Amy Crooks and Andrew Rodgers gave a report on the course they attended delivered by YLCA. Both found the course very useful and informative. Amy Crooks reported issues concerning the proposed new agenda format.**15. Site Allocation Consultation Process**The report on the Site Allocation Plan to be presented for the approval of the Executive Board meeting on the 15th July 2015, remains unchanged from that of the last Development Plan Panel meeting held on the 26th June.Housing Allocation Phase 1: Plan ref MX2-33, SHLAA 3391 Headley Hall with a capacity of 3000 homes.General Employment Allocation – Identified General Employment Sites (with planning permission or UDP allocation) Plan ref EG1-8/9/63/64 and 65 at TATE with a site capacity of 17,68ha with the overall boundary of the trading estate shown on the Proposed Map.Sites ref EG1-8, 63, 64 and 65 all fall within the boundary of the current application.Next stage of the SAP is Public Consultation on Publication Draft Plan Autumn 2015.**16. To review the TATE Planning Application and Responses**No recent developments to report. Still awaiting the revised Draft S106 Agreement to be loaded onto the Public Access for comment.The potential effect the SAP will have on the TATE planning application and how this will be interpreted by LCC Planning remains unclear, but TATE`s continued use as an employment site does appear now to be the emerging policy. Next City Development Plans panel meeting 23 July 2015.**17. Leeds United Training Academy proposal**Councillors were invited to attend a meeting to discuss the future of the Leeds United Training Ground. There are no firm proposals or any supporting documents yet. The Council are awaiting further information and will report back in due course.**18. Walton/Thorp Arch Boundary**John Richardson and Graham Duxbury met James Naylor (chairman) of Walton PC on the 26 June to discuss the boundary issue and options. In principal all agreed that the best way forward was to retain the current Neighbourhood Area identified in both Plans. This matter will be raised at Walton’s next PC meeting on 6 July when Thorp Arch will be further advised.**19. To receive an update on the Neighbourhood Plan** Meetings are to be arranged re the appointment of an external consultant with a view to seeing how they might best be able to assist the Steering Group in the development of the draft Neighbourhood Plan for submission to LCC. Funding for this service should be available from a Locality Grant.**20. Update on the Thorp Arch North East Steering Group (TANESG)**A Preliminary meeting has been held with fellow member Martin Brown to discuss overall objectives of the TANESG. Draft Terms of Reference, once complete, will be circulated to members of the Parish Council for comment. Further co-opted members are still being sorted.**21. Planning Matters**Ref:-No 15/03152/FU – 7 The Village – Amendment to previously approved application (15/01289/FU) for two storey and single storey side/rear extension with addition of first floor side window; new driveway with vehicular access, drop kerb and porch to front – No objection.Ref: – No: 15/02251/FU – 35a Walton Chase – alterations to turn carport to garage – No objection.Ref: - No: 15/02134/FU – 20 The Village – Two storey side and rear extension. Approved.Ref:- No: 15/03270/TR – Glenhurst, Church Causeway – Removal of 4 conifers – No objection.Ref. No: 15/02134/FU – 48 Thorp Arch park – Work to large beech tree – No objection.The Fairfield application is still pending. The Parish Council are following it closely.**22. Financial Matters****Quarterly Financial Report**The quarterly report was circulated.**Resolved:** To pass the following accounts for payment: ICO – Data protection renewal £35.00 YLCA – Training for new Councillor (on last agenda but cheque not written) £45.00 Central Garage – Petrol for mower £3.75Central Garage – Petrol/oil for mower £25.58C. Sanderson – Grass cutting £85.27D. Spurr – Internal audit £50.00  **23. Minor items and items for next agenda**Minor Items: It was agreed to hold a meeting in August. The 10th was agreed as all Councillors could make this date, with the exception of John RichardsonThe Thorp Arch sign is currently being painted and will be returned soon.The post on land at North Lodge is need of repair. Graham Duxbury agreed to do this.Andrew Rodgers has not received a reply from Rosie Watts from Public Rights of Way, despite contacting her several times. The clerk also reported the same problem. The issue will be reported if she remains uncontactable.Items for next agenda: Future of Causeway, Mint Festival, NoticeboardDate of Next Meeting: Monday 10th August 7.00pm at the Church.**The minutes are draft until agreed at the next Parish Council Meeting**

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 | **ACTION**      **Clerk**     **Clerk**        **15/48**  **Clerk**     **Clerk**    **Clerk**  **AC**  **AR**       **15/49**        **15/50**    **GD**  |