

## CRIGGLESTONE PARISH COUNCIL

### **Minutes of the Annual meeting held on Tuesday 3<sup>rd</sup> May 2022 at 6.10pm in The Village Institute, High Street, Crigglestone WF4 3EB**

**Present:** Cllrs, P Daniels (Chair), J Craven, G Maconachie, C Platten, A Roe, M Oxspring, Cynthia Binns, Paul Denton

**Attendees:** Sarah Knowles-Clerk to the Council, Claire Cooper – Deputy Clerk

**Members of the public:** District Cllrs Cynthia Binns and Ian Sanders. 2 residents, Andy Austerfield from Grow Wakefield

**1. To elect the Chairman of the Council and to receive the Chairman's signed Declaration of Acceptance of Office.**

Nominations were received, voting took place. **Resolved:** That Cllr Peter Daniels is elected Chairman for 2022-23. Cllr Daniels signed his Acceptance of Office declaration.

**2. To elect the Vice Chairman**

Nominations were received, voting took place. **Resolved:** That in his absence and with his consent, Cllr Paul Crompton is elected Vice Chairman for 2022-23

**3. To receive apologies and accept reasons for absence**

P Crompton – Family commitments

A Wilby – Work commitments

**Resolved:** That the reasons for absence are received and accepted

**4. To receive any declarations of interest from Members**

*(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Crigglestone Parish Council Code of Conduct for Members and by **the Localism Act 2011**).*

**Hall Green Community Association – Cllrs Cynthia Binns, Michael Oxspring, Jackie Craven are Trustees**

**5. To consider requests received by the Clerk for dispensations under Section 33 of the Localism Act 2011.**

**None received**

**6. To receive such items that the Chairman may wish to lay before the Council**

The chair welcomed back to work the Clerk after her period of ill health

**7. To fix the dates and times of ordinary meetings of the Council for May 2022 – April 2023**

**Resolved:** 6pm, 1st Tuesday of each month, except August- no meeting and 2<sup>nd</sup> Tuesday in January 2023

**8. To review Standing Orders and any amendments required for 2022-2023**

Circulated prior via parish council's website

**Resolved:** That the Standing Orders continue to be fit for purpose and no amendments are required

**9. To review Committee Structures and to appoint members to serve on the under mentioned Committees for 2022-2023**

1. Parks and Open Spaces **Resolved:** Platten, Oxspring, G Maconachie, A Wilby, Non-Cllr S Pearson, 1 x vacancy)
2. Health & Safety and Finance **Resolved:** Craven, Daniels, Crompton, Oxspring, Denton
3. Personnel **Resolved:** Craven, Roe, Oxspring, Denton, Binns
4. Planning & Rights of Way **Resolved:** Daniels, Crompton, Roe, Craven, Wilby. Non-Cllr K Wainwright -2 non-Cllr vacancies)
5. Complaints **Resolved:** Chair, Craven, Crompton, Binns-sub

6. CPC Appointees to Hall Green Community Centre Management **Resolved:** Craven, Oxspring, G Maconachie
7. Village Institute Charity **Resolved:** all Cllrs are trustees. Management committee consists of Binns, Craven, Roe, Daniels, Oxspring
8. Appeals committee **Resolved:** (3 from those not on personnel), Daniels, Crompton, Platten
9. Community Hero **Resolved:** Daniels, Oxspring, Non-Cllrs N Castle, T Sykes, K Barker, K Greaves
10. Events Working Party **Resolved:** Daniels, Craven, Platten, Crompton, Denton, plus any from community groups)

**To review council's representation on/with outside bodies**

1. Sandal Magna Relief in Need and Harrison's Alms-houses Charities **Resolved:** Cllr Craven
2. Representative for Worrill's Charity **Resolved:** Cllr Wilby
3. Transport - buses and trains **Resolved:** Craven and Daniels
4. YLCA/NALC Voting reps x 2 Cllrs Craven and Binns, Deputy Cllr Crompton
5. Town and Parish Liaison meetings **Resolved:** Clerk and Cllr Daniels
6. West Yorkshire Combined Authority **Resolved:** Cllr Daniels

**10. To review financial delegation to committees and staff for 2022-2023**

1. POS Committee - £500 per year - **Approved**
2. H&S and Finance Committee - £500 per year – **Approved**
3. Clerk £500 per year, unless additional interim delegated powers have been given - **Approved**

**11. Village Institute**

To approve the continued appointment of the Parish Council as Sole Trustee to the Village Institute  
**Resolved:** Approved

**12. To review the Council's and employees' membership of other bodies.**

1. Yorkshire Local Council's Association (YLCA) - **Approved**
2. National Association of Local Councils (NALC) - **Approved**
3. Community First Yorkshire (ACRE guidance on community centres and halls) - **Approved**
4. The Society of Local Council Clerks (SLCC) - **Approved**
5. Campaign to Protect Rural England (CPRE) - **Approved**

**13. To Review the Councils Asset Register**

Circulated prior. **Resolved:** That the asset register is reviewed and approved

**14. Review of council's arrangements for holding and accessing title deeds, leases, and contracts and other legal documents**

1. Minutes – West Yorkshire Archives - **Approved**
  2. Title Deeds – West Yorkshire Archives or Village Institute safe - **Approved**
  3. Contracts – Village Institute safe - **Approved**
  4. Any other legal documentation - Village Institute safe – **Approved**
- Resolved:** That a spare safe key is cut, and copies of the Deeds are made

**15. To approve as an accurate record the minutes of the Annual Parish meeting held on 5th April 2022**

These had been made available on the website. **Resolved:** That the minutes are approved as an accurate record and duly signed by the Chairman

**16. To approve as an accurate record the minutes of the council meeting held on 5th April 2022**

Circulated prior. **Resolved:** That with an amendment to minute 20.3 to remove the wording 'Mike's path' the minutes are approved as an accurate record and duly signed by the Chairman

## 17. Financial Matters:

### 1. To receive and approve the CPC year end accounts for 1 April 2021 – 31 March 2022

Circulated prior, all Cllrs present signed the year end bank statement. **Resolved:** Approved

### 2. To receive and approve account reconciliation to 30 April 2022 **Resolved:** Approved

### 3. To approve; a) payment of accounts schedule b) Clerk's/VI Clerk's expenses

**Resolved:** That the accounts and expenses are approved for payment after being independently scrutinised for accuracy by a councillor in attendance.

### 4. To receive feedback from recent internal control sample testing (Cllrs Craven, Maconachie, Wilby deferred from last meeting).

Cllr Wilby was absent. Cllr Maconachie recommended the insurance policy sample test appeared to all be in order. **Resolved:** Noted

### 5. Internal Audit due to be carried out Tuesday 16<sup>th</sup> May - **NOTED**

Staff Salaries	April	2127.75
Sarah Knowles	Clerks' expenses reimbursement	25.79
Coxley Tree Care	Tree cutting Haveroid lane	5370.00
Pro Logic	Email & IT hosting	87.85
PlusNet	Broadband	28.89

## 18. To receive updates from and submit issues to the Ward District Councillors about matters in and affecting our Parish

Cllr Harvey was not in attendance due to being up for election. Cllr Bins spoke of her involvement with Lakeside Arts Launch at Newmillerdam which was an excellent event displaying arts and sculpture. Wakefield for Ukraine had successfully delivered emergency supplies to Ukraine. Barker Road residents were being helped with missed bin collections. Cllr Sanders responded to a question from Cllr Wilby about the increases on the recent WMDC council tax bills for the fire authority in that the percentages made it look more aggressive, when in fact it was an increase of 10p per week for band D and 6p per week for band A. Cllr Daniels asked when non direct debit residents could expect their £150 rebate for fuel bills?

## 19. To receive items of correspondence

1) Residents concern about skin irritant plant in BEP. **Resolved:** to make enquiries with the relevant experts and councils insurers for guidance. Keep resident informed. Return to council for final consideration when information received.

2) Wakefield Council - Housing Plan 2022 - In person event - Kingswood Suite, Wakefield Town Hall, Friday 13<sup>th</sup> May 2022. **Resolved:** Cllr Craven and Daniels will attend

3) White Rose Weekly Bulletin 14 April 2022 **Noted**

4) YLCA Training Programme June/July 2022 **Noted**

5) Crigglestone Parish Council - Your insurance policy is due for renewal 1<sup>st</sup> June. **Resolved:** Defer to HSF committee

6) Grow Wakefield request to hold woodland events in Betty Eastwood Park – Andy Austerfield Manager of

7) Grow Wakefield had attended the public participation of the meeting. **Resolved:** Permission granted.

8) Denby Dale Road East resident – update and forthcoming meeting with other agencies 11<sup>th</sup> May 3pm The Chimes Room in Wakefield Town Hall, 3<sup>rd</sup> floor. **Resolved:** Cllr Daniels will be attending.

## 20. Planning & Rights of Way Committee (PROW)

1 To consider the prepared response to section 49 of the Local Development Plan

Circulated prior. **Resolved:** Approved for submission to WMDC

## 21. Planning Applications for consideration

a. **22/00572/TPO** 5 Cliff Grove, Crigglestone, WF4 3EP Crown Lift and Crown Reduce Trees T1 and T2 (Oak) to clear adjacent building and allow pedestrian access beneath the tree canopy.

b. **22/00578/TPO** 5 Painthorpe Lane, Hall Green, WF4 3LA Sycamore tree (T1) - Fell.

- c. **22/00584/FUL** 86 88 Wood Lane, Chapelthorpe, WF4 3JL Two storey rear extension
- d. **22/00607/FUL** 355 Denby Dale Road East, Durkar, WF4 3NB Single Storey Extension to Side
- e. **22/00661/FUL** 568 Denby Dale Road, Calder Grove, WF4 3DH Change of use from hairdressers shop to residential, to form one unit with 568 Denby Dale Road.
- f. **22/00769/TPO** 7 Hall Lane, Chapelthorpe, WF4 3JE, "Lime (T1), Sycamores (T2 and T3) - crown lift giving clearance of approximately 4.5 metres between branch tips and ground level, to create clearance for ride on lawn mower. Sycamore (T2) - crown lift giving clearance of approximately 4.5 metres between  
**22/00804/FUL** 11A Howard Crescent, Durkar, WF4 3AJ, Proposed hip to gable loft conversion, dormers to front and rear and new roof to existing single storey side extension
- g. **22/00852/FUL** Tithe Laithe, Stoney Lane, Woolley, WF4 2LH Single storey extension to rear
- h. **22/00855/FUL** 6 Hollingthorpe Road, Hall Green, WF4 3NH, Dormer to rear

**Resolved: NOTED**

## **22. Police Safe Scheme**

Safe Scheme report circulated prior and received. Police representative not in attendance. Priorities to continue as is.

## **23. Queens Jubilee Events committee meeting – For information only.**

Meeting arranged for Tuesday 10<sup>th</sup> 6.15pm via Zoom. Cllr Maconachie gave his apologies as he has a pre-existing commitment.

***Standing Order 3x was moved to allow additional 15 mins to conclude the business of the meeting***

## **24. To receive feedback from representatives of external committees or other meetings, and training sessions attended.**

Cllr Daniels attended YLCA's Cllr discussion forum and found them informative and interesting

## **25. To consider communication items:**

1. Press reports –Input to next Parish Link magazine, FB & Website.
- The usual items plus Jubilee event, Hall Green jubilee event

## **26. Items for next agenda**

**To confirm who is responsible for Hall Green's defib supply of spare/replacement parts**

## **27. To confirm date and time of next scheduled meeting of the Parish Council**

Tuesday 7th June 2022 at 6.00pm in the Village Institute

## **28. IN PRIVATE- Public Bodies (Admission to Meeting Act 1960) that the press and the public be excluded from the remainder of the meeting on the grounds that the publicity would be prejudicial to the confidential nature of the business to be transacted.**

**SIGNED  
CHAIRMAN**

**DATE**

## **CRIGGLESTONE PARISH COUNCIL - PUBLIC PARTICIPATION SESSION**

Andy Austerfield from Grow Wakefield attended, to inform the meeting what his group is all about and what they hope to achieve whilst using Betty Eastwood Park for their foraging events. The chair thanked Mr Austerfield for his information and wished him well with his events.

2 x Residents attended to share their dismay that nothing had been done and no one from the council had been in touch with them since their correspondence about a family members incident in Betty Eastwood Park with a skin irritant plant. The chair explained that the situation was being investigated, but that the Clerk had been on sick leave which does result in the council office being closed.