



# THORP ARCH

## PARISH COUNCIL

### DRAFT MINUTES OF THE ANNUAL MEETING OF THORP ARCH PARISH COUNCIL HELD

**Monday 15<sup>th</sup> May 2023 – 7.00pm**  
**at All Saints Church**

**PRESENT:** Councillors: - Nicola Midgley – Chair (NM), Amy Surtees (AS), David Hartley (DH) Steve O’Loughlin (SOL), Edward Harrowsmith (EH)

**IN ATTENDANCE:** Tina Wormley

**OTHERS:** None

789	<b>ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE</b> Nicola Midgley unanimously elected as Chairman.	
790	<b>ELECTION OF VICE CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE</b> Steve O’Loughlin unanimously elected as Vice-Chairman.	
791	<b>TO REVIEW DISCLOSABLE PECUNIARY INTERESTS</b> No changes.	
792	<b>PUBLIC REPRESENTATIONS</b> None.	
793	<b>TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE</b> Cllr Gaby Morrison (GM)	
794	<b>POLICE REPORT</b> Four crimes reported for the month of March.	
795	<b>DECLARATIONS OF INTEREST and CONSIDERATION of DISPENSATIONS</b> None	
796	<b>TO APPROVE the MINUTES of the last MEETING</b> The minutes of the meeting held on Monday 11 <sup>th</sup> April 2023 were accepted as a true record.	
797	<b>TO APPROVE the MINUTES of the ANNUAL PARISH MEETING</b> The minutes of the APM meeting held on Monday 24 <sup>th</sup> April 2023 were accepted as a true record.	
798	<b>CORRESPONDENCE</b> <ul style="list-style-type: none"><li>A request to remove the football posts located on land to the right of Thorp Arch Grange, has been objected to by a resident. PC agreed to investigate who the request has come from.</li></ul>	

	<ul style="list-style-type: none"> <li>Complaints received about vehicles speeding over the bridge, particularly early morning. DH liaising with Cllr Alan Lamb to consider some form of monitoring. Agreed to raise the issue with the prison and the school.</li> <li>Information received from a gambling support organisation forwarded to Ward Cllrs. A representative is invited to attend the Outer North East Community Committee/Parish Council Forum.</li> </ul>																																								
799	<p><b>ISSUE LOG UPDATE</b></p> <p>Issue log circulated. The log is updated monthly by the Clerk and any material changes noted. No updates made this month.</p>																																								
800	<p><b>FINANCE</b></p> <p>a. Payment of accounts authorised.</p> <table border="0"> <tr> <td>T Wormley</td> <td>Salary</td> <td>£458.03</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>£114.40</td> </tr> <tr> <td>T Wormley</td> <td>Home Expenses</td> <td>£32.00</td> </tr> <tr> <td>N Midgley</td> <td>Expenses</td> <td>£7.98</td> </tr> <tr> <td>Gallagher</td> <td>Insurance</td> <td>£865.40</td> </tr> <tr> <td>Vision ICT</td> <td>Work on website</td> <td>£84.00</td> </tr> <tr> <td>HSBC</td> <td>Bank Charges</td> <td>£8.00</td> </tr> <tr> <td>Village Society</td> <td>Grant - Storage</td> <td>£300.00</td> </tr> <tr> <td>Village Society</td> <td>Coronation Grant</td> <td>£1390.00</td> </tr> <tr> <td>R Pearson</td> <td>Internal Audit</td> <td>£288.00</td> </tr> <tr> <td>S O'Loughlin</td> <td>Expenses</td> <td>£45.00</td> </tr> <tr> <td>RM Landscapes</td> <td>Gardening and maintenance</td> <td>£454.00</td> </tr> <tr> <td>Atkinsons</td> <td>Planters</td> <td>1639.34</td> </tr> </table> <p>a. To authorise payment of accounts presented</p> <p>b. Balances and receipts noted.</p> <p>c. Bank reconciliation circulated and agreed.</p> <p>d. Internal Audit – Resolved that the report of the Independent Internal Auditor be received and recommendations arising from it accepted.</p> <p>e. Annual Governance and Accounting Return (AGAR) – Resolved that the Annual Internal Audit Report of the AGAR for 2022/23 be noted.</p> <p>f. Resolved to approve Section 1 of the Annual Governance Statement for 2022/23. Signed and dated by the Chairman and Clerk.</p> <p>g. Resolved to approve Section 2 Accounting Statements of the AGAR for 2022/23. Signed by the Chairman and Clerk.</p> <p>h. The Chairman requested a vote of thanks to the Clerk for her work involved in preparing the accounts.</p> <p>i. The final tranche of CIL for the sum of £62,016.17 received. EH to investigate investment options. Clerk to provide information about investments schemes for PCs.</p>	T Wormley	Salary	£458.03	HMRC	PAYE	£114.40	T Wormley	Home Expenses	£32.00	N Midgley	Expenses	£7.98	Gallagher	Insurance	£865.40	Vision ICT	Work on website	£84.00	HSBC	Bank Charges	£8.00	Village Society	Grant - Storage	£300.00	Village Society	Coronation Grant	£1390.00	R Pearson	Internal Audit	£288.00	S O'Loughlin	Expenses	£45.00	RM Landscapes	Gardening and maintenance	£454.00	Atkinsons	Planters	1639.34	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>NM/Clerk</p> <p>NM/Clerk</p> <p>EH Clerk</p>
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801	<p><b>PARISH DEVELOPMENT MATTERS</b></p> <p>a. Lovell Homes – Roads still not surfaced in some areas. Lovells are due to finish by the end of May. Clerk to check installation of meter and tap for allotments.</p>	<p>Clerk</p>																																							
802	<p><b>PLANNING</b></p> <p>See Appendix 1 for a. and b.</p> <p>a. Applications.</p> <p>b. Decisions and enforcements.</p>																																								

803	<p><b>PARISH PROJECTS</b></p> <ul style="list-style-type: none"> <li>a. Summer Planting – Resolved sum of £1400 for planters x 4. Planting to commence beginning of June.</li> <li>b. New Bins – Resolved up to £250 for new bin outside the bus stop on Grange Avenue. LUFC to provide bin outside their grounds.</li> <li>c. Website and Leaflet – website now updated. Leaflet currently being collated.</li> <li>d. Coronation Event – A vote of thanks was recorded for the Village Society who organised the Coronation event for Thorp Arch. The event was very well attended and a great success. Member of the Society worked tirelessly to ensure the day ran smoothly.</li> </ul>	<p>Clerk SOL</p> <p>NM Clerk</p>
804	<p><b>ORGANISATIONAL MATTERS</b></p> <ul style="list-style-type: none"> <li>a. New Councillors – Edward Harrowsmith and Gaby Morrison were welcomed to the Parish Council. DPs to be forwarded to the Clerk.</li> <li>b. Wood Lane path – Awaiting to hear from LCC re quote for Wood Lane path. Agreed to ask Ward Cllr Alan Lamb to chase up.</li> <li>c. Working with the school – Letting submitted for hire of school hall for meetings from September. School hall is now available for community use evenings and weekends. Will publicise in newsletter. May consider a joint project with the school around speeding vehicles in the village. DH to liaise with the school.</li> <li>d. Allotments – to be handed over at some point in the Summer. Water supply to be connected within the next few weeks. Will publicise in newsletter, Facebook, village diary noticeboards and on the website.</li> <li>e. Annual Parish Meeting Review – The APM held on Monday 24<sup>th</sup> April, was well attended by both residents and local community groups.</li> <li>f. Pax Coffee Mornings – The Pax have said they would be happy to host a Community Cafe 10.00am-12.00 on a Thursday morning. SOL to check with landlord.</li> </ul>	<p>Clerk</p> <p>NM</p> <p>Clerk DH</p> <p>Clerk</p> <p>SOL</p>
	<p><b>INFRASTRUCTURE</b></p> <ul style="list-style-type: none"> <li>a. General Traffic and Highways Matters – Nothing to report.</li> <li>b. New signs on the cycle path – Awaiting installation of the signs</li> </ul>	<p>NM</p>
806	<p><b>MINOR ITEMS and ITEMS FOR NEXT AGENDA</b></p> <ul style="list-style-type: none"> <li>a. Items for the agenda to be forwarded to the Clerk up to one week before the meeting.</li> </ul>	
807	<p><b>CLOSURE</b></p> <p>There being no further business, the Chairman declared the meeting closed at 8.45pm.  <b>The next meeting which will be held on Monday 12<sup>th</sup> June 2023 – 7.00pm at All Saints Church.</b></p>	

Signed .....

Date.....

Chairman

Appendix 1

Planning Applications			
Application Number	Address	Description	Decision
Ref: 23/02605/FU/NE	32 Walton Chase	Single storey rear extension, part conversion of garage, dormer windows to front and rear, conversion of loft T1 cherry reduce crown by 1-2 metre	No Comment
Ref: 23/02625/TR	The Vicarage, Church Causeway		No Comment
Ref: 23/02606/TR	1 Church Causeway	T1 cypress remove. T2 and T3 cherry remove	No Comment
Ref: 23/02742/FU/NE	11 Grange Avenue	Garage conversion to habitable room space with large window replacing garage door.	No Comment

#### Planning Enforcements

Case Number	Address	Date Received by LCC	Current Status (new actions in red)
22/00094/UHD3 Enforcement case	17 Rudgate Park	Erection of fence, wrap around extension and use of land	New Application
None			

#### Other

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