

# CRIGGLESTONE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD 7 JULY 2009

**Present:** Councillors: Mrs J Craven, P Crompton, P Daniels (in the Chair), J Garthwaite, Mrs C Norris, Mrs C Platten, D Pimm, A Roe, Mrs M Skinner

**District Councillors:** J Colley

**Apologies:** Councillors J Peebles and K Wainwright, District Councillors Mrs J Drysdale and B Denson.

### **79. APOLOGIES FOR ABSENCE**

Apologies were accepted.

### **80. DECLARATIONS OF INTEREST**

Councillor Daniels declared an interest in Item 15 (correspondence), and it was agreed that Councillor Mrs Craven would take the chair for that item. Councillors Mrs Craven and Garthwaite declared interests in Item 17 (planning).

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

The Chairman noted that the Parish Council had been selected as part of a 5% spot check by the external auditors, which required additional information to be submitted to complete the audit. This would be dealt with under Item 13, Financial Matters and the former Responsible Financial Officer, Maureen Cummings, would attend to explain the implications of the check. This item would be taken when Ms Cummings arrived. Also, since District Councillor Colley wished to leave early, his report would be taken after the police report.

### **82. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 2 JUNE 2009**

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

### **83. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY**

Further to Minute 54, the Clerk noted that the agenda had been rearranged to take finance items earlier.

### **84. TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

That members of the press and public be excluded from the meeting following agenda item 25.

### **85. POLICE REPORT**

PC Laybourne noted that a total of 33 crimes had been recorded in June, an increase on previous months, and reported that 37 hours had been spent in the Parish in the month. On the crime list were several burglaries involving thefts of items from sheds and garages. He noted that priority had been given to patrols at The Close and speeding concerns on Dennington Lane, Denby Dale Road and Durkar Lane. The police had targeted problems of youths entering the grounds of St James School, and starting fires in Betty Eastwood Park. A total of 17 'stop and account' checks against local youths had been carried out and actions under the Misuse of Drugs Act had resulted in cannabis being seized from a youth who received a Street Caution.

Six items of intelligence had been submitted, one regarding possible drug supply/cultivation. Regarding speeding concerns, 18 endorsable tickets had been issued, one motorist had been reported for summons for travelling at 86 mph on Denby Dale Road, and one motorist had been warned. Other driving offences had included one motorist with no MOT certificate and one with no excise licence.

Priorities for July would be parking at the bus stop outside Durkar Fisheries, further parking of HGVs on the highway near Harratts, parking at the bus stop on Stoney Lane and speeding on Dennington Lane and Denby Dale Road. Attention would also be paid to Betty Eastwood Park, schools and churches as the school holidays approached, together with parking problems at Durkar Low Lane and the Kingfisher Restaurant.

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

(2) That the Safe Scheme payment of £2,500 in respect of July, August and September 2009 be approved.

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

With regard to the possible development of the field behind St James School, Councillor Colley informed members that District Council officers were already monitoring air quality at a number of dwellings in the area. He gave details of environmental improvements at the Bowlee estate and plans to build new dwellings there. He confirmed that a cul-de-sac sign would be installed at Wadhouse Lane where Peels had upgraded the surface and also noted that Peels were responsible for the maintenance of the ditch. He gave details of a number of proposed highway repairs and progress with litter bins at Newmillerdam Park. Councillor Colley referred to new recycling facilities at the All Blacks site and noted that the reopening of Crigglestone Railway station was not a priority on a list he had seen.

#### ***Maureen Cummings joined the meeting (7.35pm)***

Councillor Colley hoped that Councillor Wainwright would know who was responsible for the hard standing in front of Hall Green Community Centre which was in a poor condition. He had no update on the Fishponds Drive drainage situation.

**Resolved:** That the Parish Council thank Councillor Colley for his update.

#### ***District Councillor Colley left the meeting (7.45pm)***

#### **87. TO DISCUSS EXTERNAL AUDITOR'S SPOT CHECK**

The former Responsible Financial Officer gave details of the 5% spot check audit information required by Mazars, the external auditors, including an annual review of the effectiveness of the internal audit. She said that she had been able to submit the majority of the items required by Mazars, but in the future the Parish Council would have to appoint an Audit Committee to meet at least twice per annum to discuss an annual audit check list which would then be presented to the Internal Auditor to guide how the internal audit should be conducted. The Parish Council should also review its Standing Orders and Financial Regulations on an annual basis. It was suggested that the new Responsible Financial Officer seek advice regarding the terms of reference for the proposed Audit Committee. A copy of the current but unapproved Financial Regulations had been circulated with the agenda.

**Resolved:** (1) That the Financial Regulations be approved and signed by the Chairman.

(2) That an Audit Committee be appointed at a later meeting.

(3) That Standing Orders and Financial Regulations be reviewed annually in future.

(4) That Maureen Cummings be thanked for her response to the auditor's spot check.

(5) That a final payment to Maureen Cummings of £72.16 in respect of pay and expenses be approved.

#### ***Maureen Cummings left the meeting (8.15pm)***

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

The minutes of the meetings held on 16 and 22 June had been circulated and Councillor Platten reported on the outcome of the meeting held earlier on 7 July. She noted that following health and safety concerns, the Committee had authorised an independent inspection of the BMX jumps track created in the woods by local youths and the report recommended that action be taken to

eliminate the immediate hazards before considering the long term viability of the track. Alternative quotes had been received to remove the hazards or to level the site. The Committee were prepared to consider developing the site but only if the young people were interested and willing to get involved. The youths had been given the opportunity to attend the meeting but had not responded, so it was felt the track should be closed down. The report also made reference to graffiti on the warning signs of the existing track and this would be removed. Members had considered the grant aid available to plant a hedge at the stone yard boundary of the Park but it was felt community participation was unlikely and they recommended that no action be taken. T&D had submitted a quote of £12 per visit to maintain the shrubs around the Durkar stone.

**Resolved:** (1) That T&D's quote of £80 to level the track in the woods be accepted.

(2) That the quote of £12 per visit from T&D be accepted and they be instructed to make one visit to clear the weeds.

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

There was nothing to report.

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

The Clerk reported on behalf of Councillor Wainwright. An inspection walk with Andrew Fowler and his colleagues covering the Dennington area (Hoyle Lane) had been provisionally arranged for 1 August.

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

In the absence of Councillor Wainwright, the Clerk reported that the Centre was addressing a problem with mice and Councillor Skinner noted that the security shutters had been fitted. A message from District Councillor Drysdale suggested that the Community Payback scheme might be able to assist with the repair of the wall to the rear of the Centre.

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

(2) That Councillor Drysdale be asked to pursue the repair of the wall through the Community Payback scheme.

**92. FEEDBACK FROM MEETINGS**

Parish Plan Steering Group

The notes of a meeting held on 2 July were tabled and Councillor Pimm noted that the group had discussed details of the bid to be made to the Lottery to fund the preparation of a new plan. It was hoped that a response would be received by October.

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

Community Hero Committee

Members received notes of the meeting held on 2 June which had been verbally reported at the last meeting.

**93. FINANCIAL MATTERS: TO APPROVE FINANCIAL REGULATIONS**

This matter had been dealt with after Item 7.

**94. FINANCIAL MATTERS: TO APPROVE PAYMENT OF ACCOUNTS**

The Responsible Financial Officer presented the following for payment:

	£
S Hinchcliffe, Internal Auditor	175.00
Multi Visuals	9.00
D Austerberry	196.68
Xerox	20.86
Parish Clerk salary + expenses June/July 2009	710.29
Responsible Financial Officer (JF) salary + expenses June/July 2009	409.08

Responsible Financial Officer (MAC) salary + expenses	
June/July 2009	72.16
Responsible Financial Officer (JF) travel expenses	39.43
Inland Revenue	300.01
WY Police SAFE Scheme	2,500.00
C+S Roller Shutter Systems	1,150.00
Digley Associates	103.50
T & D Contractors	155.25
NALC	13.50

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

**95. FINANCIAL MATTERS: TO APPROVE QUARTERLY ACCOUNTS**

The Responsible Financial Officer presented the balance sheet for the period 1 April to 9 June 2009.

**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.

**96. FINANCIAL MATTERS: TO DISCUSS VILLAGE INSTITUTE RECHARGES**

Further to Minute 67 (09/10), a report of the Responsible Financial Officer had been circulated and she noted an estimate of hours spent on Village Institute work and resultant salary costs together with costs such as postage, stationery and photocopying. The RFO tabled an analysis of funding and expenditure for the Village Institute and drew attention to those costs directly attributable to the letting of the Institute including employee costs and variable premises costs. It was recommended that the latter costs be paid by through the Village Institute account and the fixed premises costs, repairs, renewals and improvements be paid by the Parish Council. It was further noted that VAT could be reclaimed where the Parish Council paid for items.

**Resolved:** (1) That £827.65 salary costs plus 10% to cover postage and other applicable costs be approved as the rechargeable amount from the Village Institute Charity in respect of 2008/09.  
 (2) That £778.56 salary costs plus 10% to cover postage and other applicable costs be approved as the rechargeable amount from the Village Institute Charity in respect of 2009/10.  
 (3) That from 2009/10 employee and variable costs be paid from the Village Institute account and fixed premises costs, repairs, renewals and improvements be paid by the Parish Council.  
 (4) That the RFO be paid for one additional hour in respect of work undertaken on this matter.

**97. FINANCIAL MATTERS: TO APPROVE REVISED BANKING ARRANGEMENTS**

Miss Ford, incoming RFO, presented a letter to Unity Bank for signing by the Trustees. The letter requested the bank to remove Ms Cummings' authority and to give Miss Ford authority to receive bank statements and other correspondence.

**Resolved:** (1) That the letter of authority be approved and signed by all members present.  
 (2) That the form giving access to internet banking be approved and signed.

**98. VILLAGE INSTITUTE MATTERS**

Village Institute Trustees' minutes dated 2 June 2009 had been circulated.

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

**Councillor Daniels declared an interest in the next item and left the room (9.00pm)**  
**Councillor Mrs Craven took the chair**

**99. CORRESPONDENCE**

1. Aketon Wood Local contractor – letter of introduction  
 Groundworks

2.	SMP Playgrounds	Playground equipment
3.	Ben Parker	Delivery charge increase
4.	Roger Parkinson, tree warden	Acknowledgement re hedge planting funds
5.	NALC	Conference London 4 – 5 September Larger councils conference 2 December
6.	YLCA	E-bulletin for County Associations and National Council
7.	YLCA	Northern Gas Networks funding for environmental projects
8.	YLCA	Power of Well Being Training on 10 September 2009 York.
9.	YLCA	Councillor skills training, Hambledon and Sheriff Hutton
10.	YLCA	Annual report
11.	SLCC	Training course – VAT
12.	YLCA	Emailed info: Flooding in England: A national assessment of flood risk (Environment Agency) Rights of Way Advice Notes (Planning Insp)
13.	WMDC	Play Day Thornes Park 5 August
14.	SLCC	National conference October 2009
15.	NALC	Local Council Review journal
16.	CPRE	Email re campaigns on transport, green belts
17.	K Butterworth	Request for funding for Annual Street Party 18 July
18.	Newmillerdam Conservation Association	Green Village Day Saturday 11 July Scout HQ and Old Colliery Site
19.	NALC	Leadership Academy for Councillors and Chairs 5-17 Sept, Warwick University

**Resolved:** (1) That the increase in charge for the newsletter delivery be noted and approved (3).  
(2) That the remaining correspondence be noted.

***Councillor Daniels returned to the meeting and took the chair (9.05pm)***

**100. TO DISCUSS ATTENDANCE AT SCARBOROUGH CONFERENCE 30 OCTOBER TO 1 NOVEMBER**

**Resolved:** That Councillor Craven and the Responsible Financial Officer attend the Scarborough conference for two days at a cost of £498.

**101. PLANNING APPLICATIONS**

The Parish Council noted the planning applications before them.

**102. UPDATE ON PARISH MATTERS**

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

**103. PARISH MATTERS**

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

- (a) Roadside grass adjoining the Cedar Court Hotel needs cutting back
- (b) Road gullies blocked on southbound exit from M1 at J39
- (c) Hedge is overgrowing footway on Durkar Low Lane
- (d) Bend on Durkar Lane: 'slow' sign and double white lines requested
- (e) Potholes on Grove Park need attention

**Resolved:** (1) That items (a) and (b) be pursued with the Highways Authority  
(2) That the other matters be pursued with Wakefield MDC.

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

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

**105. TO CONSIDER NEXT NEWSLETTER**

A draft summer newsletter had been circulated and a possible further item was discussed.

**Resolved:** (1) That the newsletter be approved with the inclusion of a further item seeking additional almshouse trustees.

(2) That 4,000 copies be ordered.

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

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

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

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

**108. DELEGATION DURING AUGUST**

**Resolved:** That any issue arising during July/August that is an emergency be authorised by the Clerk in consultation with the Chairman and Vice Chairman and reported to the September meeting for ratification.

**109. 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 September 2009.

**IN PRIVATE**

**110. REPORT FROM THE PERSONNEL COMMITTEE**

The Personnel Committee had met following the new Responsible Financial Officer's probationary interview, and the minutes of the meeting had been circulated. It was recommended that Julia Ford be confirmed in post and a number of training matters were noted.

**Resolved:** (1) That Julia Ford be confirmed in post as Responsible Financial Officer.

(2) That the Responsible Financial Officer join the Society of Local Council Clerks at a cost of £5 joining fee and £61 annual subscription.

(3) That an appraisal interview be held shortly before the October Parish Council meeting to further consider Miss Ford undertaking the WWYC course and to deal with any other outstanding issues.

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

DATE \_\_\_\_\_

# CRIGGLESTONE PARISH COUNCIL PUBLIC PARTICIPATION SESSION

**7.00 pm Crigglestone Village Institute, Tuesday 7 July 2009**

One member of the public attended to acknowledge the assistance given by the Parish Council and District Councillor Colley in respect of the planning application for a dwelling to the rear of 141 High Street, Crigglestone. It was noted that the application had been withdrawn.