

CRIGGLESTONE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 12 MAY 2015

Present: Councillors: Mrs Binns, Mrs J Craven, P Crompton, P Daniels, Mrs C Platten, A Roe and Mrs M Skinner.

District Councillors: K Barker, L Kirkpatrick and I Sanders.

Apologies: None.

1. APPOINTMENT OF CHAIR

As outgoing Chair, John Peebles presided and said it had been his privilege to serve the community as a Parish Councillor. Councillor Crompton thanked Mr Peebles for his contribution to the work of the Council.

Resolved: That Councillor P Daniels be appointed as Chair.

2. APPOINTMENT OF VICE CHAIR

Resolved: That Councillor Crompton be appointed as Vice Chair.

3. APOLOGIES FOR ABSENCE

All members were present.

4. DECLARATIONS OF INTEREST

None.

5. TO CONSIDER REQUESTS FOR DISPENSATIONS UNDER SECTION 33 OF THE LOCALISM ACT 2011

None received.

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

The Chairman proposed a vote of thanks to those Councillors who had not stood for re-election and he sent them the Council's best wishes.

7. TO CONFIRM THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 7 APRIL 2015

Resolved: That the minutes of the annual parish meeting held on 7 April 2015 be approved as a correct record.

8. TO CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 7 APRIL 2015

Resolved: That the minutes of the Parish Council meeting held on 7 April 2015 be approved as a correct record.

9. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY

Further to Minute 377 (2014/15), the RFO confirmed that the Safe Scheme carry-over from 2014/15 was £924.44 and so the allocation for 2015/16 would be £7,075.56.

10. TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Resolved: That members of the press and public be excluded from the meeting following item 45.

11. TO CONSIDER CO-OPTION

The Clerk noted that following the election there were four ordinary vacancies to be filled by co-option. She had arranged the display of notices inviting eligible people to write to the Council by 29 May. Applications could then be considered at the June meeting. The power to co-opt had to be exercised by 26 June.

Resolved: (1) That co-optee applications received by the Clerk be emailed to Members.
(2) That applicants be invited to attend the next meeting and say a few words about themselves before a vote is taken.

The Police report was deferred pending the arrival of PC May

12. TO RECEIVE REPORT FROM THE PARKS AND OPEN SPACES COMMITTEE

The Clerk gave an update on matters including management planning, Park boundary issues, a quote for treatment of the BMX track and the forthcoming hanging basket programme (56 baskets in 2015). Councillor Mrs Platten drew attention to an increase in anti-social activity in the Park which had been reported to the Police.

Resolved: That the report be noted.

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

The minutes of the Committee meeting on 27 April had been circulated.

Resolved: That the minutes be noted.

14. 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.

15. TO RECEIVE REPORT ON RIGHTS OF WAY MATTERS

It was reported that the surface of The Springs footpath at Calder Grove required attention.

Resolved: That the Clerk report the matter to Wakefield Council.

16. TO DISCUSS HALL GREEN COMMUNITY CENTRE MATTERS

Councillor Mrs Binns reported that the new doors would be installed in August. She also noted that Hall Green Gala would be held on 20 June at Dane Royd School.

Resolved: That the report be noted.

17. VILLAGE INSTITUTE CHARITY COMMITTEE: TO NOTE MINUTES OF MEETING HELD ON 7 APRIL 2015

The minutes of the meeting had been circulated and the RFO noted possible future maintenance items.

Resolved: (1) That the minutes be noted.

(2) That the Clerk discuss the treatment of the car park borders with T&D Contractors.

PC May arrived (7.40pm)

18. TO RECEIVE THE POLICE REPORT

PC May reported on Safe Scheme activities in April 2015. Some 18 hours had been worked in the month, all by police officers. There were 24 crimes and 12 incidents of anti-social behaviour recorded.

Working on the Safe Scheme, officers had focussed on speeding on Painthorpe Lane, Wood Lane and Barnsley Road as well as Dennington Lane, High Street, Denby Dale Road and Hollin Lane resulting in some 23 Traffic Offence Reports and six warnings about excessive speed. Drivers had also been warned about driving without headlights and fixed penalty notices for parking on double yellow lines were issued at Hollin Lane/Denby Dale Road. Officers also visited areas where parking on footways had been reported, and made a number of patrols at Betty Eastwood Park where anti-social behaviour had occurred.

In the period there were nine crimes in Durkar including seven at the service development off Peel Avenue including an assault, thefts and an attempted fraud. Crigglestone recorded eight crimes mainly damages and a theft and there were six crimes at Hall Green including the theft of meat. One crime was recorded at Calder Grove and one at Newmillerdam.

Anti-social behaviour reports included quad bikes on Hollingthorpe Lane, nuisance youths in Chapelthorpe, Durkar and Crigglestone and problems in Betty Eastwood Park.

Priorities for May would be speeding on Hollin Lane, Durkar Lane and Denby Dale Road, parking on yellow lines at the Kingfisher Restaurant, cars parked with headlights on, lorries parked on Denby Dale Road East and anti-social behaviour in Betty Eastwood Park and outside Hall Green Community Centre.

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

19. VILLAGE INSTITUTE CHARITY COMMITTEE: TO SIGN CHEQUES

The Responsible Financial Officer presented the following for payment:

	£
A Gordon – salary incl overtime	420.93
Performing Rights Society – Annual subscription	142.96

Resolved: That the accounts be approved for payment.

20. VILLAGE INSTITUTE CHARITY COMMITTEE: TO NOTE YEAR END RECEIPTS AND PAYMENTS ACCOUNT 2014/15

The year end account was tabled.

Resolved: That the 2014/15 year end receipts and payments account be noted.

21. TO REVIEW DELEGATION TO COMMITTEES AND STAFF

The Clerk noted that the Parks and Open Spaces Committee and the Health & Safety and Finance Committee were both delegated to spend up to £500. She further noted the functions that were currently delegated to the Clerk and Responsible Financial Officer.

Resolved: That no further review was required.

22. TO REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

The Clerk explained that the terms of reference had been reviewed in 2012 and updated in 2014.

Resolved: That no further review was required.

23. TO APPOINT MEMBERS TO THE PARKS AND OPEN SPACES COMMITTEE

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

24. TO APPOINT MEMBERS TO THE HEALTH & SAFETY AND FINANCE COMMITTEE

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

25. TO APPOINT MEMBERS TO THE PERSONNEL COMMITTEE

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

26. TO APPOINT MEMBERS TO THE RIGHTS OF WAY COMMITTEE

Resolved: (1) That Councillors Mrs Binns, Mrs Craven and Roe be appointed to the Rights of Way Committee for the forthcoming year.

(2) That Mr Keith Wainwright be invited to join the Committee as an appointee.

- 27. TO APPOINT MEMBERS TO THE COMPLAINTS COMMITTEE**
Resolved: That the Chair of the Parish Council, and Councillors Mrs Craven and Crompton be appointed to the Complaints Committee for the forthcoming year with Councillor Mrs Binns as a substitute.
- 28. TO APPOINT MEMBERS TO THE VILLAGE INSTITUTE CHARITY COMMITTEE**
Resolved: (1) That Councillors Mrs Binns, Mrs Craven and Daniels be appointed to the Village Institute Charity Committee for the forthcoming year.
(2) That Mr Keith Wainwright be invited to join the Committee as an appointee.
- 29. 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.
- 30. TO APPOINT MEMBERS TO HALL GREEN COMMUNITY CENTRE MANAGEMENT COMMITTEE**
Resolved: That Councillors Mrs Skinner and Mrs Craven be appointed to the Hall Green Community Centre Management Committee for the forthcoming year.
- 31. TO APPOINT MEMBERS AND OTHERS TO THE COMMUNITY HERO WORKING PARTY**
Resolved: (1) That Councillor Daniels together with Mr Nick Castle and District Councillor Kevin Barker be appointed to the Community Hero Working Party.
(2) That Mr Terry Sykes be invited to serve on the Community Hero Working Party.
(3) That other appointments be considered at another time.
- 32. TO REVIEW STANDING ORDERS/FINANCIAL REGULATIONS/COMPLAINTS PROCEDURE.**
The Clerk noted that the Standing Orders had been reviewed in March and November 2014, the Financial Regulations in September 2014 and the Complaints Procedure in November 2014.

Resolved: That the Standing Orders, Financial Regulations and Complaints Procedure be retained as previously agreed
- 33. REVIEW OF REPRESENTATION ON EXTERNAL BODIES**
Resolved: (1) That Councillors Mrs Craven and Daniels be appointed to the West Yorkshire Accessibility Partnership.
(2) That Councillor Mrs Craven be appointed as a trustee of the 45th Durkar Scouts.
(3) That further advice be taken regarding any appointment to the Wakefield Access Forum.
- 34. 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.
- 35. TO REVIEW THE COUNCIL'S COMPLAINTS PROCEDURE**
Covered under Minute 32 above.
- 36. 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.
- 37. TO REVIEW POLICY FOR DEALING WITH THE PRESS AND MEDIA**
This policy had been adopted in March 2014 and no review was considered necessary.
- 38. TO CONSIDER APPOINTMENT TO THE POLICE INDEPENDENT ADVISORY GROUPS AND SCRUTINY PANELS**

Resolved: That further details of the appointments be sought.

39. TO CONFIRM DATE AND TIME OF MEETINGS 2015/16

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.

40. TO RECEIVE THE CLERK'S REPORT

The report had been circulated.

Resolved: (1) That a Highways Agency representative be invited to a meeting of the Noise Group.

(2) That views from the Methodist Church be awaited regarding road marking outside the Church.

41. TO RECEIVE FEEDBACK FROM MEETINGS

The Clerk had attended the Town and Parish Councils Liaison Group meeting which included a presentation regarding the Community Infrastructure Levy. It was noted that parish councils including Crigglestone had suggested priorities for their areas. District Councillor Barker advised that such priorities should be seen to reflect a local plan.

Resolved: That consideration be given to reviewing the Community Plan produced in 2011.

42. FINANCIAL MATTERS: TO APPROVE PAYMENT OF ACCOUNTS

The Responsible Financial Officer noted that further to Minute 372 (2014/15) and in consultation with the VICC Chair and the CPC Vice Chair, she had authorised a payment of £10,800 to Gough & Norris Construction Ltd. She presented the following invoices for payment:

	£
Clerk – salary + expenses	495.39
Responsible Financial Officer – salary + expenses	228.97
Rural Action Yorkshire	35.00
Zurich Municipal	925.88
Wakefield Council – grounds maintenance 2014/15	564.00
Wakefield Council – annual waste collection VI	120.06
CPC Village Institute - rent	300.00
Gough & Norris Construction Ltd – 2 nd payment VI car park	14,400.00
NALC – magazine subscription	17.00
G Milner – work to VI door lock	80.00

Resolved: That the accounts be approved for payment.

43. TO RECEIVE AND APPROVE QUARTERLY ACCOUNTS TO 31 MARCH 2015

The Responsible Financial Officer had circulated the balance sheet for the period January to March 2015.

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.

44. FINANCIAL MATTERS: TO APPROVE THE YEAR END RECEIPTS AND PAYMENTS ACCOUNT 2014/15

The year end receipts and payments account for the year 2014/15 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 2014/15.

45. TO RECEIVE AND APPROVE THE BANK RECONCILIATION FOR THE YEAR ENDING 31 MARCH 2015

The bank reconciliation for the year ending 31 March 2015 had been circulated.

Resolved: That the bank reconciliation be approved by the Parish Council and signed by the Chairman.

46. **FINANCIAL MATTERS: TO APPROVE THE BUDGET OUTTURN REPORT FOR 2014/15**
The report had been circulated and the Responsible Financial Officer noted the balance as at 31 March 2015.
- Resolved:** That the budget outturn be approved by the Parish Council and signed by the Chairman.
47. **FINANCIAL MATTERS: TO AGREE STATEMENT OF ASSETS AS AT 31 MARCH 2015**
The Responsible Financial Officer presented the asset register as at 31 March 2015.
- Resolved:** That the report be accepted and signed by the Chairman as a true record of the Parish Council assets.
48. **FINANCIAL MATTERS: TO APPROVE BUDGETS AND ESTIMATES FOR 2015/16**
A report of budgets and estimates for 2015/16 had been circulated.
- Resolved:** That the budgets and estimates be approved and signed by the Chairman.
49. **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.
50. **FINANCIAL MATTERS: TO RECEIVE REPORT ON LOAN BALANCES**
A statement of loan balances at 31 March 2015 had been circulated.
- Resolved:** That the statement be accepted and signed by the Chairman as a true record of the current position.
51. **FINANCIAL MATTERS: TO APPROVE ANNUAL RETURN (VARIANCES)**
The Responsible Financial Officer had circulated a report of variances from 2013/14 to 2014/15.
- Resolved:** That the report be approved and signed by the Chairman.
52. **FINANCIAL MATTERS: TO APPROVE ANNUAL GOVERNANCE STATEMENT**
The Responsible Financial Officer presented the Annual Governance Statement.
- Resolved:** That Members confirm the Annual Governance Statement.
53. **TO CONSIDER RECOGNITION OF RETIRING COUNCILLORS**
Members considered how they could recognise the service of the four councillors who had not sought re-election.
- Resolved:** (1) That certificates of outstanding service and gifts at a cost of up to £300 be purchased and presented to former Councillors Peebles, Wainwright, Garthwaite and Mrs Margrave.
(2) That Councillor Mrs Craven and the Clerk source the gifts as discussed at the meeting.

Councillor Mrs Platten left the room during the above item (9.14 – 9.17pm)

54. **CORRESPONDENCE**
A correspondence schedule had been circulated and the Clerk noted additional items.
- Resolved:** (1) That the Service Director for Highways be asked to clarify the Application for Civil Parking Enforcement Powers.
(2) That the Clerk order three copies of the Good Councillor's Guide at a cost of £7.38.
(3) That the remaining correspondence be noted.

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Councillor Mrs Craven left the room during the above item (9.25 – 9.27pm)

55. TO DISCUSS PLANNING APPLICATIONS/DECISIONS

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

56. TO CONSIDER ENFORCEMENT MATTERS

The Clerk updated members on various planning enforcement issues.

Resolved: That the report be noted.

57. TO RECEIVE UPDATE FROM DISTRICT COUNCILLORS

The Chair congratulated Councillor Sanders on his re-election. Councillor Barker commented on issues with double yellow lines near Dane Royd School, anti-social behaviour in Betty Eastwood Park and mud on approaches to the Pipers Green development. Councillor Sanders noted problems with obstructive parking at Lake View and Slack Lane.

Resolved: That the District Councillors be thanked for their contributions to the work of the Parish Council.

The District Councillors left the meeting (9.50pm)

58. PRESS REPORTS – ITEMS FOR PUBLICATION

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

59. TO CONSIDER INPUT FOR PARISH LINK MAGAZINE

Resolved: That the RFO prepare the Parish Council insert for the next Parish Link.

60. TO APPROVE ITEMS FOR THE PARISH COUNCIL WEB SITE

Resolved: That the April 2015 Parish Council minutes be placed on the website.

61. TO CONSIDER ITEMS FOR THE NEXT NEWSLETTER

Members discussed items for the summer newsletter.

62. DATE, TIME AND PLACE OF THE NEXT MEETING

Resolved: That the next meeting of the Parish Council be held 7.00pm on Tuesday 2 June 2015 in the Village Institute, High Street, Crigglestone.

IN PRIVATE

63. None

SIGNED _____
CHAIRMAN

DATE _____

**CRIGGLESTONE PARISH COUNCIL
PUBLIC PARTICIPATION SESSION
Tuesday 12 May 2015**

One member of the public attended. He asked what could be done about speeding on Painthorpe Lane. It was suggested he raise his query with the police representative when he arrived. During this discussion, Councillor Daniels left the room and Councillor Crompton took the Chair (7.09 – 7.11pm).