

## **Snape with Thorp Parish Council**

Minutes of meeting held on Wednesday 11 November 2015 in the Snape Village Institute.

Present: Councillors John Duck, Jenny Rydzewski, Steven Smith, Terry Warwick, Richard Poole, District Councillor David Webster, PCSO Ian MacDonald, and 3 members of the public

1. Declaration of Interest – There were no declarations of interest
2. Minutes of the meetings held on 15 September 2015 were accepted as a true record.
3. Matters arising:
  - a. Avenue – A report, which had been previously circulated, was discussed. 153 votes had been cast (46.6% of those on the electoral roll); the responses had been:
    - i. Option 1 – 60
    - ii. Option 2 – 71
    - iii. Option 3 – 20
    - iv. Not voting for any option – 2Comments had been received on some voting slips and these offered alternative options and raised various points. One issue raised was the closeness to the road if there was replanting and whether Highways would object to this approach. HDC would need to be happy with any plans and would have to give permission for the felling of any trees due to the Tree Preservation Order (TPO). It was RESOLVED to send the report to Peter Jones, Planning Officer at HDC, so he was aware of the consultation process and outcome and that an open meeting for all parishioners should be held in mid-January. It was noted that various works had been recommended in the Arboriculturist's report but it would not be appropriate from a financial point of view to proceed with these in anticipation of more extensive works. The Clerk commented on the need to consider the funding of any works and Cllr Webster agreed to raise this with HDC officers.
  - b. Grasscutting – 5 contractors, in addition to Mr Wilkinson, were identified and confirmed. Changes were agreed to the tender letter. It was RESOLVED that invitations to tender should proceed as soon as possible with a response required by 1<sup>st</sup> week in January. The Probation Service was suggested for the cleaning of the beck. Two invoices had been received from Mr Wilkinson which included for work done since late 2014. These would be compared against the original tender. The Clerk advised that a letter had been received from NYCC stating that a minimum payment of £266.03 would be provided if the PC undertook the grasscutting.
4. Police report – PCSO Ian MacDonald introduced the policing report covering the period since 1 October 2015. In responding to questions about speeding in the village and lorry drivers using mobile phones whilst driving he advised that registration numbers/business names should be taken and the incident reported to the police.
5. Asset Transfer –

Cllr Smith advised that the application for £1k from the West Tanfield Tour de France fund had been successful and would be released when the works commenced. Sarah Lowe advised that she had sought confirmation regarding funding available via HDC; Lisa Wilson, HDC officer, had advised that there was £1k remaining from the Open Recreation Spaces funding and £5k on the completion of the Asset Transfer. Further funding may be available once a recent planning matter was completed; it was agreed that the Clerk should check progress with HDC on this matter.

Final legal documentation, copies of which had been previously circulated, was considered. This had been amended following the PC expressing concern at the last meeting about the possibility of paying to HDC 80% of the increased value of the field should planning approval be approved whether or not it was implemented. The wording had been changed to reflect that any payment would be due only when a planning approval was implemented. On the basis of this change it was RESOLVED that the transaction of the asset transfer should proceed with a payment of £1 to HDC; Cllr Duck and Cllr Warwick would be the two signatories of the documentation. A payment of £1275 for legal services and including the £1 charge for the asset was approved.

## 6. Financial Matters

- a. Receipts and payments since the last meeting were noted and approved as follows:
  - i. Receipts: HDC - precept £2500; Janet Seel proceeds of the Coffee Morning £504.65.
  - ii. Payments: A Whitehead Associates - £288.00 for tree survey to replace earlier cheque; Snape Methodist Church room hire £20; S Lowe - £48.00 (September), £64.80 (October) salary; S Lowe £74.63; HMRC - £97.60; Playsafety Ltd – annual playing field check £88.80. It was agreed to make a donation of £25 to the British Royal Legion for the Remembrance Day wreath.
  - iii. The balances stood at Current Account £4682.38 and Business Premium Account £4181.92; both accounts were in credit. There was £16768.69 credit held on behalf of the Institute Committee.
  - iv. It was noted that the external audit report had been received; 2 very minor errors had been made in submitting the documentation to the external auditors but otherwise the accounts had been sully approved.
- b. The hours worked by the Clerk (19 hours 30 minutes) and 4 hours leave allowance for the last two months were noted.
- c. Precept 2016/17 – Following discussion, it was RESOLVED that the precept should be set at £5300.

## 7. Comments from Parishioner

- a. Molehills in the avenue – whilst it was appreciated that there were mole hills in the avenue the cost of trying to eradicate them meant the Council could not afford to take action.
- b. 6-monthly review of the village – the parishioner had suggested that the Parish Councillors should walk around the village on a 6-monthly basis to check for any issues. It was agreed that this would occur – once in the summer and once in the winter months. Cllr Rydzewski advised that reviewing the beck would be undertaken as part of the Emergency Plan once implemented.

## 8. Any other business

- a. Mini recycling centre – a letter had been received from HDC advising that the recycling bin in the Methodist Church would be removed when the third recycling bin was provided to households in March 2016.
- b. Grass verges where Open Reach were working – it was noted that the surface of the grass verge had not been reinstated appropriately. Other works would be undertaken as part of the broadband installation and so any issues would be raised at that point.
- c. Drains in the village – a number of drains required repair or checking:
  - i. Salmon Lane
  - ii. By-pass drains at Marina Bridge
  - iii. Cleaning out under the Marina Bridge
  - iv. Drains around the pubThe Clerk was asked to contact NYCC Highways to ask for these drains to be checked.
- d. Highways – a letter had recently been received advising that the PC's request for a revised winter gritting route had been turned down again. In view of movements to and from the school being around the same number per week as the public bus on which gritting routes were based it was agreed that the PC should raise this request again with this additional information.

The meeting closed at 8:45 pm