

CRIGGLESTONE PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
5TH JULY 2016 AT 6.45PM IN THE VILLAGE INSTITUTE

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

District Councillors: Cynthia Binns, Kevin Barker

63. TO ACCEPT APOLOGIES FOR ABSENCE.

Cllr Colley – on holiday

I Sanders

Resolved: to accept the apologies

64. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

None received

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

None received.

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

The Chairman thanked all those that attended the recent Battle of the Somme service and recommended that a letter thanks should also sent to Canon Roger Cressey for conducting the service.

67. TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC AFTER AGENDA ITEM 25.

Resolved: That members of the press and public are excluded from the meeting after agenda item 25

68. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 7th JUNE 2016 (circulated prior).

Resolved: That the minutes are approved as an accurate record and are duly signed by the Chair

69. TO REPORT MATTERS ARISING FROM THE PARISH COUNCIL MINUTES NOT ON THE AGENDA, FOR INFORMATION ONLY

No progress on clearing Boundary walk as yet

No progress on VI broadband installation as yet

No progress on business continuity plan/alternative web/email host as yet

70. TO RECEIVE FEEDBACK FROM YLCA BRANCH MEETING ON 9TH JUNE 2016 ATTENDED BY CPC REPRESENTATIVES

Resolved: That the verbal report is received and noted and thanks given to Cllrs Craven and Colley for attending

71. TO CONSIDER CHRISTMAS TREE PLACEMENT, SOURCING AND COSTING FOR THE 2016 FESTIVE PERIOD

Discussions were had over the location, consideration of a living tree and the ownership of certain proposed locations.

Resolved: 1) To confirm ownership of an area of Hall Green on the corner of Copeworth Drive and Painthorpe Lane

2) To confirm feasibility of said area for a living tree

3) To begin sourcing costing for both types of Christmas Tree

4) To submit this item again on the September agenda for further consideration.

72. POLICE MATTERS

The Safe Scheme report for June had been previously circulated to members. The attending Police officer informed the Council that there had been success in the recent spate of car break ins and theft through the use of CCTV on shops and other premises in the area, in particular where the thieves had crashed the car they had stolen and were subsequently arrested. The Police would like to reiterate that any information of anything suspicious or unusual the public can give to them no matter how insignificant it may seem at the time is welcome, as it could be a link to other information they are working with. Please use the 101 telephone number.

Resolved: 1) That the June Police report is received

2) That the priorities for this month continue to be: Speeding on Durkar Low Lane, Hollin Lane and Denby Dale Road. Enforcement of HGV restrictions on Durkar Lane. Persistent inconsiderate parking on Hollin Lane, Broad Acres, Stoney Lane and Wood Lane.

73. PARKS AND OPEN SPACES

It was mentioned that the recently donated bench and seating from the dog walking friends of BEP was being well used.

Resolved: 1) That the minutes of the meeting held 20th June 2016 (circulated prior) are received

2) That the POS recommendation to provide prizes for FBEP Teddy Bears' picnic event at the maximum cost of £50 is approved.

3) That the POS recommendation for Georgina Tearne to be engaged to carry out bi-annual Tree Risk Assessment at the cost of £395 is approved.

4) That the POS recommendation that Cllr S Colley is appointed as a committee member is approved with immediate effect.

74. TO RECEIVE REPORT FROM HEALTH AND SAFETY AND FINANCE COMMITTEE

Nothing to report

75. HIGHWAY MATTERS

(To receive any update on noise and current regular closures of motorway situation)

Discussions were had over the continuous disruption for the community of the closure of the motorway at Jct 42 and 39 every weekend. Members wished to be informed as to how long this was to continue for and when they could expect it to be resolved.

Resolved: That the Clerk is instructed to write to Highways England with the Council's concerns and to bring any response to the next meeting

76. TO RECEIVE UPDATE ON RE-PAINTING MOTORCYCLE PARKING SIGN IN VI CAR PARK

Cllr Oxspring informed the meeting that the matter was still in hand and would be completed as soon as practicable.

77. TO DISCUSS HALL GREEN COMMUNITY CENTRE MATTERS

- i. To consider request for a deep clean of the building and to receive associated costing

Previous misunderstandings of this request were discussed and corrected.

The requirement for a deep clean of the centre and minor maintenance works was discussed along with a costing.

The Clerk reminded the meeting that as per the adopted Financial Regulations at 10.3 and 10.4 - 3 quotes to show best value are required and that individual members may not issue an official order or make any contract on behalf of the Council. The Hall Green Management Committee explained that the deep clean had already been actioned.

Resolved: Council members approved that CPC fund these works and retrospectively approve the expenditure of £300 + vat submitted on this occasion only.

- ii. To consider request for other maintenance works to be carried out and to receive costing

Discussions over the required maintenance to the cage on the back window, guttering repairs and cleaning, cavity wall insulation and window repairs, easing of two toilet doors and inspection of the flat roof to the Hall Green Community Centre were had. Quotations from 3 contractors were presented.

Resolved: That the costing from Vesta Facility Management of £600 + vat is approved for the identified works.

The Management Committee also reported with dismay the Hall Green Youth Project held at Hall Green Community Centre will close as of the 15th July 2016. This is due to a lack of volunteers to run the project and continual low attendance.

78. TO CONSIDER VILLAGE INSTITUTE CHARITY COMMITTEE MATTERS

- i. To sign cheques on behalf of the Village Institute Charity.

Resolved: That the presented list of payments required are approved

- ii. To receive updated Terms of Reference for approval (circulated prior)

Resolved: That the updated Terms of Reference are approved for immediate implementation.

- iii. To receive verbal report from VI Committee and any items for recommendation to CPC

Resolved: 1) That the minutes from the meeting of 7th April 2016 are received.

2) That the Repair & Maintenance schedule and quarterly accounts April – June 2016 are received

3) That the reviewed terms and conditions of hire, lettings policy and booking form are received and approved for implementation from 1st September 2016

3) That the table of charges document 8ii circulated prior is approved for implementation from 1st September 2016

4) That the proposal for kitchen refurbishment on document 9ii, item 1.3 is received and approved subject to costing.

5) That costing for a deep clean of the VI is sourced for future consideration.

79. TO RECEIVE THE CLERK'S REPORT

The report had been circulated prior to the meeting.

Resolved: That the Clerk's report is received

80. FINANCIAL MATTERS:

To receive and approve quarterly accounts

- i. This document was subject to an administration error and was not available to members.

Resolved: That the quarterly accounts are emailed for members' information and are made an agenda item for the next meeting to be received along with the 2016/17 budget outturn report.

- ii. To receive and approve 2016-17 budget outturn report (circulated separately)

The RFO had been unable to present this document. It was deferred until Sept meeting whereby any council resolutions made this evening will be included and will generate a more accurate document.

- iii. To approve payment of accounts

Payee	Description	£
Parish Clerk – S Mozer	Salary & Allowances for June	511.17
Parish Clerk – S Mozer	Salary & Allowances for July	511.17
RFO - J Massey	Salary & Allowances for June, reimbursement of stamps	173.95
RFO - J Massey	Salary & Allowances for July	160.75
CPC Village Institute	July to Sept qtr rental of office space & hall	325.00
Wakefield Council	Streetscene Grounds maintenance	606.17

Richard Slid Sign Making Banners	Banner for Pit Disaster -display on front of VI	81.00
TOTAL PARISH COUNCIL		2369.21

Resolved: That the accounts be approved for payment.

- iv. To approve 'top up' of Clerks advance

Resolved: That a cheque payment for £57.66 is approved to top up the Clerks advance to the previously agreed £100

81. TO RECEIVE ITEMS OF CORRESPONDENCE

The correspondence list had been circulated prior and any additions were shared with the meeting.

With regard to item 6. **Resolved: 1)** To write to the resident with the annual cost of the Safe Scheme, the last 2 Police reports and information to guide them to the Council's website for archived Police reports and minutes.

Resolved: 2) That all other correspondence is noted.

82. PLANNING APPLICATIONS FOR CONSIDERATION

a) App. No: **16/01278/FUL** 29 Low Moor Lane Woolley Wakefield WF4 2LJ

b) App. No: **16/01302/CPL** 571 Denby Dale Road Calder Grove Wakefield WF4 3DA

c) App. No: **16/01333/FUL** 141 High Street Crigglestone Wakefield WF4 3EF

d) App. No: **16/01365/GPD** 29 Willow Garth Durkar Wakefield WF4 3BX

Resolved: That all the above planning applications are **Noted**.

83. TO RECEIVE UPDATE FROM DISTRICT COUNCILLORS

The District Cllrs present informed the meeting of various items which included: the long awaited Play area in Painthorpe which is due to begin construction mid August 2016 (artists impression tabled), the correspondence regarding the proposed closure of Netherton Surgery, the requirement for smoke and carbon monoxide detectors to be present in all tenanted buildings, Wakefield's Tour de Yorkshire bid to either be the starting point or the finishing point for the 2017 event, Wood Lane parking and speeding issues, Camera van presence on Dennington Lane, Section 106 monies due to CPC form the Pipers Green development is still being pursued and the consultation re the relocation of the Post Office into WH Smiths from the town centre.

Resolved: That the District Cllrs are thanked for their report which was noted.

84. TO CONSIDER COMMUNICATION ITEMS

- i. **Press reports – items for publication**

Resolved: That the Clerk update Parish items for the Wakefield Express and the

- ii. **Input to the next Parish Link magazine.**

Resolved: 'Safer' meeting details and new hirers at the VI, along with Police report information and Pit Disaster event information

- iii. **Items for the web site**

Resolved: That the 5th June 2016 minutes, the June Police report, and the Pit Disaster event are placed on the website.

85. TO APPROVE DELEGATION OF AUTHORITY DURING JULY/AUGUST TO THE CLERK IN CONSULTATION WITH THE CHAIR AND VICE CHAIR

Resolved: That delegation of authority during July/August is approved and given to the Clerk where there are no meetings, in consultation with the Chair and Vice Chair.

86. TO NOTE STAFF HOLIDAYS

It was noted that the RFO will be away Friday 22nd July return 9th August

87. DATE TIME AND PLACE OF THE NEXT MEETING

Resolved: The date and time of the next meeting of the Parish Council in the Village Institute, High Street, Crigglestone, WF4 3EB, is Tuesday 6th September 6.45pm

IN PRIVATE

88. TO RECEIVE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD 27TH JUNE 2016 (circulated prior)

Resolved: That the minutes are received

89. TO CONSIDER FOR APPROVAL THE RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE MEETING HELD 27TH JUNE 2016 (circulated prior)

Resolved: That the Personnel Committee recommendations as stated and listed under minute no. 11, are approved by Council and implemented accordingly.

As there were no further items to be discussed, the Chairman thanked members for attending and closed the meeting at 8.48pm

SIGNED _____

DATE _____

CHAIRMAN

**CRIGGLESTONE PARISH COUNCIL
PUBLIC PARTICIPATION SESSION**

Tuesday 5th July 2016

No Public present