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| **Thorp Arch Parish Council**  **Minutes Monday 14th December 2015**  **Present:** **Cllrs:** J Richardson (Chairman),  M. Smyth, Andrew Rodger, Amy Crooks  **In Attendance:** T. Wormley (Clerk)  **Others:** Peter Smart, PCSO Emma Leighton    **1. Apologies for Absence**  Graham Duxbury – Injured  **2. Declaration of Prejudicial/Personal Interests**  John Richardson (JR) and Margaret Smith (MS) to receive cheques.  **Standing orders suspended to take Neighbourhood Plan report from Peter Smart.**  Peter provided full report on progress of the NP. He agreed to circulate a report in writing to members. The timetable for the NP is as follows:  May 2016 – Plan will be compliant with government recommendations  July/August – Plan to go out to public consultation  September – Final plan completed following consultation  October – Submitted to LCC  January 2017 – Plan to go to formal examiner  April 2017 – Referendum to be held  **The meeting recommenced at 7.00pm**  **3. Police Report**  PCSO Emma Leighton reported one crime for the month of November. This was a burglary and occurred overnight on Woodland Drive. A number of personal and electrical items were taken.    **4. Minutes of the last meeting** held on Monday 9th November 2015, having been circulated to all members, were **agreed** as correct.  **5. Matters Arising from the Minutes**  Item 10 – Andrew Rodger to investigate private packs for ‘no cold calling area’.  Item 12 – Meeting with Walton PC will now be postponed until January 2016.  Item 16 – Community Right to Bid – MS suggested adding the Dog Pound on Thorp Arch Park. MS to investigate further.  **6. Correspondence**   * Email from Cllr Procter re Becca Hall. Awaiting further information. * Email from Bramham Parish Council supporting development of Headley Hall. * Copy of fee proposal from Neighbourhood Plan Consultants. * Email from LCC re Christmas bin collection dates. Information circulated in Causeway and in Village Diary. * Email from Michael Birdsall from HCA, confirming attendance at the February   meeting.   * Outer North East Town and Parish Council Forum – Thursday 4th Feb 7.30pm at Tree Tops Community Centre– John Richardson (JR) and Andrew Rodger (AR) to attend.   **7. Tree Quotes for The Green**  A second quote was obtained for the new tree. The Council agreed to go with the cheaper quote received from East Keswick Garden Centre.  **8. Update regarding Highways and maintenance Issues including rights of way and footpaths**  Footpaths – AR has now been in touch with Parks and Countryside. He will walk the all the footpaths in the new year.  Highways – Report GD and AR have now submitted their highways report with photographs to Highways. As a result, Tony Penniston (TP) from Highways came out to Thorp Arch to meet with GD and AR. TP reported that the whole of Church Causeway will be resurfaced within the current financial year. AR to contact TP to remind him that the Tour De Yorkshire will be coming through Thorp Arch.  The Chairman congratulated GD and AR on their work regarding Highways.  **9. To receive an update regarding the HCA site**  The HCA have informed the Council that they will be putting forward plans for 194 houses on the former prison club site. They will be attending the February meeting to discuss their proposals.  The issue of maintenance of Grange Avenue continues with all parties suggesting that they do not have responsibility for it. The Ministry of Justice are to investigate and confirm ownership at a meeting with GD/AR-JR to attend in case of need due to GD injury  **10. Feedback from Data Protection & Freedom of Information Training Course - Chairman**  JR provided a report for the Council on the implications for Parish Councils, of legislation on the Data Protection & Freedom of Information act. The report will be circulated by the Clerk.  **11.** **Feedback from Finance and Accounting Course – Clerk**  The Clerk circulated a report about finance and accounting for Parish Councils. It was recommended at both courses attended by the Chairman and the Clerk that the Parish Council should have its own computer and should not rely on the Clerk to use her own laptop. It was agreed to purchase a computer. Funds are available from the Government’s Transparency Code fund. An application can be made through YLCA. Clerk to organise.  **Resolved:** To purchase a computer for the Parish Council through YLCA.  Following advice from the Course, the Clerk also suggested that the Council consider establishing a Finance sub-committee. The brief should cover budgets, precept, accounting and financial reporting, banking arrangements and audit. JR welcomed this suggestion and following further discussion, JR, AR & AC volunteered to form this sub-committee with the Clerk in attendance at meetings. This proposal will be put before the Council at the January 2016 meeting for resolution.  **12. Cleaning of War Memorial**  JR reported that he had been contacted by Robert Williams who was previously commissioned to write a book about the history of the War Memorial in Thorp Arch. The  book is now finished and will require financial support from the Parish Council. Clerk to contact Sheila Humphreys about the commission and report back to the next meeting.  Cleaning of the memorial will be discussed once the Council has received further information about the book commission.  **13. Feedback from meeting with new Prison Governor**  AR circulated a report about the meeting held with the new Governor, Diane Pellew. Drugs are a huge problem and take up a significant amount of the Governor’s time. Rehabilitation of prisoners is also a priority for the Governor, and as part of this objective, engagement with the local community is also a priority. The Council has been invited to attend the prison carol concert. JR and AR to attend.  **14. Site Allocation Consultation Process**  An alternative site to Headley Hall, Becca Hall is now under consideration. Further information is awaited on this proposal. A new round of consultation will commence in February/March 2016. The Council agreed to submit a letter expressing their views about the planning policy framework. The Council will consult colleagues in TAG regarding the issue before framing its submission.  **15.** **To review the Thorp Arch Trading Estate Planning Application and responses**  Nothing further to report.  **16. Planning Matters**  Ref: 15/06704/FU/NE – Proposed single storey rear extension – 14 The Village. **No objection.**  Ref: 15/01289/FU – NON MATERIAL AMENDMENT new front windows to extension and side windows – 7 The Village. **Approved**  **17. Financial Matters**  Budget Approval – The budget was discussed and agreed, but a decision to adopt was deferred until the council tax calculator and the precept demand form had been received. It was agreed to reduce the equipment budget by £2000. This budget heading was large in anticipation of the purchase of a new sit and ride mower. However Colin Sanderson has received a price for repair to the mower that will prolong use for approximately three years. The bill for repair would be £140 including VAT. The Council agreed to proceed with the repair. The budget still shows an overspend of approximately £5000 due to contribution to Neighbourhood Plan.  **Resolved**: to undertake full repair of mower  Setting of the Precept – deferred until January meeting.  Workplace pensions – The Council has now registered with the Pensions Regulator who has notified subsequently that TAPC Staging Date (ie implementation) is April 2017. Employees of TAPC for the purpose of considering the provision of Workplace Pensions are the Clerk and Mr Colin Sanderson, grounds maintenance employee.  Accounts for payment this month:  East Wing Gardens – Plants for trough £123.00  YLCA – Finance and accounting course £115.00  YLCA – Data protection and FOI course £40.00  C. Sanderson – grass cutting £62.00  LCC Lettings Unit – Hire of school for meetings £225.00  John Richardson (Chairman’s allowance) Computer ink £36.77  Graham Duxbury (Neighbourhood plan) meeting expenses £20.00  Clerk’s remuneration £749.21  Clerk’s expenses £85.00  Christmas present for Christine Hope (Stores lawn mower) £14.95  Christmas present for the Wilson’s (putting up Christmas £24.00  tree and lights  **18. Minor items and items for next agenda**  Minor Items: Clerk to investigate dog waste bin for Whinns Lane.  Next Agenda: Cleaning of War Memorial and book, dog pound, cold calling zone, trees on The Green, removal of phone box, budget and precept, Finance Committee.  Date of Next Meeting: Monday 11th January – 7.00pm at the school.  **The minutes are draft until agreed at the next Parish Council Meeting**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  |  |  |  |  | | Signed: |  |  |  |  | | Date: |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | **ACTION**                                  **AR**      **MS**            **15/66**    **JR/AR**          **Clerk/MS**          **AR**      **AR**          **AR/GD**    **Clerk**            **Clerk**                  **15/67**      **Clerk**        **JR/AR**        **JR/GD**                              **15/67** |
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