

## Thorp Arch Parish Council Draft Minutes Monday 11<sup>th</sup> December 2017

**Present:** **Clrs:** J. Richardson (JR Chairman),  
M. Smyth (MS) Graham Duxbury (GD),  
A. Crooks (AC) A. Rodger (AR)

**In Attendance:** T. Wormley (Clerk)

**Others:** None

### 1. Apologies for Absence

PCSO Emma Leighton

**Action**

### 2. Declaration of Prejudicial/Personal Interests

None

### 3. Police Report

Two crimes recorded for November both from the Trading Estate: One burglary from a business unit and theft of vehicle from same unit. Theft of van on separate occasion.

Other news:

Burglaries often increase during the Autumn and Winter months, when burglars take advantage of the longer nights. However, crime prevention doesn't have to cost a lot of money – taking simple measures such as locking doors and windows, not leaving valuables on display and using an alarm, can significantly reduce your chances of being a victim.

Here's some simple steps that everyone can take to improve their home security:

- Always lock doors and windows even when at home
- Shut windows. Always take the key out of the lock and keep in a safe place. Do not leave keys in reach of the letterbox, a cat flap, or on view through a window.
- Make sure items such as car keys, laptops, tablets, phones and cash cannot be seen through a window.
- Do not leave power cables or charger units for laptops and tablets plugged in and on show.
- If you are out, try to make your home look occupied by using a timer switch to control lights.
- Make sure Euro cylinder locks have achieved - TS 007 (3-star rating) or Sold Secure Diamond Standard for lock cylinders (SS312).
- If you have a burglar alarm always remember to switch it on when leaving the house or going to bed.

**4. Minutes of the last meeting** held on Monday 13<sup>th</sup> November 2017, having been circulated to all members, were **agreed** as correct.

#### **5. Matters Arising from the Minutes**

None.

#### **6. Correspondence**

Email from Bernard Crooks thanking the PC for their work over the last year, particularly to GD for his work on the Neighbourhood Plan.

Letter from Leeds United re parking on Walton Road. Thorp Arch Grange will be used to take the overflow during events.

JR and MS to attend prison Christmas concert.

The Chair of Governors from the school, has agreed to use of school for the Annual Parish Meeting.

#### **7. Parish Development Matters**

##### **Neighbourhood Plan**

JR placed his sincere thanks to GD and his team for excellent work on the Neighbourhood Plan which is now *made*.

Results: 256 votes cast which represents a 39.2% turnout, regarded as strong. 236 (92.19) voted in favour with 20 (7.31) against.

The Plan now has the same legal status as the Local plan. It was agreed to retain a small number of the NP sub group to review, maintain and monitor the plan. GD to continue to Chair.

GD

**Resolved:** to retain a small number of the NP sub group to review, maintain and monitor the Neighbourhood Plan.

##### **TATE**

The public inquiry closed on the 27<sup>th</sup> November. The Inspector will submit his report to the Secretary of State around the 9<sup>th</sup> April. He has been informed that the Neighbourhood Plan has now been *made*.

The PC may take advice regarding a judicial review depending on the outcome of the inquiry.

JR placed on record sincere thanks to the TAG team for all their hard work, and particularly to Peter Locke.

##### **Site Allocation Plan Consultation Process (SAP)**

Stage 1 Hearings now complete. LCC will be responding to specific actions on the 11<sup>th</sup> December, and the rest by the end of February. Housing matters including the release of Green Belt land for housing hearings will take place during March 2018.

##### **HCA Application – Update**

HCA have now submitted a formal planning application. The application is not yet validated, once it is the PC will notify residents of its submission, the link to the details on Leeds City Council Public Access web site and TAPC plans for consideration by TAPC with residents in the New Year. Clerk to notify PC as soon as notification is received.

Clerk

##### **Planning Matters:**

**Ref: 17/04894/COND** – Consent, agreement or approval required by conditions 5, 7, 10 and 13 of Planning Application 16/04814/FU - Thorp Arch Grange – **No comment required**

**Ref: 17/07584/TR** – T1 Prunus – Remove – 16 Thorp Arch Park

– **Still current**

**Ref: 17/07622/FU** – 26 The Village – Out building to side of property – **Object**

**Ref: 17/04310/FU** – Neighbour Re-Notification Letter – Retrospective application for the temporary storage of topsoil for 5 years – Westminster Yard – **Reviewing application**

**Ref: 17/05996/FU** – Alterations including two storey/single storey rear extension - 18 Thorp Arch Park – **Approved**

**16 Thorp Arch Park** – PC disappointed with LCC decision that although sash windows are in breach of the approved plans the householder is entitled to replace the windows without the consent of the planning authority.

GD to look further into Article 4 Direction and report back to next meeting. **GD**

## 8. Parish Projects

### Parish Map

Application submitted. **AR**

**Resolved:** to contribute £500 from PC funds towards cost of the map.

### Update of website

A few more links to add. GD to send additional photos to AC. AC to contact J Pendleton re photos used for N Plan. Agreed to go live by end of January. **GD/AC**

### War Memorial Update

Ongoing project. Application will be prepared and submitted. **GD**

## 9. Community Participation Report

### Causeway Donation

Causeway Treasurer has requested an increased figure for the PC's donation to Causeway from £250 to £350. Agreed to the increase. **Clerk**

### Outcome from meeting with TABS

The meeting clarified the issues that TABS are facing. PC to remain in contact.

### Outcome of meeting with Walton PC

Agreed to work together on HCA proposed application, and other shared issues. Will meet again once the details of the HCA application are known. **JR**

### Environmental health enquiry

An enquiry regarding an environmental health problem was raised by a resident and has now been resolved. Clerk to notify resident. **Clerk**

## 10. Infrastructure Report

### Highways and Footpaths

Planned maintenance schedule for 2018/19 should include the following: Dowkell Lane – patching up; Junction of The Village, Dowkell Lane and Thorp Arch Park – ponding area repairs; Access Road to the farm; Grange Road. AD to submit. **AR**

### Speed Indication Device (SID)

Still awaiting outcome of application. **AR**

### Local Transport Group

AR has forwarded some suggestions to meeting held on the 11<sup>th</sup> December, regarding the bus service in Thorp Arch. **AR**

## 11. Financial Matters

### Accounts for payment this month:

A1 Printing – N Plan

£314.00

C Sanderson – Grass cutting	£107.38
All Saints Church – Hire of Church for meetings	£360.00
Vision ICT – website upgrade	£357.00
Clerk's monthly salary	£375.47
Clerk's income tax	£46.60
Clerk's expenses	£31.98

### **Finance Sub group minutes**

Approved.

### **Changes to financial regulations**

Changes agreed in a preparation for online backing procedures.

### **New accounting procedures**

New accounting procedures agreed and adopted.

**Resolved:** to introduce new and robust accounting procedures

### **2018/19 Budget**

Draft budget agreed. This year will see an increase in the budget requirement to take account of new project work that the PC have agreed to.

**Resolved:** To adopt and accept the 2018/19 budget.

### **Setting of the Precept**

Agreed to raise the precept by £5480 to accommodate the 2018/19 budget.

**Resolved:** to increase the precept by £5480.

### **12. Minor items**

None

### **Items for next agenda January meeting**

Tree management.

**13. Date of Next Meeting:** Monday January 8<sup>th</sup> 2018 – 7.00pm at: All Saints Church – Thorp Arch.

**The minutes are draft until agreed at the next Parish Council Meeting**

Signed

Date