

CRIGGLESTONE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD 5 MAY 2009

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

District Councillors: J Colley

Apologies: Councillors D Pimm and A Roe. Councillor Mrs C Platten had indicated she would be late.

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

Apologies were accepted.

04. DECLARATIONS OF INTEREST

None.

05. TO CONFIRM DATES AND TIME OF MEETINGS 2009/10

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.

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

The Chairman noted that in the absence of an item for District Councillors' input, he proposed to invite Councillor Colley to speak under Item 29, Parish Matters.

07. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7 APRIL 2009

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

08. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY

None.

09. TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

That members of the press and public be excluded from the meeting following agenda item 33.

10. POLICE REPORT

PC Laybourne noted that a total of 15 crimes had been recorded in April, a significant decrease from recent months. He reported that 42 hours had been spent in the Parish in the month and noted that priority had been given to issues identified at the previous meeting. One incident related to a youth who, having been visited to ensure he was abiding by his curfew, was found to be away from his home 45 minutes later. He was arrested for breaching his curfew and his anti-social behaviour order and subsequently charged with both matters. A total of 23 other youths had been subject to Stop or Stop and Search legislation particularly at crime/anti-social behaviour hotspots. Speeding and road safety matters on Denby Dale Road and Durkar Lane had been prioritised. As a result, one motorist had been reported for summons for driving at 70 mph in a 40mph zone and 17 endorsable fixed penalty tickets had been issued and two motorists warned. Following an approach from a resident concerning vehicle speeds on High Street, Crigglestone, patrol time was spent in the area leading to three endorsable tickets being issued and seven motorists were warned about their speed. At the Kingfisher Restaurant, two motorists had received fixed penalty tickets for parking offences and seven motorists had been warned.

Councillor Mrs Platten joined the meeting (7.20pm)

Concerns were expressed regarding lorries parking on the carriageway to unload vehicles at Harratts on Denby Dale Road late at night and PC Laybourne said he would contact the fleet owners. Members asked for clarification of the legality of HGVs using Durkar Lane. Priorities for May would be speeding in the parish and especially on Durkar Lane, off road bikes at Durkar Low Lane and anti-social behaviour particularly in Betty Eastwood Park.

The Clerk noted a request from the Police to transfer funds remaining from 2008/09 to 2009/10 and for confirmation of funds towards the Safe Scheme for 2009/10.

Resolved: (1) That the Parish Council thank PCs Laybourne and McMahon for the good policing of the area.

(2) That the transfer of funds remaining at 31 March 2009 in the sum of £384.87 to the 2009/10 financial year be approved.

(3) That West Yorkshire Police be informed that the Parish Council will fund the Safe Scheme in the sum of £10,000 for 2009/10.

11. TO APPROVE RISK ASSESSMENT

It was agreed to take this matter under Item 23 Financial Matters.

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

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

13. APPOINTMENT OF MEMBERS TO THE HEALTH & SAFETY COMMITTEE

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

14. 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.

15. APPOINTMENT OF MEMBERS TO THE RIGHTS OF WAY COMMITTEE

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

16. HALL GREEN COMMUNITY CENTRE COMMITTEE

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

17. FEEDBACK FROM MEETINGS

The Clerk gave details of the meeting of the Town and Parish Councils Liaison Group where the group had received a presentation on the Sustainable Communities Act 2007.

Resolved: That the report be noted.

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

There had been no meeting and the Clerk reported on matters relating to the watercourse in Betty Eastwood Park, proposed sponsorship of hanging baskets and tree felling at Willow Garth.

Resolved: That the verbal report be noted.

19. TO RECEIVE REPORT FROM THE HEALTH AND SAFETY COMMITTEE

The minutes of the meeting of the Committee held on 7 April had been circulated and there was nothing to add.

Resolved: That the report be noted.

20. TO RECEIVE REPORT FROM THE RIGHTS OF WAY COMMITTEE

Councillor Wainwright reported that it was hoped to arrange an inspection walk with Andrew Fowler in the Dennington area.

Resolved: That the report be noted.

21. TO DISCUSS HALL GREEN COMMUNITY CENTRE

Councillor Wainwright reported that he had sought estimates for roller shutters at the Centre and had received one estimate for the supply and fitting of electric shutters.

Resolved: That roller shutters be ordered from C & S Roller Shutter Systems in the sum of £1,000 plus VAT.

22. VILLAGE INSTITUTE MATTERS

The minutes of the meeting of the Village Institute Trustees held on 7 April 2009 had been circulated.

Resolved: (1) That the minutes be accepted as a true record.

(2) That all Members of Crigglestone Parish Council be appointed as Trustees to the Village Institute Charity for the forthcoming year.

23. FINANCIAL MATTERS: TO APPROVE PAYMENT OF ACCOUNTS

The Responsible Financial Officer (JF) presented the following for payment:

	£
Parish Clerk salary + expenses April 2009	362.20
Responsible Financial Officer (JF) salary + expenses April 2009	190.32
Responsible Financial Officer (MAC) salary + expenses April 2009	47.31
YRCC	35.00
CPRE	29.00
AON Ltd	853.47
Allianz Insurance plc	2,797.07
Job Earnshaw	690.00

Resolved: That the accounts be approved for payment.

24. TO RECEIVE YEAR END BALANCE SHEET

The Responsible Financial Officer (MAC) presented the balance sheet and bank statement for the year 2008/09. The Responsible Financial Officer (JF) presented a form from Allianz Insurance plc to increase the Fidelity Guarantee insurance to £38,500 in line with the precept.

Resolved: (1) That Members agree the balance sheet and countersign the bank statement as a correct record of the Parish Council accounts for the year 2008/09.

(2) That the Fidelity Guarantee form be approved and signed by the Chairman and the Parish Clerk.

25. FINANCIAL MATTERS: REVIEW OF INTERNAL CONTROLS

Resolved: That the current internal controls of three signatures required on cheques and the presentation of a quarterly balance sheet to the Parish Council continue and be reviewed again in May 2010.

26. FINANCIAL MATTERS: REPORT ON OUTSTANDING LOAN

The Responsible Financial Officer (MAC) presented a written report.

Resolved: That the report be accepted as a true record of the outstanding loan.

27. FINANCIAL MATTERS: STATEMENT OF ASSETS

The Responsible Financial Officer (MAC) presented a written report listing the Parish Council assets.

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

28. FINANCIAL MATTERS: 2008/09 RECEIPTS AND PAYMENTS BALANCE SHEET WORRILLS CHARITY

The Responsible Financial Officer (JF) presented the balance sheet and bank statement together with the annual accounts for Worrill's Charity for the year 2008/09.

Resolved: (1) That Members agree the balance sheet and countersign the bank statement as a correct record of the Charity accounts for the year 2008/09.

(2) That the Chairman sign the accounts as a correct record for the Worrill's Charity for the year 2008/09.

29. FINANCIAL MATTERS: APPOINTMENT OF TRUSTEES TO WORRILLS CHARITY

Resolved: That Councillors Mrs Craven, Peebles, Pimm and Wainwright be appointed Trustees to the Charity for the forthcoming year.

30. FINANCIAL MATTERS: 2008/09 RECEIPTS AND PAYMENTS BALANCE SHEET CHARLESWORTH CHARITY

The Responsible Financial Officer (JF) reported that the year end accounts for the Charlesworth Charity were still with the accountants and would be presented in June. She tabled a balance sheet for the period 1 January to 15 April 2009 together with the bank statement.

Resolved: That the report be noted.

31. FINANCIAL MATTERS: APPOINTMENT OF TRUSTEES TO CHARLESWORTH CHARITY

Resolved: That Councillors Daniels, Mrs Norris, Mrs Platten and Mrs Skinner be appointed Trustees to the Charity for the forthcoming year.

32. FINANCIAL MATTERS: TO APPROVE THE ANNUAL GOVERNANCE STATEMENT

The Responsible Financial Officer (MAC) explained the Annual Governance Statement.

Resolved: That Members confirm the Annual Governance Statement.

33. FINANCIAL MATTERS: TO APPROVE POSTING OF ELECTORS RIGHTS NOTICE

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

34. TO APPROVE THE RISK ASSESSMENT FOR AUDIT PURPOSES

The Clerk had circulated the updated Risk Assessment prepared by the Health and Safety Committee.

Resolved: (1) That the updated risk assessment be approved and signed by the Chairman.

(2) That the Responsible Financial Officer (MAC) be thanked for her work on the year end accounts.

35. FINANCIAL MATTERS: TO CONSIDER QUERY REGARDING GRANT TO HALL GREEN UNITED JUNIORS

Members considered a query from Hall Green United Juniors regarding the grant of £250 awarded to the club towards their fencing project (minute 376 08/09).

Resolved: (1) That the club be informed that the Parish Council is unlikely to be able to offer a loan and cannot offset VAT on any works.

(2) That the club submit a financial update on the project for consideration by the Parish Council.

(3) That, should the original proposal not go ahead, the club should submit alternative proposals for consideration.

36. TO CONSIDER OUTCOME OF THE PUBLIC MEETING

It was reported that in spite of a limited response from the public, a Steering Group had been established to review the Parish Plan and a Community Hero Committee had been appointed. It was hoped that a representative of Rural Action Yorkshire would attend the first Steering Group meeting to advise on procedures that might be followed.

Resolved: (1) That the first meeting of the Parish Plan Steering Group be confirmed as 26 May 2009 at 7.00 pm in the Village Institute.

(2) That the Community Hero Committee meet at 6.00 pm on Tuesday 2 June 2009 in the Village Institute.

37. TO CONSIDER MISPLACED PLANTING TROUGH

The Clerk explained that when the Durkar trough was supplied in 2008, the original order was lost and a replacement provided. The original trough, also dedicated to the memory of Barrie Tomlinson, had now reappeared and the supplier did not wish to reclaim it.

Resolved: That the trough be offered to Mrs Tomlinson.

38. CORRESPONDENCE

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|-----|--------------------------------------|---|
| 1. | Mr Crowther | Accident at High Street/Cliff Road |
| 2. | YLCA | Course – Finance for Small/Medium Councils York |
| 3. | WMDC | Armed Forces Day – 27 June 2009 email |
| 4. | Equality and Human Rights Commission | Public Sector Duties: Planned Equality Bill |
| 5. | WMDC | The Sentinel: Suggestions sought for Overview & Scrutiny Work Programme 2009/10 |
| 6. | S J Danby Playscheme | Playbuilder Project |
| 7. | YLCA | 'Putting People First' NALC Conference 4-5 Sept London email |
| 8. | Cllr Colley | Operation Buzzer Police presentation |
| 9. | Y & H Parliamentary Outreach Service | Talk on work of Parliament at Ossett Library Tuesday 12 May |
| 10. | YLCA | Yorkshire and Humber Rural Affairs Forum – 'Rural Matters' |
| 11. | Information Commissioner's Office | DVD regarding Freedom of Information |
| 12. | Able Community Care | Providers of Live-in Care schemes for elderly and disabled people |
| 13. | YLCA | Courses for councillors |
| 14. | Komplay | Catalogue |
| 15. | T & D Contractors | Re contracts |
| 16. | DCMS | Boundary stone listing review |

Resolved: (1) That the Responsible Financial Officer (JF) attend the Finance for Small Councils course on 1st June at a cost of £40 + expenses (2).

(2) That the use of 0844 and 0845 telephone numbers for services such as doctors' surgeries be suggested for consideration by Wakefield MDC's Overview and Scrutiny Committee (5).

(3) That the Clerk respond to T & D as discussed. (15).

(4) That the DCMS's upholding of the decision not to list a boundary stone at Calder Grove be forwarded to Mary Creagh MP (16).

(5) That the remaining correspondence be noted.

39. PLANNING APPLICATIONS

The Parish Council noted the planning applications before them.

Councillor Garthwaite declared a personal interest in an application on the schedule.

40. UPDATE ON PARISH MATTERS

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

41. PARISH MATTERS AND UPDATE FROM DISTRICT COUNCILLORS

Councillor Colley gave details of drainage issues at Fishponds Drive/Church View and Durkar Low Lane where Yorkshire Water were carrying out repair works. He noted that a warning sign was proposed for the Durkar Lane bend and he hoped the boundary wall at Chapelthorpe might be repaired under the Community Payback Scheme.

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

- (a) Motorists are being directed down Wadhouse Lane by Sat Nav equipment: the road nameplate should include a 'no through road' symbol.
- (b) The annual Chapelthorpe parish boundary walk would take place on Saturday 16 May.
- (c) Concern at the length of Parish Council meetings.
- (d) Footpath Painthorpe Lane to Hollingthorpe Avenue needs clearing.

Resolved: (1) That (a) and (d) be brought to the attention of the District Council.
(2) That the excessive length of meetings be an agenda item for the June meeting.
(3) That the Parish Council thank Councillor Colley for his update.

42. INPUT FOR PARISH LINK MAGAZINE

Resolved: That the RFO (JF) prepare the Parish Council insert for the next Parish Link.

43. TO APPROVE ITEMS FOR THE PARISH COUNCIL WEB SITE

Resolved: That the April 2009 Parish Council minutes be placed on the website.

44. PRESS REPORTS – ITEMS FOR PUBLICATION

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

45. 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 7.00 pm on Tuesday 2 June 2009.

Councillors Peebles and Mrs Platten left the meeting (9.37pm) and returned (9.40pm)

IN PRIVATE

46. TO RECEIVE REPORT ON PERSONNEL MATTERS

The Clerk gave an update on holiday entitlement matters and referred to the new Responsible Financial Officer's probationary period.

Resolved: (1) That the report be noted.
(2) That the Personnel Committee meet to conduct a probationary interview.

SIGNED _____
CHAIRMAN

DATE _____

CRIGGLESTONE PARISH COUNCIL PUBLIC PARTICIPATION SESSION

7.00 pm Crigglestone Village Institute, Tuesday 5 May 2009

Three members of the 45th Wakefield Scout group addressed the Parish Council. They drew attention to the condition of the Scout Hut behind the Nursery School saying it needed a new roof or possibly a complete rebuild. The group was thriving with about 60 children involved as beavers, cubs and scouts. The hut had been sold to the scouts by Wakefield MDC in 1982, with a restriction that it could only be used for scouting activities, but the scout leaders hoped to remove this restriction. This would allow them to let the premises for other activities and to apply for funding towards renovation/rebuilding. They were in touch with a scout group in Huddersfield who had undertaken a similar exercise. They thought planning permission would not be a problem using the access from High Street to the side of the Nursery School. They hoped the Parish Council would support their plans. It was confirmed that three trustees had been nominated by the Scouts in 1982 but these people were not longer directly involved. Councillors indicated that in principle they were unlikely to object to the proposal.