

# Minutes of the Crigglestone Parish Council meeting held on Tuesday 5<sup>th</sup> April 2022 at 6.10pm in The Village Institute, High Street, Crigglestone WF4 3EB

**Members Present:** Cllrs, P Crompton, P Daniels (Chair), C Platten, A Roe, M Oxspring Cynthia Binns, Paul Denton, A Wilby

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

**Members of the public:** District Cllrs Sam Harvey, Cynthia Binns and Ian Sanders

## 221. To receive apologies and accept reasons for absence

Cllr J Craven – Covid 19

Cllr Grant Maconachie – Covid 19

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

## 222. 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 are Trustees**

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

**None received**

## 224. To receive such items that the Chairman may wish to lay before the Council

- Re-arranged meeting date of Land Contamination Investigation meeting.
- Tesco delivery lorries - High Street and Durkar Lane. Agreed to write and request the reinstatement of the smaller lorries and to turn the fridges off when delivering.

Cllr Wilby declared an interest as he works for Tesco's landlord and did not take part in this item.

## 225. To approve as an accurate record the minutes of the council meeting held on 1<sup>st</sup> March 2022 (circulated prior)

**Resolved:** That the minutes are approved as an accurate record and duly signed by the Chairman

## 226. To receive Clerks report for information only

**Resolved:** That the report is Noted

## 227. Financial Matters:

### 1. To receive and approve bank and account reconciliation/statement, for period 1 April 2021 31<sup>st</sup> March 2022

**Resolved:** That the documents are approved as representing an accurate indication of the parish council's accounts and note the balance of £136442.84

### 2. To approve: a) payment of accounts schedule (enc) b) Clerks expenses (enc)

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

Staff Salaries	March	2414.11
Sarah Knowles	Clerks expenses reimbursement	14.39
Wakefield Web Design	Annual Domain name renewal	£76.28
YLCA	Annual Membership subscription	£1,160.00
WY Police	Safe Scheme 4th Quarter	£1,100.00
MAW Electrical	Installation of Defibs x 2	£776.40
YLCA - Training	Inv 1038-2122 Climate Cllr Wilby	£15.00
Levi Solicitors	Title Queries - Howard Crescent	£922.00
Andrew Towleron	Remote consultation 28/2/22 re LDP 2036	£60.00

YLCA	inv 1270-2122 Conference 25/3/22 SK	£40.00
WMDC	last 3 yrs Xmas Trees/Lights/Switch on invoices	£15,680.15
WMDC	Annual Rent for Betty Eastwood Park	£25.00
Made in Cymru	1100 Jubilee seed bombs	£2,200.00
Pro Logic	Email and IT Hosting March 22	£87.85
Plus net	Broadband March 2022	£29.54

**3. To approve annual subscription to YLCA £1160.00 Resolved: Approved**

- 228. To receive feedback from recent internal controls sample testing** (Cllrs Craven, Maconachie, Wilby)  
Due to absence this item was deferred to next meeting.
- 229. To review and approve Internal Controls documentation/procedures** (enclosed)  
Documentation circulated prior to the meeting. **Resolved:** With the exception of 3E which was still ongoing the council agreed a 'YES' statement to all sections.
- 230. To approve the appointment of Diane Brown as the Council's Internal Auditor for the period April 2021-March 2022**  
Council were reminded that due to Diane Browns retirement, a new auditor will need to be sourced in readiness for April 2023.  
**Resolved:** That the appointment of Diane Brown as internal auditor for April 2021 – March 2022 is approved.
- 231. Clerks delegated authority transactions in consultation with Chair and Vice chair.       None to present**
- 232. To receive updates from and submit issues to the Ward District Councillors regarding matters in our Parish**  
DC Cynthia Binns spoke of Lakeside Creative Arts of Newmillerdam and their forthcoming events, planned upgrade by WMDC of Woolley Hall, which is to include leisure and Spa facilities, plans available at Wakefield Council. The group Wakefield for Ukraine are based at Standbridge Community Centre and are managing weekly trips to Poland thanks to the donation of a van from a local business, with necessary supplies which at the moment are toiletries and medicines.  
DC Sam Harvey spoke of WMDC's reduced services due to cutbacks, criticism of the council tax increase after the budget statement was declared. Wakefield Covid centre is now closed. The recognition that local people are struggling due to the rise in the cost of living and food banks are not the only avenue available. Efforts to support the residents of Denby Dale Road East are being met with a disappointing response from outside agencies. Badger Close play area has been greatly improved through the recent tree cutting. Hollin Lane resident is finally relieved at the outcome of the tree removal impinging their property. Dist Cllr Harvey hopes that she is successful in the forthcoming elections and can continue to work for and with the parish council.  
Cllr Wilby asked for justification of the 4.7% Police increase and the 4.5% Fire service increase when there is a 1 million pound rateable charge on Calder Park, where is the value for money.  
DC Ian Sanders queried this agenda item. The Clerk explained that the parish council wished to hear about the casework and how they were assisting members of our parish rather than what they are doing for other parishes and that general feedback on items such as Trading Standards/WMDC etc are fine as this does affect/inform our residents.  
Cllr Wilby raised the suggestion for better communication between District and Parish Cllrs to which DC Sanders agreed he was happy to attend any committee meetings.

*In accordance with Standing Order 10.a.vi and the agreement of the meeting, agenda item 14 was moved to after item 12.*

### **233. Matters requested by Councillors**

1. Cllr Grant Maconachie – Can the parish council help with half term food/clothing provision.  
The advice received from YLCA had been circulated prior to the meeting. Discussions took place around this and other provision in the area.  
**Resolved:** To advertise widely the school holiday youth scheme in Hall Green Community Centre that provides activities and a daily meal.
2. Cllr A Roe - to object to turning off street's lights thorough out the district and especially within the parish.  
Clarification from the District Cllrs as to what was discussed in WMDC council meeting and the local newspaper article was requested. They confirmed that there was no agreement to turn off the streetlights at certain times of the night. Information received. Matter closed.
3. Cllr Paul Crompton – How can the parish council support Ukraine. (YLCA advice printed off and circulated prior).  
Confusion as to what this actually related to had occurred. This item was intended to address non-Russian gas supply to the Village Institute, in support of the war in Ukraine. This was being dealt with by the Village Institute committee. Matter closed.

### **234. Correspondence - to consider the following newly received and decide action where necessary (emailed prior)**

1. To receive notification of the NJC/NALC unions agreement of 1.75% pay rise to members **NOTED**
2. YLCA – White Rose Update 4<sup>th</sup> March **NOTED**
3. YLCA – information regarding helping Ukraine and local councils **NOTED**
4. Circulation of Neighbourhood Police and Safe Scheme contact details **NOTED**
5. Notification of External Auditors requirements **NOTED**
6. Resident complaint re increase in traffic in Crigglestone **Respond as directed**
7. Community Governance Review – Published Report of Initial Recommendations (circulated by email 28/3/2022) **NOTED**
8. Response from WMDC Andrew Balchin **AGREED defer to P&PROW cttee for further consideration**
9. White Rose weekly bulletin 25<sup>th</sup> March **NOTED**
10. The Big Conversation newsletter **NOTED**
11. YLCA Branch meeting dates **NOTED**
12. YLCA – Parish Liaison meeting presentations White Rose Forrest and Parks **NOTED**
13. Government response to the report on Local Government Ethical Standards **NOTED**
14. Wombles in the Community – Thank you for the grant aid. **NOTED**
15. Resident Complaint re Betty Eastwood gate clanging. **Respond as directed**
16. CPRE newsletter. **NOTED**
17. Resident complaint re HGV's using High Street, Crigglestone . **Respond as directed**
18. YLCA White Rose Bulletin 18<sup>th</sup> March. **NOTED**
19. Resident chasing remedial works to Betty Eastwood park gate clanging. **Respond as directed, update at next meeting.**
20. Willow Garth resident re the Slow – Children playing signage. **Agreed that parish council will purchase and install sign.**
21. BBC Countryfile – requesting information from local historian about Crigglestone. **NOTED**
22. Cllr vacancy – no election requested CPC can move to co-opt. **NOTED**

### **235. Village Institute Charity Committee (VICC) matters**

1. For committee to approve and full council to receive the minutes of the meeting held Friday 25<sup>th</sup> March 2022  
**Resolved:** That the committee approve the minutes as an accurate record and were received by full council.

2. To receive and approve the recommendations from the above meeting, See minute no. 8  
**Resolved:** That the expenditure of £850 for guttering, £1458 for external decorating and £2850 for car park fencing is approved.

3. To receive notice of Easter Closure dates - April 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> 18<sup>th</sup> **NOTED**

**236. Planning & Rights of Way Committee (PROW)**

1. Verbal update of issues due to be discussed at next meeting. Next meeting arranged for Monday 11<sup>th</sup> April 2022 6.50pm

*Cllr Platten left the meeting*

**237. Planning Applications for consideration**

**22/00444/FUL** 37 The Close, Durkar, WF4 3AG, Shed to rear (retrospective)

**22/00503/TPO** 5 Cliff Grove, Crigglestone, WF4 3EP, Fell 2 Oak Trees Contained Within Tree Group G5 - Contributing to Alleged Subsidence at 7 Oakhall Park

**22/00399/FUL** 80A Hollin Drive, Durkar, WF4 3PR, erection of dwelling with detached garage (retrospective)

**22/00418/FUL** 45 47 Low Moor Lane, Woolley, WF4 2LJ Merging of two properties into one. Erection of single storey rear extensions, demolition of existing porch and erection of new porch, alterations to openings and internal and external works.

**22/00423/ADS** 29 Hopewell Way, Crigglestone, WF4 3PU. Additional storey to existing dwelling

**22/00370/LBC** Blacker Hall Farm Shop Ltd Branch Road, Calder Grove, WF4 3DN Single storey kitchen extension, with single storey porch extension to south elevation, internal alterations and associated external works

**22/00414/FUL** 23 Patch Wood View, Newmillerdam, WF2 6TU Single storey extension to rear (part retrospective)

**22/00410/FUL** Blacker Hall Farm Shop Ltd Branch Road Calder Grove WF4 3DN Single storey kitchen extension, with single storey porch extension to south elevation, internal alterations and associated external works

**22/00361/FUL** 33 Almshouse Lane, Newmillerdam, WF2 7ST Construction of front and rear dormer windows

**Resolved: All NOTED**

**238. Hall Green Community Centre matters**

Defibrillator fitted, Lenn Binns to undertake weekly system checks. Disappointing turn out to last fundraising jumble sale. Secured £50,000 grant for Youth Association activities. **NOTED**

*Cllr Platten returned to the meeting*

**239. Hall Green Community Centre extension**

Building regulations documentation to be submitted after Easter. Estimated build costs increased from £140,000 to £200,000. **NOTED**

**240. Parks & Open Spaces matters**

1. **Update generally from Parks and Open spaces committee for information only.**

As per the 'Order' received from WMDC tree clearance works vertically of 8 mtrs. to Haveroid Lane and Bull Lane and in addition footpath clearing works to increase size of footpath area have been completed by Coxley Tree Care.

**Request from Friends of Betty Eastwood Park** to hold an Easter Egg Hunt, in Betty Eastwood Park on Monday 18th April, 2022 between 11 am and 1 pm. **Resolved:** Approved.

2. To consider the viability of the POS committee (deferred from last meeting)

Currently the committee consists of Sylvia Pearson, Cllr Andrew Wilby and Cllr Michael Oxspring. Terms of reference states- Not less 3 Cllrs should be always present due to non-Cllrs being unable to vote on any matter other than the management of land.

**Resolved:** Cllr Platten and Cllr Maconachie are approved to join the committee.

**3. Update from Friends of Betty Eastwood Park**

To consider the information received from YLCA/SLCC regarding charging commercial user groups for their use of Betty Eastwood Park

**Resolved:** That the advice is received and the group in question is contacted and made aware of the Councils requirements for their use of Betty Eastwood Park before their scheduled event takes place.

- Vandalism to the bridge at the car park entrance to the park (Mike's path) requires remedial works.

**Resolved:** To inform WMDC

**241. Queens Jubilee Events committee meeting – For information only.**

To receive the notes of the meeting held 15<sup>th</sup> March 2022. **Received.**

Verbal update from meeting of 31st March 2022

- Advertisement flyers for beacon lighting and best dressed house compiled and with minor changes approved for distribution in due course to local shops/takeaways/hostelrys. Committee to deliver flyers in their own areas. Uploaded to FB and website also.

- 1,100 Bee Bomb seeds sourced, competitive costing of £2,200 recommended. **Approved**
- All other administration duties in hand
- Scarecrow making practice run to be arranged with Claire at the meeting for her availability

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

**242. To appoint two voting representatives and a deputy for the YLCA Wakefield Branch meetings.**

Currently Cllr Jackie Craven is a voting representative. **Resolved:** That Cllr Cynthia Binns is nominated as a second voting rep and Cllr Paul Crompton as a Deputy.

**243. Police Safe Scheme -**

To receive Safe Scheme report and feedback from operations carried out. **Resolved:** That the report is received. That an explanation of the 'suspicious circumstances' is elaborated on.

1. Other priorities highlighted by the Parish Council for submission to the Safe Scheme. Speeding, parking on Painthorpe Lane, especially on a Sunday near Singh & Booze area.
2. WY Police Partnership Manager enquires if CPC wish to continue the scheme in 2022

Due to Covid considerations/restrictions the spend for 21-22 of £3,100, leaves a balance of due of £1,100 when the carry forward from the previous year and the invoice from earlier this year is deducted. **Resolved:** that the budget reconciliation is received. That the council agree to continue the scheme for 2022-23, but with regular reviews over this next 12 months.

**244. To consider the initial recommendations to Crigglestone Parish through the process of the WMDC Community Governance Review. (circulated via email on 28/3/22)**

This is not to be confused with the Local Government Boundary Commission review of District Ward Boundaries, which is different, but is being reviewed at the same time.

Clarification requested from Andrew Raven of Electoral Services as to where the M1 boundary change is. Nothing received in readiness for the meeting. Consultation period ends 31 May 2022. **Resolved:** That if needs be an extra-ordinary meeting can be called once the clarification has been received, to facilitate an informed decision.

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

1. Safe Scheme meeting with PC Steven Firth and PCSO Liam Adams 8th March 2022. This was extremely useful and informative and highlighted the lack of support and resources allocated to the officers 'on the beat' from those higher up in the chain of command.

2. Clerk attended YLCA Annual Conference 9am – 8pm, online 25<sup>th</sup> March 2022 Most informative and relevant training.
3. Clerk and Cllr Daniels - Town and Parish Liaison meeting 29<sup>th</sup> March 2022 . A much-improved remote meeting with guest speakers actively listening to our sector and offering promising moves forward.
4. Cllr Daniels - West Yorkshire Combined Authority meeting 24<sup>th</sup> March. Cllr Daniels raised some serious concerns around public transport, bus and train.
5. Cllr Daniels and Cllr J Craven Better Bus campaign 4<sup>th</sup> March 2022
6. Cllr Daniels and Cllr J Craven Better Bus Campaign 1st April 2022

**246. To consider communication items:**

1. Press reports –Input to next Parish Link magazine, FB & Website.  
Jubilee event, Boundary change consultation, More Money in Your Pocket benefit roadshow.

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

**Annual 'Parish Council' meeting** Tuesday 3<sup>rd</sup> May 2022 at 6.00pm in the Village Institute

**248. 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.**

**249. To receive update on possession of corner plot of land at Howard Crescent**

See update enclosed

**1 To consider next course of action**

There is a concern that whilst there are no deeds for the land because it was never registered, there was a 'verbal' agreement that the land could never be sold once it was gifted to the Parish Council.

**Resolved:** That the process of Possessory Title begins and the Parish Council put together a case to support this.

**250. PERSONNEL COMMITTEE**

1. For committee to approve as an accurate record and full council to receive the minutes of the meeting held Thursday 24th February 2021 (circulated prior)

**Resolved:** That the minutes are approved as an accurate record by the committee, signed by the Chairman and received by full council.

2. To receive and approve the recommendations, from the above meeting of the Personnel committee meeting. *(Clerk and Deputy Clerk left the meeting whilst this item was being considered)*

**Resolved:** That the recommendations at minute no. 8 & 9 of 24<sup>th</sup> Feb personnel meeting 2022 are approved for implementation.

As there was no further business to be transacted, the Chair thanked all for attending and closed the meeting at 20.24pm

**SIGNED  
CHAIRMAN**

**DATE**

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**CRIGGLESTONE PARISH COUNCIL - PUBLIC PARTICIPATION SESSION**

None present