

# CRIGGLESTONE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON 6 MAY 2014

**Present:** Councillors: Mrs Binns, Mrs J Craven, P Crompton, Mrs D Margrave, J Peebles, Mrs C Platten, A Roe, Mrs M Skinner and K Wainwright.

**District Councillors:** Mrs J Drysdale and L Kirkpatrick.

**Apologies:** Councillors P Daniels and J Garthwaite and District Councillor I Sanders.

**1. APPOINTMENT OF CHAIR**

**Resolved:** That Councillor J Peebles be appointed as Chair.

**2. APPOINTMENT OF VICE CHAIR**

**Resolved:** That Councillor P Daniels be appointed as Vice Chair.

**3. APOLOGIES FOR ABSENCE**

Apologies were accepted. The Chairman welcomed Mrs Sylvia Pearson who had expressed an interest in joining the Parks and Open Spaces Committee.

**4. DECLARATIONS OF INTEREST**

None.

**5. TO CONSIDER REQUESTS FOR DISPENSATIONS UNDER S33 OF THE LOCALISM ACT 2011**

None received.

**6. TO RECEIVE SUCH ITEMS THAT THE CHAIRMAN MAY WISH TO LAY BEFORE THE COUNCIL**

The Chairman noted that Councillor Mrs Drysdale was not seeking re-election to the District Council and he thanked her for her support to the parish. He explained that he had an invitation to the Normanton Armed Forces Day Parade but was unable to attend. The Chairman again hoped the agenda would be completed in a speedy manner.

**7. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 1 APRIL 2014**

**Resolved:** That, subject to the amendment of Minute 367 (2013/14) to read 'It had been noted that signs ...' the minutes of the meeting held on 1 April 2014 be approved as a correct record.

**8. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY**

The Clerk noted that M1 Noise Group would meet on 20 May (Min 373 (2013/14)).

**9. TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

**Resolved:** That members of the press and public be excluded from the meeting following item 39.

**10. POLICE REPORT**

PC Kurtovic circulated a report which showed that 7 hours had been worked on the Safe Scheme in April, all by police officers. A total of 30 incidents had been recorded in the month. Priorities requested were: speeding on Hollin Lane and Durkar Low Lane, parking on footways and parking at the bus stop outside the Kingfisher Restaurant: Members were concerned that there was nothing to report on these matters. Four hours' patrol had been also been conducted one night but there was nothing reported of note.

The report showed no burglary offences in the parish, but four 'other burglaries' involving a bicycle taken from a shed, electrical garden equipment taken from two containers and a mobility scooter taken from an outbuilding. There were damage offences to a water butt, a window on

Hollin Drive, a rear windscreen of a vehicle and a vehicle front windscreen. One drug offence was recorded and a suspect charged. There were four theft offences: lead taken from roofs at High Street, garden furniture in Crigglestone, a blue badge in Newmillerdam and meat from a shop in Hall Green.

In addition some 21 anti-social behaviour related calls were reported including nuisance quad bikes at Newmillerdam, nuisance youths at Painthorpe and fighting at a hotel on Denby Dale Road.

For May, the police were asked to give further attention to the priorities identified on April and pursue speeding particularly on Dennington Lane.

**Resolved:** That the Parish Council thank the police for their report.

***PC Kurtovic left the meeting (7.20pm)***

**11. TO RECEIVE REPORT FROM THE PARKS AND OPEN SPACES COMMITTEE**

The Clerk reported that the number of sponsored hanging baskets would be similar to 2013. It was hoped a Wakefield Council officer might attend the next Committee meeting to advise on fly tipping and other anti-social behaviour. It was suggested that when the Mike Tivenan memorial bench was fitted, a further bench should be repaired. A letter from Mrs Pearson describing her interest in joining the Committee had been tabled.

**Resolved:** (1) That the report be noted.

(2) That T and D Contractors repair a bench at a cost of £30.

(3) That Mrs Sylvia Pearson be appointed to the Parks and Open Spaces Committee.

**12. TO RECEIVE REPORT FROM THE HEALTH & SAFETY AND FINANCE COMMITTEE**

The minutes of the Committee meeting held on 24 April had been circulated. The majority of the items would be dealt with under item 34. The RFO had sought quotes for insurance which was due on 1 June 2014.

**Resolved:** (1) That the minutes be noted.

(2) That the RFO secure the more economically advantageous of the two quotes received incorporating a three-year agreement.

**13. TO APPROVE THE RISK ASSESSMENT FOR AUDIT PURPOSES**

The Risk Assessment as recommended by the Health & Safety and Finance Committee had been circulated.

**Resolved:** That the Risk Assessment be approved.

**14. TO RECEIVE REPORT ON RIGHTS OF WAY MATTERS**

Councillor Wainwright noted that the path to the rear of Hollin Drive was no longer a public right of way.

**Resolved:** That the report be noted.

**15. TO DISCUSS HALL GREEN COMMUNITY CENTRE MATTERS**

Councillor Mrs Binns updated Members on the lighting and gas fitting matters. The Centre was being redecorated.

**Resolved:** That the report be noted.

**16. VILLAGE INSTITUTE CHARITY COMMITTEE: TO NOTE THE VICC MINUTES**

The minutes of the meeting held on 1 April had been circulated.

**Resolved:** That the minutes be noted.

**17. VILLAGE INSTITUTE CHARITY COMMITTEE: TO SIGN CHEQUES**

The Responsible Financial Officer presented the following for payment:

	£
A Gordon – salary incl overtime	356.68

**Resolved:** That the accounts be approved for payment.

**18. VILLAGE INSTITUTE CHARITY COMMITTEE: TO NOTE YEAR END RECEIPTS AND PAYMENTS ACCOUNT**

The year end account had been circulated.

**Resolved:** That the 2013/14 year end receipts and payments account be noted.

**19. TO REVIEW DELEGATION TO COMMITTEES AND STAFF**

The Clerk noted the functions that were currently delegated to the Clerk and Responsible Financial Officer. Delegation to committees would be considered under item 18.

**Resolved:** That no further review was required.

**20. TO REVIEW OF TERMS OF REFERENCE FOR COMMITTEES**

The terms of reference had been reviewed in 2012 and the Clerk had now incorporated amendments resulting from the new standing orders adopted in March 2014.

**Resolved:** That the amendment of the terms of reference be agreed.

**21. TO APPOINT MEMBERS TO THE PARKS AND OPEN SPACES COMMITTEE**

**Resolved:** That Councillors Daniels, Mrs Platten, Mrs Skinner and Mrs D Margrave together with Mrs S Pearson be appointed to the Parks and Open Spaces Committee for the forthcoming year.

**22. TO APPOINT MEMBERS TO THE HEALTH & SAFETY AND FINANCE COMMITTEE**

**Resolved:** That Councillors Mrs Craven, Daniels, Peebles, Mrs Skinner and Wainwright be appointed to the Health & Safety and Finance Committee for the forthcoming year.

**23. TO APPOINT MEMBERS TO THE PERSONNEL COMMITTEE**

**Resolved:** That Councillors Mrs Binns, Mrs Craven, Peebles and Mrs Platten be appointed to the Personnel Committee for the forthcoming year.

**24. TO APPOINT MEMBERS TO THE RIGHTS OF WAY COMMITTEE**

**Resolved:** That Councillors Mrs Binns, Mrs Craven, Roe and Wainwright be appointed to the Rights of Way Committee for the forthcoming year.

**25. TO APPOINT MEMBERS TO THE COMPLAINTS COMMITTEE**

**Resolved:** That the Chair of the Parish Council, and Councillors Mrs Craven and Wainwright be appointed to the Complaints Committee for the forthcoming year with Councillor Mrs Binns as a substitute.

**26. TO APPOINT MEMBERS TO THE VILLAGE INSTITUTE CHARITY COMMITTEE**

**Resolved:** That Councillors Mrs Binns, Mrs Craven, Daniels, Peebles and Wainwright be appointed to the Village Institute Charity Committee for the forthcoming year.

**27. TO APPROVE THE CONTINUED APPOINTMENT OF THE PARISH COUNCIL AS SOLE TRUSTEE TO THE VILLAGE INSTITUTE**

**Resolved:** That the Parish Council be appointed as sole trustee to the Village Institute.

**28. TO APPOINT MEMBERS TO HALL GREEN COMMUNITY CENTRE MANAGEMENT COMMITTEE**

**Resolved:** That Councillors Wainwright, Mrs Skinner and Mrs Craven be appointed to the Hall Green Community Centre Management Committee for the forthcoming year.

- 29. TO APPOINT MEMBERS TO THE COMMUNITY HERO WORKING PARTY**  
**Resolved:** (1) That Councillors Daniels and Mrs Margrave be appointed to the Community Hero Working Party.  
 (2) That Canon Ian Gaskell, Mr Nick Castle, Mr Terry Sykes and Mr Kevin Barker be invited to serve on the Community Hero Working Party.
- 30. TO REVIEW STANDING ORDERS/FINANCIAL REGULATIONS/COMPLAINTS PROCEDURE.**  
 The Clerk noted that the Standing Orders had been reviewed in March 2014 and the Complaints Procedure in 2012. The Health& Safety and Finance Committee was about to review the Financial Regulations in line with a new template from NALC.  
**Resolved:** That the Standing Orders and Complaints Procedure be retained and the Financial Regulations be reviewed as note above.
- 31. REVIEW OF REPRESENTATION ON EXTERNAL BODIES**  
**Resolved:** (1) That Councillor Mrs Craven be appointed to the Wakefield Assembly.  
 (2) That Councillor Wainwright be appointed to the Wakefield Access Forum.  
 (3) That Councillor Mrs Craven be appointed as a trustee of the 45<sup>th</sup> Durkar Scouts.
- 32. REVIEW OF THE COUNCIL'S AND EMPLOYEES' MEMBERSHIP OF OTHER BODIES**  
**Resolved:** That the Council continue its subscriptions to Yorkshire Local Councils Associations, National Association of Local Councils, Rural Action Yorkshire and, on behalf of the Clerk and RFO, the Society of Local Council Clerks.
- 33. TO REVIEW PROCEDURES FOR HANDLING REQUESTS UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**  
 These procedures had been reviewed in 2012 and no further review was considered necessary.
- 34. TO REVIEW POLICY FOR DEALING WITH THE PRESS AND MEDIA**  
 This policy had been adopted in March 2014 and no review was considered necessary.
- 35. TO CONFIRM DATE AND TIME OF MEETINGS 2014/15**  
**Resolved:** That the meetings for the forthcoming municipal year be held on the first Tuesday in the month commencing at 7.00pm with the exception of August when there would be no meeting.
- 36. TO RECEIVE THE CLERK'S REPORT**  
 The Clerk had circulated a report detailing matters addressed during April. Members were pleased to note that the community benches had been installed. Wakefield Council had quoted for a sand tray for small crosses at Newmillerdam war memorial. It was suggested that Newmillerdam Community and Conservation Association be approached regarding the memorial.  
**Resolved:** (1) That the report be noted.  
 (2) That Councillor Wainwright order a wreath for the service at Crigglestone Cemetery on 1 July.
- 37. TO RECEIVE FEEDBACK FROM MEETINGS**  
 Neither the Chairman or Clerk had been able to attend the Town and Parish Councils Liaison Group meeting but the Clerk reported that a presentation on the Yorkshire Air Ambulance was available if any member wished to view it.  
**Resolved:** That the report be noted.
- 38. FINANCIAL MATTERS: TO APPROVE PAYMENT OF ACCOUNTS**  
 The Responsible Financial Officer presented the following for payment:

	£
Clerk – salary + expenses	499.47
Responsible Financial Officer – salary + expenses	221.66
D C Print (Yorkshire) Ltd - letterheads	176.40

NALC Newsletter subscription	17.00
Rural Action Yorkshire – Subscription	35.00
YPO – stationery	33.48
Wakefield Council – waste collection	119.56
G Milner – repairs to exterior of Institute	365.00
CPC – Village Institute hire, first quarter	300.00

**Resolved:** That the accounts be approved for payment.

**39. TO RECEIVE AND APPROVE QUARTERLY ACCOUNTS TO 31 MARCH 2014**

The Responsible Financial Officer had circulated the balance sheet for the period January to March 2014.

**Resolved:** That the balance sheet be agreed and signed as a correct record and that the bank statement be initialled by all Members present as a correct record of the Parish Council's financial position.

**40. FINANCIAL MATTERS: TO APPROVE THE YEAR END RECEIPTS AND PAYMENTS ACCOUNT 2013/14**

The year end receipts and payments account for the year 2013/14 had been circulated.

**Resolved:** That Members agree the receipts and payments account and countersign the bank statement as a correct record of the Parish Council accounts for the year 2013/14.

**41. FINANCIAL MATTERS: TO APPROVE THE BUDGET OUTTURN REPORT FOR 2013/14**

The report had been circulated and the Responsible Financial Officer noted the balance as at 31 March 2014.

**Resolved:** That the budget outturn be approved by the Parish Council and signed by the Chairman.

**42. FINANCIAL MATTERS: TO AGREE STATEMENT OF ASSETS AS AT 31 MARCH 2014**

The Responsible Financial Officer presented the asset register as at 31 March 2014.

**Resolved:** That the report be accepted and signed by the Chairman as a true record of the Parish Council assets.

**43. FINANCIAL MATTERS: TO APPROVE BUDGETS AND ESTIMATES FOR 2014/15**

A report of budgets and estimates for 2014/15 had been circulated.

**Resolved:** That the budgets and estimates be approved and signed by the Chairman.

**44. FINANCIAL MATTERS: TO REVIEW INTERNAL FINANCIAL CONTROLS**

The Responsible Financial Officer presented a schedule of internal financial controls as recommended by the Health & Safety and Finance Committee.

**Resolved:** That the internal financial controls be approved.

**45. FINANCIAL MATTERS: TO RECEIVE REPORT ON LOAN BALANCES**

A statement of loan balances at 31 March 2014 had been circulated.

**Resolved:** That the statement be accepted and signed by the Chairman as a true record of the current position.

**46. FINANCIAL MATTERS: TO APPROVE ANNUAL RETURN (VARIANCES)**

The Responsible Financial Officer had circulated a report of variances from 2012/13 to 2013/14.

**Resolved:** That the report be approved and signed by the Chairman.

47. **FINANCIAL MATTERS: TO APPROVE POSTING OF ELECTORS' RIGHTS NOTICE**  
**Resolved:** That the electors' rights notice be approved and displayed on the Parish Council notice board.
48. **FINANCIAL MATTERS: TO APPROVE ANNUAL GOVERNANCE STATEMENT**  
The Responsible Financial Officer presented the Annual Governance Statement.  
**Resolved:** That Members confirm the Annual Governance Statement.
49. **FINANCIAL MATTERS: TO CONSIDER OUTCOME OF MEETING RE POLICE SAFE SCHEME**  
Members had had a useful meeting with Inspector Williams and Sergeant Loftus when they explained the Council's concerns. It was proposed to hold a further meeting to discuss a Service Level Agreement for the Safe Scheme.  
**Resolved:** (1) That the police be encouraged to use the £1,000 authorised at the Council's April meeting.  
(2) That any further funding be subject to the agreement of a satisfactory Service Level Agreement.

***Councillor Crompton left the meeting (8.30pm)***

***Councillor Mrs Craven left the meeting (8.30pm) and returned (8.35pm)***

50. **FINANCIAL MATTERS: TO CONSIDER CHRISTMAS TREE PROVISION 2014**  
The Responsible Financial Officer had sought sponsorship from local businesses and developers. District Councillor Mrs Drysdale said further information should be available from Wakefield Council with regard to costs. She also noted that the Newmillerdam Community and Conservation Association were considering an alternative tree.  
**Resolved:** (1) That information be awaited from Wakefield Council.  
(2) That the Clerk liaise with the Association.
51. **TO RECEIVE UPDATE FROM DISTRICT COUNCILLORS**  
Councillor Kirkpatrick referred to enforcement action at 358 Denby Dale Road, speed restrictions on Durkar Low Lane and traffic calming on Durkar Lane. On the latter point he could arrange for parish councillors to meet a highways officer. District Councillor Mrs Drysdale referred to a possible off road parking site at Dennington Lane and said she would seek an update from the Newmillerdam Community and Conservation Association regarding work at the war memorial.  
**Resolved:** That the District Councillors be thanked for their contributions to the work of the Parish Council.

***District Councillor Kirkpatrick left the meeting (8.48pm)***

## 52. **CORRESPONDENCE**

- |    |                 |                                                                                                                                             |
|----|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | WSP             | Email – Consultation on the proposal to extend the operation of the Yorkshire Common Permit Scheme to further parts of the Yorkshire Region |
| 2. | Highways Agency | Email – Hard shoulder running no longer in operation. Will resurface prior to completion of scheme                                          |
| 3. | SLCC            | Email - News Bulletin                                                                                                                       |
| 4. | NALC            | Email - Book now for Making Localism Work Conferences                                                                                       |
| 5. | YLCA            | Email - National Fracking Conference: The Debate on Hydraulic Fracturing for Gas - 19 May London                                            |
| 6. | YLCA            | Email - Consultation on the proposal to use a legislative reform order to make it easier to create a town or parish council                 |
| 7. | LCR Online      | Email - Newsletter                                                                                                                          |

8.	WMDC	Email – Agenda for Council meeting
9.	Mary Creagh	Email - News
10.	Big Lottery Fund	Email - Your Voice Our Vision – Join the conversation and shape our future
11.	CPRE	Letter noting that CPC did not renew its membership in 2013/14 and requesting you join again now.
12.	WMDC	Invitation to join the Overview and Scrutiny Committees. Closing date 25 April.
13.	Yorkshire Water	Email - Info re temporary closure of post box on Durkar Lane
14.	WMDC	Information re football post inspections
15.	NOVA	Email – E-bulletin
16.	YLCA	Email – White Rose Update
17.	Healthwatch Wakefield	Email - Newsletter
18.	LCR online	Email - Newsletter
19.	Mary Creagh	Email - Newsletter
20.	SLCC	Email – Regional conference York 19 June £69 +vat
21.	MY Conferences	Email – Wakefield Business Conference 4 June Cedar Court Hotel
22.	WMDC	Copy of final Town and Parish Councils Charter
23.	Resident, Dennington Lane	Speeding problems on Dennington Lane
24.	Yorkshire Water	Newsletter re Durkar Lane works
25.	NOVA	Email – Free Training at Nova Unplugged 14 & 15 May S Elmsall
26.	Fit4Funding	Email - Funding for community groups online - 12 May 2014 and second stage funding skills online accredited course
27.	Mary Creagh	Email - News
28.	Kidzaware	Email - Information session for parents /carers of a disabled person/service providers. 22 May Jubilee hall community centre
29.	SLCC	Email – News Bulletin
30.	Yorkshire Water	Email – re Durkar Lane works. Hope for completion in July
31.	Rural Action Yorkshire	Email - eBulletin
32.	Clerks and Councils Direct	Newsletter
33.	SLCC	The Clerk magazine
34.	Yorkshire Water	Email – Durkar Lane update. First stage of tunnelling complete. Completion now hopefully end of June

**Resolved:** (1) That the Clerk attend the SLCC regional conference at York on 19 June at a cost of £69 + VAT <sup>(20)</sup>.

(2) That the remaining correspondence be noted.

### **53. TO DISCUSS PLANNING APPLICATIONS/DECISIONS AND HIGHWAYS MATTERS**

Members considered the schedule of planning applications and decisions which had been circulated.

**Resolved:** That the Clerk submit objections to applications nos 14/00468 (six dwellings off Durkar Low Lane) and 14/00845 (one dwelling at 422 Denby Dale Road East) on the grounds discussed.

***District Councillor Mrs Drysdale left the meeting (9.07pm)***

**54. TO CONSIDER DURKAR LANE CLOSURE MATTERS**

It was reported that local residents felt some form of compensation was due in respect of the inconvenience caused by the closure of the road in terms of additional travel time and fuel.

**Resolved:** That the Clerk seek comments from Wakefield Council, Taylor Wimpey and Yorkshire Water.

**55. TO REQUEST CLARIFICATION OF THE FUTURE OF PUGNEYS COUNTRY PARK**

**Resolved:** That the Clerk ask for Wakefield Council's intentions for the future of the Park.

**56. PRESS REPORTS – ITEMS FOR PUBLICATION**

**Resolved:** That the Clerk update parish items for the press.

**57. TO CONSIDER INPUT FOR PARISH LINK MAGAZINE**

**Resolved:** That the Responsible Financial Officer prepare the Parish Council insert for the next Parish Link.

**58. TO APPROVE ITEMS FOR THE PARISH COUNCIL WEB SITE**

**Resolved:** That the April 2014 Parish Council minutes be placed on the website.

**59. TO CONSIDER ITEMS FOR THE NEXT NEWSLETTER**

Members discussed items for the summer newsletter.

**60. DATE, TIME AND PLACE OF THE NEXT MEETING**

**Resolved:** That the next meeting of the Parish Council be held in the Village Institute, High Street, Crigglestone at 7.00pm on Tuesday 3 June 2014.

**IN PRIVATE**

**61. TO CONSIDER REPORT FROM THE PERSONNEL COMMITTEE**

The minutes of the meeting of the Personnel Committee held on 1 April had been circulated. The Committee had considered training matters and the salary/hours of the RFO/Assistant Clerk. The RFO/Assistant Clerk confirmed that the 2014/15 budget would allow for the outlay proposed.

**Resolved:** (1) That employees be paid for all hours spent on approved business/training away from the office/home.

(2) That in the case of on-line training the provider be asked for an estimate of the amount of time required, and the employee to seek approval for any additional hours.

(3) That the NALC book *Local Councils Explained* be purchased at a cost of £49.99 + post and packing.

(4) That the RFO/Assistant Clerk remain on her current salary and hours.

(5) That, subject to the submission of project timesheets, the RFO/Assistant Clerk be paid for any additional hours accrued on the car park extension work.

(6) That the RFO/Assistant Clerk undertake the Introduction to Local Council Administration course at a cost of £99 + vat.

(7) That the RFO/Assistant Clerk be paid for ten hours' study for parts 1 and 2 of the course.

SIGNED \_\_\_\_\_  
CHAIRMAN

DATE \_\_\_\_\_

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**CRIGGLESTONE PARISH COUNCIL  
PUBLIC PARTICIPATION SESSION  
Tuesday 6 May 2014**

No members of the public were present.