

CRIGGLESTONE PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON
4th April 2017 AT 7pm 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.

In attendance: Clerk Ms S Mozer, RFO Mrs J Massey

District Councillors: Mrs Cynthia Binns, Mr Kevin Barker, Mr Ian Sanders – colleagues indicated he would be late

268. TO ACCEPT APOLOGIES FOR ABSENCE

R Reah – on holiday

Resolved: to approve the apologies for absence

269. 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

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

None received

271. TO AGREE THAT MEMBERS OF THE PRESS AND PUBLIC BE ASKED TO LEAVE THE MEETING FOLLOWING AGENDA ITEM 22

Resolved: Approved

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

To consider objecting to Northern Rail's 'driver only operated' policy

Resolved: That full Council support the Chairman's request to send his letter to Paul Maynard MP at the Department for Transport outlining their concerns of Driver Only Operated trains.

273. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 7th March 2017

Amendment to min no. 264 – should read Tuesday 4th April

Amendment to min no. 265 – should read Tuesday 4th April

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

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

The RFO advised that Min no. 252 – payment of account on cheque no. 301358 to WMDC for Christmas trees had been voided and re issued due to reduction in charge.

i. Living Christmas tree – To consider insurance and electricity charges

The Clerk informed the meeting that their current insurers will not insure a live Christmas tree as the risks are too high, nor do they offer separate insurance cover and that most councils self insure and investigate stock availability should the worst happen. Further information re the electricity charges and connection were not available. Further discussions over the merits of the tree and the overall saving long term were had. Voting took place to approve the installation of a living Christmas tree which saw 8 for, 2 abstentions.

Resolved: 1) That the installation of a living Christmas tree at the previously identified site of the Durkar Stone is approved.

2) That the Clerk is instructed to commence the necessary proceedings and for updates to be brought to future meetings.

275. To receive feedback from representatives of external committees or other meetings

i. Town & Parish Liaison 15th March 2017 – election recharge for 2015
The Chairman informed that the meeting was poorly attended which was disappointing considering the amount of work the guest speaker had put into the topic. Central Government had admitted they were at fault for issuing invoices for elections years after the elections had taken place. They had assured members that in future invoices for uncontested elections would be received within 3 months and invoices for contested elections within 6 months. This was good news for Parish/Town Councils who have to budget for these costs.

ii. Planning Seminar 25th March 2017 attended by Clerk Cllr Craven and Colley
The attendees spoke of how very beneficial and informative the day event had been. That understanding Material Considerations was key when dealing with planning applications. The Clerk had written up a report of the day's information and tabled this for members to refer to when dealing with future planning applications, going forward.

276. TO CONSIDER HEALTH AND SAFETY AND FINANCE COMMITTEE MATTERS

Nothing to report

277. TO CONSIDER VILLAGE INSTITUTE CHARITY COMMITTEE MATTERS

Resolved: 1) That the minutes of 10th January 2017 are received and approved as an accurate record and duly signed by the chair of the committee.

The Chair of the VICC committee gave a verbal update of the meeting held prior. In particular the issue of covering the caretaking duties when the caretaker is on annual leave was raised and discussed.

Resolved: 2) That the verbal update of the meeting held prior (4th April) is received.

Resolved: 3) That Cllrs Platten and Colley will cover the caretaking duties for the regular users when the caretaker is on annual leave and no private parties will be booked in over this period.

Request from ISPACE to use the VI for 1 or 2 weeks (depending on interest) in the school holidays, Mon – Thurs, 10am – 3pm. Confirmation of charge and how many the VI will hold.

Members would like to hope that this project will include children from the Crigglestone Parish. The VI can hold a max of 50 persons. Hall Green can hold a max of 40 persons.

Resolved: 1) That the request is approved, but on the understanding that if the regular hirers have not finished for the summer term then the VI cannot be offered to ISPACE. Alternatively Hall Green Community Centre may be able to accommodate their request.

Resolved: 2) The charge will be the non-profit organisation charge of £6.75 per hr with a £10 per session charge for use of the kitchen facilities.

278. FINANCIAL MATTERS:

i. To approve payment of accounts for CPC (list circulated prior)

Clerk & RFO	March salary, o/time, allowances	929.95
YLCA	2017/18 Annual subscriptions	1038.00
J Craven	Mileage reimbursement for attending YLCA branch meeting	9.00
CPC Village Institute Charity	April to June 2017 rental charge inv 480.16	330.00
G Milner	Repairs to boundary wall to front of VI building	90.00
Wharnccliffe Consultancy	Consultation attendance fee for public 'open afternoon' re Management Plans	78.00
Police & Crime Commissioner W Yorks	Safe Scheme 4 th qtr payment to 31/3/17	2000.00
WMDC	(Previous cheque 301358 Voided) new reduced charge	5790.46
S Mozer	Reimbursement of clerks advance for office sundries	66.11
DD – BT Broadband	Monthly payment	45.54
	Total	10373.06

Resolved: That the schedule of payments is approved

ii. To approve virements – None received

iii. To receive detailed quotation in respect of Hall Green land valuation
Cllrs C Binns, J Craven and M Skinner declared an interest as members of the Hall Green Committee and did not take part in this agenda item.

The detailed valuation from K Short & Co had been circulated with the agenda for member's consideration.

Resolved: 1) That members approve the detailed valuation from K Short & Co, noting that vat is not applicable.

Resolved: 2) That the Clerk is instructed to sign the terms of engagement document on the council behalf, which in turn instructs K Short & Co to carry out the valuation required.

Resolved: 3) That K Short & Co is requested to contact the landowner prior to their visit. That the Clerk contacts the landowner to advise that K Short & Co will be visiting in due course.

iv. **To receive recharge for 2015 Parish election**

Resolved: That the recharge of £102.75 for the 2015 uncontested election is received and approved

v. **To consider the YLCA 2017/18 membership renewal of £1038**

Resolved: Approved

vi. **To clarify POS committee expenditure limit for works not currently on any contract or required in the Management Plan, in any one financial year.**

Resolved: 1) That the POS Committee are approved a £500 expenditure limit each financial year for works outside of any on contract or those detailed on the management plan, these will be met by CPC.

2) That the POS Committee Terms of Reference are updated accordingly.

At this point the RFO left the meeting, as all financial matters were concluded.

279. TO RECEIVE UPDATES FROM DISTRICT CLLRS

Dist Cllr Kevin Barker distributed his reported to the meeting. In addition he spoke of the halt to the Highway Improvements on Durkar Lane due to complaints by local residents. The plans and consultations are to be revisited. Cllr Barker had been made aware of resident's concerns that the 'keep off' signs on footpaths 84 and 5, could imply the start of development around this area, he confirmed that no planning applications had been submitted to WMDC and that these footpaths were in fact registered with the Public Rights of Way office. The Day Care Centre on Crigglestone High Street were being helped to find new premises after being granted a further 12 mth extension in the meantime. Hall Green are continually having issue with delivery drivers mounting the grassed area outside the community centre area, it was suggested that Enforcement are contacted to ascertain what the planning agreement is. The community payback team are currently clearing up the rubbish behind Hall Green community centre.

280. POLICE MATTERS

PC Jack May attended the meeting and offered apologies for the non attendance of Inspector Brear at the last meeting. He advised that in future the report would see the Burglary heading comprise both 'dwelling' and 'other' and be renamed as Burglary residential. This would result in the figures showing an increase. Members spoke of the continuing noise disturbance from vehicles with enhanced exhausts. PC May advised that WY Police do not have the meters that measure the noise and therefore are unable to implement enforcement. They would ask the public to continue to forward any intelligence they have, description of vehicle registration details, names and addresses of culprits if known, times of day/night nuisance is occurring and where.

Resolved: 1) That the report is received and the priorities continue on the rolling schedule.

At this point the chair was handed over to the Vice Chair Cllr Paul Crompton, whilst Cllr Daniels spoke in private with the District Councillor Kevin Barker

281. PARKS AND OPEN SPACES MATTERS

i. **Encroachment in BEP**

Resolved: 1) Enquiries with the legal department, WMDC Enforcement and Environmental are to be made.

2) That the person concerned is to be contacted setting out the Parish Councils plan of action to restore the encroachment back to the boundary of BEP and consequences of non compliance.

ii. To receive feedback from Management Plan 'open afternoon' held 11th March 2017

The Cllrs and Clerk that had attended informed the rest of the meeting that the general feeling from the open afternoon was a positive one and one of relief from the residents of Willow Garth, as it allayed their fears that a building development was proposed when they realised it was the management of the open space. The main topic for BEP was more parking so that more users could enjoy the open space. A resident had made a complaint over a different issue which the council considered and gave the clerk the response they wished to convey on the points they had raised.

At this point Cllr Daniels returned to Chair the meeting.

iii. Hanging Baskets

The Clerk informed the meeting that WMDC Street Lighting had advised her that a change in the professional guidance they were required to adhere to, results in some of the usual street lighting columns normally used for CPC summer hanging Baskets have either had their approval removed totally, removed temporarily or given weight restrictions. This should only affect this year's licence as measures to rectify the condition of the columns are underway albeit later than WMDC had anticipated. The Clerk is to review the list and make the appropriate alterations and contact any affected sponsors as soon as possible.

Resolved: 1) That the information is received and the Clerk is instructed to make any necessary amendments

2) That T& D Contractors are asked to sign a confirmation that where the lighting column dictates a 'lightweight basket' that this will comply with the 20kg max weight requirement when fully laden with plants and fully wet.

3) That lamppost no 20 is not used in 2017, due to the regularity of it going 'missing' each year.

282. TO DISCUSS HALL GREEN COMMUNITY CENTRE MATTERS

None received

283. TO RECEIVE CLERK'S REPORT

Resolved: That the report is received

284. TO RECEIVE ITEMS OF CORRESPONDENCE

Item 2 –

Resolved: That items 3 and 5 have already been dealt with within this agenda and that the rest are noted.

285. PLANNING

A Cllr queried applications 3 & 4 as they were listed with the same address. On closer inspection it revealed that application 4 on the agenda was an incorrect duplication and typing error.

Resolved: That the applications are **Noted**

286. PUBLIC RIGHTS OF WAY MATTERS FOR CONSIDERATION

i. New Lane footpath no. 30 (Arnold Clarke development on Calder Park affects this footpath)

WMDC Public Rights Of Way office (PROW) have confirmed that 9 evidence forms have to date been received. PROW would like to encourage more general public to register their evidence as it makes for a stronger case. It is expected that the process to finalise the registration of the footpath will take approx 6 mths.

Resolved: That the relevant forms remain on the CPC website for general public to access, complete and submit themselves.

ii. Footpath 84 Durkar Lane to Durkar Low Lane is already registered as a PROW. The signs previously attached to this footpath therefore have no legality.

Resolved: No further action required

- iii. Footpath 5 Legard Drive to the Oak Tree is already registered as a PROW. The signs previously attached to this footpath therefore have no legality.

Resolved: No further action required

- iv. The well used footpath on Kingfisher Close is currently not registered, however residents are showing an interest in doing so as this was also previously used as the walking bus for the nearby school. PROW are to forward the relevant forms to the Parish Council so that they can be accessed by the general public, similar to the service offered for the registration of the New Lane footpath.

Resolved: That the relevant forms are put on the CPC website for general public to access, complete and submit themselves. That FB is updated to remind the public of where they can access the forms for both footpaths.

287. TO CONSIDER COMMUNICATION ITEMS:

- i. Wakefield Express, Parish Link magazine, web site – police report and link, VI events, Footpath Right of Way information, agenda & minutes, Hanging Baskets
- ii. Items for next newsletter (distributed May). Nothing had been received from Cllrs except an update from Hall Green re the gala. The Clerk had put something together and tabled it for member's consideration, on the understanding that the proof would not be coming to the next meeting, it would need to go straight to print and then for distribution by an external company due to tight timescales.

Resolved: That the newsletter as tabled is accepted and approved for printing and distribution without the proof coming back to council at the next meeting, due to tight timescales.

288. TO CONFIRM DATE AND TIME OF THE ANNUAL PARISH COUNCIL MEETING

Tuesday 2nd May 2017 at 6.45pm, in the Village Institute, High Street, Crigglestone, WF4 3EB.

289. TO CONFIRM DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING

Tuesday 2nd May 2017 directly after the Annual Parish Meeting, in the Village Institute, High Street, Crigglestone, WF4 3EB.

Standing Orders 3W were moved as the meeting had exceeded its limit.

IN PRIVATE -

290. TO RECEIVE UPDATE ON RFO VACANCY AND CONSIDER APPROPRIATE ACTIONS

The Clerk informed the meeting that despite the vacancy being advertised there had been no interest. The RFO has stated that she would be willing to undertake the payroll for a few months longer should it prove necessary. The Clerk also stated a colleague had offered to take on the role in the interim, but perhaps she lived too far away to consider it on a permanent basis.

Resolved: That the vacancy is advertised through other means and further afield in the hope that it may appeal to someone.

As there was no further business to be conducted the Chair thanked everyone for attending and closed the meeting at 9.35pm

SIGNED _____

DATE _____

CHAIRMAN

**CRIGGLESTONE PARISH COUNCIL
PUBLIC PARTICIPATION SESSION**

No public were present.