

# CRIGGLESTONE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4 MARCH 2014

**Present:** Councillors: Mrs J Craven, P Crompton, P Daniels, J Garthwaite, Mrs D Margrave, J Peebles, Mrs C Platten, A Roe and K Wainwright

**District Councillors:** Mrs J Drysdale, I Sanders and L Kirkpatrick.

**Apologies:** Councillors: Mrs M Skinner and Mrs Binns.

**325. APOLOGIES FOR ABSENCE**

Apologies were accepted.

**326. DECLARATIONS OF INTEREST**

Cllr Mrs Craven declared an interest in item 17 (vi) grant application.

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

None received.

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

The Chairman hoped the agenda would be completed in a speedy manner.

**329. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4 FEBRUARY 2014**

**Resolved:** That the minutes of the meeting held on 4 February 2014 be approved as a correct record.

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

It was noted that the newsletter would be delivered soon (Minute 321 (2013/14)).

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

**Resolved:** That members of the press and public be excluded from the meeting following item 23.

**332. POLICE REPORT**

The Police report would be taken later.

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

The Clerk reported that T & D Contractors had quoted £100 for the provision and fitting of a sleeper bench in Betty Eastwood Park to commemorate Mike Tivenan. The Clerk would seek a suitable plaque.

**Resolved:** That the quote from T & D Contractors of £100 for a sleeper bench in Betty Eastwood Park be approved.

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

A Committee meeting had been held before the Council meeting when Members had considered the administration recharge, annual Health and Safety checks, risk and asset registers, financial regulations and the appointment of the internal auditor.

**Resolved:** (1) That an administration recharge to the Village Institute Charity for 2013/14 of £908 be approved.

(2) That Diane Brown be reappointed as internal auditor.

### **335. TO RECEIVE REPORT ON RIGHTS OF WAY MATTERS**

It was noted that Wakefield Council's Street Scene had resurfaced the footpath to the rear of the Village Institute with wood chippings. District Councillor Mrs Drysdale would enquire about the debris still remaining beside the path. Councillor Wainwright had inspected Footpath 7 which needed cutting back and attention to the steps and handrail. Wakefield Council had been informed. It was also reported that the footpath from High Street to Betty Eastwood Park required attention.

#### ***Inspector Clare arrived (7.10pm)***

Councillor Wainwright noted that the Crigglestone and Durkar Residents Association had requested a meeting with the Parish Council to discuss issues of mutual interest.

**Resolved:** (1) That Wakefield Council be asked inspect the footpath from High Street to Betty Eastwood Park.

(2) That a meeting be convened with representatives of the Parish Council and the Crigglestone and Durkar Residents Association.

### **336. POLICE REPORT**

Inspector Clare circulated a report which showed that 36 hours had been worked on the Safe Scheme in February, 28 by police officers and 8 by PCSOs. A total of 22 incidents had been recorded in the month.

#### ***District Councillor Kirkpatrick joined the meeting (7.18pm)***

Priority had been given to speeding on Hollin Lane (no offences recorded), parking on footways (none found) and parking at the bus stop outside the Kingfisher Restaurant (motorists advised). Patrols had been also been conducted across the parish. A total of over 11 hours was spent on speed checks on Wood Lane and Denby Dale Road at Calder Grove resulting in 25 Traffic Offence Reports being submitted.

The report showed no dwelling burglary offences but one theft from a shed and one theft from a building site. Residents are advised to secure items such as bikes inside a shed as well as locking the shed. There were five other theft offences: from a restaurant, shop and building site. There were two damage offences to cars and two drug offences. In addition some 11 anti-social behaviour related calls were reported.

Priorities for March would be speeding on Wood Lane and Durkar Low Lane and a letter drop to warn drivers that it's not advisable to park on footways leaving no room for a pushchair or disability scooter to get through.

Inspector Clare told the meeting about imminent changes of personnel in the Neighbourhood Policing teams. A new inspector would take over responsibility for the Crigglestone Safe Scheme and it was hoped the Scheme would become more locally accountable with a constable and PCSO nominated for the parish. Members thought a meeting with the new inspector would be useful.

**Resolved:** That the Parish Council thank Inspector Clare for his report.

#### ***Inspector Clare left the meeting (7.43pm)***

### **337. TO DISCUSS HALL GREEN COMMUNITY CENTRE MATTERS**

Councillor Mrs Craven said the Association had applied for funding towards new lighting. A jumble sale would be held on 8 March and the Village Gala would be at Dane Royd School on 12 July.

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

**338. TO SIGN CHEQUES ON BEHALF OF THE VILLAGE INSTITUTE COMMITTEE**

The Responsible Financial Officer presented the following for payment:

	£
A Gordon – salary	354.66
HMRC – PAYE re A Gordon	237.20
Crigglestone Parish Council – YLCA credit note	45.00
Crigglestone Parish Council – Village Institute recharge	908.00

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

**339. TO RECEIVE FEEDBACK FROM MEETINGS**

The Clerk had attended a meeting of the Town and Parish Councils Liaison Group when HS2 and neighbourhood planning were discussed.

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

**340. TO RECEIVE THE CLERK'S REPORT**

The Clerk had circulated a report detailing matters addressed during February including an outstanding order for benches and arrangements for small crosses at the war memorials.

**Resolved:** (1) That the report be noted.  
(2) That the community benches be reordered.

**341. TO CONSIDER REVISED STANDING ORDERS AND A DRAFT MEDIA POLICY**

The Council's Standing Orders had been revised following guidance from NALC and copies had been circulated together with a draft media policy. The Clerk suggested minor amendments to the media policy.

**Resolved:** (1) That the revised standing orders be adopted.  
(2) That the amended media policy be adopted.  
(3) That Councillors Mrs Binns, Mrs Craven, Daniels and the Clerk be thanked for their work revising the standing orders.

***District Councillor Sanders joined the meeting (8.00pm)***

**342. FINANCIAL MATTERS: TO APPROVE PAYMENT OF ACCOUNTS**

The Responsible Financial Officer presented the following for payment:

	£
Clerk – salary + expenses	507.93
Responsible Financial Officer – salary + expenses	237.48
HMRC – PAYE re Clerk and RFO	424.00
Cultrix – Domain renewal	26.40
DC Print – Spring newsletter printing	400.00
Office of the Police and Crime Commissioner – Safe scheme contribution	1,750.00
T & D Contractors – various grounds maintenance works	1,020.00

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

**343. FINANCIAL MATTERS: TO CONSIDER CONTRIBUTION TO 2014/15 POLICE SAFE SCHEME**

Members considered the revised arrangements described earlier by Inspector Clare.

**Resolved:** That, subject to the outcome of any meeting with the new neighbourhood police inspector, a contribution to the Safe Scheme in 2014/15 be agreed in principle.

**344. FINANCIAL MATTERS: TO CONSIDER AND APPROVE VIREMENTS**

The Responsible Financial Officer updated Members on the current year's income and expenditure explaining that lower than budgeted outgoings had resulted in an increase in the working balance.

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

**345. FINANCIAL MATTERS: TO CONSIDER QUOTE FOR ENGRAVING ON CRIGGLESTONE WAR MEMORIAL**

A quote for the work at the Crigglestone cenotaph was not yet available.

**346. FINANCIAL MATTERS: TO CONSIDER CHRISTMAS TREE PROVISION 2014**

The Clerk reiterated details of the likely costs of trees on existing and new sites. District Councillor Sanders thought the funds from the new Neighbourhood Improvement Fund would be very limited and Members thought that sponsorship should be investigated.

**Resolved:** That sponsorship be sought from local businesses and developers.

**347. FINANCIAL MATTERS: TO CONSIDER GRANT APPLICATION FROM HALL GREEN CHAIR EXERCISE GROUP**

Members considered an application from the Hall Green Chair Exercise Group.

**Resolved:** That the Council in accordance with its powers under Section 137 of the Local Government Act 1972 as amended, should incur the following expenditure, which in the opinion of the Council is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure of the amount set out below.

Grant towards annual rental costs	<b>Award</b>	<b>£120</b>
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**348. CORRESPONDENCE**

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| 1.  | Mary Creagh MP                | Email – Newsletter  |
| 2.  | YLCA                          | Email - Referendum principles not to be applied to parish & town councils   |
| 3.  | YLCA                          | Email - Localisation of council tax benefit: parish grant 2014/15 – WMDC response   |
| 4.  | YLCA                          | Email - YLCA website relaunched   |
| 5.  | DEFRA                         | Email – Noise Action Plans  |
| 6.  | SLCC                          | Email – News bulletin: “Government is once again not applying council tax referendum principles to our sector for the coming year”                                |
| 7.  | NALC                          | Email – ‘Making Localism Work’ Conferences incl Harrogate 10 July £120  |
| 8.  | NOVA                          | Email - Newsletter  |
| 9.  | Yorkshire Water               | Email – Response re impact of road closure  |
| 10. | YLCA                          | Email – Branch meeting 7.30 Thurs 13 March, Havercroft  |
| 11. | Mary Creagh MP                | Email – Newsletter  |
| 12. | Resident Hollin Lane          | Copy of email to police – Re damage to parked car. Comments re additional traffic on Hollin Lane  |
| 13. | PS Day                        | Email – Copy reply to resident above  |
| 14. | Police and Crime Commissioner | Email – Safer Communities Fund. Money seized under the Proceeds of Crime Act is fed in to a single pot of cash, exclusively for the community safety initiatives. |
| 15. | Insp Clare                    | Email - National Lottery Awards Open to Applications from Lottery projects funded since 1994. Closing date 12 March   |
| 16. | Mary Creagh                   | Email – Newsletter  |

17.	YLCA	Email - Community Infrastructure Levy (CIL), designed to help communities to accommodate the impact of new development.
18.	Resident, High Street	Request for attention to public footpath from Hollin Lane leading down to motorway bridge.
19.	St James Church	Letter of appreciation for donation for Parish Link
20.	Fit4Funding	Email – Course - Funding for Community Groups on-line course Starts 3 March
21.	WMDC	Email - Agenda for Council on 26 Feb
22.	Rural Action Yorkshire	Email - Rural Action Yorkshire eBulletin. Includes Touchstones project at HGCC
23.	Healthwatch Wakefield	Email – Event 'Access to Services' Weds 26 March Elizabethan Gallery 5.00 for 5.30 to 7.30
24.	WMDC	Email – Additional report - Budget and Council Tax 2014/15
25.	SLCC	Email – News bulletin: Includes the revocation of the need for two councillors' signatures on orders for payment.
26.	Smartwheelie	Email - Smartwheelie print and supply a range of speed awareness stickers to mount on wheelie bins
27.	Cllr Box	Email – Response re Durkar Lane closure issues
28.	YLCA	Email - Consultation on the Openness of Local Government Bodies Regulations 2014
29.	Mary Creagh MP	Email - Newsletter
30.	Fit4Funding	Email - Tuesday 18th March 2014 Introduction to - Social Return on Investments (SROI) – Bradford CVS
31.	Cllr Wainwright	Email – Request from Crigglestone and Durkar Residents Association for meeting with CPC reps
32.	Mary Creagh MP	Email - Newsletter
33.	YLCA	Email – Copy of letter sent from Government to local authorities who did not pass Council Tax Support Grant on to parishes
34.	Institute of Cemetery and Crem Management	Email – Memorial Management workshop Normanton 8 May

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

**349. TO DISCUSS PLANNING APPLICATIONS/DECISIONS AND HIGHWAYS MATTERS**  
Members noted the schedule of planning applications and decisions which had been circulated.

**350. TO CONSIDER DURKAR LANE CLOSURE MATTERS**  
Councillor Box's response to parish concerns regarding the problems caused by the closure was noted. Members reported that the road was closed at Howard Crescent but no work was taking place there and it appeared that the contract was not proceeding in accordance with the schedule presented at the public meeting in January.

**Resolved:** That the Clerk write to the Wakefield Council Leader again, requesting his comments on the apparent lack of progress with the contract.

**351. TO DISCUSS POOR SURFACE OF HARD SHOULDER OF M1 NORTHBOUND FROM J39**  
Councillor Daniels noted that continuous running on the hard shoulder of the M1 had damaged the surface.

**Resolved:** That the problem be queried with the Highways Agency.

**352. TO NOTE ARRANGEMENTS FOR WORLD WAR 1 ANNIVERSARY SERVICE**

Councillor Wainwright noted arrangements for a service at the Crigglestone Cemetery at 11.00am on 1 July. He hoped that children from four local schools would lay 76 crosses, one for each lost soldier, at the memorial.

**353. TO RECEIVE UPDATE FROM DISTRICT COUNCILLORS**

Councillor Kirkpatrick reported on the chippings laid on the path behind the Village Institute and his requests for a speed restriction on Durkar Low Lane, traffic calming on Durkar Lane and footway parking on Hollin Lane.

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

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

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

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

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

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

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

**357. 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 7.05pm on Tuesday 1 April 2014.

**IN PRIVATE**

***The Clerk and Responsible Financial Officer left the room during consideration of the next item (9.08pm)***

**358. TO SEEK ADVICE FROM YLCA REGARDING PERSONNEL MATTERS**

Councillor Mrs Craven explained that she had requested advice from YLCA.

**Resolved:** That YLCA be requested to forward the information requested to Councillor Mrs Craven as Chair of the Personnel Committee.

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

DATE \_\_\_\_\_

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**CRIGGLESTONE PARISH COUNCIL  
PUBLIC PARTICIPATION SESSION  
Tuesday 4 March 2014**

No members of the public attended.