

CRIGGLESTONE PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING HELD ON
6TH SEPTEMBER 2016 AT 6.45PM IN THE VILLAGE INSTITUTE

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

District Councillors: Kevin Barker, Mrs Cynthia Binns

97. TO ACCEPT APOLOGIES FOR ABSENCE.

S Colley – on holiday, R Reah – on holiday, P Denton – work commitments, Dist Cllr Ian Sanders - unwell

Resolved: to accept the apologies

98. TO NOTE THE PASSING OF THE VILLAGE INSTITUTE VOLUNTEER MR KEITH STOCKS

At the discretion of the chair it was agreed to suspend standing orders and move agenda item 4 to the second item of business at this meeting.

A minutes silence was observed for the passing of The Village Institute volunteer Mr Keith Stocks. The Clerk informed members of the funeral arrangements.

99. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Cllrs Platten & Skinner in item 23v as they are members of FBEP

Cllr Binns in item 25 as a WMDC District Cllr and member of the WMDC Planning Committee

Cllrs Binns, Craven & Skinner in 19iii as committee members of Hall Green community Centre

Resolved: That the declarations of interest are noted.

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

Received from Cllrs Platten & Skinner re item 23v

Received from Cllrs Binns, Craven & Skinner re item 19iii

Resolved: Members granted the dispensations in accordance with Council's Standing Orders 13e and 13hii.

101. TO ARRANGE A PERSONNEL COMMITTEE MEETING TO DISCUSS THE VOLUNTEER VACANCY

Resolved: That the next personnel meeting is arranged for Thursday 15th September at 5pm

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

The Chair thanked those members that attended the induction of Reverend Kevin Greaves at St James' Church, Chapelthorpe and stated it had been a most enjoyable evening. It was agreed that an invitation to Reverend Greaves should now be extended to him to join the Community Hero Working Party.

103. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11th AUGUST 2016 (circulated prior).

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

104. TO RECEIVE INFORMATION (MATTERS ARISING) ON ONGOING ISSUES AND DECIDE FURTHER ACTION WHERE NECESSARY

The Clerk advised that the recent representations submitted towards the licensing application of Crigglestone WMC would need to be submitted as an objection to the application, in order for them to be heard. A hearing would be arranged by the licensing dept at WMDC, CPC would be invited to attend, details to follow once known.

Resolved: Members further considered the application and voted to object to the application.

105. TO ARRANGE A MEETING TO DISCUSS COMMUNITY HERO EVENT FOR 2016

Resolved: That the first meeting will be arranged for Monday 26th September 2016 at 4.30pm in the Village Institute and for Reverend Greaves to be invited along with the other members of this committee, both cllr and non cllr.

106. TO RECEIVE REPORT FROM CLLRS DANIELS AND CRAVEN FROM THE MEETING WITH WEST YORKSHIRE COMBINED AUTHORITY RE BUS SERVICES HELD ON 1ST AUGUST 2016

At this meeting Cllrs Daniels and Craven had voiced their concerns on behalf of the community over the ineffective bus service currently provided for the area. These were taken on board by the WYCA representative who would ensure they were taken into consideration during the bus strategy consultation currently underway.

Resolved: That the bus strategy consultation document is completed tonight with the Parish Council's response to the service currently in place.

107. TO FURTHER CONSIDER COMMUNITY CHRISTMAS TREES FOR THE 2016 FESTIVE PERIOD.

Discussions took place and a misunderstanding over the location of the proposed living tree corrected. The RFO commented that WMDC had not been in touch yet re the ordering of the trees, which was surprising.

Resolved: That the proposal for a living tree at Durkar Stone is investigated with WMDC, if in viable, then the usual removable tree to be ordered with lights. That trees for Hall Green and Newmillerdam with lights are also ordered.

108. TO CONSIDER EMAILED REQUEST FROM KEITH WAINWRIGHT TO FORWARD THE PIT DISASTER EVENT DONATIONS TO FRIENDS OF BETTY EASTWOOD PARK.

Resolved: That the request is approved and noted.

109. CLLR PLATTEN -TO CONSIDER PROPOSAL TO PUBLICISE COUNCILLORS ATTENDANCE AT MEETINGS WITH OUTSIDE AGENCIES ON FACEBOOK AND CPC WEBSITE.

Discussions were entered into over the practicalities and benefit of this proposal.

Resolved: 1) That a report of Cllr activities continues to be minuted at the relevant meetings, which in turn are entered onto the website.

2) That a link only from CPC Facebook page to the website is inserted, in order for members of the public to see Cllr activities and any outcomes.

110. POLICE MATTERS

i. To receive the Police report

The Police report for July had been previously circulated and taken as read. The police report for August was tabled this evening by PC May. PC May informed the meeting that the burglaries occurring in Durkar seemed to be opportunists, Safe scheme officers were also issuing Sect 59 warnings to off roaders and scooter offenders in the area.

Resolved: That the Safe Scheme reports for July and August are noted and PC May thanked for his and his team's continuing efforts.

ii. To consider information submitted by Cllr Colley and Cllr Platten following the Rural Crime Consultation meeting held 20th July 2016 attended by Cllrs Colley and Platten (information previously circulated)

Members discussed the points raised in Cllr Colley's proposal documentation. Items 1 & 2 were already dealt with through the Safe Scheme and areas of concern highlighted in the minutes. Item 3 would be shared with Sitlington PC's proposal once further consultations had been had. Item 4 – funding through the WY Police was mentioned which could help to further fund the Safe Scheme with a view to combating the burglaries.

Item 5 – unfortunately too onerous a task for the CPC to consider

Item 6 – CCTV would again be too onerous a task for the CPC to consider, along with the ongoing costs required for repair/service/replacement.

The Chair thanked Cllr Colley for her input and commented it was an excellent report from the meeting she had attended on behalf of the Council.

Resolved: That enquiries are made to WY Police as to the prospect of applying for the aforementioned funding

- iii. To receive the notes from the Rural Crime meeting of 20th July 2016 (previously circulated)

Resolved: That the notes are received

111. PARKS AND OPEN SPACES

- i. To consider and approve formalising hire agreement between FBEP and CPC on their use of BEP for events, as per YLCA advice sought.

Resolved: That an agreement is drawn up for approval as soon as practicable

- ii. To consider request from Hopewell way resident re overhanging trees

Resolved: To delegate authority to the Clerk to act on the advice of the arborist on her next inspection of BEP due in September 2016

- iii. To consider request from Manor Farm Road resident re overhanging trees

Site visit carried out by Clerk and 2 members of council.

Resolved: 1) That T&D contractors are instructed to remove the Elderberry bush and Sycamore tree from the BEP side of the park which are leaning/growing against the residents' boundary fencing.

2) That T&D contractors are instructed to remove any other well rooted shrubbery/tree saplings up against the fence on BEP side to prevent further growth and problems for the future wherever possible.

3) That regarding where the weeds and branches are coming through the residents fencing, the council would expect the resident to trim these accordingly as part of their own property maintenance, but hope that once the remedial works have been carried out this would be of a minimum requirement from now on.

- iv. To consider request for Howard Crescent resident re overhanging bush from Council land onto footpath and nearing telegraph wire above.

A site visit had been carried out by the Clerk with the resident in question. The Clerk gave her verbal report of the situation.

Resolved: That T&D contractors are instructed to reduce the height of the bush by half only and additionally cut it back from the footpath/boundary wall by ½ metre.

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

Nothing to report

113. RIGHTS OF WAY MATTERS

Nothing to report

114. HIGHWAY MATTERS

- i. To consider correspondence from resident re Hollin Lane (previously circulated)

Resolved: 1) To write to the resident asking them to continue to visit the meeting minutes and Safe Scheme Police report on the website, to see where continued efforts are being made to address the issues that they have raised which are issues that the Parish Council members also raise with the Police and WMDC.

2) To advise the resident that the Parish Council have asked the Safe Scheme patrol team to make their presence known to the resident either by a knock on the door or a calling note through their letter box when they are on duty in that particular area. It is hoped that the resident will be able to see and appreciate the efforts being made and continue to be made to address issues that concern everyone.

- ii. Verbal complaint about parking on High St, Crigglestone from High Street resident (previously circulated)

Resolved: To write to the resident sharing their dismay at the recent happenings, to inform about the Safe Scheme and advise that the Parish Council have requested that officers are made available where possible, to show a presence at 'school run' times at

the school on High Street, in the hope that awareness can be raised and inconsiderate parking can be reduced.

115. HALL GREEN COMMUNITY CENTRE MATTERS

- i. Cllr Binns - To consider way forward in purchasing the land to the rear of Hall Green community centre

Cllr Binns was concerned that if positive attempts were not made to indicate to the landowner the council's serious interest in purchasing the land, then the land could be sold from under them, and the potential benefit to the community and the Hall Green centre could be lost. Further discussions were had over the best way forward.

Resolved: 1) That a working party is set up to deal with the purchasing of the land, which would consist of Cllrs Jackie Craven, Cynthia Binns and Michael Oxspring.

2) That those members absent would be invited to join the working party if they so wished.

3) To contact the landowner by registered letter, requesting an informal meeting with the council's working party to highlight their intentions. This would also include a sketch of the proposed expansion of the current community centre for his information.

- ii. To receive report of deep clean and maintenance work

Cllr Binns informed the meeting that the deep clean and the maintenance works had been carried out to a very good standard and the community centre was all the better for it.

- iii. To receive report of roof inspection and consider options of repair or replacement (emailed previously on 28th August 2016)

Resolved: 1) To request quotations for both repair and replacement from the interested contractors, which should be brought to the next meeting for further consideration

2) To request that the quotations should include the decision to have a slight slant to the roof to ensure effective water run-off.

116. VILLAGE INSTITUTE CHARITY COMMITTEE MATTERS

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

A Gordon	Salary for August + overtime for July	446.86
K Stocks/ Payee A Gordon	Reimbursement of expenses July to August	108.00
J Massey	Keys for access to cover for Caretaker and also Yale keys for new hirers Sept & Jan.	22.00
HMRC	2nd qtr payment re PC & RFO posts	140.32

Resolved: That the presented payments are approved

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

Resolved: That the updated/reviewed Terms of reference are approved and signed by the Chairman

- iii. To receive the minutes from 5th July 2016 meeting (previously circulated)

Resolved: That the minutes are received

117. TO RECEIVE CLERK'S REPORT (previously circulated)

Resolved: that the Clerk's report is received

118. TO CONSIDER FORMALLY DELEGATING POWER TO THE CLERK TO DISCUSS AND RISK ASSESS WITH CLLRS, MINOR MAINTENANCE TASKS OF COUNCIL EQUIPMENT AND FACILITIES UNDERTAKEN BY CLLRS.

Resolved: That the Clerk is granted delegated powers, to discuss and risk assess with those Cllrs interested in undertaking minor maintenance tasks or improvements to council facilities and equipment, without the need for it to be brought to full council for consideration.

FINANCIAL MATTERS:

- i. To consider the External Auditors certificate and report for year ended 31 March 2016, and approve publication of sections 1,2 & 3 by 30th Sept.
Resolved: 1) That the certificate and report is received and noted that the external auditors found no concerns with the financial statement or governance statement for Crigglestone Parish Council. **2)** That these publications are posted on the website/parish notice board for the required period. **3)** That the RFO is commended for her consistency and attention to detail in preparing the accounts for approval and submission.
- ii. To consider and approve the Notice of Conclusion of Audit
Resolved: Approved and confirmed this should now be placed on the website and notice board for the required period.
- iii. To receive and approve quarterly accounts April to June
Resolved: Received and approved
- iv. To receive and approve 2016-17 budget outturn report
Resolved: Received and approved
- v. To consider Grant Aid application from Friends of Betty Eastwood Park for public & product liability, employers liability and personnel accident insurance. £259.78.
Resolved: Using the Power of Section 137, the grant request is approved.
- vi. To approve YLCA Clerks Introduction to Finance training for Parish Councils £45
Resolved: Training and expenditure approved
- vii. To receive training events schedule for September 2016
Resolved: Received
- viii. To receive invitation from YLCA to attend the Annual Conference, Scarborough 28th – 30th October.
Resolved: That Cllrs Craven and Binns are approved to attend which is to be funded through the training budget
- ix. To approve payment of accounts

S Mozer	Salary & Allowances for August + Tax rebate + PC advance top up	687.53
J Massey	Salary & Allowances May + reimbursements	176.03
FBEP	Teddy bear picnic	47.90
Wharnccliffe TWC	Management Plan for BEP, pay 50% and retain 50% until grant claim to offset	766.90
External auditors	Report & Certification of 2015/16 Annual Return	360.00
RBL Poppy Appeal	2 x wreaths- annual Nov remembrance services	34.00
Police & Crime Commissioner	Safe scheme 1st quarter	2000.00
SLCC	Membership for Parish Clerk	111.00
SLCC	Training for ILCA (Parish Clerk)	90.00
DC Print	Letter headed paper	96.00
ADT Fire and Security	Annual maintenance of intruder alarm	224.87
YLCA	2 cllrs x training "Powers & Procedures" 28.07.16	90.00
HMRC	2nd qtr payment re PC & RFO posts	173.80
The Flower Shop	Condolences flowers for Caretaker re father (volunteer worker for VI)	20.00
T&D Contractors	Hanging Baskets season 2016	5832.00
T&D Contractors	Fixing sleeper benches & picnic bench	372.00
YLCA	Parish clerk training 15.9.16	45.00
Vesta FM	Hall Green deep clean of floor areas	1080.00

Resolved: That the above accounts are approved for payment

TO RECEIVE ITEMS OF CORRESPONDENCE (LIST PREVIOUSLY CIRCULATED)

Resolved: To support the proposed changes to draft WMDC statement of licensing policy. To note the remainder of the correspondence.

121. PLANNING APPLICATIONS FOR CONSIDERATION (circulated prior)

App. No: 16/01931/FUL, App. No: 16/01952/FUL, App. No: 16/01991/CPL, App. No: 16/01915/FUL
App. No: 16/01946/FUL, App. No: 16/02074/FUL, App. No: 16/02094/ADV, App. No: 16/02152/CPL
Resolved: That the applications are noted

122. TO RECEIVE UPDATES FROM DISTRICT COUNCILLORS.

Cllr Barker submitted his written news report to members. He also informed that there had been a current spate of anti social behaviour in WDH properties, which has led to WDH asking residents to report these issues directly to them as they occur. Ward members have applied for funding to improve the highway at the junction with Durkar Lane and St James' way which suffers from speeding and parking problems particularly when children are being dropped off and collected from school. District Councillors will report back to the Parish Council when they have more information.

Recently Hall Green under 15's football club played a visiting team from New York, USA. The visiting team were impressed and envious at the quality of the playing facilities that Hall Green under 15s had access to.

123. TO CONSIDER COMMUNICATION ITEMS:

Resolved: Wakefield Express – details of next meeting, brief summary of key points of meeting, where to find Police report. Parish Link magazine – What's on guide for VI, Police report, brief news from meeting. Web site – Agenda, minutes, Police report, What's on at VI.

To consider collation, printing and delivery timings for Autumn newsletter

Resolved: Draft to be submitted to printers on 26th September in readiness for approval at October meeting. Printers to be authorised asap for delivery to distributor by 17th October 2016

124. 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 4th October 6.45pm

As there were no further items to be discussed, the Chairman thanked members for attending and closed the meeting at 9.45 pm

SIGNED _____

DATE _____

CHAIRMAN

**CRIGGLESTONE PARISH COUNCIL
PUBLIC PARTICIPATION SESSION**

Tuesday 6th September 2016 ----- No Public present