

MINUTES OF THE CRIGGLESTONE PARISH COUNCIL MEETING HELD ON 5th June 2018 AT 6.00pm IN THE VILLAGE INSTITUTE

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

In attendance: Clerk Ms S Mozer,

District Councillors: Ian Sanders, Cynthia Binns, Samantha Harvey, 9 members of public.

38 To receive and accept apologies for absence

Cllr Reah – on holiday, Cllr Crompton – prior commitment

RESOLVED: That the apologies are accepted.

39 Declarations of interest in items on the agenda

None received

**40 To consider requests received by the Clerk for dispensations under
Section 33 of the Localism Act 2011.** None received

**41 To agree that members of the press and public be asked to leave the meeting when necessary.
APPROVED**

42 To receive such items that the Chairman may wish to lay before the Council.

i. Challenge to the election of Vice Chairman

Discussions were held, a proposal to re-run the election was seconded, members voted by show of hands, chairs casting vote favoured a re-run. **RESOLVED:** Re-run to be added to next agenda.

Chair offered thanks and appreciation for the work of the outgoing District Councillor and Mayor Kevin Barker for all his efforts in the community in his time in office. Chair welcomed newly elected District Councillor Samantha Harvey and wished her well in her new appointment.

43 To approve accuracy of minutes of Parish Council meeting held on 1st May 2018

RESOLVED: The minutes were approved as a true and accurate record and were signed by the Chair.

44 To approve accuracy of minutes of Annual Parish meeting held on 10th April 2018

RESOLVED: The minutes were approved as a true and accurate record and were signed by the Chair.

45 To approve accuracy of minutes of Extra-ordinary Council meeting held 20th April 2018

RESOLVED: The minutes were approved as a true and accurate record and were signed by the Chair.

46 To consider removing matters arising from the agenda

Discussions were held based on the information received from SLCC. **RESOLVED:** To remove matters arising from the agenda and make more use of the Clerks report of a means to update on new and ongoing matters.

47 Parks and Open Spaces matters

i. To consider for approval recommendations from meeting held 30th May 2018

RESOLVED: That 10 x litter pickers are purchased by CPC for the litter pick initiative at a cost of £15.99 + vat

48 Health and Safety and Finance Committee matters

i. Full council to receive and committee approve the minutes of meeting held 16th April 2018.

RESOLVED: The minutes are approved as a true and accurate record and were signed by the Chair.

49 Village Institute Charity Committee matters

- i. Full council to receive and committee approve the minutes of meeting held 18th April 2018
RESOLVED: That with the amendment to show that Cllr Binns was absent, the minutes are approved as a true and accurate record and were signed by the Chair.

50 Personnel Committee matters

- i. Full council to receive and committee approve the minutes of meeting held 27th April 2018. These minutes had been received by committee and approved as accurate at 30th May meeting. There were no recommendations to consider.

51 Hall Green Community Centre matters

The roller shutter door had been installed over the rear fire door. The external wiring vandalised at the last break in had been rectified and paid for by Hall Green Community Association. User groups were still not using the deadbolt on the internal store room door and had been reminded that this was unacceptable. The Parish Council need to appoint a trustee to the Hall Green Community Association due to the recent resignation of Cllr Skinner. The association requested the installation of light sensors on the building to be funded by CPC. Quotations to be sought and item added to next agenda for consideration.

52 Financial Matters

- i. To retrospectively approve expenditure for clerks training course on 16th May 2018.
RESOLVED: Approved.
- ii. To appoint Cllr to sign off invoices each month (currently Cllr Craven) as per 5.10 of Financial Regulations. **RESOLVED:** Cllr Denton and in his absence Cllr Oxspring
- iii. To approve payment of accounts for CPC and VICC (list tabled) to include clerks monthly expenses reimbursement. **RESOLVED:** Approved for payment
- iv. To receive year end bank reconciliation (circulated prior). **RESOLVED:** Received.
- v. To approve use of clerk's personal debit card for specified expenditure and subsequent reimbursement as per Financial Regulations 6.20. **RESOLVED:** Approved

53 To receive updates from District Cllrs

Cllr Sanders spoke of the frustration of the new reporting system at WMDC as the fly tipping he had reported on Daw Lane had still not been actioned, and the events that were taking place in the community. Cllr Harvey spoke of her involvement with Crigglestone WMC and vehicles on Denby Dale Road. Cllr Binns spoke of her involvement with grants for a local community group and the news of the Scouts moving to Pennine Camphill community. Cllr Craven to enquire as to what is happening with the Scout hut as she is the CPC nominated representative.

54 Police matters

PC John Brumby had submitted his apologies as he was off duty and had a prior commitment. The Police report was received along with the rolling schedule of priorities with the addition of the parking on Painthorpe Lane and vehicles parking in bus layby's on Denby Dale Road.

- i. To consider token of appreciation for PC May. **RESOLVED:** That a gift voucher for the local garden centre to the value of £25 is approved.
- ii. To receive notes from Safe Scheme Service Level Agreement (SLA) meeting held 26th April 2018 and approve amended SLA. **RESOLVED:** That with the amendment to reflect the attendance of Cllr Platten, the notes were approved as an accurate record and approved for distribution to the Safe Scheme co-ordinator for their attention and implementation.

55 Correspondence (list circulated prior)

Item 3 – Reply advising resident of where the current open spaces are in the parish.

Item 4 – advice received from YLCA re exemption from having to appoint a DPO- **Noted.**

Item 5 - YLCA Comments on the New strategic plan of NALC. **No comments forwarded for submission.**

Item 9 – YLCA consultation on unauthorised developments and encampments - **No comments forwarded for submission.**

Item 11 – Prime ministers acknowledgement of receipt of council's letter – **Noted**

Item 12 – Arrange the public meeting for Friday 10th August 2018 at 8pm in the VI.

56 To receive Clerk's report, for information only

Resolved: Noted for information only

57 Planning Applications for consideration

Resolved: To object to the following planning applications **1)** 18/00884/OUT Low Moor Lane, Woolley **2)** 18/01115/COUQ Low Moor Lane, Woolley **3)** 18/00907/FUL land to the west of Peel Avenue, Durkar. Re-grading and reprofiling of site.

Resolved: To submit comments for due consideration for planning application 17/03051/FUL. Arnold Clark, Calder Road, CCTV and lighting.

58 Public Rights of Way matters for consideration

- i. Update on New Lane footpath. Awaiting notification of order being made.

Standing orders were moved to allow 15 minutes more to conduct matters of business.

59 Purchase of land at 56 Stoney Lane

- i. To receive outcome of recent searches and respond to solicitor's questions 1&2.

RESOLVED: That the solicitors are instructed to request the seller to provide an indemnity insurance to protect the council against any unknown contents in the old document dated 30th April 1952, which is currently unavailable.

60 Battle's Over, A Nations Tribute Sunday 11th November 2018

The notes of the meeting held 24th May 2018 were received and noted. There were no expenditure requests. **RESOLVED:** That Cllr Colley is appointed as the volunteer from CPC to Marshall the exhibition at St James' Church in the week preceding the 11th November event.

61 To review and approve any amendments to Council policies for 2018/19

- i. Standing Orders – NALC amendments **RESOLVED:** Noted and accepted. Financial Regulations **RESOLVED:** Presented amendments and updates received and approved. Model Publication Scheme, Recording of Meetings, Media Policy, Grant Aid policy and application form, Freedom of Information policy. **RESOLVED:** No changes. All documents to be uploaded to the website.

62 To approve Internal Financial Controls document for period 2017/18

RESOLVED: That members agree with the statements presented. Document signed by chairman.

63 To receive Internal Auditors report carried for period 2017/18 and consider any recommendations.

RESOLVED: That the report is received by council and the recommendations actioned where relevant.

64 To consider for approval, the statements of Section 1 Annual Governance & Accountability Return (AGAR) 2017/18

RESOLVED: That Section 1 of the AGAR is approved and signed by the chair and clerk.

- 65 **To consider for approval the Section 2 Annual Governance & Accountability Return 2017/18 accounting statement** (circulated prior - refer to the 'Explanation of variances' document prepared by the RFO). **RESOLVED:** That Section 2 of the AGAR is approved and signed by the chair.
- 66 **To receive 'Confirmation of the dates of the period for the exercise of public rights of unaudited Annual Governance & Accountability Return' over the period 11th June to 20th July 2018.**
RESOLVED: Noted
- 67 **To approve removal of outgoing RFO as a signatory/user to the bank accounts and amend the mandate and any other accounts requiring a change of access accordingly.**
RESOLVED: That the request is approved and the presented banking paperwork signed by 3 members in accordance with the banking mandate. All other accounts to be changed in due course.
- 68 **To receive feedback from representatives of external committees or other meetings**
i. To receive notes from Parish liaison meeting re enforcement. **NOTED**
- 69 **To consider communication items:**
i. **RESOLVED:** Police report, approved minutes, overseas enquiry re telephone box to be shared between the Parish Link, CPC website/FB and Wakefield Express.
- 70 **To confirm date and time of next meeting** Tuesday 3rd July 2018 6.00pm in the Village Institute, High Street, Crigglestone, WF4 3EB.

IN PRIVATE - No items

As there was no further business to be transacted, the chairman thanked all for attending and closed the meeting at 8.13pm.

SIGNED _____

DATE _____

CHAIRMAN _____

CRIGGLESTONE PARISH COUNCIL - PUBLIC PARTICIPATION SESSION

- Residents were in attendance to raise the issue of the removal of hedgerow at the Torque distribution centre. Clerk was requested to send a letter of support from the council to Torque on behalf of the residents.
- Residents were in attendance to raise the issue of the overgrown trees on Haveroid Way and the effect it was having on their quality of life. Residents were advised the matter was ongoing and as soon as information was available it would be shared with them.
- Residents were in attendance to share their concerns over the planning applications at Arnold Clark, namely CCTV and lighting (retrospective), regrading and reprofiling of land to the west of Peel avenue which included the removal of a hedgerow already actioned but not granted permission for and the latest information received about the modification order for the New Lane footpath that now runs through Arnold Clark development. Residents were advised that these items were already on the agenda for a decision and that their comments would be given consideration too.