

CRIGGLESTONE PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF CRIGGLESTONE PARISH COUNCIL
HELD ON 2nd May 2017 AT 6pm IN THE VILLAGE INSTITUTE

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

In attendance: Clerk Ms S Mozer,

District Councillors: Mrs Cynthia Binns, Mr Kevin Barker, Mr Ian Sanders – Apologies submitted

1. APPOINTMENT OF CHAIR

Two nominations were received. Voting took place

Resolved: Cllr Peter Daniels appointed as chairman for 2017/18

2. ACCEPTANCE OF OFFICE

Resolved: That the acceptance of office is signed by Cllr Daniels

3. APPOINTMENT OF VICE CHAIR

Three nominations were received. Voting took place

Resolved: Cllr Paul Crompton appointed as Vice Chairman for 2017/18

4. TO ACCEPT APOLOGIES FOR ABSENCE

None received

5. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Planning – Cllr Binns, member of WMDC planning committee

Hall Green Community Centre – Cllrs Binns, Craven and Skinner as committee members

FBEP – Cllrs Platten, Skinner, Colley and Oxspring as committee members

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

None received

7. TO AGREE THAT MEMBERS OF THE PRESS AND PUBLIC BE ASKED TO LEAVE THE MEETING FOLLOWING AGENDA ITEM 38

Resolved: Approved

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

The Chairman spoke of the public meeting arranged on 28th April 2017 with Police Inspector Helen Brear and PC Jack May in attendance, which heard comments and concerns raised from the members of the Parish. The Chairman spoke of his annoyance at the lack of people that attended considering the amount of moaning and complaining that is seen on social media and received by council. He wholeheartedly thanked fellow councillors for their attendance and importantly the members of the public that took the time to come along and the Police officers. He was surprised that there was still a good deal of people that had no idea about the Safe Scheme. Further discussions were held.

Resolved: That a detailed account of the Safe Scheme is compiled for the autumn newsletter.

9. TO CONSIDER THE RECOMMENDATION FROM THE H,S & FINANCE COMMITTEE'S REVIEW OF THE RISK ASSESSMENTS, THAT THE FOLLOWING ARE APPROVED FOR 2017/18

Resolved: That the presented Village Institute and Crigglestone Parish Council risk assessments are approved for 2017/18

10. TO REVIEW DELEGATION TO COMMITTEES AND STAFF FOR 2017/18

- i. POS Committee - £500 per year
- ii. H&S and Finance Committee - £500 per year
- iii. The Clerk is given delegated authority in the months of July and August where there are no meetings, in consultation with either the Chair or Vice Chair

Resolved: Approved

11. TO REVIEW TERMS OF REFERENCE FOR COMMITTEES FOR 2017/18

- i. Parks and Open Spaces, Village Institute Charity Committee, Personnel Committee, Rights of Way Committee, Health, Safety and Finance Committee

Resolved: **1)** That the Terms of reference are approved as reviewed. **2)** That any reference to the leaving RFO's name, Joanie Massey is removed. **3)** That Parks and Open Spaces is amended to reflect expenditure approval of £500 per financial year.

**12. TO APPOINT COUNCIL MEMBERS TO THE FOLLOWING COMMITTEES/WORKING PARTY FOR 2017/18
(see appendix 12 for details of current members)**

- i. Parks and Open Spaces, Health & Safety and Finance, Personnel, Rights of Way, Complaints, Hall Green Community Centre Management, Village Institute Charity, Community Hero Working Party

Resolved: **1)** That Cllr Oxspring is added to the Hall Green Community Centre management committee and the Personnel Committee. **2)** That all other committee members as stated in appendix 12 remain the same.

13. TO APPROVE THE CONTINUED APPOINTMENT OF THE PARISH COUNCIL AS SOLE TRUSTEE TO THE VILLAGE INSTITUTE.

Resolved: Approved

14. TO REVIEW GOVERNING DOCUMENTATION FOR 2017/18

- i. *Standing Orders, *Code of Conduct, *Financial Regulations, *Discipline & Grievance arrangements

Resolved: That Cllrs Craven, Binns, Oxspring and Crompton convene a further meeting to review these documents due to the commitment required

- ii. Financial Internal Controls, Model Publication Scheme, Complaints Procedure, Recording of Meetings, Media Policy, Grant Aid policy and application form, Freedom of Information policy.

Resolved: That the above governing documentation is reviewed and approved.

15. TO REVIEW REPRESENTATION ON EXTERNAL BODIES

- i. 45th Durkar Scouts (currently Cllr Craven)
- ii. YLCA (currently Cllrs Binns, Craven & Colley)
- iii. NALC (currently Cllrs Oxspring and Colley)
- iv. Transport (currently Cllrs Daniels & Craven)
- v. Police (currently Cllr Platten, Chair and 1 other from Colley & Denton)

Resolved: No change

16. TO REVIEW THE COUNCIL'S AND EMPLOYEES' MEMBERSHIP OF OTHER BODIES

- i. Yorkshire Local Council's Association (YLCA)
- ii. National Association of Local Councils (NALC)
- iii. Rural Action Yorkshire (RAY)
- iv. The Society of Local Council Clerks (SLCC)

Resolved: Approved, no change

17. TO CONSIDER EARLIER START TIME OF ALL MONTHLY COUNCIL MEETINGS 2017/18

Discussions were entered into. Three time changes were proposed, voting took place.

Resolved: That monthly council meetings will now commence at 6pm.

18. TO CONFIRM FREQUENCY OF MONTHLY COUNCIL MEETINGS 2017/18

Resolved: Meetings will continue to be held on the first Tuesday in each month unless notified otherwise, except August where no meeting is held.

19. FINANCIAL MATTERS:

- i. To receive and approve quarterly accounts to 31 March 2017- **Approved**
- ii. To receive /approve the year end 2016/17 Receipts and Payments Account - **Approved**
- iii. To receive /approve the bank reconciliation for year ending 31 March 2017 - **Approved**
- iv. To receive and approve the budget out-turn report for the year 2016/17 - **Approved**
- v. To agree Asset Register as at 31 March 2017 - **Approved**
- vi. To receive and approve budgets and estimates for 2017/18 - **Approved**
- vii. To review internal financial controls - **Approved**
- viii. To receive report on outstanding loans - **Approved**
- ix. To approve payment of accounts – **Approved**

20. TO CONSIDER FOR APPROVAL, THE STATEMENTS OF SECTION 1 ANNUAL RETURN - GOVERNANCE
(circulated prior)

Members considered the statements in section 1 and responded accordingly

Resolved: That Section 1- Governance of the AR for 2016/17 is approved and duly signed by the Clerk and Chairman.

21. TO CONSIDER FOR APPROVAL THE SECTION 2 ANNUAL RETURN - ACCOUNTING STATEMENT
(circulated prior with the 'Explanation of variances' document prepared by the RFO)

Resolved: 1) That Section 2- Accounting Statement of the AR for 2016/17 is approved and duly signed by the RFO and Chairman. **2)** That the explanation of variances document is signed as received by the Chairman.

22. TO RECEIVE VERBAL UPDATE OF THE REQUIREMENT TO PUBLICISE THE 'NOTICE OF PUBLIC RIGHTS & PUBLICATION OF UNAUDITED ANNUAL RETURN' OVER THE PERIOD 5TH JUNE 2017 – 14TH JULY 2017

Resolved: That the update is received and the relevant documentation is made available on the website and external notice board in accordance with the notified dates.

23. TO CONSIDER VILLAGE INSTITUTE CHARITY COMMITTEE MATTERS.

Resolved: 1) That the minutes of VICC meeting held on 3/4/17 are received and approved as an accurate record and signed by the chairman of the committee. **2)** That the payment of £485.68 is approved for the caretaker and the payment cheque signed.

24. TO NOTE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 4 APRIL 2017

Resolved: Noted as a true and accurate record and signed by the Chairman

25. TO APPROVE AS AN ACCURATE RECORD THE MINUTES OF THE PARISH COUNCIL MEETING HELD 4 APRIL 2017 (circulated prior)

Min. no. 279 should read 'The community payback team will be engaged to clear up the rubbish behind Hall Green Community Centre'.

Resolved: That with the amendment highlighted the minutes are approved as a true and accurate record, and were duly signed by the Chairman.

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

None received

27. TO RECEIVE THE POLICE REPORT

PC May advised during the meeting that he was unavoidably detained taking statements and sent his apologies as he probably would not be able to attend before the end of the meeting. The Police report had been circulated prior via email and hard copies would be made available in due course.
Resolved: That the rolling schedule of priorities continues.

28. TO RECEIVE UPDATES FROM DISTRICT CLLRS

District Cllr Cynthia Binns offered Cllr Sanders' apologies for non attendance and wished to convey a statement from him in that he does not use social media i.e. Facebook, Twitter or LinkedIn, therefore any comments that appear on these sites have not been uploaded by him. Neighbourhood Improvement Grants have recently been awarded to Woolley Edge Scout Camp, and Wakefield Rural Arthritis Care. WMDC are busy with the recently declared election. At this point the Chairman wished for it to be placed on record the Parish Council's appreciation in WMDC supporting the objection to Driver Only Operated trains.

Dist Cllr Kevin Barker distributed his reported to the meeting. In addition he spoke of the Local Development Framework Plan which is currently under review and will be coming to the Parish Council for consultation in due course.

29. TO RECEIVE THE MINUTES OF PARKS AND OPEN SPACES COMMITTEE HELD 27/3/17 (circulated prior)

Resolved: That the minutes of VICC meeting held on 27/3/17 are received and approved as a accurate record and signed by the chairman of the committee.

30. TO RECEIVE THE MINUTES OF HEALTH & SAFETY AND FINANCE COMMITTEE HELD 19/4/17 (circulated prior)

Resolved: That the minutes of Health & Safety and Finance Committee held 19/4/17 meeting are received and approved as an accurate record and signed by the chairman of the committee.

31. TO DISCUSS HALL GREEN COMMUNITY CENTRE MATTERS

Members of the Management Committee spoke of their utter despair and disappointment that no children or volunteers, only Police and committee members attended the recent meeting to discuss the reinstatement of the Youth Project at Hall Green Community Centre. The next meeting on the 5th July is to be last chance. 8th May 2017 will see a slide show of Newmillerdam and old Wakefield, £2 admission proceeds to Rural Arthritis Care. Coffee morning 11th May 9.30 – 11.30am, all welcome.

32. TO CONSIDER PARKING RESTRICTION MEASURES FOR THE VILLAGE INSTITUTE CAR PARK.

Information had been received that the car park on one particular Saturday morning recently, had seen the VI user group unable to park due to the user group at the Methodist Church using it.

Resolved: Clerk instructed to cost up the implementation of a chain barrier and bring findings to a future meeting.

33. TO RECEIVE CLERKS REPORT
Noted

34. TO RECEIVE ITEMS OF CORRESPONDENCE – items 1- 8

Item 8 –**Resolved:** Clerk to investigate further as part of line manager responsibilities and then to bring to future Personnel meeting.

35. PLANNING APPLICATIONS FOR CONSIDERATION

Resolved: To note those listed.

36. HIGHWAY MATTERS

- i. Proposed stopping up of Highway at 420 Denby Dale Road East, Durkar, WF4 3AD

Resolved: Clerk to obtain further information as to what this actually means and informs members accordingly.

37. TO CONSIDER COMMUNICATION ITEMS

Resolved: That the usual information is distributed but with the inclusion of the FBEP Easter Egg hunt and the Police/public meeting.

38. TO CONFIRM DATE AND TIME OF NEXT MEETING

Tuesday 6th June 2017 6pm in the Village Institute, High Street, Crigglestone.

IN PRIVATE -

39. TO RECEIVE UPDATE ON RFO VACANCY

The Clerk informed the meeting that 4 applicants had been invited for interview on Friday 5th May

Noted

40. RFO ADDITIONAL HOURS

- i. To approve that the current RFO is remunerated for hours worked to facilitate year end, annual Return, Internal Audit visit and period of inspection of accounts which occur after her employment end date of 30th April 2017, on submission of a timesheet.

Resolved: To approve the request that additional hours worked are remunerated on submission of a timesheet.

As there was no further business to be conducted the Chair thanked everyone for attending and closed the meeting at 8.24pm

SIGNED _____

DATE _____

CHAIRMAN

**CRIGGLESTONE PARISH COUNCIL
PUBLIC PARTICIPATION SESSION**

2 members of the public were present. They raised concern at the potential for the development of land near to Kingfisher Close and Otters Holt and the unregistered footpath on Kingfisher Close. The need for a neighbourhood plan to address this was discussed. The attending public were asked to forward their contact details so that the Council/Clerk could keep them informed if any planning developments were brought to Council's attention for consideration.