

29th August 2016

Dear Councillor

CRIGGLESTONE PARISH COUNCIL MEETING

You are hereby summoned to attend the Meeting of Crigglestone Parish Council, which will be held on **Tuesday 6th September 2016** in the Village Institute, High Street, Crigglestone at **6.45 pm**, where the following business will be transacted:

Members of the public are welcome to attend a Public Session at the beginning of the meeting for a maximum of 15 minutes.

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1. To accept apologies for absence.
Cllr Colley – on holiday
2. Declarations of interest in items on the agenda
3. To consider requests received by the Clerk for dispensations under Section 33 of the Localism Act 2011.
4. To note the passing of the Village Institute volunteer Mr Keith Stocks
5. To arrange a Personnel Committee meeting to discuss the volunteer vacancy
6. To receive such items that the Chairman may wish to lay before the Council.
7. To approve the minutes of the Parish Council meeting held on 11th August 2016 (attached).
8. To report matters arising from the Parish Council minutes not on the agenda, for information only.
9. To arrange a meeting to discuss Community Hero Event for 2016
10. To receive report from Cllrs Daniels and Craven from the meeting with West Yorkshire Combined Authority re bus services held on 1st August 2016
11. To further consider community Christmas Trees for the 2016 Festive period.
12. To consider emailed request from Keith Wainwright to forward the Pit Disaster event donations to Friends of Betty Eastwood Park.
13. Cllr Platten -To consider proposal to publicise Councillors attendance at meetings with outside agencies on Facebook and CPC website.
14. Police matters
 - i. To receive the Police report (attached).
 - ii. To consider information submitted by Cllr Colley and Cllr Platten following the Rural Crime Consultation meeting held 20th July 2016 attended by Cllrs Colley and Platten (information attached)
 - iii. To receive the notes from the Rural Crime meeting of 20th July 2016 (attached)
15. Parks and Open Spaces
 - i. To consider and approve formalising hire agreement between FBEP and CPC as per YLCA advice sought on their use of BEP for events.

- ii. To consider request from Hopewell way resident re overhanging trees (attached).
 - iii. To consider request from Manor Farm Road resident re overhanging trees (attached).
 - iv. To consider request for Howard Crescent resident re overhanging bush from Council land onto footpath and nearing telegraph wire above. (see item 3 on Clerks report)
- 16.** To receive report from Health and Safety and Finance Committee
- 17.** Rights of Way matters
- 18.** Highway matters
 - i. To consider correspondence from resident re Hollin Lane (attached)
 - ii. Verbal complaint about parking on High St, Crigglestone from High Street resident (see correspondence item 9)
- 19.** Hall Green Community Centre matters.
 - i. Cllr Binns - To consider way forward in purchasing the land to the rear of Hall Green community centre
 - ii. To receive report of deep clean and maintenance work
 - iii. To receive report of roof inspection and consider options of repair or replacement.(emailed previously on 28th August 2016)
- 20.** Village Institute Charity Committee matters.
 - i. To sign cheques on behalf of the Village Institute Charity.
 - ii. To receive updated Terms of Reference for approval (attached)
 - iii. To receive report from VI
 - iv. To receive the minutes from the last meeting (attached/tabled)
- 21.** To receive Clerk's report (attached)
- 22.** To consider formally delegating power to the Clerk to discuss and risk assess with Cllrs, minor maintenance tasks of council equipment and facilities undertaken by Cllrs.
- 23.** Financial Matters:
 - i. To consider the External Auditors certificate and report for year ended 31 March 2016, and approve publication of sections 1,2 & 3 by 30th Sept. (attached)
 - ii. To consider and approve the Notice of Conclusion of Audit
 - iii. To receive and approve quarterly accounts April to June (attached)
 - iv. To receive and approve 2016-17 budget outturn report (attached)
 - v. To consider Grant Aid application from Friends of Betty Eastwood Park for public & product liability, employers liability and personnel accident insurance. £259.78 (attached).
 - vi. To approve YLCA Clerks Introduction to Finance training for Parish Councils £45
 - vii. To receive training events schedule for September 2016
 - viii. To receive invitation from YLCA to attend the Annual Conference, Scarborough 28th – 30th October (attached)
- 24.** To approve payment of accounts
- 25.** To receive items of correspondence.
- 26.** Planning applications for consideration
- 27.** To receive updates from District Councillors.
- 28.** To consider communication items:
 - i. Press reports – Wakefield Express.
 - ii. Input to next Parish Link magazine.
 - iii. Items for the web site.
 - iv. To consider collation, printing and delivery timings for Autumn newsletter
- 29.** To confirm date and time of next meeting of the Parish Council in the Village Institute, High Street, Crigglestone, WF4 3EB. Tuesday 4th October 6.45pm