

# CRIGGLESTONE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON 2 NOVEMBER 2010

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

**District Councillor:** Mrs J Drysdale.

**Apologies:** Councillor Mrs C Norris.

**189. APOLOGIES FOR ABSENCE**

Apologies were accepted.

**190. DECLARATIONS OF INTEREST**

Councillor Garthwaite declared an interest in Item 19 (planning).

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

None.

**192. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 5 OCTOBER 2010**

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

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

The Clerk noted that the contractor had removed the utility maintenance apparatus which had been stored on the Howard Crescent site (Minute 162 (4) 2010/11)

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

**Resolved:** That members of the press and public be excluded from the meeting for agenda item 28.

**195. POLICE REPORT**

PS Day circulated a report which showed that 48 hours had been worked on the Safe Scheme in October. Police officers had worked 33 hours and PCSOs 15 hours. A total of 56 incidents had been recorded in the month with crime figures being very similar to September. Burglary reports included one blatant daytime incident where the occupant was out, another by bogus water board officials and another where a door was jemmied. The overall anti-social behaviour figures for the month were much lower than September. Late night patrols were completed around High Street and the Woodmoor estate but the areas were quiet, as was the St John's Church area. Police had also patrolled Betty Eastwood Park. During the month a total of 21 youths had been stopped and two had had alcohol poured away. Additional staffing would be in place for the Bonfire weekend.

PS Day made reference to the proposal for a gating order for the footpath from Stoney Lane to Chapelthorpe to combat anti-social behaviour. The police had attended meetings but no decision had yet been made by Wakefield MDC. He confirmed that speeding at Calder Grove and Durkar would be given attention. Other priorities for November would be HGVs on Hollin Lane, antisocial behaviour at Hall Green and youths congregating at St John's Church.

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

**196. TO RECEIVE REPORT FROM THE PARKS AND OPEN SPACES COMMITTEE**

The Committee had met immediately before the Parish Council meeting. The Clerk noted that Members had agreed to instruct T & D to replace missing stakes at Willow Garth. With regard to the tree risk assessment carried out by Arbolution, they had agreed to accept a quote of £300

from Arbolution to provide a detailed survey of the oak tree at Willow Garth. Quotes had also been considered for other works recommended in the Arbolution report but further clarification was required.

**Resolved:** (1) That the report be noted.

(2) That Arbolution's offer to provide a detailed survey of the oak tree at Willow Garth in the sum of £300 + VAT be accepted.

(3) That Members' disappointment with punctuality matters be conveyed to Arbolution.

**197. TO RECEIVE REPORT FROM THE HEALTH AND SAFETY COMMITTEE**

There was nothing to report.

**198. TO RECEIVE REPORT FROM THE RIGHTS OF WAY COMMITTEE**

A letter from District Councillor Denson was noted regarding the possibility of a gating order to control anti-social behaviour and crime committed on the footpath from Stoney Lane to Hall Lane. Members discussed the request for the Parish Council's views.

**Resolved:** That Councillor Denson be informed that the Parish Council would not support a proposal for a gating order for this right of way because it provided a significant short cut and was well used by schoolchildren, elderly people and people with prams.

**199. TO DISCUSS HALL GREEN COMMUNITY CENTRE**

Councillor Wainwright reported that the area to the front of the Community Centre required resurfacing and the Responsible Financial Officer undertook to suggest possible contractors. He also noted an Autumn Fair to be held at the Centre on Saturday 20 November from 1.00 pm to 3.00 pm.

**Resolved:** That Councillor Wainwright obtain prices to resurface the frontage of the Community Centre.

**200. TO DISCUSS MATTERS REGARDING THE SCOUT HUT**

There was nothing to report.

**201. TO RECEIVE UPDATE FROM COMMUNITY PLAN STEERING GROUP**

The Clerk reported that four consultation events had been held with disappointing attendances. The next steps would be sessions with focus groups leading to the design of a questionnaire.

**Resolved:** That the report be noted.

**202. VILLAGE INSTITUTE MATTERS**

Village Institute Trustees' minutes dated 5 October 2010 had been circulated.

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

**203. FEEDBACK FROM TOWN AND PARISH COUNCILS LIAISON GROUP**

The Clerk reported on a recent meeting when the following subjects had been raised: the census to be held in 2011, asset transfer opportunities, the parish charter, precept capping and parish plans.

**Resolved:** That the report be noted.

**204. TO DISCUSS NOTIFICATION UNDER THE DATA PROTECTION ACT 1998**

The Clerk informed Members that because they held and processed personal data, parish councils were obliged to notify the Information Commissioner.

**Resolved:** (1) That the report be noted.

(2) That the Council notify the Information Commissioner and approve the fee of £35.

## 205. FINANCIAL MATTERS: TO APPROVE PAYMENT OF ACCOUNTS

The Responsible Financial Officer presented the following for payment:

	£
Clerk - salary +expenses	426.60
Responsible Financial Officer - salary + expenses	247.38
Cultrix – web hosting	112.80
R Sunderland - VI lights	30.00
C & S Roller shutters - maintenance	47.00
Leeds City Council – traffic survey	235.00
Arbolution – tree risk assessment	816.63
Printforms - newsletters	376.00
Information Commissioner	35.00

**Resolved:** That the accounts be approved for payment.

## 206. CORRESPONDENCE

1.	WMDC Paul Platts	Response to queries
2.	CPRE	Email – Campaigns update: Bottle deposit proposal
3.	Monster Play	Email – Youth shelters
4.	SMP Playgrounds	Email – Play equipment
5.	45 <sup>th</sup> Scouts	Email – Thanks re scout hut decision
6.	Proludic	Email and brochure re playground equipment
7.	NALC	Email - Conferences
8.	NALC	Email – LCR online
9.	Barnsley MBC	Email – LDF Core Strategy Submission
10.	WMDC	Email – Winter maintenance procedures - provision of grit to parish councils
11.	WMDC	Email – Wakefield Together Partnership Area Forum - Mackie Hill School 1 <sup>st</sup> November
12.	WMDC	Email – Agenda for Standards Committee 21 October
13.	SLCC	Benefits of membership + Wicksteed Playscapes catalogue
14.	Rural Action Yorkshire	AGM and conference 27 Nov East Keswick Nominations for new trustee sought
15.	NALC	E-bulletin: Use of electronic transfers for payments, localism/Big Society, shadow cabinet membership, rural broadband conference, National Participatory Budgeting Conference
16.	VAWD	Email - AGM : Weds 3 November Saint Austin's Community Centre, Wentworth Terrace, Wakefield
17.	YLCA	Agenda for Wakefield Branch meeting 11 Nov at Havercroft Skills Centre
18.	Royal British Legion	Thanks for contribution to poppy appeal
19.	WY Police	Re conviction of suspects for burglary crimes – request for information regarding companies quoting for/carrying out concrete driveway work
20.	YLCA	Email - Info from digital UK digital television switchover dates in the Yorkshire TV region. S & W Yorkshire Sept 2011
21.	Westminster Briefing	Email - Conference 30 Nov London The Third Sector In 2010: The Challenges & Opportunities of the Big Society
22.	YLCA	Email - Re-organisation of Defra and its network of arm's length bodies
23.	WMDC	Remembrance Festival at Wakefield Cathedral 7.00pm 12 Nov
24.	YLCA	Email – NALC Ministerial meeting, council tax freeze, elections, Big Society, conferences
25.	WY Police	Chief Constable's Annual Christmas Concert 7.30pm 15 Dec Wakefield Cathedral
26.	Record RSS	Play equipment leaflet
27.	Newmillerdam CCA	Email - Bulb planting with grant aid, village sign, hanging baskets
28.	VOX	Email - Closure of VOX from 31 Dec 2010

29.	NALC	Email LCR Online Weekly – various incl introduction of electronic transfers to replace cheques
30.	WYPTE	Email - MyJourney West Yorkshire Strategy for 2011-26
31.	Komplan	Play equipment
32.	Cllr Denson	Re footpath at Stoney Lane
33.	Wakefield Together	Email – Invitation to conference on WMDC spending review Weds 1 Dec 2pm – 5pm Town Hall
34.	WMDC	TPO on land to west of Durkar Rise confirmed.
35.	WMDC	Email - Wakefield Greenspace Strategy - GS2 Audit, Consultation & Engagement Methodology
36.	NALC	LCR Online - over precept freezes, new communication methods
37.	Clerks and Councils Direct	November issue
38.	RAY	Country Air
39.	WMDC Mark Cropley	Flood risk reduction news

**Resolved:** (1) That the Leader of WMDC be informed that the Parish Council is dissatisfied with the lack of attention to the potholes at the Denby Dale Road roundabout (1).  
(2) That Cllr Daniels attend the Wakefield Together event on 1 December (33).  
(3) That the remaining correspondence be noted.

## **207. TO DISCUSS PLANNING APPLICATIONS**

The Parish Council noted the planning applications before them.

## **208. TO CONSIDER OUTCOME AND USE OF GOLDEN RIVER SURVEY**

The survey results had been referred to Councillor Wainwright and a number of earlier surveys had been obtained by the Clerk.

**Resolved:** That the Responsible Financial Officer be paid for an additional two hours' work to undertake analysis of the surveys.

## **209. TO DISCUSS WMDC PROPOSAL FOR WINTER HIGHWAY MAINTENANCE ACTIVITIES**

Councillor Peebles had attended a meeting with officers and other parish council representatives. Details had been given of winter operations to remove snow and apply salt to appropriate highways and footways. Some grit bins would be moved to more appropriate positions. Salt could be made available to local councils who had suitable storage facilities.

**Resolved:** That the report be noted and further information awaited.

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

District Councillor Mrs Drysdale gave details of the first area forum of the Wakefield Together Partnership, held at Mackie Hill School. The forum area for Wakefield Rural was thought to be too extensive. She also noted a lack of progress in moving the containers on land at Haveroid Lane.

**Resolved:** That District Councillor Mrs Drysdale be thanked for her report.

## **211. UPDATE ON PARISH MATTERS**

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

**Resolved:** That a meeting be convened with interested parties to establish who is responsible for the watercourse at Wadhouse Lane.

## **212. TO RECEIVE PARISH MATTERS**

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

- (a) Stoney Lane/Church Lane – the highway had been resurfaced but the road markings had not yet been reinstated.
- (b) Proposed Audi dealership on Denby Dale Road – hedgerow should be retained.

**Resolved:** (1) That the Clerk pursue (a) with WMDC.  
(2) That District Councillor Mrs Drysdale pursue (b).

**213. PRESS REPORTS – ITEMS FOR PUBLICATION**

**Resolved:** That the Clerk contact Dr Chowcat and Ms Devlin to update parish items for the press.

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

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

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

**Resolved:** That the October 2010 Parish Council minutes be placed on the website.

**216. TO CONFIRM ARRANGEMENTS FOR REMEMBRANCE DAY LAYING OF WREATHS**

**Resolved:** That Councillor Daniels lay a wreath at the Newmillerdam Memorial at 10.00 am and that Councillor Peebles lay a wreath at St James Church, Chapelthorpe at 10.30 am on Sunday 14 November 2010.

**217. 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 December 2010.

**IN PRIVATE**

**218. TO RECEIVE RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE**

***The Responsible Financial Officer left the room during the discussion and resolution of this item***

The minutes of the Committee meeting held on 19 October had been circulated and the Clerk noted the outcome of subsequent discussions with the RFO.

**Resolved:** (1) That the Clerk's revised job description be approved.

(2) That Members pursue appropriate minor matters through the WMDC Contact Centre.

(3) That the RFO's revised job description be approved.

(4) That the RFO's work schedule be revised to reduce visits to the Village Institute to one per month and to add the seeking of sponsorship for hanging baskets.

(5) That the RFO's hours be revised to 16.78 per month.

(6) That the caretakers be paid additional hours for odd jobs undertaken at the Institute.

(7) That the caretakers be given authority to call out ADT for alarm problems and GD Walker for heating problems with the proviso that the RFO be consulted if any work is chargeable.

(8) That the Clerk's salary continue at SCP 26.

(9) That the RFO's salary be increased to SCP 19 with effect from 1 January 2011.

(10) That the Clerk and RFO receive a Christmas bonus of £100 each.

(11) That the caretakers receive Christmas bonuses of £30 and £20 as discussed.

**IN PUBLIC**

**219. TO RECEIVE RECOMMENDATIONS FROM THE FINANCE AND AUDIT COMMITTEE**

Councillor Daniels outlined the recommendations of the Committee.

**220. TO DISCUSS BUDGETS AND ESTIMATES 2011/12**

The RFO tabled draft budgets and estimates following discussions at the Finance and Audit Committee together with a table showing the effect of the budget on the precept over the next three years.

**Resolved:** (1) That the budgets and estimates for 2011/12 as tabled be approved.

(2) That the precept for 2011/12 be agreed at £49,000.

(3) That the RFO submit the precept application for 2011/12 to the District Council.

(4) That the RFO be thanked for her work on the matter.

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

DATE \_\_\_\_\_

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## **CRIGGLESTONE PARISH COUNCIL PUBLIC PARTICIPATION SESSION**

**7.00 pm Crigglestone Village Institute, Tuesday 2 November 2010**

One member of the public attended to complain about the state of the drainage channel alongside Wadhouse Lane. It had been blocked by people fly tipping garden rubbish. The Chairman drew attention to a message from the Drainage Section at Wakefield MDC which gave information about recent inspections of the site but the matter was still to be resolved. Members would discuss the matter later on the agenda.