



**DRAFT MINUTES OF THE TORWORTH PARISH COUNCIL MEETING HELD AT TORWORTH GRANGE  
FARM SHOP AND CAFÉ, TORWORTH.  
Tuesday July 2nd, 2019 at 7:00PM**

**PRESENT**

**Chair:** Councillor C. Willis (CW)

**Vice-Chair:** Councillor J. Helliwell (JH)

**Councillors:** D. Lacey (DL), R. Willis (RW), M. Lacey (ML)

**County Councillor:** T. Taylor (TT)

**District Councillor:** P. Nicholls (PM)

**Clerk:** C. Challener (CC)

**Apologies:** none

**Members of the public:** 0

*OPEN FOR MEMBERS OF THE PUBLIC*

**01/0719**

**WELCOME AND APOLOGIES FOR ABSENCE**

The chair opens the meeting welcoming all attendees.

**02/0719**

**DECLARATION OF INTERESTS**

None declared

**03/0719**

**CRIME REPORT**

Not updated at time of reporting.

**04/0719**

**COUNTY AND DISTRICT COUNCILLOR'S REPORT**

**The Integrated Transport Scheme** - Torworth request that the area/footpath between Barnby Moor and Torworth is repaved due to the ascetics and health and safety associated with the area being in disrepair. This has now been submitted.

*Action TT to provide update as advised.*

**TT has followed up in respect to the lighting near to the Play park.** There is currently no funding available but if this is something that the PC wish to progress with TT recommends utilising the LIS bid opening Nov 2019.

TT to raise with highways the safety of the signage at the High Cables location where the tree has been removed.

*Action TT*

The LIS bid for 2018/2019 for the purchase of a Lawn Mower has been awarded to Torworth PC.

PN (asked) to promote the use of 101 calls to his parishes to enable the police to collate data.

*Action PN*

**05/0719**

**MINUTES OF THE LAST MEETING**

The minutes of the previous meeting were signed as accurate and as a true record of proceedings.

**06/0719**

**NEW MATTERS ARISING & ONGOING MATTERS**

**Clerk to look at Ranskil PC** minutes to ascertain when a PCSO last attended one of these meetings.  
P Nicholls to check with BDC when Paddy Tippings is to attend a Parish Council meeting and which location.

*Action CC/PN*

**An increased amount of Dog waste** has been noticed, with bags just being thrown into hedges. A request to go to BDC for a bin to be placed near the cemetery. BDC Identify that there is in fact already a bin in close proximity to the cemetery and that this, as all black bins, should be used for disposing of dog waste. They will place a sign on the bin stating that the bin can be used for dog waste.

A request for a bin to be placed in an alternative location to be actioned.

*Action CC*

CW to attend the next Ranskil Parish meeting to discuss the proposed Building development further which would merge the two villages.

*Action CW*

**The wooden Torworth sign:** The sign is now ready for installation. The sign is to be placed where previously installed.

*Action JH/RW*

**ID badges:** CW has a quote for ID Cards and lanyards at £10 per person. Agreed all Parish Councillors to have one. CW has created a mock up and will now progress.

*Action CW*

**Traffic:** ML to complete the traffic report for the Baulk, adding in facts, figures, and photographs to enhance TPC's argument for weight restrictions. TT will now address the issue of weight limits on the road after JH found old archives relating to an agreement for the requirements.

*Action: ML/TT*

**Damage caused by vehicles entering/exiting the junction of Baulk Lane and Gt Nth Rd.**

TT has asked what measures might be possible (e.g. criteria for establishing weight restrictions on village roads like in Sutton), awaiting response.

*Action TT*

**Torworth Welcome Pack:** Information now being progressed.

*Action: CC*

## **07/0719 FINANCE**

**Payments presented** and approved for the month were:

Card - CLS Screwfix	£	15.98
Card - B&Q	£	66.28
Bank Transfer - Clerk Salary	£	264.25
Card - Screwfix	£	13.49
001217 - Torworth Grange Café rental	£	15.00
Bank Transfer CChallener Fast Host/Email Domain	£	11.99

The clerk passes the Bank Reconciliation to all for review.

DL to be added as a new bank signatory, DL to take required evidence to bank to progress.

Clerk to transfer £200 to the Barclays account for use by the chair. The Debit card is to be destroyed and cancelled.

**A Gate on the Playing field** is agreed to be purchased, originally it was agreed to purchase an off the shelf gate but following a further review it is decided that a bespoke gate is to be purchased which should match the other gate/fencing.

*Action: CW/RW/JH*

### **8/0719 AMENITIES AND FACILITIES:**

**The Village Wardens:** perform a litter pick and playpark inspection as required. In addition to the normal warden duties, the Millennial walk sign to be cleaned. The playing field equipment requires cleaning when convenient.

*Action: CW*

Clerk to email Blyth Parish Council to arrange the **cleaning of Graves Moor road** (where the road joins the Baulk). This will be discussed at their next meeting.

Clerk to look at litter picking schemes on offer from KFC / McDonalds (etc).

*Action: CC*

**Picnic Bench:** The Planks have been purchased, the repair to go ahead.

*Action: RW*

**A sign** is required for the park detailing the location of the Park and contact numbers. CW has mocked up a sign for review by everyone and will now pass to the sign company for creation. The estimated cost is £40 plus VAT (Proposed HH/Second JH, all in favour)

*Action: CW*

**Defibrillator:** TPC has received a grant from IGas for £1,500 for a defibrillator, housing case, and solar lighting. Monies to be claimed retrospectively.

BDC have now assessed the situation and agreed in principal that the unit can be housed. A formal email has been received. Clerk to progress.

It is also agreed that the IGas Grant should be (re)applied for to add to the fund, and if not alternative funding to be sought. TT has funded £500 from NCC towards the unit.

Defib unit to be purchased as soon as possible.

*Action: CC/CW*

### **Playground Boundary**

RW and the wardens are now progressing with the works but have agreed to leave an area where its believed Hedgehogs are hibernating.

CIL monies earmarked for use of installation of permanent works – additional monies earmarked for posts as needed and ties (etc) of £200 to be reviewed as necessary.

*Action CW/RW/HH*

**The Tree Survey** – CW has created work orders in relation to the survey performed, targeting the immediate priority actions. RW is progressing with the wardens.

Replacement trees costed at £25 per tree from Green Mile, Woodland trust to be looked into. Fruit trees to be looked at. Trees to be discussed further in September when planting is ideal.

TT mentions also the Mayflower Pilgrim Trust possibly had some available.

*Action CW/RW*

### **Ride on Mower:**

The LIS bid for the Mower was successful. Quotes to be obtained for a mower and it ascertained whether we need insurance/ a special licence/ a number plate. RW to look into detail. JH to advise on best options for the mower, Clerk to contact Barnby Moor.

*Action JH/ RW /CC*

### **The Commemorative Event**

A formal memorial plaque is discussed and agreed for progression (WW1).

A bronze/brass plaque agreed on, to be mounted on a local stone. JH to contact a stone mason for ideas on cost. £150 Agreed for the purchase of an a4 sized plaque.

*Action JH/CW*

The repeat purchase of Lamp post Poppies is discussed and agreed that a further purchase as soon as possible is a good idea. It is agreed to purchase a further 30 at a cost/donation of circa £90. Clerk to purchase when available.

*Action CW/CC*

**Email Addresses:** clerk to action use of new addresses.

**Preservation Orders:** The process being; we request a tree preservation order, BDC review the trees and decide whether the criteria are met, a consultation is held and then the order passed.

The PC want to progress with this and require confirmation of costs and whether per tree or per application. BDC have been emailed and have responded: they require trees to be identified. This is discussed and agreed as being the trees on the Great North Road and the Playground. Clerk to progress.

RW to ask at the next Burial Board meeting whether the trees outside the cemetery could/should be TPO'd.

*Action CC/RW*

**Allotments:** The Parish Council would like to review the tenancy agreement. Clerk to obtain for review.

The chair asks the council whether it is proper that the Allotment Club is negotiating on our behalf with the solicitor and would like this revoked, and the responsibility to lay with the clerk or that as it currently stands that there is adequate agreements in place in this respect. Following a review of the contract/lease this will be discussed further.

*Action CC*

ML will hold the **notice board** key and be the key contact for any public notices (Non Council)

The PC discuss the VAT recovered on the purchase of the **playing field swings** and agree that this should be donated to the **Playing Field Committee** for further use on the playing field. Clerk to action – amounts circa £298. Proposed RW, JH all agree.

*Action CC*

The Playing Field Committee has purchased a Gazebo (x2), the Parish Council discuss and as they will use the Gazebo they commit to funding half of the purchase. One of the Gazebos requires a new top, which will cost circa £214. Clerk to transfer £ to the playing field committee.

*Action CC*

**The Parish Council are to look at costs for the placement of a portacabin which will act as a village hub on the playing field**, electricity costs, water/sewerage to be looked into and costs for the Portacabin. The installation of the Electricity supply is about £1k, The Water application /installation quote stands at £800 (Excluding Severn Trent connection fee). LIS 2020 to be discussed as a possible means for funding in Oct. CW/JH to look at a Portacabin. Clerk to look at loans for 2yr and 5 yrs for loans of £5k

*Action CW/JH/CC*

#### **9/0719 PLANNING ISSUES DECLARED BEFORE OR AT THE MEETING**

None

#### **10/0719 CORRESPONDENCE AND CORRESPONDENCE TO BE CIRCULATED:**

VE Day from BDC, asking do we want to participate in the events.

#### **11/0719 UPDATES FROM OTHER COMMITTEES AND GROUPS**

RW gives update from the Burial Board: 8 memorials declared as unsafe.

A Notice board is being looked at. At the next meeting the secretary will send out a revised constitution.

#### **12/0719 INFORMATION TO BE FORWARDED TO THE NEXT MEETING & ANY OTHER BUSINESS:**

**Retirement Gifts for previous Parish Councillors** are discussed and monies earmarked. CW to progress.

*Action CW*

#### **13/0719: DATE OF NEXT MEETING:**

The date of the next ordinary parish Council meeting is Tuesday, 3rd September 2019 at Torworth Grange Café.

Signed as a true record: \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Position: \_\_\_\_\_

For more information, or queries please contact the clerk on the below or a Parish Councillor direct.

Parish Clerk: Mrs Claire Challener

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