

CRIGGLESTONE PARISH COUNCIL

MINUTES OF THE Annual PARISH COUNCIL MEETING HELD ON 3rd May 2016 at 7.00pm

Present: Councillors: Mrs C Binns, S Colley, Mrs J Craven, P Crompton, P Daniels (Chair), P Denton M Oxspring, Mrs C Platten, R Reah, and Mrs M Skinner.

District Councillor: I Sanders

1. APPOINTMENT OF CHAIR FOR 2016/17

Councillor Daniels was proposed and seconded

Resolved: That Councillor Peter Daniels is appointed Chair for 2016/17

2. ACCEPTANCE OF OFFICE SIGNED BY CHAIR

Resolved: That Councillor P Daniels sign his Acceptance of Office form for 2016/17, witnessed and signed by the Proper Officer.

3. APPOINTMENT OF VICE CHAIR

Councillor Crompton was proposed and seconded

Resolved: That Councillor Paul Crompton is appointed Vice Chair for 2016/17

4. APOLOGIES FOR ABSENCE

Councillor A Roe – on holiday

Resolved: That the apologies are accepted.

5. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None received.

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

None received.

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

Start times of future meetings was briefly discussed as this was also an agenda item for this evening

8. TO APPROVE THE RISK ASSESSMENTS FOR AUDIT PURPOSES

- i. Village Institute
- ii. Crigglestone Parish Council

Resolved: That the Risk Assessments (previously circulated), are taken as reviewed and approved for 2016/17 and any amendments will be brought to the attention of the relevant meeting for consideration as and when required.

9. TO REVIEW DELEGATION TO COMMITTEES AND STAFF

(£500 authorised spend to POS and H&S&F cttees).

Resolved: That the current delegation is reviewed and continues as is for 2016/17

- 10. TO REVIEW TERMS OF REFERENCE FOR COMMITTEES (MEMBERS REFERRED TO OWN COPIES PRIOR TO THE MEETING)**
Resolved: (1) With the contact details amended to reflect the new Clerk's details where necessary, the Terms of Reference for the following committees are reviewed and approved as appropriate for 2016/17:
Parks and Open Spaces, Health & Safety and Finance, Personnel, Rights of Way, Complaints, Hall Green Community Centre Management
(2) The Terms of Reference for the Village Institute Charity required updating and would be brought to a future meeting for review and approval.
- 11. TO APPOINT COUNCIL MEMBERS TO THE FOLLOWING COMMITTEES FOR 2016/17:**
i. Parks and Open Spaces
Resolved: Cllrs C Platten, M Skinner, R Reah, M Oxspring.
ii. Health & Safety and Finance
Resolved: Cllrs J Craven, P Daniels, P Denton, M Skinner, M Oxspring
iii. Personnel
Resolved: Cllrs J Craven, C Binns, A Roe, P Denton
iv. Rights of Way
Resolved: Cllrs C Binns, J Craven, A Roe,
v. Complaints
Resolved: Cllrs J Craven, P Crompton, P Daniels, C Binns (substitute)
vi. Hall Green Community Centre Management
Resolved: Cllrs M Skinner and J Craven
vii. Village Institute Charity
Resolved: Cllrs C Binns, J Craven, A Roe, P Daniels, S Colley
- 12. TO APPROVE THE CONTINUED APPOINTMENT OF THE PARISH COUNCIL AS SOLE TRUSTEE TO THE VILLAGE INSTITUTE.**
Resolved: That the continued appointment of the Parish Council as sole trustee to the Village Institute is approved
- 13. TO APPOINT MEMBERS AND OTHERS TO THE COMMUNITY HERO WORKING PARTY**
Resolved: (1) That Cllrs P Daniels, M Oxspring, District Cllr Kevin Barker, members of public Mr Nick Castle and Mr Terry Sykes are appointed as the members of the Community Hero Working Party for 2016/17.
(2) That the Vicar of St James and St John Chapelthorpe, is approached in due course to join the Working Party
- 14. TO REVIEW STANDING ORDERS/FINANCIAL REGULATIONS/COMPLAINTS PROCEDURE**
Resolved: (1) With the contact details amended to reflect the new Clerk's details where necessary, the Standing Orders and Complaints Procedure were reviewed and approved as appropriate for 2016/17:
(2) The Financial Regulations are to be brought to a future meeting either July or September 2016 for review and approval.

- 15. TO REVIEW REPRESENTATION ON EXTERNAL BODIES:**
- i. West Yorkshire Accessibility Partnership**
Resolved: Remove, no longer meets
 - ii. 45th Durkar Scouts**
Resolved: Cllr J Craven
 - iii. Wakefield Access Forum**
Resolved: Remove, no longer meets
 - iv. YLCA**
Resolved: Cllr C Binns and J Craven
 - v. NALC**
Resolved: Cllr M Oxspring and S Colley
 - vi. Transport**
Resolved: Cllrs Daniels and Craven
 - vii. Police**
Resolved: Cllr C Platten, Cllr P Daniels (chair) and one other from Cllr S Colley or Cllr P Denton
- 16. TO REVIEW THE COUNCIL'S AND EMPLOYEES' MEMBERSHIP OF OTHER BODIES**
- i. Yorkshire Local Council's Association**
 - ii. National Association of Local Councils**
 - iii. Rural Action Yorkshire**
 - iv. The Society of Local Council Clerks**
- Resolved:** That subscriptions are paid by the Parish Council and membership continues for all for 2016/17
- 17. TO REVIEW PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998. (members referred to own copies prior to the meeting)**
Resolved: That the procedures are reviewed and approved as they currently stand.
- 18. TO REVIEW THE POLICY FOR DEALING WITH THE PRESS/MEDIA AND REWORD ITEM 9**
Resolved: That the following narrative is used for item 9 of the policy " The recording of Council meetings is permitted under the Openness of Local Government Bodies Regulations 2014 but recording must be carried out in accordance with rules adopted by the Council".
- 19. TO CONSIDER EARLIER START TIME OF MONTHLY COUNCIL MEETINGS 2016/17**
Resolved: (1) That meetings will commence with the public session at the earlier time of 6.45pm
(2) To ensure all communications reflect the earlier start time.
- 20. TO CONFIRM FREQUENCY OF MONTHLY COUNCIL MEETINGS 2016/17**
Resolved: Monthly Parish Council meetings will continue to be held on the first Tuesday of every month except August.
- 21. FINANCIAL MATTERS:**
- i. To receive and approve quarterly accounts to 31 March 2016**
Resolved: received and approved
 - ii. (a) To receive and approve the year end 2015/16 Receipts and Payments Account**
(b) To receive and approve the bank reconciliation for the year ending 31 March 2016
Resolved: Received and approved, with members each signing the bank reconciliation
 - iii. To receive and approve the budget out-turn report for the year 2015/16**

- Resolved:** Received and approved
- iv. **To agree statement of assets at 31 March 2016**
Resolved: Statement of assets approved
- v. **To receive and approve budgets and estimates for 2016/17**
Resolved: Received and approved
- vi. **To review internal financial controls**
Resolved: Internal Financial controls approved as appropriate for 2016/17
- vii. **To receive report on outstanding loans**
Resolved: Report noted, there are no outstanding loans
- viii. **To approve payment of accounts.**
The RFO had tabled the accounts for payment earlier in the meeting for members consideration.

| Payee | Description | £ |
|----------------------------------|--|--------|
| Outgoing clerk (JM) on retention | Time 15.25 hours plus allowances for April | 180.24 |
| Clerk (SM) | Salary & Allowances for April | 511.17 |
| Responsible Financial Officer | Salary & Allowances and reimbursement £20.88 for April | 181.63 |
| Rural Payments Agency | 2016/17 Annual Subscription | 35.00 |
| Friends of Betty Eastwood Park | Easter Egg Hunt (POS) cost of eggs | 22.50 |
| Wakefield Council | Refuse collection annual charge | 130.44 |
| G Milner | External repairs to boundary wall, and guttering /roof of VI | 390.00 |

Resolved: That the accounts be approved for payment.

22. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2016:

i. To approve Annual Return Governance Statement for period ending March 2016

Each of the 9 statements was addressed and response agreed.

Resolved: That the Annual Return Governance statement was received and approved.

ii. Annual Return Variances and

The RFO had provided an explanation of the variances to members prior to the meeting.

Resolved: That the Annual Return Variances was received and approved.

23. TO NOTE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 5 APRIL 2016

Resolved: That the minutes are received and noted

24. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 5 APRIL 2016

Resolved: That with the following amendments, the minutes are approved as an accurate record and were duly signed by the Chairman.

Present -Cllr J Craven was present at the meeting.

395i – Resolved (1) to read instead ‘That the decision to provide more Notice Boards in the parish is rescinded on the basis of the high expense to supply and whilst Cllr Colley had stated she would be prepared to update one of the notice boards, the uncertainty in the long term still remained as to who would update and monitor the notice boards as required.

- 25. TO REPORT MATTERS ARISING FROM THE PARISH COUNCIL MINUTES NOT ON THE AGENDA, FOR INFORMATION ONLY**
None received
- 26. TO RECEIVE THE POLICE REPORT**
PC J May was in attendance and tabled a copy of the report to members. PC May informed members that Dave Laybourne would be retiring from the Police Force at the end of May 2016. Discussions over the future content of the report and the Safe Scheme priorities were had.
Resolved: (1) To continue to report matters related to the community and omit instances relating to individuals.
(2) To send a letter of thanks and well wishes to Dave Laybourne for his time as traffic and community officer for the parish of Crigglestone in the past, and to also send a copy to the leader of WMDC and the Chief Constable.
(3) Safe Scheme priorities were identified as: Speeding on High Street, Cliff Road and Durkar Low Lane, enforcement of the HGV restriction on Durkar Lane and inconsiderate parking on Broad Acres, Stoney Lane and Wood Lane.
- 27. TO RECEIVE THE MINUTES OF PARKS AND OPEN SPACES COMMITTEE MEETING HELD 18 APRIL 2016**
Resolved: That the minutes are received
- 28. TO RECEIVE THE MINUTES OF HEALTH & SAFETY AND FINANCE COMMITTEE HELD 19 APRIL 2016**
Resolved: That the minutes are received
- 29. TO DISCUSS HALL GREEN COMMUNITY CENTRE MATTERS**
Cllr C Binns informed members that the recently held 'Right Royal Quiz' had been a very successful event. At their recent AGM it was noted that the community centre's availability is regularly fully booked. The suggestion of extending the building was put to the Parish Council members.
Resolved: In the first instance to contact the owner of the land behind the community centre and ascertain the Parish Council's options.
- 30. TO CONSIDER VILLAGE INSTITUTE CHARITY COMMITTEE MATTERS**
i. To receive minutes of VICC meeting held on 5 April 2016.
Resolved: That the minutes are received
ii. To sign cheques on behalf of the Village Institute Charity.
Resolved: That the caretaker's salary for April + overtime for March of £448.22 is approved
- 31. TO RECEIVE THE CLERK'S REPORT**
The report had been circulated prior to the meeting. With regard to item:
2) Members were made aware that there had been some unpleasantness over the use of the Village Institute car park by the user groups at the Church next door and the user groups at the Village Institute when both groups had classes at the same time.
Resolved: (1) That the Methodist Church is written to asking for their user groups co-operation over the parking and other issues.
(2) That the Clerk is tasked with obtaining a contractor and costings to repaint the current motorcycle parking space with the image of a motorcycle instead, for clarity.

Resolved: That the report is received and noted.

32. CORRESPONDENCE

A correspondence schedule had been circulated and the Clerk gave an update of additional correspondence received.

Resolved: (1) Item 1, that the resident is contacted and asked if a Police visit would be welcomed.
(2) That the remaining correspondence be noted.

33. PLANNING APPLICATIONS FOR CONSIDERATION

- a) 16/00874/FUL - Noted
- b) 16/00830/FUL - Noted
- c) 16/00775/CPL – Noted
- d) 16/00768/FUL - Noted
- e) 16/00751/FUL - Noted
- f) 16/00895/FUL – Noted
- g) 16/01043/FUL – Noted
- h) 16/01009/FUL - Noted

34. TO RECEIVE UPDATE FROM DISTRICT COUNCILLOR

District Cllr Sanders had nothing further to update but offered the suggestion of an 'honesty box' with regard to the Village Institute car parking issues discussed earlier.

35. TO CONSIDER COMMUNICATION ITEMS

i) Press reports – items for publication

Resolved: That the Clerk update Parish items for the press and the Parish Link magazine.

ii) Items for the web site

Resolved: That the April 2016 minutes, the Chairman's report from the Annual Parish meeting and the April Police report are placed on the website.

36. TO CONSIDER ITEMS FOR NEXT NEWSLETTER

Discussions were had around the delivery timing of the last newsletter. It was further discussed that again timing was tight to ensure that the summer newsletter was produced and distributed in time for any forthcoming events to be advertised in the community. Members proposed that as the Christmas period was the busiest for most community groups and events, that the Autumn newsletter could be a double page issue instead, which would incorporate the Community Hero application form.

Resolved: (1) That the newsletters will be reduced to 2 per year, Spring and Autumn.

(2) That the Autumn newsletter will be a double page spread to incorporate the Community Hero application form and with production and distribution timescales brought forward if necessary.

37. TO CONSIDER COMMEMORATIVE ARRANGEMENT FOR THE BATTLE OF THE SOMME

Resolved: (1) That Members of Crigglestone Parish Council are invited to attend at the Parish 'Battle of the Somme' Memorial Service to be held on Friday July 1st at 1.30pm at the Parish War Memorial, Crigglestone Cemetery, Standbridge Lane.

(2) That Mr Keith Wainwright (local historian) is to obtain the wreath and provide the appropriate wording on behalf of the Parish Council and that any associated expenditure is approved for reimbursement on production of receipts.

38. TO RECEIVE FEEDBACK FROM WEST YORKSHIRE COMBINED AUTHORITY RE: BUS SERVICE PROVISION

Cllr Daniels and Cllr Craven attended a meeting with the West Yorkshire Combined Authority representative on 18th April 2016, and presented their concerns over the bus service currently in place for the community. The Clerk read out the response received, which stated that Arriva were not proposing to improve co-ordination as they do not think the benefits justify but will bear it in mind when looking to make changes to the 443 and 444 in future.

Information regarding the Wood Lane 'and opposite stop' near the St Pierre hotel had been received and was shared with the meeting. Arriva's Infrastructure dept and WMDC Highways dept have concluded that the location is safe and are to install a bus stop hopefully before the end of May 2016.

39. DATE TIME AND PLACE OF THE NEXT MEETING

To confirm date and time of next meeting of the Parish Council in the Village Institute, High Street, Crigglestone on Tuesday 7th June at 6.45pm

As there was no In Private session, the Chairman thanked those for attending and closed the meeting at 9.30pm

SIGNED _____

DATE _____

CHAIRMAN

**CRIGGLESTONE PARISH COUNCIL
PUBLIC PARTICIPATION SESSION**

Tuesday 3rd May 2016

Mr and Mrs Jonathan Banks attended the meeting and shared with the members that an application had been submitted to WMDC planning for approval to site his sheds on Denby Dale road. Mr Banks stated that he would like to work with the Parish Council on any issues they were not happy with about his business and its location and welcomed anyone to come and discuss this with him.

Mr Banks wished to draw the Council's attention to other businesses on Denby Dale Road. The Clerk requested that he submit his concerns in writing.