

**CRIGGLESTONE PARISH COUNCIL**  
**MINUTES OF THE CRIGGLESTONE PARISH COUNCIL MEETING**  
**HELD ON 5<sup>th</sup> September 2017 AT 6pm IN THE VILLAGE INSTITUTE**

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

**In attendance:** Clerk Ms S Mozer

**District Councillors:** Ian Sanders, Cynthia Binns

**91. TO ACCEPT APOLOGIES FOR ABSENCE**

District Cllr Kevin Barker – unwell

**RESOLVED:** That the apologies are accepted

**92. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Agenda item 12ii – Cllrs Platten, Skinner, Colley, Oxspring as members of FBEP.

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

None received

**94. TO AGREE THAT MEMBERS OF THE PUBLIC BE ASKED TO LEAVE THE MEETING FOLLOWING AGENDA ITEM 26.**

Approved

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

Congratulations to the Clerk on her recent marriage. Appreciative thanks to Cllrs Platten and Colley for their efforts in resolving the Village Institute issue in Clerks absence.

**96. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4<sup>th</sup> July 2017**

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

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

The Clerk had updated her clerks report with the matters arising which the members consulted. The updates were noted

**98. TO RECEIVE ITEMS OF CORRESPONDENCE (list circulated prior)**

Items 1 – 12, except 8 - **NOTED**

8. – Write to resident, invite to join volunteer list for Smiley SID

**99. TO RECEIVE CLERK'S REPORT**

**RESOLVED:** Received and noted

**100. PLANNING APPLICATIONS FOR CONSIDERATION (list circulated prior)**

**NOTED**

**101. TO CONSIDER REQUEST RE PURCHASE OF LAND AT HOWARD CRESCENT**

Deferred to future meeting, information not available. Deeds required to ascertain position.

## 102. FINANCIAL MATTERS

- i. To approve schedule of payment of accounts for CPC and VICC

August Salaries, allowances, overtime for staff	1787.26
HMRC PAYE July –September 2017 for staff	364.68
SLCC Regional Training seminar	41.40
Village Institute quarterly room hire recharge	330
PFK Littlejohn LLP External auditor	360.00
Poppy Appeal x 2 wreaths	34.00
Lanesborough Properties, VI lock repair	78.00
Chubb, annual fire extinguisher test	242.77
ADT annual intruder alarm maintenance	232.73
RFO Postage reimbursement	7.80
SLCC inc ALCC membership for Clerk and RFO renewal	204.
DD- BT	45.54
DD – Eon electricity	60.00
DD – Eon final gas bill	5.39
DD – Gaz prom	48.84
Sandal window cleaning- costing unavailable, to be paid once advised	/

- ii. To receive grant aid request from FBEP towards annual insurance £264  
**RESOLVED:** Approved
- iii. To consider purchase of Smiley SID £3000 (Community Speedwatch)  
**RESOLVED 1):** By show of hands agreed in principle to purchase 1 Smiley SID.  
**2)** Implications and liabilities are to be further investigated along with funding sources and interest from other Parish councils. District Cllrs to report back with their further information once their impending meeting has been held.
- iv. To consider payment adjustment for newsletter distributor.  
In light of the complaints, cost to council to prepare and print and the amount of residents that did not receive one. Members voted and by show of hands  
**RESOLVED:** To pay £45 only for the service received.
- v. To consider renewal of SLCC membership for Clerk £149 (inc ALCC) and new membership for RFO £55.  
**RESOLVED:** Approved
- vi. To consider Poppy Appeal annual wreath order x2 @ £17.00 each  
**RESOLVED:** Approved
- vii. To approve the removal of Joan Massey's name and contact details from the Unity Trust banking mandate, for both Crigglestone Parish Council and Village Institute accounts.  
**RESOLVED:** Approved

## 103. TO DISCUSS HALL GREEN COMMUNITY CENTRE MATTERS

- i. Update from meeting between HGCC working party+ Mr Buxton  
Verbal update received from working party.  
**RESOLVED:** HGCC working party requested to draw up plans of proposed extension of community centre for approval by full council prior to being submitted to planning for approval, before CPC can consider the expenditure.

## 104. TO CONSIDER HEALTH AND SAFETY AND FINANCE COMMITTEE MATTERS

- i. To receive and approve minutes of 11<sup>th</sup> July 2017. **APPROVED** as true and accurate record and signed by Chair.
- ii. To receive and approve online banking policy. **APPROVED** as an appropriate policy and signed by Chair.

## 105. TO CONSIDER VILLAGE INSTITUTE CHARITY COMMITTEE MATTERS

- i. To receive and approve minutes of 11<sup>th</sup> July 2017. **APPROVED** as true and accurate record and signed by Chair.
- ii. To clarify contact procedure in Clerks absence and to amend caretakers job description accordingly.  
**RESOLVED:** To allocate an alternative contact for the caretaker e.g a cllr, as the need arises, when the Clerk is on leave. This to be updated in the caretaker's job description.

**106. TO CONSIDER PARKS AND OPEN SPACES MATTERS**

- i. To receive minutes of 17<sup>th</sup> July. **APPROVED** as true and accurate record and signed by Chair.
- ii. To consider purchase of BEP directional/visitor signage  
Further discussions revealed the need for directional signage for the benefit of the community and other visitors. WMDC have stated they will not fund this, CPC as trustees of the park are responsible.

**RESOLVED 1):** It was agreed to purchase the directional signage. **2)** Appropriate design/costing/installation costs to be sourced. **3)** Signage to be erected on BEP perimeter land. **4)** Insurance register to be updated.

**107. TO RECEIVE UPDATES FROM DISTRICT CLLRS**

Cllr Barker was not in attendance but had submitted his report for circulation which members received. Cllrs Binns and Sanders spoke of the busy last few months with invites to areas summer fairs and Galas', Dane Royd School's project engaging with the communities elderly, visit from WMDC CEO Merran McRae to the area. Sat 14<sup>th</sup> October will see District Cllrs Sanders and Barker abseil down Wakefield Cathedral for the charitable causes Yorkshire Air Ambulance and Child Exploitation. Clerk to enquire if CPC allowed to make donations to the District Cllrs for their charitable causes as a corporate body?

**108. POLICE MATTERS**

To receive the July and August Police report  
PC Jack May attended in his own time and distributed the reports. Overall he spoke of the reduction in inquisitive crimes and ASB, possibly down to it being the holiday season for everyone. Crimes that were reported were the ongoing burglaries with patio door access being favoured, Fly tipping in the district, and the 'egging' at Woodmore, names of those responsible were being made known to the Police for further action to be taken. PC May advised that new police officer recruits were undertaking their training in the area. The police off road motorbike team were having positive results in the area recently.

**109. TO RECEIVE AUDITED ANNUAL RETURN FOR 2016/17 AND ANY RECOMMENDATIONS**

Conclusion of audit for 2016/17 had been circulated prior for members information. No recommendations had been received from the external auditor.

**RESOLVED:** To note the information with pleasure and to give thanks to the last RFO Joanie Massey for ensuring the council keep to the regulations.

**110. TO RECEIVE FEEDBACK FROM REPRESENTATIVES OF EXTERNAL COMMITTEES OR OTHER MEETINGS**

Cllr Oxspring attended the Parish liaison meeting on behalf of the council. The agenda had nothing pertinent to CPC business.

**111. LAND ADJACENT KINGFISHER FOOTPATH (standing item)**

No update, except to reiterate the suggestion of procuring advice and funding for a Neighbourhood Plan

**112. PUBLIC RIGHTS OF WAY MATTERS FOR CONSIDERATION**  
**None received**

**113. TO CONSIDER COMMUNICATION ITEMS:**

**RESOLVED 1):** Police report details, What's on at the VI, approved minutes and Community Hero information to be shared between the Parish Link, CPC website and Wakefield Express.

iv **ITEMS FOR NEXT NEWSLETTER AND DISTRIBUTION OPTIONS**

**Resolved 1):** That all submissions need to be received by 25<sup>th</sup> September 2017 for inclusion and approval at October meeting. Submissions from FBEP, Crime prevention officer at Normanton Police station, Community Hero award and Smiley SID to be sourced and included, but not dated events.

**2)** Clerk to investigate Royal Mail and Arrow as distribution options.

**114. TO ARRANGE COMMUNITY HERO MEETING**

Clerk had distributed suggested dates to the working party members, awaiting confirmation of availability.

**115. TO CONFIRM DATE AND TIME OF THE NEXT MEETING** – Tuesday 3<sup>rd</sup> October 2017 6.00 pm in the Village Institute, High Street, Crigglestone, WF4 3EB.

**116. IN PRIVATE**

**117. TO CONSIDER OFFICERS TRAVEL EXPENSE PAYMENTS**

The Clerk left the meeting for this agenda item.

**RESOLVED:** Further information required. Staffing Committee meeting to be arranged.

**118. TO RECEIVE ADDITIONAL HOURS SCHEDULE FOR RFO AND APPROVE REIMBURSEMENT**

Details of hours worked and duties undertaken had been distributed prior.

**RESOLVED:** To approve the RFO's additional hours for reimbursement

As there was no further business to be conducted the Chair thanked everyone for attending, and closed the meeting at 8.50pm

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

CHAIRMAN

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**CRIGGLESTONE PARISH COUNCIL  
PUBLIC PARTICIPATION SESSION**

No public was in attendance