

CRIGGLESTONE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 7 MAY 2013

Present: Councillors: Mrs C Binns, Mrs J Craven, P Crompton, P Daniels, J Garthwaite, Mrs D Margrave, J Peebles, Mrs C Platten, A Roe, Mrs M Skinner and K Wainwright.

District Councillor: Mrs Drysdale and L Kirkpatrick

Apologies: District Councillor I Sanders

1. APPOINTMENT OF CHAIR

Resolved: That Councillor J Peebles be appointed as Chair.

2. APPOINTMENT OF VICE CHAIR

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

3. APOLOGIES FOR ABSENCE

Apologies were accepted.

4. DECLARATIONS OF INTEREST

None.

5. TO CONSIDER REQUESTS FOR DISPENSATIONS UNDER S33 OF THE LOCALISM ACT 2011

None received.

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

None.

7. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9 APRIL 2013

Resolved: That the minutes of the meeting held on 9 April 2013 be approved as a correct record.

8. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY

The Clerk reported that a new bin on Durkar Lane (Min 387 2012/13) could only be considered when a review of bin locations was concluded. District Councillor Mrs Drysdale would make enquiries.

9. TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Resolved: That members of the press and public be excluded from the meeting following item 38.

10. POLICE REPORT

Inspector Clare attended and circulated an updated report which showed that 16 hours had been worked on the Safe Scheme in April. Police officers had worked 12 hours and PCSOs 4 hours. A total of 49 incidents had been recorded compared with 41 in March.

Seven patrols had been conducted mainly in the early morning, others in the early evening. These were throughout the area and no adverse issues were identified.

There were two house burglaries at Durkar and Newmillerdam, two attempted house burglaries at Crigglestone and Durkar and two burglaries from garages. Four damage offences were reported in Hall Green and Crigglestone and two damages to motor vehicles in Crigglestone and Hall Green. There were seven thefts from vehicles at Durkar and Crigglestone and seven theft reports. The latter included theft of lead, a mobile phone and three thefts from shops.

A total of 27 instances of anti-social behaviour were reported. These included nuisance motorbikes, fighting outside licensed premises, nuisance youths/adults and a motor bike damaging the Crigglestone rugby field.

Priorities for May would be trucks waiting at Denby Dale Road East to deliver to the Pipers Green building site, speeding on Cliff Road and Denby Dale Road and any issues arising from the church hall works at Calder Grove.

Resolved: That the Parish Council thank Inspector Clare for his report and the good policing of the area.

11. TO APPOINT 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.

12. TO APPOINT 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. TO APPOINT 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. TO APPOINT 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. TO CONSIDER THE FUTURE OF THE COMMUNITY PLAN COMMITTEE

The Clerk noted that the Committee's functions were now being undertaken by the Council.

Resolved: That the Committee be discontinued.

16. TO APPOINT 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.

17. TO APPOINT MEMBERS TO THE COMMUNITY HERO WORKING PARTY

Resolved: (1) That Councillors Daniels and Mrs Binns be appointed to the Community Hero Working Party.

(2) That Canon Ian Gaskell, Mr Nick Castle, Mr Terry Sykes Mr Kevin Barker be invited to serve on the Community Hero Working Party.

18. TO APPOINT MEMBERS TO THE COMPLAINTS COMMITTEE

Resolved: That the Chair of the Parish Council, and Councillors Mrs Craven and Wainwright be appointed to the Complaints Committee for the forthcoming year with Councillor Mrs Binns as a substitute.

19. TO APPOINT MEMBERS TO THE VILLAGE INSTITUTE CHARITY COMMITTEE

Resolved: That Councillors Mrs Binns, Mrs Craven, Daniels, Peebles and Wainwright be appointed to the Village Institute Charity Committee for the forthcoming year.

20. 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.

21. TO DISCUSS A REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

The terms of reference had been reviewed in 2012.

Resolved: That the terms of reference be retained.

22. 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.

(3) That Councillor Wainwright be appointed to the Wakefield Access Forum.

(4) That Councillor Mrs Craven be appointed as a trustee of the 45th Durkar Scouts.

23. REVIEW OF THE COUNCIL'S AND EMPLOYEES' MEMBERSHIP OF OTHER BODIES

Resolved : (1) That the Council continue its subscriptions to Yorkshire Local Councils Associations, National Association of Local Councils, Rural Action Yorkshire and, on behalf of the Clerk and RFO, the Society of Local Council Clerks.

(2) That the Council does not renew its subscription to the Campaign to Protect Rural England.

24. TO REVIEW STANDING ORDERS/FINANCIAL REGULATIONS/COMPLAINTS PROCEDURE.

The Clerk noted that the Standing Orders and Complaints Procedure had been reviewed in 2012 and the Financial Regulations in 2013.

Resolved: That the procedures be retained without change.

25. TO CONFIRM DATE AND TIME OF MEETINGS 2013/14

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.

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

Minutes of the meeting held on 29 April were tabled and an update was provided.

Resolved: That the report be noted.

27. TO RECEIVE REPORT FROM THE HEALTH & SAFETY AND FINANCE COMMITTEE

Minutes of the meeting held on 16 April/2 May 2013 were tabled and Councillor Daniels noted the outcome of the health and safety inspections. A stone post at the Village Institute had been removed as a matter of urgency, and a quote for this and treatment of a tree stump was £75. It was noted that the date for the renewal of insurance policies was 1 June. Other recommendations would be considered later in the agenda.

Resolved: (1) That the quote of £75 from T&D Contractors be approved.

(2) That the Responsible Financial Officer review the insurance policies in place and be delegated to appoint a supplier based on the best price available for the same level of cover.

28. TO APPROVE THE RISK ASSESSMENT FOR AUDIT PURPOSES

The Risk Assessment as recommended by the Health & Safety and Finance Committee had been circulated and the Clerk provided a verbal update. Members raised queries regarding the content of the Assessment.

Resolved: (1) That the fire and electrical equipment risks for Hall Green Community Centre and the Village Institute be re-evaluated as 'medium'.

(2) That the amended document be approved.

(3) That the format of the Risk Assessment be reconsidered by the Health & Safety and Finance Committee.

29. TO RECEIVE REPORT ON RIGHTS OF WAY MATTERS

There was nothing to report.

30. TO DISCUSS HALL GREEN COMMUNITY CENTRE MATTERS

Councillor Mrs Binns reported that the Association was pursuing energy issues and that it was hoped to hold further Touchstones skills sessions for bereaved people.

Resolved: That the report be noted.

31. FEEDBACK FROM MEETINGS

Details were given of the Council Tax seminar attended by the Clerk and the Town & Parish Councils Liaison Group meeting attended by the Chair and the Clerk. The Clerk gave details of a meeting held with a local resident regarding M1 noise issues and it was noted that Members were continuing investigations into the matter. Councillor Garthwaite reported on the meeting he had attended with parties involved in the restoration of the British Oak site.

Resolved: That the reports be noted.

32. TO CONSIDER VILLAGE INSTITUTE CHARITY COMMITTEE MATTERS

The minutes of the meeting held on 9 April had been circulated.

Resolved: That the minutes be noted.

33. VILLAGE INSTITUTE CHARITY COMMITTEE: TO NOTE YEAR END RECEIPTS AND PAYMENTS ACCOUNT

Resolved: That the 2012/13 year end receipts and payments account be noted.

34. VILLAGE INSTITUTE CHARITY COMMITTEE: TO SIGN CHEQUES

The Responsible Financial Officer presented the following for payment:

	£
A Gordon – salary	349.20
R Sunderland – PA Tests	36.00
YPO – cleaning materials	131.53
J Mitchell – reimbursement of curtain cleaning	182.54
WMDC – fire admin charge	54.60
Brighthouse Flooring - repair	234.00
D Megson	375.00

Resolved: (1) That the accounts be approved for payment.

(2) That the Village Institute costs be monitored and reported on as necessary.

35. TO RECEIVE THE CLERK'S REPORT

The Clerk had circulated a report detailing matters addressed during April.

Resolved: (1) That the report be noted.

(2) That the Clerk pursue issues as discussed.

36. FINANCIAL MATTERS: TO APPROVE THE PAYMENT OF ACCOUNTS

The Responsible Financial Officer presented the following for payment:

	£
Clerk – salary + expenses	494.36
Responsible Financial Officer - salary + expenses	278.98
Re-Connect – delivery charge	350.00
Village Institute Trust	300.00
Rural Action Yorkshire – subscription	35.00
YLCA – advertisement	15.00
Anglo-Dutch Technology – memory stick	5.59

Resolved: That the accounts be approved for payment.

37. FINANCIAL MATTERS: TO APPROVE THE BUDGET OUTTURN REPORT FOR 2012/13

The report was tabled and the Responsible Financial Officer noted the estimated balance as at 31 March 2013.

Resolved: (1) That the budget outturn be approved by the Parish Council and signed by the Chairman.

(2) That the Responsible Financial Officer be thanked for her work.

38. FINANCIAL MATTERS: TO APPROVE THE YEAR END RECEIPTS AND PAYMENTS ACCOUNT 2012/13

The year end receipts and payments account for the year 2012/13 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 2012/13.

39. FINANCIAL MATTERS: TO APPROVE BUDGETS AND ESTIMATES FOR 2013/14

A revised budget was tabled and the Responsible Financial Officer explained the proposed amendments.

Resolved: That the revised budget be approved and signed by the Chairman.

40. FINANCIAL MATTERS: TO REVIEW INTERNAL FINANCIAL CONTROLS

The Responsible Financial Officer presented a schedule of internal financial controls as recommended by the Health & Safety and Finance Committee.

Resolved: That the revised internal financial controls be approved.

41. FINANCIAL MATTERS: TO RECEIVE REPORT ON OUTSTANDING LOAN

A statement of loan balances at 31 March 2013 had been circulated.

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

42. FINANCIAL MATTERS: TO AGREE STATEMENT OF ASSETS

The Responsible Financial Officer presented the asset register as at 31 March 2013. The Health & Safety and Finance Committee had recommended the Register be reviewed when new valuations were available.

Resolved: That, subject to a review when new valuations were available, the report be accepted and signed by the Chairman as a true record of the Parish Council assets.

Councillor Mrs Platten left the meeting (9.08pm)

43. FINANCIAL MATTERS: TO APPROVE ANNUAL GOVERNANCE STATEMENT

The Responsible Financial Officer presented the Annual Governance Statement.

Resolved: That Members approve Section 2 of the Annual Return (Annual Governance Statement) and that the return be signed by the Chairman.

44. 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.

Councillor Mrs Platten rejoined the meeting (9.10pm)

45. CORRESPONDENCE

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|----|-----------------|---|
| 1. | YLCA | Email - Department For Communities and Local Government (DCLG) – Survey |
| 2. | Fields in Trust | Email - Fields in Trust April ezine |
| 3. | WY Police | Email - i13 project |

4.	Mary Creagh	Email - Newsletter
5.	LCR	Email – Online update
6.	CPRE	Email - Help us stop planning becoming a developers' charter - reminder
7.	CAIP	Email – Mobile phone mast - Proposed base station upgrade adjacent to former Community Centre, Cliff Road
8.	CPRE	New transport toolkit
9.	YLCA	Email - Revised Date of The Next Meeting of The Wakefield Branch of YLCA – 27 June 2013
10.	YLCA	Government Consultation – Protecting the Independent Press from Unfair Competition
11.	YLCA	Email – Branch meeting 27 June South Kirkby. Neighbourhood Planning
12.	Mary Creagh	Email - Newsletter
13.	Integrate via YLCA	Email – re neighbourhood planning
14.	YLCA	Email – Training programme White Rose Update
15.	PS Day	Email – ‘No Cold Calling’ stickers available from WY Police Approx £250 for 1,000 door stickers, £310 for 1,000 window stickers
16.	WY Police	Email – Launch of i13 summer project aimed at the 11-18 age groups. Grants and prizes available
17.	Clerks and Councils Direct	Newsletter
18.	YLCA	Email - Proposed bill to cap parish precepts by 2% will not proceed
19.	Smart Wheelie	Email – Stickers for wheelie bins
20.	SLCC	Email – Newsletter incl 1% pay offer, Local Council Tax Support Scheme, Growth and Infrastructure Act 2013 gets consent.
21.	LCR	Email – Online update
22.	YLCA	Email – Training session York Planning full day 11 May £115
23.	YLCA	Email – Training session York Tuesday 14 May 1 An introduction to local councils, their administration and procedures for new councillors 2 Good practice in managing local council finance All day £115 One session £50
24.	CPRE	Email - Discover the blooming buds of May
25.	Wakefield District PCT	Email - Consultation on hospital & health service changes. Poster available
26.	Fields in Trust	Email – Ezine
27.	Helen Walker	Email - Love Where You Live event Riverside, Painsley Weds 29 May 11am – 2pm
28.	VAWD	Email – Volunteer recruitment fair 7 June Town Hall 11am – 3pm
29.	Rural Action Yorkshire	Country Air magazine
30.	SLCC	The Clerk magazine

Resolved: That the correspondence be noted.

46. TO DISCUSS PLANNING APPLICATIONS/DECISIONS

Members noted the schedule of applications and decisions which had been circulated together with an update from the Clerk.

47. **TO DISCUSS NEW STREET NAMES FOR DEVELOPMENT OFF ST JAMES WAY**
Proposals for street naming at the housing site off St James' Way had been forwarded by Wakefield Council.
- Resolved:** That Councillor Wainwright respond with alternative names related to the history of the area.
48. **TO RECEIVE ANY UPDATE RE FLOODING MATTERS AT HOLLINGTHORPE LANE**
It was hoped that Wakefield Council officers would contact Councillor Wainwright.
49. **TO RECEIVE UPDATE FROM DISTRICT COUNCILLORS**
Councillor Mrs Drysdale noted community activities at Newmillerdam and the PACT meeting at Riverside Community House on 21 May.
- Resolved:** That District Councillor Mrs Drysdale be thanked for her report.
50. **PRESS REPORTS – ITEMS FOR PUBLICATION**
Resolved: That the Clerk update parish items for the press.
51. **TO CONSIDER INPUT FOR PARISH LINK MAGAZINE**
Resolved: That the Responsible Financial Officer prepare the Parish Council insert for the next Parish Link.
52. **TO APPROVE ITEMS FOR THE PARISH COUNCIL WEB SITE**
Resolved: That the April 2013 Parish Council minutes be placed on the website.
53. **TO CONSIDER ITEMS FOR THE NEXT NEWSLETTER**
A number of items were suggested for the summer newsletter.
54. **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 4 June 2013.

IN PRIVATE

55. **TO RECEIVE THE REPORT OF THE PERSONNEL COMMITTEE**
The minutes of the meeting of the Personnel Committee meeting held on 23 April were noted.

SIGNED _____
CHAIRMAN

DATE _____

CRIGGLESTONE PARISH COUNCIL
PUBLIC PARTICIPATION SESSION
Tuesday 7 May 2013

A resident who lived near the M1 attended and drew attention to the noise from the motorway. She was informed that the Parish Council was investigating the matter.