

# CRIGGLESTONE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD 6 MAY 2008

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

**District Councillors:** Mrs J Drysdale, J Colley

**Apologies:** None.

### **33/08 APPOINTMENT OF CHAIR**

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

### **34/08 APPOINTMENT OF VICE CHAIR**

**Resolved:** That Councillor Mrs C Norris be appointed as Vice Chairman.

### **35/08 APOLOGIES FOR ABSENCE**

District Councillor Denson.

### **36/08 DECLARATIONS OF INTEREST**

Councillor Platten declared a personal interest in Item 29, Planning.

### **37/08 TO CONFIRM DATES AND TIMES OF MEETINGS 2008/09**

**Resolved:** That the meetings for the forthcoming municipal year be held on the first Tuesday in the month commencing at 7pm with the exception of August when there would be no meeting.

### **38/08 TO RECEIVE SUCH ITEMS THAT THE CHAIRMAN MAY WISH TO LAY BEFORE THE COUNCIL**

The Chairman welcomed Councillor Mrs Skinner to her first meeting together with District Councillor Colley. He also noted a letter from Lesley Holdsworth offering her resignation as Responsible Financial Officer.

### **39/08 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 1 APRIL 2008**

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

### **40/08 MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY**

District Councillor Colley distributed copies of a letter from Highways Officers proposing solutions to assist the parking problems at Denby Dale Road East. Councillor Pimm proposed to contact Steve Spurr of the residents' group to arrange a meeting at Hall Green Community Centre. District Councillors offered to attend.

### **41/08 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

That members of the press and public be excluded from the meeting following agenda item 35.

### **42/08 POLICE REPORT**

PC McMahon had sent his apologies. PC Laybourne noted that 41 hours had been spent in the Parish in April. He reported that a youth from Painthorpe had been arrested for a second time for breaching his anti-social behaviour order. His behaviour and that of others had led to the imposition of a Dispersal Order under the Anti-Social Behaviour Act 2003 which covered most of Crigglestone Parish. The Order gave powers to disperse groups and to remove persons under the age of 16 to their home address. The Order was in force for six months.

A total of 17 youths had been the subject of either stop or stop and search legislation in the Parish, a hammer having been recovered from one youth. Other offences had included fly tipping and driving without a licence or insurance. Ten visits had been made to Denby Dale Road East to check on indiscriminate parking there and two fixed penalty tickets had been issued. Officers had also visited Harratts to remind them of the problems being caused at this location.

Fifteen endorsable fixed penalty tickets had been issued for speeding offences on Denby Dale Road and Durkar Lane and eight further motorists had been warned. Five fixed penalty tickets had been issued for indiscriminate parking at the Kingfisher Restaurant and three motorists had been warned. Concerns were also raised regarding the electronic speed warning sign on Durkar Lane which had been damaged and removed. Officers suggested it should be reinstated especially since it was located near a school. The crime statistics for April showed 18 crimes, similar to March.

Priorities for May would be speeding on Denby Dale Road and Wood Lane, parking at the Kingfisher Restaurant, off road motorbikes on Durkar Low Lane and youths drinking at Durkar Low Lane.

The Clerk noted a request from the Police to transfer funds remaining from 2007/08 to 2008/09 and for confirmation of funds towards the Safe Scheme for 2008/09.

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

(2) That Wakefield MDC be requested to renew the speed warning sign on Durkar Lane.

(3) That the transfer of funds remaining at 31 March 2008 in the sum of £1,565.23 to the 2008/09 financial year be approved.

(4) That West Yorkshire Police be informed that in view of the carry over, the Parish Council will fund the Safe Scheme in the sum of £8,500 for 2008/09.

#### **43/08 TO APPROVE THE RISK ASSESSMENT FOR AUDIT PURPOSES**

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

**Resolved:** That the updated risk assessment be approved and signed by the Chair.

#### **44/08 APPOINTMENT OF MEMBERS TO THE PARKS AND OPEN SPACES COMMITTEE**

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

#### **45/08 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.

#### **46/08 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.

#### **47/08 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.

#### **48/08 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.

#### **49/08 FEEDBACK FROM MEETINGS**

Councillor Craven had attended the VOX meeting when the proposal to reopen Crigglestone station had been noted. Councillor Daniels and the Clerk had attended the Town and Parish

Councils Liaison Group where items relating local transport, parish charters and the Standards Committee were covered. Councillor Craven reported on the Section 106 Seminar she had attended and Councillor Wainwright noted the useful meeting he and Councillor Crompton had attended with the Service Director for Planning.

**50/08 TO RECEIVE REPORT FROM THE PARKS AND OPEN SPACES COMMITTEE**

Councillor Craven reported on the Committee meeting held immediately before the Council meeting when they had discussed a forthcoming meeting with Groundwork, fencing on Haveroid Lane, resurfacing of paths near the wheel and litter picking in Betty Eastwood Park. They noted that some hanging basket locations had not been approved and other sponsors were not willing to continue. The grass at Willow Garth required attention at two points and there were concerns about residents parking vehicles on the grass.

**Resolved:** (1) That the price of £383.24 from Wakefield MDC for fencing on Haveroid Lane be approved.

(2) That the price of £160 from T&D to resurface the paths near the wheel be approved.

(3) That four additional hanging baskets be sponsored by the Parish Council.

(4) That a letter be sent to residents of Willow Garth requesting them and their visitors not to park vehicles on the grass.

**51/08 TO RECEIVE REPORT FROM THE HEALTH AND SAFETY COMMITTEE**

Notes of the Committee's meeting on 1 April had been circulated.

**Resolved:** That the notes be received.

**52/08 TO RECEIVE REPORT FROM THE RIGHTS OF WAY COMMITTEE**

Councillor Wainwright was pleased to report that a new bridge had been erected on the path at Bullcliff Beck.

**53/08 HALL GREEN COMMUNITY CENTRE**

Councillor Wainwright reported that it was no longer proposed to amalgamate the Hall Green Community Association with the Tenants and Residents Association. District Councillor Drysdale reported on progress with Mears' work at the Centre.

**54/08 TO CONFIRM MEETING WITH DENBY DALE PARISH COUNCIL REGARDING REOPENING OF CRIGGLESTONE RAILWAY STATION**

It was confirmed that the meeting would be held at 7.00pm on Tuesday 27 May. It was suggested that representatives of Sitlington and Woolley Parish Councils and the local District Councillors might be asked to attend.

**55/08 TO CONSIDER ITEMS FOR PROPOSED MEETING WITH MARY CREAGH MP**

This item was deferred for consideration at the next meeting.

**56/08 TO DISCUSS RESPONSE REGARDING PARKING CHARGE AT PUGNEYS COUNTRY PARK**

A response from the Leader of Wakefield MDC had been circulated. The letter made reference to numbers of visitors from outside the district. It was noted that, following a meeting with Cabinet Members, the Pugneys Action Group was to hold a further public meeting on 8 May.

**Resolved:** That the Clerk seek details of the survey of visitors mentioned in the letter.

**57/08 TO DISCUSS NOTICE BOARD AT FORMER OPTICIANS SHOP**

Councillor Craven noted that the opticians' shop on Durkar Low Lane had closed so the notice board provided by the Parish Council was no longer in use.

**Resolved:** That efforts be made to retrieve the notice board and relocate it in Hall Green Community Centre.

#### **58/08 VILLAGE INSTITUTE MATTERS**

Village Institute Trustees' minutes dated 1 April 2008 had been circulated.

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

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

#### **59/08 FINANCIAL MATTERS: TO APPROVE PAYMENT OF ACCOUNTS**

The Responsible Financial Officer presented the following for payment:

	£
Kirklees MC (advertisement)	30.80
Parish Clerk salary + expenses April 2008	345.56
YRCC	55.00
Wakefield MDC (election 2007)	5,304.46

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

#### **60/08 TO RECEIVE YEAR END BALANCE SHEET**

The Responsible Financial Officer presented the balance sheet and bank statement for the year 2007/08.

**Resolved:** That Members agree the balance sheet and countersign the bank statement as a correct record of the Parish Council accounts for the year 2007/08.

#### **61/08 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 2009.

#### **62/08 FINANCIAL MATTERS: REPORT ON OUTSTANDING LOANS**

The Responsible Financial Officer presented a written report and answered questions.

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

#### **63/08 FINANCIAL MATTERS: STATEMENT OF ASSETS**

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

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

#### **64/08 FINANCIAL MATTERS: 2007/08 RECEIPTS AND PAYMENTS BALANCE SHEET WORRILLS CHARITY**

The Responsible Financial Officer presented the balance sheet and bank statement for Worrills Charity for the year 2007/08.

**Resolved:** That Members agree the balance sheet and countersign the bank statement as a correct record of the Charity accounts for the year 2007/08.

#### **65/08 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.

#### **66/08 FINANCIAL MATTERS: RECEIPTS AND PAYMENTS BALANCE SHEET CHARLESWORTHS CHARITY JANUARY 2008 TO MARCH 2008**

The Responsible Financial Officer presented the balance sheet and bank statement for Charlesworths Charity the quarter 1 January to 31 March 2008.

**Resolved:** That Members agree the balance sheet and countersign the bank statement as a correct record of the Charity accounts for the quarter January to March 2008.

**67/07 FINANCIAL MATTERS: APPOINTMENT OF TRUSTEES TO CHARLESWORTHS CHARITY**  
**Resolved:** That Councillors Daniels, Mrs Norris and Mrs Platten be appointed Trustees to the Charity for the forthcoming year.  
 (2) That the next meeting of Charlesworth Trustees be held at 7.00pm on 22 May 2008, venue to be confirmed.

**68/08 FINANCIAL MATTERS: TO APPROVE THE ANNUAL GOVERNANCE STATEMENT**  
 The Responsible Financial Officer explained the Annual Governance Statement.

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

**69/08 FINANCIAL MATTERS: TO APPROVE POSTING OF ELECTORS' RIGHTS NOTICE**

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

**70/08 FINANCIAL MATTERS: TO CONSIDER GRANT APPLICATION FROM POP IN CLUB**  
 Members considered an application from the Pop In Club for a grant towards their rent.

**Resolved:** That the Council in accordance with its powers under Section 137 of the Local Government Act, 1972 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 rent	<b>Awarded</b>	<b>£250</b>
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**71/08 CORRESPONDENCE**

- |     |                               |  |
|-----|-------------------------------|--|
| 1.  | WMDC Mayoress                 | Invitation to 'At Home' 7 May 2008   |
| 2.  | SLCC                          | Conference at Harrogate 12 June 2008   |
| 3.  | WMDC                          | Fire Risk Assessment Review – no action required                             |
| 4.  | YLCA                          | Assembly Digest  |
| 5.  | Mary Creagh MP                | Response from WMDC re speeding Hollin Lane                                   |
| 6.  | Metro WY                      | Request for bus shelter near Lord Nelson PH                                  |
| 7.  | WMDC LDF Independent Examiner | Questionnaire re Core Strategy and Development Policies                      |
| 8.  | Hazel Chowcat                 | Dog fouling at Newmillerdam Country Park                                     |
| 9.  | YLCA                          | Invitation to networking lunch, Durham                                       |
| 10. | YLCA                          | Ballot to select 2 additional parish representatives to WMDC Standards Board |
| 11. | VOX                           | Agenda and minutes for meeting 7 May   |
| 12. | NALC                          | Journal  |
| 13. | YRCC                          | Subscription   |
| 14. | YRCC                          | Annual Rural Buildings Conference 17 May Kiveton Park                        |
| 15. | Zurich Municipal              | Workshops  |
| 16. | YLCA                          | Councillor Training Programme  |
| 17. | WMDC                          | Mayor's Civic Parade and Service 7 June                                      |

**Resolved:** (1) That the Clerk attend the SLCC conference in Harrogate.  
 (2) That the Clerk respond to WYPTE noting other possible criteria for assessing bus shelter viability.  
 (3) That the Clerk write to Wakefield MDC requesting additional signage and enforcement at Newmillerdam Country Park.  
 (4) That YLCA councillor training be considered at later date.

(5) That the remaining correspondence be noted.

## **72/08 PLANNING APPLICATIONS**

The Parish Council noted the planning applications before them.

***Councillor Mrs Platten left the meeting (9.28pm) and rejoined the meeting (9.30pm)***

***Councillor Mrs Craven left the meeting (9.30pm) and rejoined the meeting (9.31pm)***

***Resolved:*** That the Clerk submit an objection to the application in respect of a goat rearing unit at School Hill, Newmillerdam on the grounds discussed.

## **73/08 UPDATE ON PARISH MATTERS**

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

## **74/08 PARISH MATTERS**

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

- (i) Councillor Wainwright informed Members of the death of Mrs Walton, wife of former Councillor Eric Walton.
- (ii) Culvert found at building site, Calder Grove
- (iii) Footpath at Painthorpe Lane requires further attention.
- (iv) Sign missing at Daw Lane
- (v) Potholes at Willow Garth
- (vi) Bus service 443 now reduced to one an hour through Durkar.

***Resolved:*** (1) That the Clerk send condolences to Mr Walton on behalf of the Parish Council.

(2) That the Clerk contact WMDC in respect of (ii) to (v)

## **75/08 INPUT FOR PARISH LINK MAGAZINE**

***Resolved:*** That the Clerk prepare the Parish Council insert for the next Parish Link magazine.

## **76/08 INPUT FOR THE NEXT NEWSLETTER**

The Clerk tabled a draft of the Spring Newsletter.

***Resolved:*** That, subject to the inclusion of an item on the parking charges at Pugneys, the contents of the Newsletter be approved.

## **77/08 TO APPROVE ITEMS FOR THE PARISH COUNCIL WEB SITE**

***Resolved:*** That the April 2008 Parish Council minutes be placed on the website together with the 2007/08 accounts and Chairman's Annual Report.

## **78/08 PRESS REPORTS – ITEMS FOR PUBLICATION**

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

## **79/08 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 7pm on Tuesday 3 June 2008.

## **IN PRIVATE**

## **80/08 TO CONSIDER REPORT FROM PERSONNEL COMMITTEE REGARDING THE RESPONSIBLE FINANCIAL OFFICER POST**

The Chair reported that the Committee had discussed how to proceed following the resignation of Lesley Holdsworth.

- Resolved:** (1) That, subject to the conditions discussed, the current Responsible Financial Officer continue in post.
- (2) That the Parish Council consider an annual recharge to the Almshouse Trusts and the Village Institute Trust for a proportion of the RFO's hours.
- (3) That the Responsible Financial Officer's salary and expenses for April 2008 be approved for payment in the sum of £177.33.

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

DATE \_\_\_\_\_

# CRIGGLESTONE PARISH COUNCIL PUBLIC PARTICIPATION SESSION

**7.00 pm Crigglestone Village Institute, Tuesday 6 May 2008**

Some 18 members of the public were present. The owner of the Kingfisher Restaurant spoke about the parking issues near his premises and said he wanted to work with the PC to resolve the situation. It was agreed to convene a meeting with the owner, the police, WMDC Highways and District Councillors.

A number of residents spoke about their concerns regarding proposals for a goat rearing unit at Newmillerdam. They were worried about issues of notification, access, drainage and watercourse contamination. Another resident felt the proposal was not appropriate to the green corridor. They were informed that the Parish Council would take a view on the application later in the meeting.

A resident from Manor Farm Road sought help regarding anti-social behaviour at Manor Farm Road and the ginnel to Betty Eastwood Park. PC Laybourne drew attention to the alcohol exclusion zone and undertook to arrange a meeting with the residents.

A resident from the Durkar Fields/Willow Garth area was concerned about children causing damage through playing football particularly since the 'no ball games' signs had been erected at Willow Garth. Pc Laybourne undertook to speak to the resident.

A resident made reference to recommendations in the Parish Plan. She was informed that the Plan was to be reviewed shortly and she was invited to submit any comments for the June meeting.