

29 November 2011

Dear Councillor

**PARISH COUNCIL MEETING**

You are hereby summoned to attend the next meeting of Crigglestone Parish Council, which will be held on **Tuesday 6 December 2011** in the Village Institute, High Street, Crigglestone at 7.00pm, where the following business will be transacted:

**There will be a 15-minute 'Open Session' prior to the commencement of the meeting to take questions from members of the public.**

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1. To accept apologies for absence.
2. Declarations of interest in items on the agenda.
3. To receive such items that the Chairman may wish to lay before the Council.
4. To confirm the minutes of the meeting held on 1 November 2011 (attached).
5. To report matters arising from those minutes not on the agenda, for information only.
6. To agree that members of the press and public be asked to leave the meeting following agenda item 24.
7. To receive the Police Report.
8. To further consider implementation of Crigglestone Community-Led Plan (information attached - Steering Group representatives to attend).
9. To receive report from the Parks and Open Spaces Committee (minutes attached).
10. To receive report on rights of way matters:
  - i. To note email from resident.
  - ii. To receive outcome of proposal for Gating Order on Footpath 24.
11. To discuss Hall Green Community Centre.
  - i. To receive clarification of premises licence requirements.
  - ii. To receive an update regarding music licences.
  - iii. To discuss forecourt drainage.
  - iv. To approve contractor for guttering work.
12. To discuss Village Institute Matters:
  - i. To approve minutes of the meeting held on 1 November 2011 (attached).
  - ii. To discuss issues arising.
  - iii. To approve payment of accounts.

- iv. To approve terms of reference for the Village Institute Charity Committee (attached).
  - v. To approve quote received in respect of repair of the fire safety lighting system.
  - vi. To discuss management of the Village Institute (for information see Personnel Committee minutes).
- 13. To receive feedback from meetings:
  - i. Wakefield Assembly – Cllrs Mrs Craven and Mrs Binns.
- 14. To receive update on Community Hero award.
- 15. Financial Matters:
  - i. To approve payment of accounts.
  - ii. To discuss funding of Police Safe scheme 2012/13.
  - iii. To approve an addition to the Financial Regulations in that:  
“The Committees of the Council may incur expenditure on behalf of the Council subject to the limits set out in their approved Terms of Reference.”
- 16. To approve precept for 2012/13.
- 17. To receive items of correspondence (attached).
- 18. To discuss planning matters:
  - i. To consider new applications/decisions (attached).
  - ii. To receive any update regarding unauthorised business uses at Denby Dale Road.
  - iii. To note attendances at LDF hearing sessions.
- 19. To note works to signalise Junction 39 commencing 5 December 2011 (information attached)
- 20. To receive update from District Councillors.
- 21. To receive update on Parish Matters (attached).
- 22. To receive items regarding Parish Matters.
- 23. To consider communication items:
  - i. Press reports – items for publication.
  - ii. Input to next Parish Link magazine.
  - iii. To approve items for the web site.
- 24. To confirm that the next meeting of the Parish Council will be held at 7.00pm on Tuesday 3 January 2012 in the Village Institute, High Street, Crigglestone.

**IN PRIVATE**

- 25. To consider recommendations of Personnel Committee (minutes attached).

Yours sincerely

***Janet Mitchell***

Clerk to the Council