

# CRIGGLESTONE PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 10 MAY 2011

**Present:** Councillors: Mrs C Binns, Mrs J Craven, P Crompton, P Daniels, J Garthwaite, Mrs D Margrave, J Peebles (Chairman), Mrs C Platten, Mrs M Skinner, K Wainwright

**District Councillor:** J Colley

**Apologies:** Councillor A Roe

**01. APPOINTMENT OF CHAIR**

**Resolved:** That Councillor J Peebles be appointed as Chair.

**02. APPOINTMENT OF VICE CHAIR**

**Resolved:** That Councillor P Daniels be appointed as Vice Chair.

**03. APOLOGIES FOR ABSENCE AND WELCOME**

Apologies were accepted. Councillor Mrs C Binns was welcomed to her first meeting.

**04. DECLARATIONS OF INTEREST**

Councillor Wainwright declared an interest in item 34 (xii) grant aid; Councillor Mrs Craven declared an interest in item 15 Hall Green Community Association and item 34 Durkar Scouts insurance; Councillor Mrs Binns declared a personal interest in item 15 Hall Green Community Association; and Councillor Skinner declared an interest in item 15 Hall Green Community Centre.

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

None.

**06. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 5 APRIL 2011**

**Resolved:** That the minutes of the meeting held on 5 April 2011 be approved as a correct record.

**07. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY**

The Clerk noted that the planning issue was being pursued by Wakefield MDC (minute 361 2010/11) and that Norah Keeny-Corr had confirmed that she would keep the Council updated regarding repairs to the Community Centre (minute 363 2010/11).

**08. TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

None.

**09. POLICE REPORT**

PS Day circulated a report which showed that for administrative reasons there had been no Safe Scheme work in April. A total of 82 incidents had been recorded in the month, this being double the March figures. With the help of the Parish Council an arson crime had been detected and two youths were being dealt with through the arrest referral scheme.

Crimes included 17 burglaries (mainly from sheds/commercial premises/garages), five thefts from vehicles and a number of thefts of lead from houses. Anti-social behaviour had increased from the previous month and calls mainly concerned the Crigglestone and Durkar areas.

Members drew attention to possible drug use in the vicinity of St John's Church, illegal U-turns across Denby Dale Road, inconsiderate bus parking near Dane Royd School, further parking problems on Denby Dale Road East and vehicles taking a short cut to Denby Dale Road East across the footway from Denby Dale Road.

The Clerk noted that further to minute 351 (2010/11) she had confirmed the carry forward of £131.17 from 2010/11.

**Resolved:** (1) That the Parish Council thank PS Day and his team for his report and the good policing of the area.

(2) That the carry forward from 2010/11 of £131.17 be ratified.

**10. APPOINTMENT OF MEMBERS TO THE PARKS AND OPEN SPACES COMMITTEE**

**Resolved:** That Councillors Mrs Platten, Mrs Skinner and Mrs D Margrave together with Mr M Tivenan be appointed to the Parks and Open Spaces Committee for the forthcoming year.

**11. TO CONSIDER THE AMALGAMATION OF THE HEALTH AND SAFETY AND THE FINANCE AND AUDIT COMMITTEES**

The Clerk explained the implications for the amalgamation of these committees in terms of the number of meetings during the year.

**Resolved:** That the Health and Safety and Finance and Audit Committees be amalgamated as the Health & Safety and Finance Committee.

**12. APPOINTMENT OF MEMBERS TO THE HEALTH & SAFETY AND FINANCE COMMITTEE**

**Resolved:** That Councillors Mrs Craven, Daniels, Peebles, Mrs Skinner and Wainwright be appointed to the Health & Safety and Finance Committee for the forthcoming year.

**13. APPOINTMENT OF MEMBERS TO THE PERSONNEL COMMITTEE**

**Resolved:** That Councillors Mrs Craven, Mrs Margrave, Peebles and Mrs Platten be appointed to the Personnel Committee for the forthcoming year.

**14. APPOINTMENT OF MEMBERS TO THE RIGHTS OF WAY COMMITTEE**

**Resolved:** That Councillors Mrs Binns, Mrs Craven, Roe and Wainwright be appointed to the Rights of Way Committee for the forthcoming year.

**15. APPOINTMENT OF MEMBERS TO HALL GREEN COMMUNITY CENTRE MANAGEMENT COMMITTEE**

**Resolved:** That Councillors Wainwright, Mrs Skinner and Mrs Craven be appointed to the Hall Green Community Centre Management Committee for the forthcoming year.

**16. APPOINTMENT OF MEMBERS TO THE COMMUNITY HERO COMMITTEE**

**Resolved:** (1) That Councillor Daniels, Canon Ian Gaskell, Mr Nick Castle and Mr Terry Sykes be appointed to the Community Hero Committee.

(2) That other community representatives be invited to join the Committee.

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

**Resolved:** That the Parish Council be appointed as sole trustee to the Village Institute.

**18. TO DISCUSS A REVIEW OF TERMS OF REFERENCE AND STANDING ORDERS FOR COMMITTEES**

The Clerk noted a review would be timely in view of the Council's earlier amalgamation of committees.

**Resolved:** That a review of terms of reference of committees be presented to the next meeting.

**19. REVIEW OF REPRESENTATION ON EXTERNAL BODIES**

**Resolved:** (1) That Councillors Mrs Craven and Daniels be appointed to the West Yorkshire Rural Transport Partnership.

(2) That Councillor Mrs Craven be appointed to the Wakefield Assembly.

20. **REVIEW OF THE COUNCIL'S AND EMPLOYEES' MEMBERSHIP OF OTHER BODIES**  
**Resolved:** That the Council continue its subscriptions to Yorkshire Local Councils Associations, National Association of Local Councils, Campaign to Protect Rural England, Rural Action Yorkshire and, on behalf of the Clerk and RFO, the Society of Local Council Clerks.
21. **TO CONSIDER A REVIEW OF STANDING ORDERS/FINANCIAL REGULATIONS/COMPLAINTS PROCEDURES**  
**Resolved:** That the Clerk report to the next meeting on recent information from NALC regarding Standing Orders.
22. **TO ESTABLISH PROCEDURES FOR HANDLING REQUESTS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION ACTS**  
**Resolved:** That the Clerk bring .draft procedures to a meeting in due course.
23. **TO CONFIRM DATE AND TIME OF MEETINGS 2011/12**  
**Resolved:** That the meetings for the forthcoming municipal year be held on the first Tuesday in the month commencing at 7.00pm with the exception of August when there would be no meeting.
24. **TO RECEIVE REPORT FROM THE PARKS AND OPEN SPACES COMMITTEE**  
Draft minutes of the meeting held on 4 May were tabled and Councillor Mrs Platten drew attention to proposed work at Howard Crescent and in Betty Eastwood Park. She also noted the possibility of funding through Wakefield MDC towards the improvement of the BMX track and the possible formation of a Friends of Betty Eastwood Park group.  
  
**Resolved:** (1) That the quote from T & D Contractors of £60 to spray stumps and £50 to level paths be approved.  
(2) That the draft minutes be noted.
25. **TO RECEIVE REPORT FROM THE HEALTH AND SAFETY COMMITTEE**  
Minutes of the meeting held on 5 April had been distributed and Councillor Daniels noted the updated risk assessment.  
  
**Resolved:** (1) That the report be noted.  
(2) That the risk assessment be approved for audit purposes.
26. **TO RECEIVE REPORT ON RIGHTS OF WAY MATTERS**  
Councillor Wainwright recalled that some Members had inspected Footpath 24 on 12 April. There was no update regarding the gating order.  
  
**Resolved:** That Councillor Wainwright continue to assess usage of the path.
27. **TO RECEIVE REPORT FROM THE FINANCE AND AUDIT COMMITTEE**  
The minutes of the committee meeting held on 19 April had been circulated and Councillor Daniels noted the recommendations which would be covered later under financial items.  
  
**Resolved:** That the report be noted.
28. **TO DISCUSS HALL GREEN COMMUNITY CENTRE**  
There were two quotes for the resurfacing works to the frontage of the Centre. Councillor Wainwright had met WMDC officers regarding a blocked drain caused by effluent from the adjoining take-away premises. Forthcoming events were noted and Councillor Mrs Craven drew attention to the need for music and premises licences.  
  
**Resolved:** (1) That the quote of £1,626 + vat from Carthy Contracting for asphalt works be accepted.  
(2) That a report on the required licences be presented to the next meeting.  
(3) That the report be noted.

**29. TO CONSIDER COMPLAINT REGARDING SALT BIN ON HALL LANE**

Members considered a complaint regarding a proposal to move the salt bin presently located on Hall Lane. It was recalled that the Parish Council had asked Wakefield MDC to move the bin to footpath no 9 off High Street following a request from residents for a bin at that location. The District Council had no resources to provide additional bins and considered the Hall Lane location met their criteria

**Resolved:** (1) That the complainant be informed that the Parish Council feels it has not acted improperly in requesting the removal of the salt bin at Hall Lane to a more needy location.

(2) That the complainant be informed that the District Council is understood to consider the Hall Lane location satisfactory.

**30. TO CONSIDER PARKING ISSUES AT DENNINGTON LANE**

No further information had been received.

**Resolved:** That signage issues be pursued with Wakefield MDC.

**31. TO CONSIDER DRAINAGE ISSUES AT WADHOUSE LANE**

An extract from the Enclosure Awards of 1799/1800 was tabled by Councillor Wainwright. The document showed responsibility for the maintenance of the drain to be the 'surveyor of highways'. The document had been shown to representatives of Peel at a recent meeting and it was proposed to hold further a meeting with drainage contractors for the Park.

**32. VILLAGE INSTITUTE MATTERS**

Village Institute Trustees' minutes dated 5 April 2011 had been circulated.

**Resolved:** That the minutes be accepted as a correct record.

**33. TO RECEIVE FEEDBACK FROM MEETINGS**

The Clerk reported on the meeting of the Town and Parish Councils Liaison Group that she and the Chair had attended. It was noted that the next LDF hearing was expected in September. She also noted the Leeds City Region conference she had attended. Councillors Daniels and Wainwright reported on a recent meeting with representatives of Peel including new businesses at Calder Park, hedgerows, and watercourse matters.

**Resolved:** That the Clerk write to Councillor Box regarding the removal of hedgerows on Denby Dale Road.

**34. FINANCIAL MATTERS: TO APPROVE PAYMENT OF ACCOUNTS**

Further to Minute 332 2010/11, the Responsible Financial Officer noted a revised quote for the Parish Council's insurance which now excluded the Scout Hut. The request made in the public session for the Hut to be included, with the premium later reimbursed, was considered. It was felt this could only be discussed at a further meeting.

***Councillor Mrs Craven left the meeting during the above discussion (9.21pm to 9.23pm)***

The Responsible Financial Officer presented the following for payment:

	£
Clerk - salary +expenses	474.51
Responsible Financial Officer - salary + expenses	179.17
J Craven – travel expenses	25.58
WMDC – waste disposal	142.27
WMDC – Betty Eastwood Park rent	25.00
YPO – stationery	22.56
Village Institute rent	300.00
CPRE subscription	29.00
AON – Parish Council insurance	1,536.74

***Resolved: That Standing Orders be suspended to allow the meeting to continue beyond 9.30pm.***

***Resolved:*** (1) That an extraordinary meeting to discuss the Scouts' latest proposal be called for 7.00pm on Monday 23 May 2011.

(2) That the accounts be approved for payment.

**35. FINANCIAL MATTERS: TO APPROVE QUARTERLY ACCOUNTS TO 31 MARCH 2011**

The Responsible Financial Officer presented the balance sheet for the period 15 December 2010 to 31 March 2011.

***Resolved:*** That the balance sheet be agreed and signed as a correct record and that the bank statement be initialled by all Members present as a correct record of the Parish Council's financial position.

**36. FINANCIAL MATTERS: TO APPROVE THE BUDGET OUTTURN REPORT FOR 2010/11**

The report had been circulated and the Responsible Financial Officer noted the estimated balance as at 31 March 2011.

***Resolved:*** That the budget outturn be approved by the Parish Council and signed by the Chairman.

**37. FINANCIAL MATTERS: TO APPROVE THE YEAR END RECEIPTS AND PAYMENTS ACCOUNT 2010/11**

The year end receipts and payments account for the year 2010/11 had been circulated.

***Resolved:*** That Members agree the receipts and payments account and countersign the bank statement as a correct record of the Parish Council accounts for the year 2010/11.

**38. FINANCIAL MATTERS: TO APPROVE A REVISED BUDGET FOR 2011/12**

A revised budget had been circulated and the Responsible Financial Officer explained the proposed amendments.

***Resolved:*** That the revised budget be approved.

**39. FINANCIAL MATTERS: TO REVIEW INTERNAL CONTROLS**

The Responsible Financial Officer presented a schedule of internal financial controls which had been recommended by the Finance and Audit Committee.

***Resolved:*** That the proposed internal financial controls be approved.

**40. FINANCIAL MATTERS: TO RECEIVE REPORT ON OUTSTANDING LOANS**

A statement of loan balances at 31 March 2011 had been circulated.

***Resolved:*** That the statement be accepted and signed by the Chairman as a true record of the outstanding loan.

**41. FINANCIAL MATTERS: TO AGREE STATEMENT OF ASSETS**

The Responsible Financial Officer presented the asset register as at 31 March 2011.

***Resolved:*** That the report be accepted and signed by the Chairman as a true record of the Parish Council assets.

**42. FINANCIAL MATTERS: TO APPROVE ANNUAL GOVERNANCE STATEMENT**

The Responsible Financial Officer presented the Annual Governance Statement.

***Resolved:*** That Members confirm the Annual Governance Statement.

**43. FINANCIAL MATTERS: TO APPROVE POSTING OF ELECTORS' RIGHTS NOTICE**

**Resolved:** That the electors' rights notice be approved and displayed on the Parish Council notice board.

**44. FINANCIAL MATTERS: TO RECONSIDER GRANT APPLICATION FROM NEWMILLERDAM METHODIST CHURCH**

Further details of the application from Newmillerdam Methodist Church had been circulated including the information requested at the last meeting.

**Resolved:** That the Council in accordance with its powers under Section 137 of the Local Government Act 1972 as amended, should incur the following expenditure, which in the opinion of the Council is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure of the amount set out below.

	<b>Award</b>	<b>£300</b>
Grant towards installation of sound system		

**45. FINANCIAL MATTERS: TO CONSIDER GRANT APPLICATION FROM TIME FOR US**

Members considered an application from Time for Us towards costs of insurance and rent.

**Resolved:** (1 )That a decision be deferred pending the receipt of further information.

(2) That the Responsible Financial Officer be thanked for her work on the above financial items.

**46. CORRESPONDENCE**

- |     |                             |  |
|-----|-----------------------------|--|
| 1.  | CPRE                        | Email – Budget threat to countryside, power lines, planning reform, Localism Bill  |
| 2.  | WMDC                        | Email – Agenda for Standards Committee   |
| 3.  | Westminster Briefing        | Email – Conference London Big Society  |
| 4.  | Barnsley MBC                | Email – Joint Waste Plan Barnsley, Doncaster & Rotherham – representations for soundness   |
| 5.  | WYPTE                       | Email - MyJourney West Yorkshire: Local Transport Plan 2011-2026 now available   |
| 6.  | WMDC                        | Email - Drugs and alcohol - "Send me an Angel " book availability  |
| 7.  | WY Police                   | Email - Youth group funding opportunities i11 scheme   |
| 8.  | SLCC                        | Training events incl Regional Conference, Harrogate 9 June £65 Press relations South Kirkby 7 June £40   |
| 9.  | WY Police                   | Safe Scheme – request to confirm funding and agree carry over  |
| 10. | Mary Creagh MP              | Email – Update   |
| 11. | NALC                        | Email – Conferences – Bristol, Sheffield, London   |
| 12. | Local Govt Yorks and Humber | Email - Parish Councils and Participatory Budgeting 10am – 3pm 25 May Leeds  |
| 13. | LCR Online                  | Email - NALC's new E-Learning tool; About how to give Honours for Local Heroes; Who are the frontrunners for neighbourhood planning; About local parishes in a transport scheme; About getting a university education; about this tier of local government About NALC's must attend events |
| 14. | YLCA                        | Email – Training – Councillor Skills – Dishforth 11 May and Grassington 17 May £35   |
| 15. | YLCA                        | Email - 'Rural Matters' newsletter from Yorkshire and Humber Rural Affairs Forum.  |
| 16. | Charity Bank                | Email – Seminar: Social investment & its impact_12 May York  |
| 17. | VAWD                        | Email – Notton 9th May, 4.30 - 6.30 advice on finding funding, legal /charity issues, using volunteers, TV Digital Switchover.   |
| 18. | WMDC                        | Email – Minutes of T&PC Liaison Group meeting  |
| 19. | British Youth Council       | Email - Councillor shadowing award   |
| 20. | YLCA                        | White Rose Update  |
| 21. | Mary Creagh MP              | Email –Update  |
| 22. | Groundwork Wakefield        | Introduction to Groundwork services  |
| 23. | CPRE                        | Membership renewal   |

24.	SMP Playgrounds	Parish and Community Newsletter
25.	CPRE	Fieldwork Newsletter
26.	Mary Creagh MP	Email - Update
27.	YLCA	Email - Yorkshire and Humber Rural Affairs Forum: Rural Matters Newsletter
28.	Fit for Funding	Email – Course - Needs and Outcomes - essential for funding bids - Leeds - 13 May £30
29.	YLCA/Rural Voice	Email – Localism Events Ripon 11 May and Snaith 18 May
30.	CPRE	Email – Campaign update
31.	NALC	Email – Conferences Bristol, Sheffield, London £117 Communities in action
32.	NALC	Email – Revised First Edition of 'Standing Orders for Local Councils'
33.	WMDC	Email - Online consultation on Community Safety
34.	Mary Creagh MP	Email – Update
35.	Rural Action Yorkshire	Country Air newsletter
36.	Clerk and Councils Direct	Newsletter

**Resolved:** (1) That the Clerk attend the Harrogate conference on 9 June (8).

(2) That the Clerk respond to the Community Safety consultation in consultation with Cllr Mrs Binns (33).

(3) That the other correspondence be noted.

#### **47. TO CONSIDER ATTENDANCE AT YHRTP/YLCA/ERNLLCA CONFERENCE**

**Resolved:** That attendance be considered at the next meeting.

#### **48. TO DISCUSS PLANNING APPLICATIONS**

A schedule of applications and decisions had been circulated. In respect of properties discussed on Denby Dale Road East and Denby Dale Road, there had been no feedback from Wakefield MDC. Members queried the hard standing created for car sales at 358 and 360 Denby Dale Road.

**Resolved:** (1) That the schedule of planning applications be noted.

(2) That the Clerk write to Councillor Box asking if the above hard standing had planning permission.

(3) That the Clerk seek a meeting for the Council with Eric Pickles MP to discuss concerns about Wakefield MDC's planning policies.

#### **49. TO RECEIVE UPDATE FROM DISTRICT COUNCILLORS**

District Councillor Colley noted a proposed travellers' religious festival near Pugneys.

**Resolved:** (1) That District Councillor Colley be thanked for his report.

(2) That the festival proposal be brought to the attention of the police.

#### **50. UPDATE ON PARISH MATTERS**

The Clerk had circulated the Parish Matters register and updated members on progress.

#### **51. TO RECEIVE PARISH MATTERS**

The following items were brought to the attention of the Parish Council:

- a) Dropped kerbs in central reservation of Denby Dale Road used for U-turns
- b) Potholes at the roundabout at the Red Kite and Swan and Cygnet, as well as Painthorpe Lane.

**Resolved:** That the Clerk contact WMDC regarding these items.

#### **52. PRESS REPORTS – ITEMS FOR PUBLICATION**

**Resolved:** That the Clerk update parish items for the press.

**53. TO CONSIDER INPUT FOR PARISH LINK MAGAZINE**

**Resolved:** That the Responsible Financial Officer prepare the Parish Council insert for the next Parish Link.

**54. TO APPROVE ITEMS FOR THE PARISH COUNCIL WEB SITE**

**Resolved:** That the April 2011 Parish Council minutes be placed on the website.

**55. TO CONSIDER THE NEXT NEWSLETTER**

The content of the next newsletter was discussed and would be finalised at the June meeting.

**56. DATE, TIME AND PLACE OF THE NEXT MEETING**

**Resolved:** That the next meeting of the Parish Council be held in the Village Institute, High Street, Crigglestone at 7.00pm on Tuesday 7 June 2011.

**IN PRIVATE**

None.

SIGNED \_\_\_\_\_  
CHAIRMAN

DATE \_\_\_\_\_

---

**CRIGGLESTONE PARISH COUNCIL  
PUBLIC PARTICIPATION SESSION**

**7.00 pm Tuesday 10 May 2011**

A resident of Dennington Lane asked for an update regarding HGVs and residents' parking problems. Cllr Colley confirmed that a new sign had been ordered and a site meeting had been held.

A group of residents from Denby Dale Road East said that despite police enforcement of the 'access only' traffic order, non-residents' vehicles were still parked on the road. The non-residents were thought to be Hampsons customers and they dumped wrappings in the street. The residents also noted the fence at the northern end of Denby Dale Road East needed repair and vehicles were driving over the footway and verge from Denby Dale Road. Councillor Colley would follow up these matters. An issue of anti-social behaviour was being attended to by the police.

Malcolm Stead from the 45<sup>th</sup> Durkar Scouts attended and requested that the Parish Council continue to pay the Scouts' building insurance. He was informed that insurance matters were to be considered on the agenda.