**Thorp Arch Parish Council**

**Minutes Monday 14th March 2016**

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| **Present:** | **Cllrs:** J. Richardson (Chairman), G. Duxbury, A. Crooks, M. Smyth |
| **In Attendance:** | T. Wormley (Clerk) |
| **Others:** | PCSO Geoff Nottingham, two representatives from HCA ( Consultants  The Environmental Partnership (TEP) |

|  | **Action** |
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| **1. Apologies for Absence**  A. Rodger – On holiday |  |
| **2. Declaration of Prejudicial/Personal Interests**  J. Richardson and Graham Duxbury to receive a cheque. |  |
| **3.** **Police Report**  PCSO Geoff Nottingham reported one crime for February; the theft of a bicycle from a garden in Thorp Arch.  Speeding traffic is currently being monitored following reports from the Parish Council last month.  There have been a couple of incidents in surrounding villages of elderly people being targeted during the daytime by bogus officials. PCSO Geoff Nottingham advised all residents to request Identification before allowing anyone into their home. ID cards should contain information and telephone numbers that can be checked.  Landrover thefts are becoming more common in and around Leeds. Criminals are targeting landrovers for parts. All vehicles should be secured particularly landrovers given the current problems. |  |
| **4*.* Minutes of the last meeting** held on Monday 8th February 2016, having been circulated to all members, were **agreed** as correct. |  |
| **Standing orders suspended to take presentation from HCA**  Representative from the Homes and Communities Agency (HCA)Consultants TEP,presented two Masterplan Options for the prison social club site.  Option 1 was for 15 dwellings and Option 2 for 27 dwellings both with a mix of detached, semi-detached and terrace houses comprising of custom build, market housing and starter homes. The preferred masterplan was Option 2, with certain riders attached.  Following the presentation, questions were taken from the floor.  **Standing orders recommenced following the HCA presentation.** |  |
| **5. Matters Arising from the Minutes**  No matters arising |  |
| **6. Correspondence**     * Email from Cllr Procter re meeting on 15th to discuss SAP for Outer North East area. * YLCA – Section 137 limit set at £7.42 per elector. * Outer North East Town and Parish Forum draft Minutes now available for download. * Help for Victims newsletter – placed on noticeboard * Email from David Watts – Email address list now passed on to current Chair of Village Society – Gaby Morrison. * LCC – brown bin collections start again on 29th Feb until 3rd December. Collections day remains the same. * North Lodge hedges now cut. * Crime Prevention Panel – request for panel members. Cllrs suggested Ian Hall who has previously organised neighbourhood watch groups. Clerk to approach Ian Hall. | **Clerk** |
| **7. Parish Development Matters**  **Neighbourhood Plan**  The Consultants will undertake a market housing assessment for Thorp Arch. An extra £1000 grant has been made available and will further support development of the plan.  **TATE**  Rockspring have now withdrawn their application for TATE, however they intend to submit a further smaller application. This will be tracked carefully by the Parish Council.  **HCA Site**  Reported earlier.  **Site Allocation Consultation Process**  Local ward members were invited to attend a meeting with the Chief Planning Officer on the 15th March, to discuss the Site Allocations Plan for the Outer North East area following the removal of Headley Hall from the SAP. Ahead of this meeting, the Parish Council, (using section 101 of the 1972 Act), wrote to ward members to outline their continued objections to housing developments on Thorp Arch Trading Estate. An email, as recorded in correspondence, was sent to Parish Council’s from Cllr Procter reporting that as yet no new information was available. The Council agreed to write to ward members if they have not received feed-back by the middle of next week.  **Resolved:** to write to ward members if the Parish Council have not received feed-back form the meeting by the middle of next week.  **Planning Matters:**  Planning proposal for All Saints Church redevelopment – Cllrs happy with the proposals.  Ref. No: 15/07263/FU – Replacement fencing to part of site boundary - HM Prison Wealstun – **Planning** **approved**  Ref. No: 16/01163/COND – Wetherby Race Course – Consent, agreement or approval required by conditions 4, 7, 8 and 9 of Planning Application 12/01054/FU – **Agreed.**  Ref. No: 15/07623/FU – Single storey extension to side and rear - 39  Walton Chase – **Planning approved**  Ref: 16/01493/TR For: G1 - 2 x Conifers to ground level and grind out stumps - open up the view T2 - Pear - To remove - leaning over house T3 - Conifer - To remove - wanting to extend driveway T4 - Conifer - Reduce by 25% - Maintenance Issue, 3 Stems getting too high. Site At: 30 Thorp Arch Park Thorp Arch Park – **Agreed**  Ref. No: 15/07167/FU – Alterations including two storey and single storey side/rear extension; reinstatement of original sash windows to north elevation and new first floor window to south and west elevations - Hall Farm House The Green – **Planning approved** |  |
| **8. Community Participation Report**  **Annual Parish Meeting**  The meeting will be held on Monday 25th April commencing at 7.00pm at the school. It was agreed to invite the following to the meeting to discuss their work and achievements throughout the year: local ward members, TAG, Village Society, Causeway, Police, Prison Governor, Neighbourhood Plan, School, Rob and Beth Williams (War Memorial Booklet), Cricket Club, YCA and Tennis Club.  Refreshments will be available. The Parish Council will ask for volunteers to help serve them.  **War Memorial Book**  Robert and Bethan Williams will be attending the Annual Parish meeting to present their war memorial booklet. They will take pre-orders for the booklet after the close of the meeting. |  |
| **9. Infrastructure Report**  **Bridge traffic issues**  Following Increased and speeding traffic in the village, the Parish Council called an ‘Extraordinary Meeting’ to address these issues  Representatives from the Police and Highways were invited to attend and make suggestions for resolving the problems. The Highways department suggested that diversion signs be used at Boston Spa and on Wighill Lane, Walton, to divert traffic from both sides of the river. A sign may also be placed at the Wattle Syke roundabout as a reminder for traffic to avoid crossing the Thorp Arch Bridge. The intention would be to re-route traffic away from Thorp Arch during the Tadcaster bridge closure period. Highways also suggested using 8 day surveys once the roadworks on Church Causeway are complete. Boxes would be placed in strategic locations to monitor traffic flows and speeds. Results would be analysed and could be used to implement enforcement actions by the police.  The police have agreed to undertake high visibility speed checks in Thorp Arch and will use the speed gun in areas where high speed traffic has been reported by residents.  **Highways resurfacing**  Now underway  **The Green – tree update**  The tree still hasn’t arrived. JR has visited EK Garden Centre and been informed that the tree will be delivered this week. Invoices for Christmas trees have now been received.   |  |  | | --- | --- | | **10. External Council Matters**  **HMP Wealstun Report – update**  Still no reply from John Ballantyne regarding cycle and ownership of Grange Avenue. Agreed to send formal letter if no response received in next week.  **Resolved:**  to send formal letter to Prison Governor if no response received within the week. |  | |  |
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| **11. Financial Matters**  **Finance Committee Report**  Financial regulations were reviewed at the meeting. No changes necessary.  **Resolved:** to accept review of financial regulations undertaken February 2016.  Spot check of accounts undertaken by JR. All in order.  **Review of Gardener’s pay**  It was agreed to increase the gardener’s pay in accordance with the ‘average weekly earnings growth index’, which currently stands at 2%. This will mean and increase per hour of 16 pence. Clerk to inform Colin Sanderson.  **Resolved:**  to increase the gardener’s pay by 16 pence per hour.  **Feedback from Clerk’s appraisal**  Whilst the appraisal is confidential, there is an action that requires agreement from the full Council. It was agreed at the appraisal to move the Clerk on to the correct pay point which currently stands at £9.20 per hour. The Council agreed to this, and the new rate will commence from April 2016.  **Resolved**: to move the Clerk on to the correct pay point.  **Payroll proposal**  The Council discussed the introduction of payroll for the Clerk and possibly the Gardener, Colin Sanderson. 3 quotes were ascertained: White Rose Accounting was the cheapest. It was agreed to set up payroll with White Rose Accounting. Clerk to action.  **Resolved:**  to set up payroll with White Rose Accounting.  **Election costs and proposal for reserve**  The Parish Council have received a bill for the cost of the election held last year. The Council agreed to set aside a reserve fund to cover future elections. This will be agreed by the Finance committee.  Resolved: To set aside a reserve fund for future election costs.  **Accounts for payment this month:**  Ruralis – Neighbourhood Plan Consultant £1200.00 (Two invoices) £7800  LCC – Parish Council election costs  £1074.05  D Wardman – Lawn mower service and replacement parts £436.89  Causeway donation £250.00  YLCA – Membership fee £282.00  G Duxbury – Repair to post £12.90  J Richardson – Expenses (printer ink) £33.98  Clerks remuneration £714.76  Clerks expenses £31.50 | **Clerk**  **Clerk** |
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| **12. Minor items and items for next agenda**  **Minor Items**: None |  |
| **Next Agenda**: Annual Parish Meeting, Village Society Email List |  |
| **Date of Next Meeting**: Monday 11th April – 7.00pm at The Barn, Barn House, Mulberry Garth 7.00pm, as the school will be closed due to the Easter holiday.  **The minutes are draft until agreed at the next Parish Council Meeting** |  |

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| Signed |  |
| Date |  |