

CRIGGLESTONE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4 MAY 2010

Present: Councillors: Mrs J Craven, P Crompton, P Daniels, J Garthwaite, Mrs C Norris, J Peebles (Chairman), Mrs C Platten, A Roe, K Wainwright.

District Councillors: None

Apologies: Councillor Mrs M Skinner, District Councillor B Denson

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. Mrs Deborah Margrave, a prospective appointee to the Parks and Open Spaces Committee was welcomed to the meeting. The Chairman also welcomed Mr Ian Thompson as prospective internal auditor.

04. DECLARATIONS OF INTEREST

Councillor Mrs Craven declared an interest in Item 32 (i) payment of accounts, and 32 (xi) grant application from Guiding group.

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 6 APRIL 2010

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

07. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY

The Clerk noted that Rob Fyfe was seeking progress with lighting at the Springs, Calder Grove (Min 340) and it was arranged for Members to visit the Pennine Camphill Community on 13 May at 6.00pm (Min 350 (2)). She also described an environmental audit of Crigglestone/Chapelthorpe she had attended with Wakefield MDC Neighbourhood Environment staff (Min 350 (5)), and confirmed that medical clearance mentioned in Min 360 (2) was not required.

08. TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Resolved: That members of the press and public be excluded from the meeting following agenda item 40.

09. POLICE REPORT

PC Laybourne noted that 32 crimes had been recorded in April and some 34 Safe Scheme hours had been spent in the Parish in the month. PS Day had prepared a letter to managers at Harratts and Hampsons advising them of the impending parking restrictions on Denby Dale Road East and Newsholme Lane. Warning notices would be issued immediately after the restrictions came into force and thereafter penalty notices would be given.

Some 22 fixed penalty tickets for speeding had been issued on Denby Dale Road at Durkar and Calder Grove, and at Wood Lane. Two vehicles were seized where the drivers had no insurance, and vehicles were checked at Newmillerdam car park and drivers warned about their manner of driving. The golden river survey mentioned in April had been requested and alcohol had been found in a bus shelter where youths had run away.

Patrols had been carried out in Betty Eastwood Park, Stoney Lane and Durkar Low Lane and police teams had followed up 21 calls regarding nuisance youths across the parish. Hall Lane, Chapelthorpe had been identified as a local priority for the Neighbourhood Police Team. Nuisance motor cycle riding had also been reported in the Hall Green area but no riders identified to date. Youths congregating at the Village Institute had been warned that their behaviour was not acceptable. The Parish Council asked for similar issues to be prioritised in May including speeding on Denby Dale Road.

The Clerk noted a request from the Police to transfer funds remaining from 2009/10 to 2010/11 and for confirmation of funds towards the Safe Scheme for 2010/11. Members reiterated their wish to trial the new arrangements including the use of PCSOs.

Resolved: (1) That the Parish Council thank PC Laybourne for his report and the good policing of the area.

(2) That the transfer of funds remaining at 31 March 2010 to the 2010/11 financial year in the sum of £491.86 be approved.

(3) That WY Police Administration be informed that, as previously agreed, new arrangements for the Safe Scheme including the use of PCSOs be trialled over the April to June period, with Sgt Day reporting back at the July meeting.

10. TO RECEIVE REPORT FROM THE PARKS AND OPEN SPACES COMMITTEE

Draft minutes of the meeting held in Betty Eastwood Park on 13 April had been circulated.

Resolved: That the report be noted.

11. TO RECEIVE REPORT FROM THE HEALTH AND SAFETY COMMITTEE

The Committee had met immediately before the Parish Council meeting and had discussed annual health and safety checks and the risk assessment. They had received quotes for a survey of trees for which the Council was responsible and this would be covered in private under Item 41.

Resolved: (1) That the report be noted.

(2) That the Risk Assessment be approved and signed by the Chairman.

12. TO RECEIVE REPORT FROM THE RIGHTS OF WAY COMMITTEE

Councillor Wainwright reported that the District Council was considering a Gating Order for the path from Chapelthorpe to Stoney Lane, possibly between 8.00pm and 8.00am. Members were concerned that the path was well used and it would be unfortunate to close it because of anti-social behaviour by a few people.

Resolved: That the report be noted.

13. TO RECEIVE REPORT FROM THE FINANCE AND AUDIT COMMITTEE

The draft minutes of the meeting held on 29 April were tabled and the Responsible Financial Officer noted that the internal auditor appointed at the March meeting was no longer available. She had sought other auditors and Mr Ian Thompson had indicated he could undertake the audit by the necessary deadline. Councillor Daniels drew attention to the statement of assets and noted the Scout Hut was currently insured by the Parish Council since it appeared it would become vested in the Council if not used for scouting. It was hoped to find a trust deed to confirm this situation.

Resolved: (1) That Mr Ian Thompson be appointed as internal auditor at the same fee agreed in March 2010.

(2) That the Clerk write to Dixon, Coles and Gill seeking information about the trust deed.

(3) That the hut be insured at the next renewal in June 2010 but the Scouts be informed that the Parish Council may not insure the property thereafter.

(4) That the pit wheel, memorial board and Village Institute contents be added to the asset register.

14. TO DISCUSS HALL GREEN COMMUNITY CENTRE

Councillor Wainwright noted that the Community Association was holding an Open Day on 22 May from 10.00am to 12 noon when it was hoped to attract new users to the Centre.

Resolved: That the report be noted.

15. VILLAGE INSTITUTE MATTERS

Village Institute Trustees' minutes dated 6 April 2010 had been circulated.

Resolved: That the minutes be accepted as a true record.

16. FEEDBACK FROM MEETINGS

Councillor Mrs Craven reported on the meeting she had attended with Wakefield MDC regarding highway winter service operational plans. The District Council's priorities were discussed and it was proposed to invite input from parish councils.

Resolved: That the report be noted.

17. APPOINTMENT OF MEMBERS TO THE PARKS AND OPEN SPACES COMMITTEE

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

18. APPOINTMENT OF MEMBERS TO THE HEALTH & SAFETY COMMITTEE

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

19. APPOINTMENT OF MEMBERS TO THE PERSONNEL COMMITTEE

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

20. APPOINTMENT OF MEMBERS TO THE RIGHTS OF WAY COMMITTEE

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

21. 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.

22. APPOINTMENT OF MEMBERS TO THE FINANCE AND AUDIT COMMITTEE

Resolved: That Councillors Mrs Craven, Daniels, Peebles, Mrs Skinner and Wainwright be appointed to the Finance and Audit Committee.

23. APPOINTMENT OF MEMBERS TO THE COMMUNITY HERO COMMITTEE

In discussion Members were informed that Mr Don Froggett had passed away the previous day.

Resolved: (1) That the Council's condolences be sent to Mrs Froggett and flowers or a donation be made from the Chairman's allowance in memory of Mr Froggett.

(2) That Councillor Daniels, Canon Ian Gaskell, Mr Nick Castle, Mr Terry Sykes and Mrs Jean Froggett be appointed to the Community Hero Committee.

24. 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.

25. REVIEW OF TERMS OF REFERENCE AND STANDING ORDERS FOR COMMITTEES

A copy of the current committee terms of reference had been circulated showing some proposed minor amendments.

Resolved: (1) That the amendments to the committee terms of reference be approved.
(2) That the appointee to the Parks and Open Spaces Committee have voting rights in respect of the management of land.

26. REVIEW OF REPRESENTATION ON EXTERNAL BODIES

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

27. 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.

28. TO ESTABLISH PROCEDURES HANDLING REQUESTS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION ACTS

Resolved: That the matter be deferred pending further information.

29. TO CONFIRM DATE AND TIME OF MEETINGS 2010/11

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.

30. CASUAL VACANCY

The Clerk reported that the Electoral Services Office had issued notices inviting electors to call for an election. The notices had been displayed and the closing date would be 20 May.

Resolved: That the report be noted.

31. TO RECEIVE UPDATE ON REVIEW OF STANDING ORDERS

Councillors Peebles, Daniels and Mrs Craven, together with the Clerk, had met to look through the model standing orders. Clarification was being sought on certain issues and the group would meet soon to finalise the document for consideration by the Council.

Resolved: That the report be noted.

32. FINANCIAL MATTERS: TO APPROVE PAYMENT OF ACCOUNTS

The Responsible Financial Officer presented the following for payment:

| | £ |
|---|--------|
| Clerk salary + expenses | 430.15 |
| Responsible Financial Officer salary + expenses | 111.48 |
| Oxley Smith – War memorial | 160.00 |
| R Sunderland – VI lights | 35.00 |
| G D Walker – VI Gascare | 165.00 |
| WMDC – VI Waste collection | 137.71 |
| Hall Green Community Association | 265.65 |
| NALC - LCR | 13.50 |
| D Austerberry – VI Handles | 145.60 |
| CPRE subscription | 29.00 |

Resolved: That the accounts be approved for payment.

33. FINANCIAL MATTERS: TO RECEIVE AND APPROVE QUARTERLY ACCOUNTS TO 31 MARCH 2010

The Responsible Financial Officer presented the balance sheet for the period 15 December 2009 to 31 March 2010.

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.

34. FINANCIAL MATTERS: TO RECEIVE AND APPROVE THE BUDGET OUT-TURN REPORT FOR 2009/10

The report had been circulated and the Responsible Financial Officer noted the estimated balance as at 31 March 2010.

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

35. FINANCIAL MATTERS: TO RECEIVE AND APPROVE A REVISED BUDGET FOR 2010/11

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

Resolved: That the revised budget be approved.

36. FINANCIAL MATTERS: TO RECEIVE AND APPROVE THE YEAR END RECEIPTS AND PAYMENTS ACCOUNT 2009/10

The year end receipts and payments account for the year 2009/10 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 2009/10.

37. FINANCIAL MATTERS: TO REVIEW FINANCIAL CONTROLS

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

Resolved: That the proposed internal financial controls be approved.

38. FINANCIAL MATTERS: REPORT ON OUTSTANDING LOAN

A statement of loan balances at 31 March 2010 had been circulated.

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

39. FINANCIAL MATTERS: TO AGREE STATEMENT OF ASSETS

The Responsible Financial Officer presented the asset register as at 31 March 2010.

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

40. FINANCIAL MATTERS: TO APPROVE ANNUAL GOVERNANCE STATEMENT

The Responsible Financial Officer presented the Annual Governance Statement.

Resolved: That Members confirm the Annual Governance Statement.

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

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

42. FINANCIAL MATTERS: TO CONSIDER GRANT AID APPLICATION FROM SANDAL AND CHEVET DISTRICT GIRL GUIDING

Members considered an application from Sandal and Chevet District Girl Guiding.

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.

Grant towards centenary celebration **Award £100**

43. CORRESPONDENCE

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| 1. | CPRE | Email – new book, Heathrow, marathon sponsorship |
| 2. | YLCA | Meeting to discuss WMDC Parish Charter 7.00pm Thursday 13 May South Kirkby |
| 3. | WMDC Highways | Meetings re highway winter service policies and procedures 27 April |
| 4. | The Waterfront Conference Company | Email - The Great Unknown: Planning and the Duty to Involve - Conference London for LA planners |
| 5. | WMDC | Email – Council meeting 21 April |
| 6. | CPRE | AGM 21 April + Branch Annual Report |
| 7. | CE Electric | Report routine maintenance items on online eg weeds in sub stations |
| 8. | Cllr Colley | Email from WYPTE re Local Transport Plan |
| 9. | Komplan | Recreation brochure |
| 10. | SMP Playgrounds | Newsletter |
| 11. | Friends of Pugneys | Email - Photos of daffodils planted with CPC grant aid. |
| 12. | WY Probation | Email - Probation Trust Open Evening 22 April |
| 13. | NALC | Email re events nationwide, nearest York = Localism in Action Conference 9 Sept £90 + vat |
| 14. | WY Police | Email - Grants for young people's projects |
| 15. | Durkar Cricket Club | Thank you for grant |
| 16. | SLCC | Conference 8 June Peterlee £55 + vat |
| 17. | Diabetes UK | Thank you for donation |
| 18. | CPRE | Newsletter |
| 19. | WMDC | The Mayor's Bling Charity Ball Sat 15 May £35 |
| 20. | YLCA | Email - Yorkshire and Humber Rural Affairs Forum Newsletter |

Resolved: (1) That further information be sought regarding the Local Transport Plan (8)
(2) That the remaining items be noted.

44. TO DISCUSS PLANNING MATTERS

The Parish Council noted the planning applications before them.

45. TO DISCUSS RESPONSE TO METRO LOCAL ACCESSIBILITY PLAN

Resolved: That a response regarding a lack of facilities for young people be submitted to Metro.

46. TO RECEIVE UPDATE FROM DISTRICT COUNCILLORS

No District Councillors were present.

47. UPDATE ON PARISH MATTERS

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

Resolved: That the situation regarding drains at Junction 39 be brought to the attention of the Wakefield Express.

48. PARISH MATTERS

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

- (a) Parish Boundary Walk to take place on Saturday 8 May.
- (b) There were new bus timetables for the 443/444 service and the service to Holmfirth was now run by Huddersfield Bus Company.

Resolved: That the matters be noted.

49. PRESS REPORTS – ITEMS FOR PUBLICATION

Resolved: That the Clerk contact Dr Chowcat to update parish items for the press.

50. TO CONSIDER INPUT FOR PARISH LINK MAGAZINE

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

51. TO APPROVE ITEMS FOR THE PARISH COUNCIL WEB SITE

Resolved: That the April 2010 Parish Council minutes be placed on the website together with other items from the annual meeting.

52. TO CONSIDER NEXT NEWSLETTER

A draft newsletter would be presented at the June meeting.

53. 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 1 June 2010.

IN PRIVATE

54. TO CONSIDER QUOTES FOR TREE SURVEYS

Further to minute 361 09/10, the Clerk had received a further quote for a risk assessment of trees in areas maintained by the Parish Council. She was seeking further advice.

Resolved: That the report be noted.

SIGNED _____
CHAIRMAN

DATE _____

CRIGGLESTONE PARISH COUNCIL PUBLIC PARTICIPATION SESSION

7.00 pm Crigglestone Village Institute, Tuesday 4 May 2010

Mrs Debbie Margrave introduced herself as a potential appointee to the Parks and Open Spaces Committee and explained why she wished to join the Committee. Mr Ian Thompson, auditor, also introduced himself. There were no other members of the public present.